

# **Public Service (Personnel Boards) Order**

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## **CONSTITUTION OF THE REPUBLIC OF SINGAPORE (ARTICLE 110D(1) AND (2))**

### **PUBLIC SERVICE (PERSONNEL BOARDS) ORDER**

**O 3**

**G.N. No. S 468/1994**

**REVISED EDITION 2004**

(30th September 2004)

[1st January 1995]

## **Citation**

- 1.** This Order may be cited as the Public Service (Personnel Boards) Order.

## Definitions

2.—(1) In this Order, unless the context otherwise requires —

“Division I officer” means a holder of —

- (a) an office of emolument in Division I in the public service, whether in a civil or military capacity; or
- (b) an office in any authority established by written law for a public purpose being an office which is equivalent to the office referred to in paragraph (a);

“General Services” means those Services other than the —

- (a) Education Service; and
- (b) Immigration & Checkpoints Specialist Service;

“Ministry” includes every Division and department of a Ministry;

“promotion” means the substantive upgrading from one grade to a higher grade within the Scheme of Service of the officer concerned;

“public officer” or “officer” means a public officer in Division II, III or IV but excludes the following:

- (a) a member of the Singapore Armed Forces;
- (b) a member of the personal staff of the President;
- (c) a police officer below the rank of Inspector;

“Service” means any group of officers recruited or appointed under and in accordance with the provisions of any Scheme of Service;

“security agency” means —

- (a) the Corrupt Practices Investigation Bureau;
- (b) the Internal Security Department of the Ministry of Home Affairs; or
- (c) the Security and Intelligence Division of the Ministry of Defence;

“transfer” means a transfer, whether or not involving an increase in salary, of a public officer —

- (a) from one Service to another Service; or
- (b) from a Service or post under the jurisdiction of a Personnel Board to a Service or post under the jurisdiction of another Personnel Board.

(2) For the purposes of this Order, an officer who is employed on secondment in a post in a Ministry or an Organ of State shall not be regarded as an officer holding a post in that Ministry or Organ of State.

### **Establishment of Personnel Boards**

3. There are established, in respect of each of the classes of public officers specified in the second column of the Schedule, Personnel Boards comprising the following persons, all of whom must be appointed by the Permanent Secretary to the Public Service Division:

- (a) a Chairman who must be a Division I officer holding an appointment of Superscale grade in his Scheme of Service;
- (b) not less than 2 and not more than 9 members who must be Division I officers.

*[S 581/2015 wef 01/10/2015]*

### **Functions of Personnel Boards**

4. Each Personnel Board shall have the jurisdiction and power to —

- (a) appoint officers in the class specified in the second column of the Schedule in relation to that Personnel Board;
- (b) confirm and emplace on the permanent or pensionable establishment officers in that class;
- (c) promote officers in that class, including considering and recommending to the appropriate Senior Personnel Board or, in the case of an officer holding a post in the Auditor-General's Office, to the Public Service Commission, an officer in that class for promotion to Division I; and
- (d) transfer officers in that class (but excluding the Deputy Sergeant at Arms), except that the transfer of an officer from a Service or post under the jurisdiction of a Personnel Board to a Service or post under the jurisdiction of another Personnel Board shall be made by the latter Personnel Board.

## **THE SCHEDULE**

Paragraphs 3 and 4

<i>First column</i>	<i>Second column</i>
<i>Personnel Board</i>	<i>Class of Public Officers</i>
1. Personnel Board, Ministry of Transport.	Public officers in any of the General Services holding posts in the Ministry of Transport.

- |     |  |   |
|-----|--|---|
| 2.  | Personnel Board, Ministry of Culture, Community and Youth.                             | Public officers in any of the General Services holding posts in the Ministry of Culture, Community and Youth.                               |
| 2A. | Personnel Board, Ministry of Communications and Information.                           | Public officers in any of the General Services holding posts in the Ministry of Communications and Information.                             |
| 3.  | Personnel Board A, Ministry of Defence.  | Public officers in any of the General Services holding posts in the Ministry of Defence (excluding the Security and Intelligence Division). |
| 4.  | Personnel Board B, Ministry of Defence.  | Public officers in any Service holding posts in the Security and Intelligence Division of the Ministry of Defence.                          |
| 5.  | <i>[Deleted by S 581/2015 wef 01/10/2015]</i>  |   |
| 6.  | Personnel Board, Ministry of Education.  | Public officers in any of the General Services holding posts in the Ministry of Education and in the Education Service, wherever posted.    |
| 7.  | <i>[Deleted by S 1011/2020 wef 27/07/2020]</i>   |   |
| 8.  | Personnel Board, Ministry of Finance.  | Public officers in any of the General Services other than the Singapore Customs Service holding posts in the Ministry of Finance.           |
| 9.  | Singapore Customs Service Personnel Board, Ministry of Finance.                        | Public officers in the Singapore Customs Service holding posts in the Singapore Customs Department.   |
| 10. | Personnel Board, Ministry of Foreign Affairs.  | Public officers in any of the General Services holding posts in the Ministry of Foreign Affairs.  |
| 11. | Personnel Board, Ministry of Health.   | Public officers in any of the General Services holding posts in the Ministry of Health.   |
| 12. | Personnel Board B, Ministry of Home Affairs.   | Public officers in any of the General Services holding posts in the Ministry of Home Affairs (excluding the Internal Security Department).  |
| 13. | Immigration & Checkpoints Authority Service Personnel Board, Ministry of Home Affairs. | Public officers in the Immigration & Checkpoints Specialist Service, wherever posted.   |
| 14. | Personnel Board C, Ministry of Home Affairs.   | Public officers in any Service holding posts in the Internal Security Department of the Ministry of Home Affairs.                           |