



**THE STATUTES OF THE REPUBLIC OF SINGAPORE**

**CIVIL SERVICE COLLEGE ACT**

**(CHAPTER 45)**

**(Original Enactment: Act 29 of 2001)**

**REVISED EDITION 2002**

(31st July 2002)

*Prepared and Published by*

THE LAW REVISION COMMISSION  
UNDER THE AUTHORITY OF  
THE REVISED EDITION OF THE LAWS ACT (CHAPTER 275)

Informal Consolidation – version in force from 1/4/2018

# Civil Service College Act

## ARRANGEMENT OF SECTIONS

### PART I

#### PRELIMINARY

Section

1. Short title
2. Interpretation

### PART II

#### ESTABLISHMENT, INCORPORATION AND CONSTITUTION OF CIVIL SERVICE COLLEGE

3. Establishment and incorporation of Civil Service College
4. Common seal
5. Board of Directors
6. Chairman may delegate functions
7. Term of office of members
8. Temporary Chairman
9. Meetings and proceedings of Board
10. *[Repealed]*
11. Committees
12. Delegation of powers

### PART III

#### FUNCTIONS, OBJECTS, DUTIES AND POWERS OF COLLEGE

13. Functions, objects and duties of College
14. Powers of College

### PART IV

#### PROVISIONS RELATING TO STAFF

15. Chief Executive, officers and employees, etc.
16. Protection from personal liability
17. *[Repealed]*

## PART V

## FINANCIAL PROVISIONS

## Section

18. Financial year
19. Estimates
20. Funds of College
21. Grants-in-aid
22. Power to borrow
- 22A. Issue of shares, etc.
23. Bank accounts
24. Application of funds
25. Power of investment
26. to 29. [*Repealed*]

## PART VI

## TRANSFER OF PROPERTY, ASSETS, LIABILITIES AND EMPLOYEES

30. Transfer to College of property, assets and liabilities
31. Transfer of employees
32. Pension rights, etc., of Government employees to be preserved
33. No benefits in respect of abolition or reorganisation of office
34. Existing contracts
35. Continuation and completion of disciplinary and other legal proceedings
36. Misconduct or neglect of duty by employee before transfer

## PART VII

## MISCELLANEOUS

37. [*Repealed*]
  38. Symbol or representation of College
  39. Titles of certificates and other qualifications issued by College
  40. Preservation of secrecy
  41. Composition of offences
  42. Regulations
  43. Savings
-

An Act to establish the Civil Service College, to provide for its functions and powers, and for matters connected therewith.

[1st October 2001]

PART I  
PRELIMINARY

**Short title**

1. This Act may be cited as the Civil Service College Act.

**Interpretation**

2. In this Act, unless the context otherwise requires —

“Board” means the Board of Directors of the College established under section 5;

*[9/2003 wef 16/05/2003]*

“Chairman” means the Chairman of the Board appointed under section 5(2) and includes a temporary Chairman appointed under section 8;

“Chief Executive” means the Chief Executive of the College, and includes any individual acting in that capacity;

*[Act 5 of 2018 wef 01/04/2018]*

“College” means the Civil Service College established under section 3;

“incorporated departments” means the departments of the Prime Minister’s Office formerly known as the Civil Service College and the Personnel Guidance Unit;

“member” means a member of the Board and includes the Chairman;

“officers in the public sector” means public officers and officers and employees of any public body;

“public body” means any body, board or authority established by or under any written law to perform or discharge any public function;

“public sector” means the Government and any public body.

## PART II

### ESTABLISHMENT, INCORPORATION AND CONSTITUTION OF CIVIL SERVICE COLLEGE

#### **Establishment and incorporation of Civil Service College**

3. There is hereby established a body to be known as the Civil Service College which shall be a body corporate with perpetual succession and a common seal and shall, by that name, be capable of —

- (a) suing and being sued;
- (b) acquiring, owning, holding and developing, or disposing of property, both movable and immovable; and
- (c) doing and suffering all such other acts or things as a body corporate may lawfully do and suffer.

#### **Common seal**

4.—(1) The College shall have a common seal and such seal may from time to time be broken, changed, altered or made anew as the College thinks fit.

(2) All deeds and other documents requiring the seal of the College shall be sealed with the common seal of the College.

(3) All instruments to which the common seal is affixed shall be signed by any 2 members generally or specially authorised by the Board for the purpose or by one member and the Chief Executive.

(4) The Board may, by resolution or otherwise in writing, appoint an officer of the College or any other agent either generally or in any particular case to execute or sign on behalf of the College any agreement or other instrument not under seal in relation to any matter coming within the powers of the College.

(5) All courts, judges and persons acting judicially shall take judicial notice of the common seal of the College affixed to any document and shall presume that it was duly affixed.

**Board of Directors**

**5.—**(1) There shall be a Board of Directors of the College which shall be the executive body of the College and may exercise all the powers conferred on the College under this Act.

*[9/2003 wef 16/05/2003]*

(2) The Board shall consist of —

(a) a Chairman; and

(b) not less than 5 but not more than 15 other members,

all of whom shall be appointed by the Minister.

(3) The Minister may appoint the Chief Executive to be a member of the Board.

**Chairman may delegate functions**

**6.** The Chairman may in writing authorise any member to exercise any power or perform any function conferred on the Chairman by or under this Act.

**Term of office of members**

**7.—**(1) A member shall hold office on such conditions and for such term as the Minister shall specify in the appointment.

(2) Any member may resign from his office at any time by giving not less than one month's notice in writing to the Minister.

(3) The Minister may at any time revoke the appointment of any member as he considers necessary in the interest of the effective performance of the functions of the College under this Act, or in the public interest.

(4) If a member dies or resigns or has his appointment revoked, the Minister may appoint any person to fill the vacancy for the residue of the term for which the vacating member was appointed.

(5) The College shall pay to the Chairman and other members, out of the funds of the College, such salaries, fees and allowances as the Minister may, from time to time, determine.

### Temporary Chairman

8. If the Chairman is absent from Singapore, or for any other reason unable to discharge his functions, the Minister may appoint one of the members to act as a temporary Chairman.

### Meetings and proceedings of Board

9.—(1) The quorum at every meeting of the Board shall be one-third of the total number of members or 3 members, whichever is the higher.

*[25/2009 wef 15/01/2010]*

(2) The Chairman shall preside at all meetings of the Board and, in his absence, the members present shall elect one of their number to preside.

(3) Meetings of the Board shall be held at such times and places as the Chairman may determine.

(4) All questions arising at any meeting shall be decided by a majority of votes of the members present and voting.

(5) At any meeting of the Board, the Chairman or, in his absence, the member presiding at the meeting shall have a deliberative vote and, in the case of an equality of votes, he shall also have a casting vote.

(6) The validity of any proceedings of the Board shall not be affected by any vacancy amongst its members or by any defect in the appointment of any member.

(7) Subject to the provisions of this Act and the Public Sector (Governance) Act 2018, the Board may regulate its own proceedings.

*[Act 5 of 2018 wef 01/04/2018]*

10. *[Repealed by Act 5 of 2018 wef 01/04/2018]*

### Committees

11.—(1) The Board may, from time to time, appoint committees consisting of one or more persons (whether members or not) and define or vary the terms of reference of those committees.

(2) Subject to the provisions of this Act and the Public Sector (Governance) Act 2018 and to the control of the Board, each

committee appointed under this section may regulate its procedure in such manner as the committee thinks fit.

*[Act 5 of 2018 wef 01/04/2018]*

### **Delegation of powers**

**12.—**(1) The Board may, from time to time, in respect of a specified matter or class of matters, by writing, delegate any of its powers to a member, a committee of the Board or an officer of the College.

(2) Every member, committee or officer purporting to act pursuant to a delegation under this section shall, in the absence of proof to the contrary, be presumed to be acting in accordance with the terms of the delegation.

(3) *[Deleted by Act 5 of 2018 wef 01/04/2018]*

## PART III

### FUNCTIONS, OBJECTS, DUTIES AND POWERS OF COLLEGE

#### **Functions, objects and duties of College**

**13.—**(1) Subject to the provisions of this Act, the functions, objects and duties of the College shall be —

- (a) to provide training for the development of officers in the public sector;
- (b) to equip officers in the public sector with the appropriate values, workplace skills and management tools;
- (c) to promote lifelong learning amongst officers in the public sector;
- (d) to promote organisational excellence in the public sector;
- (e) to provide organisational development and consultancy services to the public sector;
- (f) to provide personnel assessment and selection services to the public sector;
- (g) to represent the Government internationally on matters related to or connected with the development of officers in the public sector and organisational excellence;

- (h) to engage in research relevant to the development of officers in the public sector and organisational excellence; and
- (i) to carry out such other functions as are imposed upon the College by or under this Act or any other written law.

(2) The Minister may give to the College any direction under section 5 of the Public Sector (Governance) Act 2018.

*[Act 5 of 2018 wef 01/04/2018]*

(3) Nothing in this section shall be construed as imposing on the College, directly or indirectly, any form of duty or liability enforceable by proceedings before any court.

### **Powers of College**

**14.**—(1) The College shall have power to do anything for the purpose of discharging its functions, objects and duties under this Act, or which is incidental or conducive to the discharge of those functions, objects or duties and, in particular, may —

- (a) establish and maintain facilities for the provision of services and conduct of activities related to or connected with the functions, objects or duties of the College;
- (b) collaborate with and assist any person in the provision and promotion of services and activities related to or connected with the functions, objects or duties of the College;
- (c) organise such courses and programmes for, and render such advice, consultancy and services to, the public sector and any other person or body in Singapore or elsewhere on any matter related to or connected with the functions, objects or duties of the College;
- (d) provide and hold tests and examinations, and grant certificates, awards and other qualifications (other than degrees), for the attainment of relevant skills, competencies and achievements;
- (e) provide financial support and assistance, including but not limited to loans, advances, grants, scholarships and aids to

employees, students and any other person for all or any of the purposes of this Act;

- (f) enter into such contracts as may be necessary or expedient for the purpose of discharging the functions, objects or duties of the College;
- (g) lease, let, develop or otherwise utilise any property, movable or immovable, vested in or acquired by the College on such terms and conditions as the College thinks fit;
- (h) form or participate in the formation of any company, partnership or joint venture as a shareholder or partner or in any other capacity and to share profits;
- (i) collect, analyse, compile, publish or disseminate information of a statistical nature;
- (j) become a member or affiliate of any international body the functions, objects or duties of which are similar to those of the College;
- (k) charge fees or commissions for services rendered by the College and for the use of any of its facilities;
- (l) carry out promotional activities or publicity in any form;
- (m) receive donations, grants, gifts, subsidies or contributions from any source, and raise funds by all lawful means;
- (n) publish or sponsor the publication of works on any matter related to the functions, objects or duties of the College; and
- (o) provide recreational facilities and promote recreational activities for, and activities conducive to, the welfare of officers or employees of the College and members of their families.

(2) The College may, in addition to the powers vested in it by subsection (1), exercise such other powers as the Minister may in writing authorise the College to exercise.

(3) This section shall not be construed as limiting any power of the College conferred by or under any other written law.

## PART IV

## PROVISIONS RELATING TO STAFF

**Chief Executive, officers and employees, etc.**

**15.**—(1) There must be a Chief Executive of the College, whose appointment, removal, discipline and promotion must be in accordance with the Public Sector (Governance) Act 2018.

(2) The College may, subject to the Public Sector (Governance) Act 2018, appoint an individual to act temporarily as the Chief Executive during any period, or during all periods, when the Chief Executive —

(a) is absent from duty or Singapore; or

(b) is, for any reason, unable to perform the duties of the office.

(3) The College may, subject to the Public Sector (Governance) Act 2018, appoint and employ, on such terms and conditions as it may determine, such other officers, employees, consultants and agents as may be necessary for the effective performance of its functions.

*[Act 5 of 2018 wef 01/04/2018]*

**Protection from personal liability**

**16.** No suit or other legal proceedings shall lie personally against any officer or employee of the College, member or person acting under the direction of the College, for anything which is in good faith done or intended to be done in the execution or purported execution of this Act or any other written law.

**17.** *[Repealed by Act 5 of 2018 wef 01/04/2018]*

## PART V

## FINANCIAL PROVISIONS

**Financial year**

**18.** The financial year of the College shall begin on 1st April of each year and end on 31st March of the succeeding year.

**Estimates**

19.—(1) [*Deleted by Act 5 of 2018 wef 01/04/2018*]

(2) [*Deleted by Act 5 of 2018 wef 01/04/2018*]

(3) [*Deleted by Act 5 of 2018 wef 01/04/2018*]

(4) A summary of the annual estimates and supplementary estimates adopted by the College shall be published in the *Gazette*.

**Funds of College**

20. The funds of the College shall consist of —

- (a) all moneys transferred to the College under section 30;
- (b) all moneys received by the College by way of grants or subsidies;
- (c) all gifts, donations and contributions to the College;
- (d) all fees, charges, commissions, rents, interests, dividends and other income accruing to the College;
- (e) all moneys borrowed by the College under this Act;
- (f) all moneys recovered or collected by the College or any officer or employee thereof under this Act; and
- (g) all other moneys lawfully received by the College for the purposes of the College.

**Grants-in-aid**

21. For the purpose of enabling the College to carry out its functions under this Act, the Minister may, from time to time, make grants-in-aid to the College of such sums of money, as the Minister may determine, out of moneys to be provided by Parliament.

**Power to borrow**

22. For the discharge of its functions or duties under this Act or any other written law, the College may, from time to time, raise loans from the Government or, with the approval of the Minister for Finance, raise loans from banks or other financial institutions (whether in Singapore or elsewhere) by —

- (a) mortgage, overdraft or otherwise;
- (b) charge, whether legal or equitable, on any property vested in the College or on any other revenue receivable by the College under this Act or any other written law; or
- (c) the creation and issue of debentures or bonds.

### **Issue of shares, etc.**

**\*22A.** As a consequence of the vesting of any property, rights or liabilities of the Government in the College under this Act, or of any capital injection or other investment by the Government in the College in accordance with any written law, the College shall issue such shares or other securities to the Minister for Finance as that Minister may from time to time direct.

[5/2002]

### **Bank accounts**

**23.—(1)** The College shall open and maintain one or more accounts with such bank or banks as the College thinks fit.

(2) Every such account shall be operated by such person or persons as may, from time to time, be authorised in that behalf by the College.

### **Application of funds**

**24.** The funds of the College shall be applied only in payment or discharge of the expenses, obligations and liabilities of the College and in making any payment that the College is authorised or required to make.

### **Power of investment**

**25.** The College may invest its funds in accordance with the standard investment power of statutory bodies as defined in section 33A of the Interpretation Act (Cap. 1).

[45/2004 wef 15/12/2004]

**26. to 29.** [Repealed by Act 5 of 2018 wef 01/04/2018]

---

\*This section was not in operation as at 30th June 2002.

## PART VI

TRANSFER OF PROPERTY, ASSETS, LIABILITIES AND  
EMPLOYEES**Transfer to College of property, assets and liabilities**

**30.**—(1) As from 1st October 2001, such movable and immovable property vested in the Government as may be determined by the Minister for Finance and used or managed by any of the incorporated departments and all assets, interests, rights, privileges, liabilities and obligations of the Government relating to the incorporated departments shall be transferred to and shall vest in the College without further assurance, act or deed.

(2) If any question arises as to whether any particular property, asset, interest, right, privilege, liability or obligation has been transferred to or vested in the College under subsection (1), a certificate under the hand of the Minister for Finance shall be conclusive evidence that the property, asset, interest, right, privilege, liability or obligation was or was not so transferred or vested.

(3) Any immovable property to be transferred to and vested in the College under subsection (1) shall be held by the College upon such tenure and subject to such terms and conditions as the President may determine.

**Transfer of employees**

**31.**—(1) As from 1st October 2001, such persons or categories of persons as the Minister may determine who, immediately before that date, were employed by the Government in any of the incorporated departments shall be transferred to the service of the College on terms no less favourable than those enjoyed by them immediately prior to their transfer.

(2) If any question arises as to whether any person or category of persons has been transferred to the service of the College under subsection (1), a certificate under the hand of the Minister shall be conclusive evidence that the person or category of persons was or was not transferred.

(3) Until such time as terms and conditions of service are drawn up by the College, the scheme and terms and conditions of the Government shall continue to apply to every person transferred to the service of the College under subsection (1) as if he were still in the employment of the Government.

### **Pension rights, etc., of Government employees to be preserved**

**32.—**(1) The terms and conditions to be drawn up by the College shall take into account the terms and conditions of service (including salaries and accrued rights to leave) enjoyed by the persons transferred to the service of the College under section 31 while in the employment of the Government.

(2) Any term or condition relating to the length of service with the College shall recognise the length of service of the persons so transferred while in the employment of the Government to be service with the College.

(3) Nothing in the terms and conditions to be drawn up by the College shall adversely affect the conditions that would have been applicable to persons transferred to the service of the College as regards any pension, gratuity or allowance payable under the Pensions Act (Cap. 225).

(4) Where a person has been transferred to the service of the College under section 31, the Government shall be liable to pay to the College such portion of any pension, gratuity or allowance payable to the person on his retirement as the same shall bear to the proportion which the aggregate amount of his pensionable emoluments during his service with the Government bears to the aggregate amount of his pensionable emoluments during his service under both the Government and the College.

(5) Where any person in the service of the College, whose case does not fall within the scope of any pension or other schemes established under this section, retires or dies in the service of the College or is discharged from such service, the College may grant to him or to such other person or persons wholly or partly dependent on him, as the College thinks fit, such allowance or gratuity as the College may determine.

**No benefits in respect of abolition or reorganisation of office**

**33.** Notwithstanding the provisions of the Pensions Act (Cap. 225), no person who is transferred to the service of the College under section 31 shall be entitled to claim any benefit under that Act on the ground that he has been retired from the service of the Government on account of abolition or reorganisation of office in consequence of the establishment and incorporation of the College.

**Existing contracts**

**34.** All deeds, contracts, schemes, bonds, agreements, instruments and arrangements, subsisting immediately before 1st October 2001 to which the Government is a party and relating to any of the incorporated departments or to any person transferred to the service of the College under section 31 shall continue in force on and after that date and shall be enforceable by or against the College as if the College had been named therein or had been a party thereto instead of the Government.

**Continuation and completion of disciplinary and other legal proceedings**

**35.—(1)** Where on 1st October 2001 any disciplinary proceedings were pending against any employee of the Government transferred to the service of the College, the proceedings shall be carried on and completed by the College.

(2) Where on 1st October 2001 any matter was in the course of being heard or investigated or had been heard or investigated by a committee acting under due authority but no order, ruling or decision had been made thereon, the committee shall complete the hearing or investigation and shall make such order, ruling or direction as it could have made under the authority vested in it before that date.

(3) Any order, ruling or direction made by a committee pursuant to this section shall be treated as an order, a ruling or a direction of the College and have the same force or effect as if it had been made by the College pursuant to the authority vested in the College under this Act.

(4) All proceedings or causes of action pending or existing immediately before 1st October 2001 by or against the Government

in respect of any of the incorporated departments may be continued, completed and enforced by or against the College.

### **Misconduct or neglect of duty by employee before transfer**

**36.** The College may reprimand, reduce in rank, retire, dismiss or punish in some other manner a person who had, whilst he was in the employment of the Government, been guilty of any misconduct or neglect of duty which would have rendered him liable to be reprimanded, reduced in rank, retired, dismissed or punished in some other manner if he had continued to be in the employment of the Government and if this Act had not been enacted.

## PART VII

### MISCELLANEOUS

**37.** [*Repealed by Act 5 of 2018 wef 01/04/2018*]

### **Symbol or representation of College**

**38.—**(1) The College shall have the exclusive right to the use of such symbol or representation as it may select or devise and thereafter display or exhibit such symbol or representation in connection with its activities or affairs.

(2) Any person who uses a symbol or representation identical with that of the College, or which so resembles the College's symbol or representation as to deceive or cause confusion, or to be likely to deceive or to cause confusion, shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 6 months or to both.

### **Titles of certificates and other qualifications issued by College**

**39.—**(1) The College shall have the exclusive right in the form and presentation of its titles of certificates and other qualifications issued by the College to any person who attains the standard set by the College.

(2) Any person who issues or uses, or causes or permits the use of, titles of certificates or other qualifications identical with those of the

College shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000.

### **Preservation of secrecy**

**40.**—(1) Except for the purpose of the performance of his duties or the exercise of his functions or when lawfully required to do so by any court or where required or allowed by the provisions of any written law, no person who is or has been an officer, employee or agent of the College, a member or a member of a committee of the Board shall disclose any information relating to the affairs of the College, the Board or any other person which has been obtained by him in the performance of his duties or the exercise of his functions.

*[Act 5 of 2018 wef 01/04/2018]*

(2) Any person who contravenes subsection (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 12 months or to both.

### **Composition of offences**

**41.**—(1) The Chief Executive or any officer authorised by him may, in his discretion, compound any offence under this Act which is prescribed as a compoundable offence by collecting from a person reasonably suspected of having committed the offence a sum of money not exceeding \$500.

(2) On payment of such sum of money, no further proceedings shall be taken against such person in respect of the offence.

### **Regulations**

**42.** The College may, with the approval of the Minister, make regulations providing for or prescribing any matters which are necessary or convenient to be provided or prescribed for carrying out or giving effect to the provisions of this Act.

### **Savings**

**43.** In so far as it is necessary to preserve the effect of any document issued by or relating to any of the incorporated departments, any

reference in such document to any of the incorporated departments shall be construed as a reference to the College.

LEGISLATIVE HISTORY  
CIVIL SERVICE COLLEGE ACT  
(CHAPTER 45)

This Legislative History is provided for the convenience of users of the Civil Service College Act. It is not part of the Act.

**1. Act 29 of 2001 — Civil Service College Act 2001**

Date of First Reading : 11 July 2001  
(Bill No. 22/2001 published on  
12 July 2001)

Date of Second and Third Readings : 25 July 2001

Date of commencement : 1 October 2001

**2. Act 5 of 2002 — Statutory Corporations (Capital Contribution) Act 2002**  
(Consequential amendments made by)

Date of First Reading : 3 May 2002  
(Bill No. 7/2002 published on  
4 May 2002)

Date of Second and Third Readings : 24 May 2002

Date of commencement : 15 July 2002 (except item (18) of  
Schedule)

**3. 2002 Revised Edition — Civil Service College Act**

Date of operation : 31 July 2002

**4. Act 9 of 2003 — Statutes (Miscellaneous Amendments) Act 2003**

Date of First Reading : 20 March 2003  
(Bill No. 7/2003 published on  
21 March 2003)

Date of Second and Third Readings : 24 April 2003

Date of commencement : 16 May 2003

**5. Act 45 of 2004 — Trustees (Amendment) Act 2004**

(Consequential amendments made to Act by)

Date of First Reading : 21 September 2004  
(Bill No. 43/2004 published on  
22 September 2004)

Date of Second and Third Readings : 19 October 2004

Date of commencement : 15 December 2004

**6. Act 25 of 2009 — Quorums of Statutory Boards (Miscellaneous Amendments) Act 2009**

Date of First Reading : 14 September 2009  
(Bill No. 19/2009 published on  
14 September 2009)

Date of Second and Third Readings : 19 October 2009.

Date of commencement : 15 January 2010

**7. Act 5 of 2018 — Public Sector (Governance) Act 2018**

Date of First Reading : 6 November 2017 (Bill No.  
45/2017 published on  
6 November 2017)

Date of Second and Third Readings : 8 January 2018

Date of commencement : 1 April 2018