



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

Dated Lahore, the June 06th / 2023

To

**Ms. Naveera Zafar,**  
 Headmistress (BS-17+10% Special Pay),  
 Govt. Institute for Slow Learners, Kasur.

Subject: **SHOW CAUSE NOTICE UNDER SECTION 7(b) READ WITH SECTION 5(1)(a) OF THE PEEDA ACT, 2006**

**WHEREAS**, Director General, Directorate General of Special Education vide note dated 12.04.2023 intimated that she has visited Govt. Institute for Slow Learners, Kasur on 15.03.2023. During the visit, you were found absent from duty without any prior approval from the authority. Director General has further intimated that you failed to perform your duties in befitting manner and consequent thereupon, due to your inefficiency administrative matters of Govt. Institute for Slow Learners, Kasur, *including but not limited to*, cleanliness of the school, poor administration of staff, poor condition of the building, non-provision of uniforms to the special students. It has further been brought into notice that an explanation was issued to you to explain your position but you failed to file reply of the same which shows your callous attitude and also depicts that your conduct is unbecoming of an officer.

2. **AND WHEREAS**, the undersigned being Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, in due consideration of the facts of the case, is of the view that you, **Ms. Naveera Zafar**, Headmistress (BS-17+10% Special Pay), Govt. Institute for Slow Learners, Kasur has been found guilty of misconduct and inefficiency on account of following charges:

- i. ***You have been found absent from your duty on 15.03.2023 without prior permission / approval of leave by the Competent Authority.***
- ii. ***Due to your inefficiency uniform was not being provided to students since last three years.***
- iii. ***Multipurpose resource room cum library cum assessment room was very untidy with scattered material.***
- iv. ***Classrooms were dark and need more lighting arrangement.***
- v. ***Your explanation was called but you did not pay any heed and failed to file reply.***

3. **AND WHEREAS**, in light of availability of sufficient documentary record/evidence, the undersigned is of the opinion that it is not necessary to hold an inquiry into the matter in view of the provision contained in Section 5 (1)(b) of the Act *ibid*. It is, therefore, proposed to proceed against you under Section 7(b) read with Section 5 (1)(a) of the Act *ibid*.

4. **NOW, THEREFORE**, you are hereby called upon to Show Cause in writing **within 07-days** of the receipt of this notice as to why one or more of the

penalties as prescribed under Section 4 of the Act *ibid* should not be imposed upon you.

5. Your reply to Show Cause Notice should reach the undersigned, within the said period failing which it shall be presumed that you have no defence to offer.

6. In case, you desire to consult any record on which the aforesaid charge is based or relevant to the aforesaid charge, you may do so with prior arrangements with the **Law Officer** of this Department **within 03-days** of the receipt of this notice.



(SAIMA SAEED)

SECRETARY

GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

**No. & Date Even.**

A copy is forwarded to the:-

1. Director General, Directorate General of Special Education Punjab, Lahore.
2. District Education Officer (Special Education), Lahore to ensure delivery of this Notice to the accused under intimation to this department.
3. PS to Secretary Special Education Department.
4. PA to Director General, Special Education, Punjab.
5. Office file.

  
SECTION OFFICER (ESTT.)