

REGISTERED



No. SO(ESTT)10-341/10
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the ۲۶ March, 2025.

To

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.

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

WHEREAS, 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 of inquiry dated 05.12.2024 on the following charges of inefficiency and misconduct by appointing **Ms. Ghazia Sehar**, Headmistress, Govt. Special Education Centre, Mian Channu, District Khanewal as inquiry officer;

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

- iii. 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.
- iv. 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.

2. **AND WHEREAS**, the Inquiry Officer, after finalizing the inquiry proceedings, has submitted inquiry report to this department and recommended imposition of minor penalty of **"withholding of annual increments for a period of two years"** under Section 4(1)(a)(ii) of the PEEDA Act, 2006.

3. **AND WHEREAS**, in view of the above, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid* for the charges against you.

4. **NOW THEREFORE**, in exercise of the powers conferred upon me as Competent Authority under Section 13(4) of the PEEDA Act, 2006, you are

hereby called upon to show cause in writing within seven (07) days of the receipt of this notice as to why one or more penalties as prescribed under Section 4 of the PEEDA Act, 2006 may not be imposed upon you. You are allowed to submit additional defence in writing, if any.

5. You are also afforded an opportunity of personal hearing and directed to appear before the undersigned on **08.04.2025 (Tuesday)** at **11:30 A.M.** for this purpose. If you fail to appear, the case shall be decided *ex-parte*.

Shahida 24/3/25

(SHAHIDA FARRUKH NAVEED)
SECRETARY SPECIAL EDUCATION /
COMPETENT AUTHORITY

CC.

1. **Mr. Mumtaz Ul Hassan**, Superintendent (BS-17), Govt. Degree College of Special Education, Multan / **Departmental Representative** is directed to ensure the delivery of this notice to the accused officer through all possible means, and also to appear before the Hearing Officer on the date fixed for personal hearing alongwith relevant record.
2. PS to Secretary Special Education Department.