

**PENALTY ORDER**

No. SO(Estt)21-278/2016. WHEREAS, Ms. Tageen Rabia, Psychologist (BS-17), previously posted at Government Special Education Centre, Tandlianwala, District Faisalabad, remained absent from duty without obtaining prior permission or sanction of leave from the Competent Authority with effect from 22.11.2025. Although she had previously submitted an application seeking grant of Extraordinary Leave without pay, the said leave was neither approved nor sanctioned by the Competent Authority. She, nevertheless, continued to remain absent from duty without lawful authority.

2. **AND WHEREAS**, a fact-finding probe was conducted to ascertain the circumstances of her unauthorized absence. The Probe Officer, after examining the relevant record and the officer's explanation, reported that she had cited serious personal and domestic difficulties in support of her request for Extraordinary Leave but had failed to furnish complete and authenticated documentary evidence to substantiate the same. Her previous service record disclosed no adverse history of misconduct.

3. **AND WHEREAS**, notwithstanding the circumstances explained by the officer, the available record clearly established that she had remained absent from duty with effect from 22.11.2025 without obtaining prior approval or sanction of leave from the Competent Authority. It is a settled and fundamental requirement of public service discipline that an employee cannot absent herself from duty merely on the basis of submission of an application for leave. Leave is not a matter of unilateral assumption and can only be availed upon its sanction by the competent authority. Therefore, the mere fact that the accused officer had submitted an application seeking Extraordinary Leave did not confer upon her any authority to remain absent from duty before such leave was duly sanctioned.

4. **AND WHEREAS**, being satisfied that sufficient material existed to proceed against her, the undersigned, as Competent Authority, initiated disciplinary proceedings under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, and issued a Show Cause Notice dated 20.07.2026 under Section 7(b) read with Section 5(1)(a) of the Act, on the following charge:

"You have been found willfully absent from your duty w.e.f. 22.11.2025 to till date without prior permission/approval of leave by the Competent Authority."

AND WHEREAS, in her written reply dated 29.07.2026, Ms. Tageen Rabia did not dispute the fact of her absence but pleaded that it was unintentional and attributable to serious family difficulties and domestic disputes beyond her control, which had adversely affected her and her children. She requested that the period be regularized as Extraordinary Leave without pay and that she be permitted to continue in service.

6. **AND WHEREAS**, her reply, though duly considered, did not rebut the undisputed fact that she had remained absent without prior sanction of leave. Her plea regarding the pending application could not, by itself, regularize the absence or relieve her of the obligation to remain on duty until leave was formally sanctioned.

7. **AND WHEREAS**, in order to afford the accused officer full and adequate opportunity to defend herself and in compliance with the requirements of due process, she was also afforded an opportunity of personal hearing under Section 7(d) of the PEEDA Act, 2006. Accordingly, she appeared before the Secretary, Special Education Department/Competent Authority on 25.08.2026. Her written defence, oral submissions, the probe report, relevant attendance and leave record and all other material available on the departmental record have been carefully examined and taken into consideration.

8. **AND WHEREAS**, upon a comprehensive examination of the entire record, including the charge, Show Cause Notice, written reply of the accused officer, submissions made during personal hearing, findings of the Probe Officer and all attending facts and circumstances, it is established beyond doubt that Ms. Tageen Rabia remained absent from duty without prior permission or sanction of leave from the Competent Authority with effect from 22.11.2025 and continued to remain absent until she reported to the Special Education Department on 24.07.2026, pursuant to the suspension order and directions issued to her. The charge of unauthorized absence, therefore, stands established. At the same time, due and conscious consideration has been given to the mitigating circumstances advanced by the accused officer, including the personal and domestic difficulties explained by her, the observations made during the fact-finding probe and her previous service record. The material available on record does not warrant ignoring the humanitarian and personal circumstances pleaded by her. However, such circumstances, though relevant for determining the quantum of punishment, cannot completely obliterate the established fact that the accused officer remained absent from duty without obtaining prior sanction of leave.

9. **NOW THEREFORE**, in exercise of the powers vested in the undersigned as Competent Authority under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, and after due consideration of the entire record and the defence put forth by the accused officer, minor penalty of **'withholding of increments for a period of two (02) years'** is hereby imposed upon Ms. Tageen Rabia, Psychologist (BS-17), under Section 4(1)(a)(ii) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

10. It is further ordered that the period of her absence, i.e., from 22.11.2025 to 23.07.2026, shall be treated as Extraordinary Leave without pay, subject to admissibility and adjustment under the applicable rules. Her rejoining with effect from 24.07.2026 shall be regulated accordingly. This *ex post facto* regularization of leave is a measure to account for the period of absence only and shall not condone the lapse of proceeding on leave without prior approval, for which the penalty at paragraph 9 above has been imposed.


(SHOAIB IQBAL SYED)
SECRETARY

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

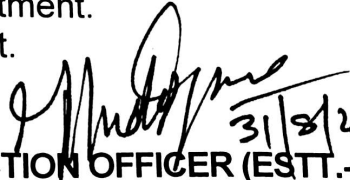
Dated Lahore, the
August 31, 2026

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.

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4. Accused officer concerned / **Ms. Tageen Rabia**, Psychologist (BS-17), previously posted at Government Special Education Centre, Tandlianwala, District Faisalabad presently reported to department.
 5. PS to Secretary Special Education Department.


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