

**PENALTY ORDER**

No. SO(Estt)26-41/2019. WHEREAS, disciplinary proceedings were initiated against Ms. Naila Kousar, Computer Teacher (BS-16), Govt. Institute for Slow Learners, Faisalabad ("accused officer"). The proceedings were conducted by dispensing with the requirement of a regular inquiry, in view of her wilful and unauthorized absence from duty, coupled with the availability of sufficient documentary evidence on record substantiating the charge. Accordingly, a Show Cause Notice dated 27.08.2025 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 charge of misconduct:

"You have been found willfully absent from your duty w.e.f. 25.05.2025 to date without prior permission / approval of leave by the Competent Authority. Moreover, you failed to comply with the directions issued by the department to report back to your duty immediately upon the expiry of your leave".

2. **AND WHEREAS**, through the aforesaid Show Cause Notice, the accused officer was directed to submit her written defence reply within seven (07) days. However, she failed to furnish any response within the stipulated time. Consequently, 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*. For this purpose, vide letter dated 15.10.2025, she was directed to appear before the undersigned on 23.10.2025. The accused officer, despite due service of notice at her residential address, failed to avail the opportunity of personal hearing on the said date. In the interest of justice and to ensure due process, a second and final opportunity of personal hearing was granted to the accused officer, directing her to appear on 17.11.2025. However, she once again failed to attend the proceedings. Last and final opportunity was granted to her and she was directed to appear for personal hearing on 24.11.2025 but again she failed to appear. The record confirms that all hearing notices were duly served upon the accused officer at her residential address, with copies endorsed to the District Education Officer (Special Education) and the Headmistress concerned to ensure delivery. Furthermore, copies of the hearing notices as well as the Show Cause Notice were also transmitted to the accused officer through her official email address. Thus, despite strict adherence to all legal, procedural, and formal requirements, coupled with provision of adequate opportunities and intimation, the accused officer willfully abstained from participating in the personal hearing proceedings.

3. **AND WHEREAS**, upon thorough examination of all aspects and material available on record, it has been observed that the accused officer was granted ex-Pakistan Leave w.e.f. 11.03.2024 to 24.05.2024 (75 days) (without pay) vide order dated 01.03.2024, to visit United Kingdom. Upon expiry of said leave, she submitted an application seeking extension of Ex-Pakistan Extraordinary Leave (EOL) without pay for a period of 365 days (w.e.f. 25.05.2024 to 24.05.2025). The said extension was

sanctioned vide order dated 13.08.2024 with the directions to report back to the Special Education Department immediately upon expiry of the approved leave. However, upon expiry of the extended leave, she again submitted an application seeking further extension of ex-Pakistan Extraordinary Leave (EOL) without pay for another period of 365 days (w.e.f. 25.05.2025 to 24.05.2026). The request of accused officer was duly examined and rejected by the Competent Authority vide letter dated 06.08.2025 and she was directed to resume her duties forthwith, failing which disciplinary proceedings under the PEEDA Act, 2006 shall be initiated against her. Despite the said directions, she did not resume her duties and absented herself from duty w.e.f. **25.05.2025 to date**. As per record, since the said date, the accused officer has remained absent from duty without any prior intimation, approval of leave, or valid justification. This unauthorized absence constitutes gross misconduct, a clear breach of departmental discipline, and a violation of the standards of responsibility. The accused officer also failed to submit her written reply in response to the Show Cause Notice dated 27.08.2025. Clause 5 of the said notice explicitly provided 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 above, the failure of the accused officer to furnish her reply amounts to a deemed admission of the charges, thereby substantiating the allegations against her. The record further reveals that the accused officer has remained wilfully absent from duty since 25.05.2025, for a period exceeding six months, without lawful excuse. Such conduct is not only detrimental to service discipline but also unbecoming of an officer, reflecting her disregard for professional responsibilities and obligations. Moreover, despite being granted multiple opportunities of personal hearing, the accused officer consistently failed to appear before the undersigned on the designated dates, despite due service of notices through multiple modes, including at her residential address and official email. This conduct clearly indicates her lack of any plausible defence or supporting evidence. Her repeated non-compliance with the hearing schedule further demonstrates a deliberate disregard for the disciplinary process as well as her professional obligations. It is also noteworthy that no extenuating or mitigating circumstances have been brought forth to suggest that her absence was attributable to factors beyond her control. It is a well-settled principle under Section 2(n)(vii) of the PEEDA Act, 2006, that absence from duty without prior approval of leave by the Competent Authority constitutes misconduct and is deemed culpable wrongdoing. The record conclusively establishes that the accused officer has remained absent from duty without authorization from **25.05.2025 till date**, spanning a period of over six months.

4. **NOW THEREFORE**, I, **Shoaib Iqbal Syed**, Secretary Special Education / Competent Authority, having thoroughly reviewed the entire record and proceedings of the case, am satisfied that the charge of misconduct stands fully established against the accused officer on account of her wilful and continuous absence from duty w.e.f. **25.05.2025 to date**, without prior approval, intimation, or lawful justification. The conduct of the accused officer, marked by persistent dereliction of duty and indifference towards her official responsibilities, demonstrates a complete disregard for the discipline of service and the trust reposed in her as a Government servant. Her prolonged unauthorized absence, coupled with her failure to participate in the disciplinary proceedings despite being granted ample opportunities, reflects a lack of commitment and renders her continued retention in service detrimental both to the Department and

to the special children under its care. In view of the gravity of the established charge, and in exercise of the powers conferred upon 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.*

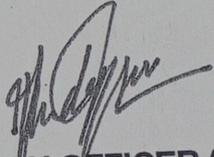
Dated Lahore the
December 09, 2025


(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), Faisalabad 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. Institute for Slow Learners, Faisalabad 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. Naila Kousar, Computer Teacher (BS-16), Govt. Institute for Slow Learners, Faisalabad. R/o: House No. 136, Street No. 5/2, Mohallah Muhammad Bibi Colony, Municipal Committee, Jaranwala, District Faisalabad. And Khanewal Road, House no. 858, Mohallah Mehboob Abad, Multan. Mobile No: 03051653834, Email: nailasehar34@gmail.com
7. P.S. to Secretary Special Education Department.
8. Office File.


SECTION OFFICER (ESTT.-I)
SPECIAL EDUCATION DEPARTMENT