2.9.4 Anonymous representations shall not, as a normal rule, be considered.

Section 10: Debt

2.10.1 Disciplinary action may be taken against an officer who has been sentenced for debt before a Court of Law.

2.10.2 An officer against whom judgment has been delivered for debt shall -

(a) not later than seven days after the judgment, report the fact to his Responsible Officer/Supervising Officer; and

(b) state what steps he has taken to settle the debt.

2.10.3 The Judge or Magistrate presiding over the Court in which any judgment for debt is delivered against an officer shall, within a fortnight, report the judgment to the officer's Responsible Officer/Supervising Officer.

Section 11: Private Work and Private Investment

2.11.1 The whole time of an officer is at the service of the Government and he is not permitted to undertake private work for reward except as provided for in paragraph 2.11.2.

2.11.2 (1) An officer may, subject to the approval of his Supervising Officer, be exceptionally authorised to undertake private work, where the work -

(a) is performed outside official working hours; and
(b) has no adverse effect on his official position or duties.

(2) Where the work involves trading or commercial activities, the approval of the Secretary to Cabinet and Head of the Civil Service shall also be obtained.

2.11.3 (1) A Responsible Officer may, where he considers it necessary, request an officer to declare any interest, direct or indirect, he may possess in any undertaking or concern.

(2) An officer shall seek the express permission of the Secretary to Cabinet and Head of the Civil Service before acquiring investments which he thinks might be in real or apparent conflict with his official duties.

(3) Where the Secretary to Cabinet and Head of the Civil Service considers that, by reason of the facts disclosed, the officer's private affairs might be in real or apparent conflict with his official duties, he may require the officer to divest himself of such investments or interests.
2.11.4 (1) No private transactions, whether or not of a commercial nature, shall be carried out in any Government office.

(2) No officer shall use the official address or the telephone or fax or E-mail of his Ministry/Department for his private transactions.