

**REGISTERED**



**Tel:042-99231573**

No.SO(ESTT)36-9/2011(2770)  
**GOVERNMENT OF THE PUNJAB**  
**SPECIAL EDUCATION DEPARTMENT**  
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore the 06<sup>th</sup> May, 2026

To

**Ms. Huba Latif,**  
Junior Special Education Teacher (M.C/BS-16),  
Govt. Special Education Centre, Aziz Bhatti Town,  
Lahore.

Subject: **EXPLANATION**

I am directed to refer to the subject noted above and to state that you had applied for 18-days earned leave **w.e.f. 24.03.2026 to 10.04.2026 (18-days)**. After applying for leave, you had started availing the above said leave without prior approval of the competent authority. This state of affairs tantamount to misconduct.

2. Foregoing of the view, you are directed to explain your position **within 03 days positively** otherwise strict disciplinary action will be taken against you under **PEEDA ACT, 2006**.

  
SECTION OFFICER (ESTT-I)

**C.C:**

1. The Director General, Special Education, Punjab.
2. The Principal / Headmaster / Headmistress concerned.
3. PS to Secretary, Special Education Department.
4. PS to Additional Secretary, Special Education Department.

(2)



o/c