

really serious misconduct can a public servant be dismissed. For staff not on the pensionable establishment, the procedure is generally less formal, but the same principles are observed.

When there is reason to believe that an officer has committed an offence, other than a minor offence, he may be charged. If the charge is serious, he may be required to discontinue the performance of his duties, while the charge is being investigated. An officer may be deprived of salary during the period of such cessation of duties.

Upon a charge being laid, the officer has to be furnished with a copy of the charge, and he is asked for an explanation.

Where on consideration of the charge, for other than a minor offence, it is considered that the charge has been sustained, the officer may be fined, reprimanded, reduced in rank or be awarded a stoppage of increment. For the most serious offences, his dismissal may be recommended to the Chief Secretary. Examples of charges for which officers may be dismissed are inefficiency, improper behaviour, fraud in insolvency.

For minor offences an officer may be fined.

The procedure which has been briefly outlined mainly relates to conduct as an officer of the Service. Such conduct may or may not involve the officer in court proceedings, but when he is charged with a criminal offence, and a conviction follows, the Chief Secretary may dismiss him from the Service.

An officer may be dealt with for circumstances associated with his bankruptcy if there is evidence that he has been guilty of fraud, dishonourable conduct or extravagance. The extreme penalty in this case is dismissal from the Service.

Code of Official Conduct

Secret and Confidential Papers.—Papers or files of a secret or confidential nature must never be left lying about. Always put the papers away and lock them up.

Papers should never be taken out of the office, except for some special purpose approved by the appropriate authority. Any loss of such papers must be reported to the head of your branch or section.

You should become security conscious. Remember, such things as carbon papers, shorthand notebooks, careless disposal of waste and leaving keys in hiding places are an aid to the seeker of information.

Observe too, the following:—

General Order 143 which reads—

‘143. No officer may, without the written sanction of the Chief Secretary, make public or communicate to the press or to individuals any documents, papers or information of which he may have become possessed in his official capacity or make private copies thereof, except as provided elsewhere in these General Orders.’