



Appendix X A

Ref #
Address of Ministry/Department
In replying, the above
number and date of
this letter should be
quoted.

CONFIDENTIAL

Specimen letter- informing officer of the appointment of an officer to enquire into allegation of misconduct

Date.....

Mr/Mrs/Miss/Ms
ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

The under mentioned allegation of misconduct has been made against you: -

That on 13th January 2005, at 10:30 a.m. at the Ministry of Education, Alexandria Street, St Clair you Mr. Imran Khan, Messenger I, Ministry of Education, disobeyed the instructions of Mr John Brown, Accountant II your senior, when he instructed you to deliver correspondence to the Central Bank.

In accordance with Regulation 85 (1) of the Public Service Commission Regulations, Chapter 1:01 (e.g. Carmen Electra, Administrative Officer II) has been appointed to enquire into the allegation.

You are required to sign the enclosed copy of this letter in acknowledgement of your receipt of the original and to return the signed copy to the officer who delivers the original you.

Yours faithfully

.../signed/.....
*Permanent Secretary, Office of the Prime Minister (CAST)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)



Appendix X B

Ref #

In replying, the above

Address of Ministry/Department
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CONFIDENTIAL

Specimen letter – appointment of an officer to enquire into the allegation of misconduct

Date.....

Mr/Mrs/Miss/Ms

ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

In accordance with Regulation 85 (1) of the Public Service Commission Regulations, Chapter 1:01, you are hereby appointed to enquire into the under mentioned allegation against (e.g. Mr. Imran Khan, Messenger I)

That on (e.g. 13th January, 2004 at 10:30 a.m. at the Ministry of Education, Alexandria Street, St Clair, Mr Imran Khan, Messenger I, Ministry of Education, disobeyed the Instruction of Mr John Brown, Accountant II his senior, to deliver correspondence to the Central Bank

In accordance with Regulation 85 (2) of the Public Service Commission Regulations, Chapter 1:01, you may prefer a charge against the officer if there is sufficient evidence to do so. The charge must be referred to the Permanent Secretary.

You are to be guided by the Civil Service (Amendment) Regulations, 1996 with respect to the charge preferred against the officer.

You are required to sign the enclosed copy of this letter in acknowledgement of your receipt of the original and to return the signed copy to the officer who delivers the original you.

Yours faithfully

.../signed/.....

*Permanent Secretary, Office of the Prime Minister (CAST)/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)



Ref #

In replying, the above

Address of Ministry/Department
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CONFIDENTIAL

Specimen Letter to officer preferring disciplinary charge

Date.....

Mr/Mrs/Miss/Ms

ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

The letter datedinforming you of my appointment to enquire into an
allegation of misconduct against you refers.

In accordance with Regulation 85 (2) of the Public Service Commission Regulations, Chapter
1:01, the following disciplinary charge is being preferred against you:-

Statement of Charge

Disobedience to orders contrary to Regulation 149 (2) (b) of the Civil Service
(Amendment) Regulations, 1996.

Particulars of Charge

That you (e.g. Imran Khan, Messenger I, Ministry of Education) on January 13th
2005 at the Ministry of Education, St. Clair, wilfully disobeyed the lawful order
of John Brown, Accountant II when you failed to deliver correspondence to the
Central Bank as instructed by John Brown.

Kindly state in writing whether you admit or deny the charge. You may include in your reply any
explanation you may wish to give in the matter.

You will be informed in due course of the name of the Tribunal Officer and of the place, date and
time of hearing.

Kindly sign the attached copy of this letter in acknowledgement of your receipt of the original and return the signed copy to the officer who delivers the original to you.

Yours faithfully

.../signed/.....

*Permanent Secretary, Office of the Prime Minister (CAST)/

*Chief Administrator, Tobago House of Assembly

(*delete as appropriate)



Appendix X D

Ref #
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CONFIDENTIAL

Specimen letter to officer informing of tribunal hearing

Date.....

Mr/Mrs/Miss/Ms
ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

Appointment of a Disciplinary Tribunal/Date of Hearing

My letter dated (*letter informing of appointment of person to enquire into allegation of misconduct*) and the enclosed letter dated preferring a disciplinary charge against you refer.

(e.g. Jason Duprey, Human Resource Adviser II, Ministry of Education) has been appointed as a Disciplinary Tribunal to hear the evidence and find the facts with respect to the disciplinary charge, which has been preferred against you.

If Permanent Secretary or Chief Administrator, THA is Tribunal

I am the tribunal to hear the evidence and find the facts with respect to the disciplinary charge which has been preferred against you.

The matter will come up for hearing before the Disciplinary Tribunal at the
..... Room, Ministry of, on
..... at

You may conduct your defence in person, or you may be represented by an officer of your choice. If witnesses are called in the case against you, you or your representative will be permitted to cross-examine them.

Should you desire to call any witnesses, or to produce evidence at the enquiry, you should make your own arrangements to secure their attendance, or the production of the evidence. Copies of any documents which may be tendered in evidence at the enquiry will be made available to you as no documentary evidence may be used against you unless you have been given copies thereof or access thereto.

You are required to sign the attached copy of this letter in acknowledgement of your receipt of the original and return the signed copy to the officer who delivers the original to you.

Yours faithfully

.../signed/.....

*Permanent Secretary, Office of the Prime Minister (CAST)/

*Chief Administrator, Tobago House of Assembly

(*delete as appropriate)



Appendix X E

Ref #
Address of Ministry/Department
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CONFIDENTIAL

Letter Informing Officer That He/She Has Been Exonerated

Date.....

Mr/Mrs/Miss/Ms
ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

Disciplinary Tribunal Report

My letter of even reference dated (date informed of disciplinary charge).

The One Man Tribunal which was appointed to hear the evidence and find the facts with respect to the undermentioned disciplinary charge which was preferred against you has exonerated you of the disciplinary charge.

If Permanent Secretary or Chief Administrator, THA is Tribunal

I have heard the evidence and found the facts with respect to the undermentioned disciplinary charge which was preferred against you and I have exonerated you of the disciplinary charge.

Statement of Charge

Disobedience to orders contrary to Regulation 149 (2) (b) of the Civil Service (Amendment) Regulations, 1996.

Particulars of Charge

That you (e.g. Imran Khan, Messenger I, Ministry of Education) on January 13th 2005 at the Ministry of Education, St. Clair, wilfully disobeyed the lawful order of John Brown, Accountant II, when you failed to deliver correspondence to the Central Bank as instructed by John Brown.

You are required to sign the attached copy of this letter in acknowledgement of your receipt of the original and return the signed copy to the officer who delivers the original to you.

Yours faithfully

.../signed/.....

*Permanent Secretary, Office of the Prime Minister (CAST)/

*Chief Administrator, Tobago House of Assembly

(*delete as appropriate)



Appendix X F

Ref #

In replying, the above

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CONFIDENTIAL

Letter Informing Officer That Penalty Has Been Imposed

Date.....

Mr/Mrs/Miss/Ms

ufs *Permanent Secretary Ministry,
Central Administrative Services Tobago/
*Chief Administrator, Tobago House of Assembly
(*delete as appropriate)

Dear Sir/Madam

Disciplinary Tribunal Report

My letter of even reference dated (date informed of Tribunal Hearing).

The One Man Tribunal has considered the representations submitted by you with respect to the penalty to be imposed on you as a consequence of you being found guilty of the undermentioned disciplinary charge which was preferred against you:

If Permanent Secretary or Chief Administrator, THA is Tribunal

I have considered the representation submitted by you with respect to the penalty to be imposed on you as a consequence of you being found guilty of the undermentioned disciplinary charge which was preferred against you:

Statement of Charge

Disobedience to orders contrary to Regulation 149 (2) (b) of the Civil Service (Amendment) Regulations, 1996.

Particulars of Charge

That you (e.g. Imran Khan, Messenger I) on January 13th 2005 at the Ministry of Education, St. Clair, wilfully disobeyed the lawful order of John Brown, Accountant II when you failed to deliver correspondence to the Central Bank as instructed by John Brown.

The Tribunal has decided that you should be reprimanded/fined and **you are hereby reprimanded.**

Or the tribunal has fined youdays pay, payable ininstalments.

I wish to take this opportunity to draw your attention to Section 132(1) of the Constitution of the Republic of Trinidad and Tobago provides as follows:-

132(1) An appeal shall lie to the Public Service Appeal Board from any decision of a Service Commission or of any persons to whom the powers of the Commission have been delegated, as a result of disciplinary proceedings brought against a public officer.

If you wish to exercise your right of appeal in respect of the decision of the Commission, you should file an appeal with the Secretary, Public Service Appeal Board, No. 86 Duke Street, Port of Spain, within fourteen (14) days of your receipt of this letter. Should you exercise your right of appeal within the prescribed period, the penalty imposed upon you will be held in abeyance, pending the determination of your appeal by the Public Service Appeal Board.

You are required to sign the attached copy of this letter in acknowledgement of your receipt of the original and return the signed copy to the officer who delivers the original to you.

Yours faithfully

.../signed/.....

*Permanent Secretary, Office of the Prime Minister (CAST)/

*Chief Administrator, Tobago House of Assembly

(*delete as appropriate)