

PUBLIC SERVICE DISCIPLINARY TRIBUNAL SUBMISSION
DISCIPLINARY ACTION AGAINST [Name, EDP No., Post, Unit, Ministry]

1.0 Purpose

Purpose of the submission is to invite the Disciplinary Tribunal to adjudicate the disciplinary matter against (Name) for alleged breaches of *(Public Service Code of Conduct under section 6 and 7 of the Public Service Act, 1999)*.

2.0 Background

Brief on the employee's background (e.g. years of service and positions). Brief summary of event(s) underpinning the allegations, scope of the investigation and reason(s) if the employee was suspended. Copy of suspension letter could be labeled as **Appendix I**).

3.0 Disciplinary Allegation (list the allegation(s) against the employee; may include more detail as **Appendix II**).

4.0 Response to the Allegations (employee's response to the allegations – may include as **Appendix III**).

5.0 Investigation Reports

(Explain key findings and conclusions from the Investigation Report). E.g. Documents as evidence may be included as **Appendix IV**).

6.0 Ministry's Comments (by the relevant ministry to support this allegation quoting elements of breaches.

7.0 Recommendation

It is recommended that the Public Service Disciplinary Tribunal:

- i) Allows both the Permanent Secretary for (PS concerned) and the Employee (name) to present their case before the Tribunal; and
- ii) Adjudicate the case involving (employee name).