

**GENERAL ORDER NO.9**

Offence Reference: \_\_\_\_\_

**DECISION OF THE DEPARTMENTAL HEAD IN RESPECT OF  
EACH DISCIPLINARY CHARGE UNDER SECTIONS 25 OF THE  
TERMS & CONDITIONS OF A CONTRACT OF EMPLOYMENT OF  
\_\_\_\_\_ (Name) \_\_\_\_\_.**

**TO:** (Name & Address of Contract Officer)

**PLEASE TAKE NOTICE THAT:** Pursuant to the charge(s) laid against you under Section 25 of your contract of employment, Offence Reference Number shown above, and following consideration of your responses to the charges and based on legal advice relating to the charge(s) and your response(s), I have determined that:

**Notes:** *State the findings in respect of one offence only under the "Offence Reference" above, giving the reasons for the findings, and whether or not the charge is sustained or dismissed.*

*State which of the paragraphs, from (a) to (h) of Section 20 of the contract apply to the offence committed, where the charge has been sustained, and make reference to the specific sections of the terms and conditions which have been breached.*

*Where more than one offence is involved, findings in respect of each additional Offence Reference should be shown in sequence on separate disciplinary findings sheets.*

**PLEASE TAKE FURTHER NOTICE:** That I have determined appropriate disciplinary action consistent with my findings in respect to the charges laid above as follows:

**Notes:** *Select from one (or where appropriate, one or more), of the following:*

- (a) Termination of the contract and termination of Public Service employment;*
- (b) Termination of the contract and retention in the Public Service as an unattached officer at the same substantive level;*
- (c) Termination of the contract and demotion to a lower graded position;*
- (d) Variation of the contract, thereby demotion to a lower graded position;*
- (e) permanent withholding of the next annual gratuity instalment;*
- (f) formal written warning placed on the officer's personal record, (which may accompany any of the punishments (b) to (e));*
- (g) withdrawal of all of the charges without sanction or penalty.*

**PLEASE TAKE FURTHER NOTICE:** That you have the right of appeal against the penalties determined by me through the Public Services Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signed by: \_\_\_\_\_  
DEPARTMENTAL HEAD

**DELIVERY OF NOTICE OF DISCIPLINARY FINDINGS**

I certify that I have served the Notice of Disciplinary Findings and Penalties (as appropriate ):

Place Notice Served: \_\_\_\_\_ Date & Time Served: \_\_\_\_\_

Signed: \_\_\_\_\_ Witnessed: \_\_\_\_\_

(N.B. Officers serving and witnessing the signing of these disciplinary findings are to write their names clearly in block letters below their signatures).

I acknowledge receipt of the Notice recorded above.

Signed: \_\_\_\_\_  
**(Officer Under Discipline)**

(In the event that the person charged cannot be contacted within a 7 day period of the above disciplinary decisions, or declines to acknowledge receipt of this Notice, the person serving the notice should record as appropriate on the form, and sign together with the witness. The Departmental Head reserves the right to effect disciplinary action regardless of whether or not the Officer has acknowledged receipt in these circumstances.