



ORDER OF INQUIRY

*Saima Saad*

No. SO(Estt)3-506/2022: **WHEREAS**, Director General of Special Education Punjab, Lahore through Note dated 08.01.2024 informed that a complaint was received against Mr. Amjad Ali, Naib Qasid and Ms. Shamshad Amjad, Aaya, working in Government Special Education Centre Shahkot, District Nankana (**'Centre'**) alleging therein misappropriation of Government resources by the said Naib Qasid and Aaya by living inside Centre and utilization of electricity of the Centre. It has further been apprised in the Note that in order to ascertain veracity of contents of the complaint, Director General Special Education paid a surprise visit of said Centre on 04.01.2024. During the surprise visit, it was noticed that said Naib Qasid, Amjad Ali was residing with his family on first floor of Centre and was also using its utilities. When **Hafiz Muhammad Saleem Zia**, Headmaster (BS-18), Government Special Education Centre Shahkot, District Nankana (**'accused officer No. 1'**) was inquired about living of school employees inside the Centre, he denied and took a stance that he has not permitted any one to reside in the Centre. He further said that he is on training and during his tenure he did not allow anyone to reside in the premises of Centre. However, when Ms. Sadia Aslam Speech Therapist (having look after charge of the Centre) was inquired, she was of the view that Headmaster has allowed the said officials to reside within the Centre. **Ms. Maria Islam**, (BS-18) District Education Officer (Spl. Edu.), Lahore (**'accused officer No. 2'**) was inquired about the residence of official staff within the premises of the Centre, but she was unaware about this irregularity. Lastly, Director General Special Education, Punjab, Lahore recommended that disciplinary proceedings on the charges of inefficiency and misconduct be initiated against the delinquent accused officers.

2. **AND WHEREAS**, the undersigned being the Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (**'Act'**), in due consideration of the facts of the case, is of the opinion that there are sufficient grounds to proceed against **Hafiz Muhammad Saleem Zia**, Headmaster (BS-18), Government Special Education Centre Shahkot, District Nankana (**'accused officer No. 1'**) and **Ms. Maria Islam**, (BS-18) District Education Officer (Spl. Edu.), Lahore (**'accused officer**

No. 2'), Mr. Amjad Ali, Naib Qasid Government Special Education Centre Shahkot, District Nankana ('accused official No. 1') and Ms. Shamshad Amjad, Aaya, Government Special Education Centre Shahkot, District Nankana ('accused official No. 2') (the accused officers and officials are herein after jointly referred to be as 'accused officers/officials') on the charges of inefficiency and misconduct under Section 3 of the Act *ibid*. I, therefore, order initiation of disciplinary proceedings through a regular inquiry against the accused officers under the Act *ibid* by appointing Mr. Ghulam Murtaza, Director (Admn) (BS-19), Directorate General of Special Education, Punjab, Lahore as Inquiry Officer to proceed against the accused officers in terms of Section 5 read with Section 9 of the Act *ibid*.

3. The Inquiry Officer will jointly proceed against the accused officers on the following charges of misconduct and inefficiency:

**CHARGES AGAINST HAFIZ MUHAMMAD SALEEM ZIA /  
ACCUSED OFFICER NO. 1**

1. The accused officer unlawfully allowed / permitted Naib Qasid, Mr. Amjad Ali and Aaya, Ms. Shamshad Amjad to reside within the premises of the Govt. Special Education Centre, Shahkot alongwith their family and to use Govt. resources / utilities thus causing loss to Govt. exchequer. These illegal acts of the accused officer tantamounts to inefficiency and gross misconduct.
2. The accused officer by allowing accused official No.1 and 2 to reside alongwith their family within the premises of the Centre jeopardized the safety and security of the special students studying the Centre, hence committed misconduct.
3. The presence and residence of family of the official staff within the premises of the Centre is detrimental to the special students studying in the Centre and may lead to untoward situation.
4. The performance of the accused officer remained subpar because he did not carry out his responsibilities in a suitable manner, *in accordance with applicable standards*, and failed to discharge his official duties. If the stance of the accused officer tendered by him before Director General that he did not allow any official staff to reside within the premises of the Centre is taken as his statement, the same also tantamounts to inefficiency as he failed to monitor and to report to the higher authorities that official staff of the Centre is residing within the premises of the Centre alongwith their family and are using

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Govt. resources / utilities which is causing loss to Govt. exchequer.

**CHARGE AGAINST MS. MARIA ISLAM / ACCUSED OFFICER NO. 2**

The accused officer remained inefficient in discharging her official duties, *as assigned to her*, in befitting manner. Her monitoring remained very poor and she did not report the matter of residence of official staff alongwith their families within the premises of Govt. Special Education Centre, Shahkot and use of Govt. resources / utilities by them promptly to higher authorities. This is attributable to her failure to fulfill her responsibilities in a manner consistent with established standards. The poor administration / supervision / monitoring shown by the accused officer also reflects her sheer negligence and inefficiency.

**CHARGE AGAINST MR. AMJAD ALI / ACCUSED OFFICIAL NO.1**

The accused official No. 1 was illegally / unlawfully residing within premises of the Centre with his family and using / utilizing the Govt. resources unauthorizedly causing loss to Govt. exchequer.

**CHARGE AGAINST MS. SHAMSHAD AMJAD / ACCUSED OFFICIAL NO.2**

The accused official No. 2 was illegally / unlawfully residing within premises of the Centre with her family and using / utilizing the Govt. resources unauthorizedly causing loss to Govt. exchequer.

4. The accused officers/officials are directed to submit their written defense to the Inquiry Officer, within **07** days of the receipt of this order. If they fail to submit their written defence within the prescribed period, it shall be presumed that either they have no defense to offer or they have declined to offer the same and they have accepted the charges.

5. **Deputy Director (Monitoring), Directorate General of Special Education, Punjab, Lahore** is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act *ibid*.

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6. In case, the accused officers/officials desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charges, they may do so with prior arrangement with the Departmental Representative within **03** days of the receipt of this Order.

7. The Inquiry Officer will submit his report and recommendations to the undersigned within sixty days (**60 days**) of the initiation of inquiry in terms of Section 10(6) of the Act *ibid*.

*Saima Saeed*

(SAIMA SAEED)  
SECRETARY to  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

Dated Lahore the  
January 16<sup>th</sup> /2024

**NO. & DATE EVEN**

A copy is forwarded to the: -

1. Director General, Special Education Punjab, Lahore.
2. District Education Officer (Special Education), Lahore.
3. **Mr. Ghulam Murtaza**, Director (Admn) (BS-19), Directorate General of Special Education, Punjab, Lahore / **Inquiry Officer**.
4. **Deputy Director (Monitoring)**, Directorate General of Special Education, Punjab, Lahore / **Departmental Representative** is directed to ensure delivery of this order to the accused officers through all possible means, provide complete relevant record to the Inquiry Officer and to the accused officers, *if so requested by them*, and assist the Inquiry Officer on each and every date of hearing proceedings.
5. Accused officer No. 1 / **Hafiz Muhammad Saleem Zia**, Headmaster (BS-18), Government Special Education Centre Shahkot, District Nankana.
6. Accused officer No. 2 / **Ms. Maria Islam**, (BS-18) District Education Officer (Spl. Edu.), Lahore.
7. Accused official No. 1 / **Mr. Amjad Ali**, Naib Qasid Government Special Education Centre Shahkot, District Nankana.
8. Accused official No. 2 / **Ms. Shamshad Amjad**, Aaya, Government Special Education Centre Shahkot, District Nankana.
9. PS to Secretary Special Education Department.
10. Office order file.

*[Signature]*  
SECTION OFFICER (ESTT.)  
SPECIAL EDUCATION DEPARTMENT