

REGISTERED



GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT

ORDER OF INQUIRY

No. SO(ESTT.)21-230/11: WHEREAS, Deputy Director (Admin), Directorate General of Special Education, Punjab, Lahore, vide letter dated 24.03.2025, forwarded a visit report conducted by District Education Officer (Special Education), Bahawalpur wherein it has been informed that he visited the Government Special Education Centre, Fortabbas on 30.11.2024. During the visit, office records were checked, and it was observed that uniforms for the Driver and Chowkidar were procured during the financial year 2023-24 and two bills were processed through the District Accounts Office, Bahawalnagar, under sub-head A03906 (Uniform and Protective Clothing), and the amount of both bills is found to be equal, despite there was no Driver present at the centre. In the light of these findings, Mr. Muhammad Aslam, Headmaster, Government Special Education Centre, Minchinabad, was assigned to conduct a fact-finding inquiry vide letter No. DEO (Spl-Edu)/BWP-24/2043, dated 16-12-2024 with the instructions to submit detailed report to this office. The Probing Officer visited the Government Special Education Centre, Fortabbas, on 02-01-2025, and investigated with the staff including Ms. Farzana Kousar, SSET-VI/Ex-Incharge Headmistress of the Centre. After thorough examination of the evidence and witness statements, the Probing Officer concluded that the driver's uniforms were purchased without any demand or receipt by the drivers and chowkidars. Thus, the Headmistress has embezzled Rs. 158,592/- for the uniforms. Further embezzlement of Rs. 186,578/- was identified under the heads of stationery, machinery repair, and transport repair, carried out without any legitimate demand or justification. The Probing Officer recommended that regular inquiry may be initiated against Ms. Farzana Kousar, SSET-VI/Ex-Incharge Headmistress, Government Special Education Centre, Fortabbas so that recovery of the total embezzled amount of Rs. 345,170/-. Lastly, through letter of Deputy Director, it has been requested that stern action may be taken against Ms. Farzana Kousar, SSET(VI/BS-17)/Ex-Incharge Headmistress, Govt. Special Education Centre Fortabbas, under the PEEDA Act, 2006.

2. **AND 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. Farzana Kousar**, Senior Special Education Teacher (BS-17 / VI Filed) / Ex-Incharge Headmistress, Government Special Education Centre, Fortabbas ('accused officer') on the charges of inefficiency, misconduct and corruption, under Section 5 read with Section 9 of the Act *ibid*. I, therefore, order initiation of disciplinary proceedings through a regular inquiry against the accused officer under the Act *ibid* by

appointing **Mr. Muhammad Sajjad Haider, Headmaster (BS-18), Govt. Secondary School of Special Education for HIC (Boys), Multan** 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.

- i. Ms. Farzana Kousar, during her tenure at the relevant Special Education Centre in the financial year 2023-24, willfully misappropriated government funds amounting to **Rs. 158,592/-** under the expenditure head "**Uniform and Protective Clothing (A03906)**". She initiated and processed payment bills for the procurement of uniforms purportedly for the post of Driver, despite the fact that no Driver was appointed or posted at the Centre during the said period. Further, no eligible employee demanded or received such uniform items, clearly indicating a fraudulent and deliberate act of financial embezzlement.
- ii. Ms. Fouzia Kousar, during the financial year 2023-24, embezzled an amount of **Rs. 186,578/-** under various budget heads including stationery, machinery repair, and transport repair, without any corresponding demand, requisition, or supporting documentation. The expenditure was incurred without observing due process, record keeping, or audit compliance, thereby reflecting willful financial mismanagement and misappropriation of public funds.
- iii. Ms. Farzana Kousar has been found involved in serious financial irregularities, gross negligence in the discharge of official duties, and abuse of administrative authority. Her actions have resulted in a significant loss to the public exchequer.

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

5. **Mr. Muhammad Ishaq**, Senior Special Education Teacher (BS-17/ VI Field), Govt. Special Education Center Minchanabad 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 desires to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, she may do so with

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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*.

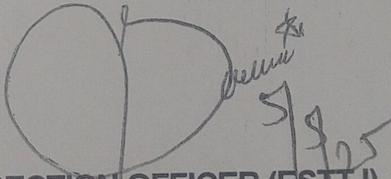
*Shahida 30/4/2025*  
(SHAHIDA FARRUKH NAVEED)  
SECRETARY  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

Dated Lahore the  
April 30 /2025

**NO. & DATE EVEN**

A copy is forwarded to: -

1. The Director General, Special Education Punjab, Lahore.
2. The District Education Officer (Special Education), Bahawalpur.
3. **Mr. Muhammad Sajjad Haider**, Headmaster (BS-18), Govt. Secondary School of Special Education for HIC (Boys), Multan / **Inquiry Officer**.
4. **Mr. Muhammad Ishaq**, Senior Special Education Teacher (BS-17/ VI Field), Govt. Special Education Center Minchanabad / **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 her*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. **Accused Officer** / Ms. Farzana Kousar, Senior Special Education Teacher (BS-17 / VI Filed) / Ex-Incharge Headmistress. Government Special Education Centre, Fortabbas.
6. PS to Secretary Special Education Department.

  
SECTION OFFICER (ESTT.I)  
SPECIAL EDUCATION DEPARTMENT