



SEDU/AS/DS/O/260807/0712

SO(ESTT)10-431/2011(4969)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
Dated: 7th August, 2026

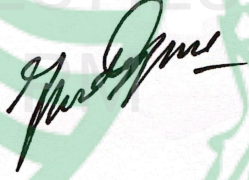
To,

***Ms. Mehwish Kanwal, Headmistress (BS-18), Govt. Special Education Centre,
Renala Khurd***

Subject: STRICT WARNING ON ACCOUNT OF MISCONDUCT:

I am directed to refer to the subject noted above and to state that you submitted application for grant of earned leave w.e.f. 19.04.2026 to 10.05.2026 (22 days) and without waiting the outcome of your application, you absented yourself from duty w.e.f. 19.04.2026 to 10.05.2026. Willful absence from duty without getting prior approval / permission from the Competent Authority constitutes a grave misconduct at your part.

2. Consequently, the competent authority conveys his serious displeasure and issues this **formal warning**. You are directed to obtain prior approval from the Competent Authority before proceeding on any kind of leave and to avoid any recurrence of such lapses. The circumstances of the present case have been considered on humanitarian grounds, any similar instance of unauthorized absence or violation of the prescribed procedure in future may invite disciplinary action under the relevant rules.


(SHAHID RAFIQUE)
SECTION OFFICER
ESTABLISHMENT

CC:

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

Private Secretary
Special Education Department