

REGISTERED



GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

ORDER

No. SO(Estt)40-567/2021. WHEREAS, through this order, representation filed by Ms. Aqsa Ramzan, Junior Special Education Teacher (HI Filed / BS-16), previously posted at Govt. Special Education Centre, Pirmahal, District Toba Tek Singh presently posted at Govt. Secondary School of Special Education for HIC, Vehari ('representationist') for expunction of adverse remarks recorded in her Performance Evaluation Reports ('PERs') for the period w.e.f. 23.02.2022 to 31.12.2022 and 01.01.2023 to 31.12.2023 shall be decided.

2. AND WHEREAS, Ms. Pinkee Sadia Yousaf, Former Incharge Headmistress, Govt. Special Education Centre, Pirmahal (awarded penalty of removal from service) ('Reporting Officer') recorded the following adverse remarks in Part-I, Part-II & Part-III of the PERs in respect of representationist for the following periods in her capacity as Reporting Officer:

Sr. No.	Period	Remarks
1.	23.02.2022 to 31.12.2022	Part-I <u>Integrity</u> "Honest" Part-II <u>Overall Grading</u> "Below Average" Part-III <u>Usefulness for Retention / Extension in Service</u> "Not useful"
2.	01.01.2023 to 31.12.2023	Part-I <u>Integrity</u> "Honest" Part-II <u>Overall Grading</u> "Below Average" Part-III <u>Usefulness for Retention / Extension in Service</u> "Not useful"

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3. **AND WHEREAS**, the above referred adverse remarks alongwith a copy of PERs were communicated to the representationist vide letter dated 09.01.2025, for filing representation for expunction of the said adverse remarks, *if deemed necessary*. Subsequently, the representationist filed representation on 10.02.2025 with the request to expunge the adverse remarks recorded in her PERs.

4. **AND WHEREAS**, the Reporting Officer was directed vide letter dated 09.01.2025 to submit reasons / justifications alongwith documentary evidences for recording adverse remarks in the PERs of the representationist. Accordingly, the Reporting Officer on 22.01.2025 submitted reasons / justifications leading to recording of such adverse remarks.

5. **AND WHEREAS**, in order to decide the representation, it was decided to afford an opportunity of personal hearing to the representationist in presence of all concerned and for said purpose, she was directed to appear on 17.04.2025. The representationist appeared on the said date of hearing but the Reporting Officer instead of appearing filed an application stating therein that she is unable to attend the hearing due to some domestic issues and the justifications already submitted by her may be considered her submission. During the course of personal hearing, PERs record of the representationist was thoroughly examined and it has been observed that the representationist was appointed in the year 2021 on contract basis for a term of five years and posted at Govt. Special Education Centre, Pirmahal where she assumed the charge of the post on 13.02.2021 and at present she is posted at Govt. Secondary School of Special Education for HIC, Vehari. The PERs for the periods from 23.02.2022 to 31.12.2022 and 01.01.2023 to 31.12.2023 contains adverse remarks: Whereas as per PERs for the period from 13.02.2021 to 31.12.2021, 01.01.2022 to 22.02.2022, 23.09.2023 to 19.12.2023, 20.12.2023 to 31.12.2023, 01.01.2024 to 25.01.2024 and 26.01.2024 to 31.03.2024, the performance of the representationist is satisfactory.

6. **AND WHEREAS**, during the course of hearing the representationist asserted that the adverse remarks recorded by Ms. Pinkee Sadia, formerly the Incharge of Government Special Education Centre, regarding my Performance Evaluation Reports (PERs) covering the periods from February 23, 2022 to December 31, 2022, and January 1, 2023 to September 22, 2023, during my tenure as JSET-HI BS-16 at Government Special Education Centre Pirmahal are without any evidence and based on biasness; that joining at Government Special Education Centre Pirpalal, Toba Tek Singh I, diligently served until October 23, 2024, when I transferred to Government Secondary School of Special Education for HIC Vehari. Upon joining, I taught four classes due to staff shortages, ensuring all students progressed. My performance was commended by Mr. Sajjad Ali, JSET-MC, the Incharge at that time, until December 31, 2021. In 2022, I continued teaching four classes, securing student promotions, with positive feedback from Mr. Sajjad Ali. I also handled additional duties from August 5, 2022, to October 5, 2022, and successfully continued my efforts in the subsequent academic year. I was selected as a co-trainer for a training session on "Learning Standardized Sign Language" in March 2022, receiving a certificate for my participation. From September

23, 2023, to December 19, 2023, I served under Hafiz Muhammad Faisal, JSET PD, and received a Certificate of Excellence. Later, under Amina Yaseen's supervision from December 20, 2023, to January 25, 2024, I earned a Certificate of Satisfaction from the District Education Officer, Faisalabad. Ms. Pinkee Sadia, JSET-MCC/Ex-Incharge, was subsequently suspended for inefficiency and misconduct on December 19, 2023. My PERs for the periods mentioned were delayed due to Ms. Pinkee Sadia's suspension, but after numerous requests and orders from the District Education Officer, they were signed with unjustified adverse remarks, citing my integrity as Honest and performance as "Average/Below Average," punctuality as "Average," and usefulness for retention as "Not Useful." Throughout my career, including the periods under review, I have not received any warnings or explanations for inefficiency or misconduct. Lastly, it was requested that adverse remarks recorded in the PERs may be expunged.

7. **AND WHEREAS**, the Reporting Officer has submitted reasons for recording adverse remarks wherein she has stated that adverse remarks were due to the representationist's conduct, performance, attitude towards official duties, and behaviour. The stance of Reporting Officer can be summarized as under;

"Ms. Aqsa Ramzan worked under my supervision for 1 year and 7 months, during which several concerning issues arose. Ms. Aqsa Ramzan was habitually late, especially after holidays, often leaving blank entries in the attendance register. Despite multiple reminders, she did not improve and instead developed resentment toward the Head of the institute. Her negative attitude affected not only her work but also the overall environment of the school. She also formed a group with other staff members, encouraging them to oppose the Head and creating unnecessary conflicts. While there is no written proof of this, other staff members can verify her behavior. Her stubbornness and lack of cooperation contributed to an unpleasant workplace atmosphere, which even led to a serious accident. She also had long-term health issues, particularly joint pain, which frequently affected her performance. The only concrete evidence I can provide is the attendance register (attached), which clearly shows her late arrivals. Apart from attendance register as tangible evidence, I have nothing to show her bad attitude and not usefulness for this retention / extension."

It has been observed that there is no indication in the record that any counseling or warning was issued to the representationist to address the alleged misconduct.

8. **AND WHEREAS**, after examining/considering the record, representation of the representationist and reply filed by Reporting Officer, it is noted that adverse remarks serve to highlight deficiencies or shortcomings in an employee's work quality, performance, or conduct. These remarks can significantly impact the reputation and overall perception of the individual. It has been observed that the recording of adverse

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remarks in an officer's PER necessitates robust justifications, which are lacking in this case. The adverse remarks documented in the representationist's PERs are deemed unreasonable, irrelevant, and influenced by extraneous factors, failing to align with the available record. Analysis of the existing record indicates a shortage of sufficient documentary evidence against the representationist that would warrant the inclusion of such adverse remarks by the Reporting Officer. Upon reviewing the adverse remarks and the justifications provided by the Reporting Officer, it is observed that the adverse remarks recorded by the Reporting Officer are generic, vague and lack specific instances to justify the opinions formed. Therefore, they do not meet the test of reasonableness. Record shows that representationist was awarded appreciation letters and certificate for best performance and this recognition contradicts the adverse remarks recorded in the PERs, which label her as "below average," and "not useful" for retention. Such inconsistency raises questions about the credibility and objectivity of the Reporting Officer's evaluation. The representationist has alleged that the adverse remarks were recorded due to a personal grudge. This allegation is supported by the fact that the Reporting Officer was under inquiry for inefficiency and misconduct and representationist had provided statements against her during the inquiry. Moreover, the Reporting Officer failed to provide any concrete documentary evidence to substantiate the adverse remarks, such as complaints from parents, students, or colleagues, or any disciplinary actions proposed to be taken against the representationist during her tenure. The absence of such evidence undermines the validity of the remarks. Furthermore, concerning the allegation of late arrival / punctuality, the extracts of attendance register shows that only once in a month the representationist arrived late or departed early and attendance with the time when she arrived and departed has been marked in the attendance register which shows that no blank spaces are left and no tempering or over writing has been made. The extract of attendance register has been provided by Reporting Officer and remained unchallenged by her. It is also observed that since sufficient reasons, including documentary material, was not available against the representationist which could compel Reporting Officer to record adverse remarks against the representationist, therefore, perusal of record shows that the representationist has been made victim of personal bias. It is also not discernible from record that any counseling session was held for the representationist, in order to caution her for the alleged conduct.

9. **NOW, THEREFORE, I, Shahida Farrukh Naveed, Secretary Special Education / Competent Authority** in this case, *for reasons stated herein above*, am of the view that the afore-referred adverse remarks are un-justified, contrary to the record and not sustainable, as the available record does not provide basis or direct evidence for recording of such adverse remarks by the Reporting Officer. Neither has the Reporting Officer been able to substantiate the same with any reasoning or evidence nor any justifiable document or evidence has been put forth by the Reporting Officer to agree with his assessment. Therefore, the representation of the representationist for expunction of adverse remarks recorded in her PERs is hereby **allowed / accepted**. Consequently, impugned adverse remarks recorded in the PERs of the representationist

for the period w.e.f. 23.02.2022 to 31.12.2022 and 01.01.2023 to 31.12.2023 stand expunged and scored out as to render these illegible.

Shahida 30/4/2025
(SHAHIDA FARRUKH NAVEED)
SECRETARY

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore the
April 30 /2025

No. & Date even:

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

1. The Director General, Special Education, Punjab, Lahore.
2. The District Education Officer (Special Education), Multan and Faisalabad.
3. Headmaster/Headmistress, Govt. Secondary School of Special Education for HIC, Vehari.
4. **Ms. Aqsa Ramzan**, Junior Special Education Teacher (HI Filed / BS-16), Govt. Secondary School of Special Education for HIC, Vehari.
5. PS to Secretary, Special Education Department.

A. Farhan
SECTION OFFICER (ESTT.-II)
SPECIAL EDUCATION DEPARTMENT