

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

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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.....