

REGISTERED

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No. SO(Estt)43-8/2012
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore
Dated Lahore, the November 27, 2020

To,

Ms. Shaheena Malik,
Deputy Director/Incharge,
Government Special Education Centre for Visually Handicapped
Children, Sialkot.

Subject:- **EXPLANATION**

I am directed to ask you that DEO (S.E) paid a surprise visit of Government Hakimul Ummat Special Education Centre for VHC Sialkot on 29.10.2020 at 11:30 a.m. and observed as under :

- i. You were found absent from your duty on 29.10.2020 without any intimation/prior approval of the authority. The attendance register is showing that you were also absent from your duty from 14.10.2020 to 17.10.2020 & from 26.10.2020 to 29.10.2020, without any intimation/prior approval. Mr. Khushi Muhammad, Assistant, told that no application of leave has been submitted by you. It has also been observed that you are in the habit to leave the station without any permission/intimation to the DEO (SE), Gujranwala and without nominating the in-charge.
- ii. only 33 special students were present out of 178
- iii. Four members of teaching and non-teaching staff were on casual leave.
- iv. Two vehicles were on road out of three. One vehicle has been declared condemned by the Motor Vehicle Examiner, Sialkot.
- v. Mr. Shahid Mehmood Butt, Attendant of your school was driving Vehicle (Bearing registration No. SLK-8533), without any approval of the authority. However, he possesses HTV License, but no permission has been sought from the competent authority.
- vi. No record of scholarship, uniform and stock registers etc. was found at the time of visit. Mr. Amjad Ali (UDC) stated that all record is in your custody.
- vii. Record of casual leaves of the officers/officials, availed up-to 29.10.2020, was not properly maintained.
- viii. Whenever the DEO (SE), Gujranwala visited your Centre, you were advised to locate a suitable building to shift the Centre because the existing building of the Centre is insufficient, improper and hygienically unfit as well as not constructed on institutional style, due to which it is not disabled friendly and not suitable for students with special needs, but regrettably stated that you disobeyed the higher authorities by

presenting baseless excuses and insisted to remain in the same building.

- ix. The staff movement register was not upto date
- x. It was observed that home work/class work of special students was not properly checked by the concerned teachers, on daily basis. Teacher's diaries were also not upto date.
- xi. The DEO (SE) Gujranwala has stated that the environment of the institute was clearly showing your poor administration.
- xii. It has been observed that you are not sincere with your job.

2 You are hereby directed to explain your position **within 03-days** positively as to why disciplinary action may not be initiated against you under PEEDA, Act, 2006 on the charges of misconduct and inefficiency.


SECTION OFFICER (ESTT)

C.C

1. The District Education Officer (Special Education), Gujranwala.
2. PS to Secretary Special Education Punjab, Lahore.