

**ORDER OF INQUIRY**

No. SO(ESTT.)10-341/10: **WHEREAS**, Deputy Director (Monitoring), Directorate General of Special Education, Punjab, Lahore, forwarded a probe report dated 22.12.2023, concerning an incident at the Government Secondary School of Special Education for Hearing Impaired, Jalalpur Pirwala, involving damage to the biometric attendance machine. The probe, conducted by the District Education Officer (Special Education), Multan, found that staff conflicts and personal grudges had created an unhealthy environment within the institution. Staff members accused one another of the damage. The school's CCTV system had been non-functional for 15 days due to a faulty DVR charger, and no footage was available to assist the probe. **Mr. Muhammad Tayyab's**, Senior Special Education Teacher (Hearing Impaired Field / BS-17) / Incharge Principal, Govt. Secondary School of Special Education for Hearing Impaired, Jalalpur Pirwala (**'accused officer'**) failure to address this issue, despite the lack of screen display, was deemed negligent. Furthermore, irregularities in the attendance register were discovered, including granting casual leaves beyond the prescribed limit and possible malpractice in leave administration. In light of these findings, the Deputy Director recommended disciplinary action under the PEEDA Act, 2006, against the ex-in-charge principal for misconduct and inefficiency.

2. **AND WHEREAS**, in view of the facts and circumstances of the case and keeping in view the gravity of allegations, the undersigned being the Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (**'Act'**), in due consideration of the facts of the case, am of the opinion that there are sufficient grounds to proceed against, **Mr. Muhammad Tayyab**, Senior Special Education Teacher (Hearing Impaired Field / BS-17) / Incharge Principal, Govt. Secondary School of Special Education for Hearing Impaired, Jalalpur Pirwala (**'accused officer'**), on the charges of inefficiency and misconduct, under section 5 read with Section 9 of the Act *ibid.* I, therefore, orders initiation of disciplinary proceedings through a regular inquiry against the accused officer under the Act *ibid* by appointing **Ms. Ghazia Sehar, Headmistress, Govt. Special Education Centre, Mian Channu, District Khanewal** as Inquiry Officer to proceed against the accused officer in terms of Section 5 read with Section 9 of the Act *ibid.*

3. The Inquiry Officer will proceed against the accused officer on the following charges of inefficiency and misconduct:

CHARGES AGAINST MR. MUHAMMAD TAYYAB, SSET / ACCUSED OFFICER

1. During the tenure of the accused officer as Incharge Principal of the Centre, the biometric attendance machine of the Centre was damaged.

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The officer failed to ensure its safe custody and protection, which was a fundamental aspect of his responsibility. This negligence in safeguarding vital institutional equipment directly contributed to its damage and reflects inefficiency in the accused officer's performance of duties. The accused officer's failure to take appropriate measures to prevent this damage constitutes a serious lapse in maintaining the integrity of the Center's operational infrastructure.

2. The accused officer failed to ensure the operational status of CCTV cameras and security system within the institution and CCTV cameras remained nonfunctional for 15 days. Despite being aware of their malfunction, the accused officer neglected to take timely corrective actions, thereby compromising the security of both the students and the institution. This negligence directly contributed to the failure in identifying the individual responsible for damaging the biometric attendance machine, as the CCTV footage was unavailable for review due to non-operational cameras. The accused officer's failure to uphold these critical security measures represents a serious breach of duty.
3. Under the supervision of the accused officer, there have been multiple instances of casual leave being granted beyond the prescribed annual limit. For example, Ms. Hubab Malik, Psychologist, was granted more than 25 casual leaves, exceeding the admissible limit. Moreover, discrepancies in attendance records have been noted, including blank entries in the register (e.g., the cell for 27.10.2023), suggesting potential malpractice or deliberate omissions in the leave management system. These actions, or lack thereof, indicate poor oversight and mismanagement of administrative processes concerning staff attendance, which falls under the direct responsibility of the accused officer.
4. The accused officer failed to adequately manage official responsibilities related to the administrative functioning of the Center. Specifically, the officer did not take appropriate steps to resolve ongoing conflicts among staff members, which contributed to a toxic and unhealthy work environment. This inability to foster a collaborative and professional atmosphere negatively impacted the overall functioning of the institution and undermined the well-being and morale of its staff. The accused officer's lack of leadership and failure to mediate or resolve conflicts is a serious dereliction of duty, directly affecting the institution's operational integrity.

4. The accused officer is directed to submit his written defense to the Inquiry Officer, within **07** days of the receipt of this order. If he fails to submit his written defence within the prescribed period, he shall be presumed that either he has no defence to offer or he has declined to offer the same and he has accepted the charges.

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5. Mr. Mumtaz Ul Hassan, Superintendent (BS-17), Govt. Degree College of Special Education, Multan is appointed Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

6. In case, the accused officer desires to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, he may do so with prior arrangement with the Departmental Representative within **03** days of the receipt of this Order.

7. The Inquiry Officer will submit report and recommendations to the undersigned within sixty days (**60 days**) of the initiation of inquiry in terms of Section 10(6) of the Act *ibid*.

Saima Saheed

(SAIMA SAEED)
SECRETARY to

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore the
December 05 /2024

NO. & DATE EVEN

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), Multan.
3. **Ms. Ghazia Sehar**, Headmistress, Govt. Special Education Centre, Mian Channu, District Khanewal / **Inquiry Officer** with the request to conduct the inquiry in accordance with the mandate of PEEDA Act, 2006 and provide reasonable opportunities of hearing and defense including right of cross examination to the accused officer.
4. **Mr. Mumtaz Ul Hassan**, Superintendent (BS-17), Govt. Degree College of Special Education, Multan / **Departmental Representative** is directed to ensure delivery of this order to the accused officer through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officer, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Accused Officer / Mr. Muhammad Tayyab**, Senior Special Education Teacher (Hearing Impaired Field / BS-17) / Incharge Principal, Govt. Secondary School of Special Education for Hearing Impaired, Jalalpur Pirwala.
6. PS to Secretary Special Education Department.

[Signature]
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT