

**PENALTY ORDER**

No. SO(Estt)41-101/2016. WHEREAS, Ms. Qysira Amjad, Junior Special Education Teacher (V.I Field/BS-16), previously posted at Govt. Special Education Centre, Aziz Bhatti Town, District Lahore, was granted Ex-Pakistan Extraordinary Leave without pay w.e.f. 10.04.2024 to 09.05.2025 vide Department's Order dated 04.04.2024, and, on her request, a further 365 days' Ex-Pakistan Extraordinary Leave without pay w.e.f. 10.04.2025 to 09.04.2026 vide Order dated 24.03.2025. Instead of resuming duty on its expiry, she sought a further extension of 55 days w.e.f. 10.04.2026 to 03.06.2026; the Competent Authority, however, sanctioned only 30 days Ex-Pakistan Extraordinary Leave without pay w.e.f. 10.04.2026 to 09.05.2026, with an explicit direction to report for duty upon its expiry.

2. **AND WHEREAS**, despite the aforesaid specific direction, Ms. Qysira Amjad failed to resume duty upon expiry of the sanctioned leave and has since remained absent without obtaining any lawful sanction, permission or approval for further leave.

3. **AND WHEREAS**, in view of the foregoing, 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. 10.05.2026 till date 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.

4. **AND WHEREAS**, a Show Cause Notice dated 10.06.2026 was duly served upon the accused officer, requiring her to explain the charge and show cause why a penalty under Section 4 of the PEEDA Act, 2006 should not be imposed upon her; she failed to submit any written reply.

5. **AND WHEREAS**, notwithstanding her failure to reply, she was afforded a personal hearing, first fixed for 05.08.2026, which she did not attend. A second opportunity was thereafter given through a further notice, expressly informing her that the case would be decided on the available record in case of her non-appearance. She again failed to appear before the undersigned.

6. **AND WHEREAS**, I have considered the entire record, the orders sanctioning Ex-Pakistan Extraordinary Leave, the request for further extension and the leave actually sanctioned, the direction to resume duty on its expiry, her continued unauthorized absence, the Show Cause Notice, her failure to reply, the repeated opportunities of personal hearing and her failure to appear, and the resignation tendered by her through proper channel during the pendency of proceedings.

7. **AND WHEREAS**, the documentary record establishes that the accused officer was fully aware of the leave actually sanctioned in her favour and was expressly directed to report for duty on its expiry; the obligation to resume duty was therefore neither uncertain nor conditional. The repeated grant of Ex-Pakistan Extraordinary Leave on her earlier requests did not create an indefeasible or continuing right to remain away from duty, each grant was governed by the terms of

its own sanction order, and the final order sanctioned only 30 days' further leave with an express direction to report back. Once that period expired, her continued absence required fresh and prior authorization, which was neither sought nor granted, and cannot be treated as authorized merely because substantial leave had previously been allowed. Her failure to resume duty without lawful extension constitutes a conscious and continued disregard of the authority vested in the Competent Authority.

8. **AND WHEREAS**, her failure to respond to the Show Cause Notice and to avail two opportunities of personal hearing are material circumstances taken into consideration. The Department having made repeated efforts to afford her a reasonable opportunity of being heard, she cannot now complain of inadequate opportunity; the case has accordingly been decided on the documentary evidence available on record.

9. **AND WHEREAS**, on an objective and cumulative assessment of the record, I find the charge of unauthorized absence established. Having regard to the nature and duration of the misconduct, the repeated opportunities afforded to her, and the express direction for resumption of duty, I am of the considered view that the ends of justice would be adequately met by imposing the minor penalty of Censure rather than a more severe penalty.

10. **AND WHEREAS**, during the pendency of the disciplinary proceedings, the accused officer tendered her resignation from the post of Junior Special Education Teacher (V.I. Field/BS-16) through proper channel, citing continuing personal/domestic circumstances and her inability to resume duty, and requested its acceptance. The request has been examined in light of the policy instructions of 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 which resignation tendered during the pendency of disciplinary proceedings cannot be accepted before their conclusion and passing of the final order.

11. **AND WHEREAS**, the resignation was tendered after initiation of disciplinary proceedings, while the charge was still under consideration; its acceptance at this stage would end the proceedings without determination of the alleged misconduct, contrary to the aforesaid policy instructions, and cannot be accepted merely because the accused officer has expressed her intention to relinquish service. Resignation and disciplinary proceedings operate in distinct spheres, the former concerns relinquishment of service, subject to acceptance under the applicable rules, while the latter concerns determination of liability for misconduct committed during service, and the latter cannot be defeated merely by tendering resignation after proceedings have commenced.

12. **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 Ms. Qysira Amjad, Junior Special Education Teacher (V.I. Field/BS-16), and impose upon her the minor penalty of "**Censure**" under Section 4(1)(a)(i) of the PEEDA Act, 2006.

13. It is further ordered that the period of unauthorized absence w.e.f. 09.05.2026 till the date of this order shall be treated as Extra Ordinary Leave (EOL) without pay. The resignation tendered by the accused officer 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.

14. This order shall take effect forthwith.

(SHOAIB QBAL 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), Lahore to ensure delivery of this order to the accused officer under intimation to this department.
4. Headmaster / Headmistress, Govt. Special Education Centre, Aziz Bhatti Town, District Lahore 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 / **Ms. Qysira Amjad**, Junior Special Education Teacher (V.I Field/BS-16), previously posted at Govt. Special Education Centre, Aziz Bhatti Town, District Lahore.
6. PS to Secretary Special Education Department.


SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT