

REGISTERED



**GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT**

ORDER

Faisalabad

SO(Estt)27-116/2012: WHEREAS, Deputy Director (Admn), Directorate General of Special Education Punjab vide letter dated 10.07.2024 forwarded a visit report sent by District Education Officer (Spl. Edu), Faisalabad (**'DEO (SE), Faisalabad'**) dated 14.06.2024 after conducting visit of Govt. Institute for Slow Learners, Toba Tek Singh (**'Institute'**) on 11.06.2024. Through the visit report, DEO (SE), Faisalabad has apprised that she paid a surprise visit at Govt. Institute for Slow Learners, Toba Tek Singh on 11.06.2024 and the Institute gate was locked from inside and it was opened after repeated bells. The Institute was not presenting a picture of an educational institute and the only person present in the Institute was Mr. Mohsin Waqar (Store Keeper) who by his conduct seemed to have just woken up and his bedding was also found lying in hall of the Institute. **Ms. Rabia Bibi**, Educator (BS-16) / Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh (**'accused officer'**) was absent from her duty without intimation and/or prior permission / approval and no class IV employee was present in the Institute. All the non-teaching staff was found absent on 11.06.2024. Moreover, the cleanliness of institute was very poor. The institute premises was covered in dust, presenting a deplorable state of affairs. The class rooms were found stuffed with garbage and there was no assembling / arrangement of furniture in view of summer vacations. Absence of school bus (*being a public asset*) from Institute's premises without any official assignment and without permission / intimation, represents a severe breach of established protocols and non-compliance of official directions regarding administrative affairs of Institutes during summer vacations 2024 notified vide letter No. 803/DEO (Spl. Edu) Fsd/2024 dated 23.05.2024. No official record / registers were found in the institute, even the attendance register was not available in the institute. The reporting officer in her report, has also stated that she had already pointed irregularities of the institute as observed during her last visit on 09.03.2024 and the Incharge Headmistress was already issued an explanation upon her inefficiency and misconduct vide letter No. DEO (Spl. Edu) Fsd/2024 dated 11.03.2024. Lastly, it was requested that disciplinary proceedings may be initiated against the accused officer on account of inefficiency and misconduct.

2. **AND WHEREAS**, keeping in view the inefficiency and negligence as depicted from the visit report, severity of the matter involved and in view of availability of sufficient documentary evidence on record, *while dispensing regular inquiry*, disciplinary proceedings were initiated against the accused officer vide Show Cause Notice dated 20.08.2024 under Section 7(b) read with Section 5(1)(a) of the PEEDA Act, 2006 (**'Act'**)

on the following charges of inefficiency and misconduct:

- i. Your performance as Incharge Headmistress, Govt. Institute for Slow Learners Toba Tek Singh is found to be unsatisfactory as on the day of the surprise visit i.e., 11.06.2024 by District Education Officer (Spl. Edu.), Faisalabad, the gate of the Institute was locked from the inside and opened after repeated ringing of the bell.
- ii. During the visit on 11.06.2024, you were found absent from your duty without intimation and / or prior approval / permission of the leave. Furthermore, there was no Class IV employee present in the Centre, only Mr. Mohsin Waqar (Store Keeper) was present in the Institute who appeared to have just woken up, evidenced by his bedding lying in the hall of the Institute.
- iii. You displayed inefficient and negligent behaviour in carrying out your official responsibilities and managing the Institute's administrative issues. During the visit, the cleanliness condition of the Institute was found pathetic. The classrooms were filled with garbage and lacked proper furniture arrangement during the summer vacations, which reflects a failure in administrative duties. Moreover, the washrooms were also unclean.
- iv. You breached established protocols and not complied with official directives issued by the DEO (SE), Faisalabad vide letter No. 803/DEO (Spl. Edu) Fsd/2024 dated 23.05.2024 as the Institute's bus, which is a public asset, was found not present in the premises of the Institute without official assignment or intimation to the competent authority. The absence of the school bus without an official assignment or prior permission of the competent authority constitutes a significant violation of administrative guidelines.
- v. During the visit on 11.06.2024, it was also found that official record and registers, including the attendance register, were not maintained and even attendance register was not found despite the fact that repeated instructions from time to time were issued regarding marking of attendance on Bio-Matric machine, no officer/official was marking attendance on Bio Matric machine and even on the

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attendance register.

3. **AND WHEREAS**, through the above said Show Cause Notice, the accused officer was directed to submit her written reply within 07-days. Accordingly, she filed written reply which was examined and found unsatisfactory. Therefore, in order to finalize the disciplinary proceedings, the accused officer was afforded an opportunity of personal hearing under Section 7(d) of the Act *ibid* and for said purpose vide letter dated 09.09.2024, she was directed to appear before **Deputy Secretary Special Education** / Hearing Officer appointed under Section 7(d) of the Act *ibid* on 19.09.2024.

4. **AND WHEREAS**, the Hearing Officer after affording opportunity of personal hearing to the accused officer, submitted report of hearing proceedings wherein it has been observed that it is an admitted position that the accused officer was not present in the Centre at the time of visit and the main gate of the Centre was locked from inside. The justifications provided by the accused officer to rebut the charges is nothing more than story built up to cover up the things. It is observed that at the time of visit, the accused officer was not herself present in the Centre but she has tried to save the delinquent officials who locked the door from inside and/or were absent. The response of the accused officer to counter the charges has been considered in the light of report of DEO concerned and it has been found that same is unjustified because it cannot be a coincidence that two class IV employees were granted leave by the accused officer (*the attendance register was not available alongwith other record of the Centre for checking of the visiting officer*) and one was allowed short leave to go to hospital (*said class-IV employee also took the keys of Headmistress office alongwith him, where record was kept, and his mobile was also unreachable*) and the only person present in the Centre i.e., Store Keeper went to washroom by locking the main door from inside. The visiting officer i.e., DEO had to wait and ring the bell multiple times and when the door was opened the Store Keeper was in such a position which showed that he had just woken up from sleep and his bedding was also found lying in the hall of the Centre. The whole story narrated by the accused officer in her written reply to rebut the charges is self-made and devoid of consideration. It is further noted that through written reply the accused officer has tried to substantiate that she informed DEO regarding her late arrival on 11.06.2024. The accused officer was asked to place on record any piece of evidence through which it could be established that she applied for short leave or informed DEO but she failed to do so. The accused officer further stated that she marked her attendance on the register at 09:30 a.m. The accused officer was asked to provide bio-metric record of attendance of the day of visit and of previous few days so as to certain the attendance of accused officer but she stated that no such record is available because attendance is not being marked on bio-metric machine because it was non-functional. The accused officer in this regard relied upon letter written by her in the month of February, 2024 and budget released for repair of bio-metric machine (for change of battery) in the month of March, 2024 which itself shows that bio-metric machine was got repaired in the month of March 2024 and no reason has been stated

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for keeping it non-functional. It is observed that this act on the part of the accused officer is itself violation of directions issued by Directorate General of Special Education, Punjab, Lahore. As far as reliance of the accused officer on attendance register for her attendance and on movement register to substantiate short leave of class-IV employees is concerned, it is observed that both the documents i.e., Attendance Register and Movement / Short Leave Register relied upon by the accused officer are made/written/created by her and also countersigned/attested by her. These documents could be considered valid and reliable, had they been attested by District Education Officer (Spl. Edu.), Faisalabad during the visit. Furthermore, as per extract of attendance register, the accused officer marked her attendance / presence at 09:30 a.m. but the same register contains entries whereby one class-IV employee marked his attendance at 03:00 P.M. The accused officer was asked to justify her position because attendance register has been counter signed by her but in view of contradictions in the entries of attendance register serious doubts are cast upon the veracity of entries of attendance register. In the light of these facts, it is observed that the accused officer was absent on the day of visit and she did not inform DEO regarding her absence, hence, the charge of absence from duty is proved.

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5. **AND WHEREAS**, the Hearing Officer further observed that it was observed by the DEO on the day of visit that cleanliness condition of the Centre was not up to the mark. The careless and causal attitude of the accused officer towards the cleanliness condition of the centre as highlighted by the DEO shows that the accused officer takes things in very causal manner and considered herself not responsible for anything. With regards to charge related to absence of official bus from the Centre, the accused officer was asked to place on record, authorization of DG office or DEO office for parking the official vehicle away from the premises of Centre or any other piece of document through which it has been informed by her to the DEO that bus of the Centre is being parked at any other place but she instead of providing any authorization, provided a certificate issued by Headmistress of Govt. Higher Secondary School for HI, Toba Tek Singh and tried to substantiate that due to lack of parking space the bus of the Centre is being parked in the premises of Govt. Higher Secondary School for HI, Toba Tek Singh. Since the accused officer had no prior authorization of DEO concerned for parking official bus of the Centre away from the Centre, hence the charge is proved.

6. **AND WHEREAS**, the Hearing Officer further observed that conduct of the accused officer is unbecoming of an officer and tantamounts to misconduct. The accused officer failed to discharge duties, as assigned to her, efficiently and her conduct remained prejudicial to good service. Moreover, the stance taken by the accused officer, in her written reply being inadequate, is also devoid of justifications. It is also worth mentioning here that no new and/or plausible piece of evidence has been brought on record by the accused officer to rebut the evidence already available on record.

7. **AND WHEREAS**, after having considered all aspects and material related to the case, written reply and additional reply of the accused officer with documents annexed therewith and report of Hearing Officer, it has been noticed that the accused officer has failed to present compelling, persuasive, and confidence-inspiring evidence to support her position and counter the charges. After consulting the record, I am inclined to observe that no circumstances extenuating in nature exist in favour of the accused officer through which it can be deduced that conduct of the accused officer is not prejudicial to good order or service discipline. Furthermore, it is observed that the position adopted by the accused officer in her written reply and additional reply is inherently flawed, lacking logical reasoning. Moreover, her stance is characterized by vagueness and appears to be a retrospective consideration rather than a well-founded response. Additionally, it is noted that the current predicament faced by the accused officer is solely attributable to her own actions, no one else is accountable for the situation in which she finds herself today. Summarily, it is an established fact that the accused officer was absent from the Centre at the time of the DEO's visit, with the main gate locked from the inside. The justifications provided by the accused officer in response to the charge have been determined to be incorrect intended to conceal the actual events. It has been noted that while the officer was absent, she attempted to protect other staff members who were also either absent or responsible for locking the Centre's door from the inside. The accused officer's explanation, assessed alongside the DEO's report, has been deemed unjustifiable. The absence of two class-IV employees, their leave status, and the unavailability of essential records, including the attendance register, further discredit her defense. The accused officer's failure to present any evidence supporting her claim of notifying the DEO of her delayed arrival, as well as discrepancies in the attendance records, further undermine her position. The officer also could not provide biometric attendance records, citing a malfunctioning biometric machine, though evidence shows it was repaired months earlier. Moreover, the accused officer failed to maintain the Centre's cleanliness, as reported by the DEO, and did not secure authorization to park the official vehicle away from the Centre premises. Her reliance on a certificate from another institution to justify this action without prior approval further substantiates the charge. The accused officer's conduct is found to be unprofessional, reflecting misconduct and a failure to fulfill her duties efficiently. Her defense lacks justification, and no new evidence has been presented to rebut the charges, all of which are considered proven. A wade through the record reveals that the then DEO had previously visited the accused officer's Center, and upon noting the subpar cleanliness conditions, an explanation was served upon the accused officer but despite the accused officer's assurances, the cleanliness standards were not maintained, indicating her inefficiency and serious misconduct.

8. **NOW THEREFORE**, I, **Saima Saeed**, Secretary Special Education / Competent Authority in the instant case, *for reasons recorded herein above*, am of the considered view that the accused officer's conduct in the execution of her official duties has remained detrimental to good service discipline and constitutes gross misconduct.

Given the severity of the proven charge, in exercise of powers vested upon me under the Section 7(f) read with Section 4 of the Act *ibid*, minor penalty of “**withholding of increment for a period of two years**” in terms of Section 4(1)(a)(ii) is hereby imposed upon the accused officer.



(SAIMA SAEED)

SECRETARY to

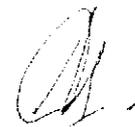
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore, the
November 08th /2024

No. & Date Even:

A copy is forwarded for information and necessary action to the:-

1. Accountant General Punjab, Lahore.
2. Director General, Special Education Punjab, Lahore.
3. District Education Officer (Special Education), Faisalabad.
4. Headmaster / Headmistress, Govt. Institute for Slow Learners, Toba Tek Singh to ensure delivery of this order to the accused officer at her residential and official addressed through all possible means including email at her official email address under intimation to this Department.
5. Statistical Officer, Directorate General of Special Education, Punjab, Lahore.
6. Accused officer concerned / **Ms. Rabia Bibi**, Educator (BS-16), Incharge Headmistress, Govt. Institute for Slow Learners, Toba Tek Singh.
7. PS to Secretary Special Education Department, Lahore.



SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT