



No. SO(Estt)10-105/2006
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
 31-Sher Shah Block New Garden Town, Lahore

Dated Lahore, the 22nd June, 2023

To

Mr. Latif Ahmad,
 Headmaster (HI Field/BS-18),
 Govt. Secondary School of Special Education for Hearing Impaired,
 Kasur.

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 06.06.2023 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 have been found absent from your duty on 15.03.2023 without prior permission / approval of leave by the Competent Authority.
- ii. Your leave account was not available in the school.
- iii. Due to your inefficiency and loose administration out of total 39 staff members, only 08 teaching and 04 non-teaching staff were present till 08:30 AM. Whereas, 03 teachers came late after 08:30 AM and marked their attendance.
- iv. Due to your inefficiency and negligence, day supervisory teachers i.e. Ms. Zahida Nazir & Mr. Shafeel Ahmad Naz were also found absent.
- v. Cleanliness condition of the school was pathetic. Furniture was scattered in the classrooms and was giving a gloomy look.
- vi. Many rooms were locked and were dumped with scattered material, food leftovers, crockery and furniture.
- vii. Library and audiological clinic / lab were closed and dumped with unnecessary material since ages which cause wastage of valuable equipment of audiological clinic and lab due to being non-operational.
- viii. Windows/grills of the schools were broken and food's leftover were placed in widow sheds.
- ix. Due to your inefficiency uniforms was not being provided to students since last three years.
- x. Psychologist of the school had not maintained work planner since January, 2023 which shows that your loose supervisory control.
- xi. Wall charts were torn and hanging unpleasantly.
- xii. Your explanation was called but you did not pay any heed and failed to file reply.

2. I am further directed to state that Show Cause Notice dated 06.06.2023 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. Your reply to Show Cause Notice has been received. After examining by the Competent Authority,

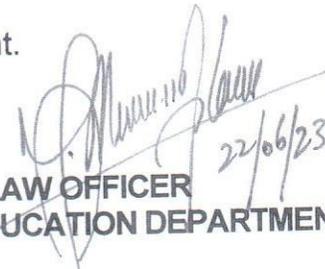
the same has been found unsatisfactory. Hence, you are liable to be imposed one or more penalties in terms of Section 4 of the Act *ibid*.

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 and for said purpose has appointed Additional Secretary Special Education as Hearing Officer. Therefore, you are directed to appear before the **Additional Secretary, Special Education Department / Hearing Officer** on **13.07.2023 at 03:00 P.M.** in her 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 to
GOVT. OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

CC.:

1. **Director (Admn)**, Directorate General of Special Education, Punjab, Lahore to attend the hearing on the schedule time and date alongwith record of visit of worthy Director General Special Education, Punjab, Lahore.
2. The District Education Officer (Special Education), Lahore to ensure **delivery of this notice to the accused.**
3. PS to Secretary, Special Education Department.


22/06/23
LAW OFFICER
SPECIAL EDUCATION DEPARTMENT