

GENERAL ORDER NO.9

**NOTICE OF DISCIPLINARY SUSPENSION UNDER SECTION 25
OF THE TERMS & CONDITIONS OF A CONTRACT OF EMPLOYMENT**

TO: (Name & Address of Contract Officer)

PLEASE TAKE NOTICE THAT: Pursuant to the provisions of Section 25 of your contract of employment, you are hereby suspended from duty with effect from the date that this notice is served on you, until further notice.

AND PLEASE TAKE FURTHER NOTICE: That I have laid against you/I am preparing to lay against you * disciplinary charge(s) on Form SOC9.3 in respect of certain offence(s) that you are alleged to have committed.

AND PLEASE TAKE FURTHER NOTICE: That during the period of suspension you will be paid your entitlements under your contract, however, you are required to **forthwith** return to my Office, all official keys to files and offices and all files and papers and any other documents in your possession related to your position or to the Department.

Dated this _____ day of _____ 20-----

Signed by: _____
DEPARTMENTALHEAD

DELIVERY OF NOTICE OF SUSPENSION

I certify that I have served the Notice of Suspension as indicated:

Place Notice Served: _____ Date & Time Served: _____

Signed: _____ Witnessed: _____

(N.B. Officers serving and witnessing the signing of this Notice are to write their names clearly in block letters below their signatures).

I acknowledge receipt of the Notice recorded above.

Signed: _____
(Officer Suspended)

(In the event that the officer to be suspended cannot be contacted within a 7 day period of the Secretary signing the Suspension Notice, or declines to acknowledge receipt of this Notice, the person serving the Notice should record as appropriate on the form, and sign together with the witness. The Departmental Head reserves the right to determine disciplinary action as appropriate).