

**ORDER OF INQUIRY**

No. SO(Estt)1-67/2007: WHEREAS, 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, is of the opinion that there are sufficient grounds to proceed against **Ms. Sadia Saman**, Senior Special Education Teacher (BS-17 / HI Field), Incharge Principal/DDO, Govt. Secondary School of Special Education (H.I), Girls Sahiwal ('accused officer') and **Mr. Abdul Aziz**, Store Keeper (BS-11), Govt. Secondary School of Special Education (H.I), Girls Sahiwal ('accused official') (both accused officer and accused official are hereinafter jointly referred to be as 'accused officer/official') on the charges of inefficiency and misconduct under Section 3 of the PEEDA Act, 2006. I, therefore, order initiation of disciplinary proceedings through a regular inquiry against the accused officer/official under the Act *ibid* by appointing **Ms. Humera Anwar, Deputy Director (BS-18), Govt. Al-Sahi Special Education Centre (M.C.C), Sahiwal (Devolved)** as Inquiry Officer to proceed against the accused officer/official in terms of Section 5 read with Section 9 of the Act *ibid*.

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

**CHARGES AGAINST MS. SADIA SAMAN / ACCUSED OFFICER**

- I. The accused officer while serving as Incharge Principal and Drawing and Disbursing Officer, was under a duty to supervise the admission process of board classes and to ensure compliance with deadlines and procedural formalities. Despite being informed as early as 27.12.2024 by Board of Intermediate and Secondary Education (BISE), Sahiwal that admission forms had not been received, she failed to take decisive remedial action. The accused officer continued to rely on verbal assurances of Mr. Abdul Aziz, Store Keeper for over three months without verifying facts or escalating the matter to higher authorities. The accused officer's prolonged inaction and failure to report this serious lapse contributed to the denial of examination opportunity to six (06) special students. This demonstrates gross inefficiency, failure to discharge supervisory responsibilities, and lack of administrative diligence.

- II. Upon learning of the delay, instead of initiating disciplinary or corrective measures, the accused officer transferred a sum of Rs. 30,000/- from her personal account to Mr. Abdul Aziz, Store Keeper without ensuring timely accountability, traceability, or confirmation of fee submission. The accused officer failed to obtain receipts or monitor the disbursement and utilization of public funds for a critical official function. This action reflects misuse of administrative discretion, poor financial oversight, and conduct unbecoming of an officer.
- III. That on 04.04.2025, being the Incharge Principal and administrative head of the institution, the accused officer failed to ensure her presence at the examination center or the school premises, despite being aware of the highly sensitive and time-bound nature of board examinations. The accused officer admitted to staying at home citing personal reasons while the school remained locked and unattended. The accused officer's absence without alternate arrangements or delegation of authority amounts to gross negligence, dereliction of duty, and misconduct.
- IV. The accused officer failed to manage the affairs of the school as on 04.04.2025, Mr. Ameer Hamza, Senior Clerk (BS-14), Mr. Abdul Aziz, Store Keeper (BS-11), Mr. Jamil Ahmad, Driver (BS-05), Shahbaz Ali, Lab Attendant (BS-01), Naeem John, Sweeper (BS-01) were absent from duty without approval of leave.

**CHARGES AGAINST MR. ABDUL AZIZ, STORE KEEPER /  
ACCUSED OFFICIAL**

- I. The accused official was entrusted with the official responsibility of submission of admission forms of students of 9<sup>th</sup> and 10<sup>th</sup> classes to the Board of Intermediate and Secondary Education (BISE), Sahiwal, a duty assigned to him formally since 2019. The accused official despite receiving the fee amount failed to deposit the same within the time frame and kept the administration unaware of non-submission of admission fee of students on false pretext.
- II. The accused official despite receiving an amount of Rs. 30,000/- from the Incharge Principal for the specific purpose of submission of admission fee on 02.01.2025, failed to submit the admission forms of 9<sup>th</sup> class students within the stipulated deadline i.e., 03.01.2025 with triple fee, and subsequently misled the school administration about their status. The accused official's failure to perform this essential function directly resulted in six (06) special students being deprived of their right to appear in the Health &

Shahida

Physical Education paper scheduled on 04.04.2025, thereby seriously jeopardizing their academic future. Such grave negligence amounts to gross inefficiency and dereliction of official responsibilities.

- III. Despite receipt of funds from the Incharge Principal/DDO, the accused official willfully withheld the admission forms and did not submit them to the BISE, Sahiwal. The accused official repeatedly misrepresented to the Incharge Principal that the forms had been submitted and that roll number slips were expected soon. On multiple occasions, the accused official falsely attributed delays to courier issues, holidays, and board office procedures. It was only on 04.04.2025, the day of the examination, that it was discovered the accused official had not deposited the complete fee nor submitted the forms to the board. The accused official's actions constitute intentional misrepresentation, withholding of official documents, and willful misconduct.
- IV. That on 04.04.2025, a critical day when students were scheduled to appear in their board examination, the accused official remained absent from duty without obtaining any prior permission and switched off his mobile phone, rendering himself inaccessible. This conduct reflects willful avoidance of duty, unauthorized absence, and gross disregard for the discipline and operational integrity of the institution.
- V. The accused official received an amount of Rs. 30,000/- in lieu of admission fee of special students from Ms. Sadia Saman SSET-HI, Incharge Principal/DDO Govt. Secondary School of Special Education (H.I), Girls Sahiwal on 02.01.2025 via online bank transfer into his two different accounts and deposited only amount of Rs. 7980/- on 03.01.2025 and amount of Rs. 4980/- on 02.01.2025. The rest of amount has been embezzled by him.

3. The accused officer/official are directed to submit their written defense to the Inquiry Officer, within 07 days of the receipt of this order. If they fail to submit their written defense within the prescribed period, it shall be presumed that either they have no defense to offer or they have declined to offer the same and they have accepted the charges.

5. **Mr. Imran Sher, Superintendent (BS-17), Office of District Education Officer (Special Education), Sahiwal** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

6. In case, the accused officer/official desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, they 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 her 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*.

*Shahida* 7/4/2025  
(SHAHIDA FARRUKH NAVEED)  
SECRETARY to  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

Dated Lahore the  
April 07 /2025

NO. & DATE EVEN

A copy is forwarded to the: -

1. Director General, Special Education Punjab, Lahore.
2. Director (Admin), Directorate General of Special Education, Punjab, Lahore.
3. District Education Officer (Special Education), Sahiwal.
4. Ms. Humera Anwar, Deputy Director (BS-18), Govt. Al-Sahi Special Education Centre (M.C.C), Sahiwal (Devolved) / Inquiry Officer.
5. Mr. Imran Sher, Superintendent (BS-17), Office of District Education Officer (Special Education), Sahiwal / Departmental Representative is directed to ensure delivery of this order to the accused officer/official through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officer/official, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
6. Accused officer / Ms. Sadia Saman, Senior Special Education Teacher (BS-17 / HI Field), Govt. Secondary School of Special Education (H.I), Girls Sahiwal.
7. Accused official / Mr. Abdul Aziz, Store Keeper (BS-11), Govt. Secondary School of Special Education (H.I), Girls Sahiwal.
8. PS to Secretary Special Education Department.
9. Office order file.

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