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# IMMIGRATION & CHECKPOINTS AUTHORITY LONG SERVICE AND GOOD CONDUCT MEDAL RULES 2013

## ARRANGEMENT OF RULES

### PART I

#### PRELIMINARY

#### Rule

1. Citation and commencement
2. Definitions

### PART II

#### 10 YEARS MEDAL

3. Designation of 10 Years Medal
4. Qualifying Service for 10 Years Medal
5. Description of 10 Years Medal
6. Design of 10 Years Medal
7. Wearing of 10 Years Medal

### PART III

#### 30 YEARS MEDAL

8. Designation of 30 Years Medal
9. Qualifying Service for 30 Years Medal
10. Description of 30 Years Medal
11. Design of 30 Years Medal
12. Wearing of 30 Years Medal

### PART IV

#### MISCELLANEOUS

13. Medals to be awarded by Permanent Secretary, Ministry of Home Affairs
14. Publication of awards
15. Forfeiture of Medals

## Rule

16. Replacement of Medals  
The Schedules
- 

The President is pleased to approve the institution of a medal to be styled “The Immigration & Checkpoints Authority Long Service and Good Conduct (10 Years) Medal” and a medal to be styled “The Immigration & Checkpoints Authority Long Service and Good Conduct (30 Years) Medal”, the award of which shall be governed by the following Rules:

## PART I

## PRELIMINARY

**Citation and commencement**

1. These Rules may be cited as the Immigration & Checkpoints Authority Long Service and Good Conduct Medal Rules 2013 and shall be deemed to have come into operation on 1st April 2013.

**Definitions**

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

“10 Years Medal” means the Medal referred to in rule 3;

“30 Years Medal” means the Medal referred to in rule 8;

“Clasp” means the Clasp referred to in rule 4(2);

“eligible person” means any person who is or was appointed as a public officer employed in one of the following schemes of service:

- (a) Home Affairs Services (HAS) – ICA Senior (Snr) Scheme;
- (b) Home Affairs Services (HAS) – ICA Specialist (Sp) Scheme;
- (c) Immigration & Checkpoints Executive Scheme;

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(d) Immigration & Checkpoints Senior Officer Scheme;  
or

(e) Immigration & Checkpoints Specialists Scheme;

“qualifying service” means the total of the following periods (less any period or periods that are deducted under rule 4(3) or 9(2)):

(a) full-time or part-time service in the Immigration & Checkpoints Authority, except that any part-time service shall be counted on the basis of the proportion the part-time service bears to the full-time service over the same period;

(b) full-time national service under the Enlistment Act (Cap. 93) for a continuous period of at least 2 years; or

(c) full-time or part-time service in the Singapore Armed Forces, the Singapore Civil Defence Force or the Singapore Police Service rendered immediately prior to the person’s employment (without break in service) with the Immigration & Checkpoints Authority, except that any part-time service shall be counted on the basis of the proportion the part-time service bears to the full-time service over the same period;

“Singapore Armed Forces” means the force raised and maintained in accordance with the Singapore Armed Forces Act (Cap. 295);

“Singapore Civil Defence Force” means the force raised and maintained in accordance with the Civil Defence Act (Cap. 42);

“Singapore Police Service” means service in any of the following:

(a) the Singapore Police Force;

(b) the Singapore Prisons Service;

(c) the Central Narcotics Bureau.

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PART II

10 YEARS MEDAL

**Designation of 10 Years Medal**

3. A medal to be designated and styled the Immigration & Checkpoints Authority Long Service and Good Conduct (10 Years) Medal may be awarded to an eligible person in recognition of his long and exemplary service and good conduct in the Immigration & Checkpoints Authority, subject to the minimum requirement specified in rule 4.

**Qualifying Service for 10 Years Medal**

4.—(1) An eligible person shall qualify for the award of the 10 Years Medal if he has completed at least 10 years of continuous and unbroken qualifying service.

(2) A Clasp may be awarded to a recipient of the 10 Years Medal on his completion of at least 15 years of continuous and unbroken qualifying service and a second Clasp on his completion of at least 20 years of continuous and unbroken qualifying service.

(3) A period shall be treated as continuous and unbroken for the purposes of paragraphs (1) and (2) notwithstanding —

- (a) a break in service of not more than one day for the purpose of awarding a pension or gratuity under the Pensions Regulations set out in the First Schedule to the Pensions Act (Cap. 225);
- (b) any period of leave without pay, except that such period of leave shall not be counted as qualifying service;
- (c) any period of disruption from full-time or part-time service, except that such period of disruption shall not be counted as qualifying service; or
- (d) any transfer without any break in service between the Immigration & Checkpoints Authority, the Singapore Armed Forces, the Singapore Civil Defence Force and the Singapore Police Service.

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### **Description of 10 Years Medal**

5.—(1) The 10 Years Medal shall consist of a five-petal fused with a pentagon shaped medal with radiating lines in 925 sterling silver and shall measure 40 mm in diameter and 3 mm in thickness.

(2) The obverse side of the Medal shall bear the Singapore State Crest encircled by the inscription “IMMIGRATION & CHECKPOINTS AUTHORITY” above the State Crest and the inscription “SINGAPORE” beneath the State Crest.

(3) The reverse side of the Medal shall bear the Immigration & Checkpoints Authority Crest encircled above by the inscription “LONG SERVICE AND GOOD CONDUCT”.

### **Design of 10 Years Medal**

6. The 10 Years Medal shall be of the design set out in the First Schedule.

### **Wearing of 10 Years Medal**

7.—(1) The 10 Years Medal shall be worn by the recipient on the left side of the outer garment suspended by a ribbon measuring 33 mm in width and 50 mm in length.

(2) The ribbon shall have vertical stripes in blue, red and white.

(3) The centre of the ribbon shall have a blue stripe of 9 mm in width, flanked on each side by a red stripe of 4 mm in width, followed by another blue stripe of 3 mm in width, a white stripe of 2 mm in width and another blue stripe of 3 mm in width.

## **PART III**

### **30 YEARS MEDAL**

#### **Designation of 30 Years Medal**

8. A medal to be designated and styled the Immigration & Checkpoints Authority Long Service and Good Conduct (30 Years) Medal may be awarded to an eligible person in recognition of his long and exemplary service and good conduct in the Immigration &

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Checkpoints Authority, subject to the minimum requirement specified in rule 9.

### **Qualifying Service for 30 Years Medal**

**9.—(1)** An eligible person shall qualify for the award of the 30 Years Medal if he has completed at least 30 years of continuous and unbroken qualifying service.

(2) A period shall be treated as continuous for the purposes of paragraph (1) notwithstanding —

- (a) a break in service of not more than one day for the purpose of awarding a pension or gratuity under the Pensions Regulations set out in the First Schedule to the Pensions Act (Cap. 225);
- (b) any period of leave without pay, except that such period of leave shall not be counted as qualifying service;
- (c) any period of disruption from full-time or part-time service, except that such period of disruption shall not be counted towards qualifying service; or
- (d) any transfer without any break in service between the Immigration & Checkpoints Authority, the Singapore Armed Forces, the Singapore Civil Defence Force and the Singapore Police Service.

### **Description of 30 Years Medal**

**10.—(1)** The 30 Years Medal shall consist of a 5-pointed star medal fused with a faceted pentagon plated in 24K gold and shall measure 45 mm in diameter and 3 mm in thickness.

(2) The obverse side of the Medal shall bear the Singapore State Crest encircled by the inscription “IMMIGRATION & CHECKPOINTS AUTHORITY” above the State Crest and the inscription “SINGAPORE” beneath the State Crest.

(3) The reverse side of the Medal shall bear the Immigration & Checkpoints Authority Crest encircled below by the inscription “LONG SERVICE AND GOOD CONDUCT (30 YEARS)”.

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### **Design of 30 Years Medal**

11. The 30 Years Medal shall be of the design set out in the Second Schedule.

### **Wearing of 30 Years Medal**

12.—(1) The 30 Years Medal shall be worn by the recipient on the left side of the outer garment suspended by a ribbon measuring 33 mm in width and 50 mm in length.

(2) The ribbon shall have vertical stripes in red, blue and white.

(3) The centre of the ribbon shall have a red stripe of 7 mm in width, flanked on each side by a blue stripe of 4 mm in width, followed by a white stripe of 2 mm in width, another red stripe of 1 mm in width, another white stripe of 2 mm in width and another blue stripe 4 mm in width.

## **PART IV**

### **MISCELLANEOUS**

#### **Medals to be awarded by Permanent Secretary, Ministry of Home Affairs**

13. The 10 Years Medal, 30 Years Medal and Clasp shall be awarded by the Permanent Secretary, Ministry of Home Affairs, on the recommendation of the Commissioner of Immigration & Checkpoints Authority.

#### **Publication of awards**

14. The name of any person to whom the Medal or Clasp is awarded shall be published in the *Gazette*.

#### **Forfeiture of Medals**

15.—(1) The Permanent Secretary, Ministry of Home Affairs, may forfeit any Medal or Clasp awarded to any person under these Rules if the person —

- (a) is dismissed or dishonourably discharged from service in the Immigration & Checkpoints Authority;

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- (b) is convicted of any criminal offence; or
- (c) is guilty of misconduct or disloyalty to Singapore.
- (2) Any Medal or Clasp forfeited may be restored by the Permanent Secretary, Ministry of Home Affairs, on the recommendation of the Commissioner of Immigration & Checkpoints Authority.
- (3) A notice of the forfeiture or restoration of any Medal or Clasp shall be published in the *Gazette*.

### **Replacement of Medals**

**16.**—(1) The loss or destruction of the Medal or Clasp shall, if the replacement is desired, be reported by the recipient to the Commissioner of Immigration & Checkpoints Authority who may, if the Commissioner of Immigration & Checkpoints Authority is satisfied that the circumstances in which the loss or destruction occurred are such as to justify replacement, approve the replacement subject to payment made by the recipient to cover the cost of replacement thereof.

(2) No such report shall be made until 6 months after the recipient first becomes aware of the alleged loss or destruction.

## FIRST SCHEDULE

Rule 6

THE IMMIGRATION & CHECKPOINTS AUTHORITY  
LONG SERVICE AND GOOD CONDUCT (10 YEARS) MEDAL



FIRST SCHEDULE — *continued*

Obverse



Reverse

## SECOND SCHEDULE

Rule 11

THE IMMIGRATION & CHECKPOINTS AUTHORITY  
LONG SERVICE AND GOOD CONDUCT (30 YEARS) MEDAL

Obverse



Reverse

Made this 26th day of March 2013.

By Command,

TAN KEE YONG  
*Secretary to the Cabinet,  
Singapore.*

[MHA 71/3/013 Vol. 1; AG/LLRD/SL/74/2011/1 Vol. 1]