

Public Service Commission (Delegation of Disciplinary Functions) Directions

Table of Contents

1 Citation

2 Definitions

3 Delegation to Permanent Secretary

4 Procedure when complaint is lodged

5 Penalties

6 Variation by Commission

7 Report by Permanent Secretary

8 Recommendation for more severe penalty

9 Saving

THE SCHEDULE

Legislative History

CONSTITUTION OF THE REPUBLIC OF SINGAPORE (ARTICLE 116(3))

PUBLIC SERVICE COMMISSION (DELEGATION OF DISCIPLINARY FUNCTIONS) DIRECTIONS

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G.N. No. S 96/1997

[1st April 1997]

Citation

1. These Directions may be cited as the Public Service Commission (Delegation of Disciplinary Functions) Directions.

Definitions

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

“Commission” means the Public Service Commission;

“officer” means —

- (a) a public officer holding an appointment in Division I Grade III or any rank or grade below, but excludes an administrative officer;
- (b) a General Education Officer of any grade in Division I, II or III;
- (c) a police officer serving in the Police Service of any grade in the rank of Assistant Superintendent of Police or Inspector;
- (d) a prison officer serving in the Prisons Department of any grade in the rank of Assistant Superintendent of Prisons or Rehabilitation Officer or Senior Warder, but not a Rehabilitation Officer of any grade in Division II or below;
- (e) a civil defence officer serving in the Singapore Civil Defence Service of any grade in the rank of Captain or below; or
- (f) a narcotics officer serving in the Central Narcotics Bureau of any grade in the rank of Assistant Superintendent of Police or below,

whether such officer is holding a permanent, temporary or contract appointment.

“Permanent Secretary” includes the Solicitor-General, the Auditor-General, the Clerk of Parliament, the Secretary to the Public Service Commission, the Registrar of the Supreme Court, the Private Secretary to the President, the Secretary to the Prime Minister, the Secretary to the Cabinet, and a Head of a Diplomatic or a Consular Mission of the Republic of Singapore overseas.

Delegation to Permanent Secretary

3.—(1) The functions of the Commission relating to disciplinary control of officers

may be exercised by the Permanent Secretary to the Ministry in which the officer is serving acting in accordance with and subject to these Directions.

(2) The Commission may, in its discretion, exercise such functions as are delegated to a Permanent Secretary under paragraph (1) notwithstanding such delegation.

Procedure when complaint is lodged

4. When a complaint is lodged against an officer alleging the commission by him of any misconduct referred to in the Schedule, the following procedure shall be adopted:

- (a) the complaint shall be communicated in writing to the officer who may be required to submit a written explanation within 24 hours or such further time as the Permanent Secretary may allow; and
- (b) where the Permanent Secretary is of the opinion that the complaint requires further investigation, he shall appoint to conduct the investigation a public officer —
 - (i) of not less than Division II rank; and
 - (ii) of a rank or grade senior to that of the officer under investigation.

Penalties

5.—(1) The Permanent Secretary may upon a consideration of the results of such investigation, if he is of the opinion that the officer is guilty of any misconduct, impose one of the following penalties:

- (a) a reprimand;
- (b) stoppage of increment of up to 2 years; or
- (c) a fine not exceeding an amount equal to the total annual increments the officer would, if not for this Direction, receive in a period of 2 years, except that in the case of an officer who has attained or will, within 2 years, attain the maximum of his current salary scale, the last annual increment provided in that officer's salary scale shall be reckoned to determine the maximum amount of fine.

(2) The Permanent Secretary may, either in addition to or in lieu of the penalties specified in paragraph (1), issue the officer with a written warning.

Variation by Commission

6.—(1) Notwithstanding direction 5, the Commission may, within one month of the imposition of a penalty by the Permanent Secretary, vary the penalty by way of