REGISTERED

GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT

# PENALTY ORDER

**No. SO(ESTT.)10-594/2014(5209). WHEREAS, Ms. Sadaf Attique,** Senior Special Education Teacher (M.C./BS-17), previously posted at Government Special Education Centre, Nowshehra Virkan, District Gujranwala was sanctioned Extra Ordinary Leave without pay for the period from 22.04.2024 to 20.04.2026. Her subsequent request for further extension of leave from 21.04.2026 to 20.04.2027 was rejected by the Competent Authority vide letter dated 21.05.2026, and she was directed to resume duty immediately. Notwithstanding the rejection of her request and the express direction to report for duty, she did not resume duty and continued to remain absent with effect from 21.04.2026 without sanctioned leave or lawful authority.

2. **AND WHEREAS,** the aforesaid conduct attracted disciplinary action under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (**"Act"**), including the statutory definition of misconduct relating to absence from duty without prior approval of leave under section 2(n)(vii), read with section 3(ii) of the Act. Accordingly, a Show Cause Notice dated **17.08.2026** was issued to the accused officer under section 7(b) read with section 5(1)(a) of the Act, specifying the charge of wilful absence from duty with effect from 21.04.2026 without prior permission or approval of the Competent Authority. In view of the documentary material available on record, the decision to dispense with a regular inquiry was recorded in the show-cause notice in terms of the applicable provisions of the Act.

3. **AND WHEREAS,** the accused officer was directed to submit a written reply to the Show Cause Notice within the stipulated period. She did not submit any reply, seek additional time, dispute the factual basis of the charge, or place any document on record showing that leave had been sanctioned or that she had resumed duty. The failure to submit a reply, *by itself*, is not treated as a substitute for proof; *rather*, the charge has been assessed against the documentary record, including the earlier leave-sanction orders, rejection of the further extension request, and direction to resume duty.

4. **AND WHEREAS,** to provide a meaningful opportunity of personal hearing and to comply with the requirements of procedural fairness, a personal hearing notice dated 08.09.2026 was issued, fixing the matter for 22.09.2026. The accused officer did not appear. A further notice dated 01.10.2026 afforded another opportunity to appear on 07.10.2026, which was also not availed. Thereafter, a last and final personal hearing notice dated 07.10.2026 fixed the matter for 15.10.2026 and expressly advised that the case would be decided on the available record in the event of non-appearance. Despite service of the notices through the prescribed departmental channels and their uploading on the Department's official website, the accused officer failed to appear on any of the three dates fixed for hearing.

5. **AND WHEREAS,** the repeated non-appearance is material not because the accused officer was required to prove her innocence, but because she was specifically afforded successive opportunities to explain the absence, contest the documentary record, identify any legal or factual impediment to resuming duty, or place any mitigating circumstances before the Competent Authority. She availed



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none of these opportunities. The Department has not treated silence as an automatic admission; the charge has instead been evaluated independently on the evidence available, in conjunction with the accused officer's failure to provide any rebuttal despite due opportunities.

6. **AND WHEREAS,** on 15.10.2026, the undersigned, being the Competent Authority, considered the entire record of the case, including the original leave-sanction orders, the request for extension and its rejection, the direction to resume duty, the Show Cause Notice, proof/record of service of notices, publication of notices on the Department's official website, and the absence of any written reply or appearance by the accused officer. Upon such consideration, the following matters stand established on the available record: **(i)** the leave previously sanctioned expired on 20.04.2026; **(ii)** the request for further leave was not approved and was expressly rejected; **(iii)** the accused officer was directed to resume duty; **(iv)** she did not comply with that direction and remained absent from 21.04.2026 onwards; and **(v)** she has not produced any lawful authorization for her continued absence.

7. **AND WHEREAS,** after due consideration of entire facts, undersigned finds that an application for extension of leave does not itself confer authority to remain away from duty. Once the request for further leave had been rejected, the accused officer was required either to resume duty or to obtain a lawful order varying that direction. No such order is available on the record. Continued absence in these circumstances is not a mere procedural lapse: it amounts to failure to discharge the core obligation of the post, undermines service discipline, disrupts continuity of public service, and disregards a clear direction of the Competent Authority. A public servant cannot unilaterally treat leave as sanctioned when the competent forum has expressly declined the request.

8. **AND WHEREAS,** the absence is also continuing in nature on the record presently before the Department. From 21.04.2026 to 15.10.2026, the period is approximately five months and twenty-four days **(177 days in total)**. The officer has neither returned to duty nor furnished a satisfactory explanation for remaining away. The lack of any response despite repeated notices has left the documentary case unrebutted; nevertheless, the finding rests on the objective record of leave, its expiry, rejection of the extension request, the direction to resume duty, and the continued failure to report.

9. **AND WHEREAS,** in determining the appropriate disciplinary consequence, the undersigned has considered the nature of the charge, the duration and continuity of the absence, the express rejection of the leave-extension request, the failure to comply with the direction to resume duty, the absence of any explanation or mitigating material, and the public-service responsibilities attached to the post of Senior Special Education Teacher. The conduct is incompatible with the discipline and reliability expected of a public servant. The Department is required to maintain regularity of attendance and continuity of educational services, and cannot regard an employee as authorized to remain absent indefinitely in the absence of sanctioned leave.

11. **NOW, THEREFORE,** having independently examined and considered the entire record and for the reasons set out above, the charge of wilful absence from duty without sanctioned leave or lawful authority with effect from 21.04.2026 is held established on the available documentary record. In exercise of the powers conferred by section 7(f), read with section 4 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, major penalty of **"Removal from Service"**



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is hereby imposed upon Ms. Sadaf Attique, Senior Special Education Teacher (M.C./BS-17) under Section 4(1)(b)(v) of the Act *ibid*.

12. This order shall take effect forthwith.

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

Dated Lahore, the
October 26, 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.
4. Headmaster / Headmistress, Government Special Education Centre, Nowshehra Virkan, District Gujranwala.
5. Statistical Officer, Directorate General, Special Education, Punjab, Lahore.
6. Accused officer / **Ms. Sadaf Attique,** Senior Special Education Teacher (M.C./BS-17), Previously posted at Government Special Education Centre, Nowshehra Virkan, District Gujranwala. Resident of House No. 25 Gulzar E Mansora Multan Road, Lahore. And Chak No. 7, UCC Dakhana, Kharianwala, Sheikhupura. Mobile No: 03334990608 Email id: sadaf_atique114@yahoo.com
7. PS to Secretary, Special Education Department, Lahore.

26/10/2026

SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT



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