

REGISTERED



No. SO(Estt)26-41/2019  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT  
31-Sher Shah Block New Garden Town,  
Lahore  
Dated Lahore, the ~~October~~, 15 / 2025

To

**Ms. Naila Kousar,**  
Computer Teacher (BS-16),  
Govt. Institute for Slow Learners, Faisalabad.

R/o:

House No. 136, Street No. 5/2, Mohallah Muhammad Bibi Colony,  
Municipal Committee, Jaranwala, District Faisalabad.

**And**

Khanewal Road, House no. 858, Mohallah Mehboob Abad, Multan.

**Mobile No:** 03051653834

**Email:** nailasehar34@gmail.com

**Subject:**

**PERSONAL HEARING NOTICE UNDER SECTION 7(d) OF THE  
PUNJAB EMPLOYEES, EFFICIENCY, DISCIPLINE AND  
ACCOUNTABILITY ACT, 2006**

I am directed to refer to the subject cited above and to state that disciplinary proceedings were initiated against you by the Secretary Special Education being Competent Authority under Section 7(b) read with Section 5(1)(a) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 ('Act') vide Show Cause Notice dated 27.08.2025 on the following charge and it was decided to dispense with the inquiry in terms of Section 5(1)(a) of the Act *ibid*;

**"You have been found willfully absent from your duty w.e.f. 25.05.2025 to date without prior permission / approval of leave by the Competent Authority. Moreover, you failed to comply with the directions issued by the department to report back to your duty immediately upon the expiry of your leave"..**

2. I am further directed to state that Show Cause Notice dated 27.08.2025 was served upon you in terms of Section 7(b) read with Section 5(1)(a) of the Act *ibid*, and you were directed to submit your written reply within 07 days but you failed to submit your written reply. Hence, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid*.

3. In view of above, I am further directed to inform you that in exercise of powers conferred under Section 7 of the Act *ibid*, Secretary Special Education / Competent Authority has decided to afford you an opportunity of personal hearing.

Therefore, you are directed to appear before the **Secretary, Special Education Department / Competent Authority** on 23-10-25 at 12:30 PM in his office chamber at 31-Sher Shah Block, New Garden Town, Lahore for this purpose. If you fail to avail this opportunity, the case shall be decided *ex-parte*.

ISSUED BY THE ORDER OF  
SECRETARY  
SPECIAL EDUCATION DEPARTMENT

CC.:

1. The District Education Officer (Special Education), Faisalabad with the direction to ensure delivery of this Notice to the accused officer through all possible means well in time.
2. The Headmaster / Headmistress / Principal, Govt. Institute for Slow Learners, Faisalabad with the direction to ensure delivery of this Notice to the accused officer through all possible means, well in time.
3. PS to Secretary Special Education Department.
4. Office file.

  
SECTION OFFICER (ESTT.-I)  
SPECIAL EDUCATION DEPARTMENT