

REGISTERED



No. SO(Estt.) 21-230/11
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the August 29, 2025

To

Ms. Farzana Kousar,
Senior Special Education Teacher (BS-17 / VI Filed) / Ex-Incharge
Headmistress, Government Special Education Centre, Fortabbas,
Bahawalnagar.

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 by the Competent Authority vide order of inquiry dated 30.04.2025 under Section 3 read with Section 9 of the Punjab Employees, Efficiency, Discipline and Accountability Act, 2006 on the following charges of misconduct & inefficiency by appointing Mr. Muhammad Sajjad Haider, Headmaster (BS-18), Govt. Secondary School of Special Education for HIC (Boys), Multan as Inquiry Officer:

- 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.

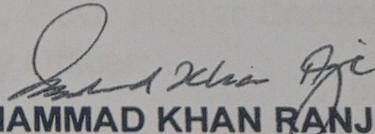
2. **AND WHEREAS**, the Inquiry Officer has submitted his report to this department (**copy enclosed**) and recommended imposition of following penalty upon you;

Sr. No.	Name of Accused Officer	Recommendation
1.	Ms. Farzana Kousar, Senior Special Education Teacher (BS-17 / VI Filed) / Ex-Incharge Headmistress, Government Special Education Centre, Fortabbas, Bahawalnagar	Minor penalty of withholding of one increment for the period of one year under section 4(a)(ii) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

3. **AND WHEREAS**, 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 within seven (07) days of the receipt of this notice as to why one or more penalties may not be imposed upon you under the PEEDA Act, 2006. 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 17-9-25 at 12:00 Noon for this purpose. If you fail to appear, the case shall be decided *ex-parte*.


(MUHAMMAD KHAN RANJHA)
SECRETARY SPECIAL EDUCATION /
COMPETENT AUTHORITY

CC.

- i. **Mr. Muhammad Ishaq**, Senior Special Education Teacher (BS-17/ VI Field), Govt. Special Education Center Minchanabad / **Departmental Representative** to ensure delivery of this show cause notice to the accused officer and also to appear before the Secretary, Special Education Department on the date fixed for personal hearing alongwith relevant record.
- ii. District Education Officer (Special Education), Bahawalpur, to ensure the delivery of this notice to the accused officer through all possible means under intimation to this department.
- iii. P.S. to Secretary, Special Education Department.