SEDU/AS/DS/O/261015/1380

SO(ESTT)23-373/2025(6069)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
Dated: 15th October, 2026

To,

District Education Officer , (Rawalpindi)
Directorate General of Special Education

Subject: **WARNING REGARDING FORWARDING OF CASE FOR GRANT OF ADDITIONAL CHARGE ALLOWANCE WITHOUT PROPER SCRUTINY**

I am directed to refer to the subject cited above and to state that your good office has forwarded the case regarding the grant of Additional Charge Allowance in favour of **Ms. Anila Javaid**, Senior Special Education Teacher (M.C./BS-17), Government Special Education Centre, Sohawa, District Jhelum, for the period **w.e.f 26.03.2026 to 23.06.2026**.

2. It has been observed that the department had only granted DDO powers of the post of Headmistress (BS-18), Government Special Education Centre, Sohawa, District Jhelum, in favour of **Ms. Anila Javaid**, vide order dated 26.03.2026. The grant of DDO powers alone does not entitle an incumbent to the grant of Additional Charge Allowance under the relevant rules. However, your office forwarded the case for grant of the said allowance without properly examining the nature and scope of the order issued by the department.

3. The matter reflects a lack of due diligence in scrutinizing the case before its submission to the Administrative Department. You are, therefore, **hereby warned** to ensure that all cases are thoroughly examined and scrutinized in the light of the relevant rules, regulations, instructions and the actual factual position before forwarding them to the Administrative Department in future. Any recurrence of such negligence shall be viewed seriously.

SEDU
Shahid Rafique (Section Officer)
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15/10/2026 11:48:30 AM

(SHAHID RAFIQUE)
SECTION OFFICER
ESTABLISHMENT

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

1. Director General
   Directorate General of Special Education
2. Private Secretary
   Special Education Department