

**Civil Aviation Authority of Singapore (Staff Disciplinary Proceedings)
Regulations**

Table of Contents

1 Citation

2 Definitions

3 Less serious conduct

4 Misconduct warranting reduction in rank or dismissal

5 Authority to act on report of Committee

6 Failure to submit exculpatory statement

7 Authority may dispense with appointment of Committee

8 Dissolution of Committee of Inquiry

9 Allowances

10 Retirement in public interest

11 Interdiction

12 Criminal proceedings

13 Criminal conviction

14 Withholding of emoluments

15 Proceedings on acquittal

16 Forfeiture of benefits on dismissal

17 Restrictions pending proceedings

Legislative History

CIVIL AVIATION AUTHORITY OF SINGAPORE ACT (CHAPTER 41, SECTION 42(2))

CIVIL AVIATION AUTHORITY OF SINGAPORE (STAFF DISCIPLINARY PROCEEDINGS) REGULATIONS

Rg 1

G.N. No. S 255/1984

REVISED EDITION 1990

(25th March 1992)

[29th September 1984]

Citation

1. These Regulations may be cited as the Civil Aviation Authority of Singapore (Staff Disciplinary Proceedings) Regulations.

Definitions

2. In these Regulations, unless the context otherwise requires —

“Authority” includes the Staff Committee appointed by the Authority to exercise the powers of the Authority in relation to the termination of appointment, dismissal and disciplinary control of officers of the Authority;

“Committee” means the Committee of Inquiry appointed under regulation 4(3);

“officer” means any employee of the Authority other than a Division IV officer or a daily rated employee of the Authority.

Less serious conduct

3.—(1) If it is represented to the Authority by the chief executive officer that an officer has been guilty of misconduct or neglect of duty and the Authority is of the opinion that the subject of the complaint is not serious enough to warrant proceedings under regulation 4 with a view to dismissal or reduction in rank, the Authority may cause

an investigation to be made into the matter in such manner as it thinks fit, and the officer shall be informed in writing of the case against him and shall have a reasonable opportunity of replying thereto.

(2) After considering the case made against the officer, his reply thereto and the results of the investigation, if any, the Authority may —

- (a) if it is of the opinion that the allegation has been proved, impose a penalty such as stoppage or deferment of increment, fine or reprimand, or a combination of such penalties; or
- (b) if it is of the opinion that the results of such investigation disclose grounds for so doing, require the officer to retire in the public interest without further proceedings under these Regulations, with or without a reduction in retirement benefits.

(3) An officer required to retire under paragraph (2)(b) shall be given an opportunity to submit to the Authority a reply to the grounds upon which his retirement is contemplated.

Misconduct warranting reduction in rank or dismissal

4.—(1) If it is represented to the Authority by the chief executive officer that an officer has been guilty of misconduct or neglect of duty and the Authority is of the opinion that the subject of the complaint warrants proceedings with a view to dismissal or reduction in rank, the Authority may cause proceedings to be taken under this regulation.

(2) The officer shall be notified in writing by the chief executive officer of the grounds, which shall be reduced to the form of a definite charge or charges, upon which it is intended to dismiss him or to reduce his rank and he shall be given not less than 7 working days within which to exculpate himself in writing. The officer shall also be informed in writing of any other circumstances which it is proposed to take into consideration.

(3) If the officer submits an exculpatory statement which is not satisfactory, the Authority shall appoint a Committee of Inquiry to inquire into the matter and to submit a report to the Authority.

(4) The Committee in the performance of its functions shall not be deemed to be a judicial or quasi-judicial body.

(5) (a) The Committee shall consist of 3 members at least one of whom shall not be an officer of the Authority.

(b) The members of the Committee shall be chosen from a panel of persons appointed by the Authority.

(c) Every member of the panel shall normally be appointed for a period of 3 years and shall be eligible for reappointment at the expiry of the period of appointment.

(d) Each member of the panel chosen to be a member of the Committee shall be notified of his appointment by the chief executive officer.

(6) (a) Where paragraph (3) applies, the officer shall be informed of the date on which the Committee will commence its inquiry and the officer shall attend such inquiry and shall be permitted —

- (i) to cross-examine the witnesses;
- (ii) to give evidence on his own behalf;
- (iii) to have such witnesses as he may wish called on his behalf; and
- (iv) to have access to information contained in any documents at a reasonable time before the documents are tendered in evidence.

(b) The record of the proceedings of the Committee shall consist of the information obtained by the Committee and a report by the Committee. The information shall not ordinarily be set out in the form of question and answer but in the form of a narrative but the Committee may in its discretion record any particular question and answer.

(c) At the inquiry, evidence on behalf of the Authority shall be presented by an officer of the Authority or an advocate and solicitor nominated by the chief executive officer. The officer under inquiry may be represented by an advocate and solicitor or by another officer of the Authority nominated by the officer.

(7) The Committee shall not be bound to act in a formal manner and shall not be bound by the provisions of the Evidence Act [Cap. 97] or by any other law relating to evidence but may inform itself on any matter in such manner as it thinks fit.

(8) The Committee shall proceed with its inquiry from day to day and no adjournment shall be given except for reasons to be recorded in writing. Every adjournment, with reasons therefor, shall be reported forthwith to the chief executive officer and the Authority. No adjournment shall be given for more than 14 days without the permission of the Authority.

(9) The Committee may in its discretion conduct proceedings under these Regulations notwithstanding the absence of one of its members, and the validity of such proceedings shall not be challenged on this ground.

(10) If the Committee is satisfied that the officer under inquiry is hampering or attempting to hamper the progress of the inquiry, it shall administer a warning to the officer. If after such warning the Committee is satisfied that the officer is acting in disregard of the warning, it shall make an entry in the record to that effect and shall