

**PENALTY ORDER**

No. SO(Estt)23-120/2016. WHEREAS, disciplinary proceedings were initiated against Ms. Naila Khalid, Junior Special Education Teacher (PD Field / BS-16), Govt. (High) Special Education Centre, Layyah (**"accused officer"**). The proceedings were conducted by dispensing with the requirement of a regular inquiry, in view of his wilful and unauthorized absence from duty, coupled with the availability of sufficient documentary evidence on record substantiating the charges. Accordingly, a Show Cause Notice dated 29.08.2025 was issued to her under Section 7(b) read with Section 5(1)(a) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (**the "Act"**), on the following charges of misconduct:

- i. You remained willfully absent from your duty on multiple occasions without prior approval or justification-specifically on 02.11.2024 to 03.11.2024 (2-days), 13.11.2024 to 19.11.2024 (7-days), 22.11.2024 to 27.11.2024 (6-days). In December 2024, you absented yourself for the entire month, attending school only on 17-12-2024. In January 2025, you were absent for the entire month except for 24th and 26th January. You also remained absent from 01.02.2025 to 23.02.2025 (24-days), and in March 2025, you absented yourself on 01.03.2025 to 02-03-2025 (2-days), 05.03.2025 to 09.03.2025 (5-days), and 12.03.2025 to 14.03.2025 (3-days). Furthermore, you have been found willfully absent from your duty w.e.f. 18.03.2025 to date without prior permission / approval of leave by the Competent Authority.
- ii. Your performance as a Junior Special Education Teacher (PD Field / BS-16) has remained unsatisfactory. You have failed to maintain your teacher's diary, student profiles files, and did not take part in health screening. Your overall attitude towards your duties is negligent, non-serious, and unbecoming of a Government Officer.

2. AND WHEREAS, through the aforesaid Show Cause Notice, the accused officer was required to submit her written reply within seven (07) days. However, she failed to do so within the prescribed time. Consequently, in order to conclude the disciplinary proceedings, the accused officer was afforded an opportunity of personal hearing under Section 7(d) of the PEEDA Act, 2006. Accordingly, vide letter dated 13.10.2025, she was directed to appear on 23.10.2025. Despite due service of notice at her residential address, she did not avail the said opportunity. In the interest of justice and to ensure due process, a second opportunity of personal hearing was granted, directing her to appear before the undersigned on 14.11.2025, which she again failed to

attend. As a final measure, a last and final opportunity of hearing was extended, requiring her appearance on 24.11.2025, but she once more failed to appear. The record confirms that all notices of hearing along with Show Cause Notice were duly served at her residential address, with copies endorsed to the District Education Officer (Special Education) and the concerned Headmistress to ensure delivery. In addition, copies of the Show Cause Notice as well as hearing notices were transmitted to the accused officer through her official email address. It is, therefore, evident that despite strict adherence to all legal, procedural, and formal requirements, and despite provision of repeated and adequate opportunities, the accused officer willfully abstained from participating in the personal hearing proceedings.

3. AND WHEREAS, upon examination of the available record, it is observed that Deputy Director (Admn), Directorate General of Special Education, Punjab, Lahore vide letter dated 01.07.2025 forwarded letters of District Education Officer, Special Education, D.G Khan dated 19.06.2025 and Headmistress, Govt. Special Education Centre, Layyah dated 29.05.2025 wherein it was informed that the conduct of the accused officer has been consistently irresponsible, unprofessional, and in blatant disregard of service norms. She remained willfully absent from duty on multiple occasions without prior approval or justification-specifically on 02.11.2024 to 03.11.2024 (2 days), 13.11.2024 to 19.11.2024 (7 days), 22.11.2024 to 27.11.2024 (6 days). In December 2024, she absented herself for the entire month, attending school only on 17.12/2024. In January 2025, she was absent for the entire month except for 24th and 26th January and she remained absent from 01.02.2025 to 23.02.2025 (24 days). In the month of March 2025, she absented herself on 01.03.2025 to 02.03.2025, 05.03.2025 to 09.03.2025, and 12.03.2025 to 14.03.2025. Moreover, it was also reported that she has been continuously absent from her duty since 18.03.2025 to date without prior approval / permission of leave by the Competent Authority. It was also reported that in addition to your chronic absenteeism, her performance as a teacher was grossly unsatisfactory. She failed to maintain her teacher's diary, student profiles files, and did not take part in health screening. Her overall attitude towards duty was negligent, non-serious, and unbecoming of a government officer, hence she was found guilty of misconduct. In view of seriousness of the allegations and on account of availability of sufficient documentary evidence available on record, disciplinary proceedings through Show Cause Notice under Section 7(b) read with Section 5(1)(a) of the PEEDA Act, 2006, *while dispensing regular inquiry*, were initiated against the accused officer. It is further noted that despite service of Show Cause Notice dated 29.08.2025, no written reply was filed by the accused officer. Clause 5 of the notice clearly stipulated that failure to respond would be treated as admission of the charge. Accordingly, the accused officer's non-submission of reply amounts to a deemed admission. The record further reflects that the accused officer was provided multiple opportunities of personal hearing through due service of notices at her residential address and official email, yet she failed to appear, thereby demonstrating deliberate disregard for the disciplinary process. No extenuating or mitigating circumstances have been placed on record. As per Section 2(n)(vii) of the PEEDA Act, 2006 unauthorized absence from duty constitutes misconduct. The accused officer has remained absent without sanction for a continuous period of more than eight months, which conclusively establishes the charge of misconduct.

4. NOW, THEREFORE, I, Shoaib Iqbal Syed, Secretary Special Education / Competent Authority, having carefully examined the entire record and proceedings, am satisfied that the charges of misconduct stand fully proved against the accused officer on account of her willful and continuous absence from duty w.e.f. 18.03.2025 to date, without prior sanction, intimation, or lawful justification. In view of the gravity of the

established charges (absence from duty and inefficiency in performance of her assigned duties), and in exercise of the powers vested in me under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, I hereby impose upon the accused officer the major penalty of "Removal from Service" under Section 4(1)(b)(v) of the Act *ibid*.

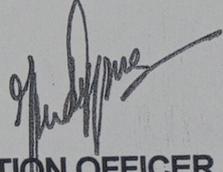
Dated Lahore the
~~December~~ 09, 2025

(SHOAIB IQBAL SYED)
SECRETARY
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), D.G Khan to ensure delivery of this order to the accused officer on his official and residential address under intimation to this department.
5. Headmaster / Headmistress, Govt. Special Education Centre, Layyah.
6. Accused officer concerned / Ms. Naila Khalid, Junior Special Education Teacher (PD/BS-16), Govt. High Special Education Centre, Layyah. Resident of Ward No. 14, Mohallah Waghay Wala, Layyah And Asia Sports Chobara Road T.D.A Chowk, Layyah. Mobile No: 0312-6664008 / 03350776115, Email: 13.mcs.19@gmail.com
7. P.S. to Secretary Special Education Department.
8. Office File.


SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT