

**PENALTY ORDER**

No. SO(Estt)20-76/2014. **WHEREAS**, Ms. Raeesa Kanwal, Speech Therapist (BS-17), previously posted at Government Secondary School of Special Education for Hearing Impaired (Boys), Sargodha presently awaiting posting in Special Education Department, was granted leave from 19.10.2024 to 15.01.2025 (89 days) vide departmental order dated 24.10.2024. On her request, this was extended by way of Extraordinary Leave without pay from 16.01.2025 to 15.01.2026 (365 days) vide order dated 29.01.2025, with explicit direction to report to the Department immediately upon its expiry.

2. **AND WHEREAS**, before expiry of the sanctioned leave, she applied for a further extension of Extraordinary Leave from 16.01.2026 to 15.01.2028 (730 days). The request was duly considered and rejected on administrative grounds vide the Department's letter dated 21.11.2025. Upon expiry of her sanctioned leave on 15.01.2026, she was accordingly obligated to resume duty.

3. **AND WHEREAS**, despite expiry of her leave and rejection of the extension sought, Ms. Raeesa Kanwal failed to resume duty and remained absent without permission or sanction of leave from 16.01.2026 to 30.05.2026 (135 days), eventually submitting her joining report and resuming duty on 01.06.2026, as borne out by the departmental record.

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 27.07.2026 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. 16.01.2026 to 30.05.2026 (135 days) without prior permission / approval of leave by the Competent Authority."

5. **AND WHEREAS**, in response to the Show Cause Notice, the accused officer submitted her written reply and explained that her absence was occasioned by serious and unavoidable family circumstances, particularly the deteriorating health and medical condition of her widowed mother, for whose care and support she claimed to be primarily responsible. She stated that, owing to the absence of any other available family member to provide the requisite care, she remained with her mother for her treatment and medical assistance. She further submitted that she had applied for further Extraordinary Leave and remained under the impression that her request was under process. According to her, upon becoming aware that the requested extension had not been sanctioned, she reported back and resumed her duties. She pleaded that her absence was neither deliberate nor intended to violate departmental discipline and requested that the period of absence be regularized as Extraordinary Leave without pay.

6. **AND WHEREAS**, in compliance with due process, she was afforded a personal hearing under Section 7(d) of the Act and appeared before the Competent Authority on 27.08.2026. Her written reply, oral submissions, supporting material, and the relevant record were duly considered.

7. **AND WHEREAS**, it stands established and undisputed that she remained absent from duty from 16.01.2026 to 30.05.2026 without any subsisting sanction of leave. The mere submission of an application for leave or its extension does not, by itself, entitle a government servant to proceed on or continue leave; leave takes effect only upon sanction by the Competent Authority. Her pending application, therefore, conferred no authority to remain absent after expiry of her sanctioned leave.

8. **AND WHEREAS**, her plea regarding her mother's illness and the attendant family circumstances has been given due and sympathetic consideration. These circumstances, while relevant to the quantum of penalty, do not alter the fact that she remained absent without lawful authority for the period in question, nor do they exonerate her of the charge. Upon comprehensive examination of the record and the defence advanced, the charge of unauthorized absence from 16.01.2026 to 30.05.2026 (135 days) stands established. Having regard to the mitigating circumstances pleaded, including her mother's medical condition and her subsequent resumption of duty, it is considered that the ends of justice and departmental discipline would be adequately served by the imposition of a minor penalty.

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, the minor penalty of '**Censure**' is hereby imposed upon Ms. Raeesa Kanwal, Speech Therapist (BS-17), under Section 4(1)(a)(i) of the Act.

10. It is further ordered that the period of unauthorized absence of Ms. Raeesa Kanwal, i.e., from 16.01.2026 to 30.05.2026 (135 days), shall be treated as Extraordinary Leave without pay, subject to admissibility and regulation under the applicable rules. 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), Sargodha to ensure delivery of this order to the accused officer under intimation to this department.
4. Accused officer concerned / **Ms. Raeesa Kanwal**, Speech Therapist (BS-17), previously posted at Government Secondary School of Special Education for Hearing Impaired (Boys), Sargodha presently awaiting posting in Special Education Department.
5. PS to Secretary Special Education Department.

SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT