

Procedure for imposing minor penalties:

- (1) Where it is proposed to impose any of the minor penalties specified in clauses (a) to (e) of regulation 4, the officer employee concerned shall be informed in writing of the imputations or lapses against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 15 days or such extended period as may be granted by the Disciplinary Authority and the defence statement, if any, submitted by the officer employee shall be taken into consideration by the Disciplinary Authority before passing orders.
- (2) Where, however, the Disciplinary Authority is satisfied that an enquiry is necessary; it shall follow the procedure for imposing a major penalty as laid down in regulation 6.
- (3) The record of the proceedings in such cases shall include:—
 - (i) a copy of the statement of imputations or lapses furnished to the officer employee;
 - (ii) the defence statement, if any, of the officer employee; and
 - (iii) the orders of the disciplinary authority together with the reasons therefore.