

REGISTERED



No. SO(Estt)10-552/2014
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore
Dated Lahore, the 17th December, 2024

To

Ms. Madiha Hanif,
Senior Special Education Teacher (H.I Field / BS-17),
Former Headmistress, Govt. Special Education Center, D.G Khan,
Presently reported to department.

Subject: **PERSONAL HEARING NOTICE UNDER SECTION 13(4) OF THE PUNJAB EMPLOYEES, EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006**

I am directed to refer to subject noted above and to state that disciplinary proceedings were initiated against you under section 5 read with Section 9 of the Punjab Employees, Efficiency, Discipline and Accountability Act, 2006 ('Act') vide order dated 01.08.2024 on the following charges of inefficiency and misconduct by appointing **Mr. Muhammad Sajjad Haider**, Headmaster (BS-18), Govt. Secondary School of Special Education for HIC (Boys), Multan as Inquiry Officer:

- i. On November 23, 2023, at 0830 hours, during surprise visit by the District Education Officer (Spl. Edu.), D.G. Khan, due to the inefficiency of the accused officer, the gate of the Centre was found locked, causing inconvenience for the female teaching staff and special needs students. Subsequently, at approximately 0840 hours, an unidentified individual opened the main gate of the Centre, thereby exposing government assets to potential theft risks.
- ii. During both visits of DEO (on November 23, 2023, and December 9, 2023) the premises of the Centre was found to be heavily laden with dust and clay, notwithstanding the recent appointment of a Sweeper. Additionally, classroom furniture was also found disarranged which shows inefficiency of the accused officer.
- iii. During the visit on November 23, 2023, majority of the teaching staff was found to be accompanied by their children within the classrooms, which contravened the established norms and standards governing class teaching practices. On both occasions of inspection (on November 23, 2023, and December 9, 2023) it was noted that costly wheelchairs, along with other essential assistive devices and valuable items belonging to the Centre, were kept outdoors without proper storage, consequently exposing them to wear and tear and loss to resources of the Centre. This inefficiency on the part of accused officer was also projecting an unfavorable image of the Centre.
- iv. During visit on November 23, 2023, the bus of the Centre

arrived late at 0845 hours, and upon its arrival, it was found to be significantly soiled with dust and clay. During the aforementioned inspection, all class-IV staff members were found to be absent initially, arriving late thereafter. Furthermore, considerable number of the teaching staff, including the accused officer, also arrived late. Furthermore, on November 23, 2023, 50% of the non-teaching staff was absent from duty, and Mr. M. Imran, the designated sweeper, was also absent as well. However, attendance for Mr. M. Imran was marked, which manifestly shows negligence and inefficiency of the accused officer.

- v. During both inspection visits, it was found that the security cameras are not installed in the Centre, through which safety and security of children with special needs has been compromised. It was further found that valuable items such as the generator, exercise cycles, and other costly equipment were carelessly placed outside, posing potential risks of theft and loss. It was further found that the accused officer had acquired a new rented building for the Centre, which notably lacks essential civic amenities and a PTCL connection. This deficiency has resulted in the inability to synchronize the biometric machine with the Directorate General of Special Education (DGSE). Moreover, the rental rate for the building secured by the accused officer for the Centre is excessively high, set at Rs. 210,000/- per month. The rent of the building also fails to align with the structural features and covered area of the building.
- vi. During visit on November 23, 2023, it was found by the DEO that the plastic glass attached to the water cooler designated for special students was leaky and broken. Furthermore, the average daily attendance of students at the Centre consistently fell below the minimum benchmark required for the establishment of a primary school.
- vii. The accused officer demanded supplementary budgetary allocations for uniform, yet she failed to utilize the existing budget amounting to Rs. 500,000/- allocated for this purpose revealing inefficiencies in financial management. The accused officer neglected to procure winter uniforms, thereby depriving special-needs students of their entitlement. The accused officer in her written response submitted before the visiting officer/DEO, cited budgetary constraints for non-provision of uniforms, despite the available funds being adequate to procure three sets of uniforms (one for winter and two for summer). An unaccounted amount of Rs. 308,563/- was found to be present in the Centre's bank account, and documentation or bank reconciliation statements was not available justifying parking of said amount.
- viii. During visit on December 9, 2023, it was found by the DEO that 50 % (fifty percent) of the staff was on leave, and no students were in attendance at the school. The teachers who were present

on that day were found to be sitting outdoors, enjoying with their children. This absence of students was attributed to the accused officer allowing the driver to take leave without making prior alternative arrangements.

2. **AND WHEREAS**, the Inquiry Officer, after finalizing the inquiry proceedings has submitted inquiry report to this department (**copy of Inquiry Report has already been sent to you**). The Inquiry Officer has recommended the imposition of minor penalty of "**Censure**" under section 4(1)(a)(i) of the PEEDA Act, 2006.

3. In view of above, I am further directed to inform you that in exercise of powers conferred under Section 13(4) of the Act *ibid*, Secretary Special Education has decided to afford you an opportunity of personal hearing and has appointed **Deputy Secretary, Special Education Department** as Hearing Officer under Section 13(4)(c) of the Act *ibid* for said purpose. Therefore, you are directed to appear before the **Deputy Secretary, Special Education Department / Hearing Officer** on **27.12.2024 (Friday) at 12:00 P.M.** in his office chamber at 31-Sher Shah Block, New Garden Town, Lahore for this purpose. If you fail to avail this opportunity, the case shall be decided *on the basis of available record*.

**ISSUED BY THE ORDER OF
DEPUTY SECRETARY
SPECIAL EDUCATION DEPARTMENT/
HEARING OFFICER**

C.C:

1. PS to **Deputy Secretary, Special Education Department / Hearing Officer**.
2. **Deputy District Education Officer (Spl. Edu.), D.G. Khan / Departmental Representative** is directed to ensure delivery of this notice to the accused officer through all possible means and also appear before the Hearing Officer on the date fixed for personal hearing alongwith relevant record.
3. PS to Secretary Special Education Department.

**SECTION OFFICER (ESTT-I.)
SPECIAL EDUCATION DEPARTMENT**