



Independent State of Papua New Guinea

GENERAL ORDER NO. 15

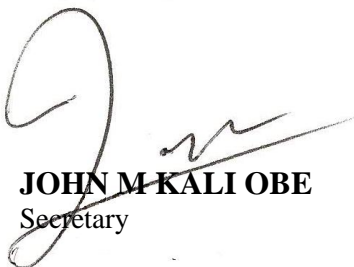
OFFICERS' DISCIPLINE (NON CONTRACT)

Being a General Order, to effect discipline in the Public Service in accordance with the provisions of the Public Services (Management) Act. This General Order covers the types of offences, disciplinary procedures and forms and rules of conduct for the Public Service.

Made under the:-

Public Services (Management) Act 1995 (as amended)

I, **John M Kali OBE**, Departmental Head of the Department of Personnel Management, by virtue of the powers conferred by Section 70 of the *Public Services (Management) Act 1995*, and all other powers me enabling, hereby issue General Order No 15, as part of the Fourth Edition of General Orders effective on and from 1st January 2012 and to remain in force until further notice.



JOHN M KALI OBE
Secretary

GENERAL ORDER NO.15

OFFICERS' DISCIPLINE (NON-CONTRACT)

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GENERAL ORDER NO.15

OFFICERS' DISCIPLINE (NON-CONTRACT)

GENERAL POLICY OBJECTIVES

USE OF DISCIPLINARY ACTION

- 15.1 Each Departmental Head is responsible under the *Public Services (Management) Act* for discipline in his or her Department. Disciplinary action will not be used solely as punishment. It is often more important, to use disciplinary action as a means of improving an officer's performance or behaviour.
- 15.2 Broadly speaking, there are two types of circumstances which require disciplinary action:
- (a) The first involves a specific incident, for example, a stealing offence where disciplinary action is used primarily as a punishment. In these cases, the Departmental Head needs to assess how serious the offence has been and sets the punishment accordingly.
 - (b) The second circumstance occurs where an officer's behaviour or performance deteriorates in some way over a period of time, for example, poor attendance or negative attitude to work. In these circumstances, disciplinary action should serve initially as a warning with the main aim being to secure an improvement in the behaviour or performance. If the officer continues to misbehave, or performs poorly, what was initially minor becomes more serious and may finally result in dismissal.
 - (c) It is important therefore, that minor disciplinary problems are identified and dealt with at an early stage before they become serious. It is also important to allow an officer sufficient time and assistance to try to improve his/her performance or behaviour before further disciplinary action is taken.

APPLICATION OF DISCIPLINARY PROVISIONS

- 15.3 The provisions of this General Order apply to all officers of the Public Service, other than those employed on contracts. Disciplinary provisions in respect of contract officers are dealt with under their respective General Orders 9 or General Order 10.

ROLE OF THE PUBLIC SERVICES COMMISSION

- 15.4 In the event that a departmental head has applied a disciplinary punishment to an officer as provided by this General Order and the officer is aggrieved then he/she has the right to have that decision reviewed by the Public Services Commission, as stated in General Order 22, provided that all internal procedures within the Department have been exhausted, as described in this General Order.

DISCIPLINARY POWERS OF DEPARTMENTAL HEADS AND AUTHORISATIONS

- 15.5 The *Public Services (Management) Act*, makes each Departmental Head responsible for discipline within his or her Department. A Departmental Head may delegate to another senior officer in writing, the following disciplinary responsibilities:

- (a) to investigate allegations of misconduct and to advise the Departmental Head on appropriate action;
- (b) to deal with minor disciplinary offences, including the laying of charges and issuing written reprimands and warnings; and/or,
- (c) to lay serious disciplinary charges against an officer, and to recommend to the Departmental Head appropriate action and penalties; and/or,
- (d) to suspend an officer on pay, when the Departmental Head is not available.

Note, that an acting Departmental Head on relief basis may set up the processes hereunder, but may not make final decisions on termination until formally appointed by the Head of State.

TYPES OF OFFENCES

15.6 Offences under the Act fall into two categories, either (a) criminal offences in which case the ***Public Services (Management) Act*** sets down a strictly defined course of action to be followed; or (b) other types of offences in which case the Departmental Head must decide how serious the offence is and act accordingly. Both types of offences are considered separately below.

CRIMINAL OFFENCES

Suspension

15.7 Where an officer is charged by the Police with a criminal offence he/she shall:

- (a) where the offence relates to the duties of his/her office, be suspended without pay by his/her Departmental Head; or
- (b) where the offence does not relate to the duties of his/her office, be suspended on full pay by his Departmental Head, unless he/she absconds or the Secretary, Department of Personnel Management, after receiving a report from the Departmental Head, orders otherwise; and
- (c) notwithstanding (a) and (b), the officer shall be charged concurrently with a Public Service offence, wherever possible, to allow him or her to conduct an effective defence, which will be recorded administratively.

N.B. Criminal Offences are defined under the Criminal Code and the Summary Offences Acts, and for the purpose of charging an officer under the *Public Services (Management) Act*, with a serious disciplinary offence, the definition of Serious Disciplinary Offence under Section 50 of the *Public Services (Management) Act* shall be utilised.

15.8 In deciding whether an offence relates to the duties of his/her office, the Departmental Head should assess the nature of the offence and its relationship with the officer's duties. For example, if an officer occupies a position which involves responsibility for money and he/she is charged with stealing money either in his job or outside, then this relates to the duties of his/her office and he/she should be suspended without pay. Similarly, a driver who is charged with a serious driving offence should also be suspended without pay.

- 15.9 A notice of suspension of an officer charged with a criminal offence shall be made on **Form DIS15.1**.

Conviction

- 15.10 Where the officer is convicted of a criminal offence which relates to the duties of his/her office, he/she shall be dismissed from the Public Service by the Departmental Head on **Form DIS15.2**.
- 15.11 Where the officer is convicted of an offence which does not relate to the duties of his/her office, then he/she shall be dismissed from the Public Service by the Departmental Head on **Form DIS15.2**, unless the Departmental Head decides otherwise, for good reason.
- 15.12 The Departmental Head may take into account the severity of punishment imposed by the Courts for the offence committed and decide not to dismiss the officer. The officer shall be notified of the removal of his/her suspension on **Form DIS15.3**. The Departmental Head may however, impose a less severe punishment, including removal from office, demotion and/or surcharge.

Reappointment of Certain Convicted Persons

- 15.13 Where a person has been convicted of a criminal offence and terminated, and subsequently:
- (a) the conviction is quashed; or
 - (b) he/she receives a pardon; or
 - (c) the conviction is otherwise nullified; or
 - (d) he/she is released from prison as a result of an inquiry into the conviction;
- that person may be re-appointed to the Public Service by the Secretary, Department of Personnel Management.
- 15.14 Re-appointment shall be to an office not lower in classification to that occupied immediately prior to dismissal. The Secretary, Department of Personnel Management, may dispense with any period of probation if he/she thinks fit.
- 15.15 An officer re-appointed under this provision shall be deemed to have continued in the Public Service as if he/she had not been dismissed, but had been on leave of absence without pay from the date of dismissal to the date of re-appointment. That period of absence shall form part of the officer's period of service for all purposes.

Non-Conviction

- 15.16 If an officer, who has been charged with a criminal offence, is not convicted of that offence (or any other offence), then the Departmental Head shall notify the officer of the removal of his/her suspension on **Form DIS15.3**.
- 15.17 If the officer has been suspended without pay, he/she shall be paid all monies owing during

his/her period of suspension effective from the first day of that suspension.

- 15.18 If given all the evidence available, the Departmental Head believes that the officer has committed a disciplinary offence as defined in General Order 15.19, notwithstanding his/her non-conviction by the Courts, the Departmental Head may charge the officer with a disciplinary offence under the normal procedures, as described herein.

OTHER DISCIPLINARY OFFENCES

- 15.19 An officer commits a disciplinary offence, (of a minor or serious nature), if he or she:
- (a) commits a breach of the Act (including the General Orders and the Public Service Code of Ethics and Conduct); or,
 - (b) except as authorised in the course of official duty, uses or divulges, directly or indirectly, any confidential information concerning public business or any matters of which he/she has official knowledge; or,
 - (c) willfully disobeys or disregards a lawful order made or given by a person having authority to make or give it; or,
 - (d) is negligent or careless in the discharge of his/her duties; or,
 - (e) is inefficient or incompetent from causes within his/her own control; or,
 - (f) uses intoxicating liquors or drugs to excess; or,
 - (g) solicits or accepts a free reward, gratuity or gift in connection with the discharge of his/her official duties (other than his/her official remuneration); or,
 - (h) is guilty of disgraceful or improper conduct in his/her official capacity or otherwise; or,
 - (i) does or says anything in violation of the oath or affirmation made on joining the Public Service (Form RS3.1 or Form RS3.2 in General Order 3); or,
 - (j) seeks the influence or interest of any person in order to obtain promotion, transfer or other advantage; or,
 - (k) supplies to another officer, for use for any purpose referred to in paragraph (j), a certificate or testimonial relating to official capacity or the performance of official duties.
- 15.20 Having determined that an offence has been committed, the Departmental Head must decide whether he/she considers the offence to be minor or serious and act accordingly.

Minor Offence

- 15.21 A minor offence is one in which the Departmental Head determines that only a caution or reprimand is warranted.
- 15.22 If the Departmental Head has reason to believe that an officer has committed a minor

disciplinary offence, he/she may formally lay charges (or inform the officer verbally) and call upon the officer for an explanation as to the alleged offence.

- 15.23 If after considering the explanation, the Departmental Head or his/her delegate considers that the offence has been committed, he/she may caution or reprimand the officer concerned.
- 15.24 The caution or reprimand should be made on **Form DIS15.4**. A copy should be sent to the officer and a copy placed on his/her personal file.
- 15.25 If the caution or reprimand has been made by an officer other than the Departmental Head, a copy shall also go to the Departmental Head.

Serious Offence

- 15.26 If the Departmental Head is of the opinion that an officer has committed a serious disciplinary offence, he/she must first decide whether the nature and seriousness of the offence warrants suspension.

Suspension

- 15.27 Suspension in this context, refers to suspension from duty, (that is, the Departmental Head may suspend an officer from his/her current office and transfer him to another office if he/she considers it appropriate). Suspension in this context is with pay unless the officer absconds or the Secretary, Department of Personnel Management, orders otherwise. In the event that a Departmental Head wishes to suspend an officer without pay, he/she shall obtain prior approval from the Secretary, Department of Personnel Management.
- 15.28 The Departmental Head may suspend an officer, immediately (that is, before laying the charge), or at the same time as laying the charge, or after the laying of the charge. The suspension should be served on **Form DIS15.5**.
- 15.29 The main circumstances where it may be necessary to suspend an officer are as follows:
- (a) where the officer's continued presence may influence investigations into the alleged offence;
 - (b) where the officer's continued presence at work presents a risk to life or property;
 - (c) where the Departmental Head considers it likely that the officer may repeat the alleged offence.
- 15.30 The Departmental Head may, also remove the suspension at any time pending the determination of the charges and he must do so if the charge is not sustained. This shall be completed on **Form DIS15.3**

Nature of Charge

- 15.31 The Departmental Head shall, as soon as practicable, formally lay a charge on an officer on **Form DIS15.6**.

Reply to Charge

- 15.32 The officer who is being charged is required to reply in writing to the charge within seven working days from the date of receipt of the charge, either admitting the charge and seeking leniency, or denying the charge and mounting a defence against the charge. If the officer fails to reply within this period, he/she may be deemed to have admitted guilt of the charge and a decision shall be made by the departmental head accordingly.

Decision on Charge

- 15.33 If after considering reports relating to the offence and charge, the reply and explanation (if any) of the officer charged and any further report and evidence that he/she thinks necessary, the Departmental Head concerned, is of the opinion that the charge has been sustained, he/she may:
- (a) fine the officer a lump sum not exceeding 20 per cent of the officer's gross fortnightly pay; or
 - (b) reduce the officer's pay by one salary point or more, so long as the officer's pay remains within the salary range of the officer's pay grade, or
 - (c) reduce the officer to an office having a lower classification, and to a salary within that classification; or
 - (d) in addition to or instead of imposing a punishment specified in General Order 15.33 (a), (b) or (c), transfer the officer to some other office or locality; or
 - (e) dismiss the officer from the Public Service. In this case the officer shall receive no notice period, but shall receive Furlough Leave if he/she is entitled to it.

The five types of punishment indicated above are in approximate order of seriousness.

- 15.34 The Departmental Head shall notify an officer on **Form DIS15.7** of a punishment imposed under General Order 15.33 above. If the Departmental Head finds that the charge is not substantiated, he/she shall notify the officer that the charge has been dismissed on **Form DIS15.8**.
- 15.35 The officer must be notified of the decision within 21 working days of the Departmental Head receiving the officer's reply to the charge. In circumstances where there is no decision within 21 days, the charges are deemed null and void. However, if the delay beyond 21 days is due to administrative oversight, then the Departmental Head may withdraw the original charges issue the same fresh charges to ensure that the process is completed on time.

ABSCONDMENT

- 15.36 Where an officer does not report for duty without good reason for a period of 10 working days then the officer will be charged with a serious disciplinary offence under General Order 15.19 (a) and removed from payroll. If the address, or whereabouts, of the officer is unknown, then the procedure described in General Order 15.39 shall be used.
- 15.37 If no response is received from the officer within seven days of receipt of the charge (allowing for normal postal delivery, if applicable), then the officer shall be terminated from the Service on grounds of abscondment.

OTHER IMPORTANT MATTERS AND RULES OF CONDUCT

Deduction of Fines from Pay

- 15.38 Where a fine is imposed on an officer as a result of disciplinary proceedings, the amount of the fine may be deducted from the pay of the officer either by one deduction for the total amount or by such instalments as may be determined by the Departmental Head.

Procedure Where Officer Cannot be Located (Where An Officer's Address or Whereabouts, or Officer is Unknown)

- 15.39 If the Departmental Head is unaware of the address or whereabouts of an officer, all notices relating to disciplinary proceedings shall be posted to the last known address of the officer and that shall be sufficient service on that officer.
- 15.40 Where a notice posted to an officer under General Order 15.36, relating to a charge against him/her, asks him/her to admit the truth of the charge and no answer is received from that officer within seven days from receipt of the charge, the officer may be deemed to have admitted the truth of the charge and it may be dealt with in his absence.

Compliance with Directions of Superior Officers

- 15.41 An officer shall obey promptly all instructions given to him/her by any persons under whose immediate control or supervision he/she is placed. However, if an officer believes that an instruction is illegal, he/she may ask the Departmental Head to review that instruction, and report the matter to the Secretary for the Department of Personnel Management.

Performance of Duties

- 15.42 An officer shall promptly and correctly carry out all the duties relating to his/her office and comply with and give effect to all laws, regulations, and instructions made or issued for his/her guidance in the performance of his/her duties. Failure to discharge this duty may amount to a serious disciplinary offence for which dismissal from the public Service may be imposed.

Care of State Property

- 15.43 An officer is responsible for the careful use and preservation of all property of the State in his/her occupation, possession or custody. Failure to discharge this duty may amount to a serious disciplinary offence for which dismissal from the public Service may be imposed.

Attendance at Work

Obligation to record attendance

- 15.44 **All officers** (other than the Departmental Head), shall record daily, in the Attendance Register, or any other device for recording attendance, as approved by the Departmental Head, the actual times of his/her arrival for duty and his/her departure there from on a suitable form or register for that purpose, for example, Form DIS15.9.

Accessibility of Attendance Records

- 15.45 The Attendance Register or any other approved device shall be accessible at the time of commencing duty and shall be made available at the time of ceasing duty.

Late Attendance

- 15.46 An officer arriving on duty later than 15 minutes after the ordinary time of commencing duty shall not record his/her attendance, but shall report himself/herself to the officer-in-charge (delegate of the Departmental Head), who shall make the record together with the officer's explanation for late attendance.

Absence during Office Hours

- 15.47 If an officer is irregular in his/her attendance or absents himself/herself without leave during office hours, the circumstances shall be reported by the officer-in-charge to the Departmental Head, and the officer shall be charged under the disciplinary procedure.

Journals (Log Book) to be kept by certain officers

- 15.48 Unless the Departmental Head otherwise orders, every officer whose duties are not under supervision or are not performed at a fixed place, shall keep a journal showing daily the duties carried out by him/her, and the time occupied therein, and shall produce the journal, or furnish a copy thereof, when called upon to do so by the Departmental Head or the officer-in-charge of the branch or section in which the officer is at the time, employed.

Hours of duty

- 15.49 The hours of duty and hours of attendance of officers shall be 7.45 am to 12 noon and 1.00 pm to 4.06 pm as specified in General Order 6, or as determined by the Departmental Head to deliver the Department's services to the public.

Absence from Office

- 15.50 An officer shall not, except with the express permission of his/her Departmental Head, leave his/her office during office hours except on official business.
- 15.51 Any period of absence not on official business shall be duly recorded by the officer-in-charge in the record of attendance, and a salary deduction shall be made unless due cause can be shown by the officer that such deduction should not be made.

Absence Without Prior Approval

- 15.52 An officer shall not be absent from duty without prior approval unless reasonable cause is shown.
- 15.53 If an officer is prevented by illness or other emergency from attending duty, he/she shall, as soon as possible, and no later than 24 hours:
- (a) advise the office-in-charge of the circumstances; and
 - (b) furnish any further particulars the officer-in-charge thinks necessary.

- 15.54 Where the absence of duty of an officer has not been authorised, the period of absence shall be without pay, and a salary deduction shall be made.

Sexual Harassment

- 15.55 Sexual harassment is a disciplinary offence. Any officer found guilty of sexual harassment will be liable to disciplinary action including dismissal.

- 15.56 Where an officer is subjected to:

- a) demands of a sexual nature in exchange for promotion or other benefits, or refusal to approve benefits unless demands of a sexual nature are met; or
- b) unwelcome verbal or physical suggestions of a sexual nature which interferes with an office's work and creates an offensive or intimidating working environment;

the officer must report the matter immediately to the Departmental Head, who shall, provided that ample evidence is ascertained, lay charges for serious offences against the alleged offender under General Order 15.19(a), (i) and (k).

Dress and General Conduct

- 15.57 An officer or employee shall at all times dress in a neat and tidy fashion and shall conduct himself/herself when dealing with other officers or employees and with the general public with courtesy and with respect for the individual.
- 15.58 Every officer or employee shall attend diligently to the duties of his/her office and shall regard himself/herself as a servant of the public. Correspondence from members of the public and inquiries in person from the public shall be promptly attended to and where necessary followed up, subject to the provisions of the General Orders relating to confidentiality.

Smoking and Chewing Of Betelnut (Buai)

- 15.59 Smoking is strictly forbidden in all Government offices. Any officer found smoking is to be charged with a **serious disciplinary offence**. A fine of not more than 10 per cent of the officer's gross fortnightly pay shall be imposed. Continuous breaches of this Order shall result in dismissal.
- 15.60 Chewing betelnut is strictly forbidden in all Government offices. Any officer found chewing betelnut is to be charged with a **serious disciplinary offence**. A fine of not more than 10 per cent of the officer's gross fortnightly pay shall be imposed. Continuous breaches of this General Order shall result in dismissal.

Consumption of Alcoholic Beverages and Un-prescribed Drugs

- 15.61 Consumption of alcoholic drinks is strictly forbidden in all Government offices. Any officer found consuming alcoholic drinks is to be charged with a **serious disciplinary offence**. A fine of not more than 10 per cent of the officer's gross fortnightly pay shall be imposed. Continuous breaches of this Order shall result in dismissal.

- 15.62 Consumption of any non-medicinal or un-prescribed or illegal substance which impairs motor coordination and or normal brain function described as a drug is strictly forbidden in all Government premises. Any officer found consuming drugs shall be charged with **a serious disciplinary offence**. A fine of not more than 10 per cent of the officer's gross fortnightly pay shall be imposed. Continuous breaches of this General Order shall result in dismissal.

Confidentiality

- 15.63 It is a disciplinary offence (and sometimes a criminal offence also) for an officer to divulge confidential information to the public and to public or private institutions and organisations.
- 15.64 An officer shall not divulge confidential information to the news media unless he/she has received the written permission of his/her Departmental Head.
- 16.65 A Departmental Head shall not divulge confidential information unless he/she receives the written permission of the Minister to whom he/she is responsible.
- 16.66 Inquiries from the news media or the general public on matters which the officer knows or believes to be confidential shall be referred to the Departmental Head. Confidential matters include the following:
- (a) matters relating to the national security, defence or international relations of PNG;
 - (b) records of meetings and decisions of the National Executive Council or Provincial Executive Council where applicable;
 - (c) trade secrets and privileged or confidential commercial and finance information;
 - (d) parliamentary papers protected by Parliamentary privilege;
 - (e) reports marked as confidential and reports, official registers and memoranda by government authorities prior to completion of a matter;
 - (f) papers relating to the investigation and prosecution of criminal activities;
 - (g) papers relating to matters of personal privacy;
 - (h) papers relating to the regulation or supervision of financial institutions;
 - (i) geological or geophysical information and data concerning ore bodies and wells.

Breaching of General Orders

- 15.67 Officers-in-charge of any branch or section of a Department, shall report to the Departmental Head, any breaches of General Orders which come to their knowledge.

National Department Officers working in Provinces

- 15.68 A Departmental Head, who has members of his or her Department located in provinces other than National Capital District, may authorise the relevant Provincial Administrator to deal with minor disciplinary offences and lay serious disciplinary charges in respect of these officers.

PUBLIC SERVICES (MANAGEMENT) ACT 1995

**NOTICE OF SUSPENSION UNDER SECTION 53 OF THE
PUBLIC SERVICES (MANAGEMENT) ACT 1995**

TO:

***TAKE NOTICE** that in accordance with Section 53 (1) of the Public Services (Management) Act, you, having been charged with a Criminal Offence which relates to the duties of your office, are hereby suspended from duty without pay to take effect from the date of this notice.

***TAKE NOTICE** that in accordance with Section 53 (1) of the Public Services (Management) Act, you, having been charged with a criminal offence which does not relate to the duties of your office, are hereby suspended from duty * with pay/* without pay, to take effect from the date of this notice.

Dated this day of 20.....

.....
Departmental Head

(*Delete whichever is not applicable).

DELIVERY OF NOTICE OF SUSPENSION

(Not applicable if Address, or Whereabouts, of Officer is Unknown)

I certify that I have served the above named officer with the notice indicated.

.....
Name

.....
Date

Witnessed.....

PUBLIC SERVICES (MANAGEMENT) ACT 1995

**NOTICE OF DISMISSAL UNDER SECTION 53 OF THE
PUBLIC SERVICES (MANAGEMENT) ACT 1995**

TO:

TAKE NOTICE that in accordance with Section 53 of the Public Services (Management) Act, you, having been convicted on the day of 20, of a criminal offence which does/does not* relate to the duties of your office, are hereby dismissed from the Public Service.

Dated this day of 20

.....
Departmental Head

(*Delete whichever is not applicable)

DELIVERY OF NOTICE OF DISMISSAL

(Not applicable if Address, or Whereabouts, of Officer is Unknown)

I certify that I have served the above named officer with the notice indicated.

.....
Name

.....
Date

Witnessed.....

PUBLIC SERVICES (MANAGEMENT) ACT 1995

**NOTICE OF NON-DISMISSAL AND REMOVAL OF SUSPENSION
UNDER SECTION 53 OF THE PUBLIC SERVICES (MANAGEMENT) ACT**

To:

***TAKE NOTICE** that following your conviction for a criminal offence on the day of 20 which does not relate to the duties of your office, I have determined that you shall not be dismissed from the Public Service and that the suspension from duty notice which was given to you on the day of 20 in connection with the criminal charge laid against you is hereby removed and you are directed to resume duty forthwith.

***TAKE NOTICE** that as the criminal charge laid against you was dismissed on the day of 20 the suspension made in connection with that criminal charge laid against you is hereby removed and you are directed to resume duty forthwith.

***TAKE NOTICE** that your suspension from duty in connection with the charge laid against you under Section 52 of the Public Services (Management) Act, notice of which suspension was given to you on the day of 20 has been removed and you are hereby instructed to resume duty forthwith.

Dated this day of 20

.....
Departmental Head

(*Delete whichever is not applicable) **N.B.** A Departmental Head may impose alternative punishment where a serious offence has however been committed.

DELIVERY OF NOTICE OF REMOVAL OF SUSPENSION AND/OR NON - DISMISSAL
(Not applicable if Address, or Whereabouts, of Officer is Unknown)

I certify that I have served the above named officer with the notice indicated.

.....
Name Date

Witnessed.....

PUBLIC SERVICES (MANAGEMENT) ACT 1995
CHARGES UNDER SECTION 52
OF THE PUBLIC SERVICES (MANAGEMENT) ACT

To:

TAKE NOTICE that you are hereby charged with committing an offence within the meaning of Section 50 of the *Public Services (Management) Act*, namely:

Facts

AND TAKE FURTHER NOTICE that in accordance with Section 52 (4) of the Act, I hereby call upon you to state in writing, whether you admit or deny the truth of such charge, and give any explanation in writing you may think fit as to such offence for my consideration.

AND TAKE FURTHER NOTICE that if no reply is received from you within 7 days after the receipt of the charge, you may be deemed to have admitted the truth of the charge.

Dated this day of 20

.....
Departmental Head

DELIVERY OF NOTICE OF CHARGE

(Not applicable if Address, or Whereabouts, or Officer is Unknown)

I certify that I have served the above named officer with the charge indicated.

.....
Name

.....
Date

Witnessed.....

PUBLIC SERVICES (MANAGEMENT) ACT 1995

**NOTICE OF DISMISSAL OF CHARGE UNDER SECTION 52
OF THE PUBLIC SERVICES (MANAGEMENT) ACT 1995**

To:

TAKE NOTICE that the charge laid against you under Section 52 of the Public Services (Management) Act on for the offence within the meaning of Section 50 of the Public Services (Management) Act, has been dismissed.

* **AND TAKE FURTHER NOTICE** that your suspension in connection with the said charge has been removed and that you are hereby directed to resume duty forthwith.

Dated this day of 20

.....
Departmental Head

**Delete if the officer charged, is not on suspension.*

CERTIFICATE OF DELIVERY OF NOTICE OF DISMISSAL OF CHARGE

(Not applicable if Address, or Whereabouts, of Officer is Unknown)

I certify that I have served the above named officer with the notice indicated.

.....
Name

.....
Date

Witnessed.....



Independent State of Papua New Guinea

**NATIONAL PUBLIC SERVICE
GENERAL ORDERS**

**RECOMMENDATION TO THE SECRETARY, MR JOHN M KALI OBE, TO APPROVE
GENERAL ORDER NO. 15 OF 1ST JANUARY 2012**

OFFICERS' DISCIPLINE (NON-CONTRACT)

To: Secretary

Date: 08 March 2012

We, the under-signed, confirm that **General Order No. 15 of 1st January 2012**, hereto attached, has been drafted in accordance with Government policies and the appropriate Sections of *Organic Law* the *Public Services (Management) Act*, and the **Regulations** and reflects:

- (a) all policy changes made by the National Executive Council in the period 1st June 2002 to 31st December 2011;
- (b) all changes to the **Constitution**, the *Organic Law on Provincial & Local Level Governments* and the *Public Services (Management) Act 1995*, to effect implementation of the Provincial and Local Level Government Reforms; and,
- (c) all other changes to the *Public Services (Management) Act 1995*, which have been brought into force since 1st June 2002.

On behalf of the Executive Management Team, we recommend that the Secretary authorise this General Order for publication and distribution to line Departments and Agencies.

EMMA FAITELI
Executive Manager, I&ER

ISIKEL MESULAM
Director, Legal & Investigations

RAVU VERENAGI
Deputy Secretary, Policy

RAVU VAGI
Deputy Secretary, Operations

