

REGISTERED



**GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT**

ORDER

SO(Estt)21-34/2018. WHEREAS, it was reported by the Directorate General of Special Education, Punjab, Lahore that Ms. Huma Hassan, Psychologist (BS-17), Government Special Education Centre, Sangla Hill, District Nankana Sahib (**'accused officer'**), remained absent from duty without lawful authority with effect from **10.09.2025** and sought grant of Extra Ordinary Leave (without pay) for the period from 10.09.2025 to 20.05.2026 (253 days). Her request for grant of leave was examined by the Department and was rejected on administrative grounds vide letter dated 13.10.2025, whereby she was categorically directed to resume duty immediately, failing which disciplinary proceedings would be initiated against her. Despite such clear directions, she failed to report for duty and continued to remain absent without authorization.

2. **AND WHEREAS**, considering that sufficient documentary evidence was available on record and that no disputed question of fact requiring recording of evidence existed, the undersigned, being the Competent Authority under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, dispensed with the regular inquiry under Section 5(1)(b) of the Act and initiated proceedings under Section 7(b) read with Section 5(1)(a) of the Act vide Show Cause Notice dated 26.01.2026 on the charge of misconduct, namely:

**"You have been found willfully absent from your duty
w.e.f. 10.09.2025 to date without prior permission /
approval of leave by the Competent Authority."**

3. **AND WHEREAS**, despite service of the Show Cause Notice, the accused officer failed to submit any written defence within the stipulated period. Consequently, in compliance with Section 7(d) of the Act, she was afforded an opportunity of personal hearing vide notice dated 21.04.2026 for appearance on 06.05.2026. Although the notice was duly served upon her residential address and was also uploaded on the official website of the Department, she failed to appear. Instead, she transmitted an e-mail dated 05.05.2026 and filed an application, subsequently received in the Department on 07.05.2026, requesting acceptance of her resignation.

4. **AND WHEREAS**, in the interest of fairness and to afford every reasonable opportunity of defence, a second hearing notice dated 18.05.2026 was issued fixing the matter for personal hearing on 03.06.2026. The accused officer appeared on the said date, submitted her written reply and was personally heard. The defence advanced by the accused officer is essentially that she had tendered her resignation on 19.01.2026

owing to personal and domestic circumstances and requested that the same be accepted retrospectively. She neither disputed nor denied the fact of her unauthorized absence from duty commencing from 10.09.2025. No material whatsoever was produced to establish that she had obtained prior sanction of leave or any permission from the Competent Authority to absent herself from duty. Her explanation, therefore, does not constitute a lawful justification for remaining absent from Government service.

5. **AND WHEREAS**, I have carefully examined the entire record, the documentary evidence, the written reply, the submissions made during personal hearing and all attending circumstances of the case. It is an admitted and undisputed position that the accused officer remained absent from duty without sanctioned leave. It is a settled principle that mere submission of an application for leave or resignation does not confer any vested right upon a civil servant to absent herself from duty unless the same has been accepted or sanctioned by the Competent Authority. A Government servant continues to remain bound by the discipline of service until lawfully relieved from service. The plea regarding pendency of resignation also does not exonerate the accused officer from misconduct.

6. **AND WHEREAS**, perusal of record shows that during the pendency of the disciplinary proceedings, the Directorate General of Special Education, Punjab, Lahore, vide letter dated 17.02.2026, forwarded the resignation tendered by the accused officer. The record reveals that the accused officer had submitted her resignation dated 19.01.2026, which was received through the Headmistress, Government Special Education Centre, Sangla Hill, and transmitted through the District Education Officer (Special Education), Lahore, primarily on the ground of personal/domestic circumstances. Thereafter, instead of furnishing a substantive defence to the charge of unauthorized absence, the accused officer, through e-mail dated 05.05.2026 and again during personal hearing held on 03.06.2026, persistently requested that her resignation be accepted with effect from January, 2026.

7. **AND WHEREAS**, the question of acceptance of the resignation has been examined in the 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, as reiterated vide Circular No. SOR-I(S&GAD)2-2/2012 dated 10.10.2013. The Regulations Wing has categorically laid down that once disciplinary proceedings have been initiated by the Competent Authority, such proceedings must be taken to their logical conclusion and any resignation tendered by the accused during the conduct or pendency of disciplinary/enquiry proceedings should not be accepted. The appointing authority may consider the request for resignation only after conclusion of the disciplinary proceedings and passing of the final order under the applicable law. These executive instructions are binding upon all Administrative Departments and have been issued to preserve the sanctity of disciplinary jurisdiction and to prevent public servants from frustrating pending disciplinary proceedings by tendering resignation.

8. **AND WHEREAS**, the contention of the accused officer that her resignation deserves acceptance in lieu of disciplinary action is untenable. Although the resignation was submitted prior to issuance of the Show Cause Notice, the same remained pending and had never been accepted by the Competent Authority. Before any decision regarding the resignation could be taken, disciplinary proceedings under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 had already been validly initiated and were pending. Consequently, the Competent Authority became legally obliged to conclude the disciplinary proceedings in accordance with law before taking any decision regarding the resignation. The mere submission of a resignation neither terminates the relationship of employer and employee nor absolves a civil servant from liability for misconduct already committed. Until acceptance of resignation by the Competent Authority, the accused officer continued to be a civil servant, bound to discharge her official duties and remain subject to the disciplinary jurisdiction of the Department. Moreover, the issue relating to acceptance or otherwise of the resignation constitutes an independent administrative matter to be decided separately by the Competent Authority in accordance with law and the applicable instructions of the Government. Such pendency neither validates nor condones the unauthorized absence which had already occurred.

9. **AND WHEREAS**, the misconduct established against the accused officer relates solely to unauthorized absence from duty. The record does not disclose any allegation involving moral turpitude, corruption, embezzlement, financial loss to the Government or abuse of official authority. Keeping in view the nature of the charge, the mitigating circumstances brought on record and the principle of proportionality governing imposition of departmental penalties, I am of the considered view that ends of justice would adequately be met by imposing a minor penalty.

10. **NOW THEREFORE**, in exercise of 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 having considered all the aspects and material related to the case, am of the view that charge of misconduct on account of absence from duty stood fully proved against the accused officer, however, taking into account the accused officer's expression of remorse and her request for leniency for not adhering to the prescribed procedure and fact that she filed resignation before initiation of disciplinary proceedings, I am inclined to take a compassionate view in the matter. Hence, I do hereby impose upon Ms. Huma Hassan, Psychologist (BS-17), Government Special Education Centre, Sangla Hill, District Nankana Sahib, 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 from duty with effect from 10.09.2025 till today (date of this order) shall be treated as **Extraordinary Leave (EOL) without pay**. It is further clarified that the resignation submitted by the accused officer shall be examined and decided separately strictly in accordance with

the applicable law, rules and Government instructions. Nothing contained in this Order shall be construed to amount to acceptance, express or implied, of the resignation tendered by the accused officer.


(SHOAIB IQBAL SYED)
SECRETARY
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT /
COMPETENT AUTHORITY

Dated Lahore, the
July 17/7 /2026

No. & Date Even:

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

1. The Accountant General Punjab, Lahore.
2. The Director General, Special Education Punjab, Lahore.
3. The District Education Officer (Special Education), Lahore.
4. Headmaster / Headmistress, Govt. Special Education Centre, Sangla Hill, District Nankana Sahib.
5. PS to Secretary Special Education Department, Lahore.
6. Statistical Officer.
7. Accused officer / **Ms. Huma Hassan**, Psychologist (BS-17), Govt. Special Education Centre, Sangla Hill, District Nankana sahib. **Resident of Street No. 6, Iqbal Pura, Sangla Hill, Nankana Sahib.**


17/7/26
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT