

REGISTERED



No. SO(Estt)23/120/2016
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town,
Lahore

Dated Lahore, the ~~October~~ 13th / 2025

To

Ms. Naila Khalid,
Junior Special Education Teacher (PD/BS-16),
Govt. High Special Education Centre, Layyah.

R/o:

Ward No. 14, Mohallah Waghay Wala, Layyah
And
Asia Sports Chobara Road T.D.A Chowk, Layyah.

Mobile No: 0312-6664008 / 03350776115

Email: 13.mcs.19@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 29.08.2025 on the following charges and it was decided to dispense with the inquiry in terms of Section 5(1)(a) of the Act *ibid*;

- i. You remained willfully absent from your duty on multiple occasions without prior approval or justification specifically on 02.11.2024 to 03.11.2024 (2-days), 13.11.2024 to 19.11.2024 (7 days), 22.11.2024 to 27.11.2024 (6-days). In December 2024, you absented yourself for the entire month, attending school only on 17.12.2024. In January 2025, you were absent for the entire month except for 24th and 26th January. You also remained absent from 01.02.2025 to 23.02.2025 (24 days), and in March 2025, you absented yourself on 01.03.2025 to 02.03.2025 (2-days), 05.03.2025 to 09.03.2025 (5-days), and 12.03.2025 to 14.03.2025 (3-days). Furthermore, you have been found willfully absent from your duty w.e.f. 18.03.2025 to date without prior permission / approval of leave by the Competent Authority.
- ii. Your performance as a Junior Special Education Teacher (PD / BS-16) has remained unsatisfactory. You have failed to maintain your teacher's diary, student profiles files, and did not take part in health screening. Your overall attitude towards your duties is negligent, non-serious, and unbecoming of a Government Officer.

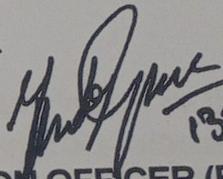
2. I am further directed to state that Show Cause Notice dated 29.08.2025 was served upon you in terms of Section 7(b) read with Section 5(1)(a) of the Act *ibid*, and you were directed to submit your written reply within 07 days but you failed to submit your written reply. Hence, you are liable to be 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 23/10/2025 at 12:00 (Noon) 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), D.G Khan with the direction to ensure delivery of this Notice to the accused officer through all possible means including delivery at her residential address and through email well in time.
2. Headmistress, Govt. Special Education Centre, Layyah with the direction to ensure delivery of this Notice to the accused officer through all possible means including delivery at her residential address and through email well in time.
3. PS to Secretary Special Education Department.
4. Office file.


13/10/2025
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT