

CHAPTER 4

GENERAL RULES AND CONDITIONS OF SERVICE

IN THE Singapore Public Service, as in many other organisations employing large numbers of people, it is necessary to establish rules governing conditions of work, in order to maintain control, discipline and equal treatment. Rules afford protection to the worker and guarantee that public servants are fairly compensated for their work uniformly throughout the Service.

The broad outline of conditions of employment in the Singapore Public Service is contained in the General or Standing Orders of the Singapore Government, and in the Regulations for Her Majesty's Colonial Service in so far as they are applicable.

You should make yourself conversant with these instructions and with any staff instructions which your Department may issue in addition to them.

G.O. 22 reads as follows:—

'22. Officers in Government service are subject in every respect to the provisions of Colonial Regulations, to the General Orders for the time being in force in Singapore and to any other Orders or Regulations or terms of service which may be made applicable to them.'

IF YOU ARE IN DOUBT ON ANY POINT YOU SHOULD CONSULT
YOUR SENIOR OFFICER

Probation

New entrants to the established Civil Service normally have to service a period of probation, two or three years according to grade, with extensions in certain cases. Until this period of probation has been satisfactorily completed, the new entrant is not finally appointed to the Civil Service; and the services of anyone who during probation shows himself or herself to be really unsuited for Civil Service work will (perhaps after a trial on a different type of job) be terminated. Temporary staff are usually appointed for a period of trial in the first place, and may be dismissed at any time; the period of notice to be given is prescribed when they are appointed. In some cases, the successful passing of examinations in Law, Languages and/or Regulations is necessary before an officer is confirmed in the established Service.

Pay and Allowances

Most established civil servants are paid according to scales of pay with regular increases known as 'increments'. Usually the date of the increment is the anniversary of the first of the month following the