

ANNEX A

(DATE)

PERSONAL AND CONFIDENTIAL

(Officer's Name and Address)

A report has been submitted to me via the Deputy Director of (appropriate Division) relating to an allegation that you may be guilty of an offence pursuant to Section 59 of the Public Service Act 1974 in that you may have committed an act of (appropriate alleged offence) in that on the (relevant date) you did (short description of alleged offence).

Pursuant to the provisions of Section 60(1) of the said Act, a copy of which is enclosed, I am hereby affording you an opportunity to submit in writing, forwarded to reach me at 55 Swanston Street, Melbourne, within (number) days of the date hereof, an explanation of your conduct.

(Signed) B D BODNA
DIRECTOR GENERAL