

FEDERATION OF MALAYA

GENERAL ORDERS

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PERDANA
LEADERSHIP
FOUNDATION
YAYASAN
KEPIMPINAN
PERDANA

The following enclosures comprise the amendments issued since the printing of the original volume and up to the date of this reprint (March, 1958).

Instructions are included in the text matter for incorporating the amendments within the volume.

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- Chapter B ...
- Chapter C ... Leave and Passages
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DISTRIBUTION AND AMENDMENT OF GENERAL ORDERS

Heads of Departments should maintain registers showing the distribution of the volumes of General Orders within their departments.

2. Where additional volumes are required they should make application for them to the Federation Establishment Office and give reasons for extra commitment. The Federation Establishment Office should also be informed if the supply of a particular volume is no longer necessary.
3. Amendments to General Orders will be issued as:
 - (a) manuscript alterations,
 - (b) insertion slips, or
 - (c) complete pages to replace or to supplement pages previously issued.
4. All amendments will be numbered serially and will be noted consecutively in the register of amendments which will be maintained at the end of the volume.
5. Alterations which are to be made in manuscript against the relevant General Orders will be promulgated on printed full page sheets headed "Manuscript Alterations". These sheets will bear amendment numbers in the ordinary way. On receipt of these the text will be amended in ink and the number of the amendment authorising the alterations will be noted in the margin. The pages on which the manuscript alterations are promulgated will be enclosed in the volume after the register of amendments but the amendment will be entered in the register according to its serial number.
6. Insertion slips will be issued to effect amendments which are too long to be made in manuscript and which do not require the issue of a new page or pages. These slips should be gummed at the appropriate places in the relevant chapter. They also will bear an amendment number to be entered in the register.
7. New pages will be published when substantial amendments are necessary or when it is decided to incorporate into the text amendment slips previously issued. These also should be entered in the register of amendments. Old pages which are replaced should be removed from General Orders and should be filed away so that, if necessary, it will be possible to ascertain which General Orders were in force at any particular time.
8. Unless otherwise stated, amendments will be effective as from the date of issue which will be shown on each amendment.

DISTRIBUTION AND MAINTENANCE OF GENERAL ORDERS

1. Heads of Government should submit returns showing the distribution of the volume of General Orders within their departments.
2. Where additional volumes are required they should make application for them to the Federation Establishment Office and give reasons for extra requirements. The Federation Establishment Office should also be informed by the supply of a particular volume is no longer necessary.
3. Amendments to General Orders will be issued as:
 - (a) manuscript alterations,
 - (b) insertion slips or
 - (c) complete pages to replace or to supplement pages previously issued.
4. All amendments will be numbered serially and will be noted correspondingly in the register of amendments which will be maintained at the end of the volume.
5. Alterations which are to be made in manuscript copies of relevant General Orders will be provided on printed full page sheets headed "Manuscript Alterations". These sheets will bear amendment numbers in the ordinary way. The number of these sheets will be amended serially and the number of the amendment number will be amended serially in the margin. The pages authorising the alterations will be marked in the margin. It will be on which the amendments are provided. It will be enclosed in the volume after the volume of amendments and the amendment will be carried in the register according to the serial number.
6. Inserting slips will be used to cover amendments which are too long to be made in manuscript and which are not covered by any of the other methods. These slips should be numbered serially in the ordinary way. The number of the amendment number will be amended serially in the margin.
7. New pages will be included with printed amendments. The margins of such a page will be amended serially and the number of the amendment number will be amended serially in the margin. The pages authorising the alterations will be marked in the margin. It will be on which the amendments are provided. It will be enclosed in the volume after the volume of amendments and the amendment will be carried in the register according to the serial number.
8. Other alterations which are not covered by the above methods will be made in the ordinary way. The number of the amendment number will be amended serially in the margin.

CHAPTER A

APPOINTMENTS AND PROMOTIONS

(Issued with effect from 1st July, 1958)

The following General Orders have been issued under the authority of the Yang di-Pertuan Agong in accordance with Article 132 (2) of the Constitution

- (New). **1.** Subject to the provisions of Part X of the Constitution this chapter will be applicable to all appointments and promotions to Federal posts and services, to posts on the Federation Establishment and to State posts and services to the extent that it may be adopted by the State Governments, save as specified in General Order 2. Application.
- (New). **2.** The procedure laid down in this chapter for making appointments to posts and services within the purview of a Commission shall apply to all permanent and temporary appointments excluding only such temporary appointments of officers in Divisions III and IV and such appointments of daily-rated officers as may from time to time be delegated by a Commission under Article 144 (6) of the Constitution. Exclusion.
- (New). **3.** In this chapter:
- (a) the term "appointment" includes first appointment to the public service and appointment on transfer from one scheme of service to another for which there is no provision in the scheme in which the officer is serving; Definitions.
 - (b) the term "promotion" includes promotion within a scheme of service and promotion to another scheme for which there is provision in the scheme in which the officer is serving;
 - (c) the term "Commission" means the Public Services Commission, the Judicial and Legal Service Commission, or the Police Service Commission as the case may be;
 - (d) the term "Secretary to the Commission" means the Secretary to the Public Services, the Judicial and Legal Service or the Police Service Commission, as may be appropriate, in respect of those categories of officers falling within the purview of such Commissions;
 - (e) the term "Federal officer" means an officer liable to serve only in posts borne on the Federal Estimates;
 - (f) the term "officer on the Federation Establishment" means an officer liable to serve both the Federation Government and any State Government;
 - (g) the term "Head of Department" shall be deemed to include a Secretary to a Minister or Ministry and the Principal Establishment Officer in respect of the services listed in sub-paragraph (a) of General Order 41;
 - (h) the term "department" shall be deemed to include a Ministry or the office of a Minister.

A.—APPOINTMENTS

Federal
Citizenship.

4. (a) (i) Candidates on first appointment must, save as provided in sub-paragraph (ii) below, be Federal Citizens or minors who, on attaining their majority, will be citizens of the Federation by operation of law or will be eligible to apply for citizenship by registration or a certificate of naturalisation; minors, other than minors who on attaining their majority will become Federal Citizens by operation of law, will be required by the Head of their Department to apply for such registration or certificate within two months of the date on which they attain their majority and in the event of their failing so to apply or to obtain such registration or certificate, their services will be terminated forthwith. C.R. 1.

(ii) Applications for appointments from candidates who are not Federal Citizens may only be considered if sufficient suitable candidates with this qualification are not forthcoming and if it is not possible to leave the post vacant.

(b) If an officer renounces his citizenship under Article 23 of the Constitution or is deprived of his citizenship under Article 24, 25 or 26 thereof, his appointment will be terminated with effect from the date on which the declaration of renunciation is registered or the order of deprivation is made, as the case may be. Provided that this paragraph shall not apply to any officer appointed before the first day of January, 1950. New Replacing C.R. 2.

Re-employ-
ment of
resigned
officers.

5. No person who has resigned from a public service in the Federation shall be re-employed in any capacity without the express sanction of either a Commission, in the case of appointments coming within its purview, or the appointing authority as prescribed in any written law or scheme of service in all other cases. F.M.S. G.O. 12 (iii).

Re-employment
of dismissed
officers.

6. An officer who has been dismissed from the service or whose services have been terminated on the grounds of unsatisfactory work or conduct may only be re-employed in special and exceptional circumstances. C.R. 12 (iii).

Advertisement
of vacant
posts.

7. (a) Vacant posts and vacancies in services which are within the purview of a Commission and which are graded in Divisions I, II and III of the Public Service shall be advertised in the Government *Gazette* and in at least one local newspaper, provided that posts which are to be filled by Government officers in closed services may be advertised by departmental circular only and that other posts which are to be filled by appointment of serving Government officers will be advertised in the Government *Gazette* only. C.R. 3.

(b) A notice specifying posts vacant in Division IV will be affixed to the notice boards of the office or institution in which the vacancy occurs and copies of this notice in English and Malay will be sent to the local Education Department for distribution to appropriate schools not less than two weeks before the closing date for receipt of applications. Notification of vacancies in Division IV should also be given to the local Employment Exchange.

(c) Advertisements in newspapers should be as short as is consistent with clarity and should state:

- (i) title of post,
- (ii) salary scale,
- (iii) that applicants must be Federal citizens.