

**PENALTY ORDER**

No. SO(Estt)21-332/2018. WHEREAS, Mr. Zia Razzaq, Psychologist (BS-17), previously posted at Govt. Secondary Special Education Centre for Disabilities, Samundri, District Faisalabad, was granted Extra Ordinary Leave (EOL) vide Department's Order dated 22.01.2025, on half pay from 13.01.2025 to 13.02.2025, and without pay from 14.02.2025 to 12.01.2026, with the express direction to resume duty immediately on its expiry. He neither resumed duty on expiry of the sanctioned leave on 12.01.2026 nor obtained prior sanction for its extension, and has remained absent from duty without lawful authorization w.e.f. 13.01.2026.

2. **AND WHEREAS**, in view of the aforesaid conduct, disciplinary proceedings were initiated against the accused officer under Section 7(b) read with Section 5(1)(a) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, on the charge of willful absence from duty w.e.f. 13.01.2026 without prior permission of the Competent Authority. As the documentary evidence on record was sufficient, a formal inquiry was dispensed with and proceedings were conducted under the applicable provisions of the Act.

3. **AND WHEREAS**, the Show Cause Notice dated 09.07.2026 was duly served upon the accused officer, requiring a written reply within the prescribed period, which he failed to submit. In compliance with the requirement of a personal hearing under Section 7(d) of the Act *ibid*, he was afforded a personal hearing before the Competent Authority on 25.08.2026 to explain his position.

4. **AND WHEREAS**, during the personal hearing, the accused officer did not dispute his absence after expiry of the sanctioned EOL. He submitted that he had intended to resume duty but could not do so owing to domestic and personal problems, and that a request for extension of leave, though forwarded, could not be delivered to the Department. He requested acceptance of his resignation and treatment of his absence from 13.01.2026 till date as EOL without pay.

5. **AND WHEREAS**, having considered the entire record, including the sanctioned leave, the direction to resume duty on its expiry, the subsequent unauthorized absence, the charge, the Show Cause Notice, his failure to reply thereto, his submissions at the personal hearing, and his request for treatment of the absence as EOL without pay, I find that his explanation does not satisfactorily account for his prolonged absence. Domestic or personal difficulties, however genuine, cannot convert unauthorized absence into sanctioned leave. A civil servant must obtain prior sanction of the Competent Authority before remaining absent beyond his sanctioned leave. The alleged forwarding of a leave-extension request, absent any order sanctioning such extension, cannot confer retrospective legality upon the absence. Leave becomes lawful only when duly sanctioned by the Competent Authority, not merely upon application.

6. **AND WHEREAS**, the record establishes, in clear and unequivocal terms, that the accused officer remained absent from duty w.e.f. 13.01.2026 without permission of the Competent Authority. The charge of unauthorized absence therefore stands proved; his explanation at the personal hearing neither justifies the misconduct nor displaces the documentary evidence on record.

7. **AND WHEREAS**, during the personal hearing, Mr. Zia Razzaq / accused officer, tendered his resignation from the post of Psychologist (BS-17) and requested its acceptance. The request for acceptance of resignation has been examined separately in light of the policy instructions issued by the Regulations Wing, Services & General Administration Department, Government of the Punjab, vide letter No. SOR-I(S&GAD)1-13/2004 dated 16.03.2004, reiterated vide Circular No. SOR-I(S&GAD)2-2/2012 dated 10.10.2013. Under these instructions, resignation tendered during the pendency of disciplinary proceedings already initiated against a civil servant cannot be accepted before such proceedings are concluded and a final order passed in accordance with law. The contention that the resignation be accepted in lieu of disciplinary action is, therefore, not tenable.

8. **AND WHEREAS**, it is further noted that acceptance of his resignation is a separate administrative matter to be decided independently in accordance with the applicable rules and Government instructions; the pendency of that request neither validates nor condones the unauthorized absence already committed.

9. **AND WHEREAS**, in determining the appropriate penalty, I have considered the overall circumstances of the case, the nature and duration of the unauthorized absence, the prior grant of EOL up to 12.01.2026, the direction to resume duty on its expiry, his failure to obtain lawful extension of leave, his explanation, and his request for resignation. On an objective assessment of the record, I find the misconduct established and consider that the circumstances warrant a minor penalty.

10. **NOW THEREFORE**, in exercise of the powers conferred under Section 4 read with Section 7 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, I, **Shoaib Iqbal Syed**, Secretary to the Government of the Punjab, Special Education Department, being the Competent Authority, after careful and objective consideration of the entire record, hereby hold the charge of unauthorized absence from duty proved against Mr. Zia Razzaq, Psychologist (BS-17), and impose upon him the minor penalty of "**Censure**" under Section 4(1)(a)(i) of the PEEDA Act, 2006.

11. It is further ordered that the period of unauthorized absence w.e.f. 13.01.2026 till the date of this order shall be treated as Extra Ordinary Leave (EOL) without pay. The resignation tendered by the accused officer on 25.08.2026 through his reply to Show Cause Notice shall be examined and decided separately in accordance with law, the applicable rules and Government instructions. Nothing in this order shall be construed as acceptance, express or implied, of that resignation.

12. This order shall take effect forthwith.


(SHOAIB IQBAL SYED)
SECRETARY

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore, the
August 31, 2026

No. & Date Even:

A copy is forwarded for information and necessary action to the:-

1. Accountant General, Punjab, Lahore.
2. Director General Special Education, Punjab, Lahore.
3. District Education Officer (Special Education), Faisalabad to ensure delivery of this order to the accused officer under intimation to this department.

4. Headmaster / Headmistress, Govt. Secondary Special Education Centre for Disabilities, Samundri, District Faisalabad with the direction to ensure the delivery of this order at residential address of the accused officer through all possible means, under intimation to this department.
5. Accused officer concerned / **Mr. Zia Razzaq**, Psychologist (BS-17), previously posted at Govt. Secondary Special Education Centre for Disabilities, Samundri, District Faisalabad.
6. PS to Secretary Special Education Department.


31/8/2026
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT