

Civil Aviation Authority of Singapore (Junior Officers Disciplinary Proceedings) Regulations

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

CIVIL AVIATION AUTHORITY OF SINGAPORE
(JUNIOR OFFICERS DISCIPLINARY PROCEEDINGS)
REGULATIONS

Rg 4

G.N. No. S 67/1989

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[24th February 1989]

Citation

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

Definitions

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

“inquiry officer” means an inquiry officer appointed by the chief executive officer under regulation 3(1);

“junior officer” means a Division IV officer of the Authority of any grade, whether on permanent or temporary appointment and whether on contract or otherwise, and includes a daily rated employee of the Authority.

Misconduct

3.—(1) If it is represented to the chief executive officer that a junior officer has been guilty of misconduct or neglect of duty and the chief executive officer is of the opinion that the subject of the complaint warrants proceedings to be taken against the junior officer, the chief executive officer may appoint an inquiry officer to conduct the proceedings under this regulation.

(2) The junior officer shall be notified in writing by the inquiry officer of the grounds, which shall be reduced to the form of a definite charge or charges, and he shall be given not less than 7 working days within which to exculpate himself in writing. The junior officer shall also inform the inquiry officer if he wishes to attend the inquiry which shall be held not less than 14 days after the expiration of the date on which he is

required to submit his exculpatory statement to the inquiry officer.

(3) If the junior officer submits an exculpatory statement which is not satisfactory, the inquiry officer shall proceed to inquire into the matter and submit a report to the chief executive officer.

(4) At the inquiry, the junior officer shall be permitted —

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

(5) The record of the proceedings of the inquiry shall consist of the information obtained by the inquiry officer and a report by him. The information shall not ordinarily be set out in the form of question and answer but in the form of a narrative but the inquiry officer may in his discretion record any particular question and answer.

(6) 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 junior officer under inquiry may be represented by an advocate and solicitor or by another officer of the Authority.

(7) The inquiry officer 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 himself on any matter in such manner as he thinks fit.

(8) The inquiry officer shall proceed with the 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. No adjournment shall be given for more than 14 days without the permission of the chief executive officer.

(9) If the inquiry officer is satisfied that the junior officer under inquiry is hampering or attempting to hamper the progress of the inquiry, he shall administer a warning to the junior officer. If after such warning the inquiry officer is satisfied that the junior officer is acting in disregard of the warning, he shall make an entry in the record to that effect and shall proceed to complete the inquiry in such manner as he thinks fit.

(10) The inquiry officer shall, within 14 days of the conclusion of the proceedings or such further time as the chief executive officer may allow, submit his report to the chief executive officer together with his recommendations as to the penalty or penalties to be imposed against the junior officer.