

**PENALTY ORDER**

No. SO(Estt.)10-653/2014. WHEREAS, unethical videos of students of Government Special Education Centre, Karor Lal Easan, District Layyah were recorded and potentially distributed / viewed. Due to the seriousness of this matter a Probe Committee was constituted to conduct a thorough investigation and ascertain the facts surrounding the incident. Deputy Director (Admn), Directorate General of Special Education Punjab vide letter dated 22.05.2024 forwarded probe report. The Probe Committee found that the said incident was occurred due to negligence of **Ms. Shagufta Naz**, Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah presently under suspension and reported to department ('**accused officer No. 1**') and teaching staff of Government Special Education Centre, Karor Lal Easan, District Layyah. Accordingly, it was recommended that joint inquiry under PEEDA Act, 2006 may be initiated against accused officer No. 1, **Ms. Sumaira Faiz**, Senior Special Education Teacher (P.D Field / BS-17), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 2**'), **Mr. Muhammad Kamran**, Junior Special Education Teacher (V.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 3**'), **Ms. Aasma Batool**, Junior Special Education Teacher (H.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 4**') and **Ms. Fouzia Khanum**, Junior Special Education Teacher (PD Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah ('**accused officer No. 5**') on the charges of inefficiency and misconduct.

2. **AND WHEREAS**, upon receipt of above report and keeping in view sufficient grounds to proceed against the accused officers, joint disciplinary proceedings through a regular inquiry under the PEEDA Act, 2006 were initiated against the accused officers on the following charges of misconduct and inefficiency by appointing **Ms. Mah Jabeen**, Headmistress (BS-18), Govt. Special Education Centre, Renala Khurd, District Okara as Inquiry Officer;

CHARGES AGAINST MS. SHAGUFTA NAZ / ACCUSED OFFICER NO. 1

1. The accused officer, in her capacity as Chairperson of the Centre Child Protection Committee, failed to implement the Child Protection Standard Operating Procedures (SOPs) as mandated by the Special Education Department. Furthermore, she failed to provide a secure learning environment for special students at the Govt. Special

Education Centre, Karor Lal Easan, and submitted an incorrect compliance report to higher authorities. She neglected to enforce day officer duties aimed at preventing incidents and failed to promptly report issues to the department/higher authorities, thereby compromising the safety and well-being of the students.

2. During her tenure as Incharge Headmistress, unethical videos of special students were recorded within the school premises, indicating gross negligence in her official duties. As class Incharge, the accused officer failed to monitor the activities of her students, one of whom was involved in the unethical incident. Despite repeated concerns from parents about the co-seating of male and female students in elementary and secondary classes, she failed to take corrective action, directly leading to the recording of inappropriate videos.
3. The accused officer's lack of monitoring and oversight allowed students to engage in unethical acts within the school premises, with repeated incidents occurring over a year and a half. Despite her awareness of these incidents, she failed to report them to the department and neither did she take any corrective action in this regard, thereby exposing vulnerable special students to further harm. This inaction reflects her inefficiency and gross misconduct in safeguarding the students under her care. Her inefficiency and poor class management were evident when, as class Incharge, she neglected to monitor the activities of her students, resulting in one of her students, Mr. Umer Zulfiqar, being involved in an unethical act captured on video.
4. The accused officer failed to ensure that the school maintained the required one-month backup of DVR recordings, as per the department's SOPs. Instead, only one week's backup was found, highlighting her inefficiency in implementing departmental policies and safeguarding school premises.
5. In April 2024, following the matric exams, students were left unsupervised during practical exam preparations, and were allowed to attend without uniforms. No teachers were deputed to monitor the special students, and the accused officer failed to enforce restrictions on smartphone usage within the institution. These actions, or lack thereof, signify serious lack of oversight and negligence on her part.
6. The accused officer failed to review CCTV footage of the school buses, resulting in a serious breach of departmental policies, including allowing special needs students to serve as conductors. The bus attendance register was improperly maintained, lacking the signatures of teachers or Incharge, which evidences her failure in ensuring proper administrative oversight. Similar discrepancies were found in the Chowkidar attendance register, further indicating inefficiencies in her management and record-keeping duties.
7. The accused officer failed to maintain the newly constructed purpose-built building, which was found in disrepair and filled with dust, further indicating her inability to manage the Centre's facilities and academic environment effectively.

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8. The accused officer failed to activate and engage the School Management Council during her tenure as Incharge Headmistress. This failure, coupled with other managerial deficiencies, underscores her inefficiency in fulfilling her responsibilities as both a teacher and the Incharge Headmistress.
9. Due to her poor academic oversight, teacher diaries were found incomplete, lacking necessary signatures, and not countersigned by her as the Incharge Headmistress. This neglect demonstrates a lack of accountability over the teaching staff and poor assessment practices, adversely affecting the students' education.

CHARGES AGAINST MS. SUMAIRA FAIZ / ACCUSED OFFICER NO. 2

1. Ms. Sumaira Fiaz, in her capacity as a senior teacher, failed to efficiently perform her duties by neglecting to ensure a safe and secure learning environment. The probe revealed that male and female students were inappropriately seated in the same classroom, a situation that raised concerns from parents. Her failure to address these concerns demonstrates gross inefficiency and disregard for her responsibilities.
2. As a member of the Child Protection Committee, Ms. Sumaira Fiaz failed to enforce the department's Standard Operating Procedures (SOPs), specifically concerning the protection and well-being of students. Her failure to provide proper oversight contributed to multiple incidents that were neither reported nor appropriately addressed by the teaching staff. Furthermore, she failed to report these issues to higher authorities, compromising the safety of the students under her care.
3. Ms. Sumaira Fiaz admitted to viewing unethical videos involving students and attempted informal resolutions. However, she failed to document these incidents or take corrective measures as required by departmental policy. Her failure to restrict the use of smartphones within the class / school premises constitutes serious lapse of oversight and deliberate negligence in the performance of her duties.

CHARGE AGAINST MR. MUHAMMAD KAMRAN / ACCUSED OFFICER NO. 3

Mr. Muhammad Kamran, as a member of the Child Protection Committee, failed to implement the required Child Protection Standard Operating Procedures (SOPs) mandated by the directive HM/GSEC/KRR/45 dated 19.03.2024. His neglect in executing these procedures directly undermined the safety and protection of special students, thereby compromising their learning environment. Furthermore, Mr. Kamran failed to provide a secure learning environment, reflecting his inability to effectively fulfill his responsibilities. His inaction on these critical issues not only

jeopardized student safety but also demonstrated a lack of commitment to his role within the Committee. He did not report these issues to the department/higher authorities for timely resolution, exacerbating the risks faced by students and indicating a serious lapse in judgment. His inaction in this regard signifies a failure to uphold the standards of conduct expected from a member of the Child Protection Committee.

**CHARGE AGAINST MS. AASMA BATOOL / ACCUSED OFFICER
NO. 4**

Ms. Aasma Batool has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to provide a secure learning environment for special students, which is a fundamental aspect of her responsibilities. Her inefficiency and poor class management were evident when, as class Incharge, she neglected to monitor the activities of her students, resulting in one of her students, Ms. Shumaila Kousar, being involved in an unethical act captured on video. Furthermore, she failed to report these critical issues to higher authorities for timely resolution, exacerbating the situation. The recording of unethical videos within the Govt. Special Education Centre, Karor Lal Easan, underscores significant deficiencies in Ms. Assma Batool's performance as a teacher. The probe proceedings revealed that male and female students were inappropriately seated in the same classroom. Despite acknowledging that she viewed the videos, she failed to report them to higher authorities. She neglected to restrict smartphone use within the classroom and failed to effectively oversee students' activities. Her lack of action not only undermined the safety and well-being of her students but also reflects a serious dereliction of her professional duties.

**CHARGE AGAINST MS. FOUZIA KHANUM / ACCUSED OFFICER
NO. 5**

Ms. Fouzia Khanum has been found to be inefficient and engaged in misconduct in her capacity as a teacher. She failed to ensure a secure learning environment for special students, a fundamental aspect of her responsibilities. Furthermore, she neglected to report these critical issues to the department for timely resolution, exacerbating the situation and demonstrating a lack of accountability. Ms. Fouzia Khanum displayed inefficiency by failing to maintain necessary academic activities logs, which are essential for effective oversight and were expected to be duly countersigned by the Incharge Head. These failures indicate a significant lapse in her professional conduct and commitment to her duties as a teacher.

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3. **AND WHEREAS**, the Inquiry Officer after conducting thorough inquiry into the charges submitted inquiry report, wherein the Inquiry Officer recommended imposition of following penalties upon the accused officers:

Sr. No.	Name of Accused Officer	Recommendation
1.	Ms. Shagufta Naz , Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah ('accused officer No. 1')	i. Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006. ii. Imposition of Minor penalty of withholding of increments for a period of two years under section (4)(1)(a)(ii) of PEEDA Act, 2006.
2.	Ms. Sumaira Faiz , Senior Special Education Teacher (P.D Field / BS-17) ('accused officer No. 2'),	Imposition of Minor Penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.
3.	Mr. Muhammad Kamran , Junior Special Education Teacher (V.I Field / BS-16) ('accused officer No. 3'),	Exonerated.
4.	Ms. Aasma Batool , Junior Special Education Teacher (H.I Field / BS-16) ('accused officer No. 4')	Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.
5.	Ms. Fouzia Khanum , Junior Special Education Teacher (PD Field / BS-16) ('accused officer No. 5')	Imposition of Minor penalty of Censure under section (4)(1)(a)(i) of PEEDA Act, 2006.

4. **AND WHEREAS**, upon receipt of inquiry report, Show Cause-cum-Personal Hearing Notice under Section 13(4) of Act *ibid* was issued to the accused officers directing them to submit additional defence, *if any*, and also to appear before the Additional Secretary, Special Education / **Hearing Officer** appointed under Section 13(4)(c) of the Act *ibid*, for personal hearing. The Departmental Representative was also directed to appear before the undersigned along with all record under Section 13(4)(e) of the Act *ibid*.

5. **AND WHEREAS**, the Hearing Officer after granting opportunities of personal hearing to the accused officers in presence of Departmental Representative submitted report of hearing proceedings stating therein that accused officers did not file additional defence reply. Instead, during hearing proceedings, they reaffirmed the position previously adopted during the inquiry proceedings. The accused officers while reiterating the stance taken by them during the inquiry proceedings, requested that they had performed their duties with utmost diligence, integrity, and commitment, and that no complaint of any nature had ever been preferred against them throughout their tenure. The accused officers unequivocally denied the allegations, asserting that the charges framed were inconsistent with the factual matrix and documentary record. They further submitted that all relevant evidence and official record were duly produced before the Inquiry Officer in rebuttal of the allegations; however, their version was neither adequately appreciated nor

objectively considered in the inquiry findings. It was contended that the Inquiry Officer, without proper evaluation of their defence, erroneously recommended the imposition of penalties. Accused Officer No. 3, in addition to above, stated that he had made earnest efforts to amicably address the matter, including a visit to the residence of Mr. Aqib—the student who initially showed the video—whereby, owing to his timely intervention, the video was not further circulated. In light of the foregoing, the accused officers jointly prayed for exoneration from all charges. On the other hand, the Departmental Representative submitted that the accused officers were granted full opportunity to access and review all documentary evidence relevant to the charges including video recordings. He further stated that the inquiry was conducted in strict conformity with the provisions of the PEEDA Act, 2006, and that statements of all material witnesses were duly recorded during the proceedings in presence of the accused officers and right of cross examination was provided to the accused officers. It was emphasized that the Inquiry Officer had duly taken into account the entire defence put forth by the accused officers, including the surrounding circumstances and the factual context of the case, prior to arriving at her findings. The Departmental Representative contended that the charges of inefficiency and misconduct stood duly substantiated against accused officers No. 1, 2, 4, and 5, whereas accused officer No. 3 was not found liable. Accordingly, the Departmental Representative argued that the assertions advanced by the accused officers were devoid of substance and did not undermine the credibility or legality of the inquiry proceedings. He maintained that the penalties proposed and recommended by Inquiry Officer are just, reasonable, and commensurate with the gravity and nature of the misconduct established against the delinquent officers.

6. **AND WHEREAS**, after a thorough examination and consideration of the case-related documentation, the findings and recommendations put forth by the designated Inquiry Officer and the report of the Hearing Officer, in conjunction with the comprehensive record available in the case file, it is evident that the charges levelled against accused officers No. 1, 2, 4 and 5 have been thoroughly substantiated during the inquiry proceedings conducted in accordance with the Punjab Employees Efficiency, Discipline, and Accountability Act, 2006. The Inquiry Officer meticulously examined the facts, evidence, and statements provided by all concerned parties, ensuring procedural fairness and granting the accused officers full opportunity to defend themselves and found that the charge against accused officer No. 3 has not been substantiated.

7. **AND WHEREAS**, with regards to the charges levelled against accused officer No. 1, it is observed that the accused officer No. 1 committed acts of gross negligence, inefficiency, and serious professional misconduct. While she successfully defended a few allegations, the following charges stand **proved** or **partially proved**:

- Failure to provide a secure environment, resulting in unethical student conduct and recording of videos—**proved**.
- Failure to maintain required DVR backup for CCTV—**proved**.
- Poor maintenance of school infrastructure and lack of institutional oversight—**proved**.

Failure to take timely and appropriate action in response to repeated unethical acts over 1.5 years—**partially proved**.

These proven lapses reflect a systemic and sustained failure in discharging core administrative, managerial, and responsibilities associated with student's safety and measures to avoid any such incident. As the Incharge Headmistress and Chairperson of the Centre's Child Protection Committee, she bore the highest level of responsibility for student safety and adherence to departmental SOPs. Her conduct, by omission and commission, resulted in the exposure of vulnerable special needs students to significant harm, a breach which strikes at the heart of her role as a custodian of student welfare.

8. **AND WHEREAS**, with regards to the charges levelled against accused officer No. 2, it has been observed that the Inquiry Officer rightly found one of the three charges against Ms. Sumaira Faiz to be **proved**—that is, her failure to enforce child protection SOPs in her capacity as a committee member, thereby compromising student safety. Although she was exonerated of the other charges, this proven charge demonstrates **professional negligence and inaction in a duty of critical importance**, especially in a setting involving vulnerable students. With regards to the charge levelled against accused officer No. 3, it has been observed that the evidence presented during the inquiry, along with the documentary record and the defense put forward by the accused officer No. 3, conclusively supports his **exoneration**. No dereliction of duty or lapse in adherence to child protection SOPs was proved. The Inquiry Officer has rightly found the charge **not proved**.

9. **AND WHEREAS**, with regards to the charge levelled against accused officer No. 4, it has been observed that the Inquiry Officer found that accused officer No. 4 / Ms. Aasma Batool failed to monitor classroom conduct, allowing unethical behaviour among students, and did not report or act upon incidents brought to her attention. She also neglected to regulate smartphone usage and enforce gender-appropriate classroom settings. These actions amount to dereliction of professional duties, failure of oversight, and violation of trust placed in a teacher of special needs students. Her failure to act proactively and responsibly severely compromised student welfare and discipline. With regards to the charge levelled against accused officer No. 5, it has been observed that the accused officer No. 5 / Ms. Fouzia Khanum failed to maintain required academic logs, and demonstrated gross negligence in oversight of classroom discipline. The Inquiry Officer rightly held this charge **proved**. As an educator entrusted with the well-being and development of special needs children, her neglect and inefficiency represent a serious breach of duty.

10. **NOW THEREFORE**, I, **Shahida Farrukh Naveed**, Secretary Special Education / Competent Authority in the instant case, after having considered all the aspects, material relating to the case and *for reasons stated herein above*, in exercise of powers vested in me under Section 13(5) read with Section 4 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, *given the severity of the proven charge of inefficiency and misconduct, while agreeing with the recommendations of the Inquiry Officer, and still taking lenient view*, impose the

following penalties upon the accused officers No. 1, 2, 4 and 5. The accused officer No. 3 is "Exonerated" under Section 13(3) of the PEEDA Act, 2006;

Sr. No.	Name of Accused Officer	Penalty Imposed
1.	Ms. Shagufta Naz , Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah ('accused officer No. 1')	i. Minor penalty of "Censure" under Section (4)(1)(a)(i) of PEEDA Act, 2006. ii. Minor penalty of "withholding of increments for a period of two years" under Section (4)(1)(a)(ii) of PEEDA Act, 2006.
2.	Ms. Sumaira Faiz , Senior Special Education Teacher (P.D Field / BS-17) ('accused officer No. 2'),	Minor penalty of "Censure" under Section (4)(1)(a)(i) of PEEDA Act, 2006.
3.	Mr. Muhammad Kamran , Junior Special Education Teacher (V.I Field / BS-16) ('accused officer No. 3'),	"Exonerated" under Section 13(3) of the PEEDA Act, 2006.
4.	Ms. Aasma Batool , Junior Special Education Teacher (H.I Field / BS-16) ('accused officer No. 4')	Minor penalty of "Censure" under Section (4)(1)(a)(i) of PEEDA Act, 2006.
5.	Ms. Fouzia Khanum , Junior Special Education Teacher (PD Field / BS-16) ('accused officer No. 5')	Minor penalty of "Censure" under Section (4)(1)(a)(i) of PEEDA Act, 2006.

Shahida 8/5/2025
(SHAHIDA FARRUKH NAVEED)
SECRETARY
GOVT. OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

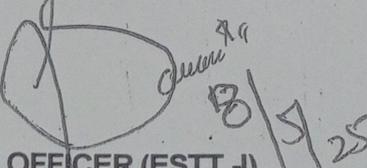
Dated Lahore, the
May 08 /2025

No. & Date Even:

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

1. **Director General** Special Education, Punjab, Lahore.
2. **District Accounts Officer**, D.G Khan.
3. **District Education Officer (Special Education)**, D.G Khan to ensure delivery of this order to the accused officers.
4. **Headmaster / Headmistress**, Government Special Education Centre, Karor Lal Easan, District Layyah to ensure delivery of this order to the accused officers.
5. **Ms. Shagufta Naz**, Senior Special Education Teacher (H.I Field / BS-17), former Incharge Headmistress, Government Special Education Centre, Karor Lal Easan, District Layyah presently under suspension and reported to department.
6. **Ms. Sumaira Faiz**, Senior Special Education Teacher (P.D Field / BS-17), Government Special Education Centre, Karor Lal Easan, District Layyah.

7. **Mr. Muhammad Kamran**, Junior Special Education Teacher (V.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
8. **Ms. Aasma Batool**, Junior Special Education Teacher (H.I Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
9. **Ms. Fouzia Khanum**, Junior Special Education Teacher (PD Field / BS-16), Government Special Education Centre, Karor Lal Easan, District Layyah.
10. PS to Secretary Special Education Department.


SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT