

REGISTERED



GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT

**PENALTY ORDER**

**SO(Estt)27-185/2015: WHEREAS**, while dispensing with regular inquiry in view of documentary evidence available on record under Section 5(1)(b) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 ("Act"), disciplinary proceedings were initiated against **Hafiz Muhammad Sajjad**, Educator (BS-16), Govt. Institute for Slow Learners, Jhelum under Section 7(b) read with Section 5(1)(a) of the Act *ibid* vide Show Cause Notice dated 24.12.2025 on the following charge of misconduct on account of absence from duty;

**"You have been found willfully absent from your duties w.e.f. 02.09.2025 till to date without any intimation or prior permission / approval of leave by the Competent Authority."**

3. **AND WHEREAS**, through afore mentioned Show Cause Notice, the accused officer was directed to submit his written reply within seven (07) days. Accordingly, the accused officer filed written reply which was examined and found unsatisfactory. Therefore, in order to meet the ends of justice and to finalize the disciplinary proceedings, the accused officer was afforded an opportunity of personal hearing under Section 7(d) of the Act *ibid* and vide letter dated 09.01.2026, she was directed to appear before the undersigned on 13.01.2026.
4. **AND WHEREAS**, the accused officer appeared in person on 13.01.2026 and reiterated the stance taken in his written reply, stating that due to serious medical issues of his parents, particularly his ailing mother, and unavoidable domestic problems, he was unable to perform his duties at the place of posting and sought exoneration from the charge of willful absence.
5. **AND WHEREAS**, upon careful consideration of the entire record, it is observed that the accused officer proceeded on self-sanctioned Extra Ordinary Leave (E.O.L) for 71 days without prior approval, for which ex-post facto sanction (without pay) w.e.f. 03.03.2025 to 12.05.2025 was granted vide order dated 08.08.2025, along with a warning. Despite this, he again applied for 730 days E.O.L (without pay) w.e.f. 11.09.2025 to 10.09.2027, which was rejected on administrative grounds vide order dated 08.12.2025, and he was directed to immediately resume duty. However, as reported by the District Education Officer (Special Education), Rawalpindi, he failed to comply and remained absent from duty w.e.f. 02.09.2025 to date, without any sanction or intimation.
6. **AND WHEREAS**, perusal of reply submitted by the accused officer shows that he vividly admitted the charge of absence leveled against him and did not justify his unauthorized absence from duty with cogent reasons / evidence. During the course of personal hearing and through his written reply, the accused officer failed to substantiate his stance and prove his innocence. The accused officer also failed to bring on record any piece of evidence which can rebut the charge of misconduct on account of absence from duty w.e.f. 02.09.2025 till date. No record regarding medical condition of his

mother, as narrated by the accused officer in his written reply, has been produced / annexed with the reply to substantiate the stance, hence in absence of any documentary evidence the stance of the accused officer does not merit consideration. Moreover, the stance of the accused officer that he had domestic issues is also vague and devoid of force. Furthermore, the charge of misconduct stemming from the absence from duty starting on September 2, 2025, and persisting to the current date, is fully substantiated against the accused officer.

7. **NOW THEREFORE, I, Shoaib Iqbal Syed**, Secretary Special Education / Competent Authority in the instant case, after careful examination of the entire record and in exercise of the powers conferred under Section 7(f) read with Section 4 of the Act *ibid*, am satisfied that the charge of misconduct on account of unauthorized absence from duty w.e.f. 02.09.2025 to date, as set out in the Show Cause Notice, stands fully proved. Keeping in view the gravity of the established charge, while also considering the mitigating factors, including the medical condition of the accused officer's mother, the duration of absence being less than one year, and the fact that the accused officer is a regular employee of the department, I have decided to adopt a lenient approach. Consequently, I hereby impose the minor penalty of **"withholding of annual increments for a period of two years"** in terms of Section 4(1)(a)(ii) of the aforementioned Act on the accused officer.

8. **NOTWITHSTANDING ABOVE**, the accused officer is hereby directed to immediately report to his designated place of duty i.e., Govt. Institute for Slow Learners, Jhelum. The period of his absence from 02.09.2025 until today (the date of this order) shall be considered as Extraordinary Leave without pay.

(SHOAIB IQBAL SYED)  
SECRETARY

GOVERNMENT OF THE PUNJAB  
SPECIAL EDUCATION DEPARTMENT /  
COMPETENT AUTHORITY

Dated Lahore, the  
20<sup>th</sup> January, 2026

**No. & Date Even:**

A copy is forwarded for information and necessary action to the:-

1. The Accountant General Punjab, Lahore.
2. The Director General, Special Education Punjab, Lahore.
3. The District Education Officer (Special Education), Rawalpindi.
4. Headmaster, Govt. Institute for Slow Learners, Jhelum to ensure delivery of this order to the accused officer and implementation of penalty.
5. Accused officer / **Hafiz Muhammad Sajjad**, Educator (BS-16), Govt. Institute for Slow Learners, Jhelum. **Resident of Village Tolu Wala, P/o Kasur, Tehsil and District Kasur.**
6. PS to Secretary Special Education Department, Lahore.

SECTION OFFICER (ESTT.-I)  
SPECIAL EDUCATION DEPARTMENT