

**PENALTY ORDER**

No. SO(Estt)21-261/2016. WHEREAS, Ms. Ammara Sehar, Psychologist (BS-17), previously posted at Government Institute for Slow Learners, Narowal ("accused officer"), was proceeded against under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 ("the PEEDA Act, 2006") on the charge of willful absence from duty w.e.f. 16.01.2026 onwards without prior permission/approval of leave from the Competent Authority.

2. **AND WHEREAS**, as per record, earlier the accused officer had been sanctioned Extra Ordinary Leave without pay for a period of 730 days, from 15.01.2024 to 15.01.2026, with a specific direction to report for duty immediately upon expiry of the sanctioned leave. Despite expiry of the sanctioned leave on 15.01.2026, she failed to resume duty on 16.01.2026 and continued to remain absent without obtaining any extension of leave or permission from the Competent Authority.

3. **AND WHEREAS**, a Show Cause Notice dated 17.06.2026 was served upon the accused officer under Section 7(b) read with Section 5(1)(a) of the PEEDA Act, 2006. In response, she submitted her written explanation/reply wherein she pleaded that her absence was occasioned by family circumstances, including the care of her infant child, responsibilities towards her other children, health-related needs of her elderly parents, and the distance between her residence at Lahore and her place of posting at Narowal. She further stated that she had hoped for a posting/adjustment nearer to Lahore.

4. **AND WHEREAS**, the explanation/reply of the accused officer, the record available on the departmental file and all other relevant circumstances have been carefully examined. The accused officer was also afforded an opportunity of personal hearing under Section 7(d) of the PEEDA Act, 2006.

5. **AND WHEREAS**, it is an admitted and established position that the sanctioned period of leave expired on 15.01.2026 and that the accused officer did not report for duty thereafter. There is no order on record whereby her leave was extended beyond 15.01.2026, nor is there any permission or approval of the Competent Authority authorizing her continued absence. Thus, her absence from 16.01.2026 onwards remained unauthorized.

6. **AND WHEREAS**, the grounds advanced by the accused officer have been considered with due regard to their humanitarian nature; *however*, such personal circumstances, by themselves, cannot confer upon a civil servant a lawful right to remain absent after expiry of sanctioned leave. If the accused officer was unable to resume duty for any compelling reason, the proper course available to her was to seek extension of leave or other lawful relief from the Competent Authority. She could not, *on her own*, extend the period of sanctioned leave or suspend the obligation to attend duty at her place of posting.

7. **AND WHEREAS**, the plea that the accused officer was awaiting a suitable posting or adjustment nearer to Lahore is equally untenable. A request or expectation for transfer, adjustment or change of place of posting does not, in the absence of a formal order of the Competent Authority, relieve a civil servant of the

obligation to comply with the existing posting order. The accused officer was, therefore, bound to report for duty at her place of posting unless and until any lawful order to the contrary was issued.

8. **AND WHEREAS**, during the pendency of the disciplinary proceedings, the accused officer tendered her resignation on 05.08.2026. The question of acceptance of the said 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 said instructions provide that once disciplinary proceedings have been initiated by the Competent Authority, such proceedings are to be taken to their logical conclusion and resignation tendered during the pendency of disciplinary proceedings is not to be accepted until conclusion of the disciplinary proceedings and passing of the final order under the applicable law.

9. **AND WHEREAS**, the contention that the resignation may be accepted in lieu of disciplinary action is, therefore, not tenable. The mere tendering of resignation does not terminate the relationship of employer and employee or absolve a civil servant from liability for misconduct already committed. Until acceptance of resignation by the Competent Authority, the accused officer remains subject to the disciplinary jurisdiction of the Department. The question of acceptance of her resignation is an independent administrative matter and shall be considered separately in accordance with the applicable rules and Government instructions. The pendency or otherwise of such request does not validate or condone the unauthorized absence already committed.

10. **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 having carefully considered all the material and circumstances of the case, hereby hold that the charge of misconduct on account of unauthorized absence from duty stands proved against Ms. Ammara Sehar. However, taking a compassionate view in the light of the mitigating circumstances referred to above, I hereby impose upon Ms. Ammara Sehar, Psychologist (BS-17), 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 w.e.f. 16.01.2026 till the date of this order shall be treated as Extra Ordinary Leave (EOL) without pay. The resignation tendered by the accused officer on 05.08.2026 shall be examined and decided separately in accordance with law, the applicable rules and Government instructions. Nothing contained in this order shall be construed as acceptance, express or implied, of the resignation so tendered.


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

Dated Lahore, the
August 19, 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), Gujranwala to ensure delivery of this order to the accused officer under intimation to this department.
4. Headmaster / Headmistress, Govt. Institute for Slow Learners, Narowal 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. Ammara Sehar**, Psychologist (BS-17), previously posted at Govt. Institute for Slow Learners, Narowal. Resident of House No. E-15/12-B, Zaman Colony, Walton Road, Lahore Cantt. Mobile No. 03334610486
6. PS to Secretary Special Education Department.


19/18/2026
SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT