

**REGISTERED**



**GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT**

**ORDER**

**No. SO(Estt)40-48/2011. WHEREAS**, Deputy Director (Admn), Directorate General of Special Education Punjab Lahore vide letter dated 06.06.2024 forwarded an absent report of **Ms. Aisha Javeed**, Junior Special Education Teacher (H.I Field / BS-16), Govt. Special Education Centre, Mandi Bahauddin (**“accused officer”**), submitted by Headmistress, Govt. Special Education Centre, Mandi Bahauddin, wherein it was reported that the accused officer was granted 365 days Extra Ordinary Leave (without pay) w.e.f. 25.04.2023 to 24.04.2024 vide order dated 12.05.2023. Upon expiry of said leave, the accused officer was bound to join back on 25.05.2024 but she did not report back, hence she has been found absent from duty w.e.f. 25.05.2024 till to date without any intimation or approval of leave by the Competent Authority

2. **AND WHEREAS**, keeping in view the wilful absence of the accused officer from duty, other ancillary and related facts of the case and on account of availability of sufficient documentary evidence on record, *while dispensing with regular inquiry*, disciplinary proceedings were initiated against the accused officer vide Show Cause Notice dated 30.07.2024 under Section 7(b) read with Section 5(1)(a) of the PEEDA Act, 2006 (**‘Act’**) on the following charge of misconduct:

***“You were allowed Extra Ordinary Leave w.e.f. 25.04.2023 to 24.04.2024 and you were bound to join back this department on 25.04.2024 after expiry of your leaves but you failed to do so. Hence, you have been found wilfully absent from your duties w.e.f. 25.04.2024 till to date without any intimation or prior permission / approval of leave by the Competent Authority”***

3. **AND WHEREAS**, through the above said Show Cause Notice, the accused officer was directed to submit her defense reply within 07-days but she did not do so. Therefore, in order to finalize the disciplinary proceedings, the accused officer was afforded an opportunity of personal hearing under Section 7(d) of the Act *ibid* and for said purpose vide letter dated 01.10.2024, she was directed to appear before Deputy Secretary Special Education / Hearing Officer appointed under Section 7(d) of the Act *ibid* on 09.10.2024.

4. **AND WHEREAS**, the Hearing Officer submitted a report stating therein that the accused officer failed to appear to attend the personal hearing scheduled on 09.10.2024, despite being duly served with a notice at her residential address. In the interest of justice and to ensure the completion of hearing proceedings, a second opportunity of personal hearing was granted, directing the accused officer to appear on 22.10.2024. However, she again failed to appear. Subsequently, as a measure of fairness, a third opportunity was provided, and the accused officer was directed to

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appear on 01.11.2024. Despite this, she did not comply with the directive and failed to attend the hearing. The Hearing Officer further indicated that all the hearing notices were duly served to the accused officer at her residential address, with copies forwarded to the concerned District Education Officer (Special Education) and Headmistress to ensure delivery. In addition to above, the hearing notices alongwith Show Cause Notice were sent to the accused officer on her official email address. Despite adhering to all legal, procedural, and formal requirements, and providing proper intimation, the accused officer failed to attend the personal hearing proceedings. The Hearing Officer concluded that the accused officer is guilty of misconduct due to her absence from duty, and the charge against her stands substantiated. The wilful and intentional non-appearance of the accused officer demonstrates her deliberate avoidance of the personal hearing and her intent to delay the finalization of the disciplinary proceedings.

5. **AND WHEREAS**, after thoroughly reviewing all aspects and materials related to the case, along with the report submitted by the Hearing Officer, it has been observed that the accused officer was granted 365 days of Extra Ordinary Leave (EOL) from 25.04.2023 to 24.04.2024, with the obligation to resume duty on 25.04.2024. However, since 25.04.2024, the accused officer has remained absent from duty without prior intimation, leave approval, or any valid justification. This unauthorized absence constitutes gross misconduct and also breach of departmental discipline and is a clear violation of the responsibilities and standards expected of a Senior Special Education Teacher. The accused officer failed to furnish her written reply in response to the show caused notice dated 30.07.2024. Clause 5 of the Show Cause Notice reads as under;

*"5. Your reply to Show Cause Notice should reach the undersigned, within the said period failing which it shall be presumed that you have no defence to offer and you have admitted the charge."*

In light of the aforementioned clause of the Show Cause Notice, the accused officer's failure to submit a reply is deemed an admission of the charges, thereby substantiating the allegations against her. Furthermore, a review of the available record, which evidences the accused officer's wilful absence from duty since 25.04.2024, *spanning over a period exceeding seven months*, reveals a pattern of conduct that is highly detrimental to service discipline. Such behaviour is unbecoming of an officer and constitutes gross misconduct, reflecting a disregard for her professional responsibilities and obligations. The accused officer was granted multiple opportunities for a personal hearing, with explicit instructions to appear before the Hearing Officer on the designated dates. However, she consistently failed to attend the proceedings, thereby implying a lack of any supporting evidence or documentation to substantiate her defense. This repeated failure to comply with the hearing schedule further demonstrates her disregard for both the disciplinary process and her professional responsibilities. Notably, no extenuating circumstances have been presented to indicate that her absence from duty was due to factors beyond her control. It is well-established that absence from duty without prior approval or leave from the Competent Authority constitutes misconduct, as outlined under Section 2(n)(vii) of the Act *ibid*, and is deemed culpable wrongdoing. The record clearly establishes that the accused officer has been absent from duty without

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the requisite approval or permission from the Competent Authority for the period commencing on 25.04.2024 and continuing to the present, a duration exceeding seven months.

6. **NOW THEREFORE**, I, Saima Saeed, Secretary, Special Education and Competent Authority in this matter, after thorough review of all relevant aspects and materials associated with the case, am of the firm opinion that the record conclusively establishes the guilt of the accused officer for misconduct, specifically her continuous absence from duty from 25.04.2024 to the present. The accused officer's conduct, coupled with her indifferent attitude toward her official responsibilities, clearly reflects a lack of commitment to fulfilling the obligations of Government service. It is evident that her continued employment within Government service would provide no constructive benefit to the department or to the special students under its care. In light of the severity of the established charge, and in exercise of the powers vested in me under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, and for the reasons detailed above, I hereby impose the major penalty of "**Removal from Service**" under Section 4(1)(b)(v) of the Act.

Dated Lahore the  
November 28<sup>th</sup>, 2024

  
(SAIMA SAEED)  
SECRETARY to  
GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

**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. Statistical Officer, Directorate General of Special Education, Punjab, Lahore.
4. District Education Officer (Special Education), Gujranwala **to ensure delivery of this order to the accused officer on her official and residential address under intimation to this department.**
5. Headmaster / Headmistress, Govt. Special Education Centre, Mandi Bahauddin **to ensure deliver of this order to the accused officer on her official and residential address under intimation to this department.**
6. Accused officer concerned / **Ms. Aisha Javeed**, Junior Special Education Teacher (H.I Field / BS-16), Govt. Special Education Centre, Mandi Bahauddin. **Resident of Near Bank Al-falah, Hellain Road, Phalia, District Mandi Bahauddin.**
7. P.S. to Secretary Special Education Department.
8. Office File.

  
SECTION OFFICER (ESTT.-I)  
SPECIAL EDUCATION DEPARTMENT