

To,

**Ms. Heena Ramzan,  
Teacher, Govt. Middle School Meemander,  
Zone Shopian, District Shopian.**

**Subject:-** Unauthorized Absence case of Ms. Heena Ramzan Teacher  
BMS Meemander, Zone Shopian from duties- Issuance of  
Final Notice thereof.

### **Final Notice**

1. Whereas, you have remained un-authorizedly absconding from the legitimate duties w.e.f. 13/12/2018 and haven't reported back to the duties till date; and
2. Whereas, Vide this Office communication no. CEO/SPN/ESTT/19/2189, Dated:- 17/04/2019 instructions were imparted to the the Zonal Education Officer, Shopian to issue the Notice(s) to you, for the resumption of duties and accordingly Zonal Education Officer, vide letter no. ZEO/SPN/1131/2019, Dated:- 27/05/2019 has confirmed that the unauthorized absence notice was issued in your favour under endorsement no. ZEO/SPN/1070, Dated:- 25/04/2019, ZEO/SPN/1166/2019, Dated:- 13/06/2019, and no. ZEO/SPN/1280/2019, Dated:- 17/07/2019 and in response to this you had submitted a reply the contents of which reveal that you are outside the state for the treatment of your son ; and .
3. Whereas, subsequently this Office vide communication no. CEO/SPN/PS/2224, Dated:- 13/06/2020 advised the ZEO concerned that the reply furnished by you is beyond justification therefore he shall furnish the full details of the case together with the Notice(s) served to you, for initiation of disciplinary action against under rules.
4. Whereas, in response to the communication mentioned in the Supra 3 above, the Zonal Educaiton Officer, Shopian vide communication no. ZEO/SPN/1628, Dated:- 22/06/2020 had submitted a reply/response the operative part of which reveals that **"the teacher in question is absconding from the duties and has failed to resume back despite the notice(s) served to her,** the Zonal Education Officer, further states that the you had left the station without obtaining permission from the competent authority; and
5. Whereas, The Zonal Education Officer Shopian has accordingly placed you under ~~the~~ suspension for remaining un-authorizedly absent from the duties vide the order issued under endorsement no. ZEO/SPN/1778, DATED:- 30/07/2020.






6. Whereas, the perusal of your service records reveal that you had availed various types of leaves, like child care leave, Leave on Medical grounds, Maternity leave and you have been placed under suspension by the Chief Education Officer, Shopian previously vide no. CEO/SPN/PS/11524-26, Dated:- 26/10/2017 read with no. CEO/SPN/PS/11537-39, Dated:- 27/10/2017 for remaining un-authorizedly absent from the duties and you have been later re-instated vide order issued under endorsement No. CEO/SPN/PS/748-52, Dated:- 31/03/2018 and the one annual increment of pay has been stopped in your favour and period of absence was treated as on Extraordinary leave without pay and allowances; and
7. Whereas, the re-instatement order issued in your favour vide endorsement no. CEO/SPN/NPS/1748-52, Dated:- 31/03/2018 reveals a the line of action and conditions which are reproduced as under "one Annual increment has been stopped in favour of the concerned Official till her performance will be checked vigourously and established. The reinstated Official is further directed to submit an undertaking dully authenticated by the 1<sup>st</sup> class magistrate to the effect that in future they will remain very careful while dealing the official business, in case in future any kind of mistake took place they will be punished as per the law/and as per the decision taken by the competent authority, the action taken at such time is acceptable to them" and.
8. Now, before the action as warranted under rules (Article 113 of J&K Civil Service Rules-Volume I of 1956) is initiated against you for remaining un-authorizedly absconding from your legitimate duties w.e.f. 13/12/2018 till date, a final opportunity of being heard is offered to you and your statement of defense shall reach this Office within 10 days latest, by 29/01/2021. You shall furnish the statement of defence with concrete evidence and shall physically attend this Office, failing which it shall be construed that you have nothing to say in this regard and the proposed action shall be initiated against you without the issuance of further notice(s).

CEO/SPN/IMW/ 309-15/2  
Dated:-19/01/2021.



  
Chief Education Officer  
Shopian


**Copy to the:-**

1. Director, School Education Kashmir, Srinagar for favour of information.
2. Deputy Commissioner, Shopian for favour of information.
3. Joint Director Education, South Kashmir for favour of information.
4. Deputy Director, Information Department, J&K Srinagar for information with the request to kindly publish the above Notice in two



**leading Daily Newspapers of Kashmir, Division for the information of the concerned please.**

5. District Information Officer, Shopian for information with the request to kindly hoist the notice on the Official website of District Shopian.
6. Zonal Education Officer, Shopian for information with the advice to deliver this Notice to the last known address of the teacher and also School where she is posted and share the compliance report with this Office within two days positively.

  
**Chief Education Officer**  
**Shopian**  
  
Chief Education Officer  
Shopian Kashmir