

# List of Records by Category

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### **Appointment**

- *Civil service entry system*
- *Entry requirements*
- *Equal opportunities in appointment to Government jobs*
- *Non-civil service appointments*
- *Policy on extension of service / re-employment after retirement*
- *Promotion*
- *Qualification requirements and assessment*
- *Recruitment*
- *Terms of appointment*

### **Awards/Commendation**

- *Long and Meritorious Service Award Scheme*
  - *Policy*
  - *Distribution of certificates & gold pins*
  - *Administration*
  - *Draft estimates*
- *Long and Meritorious Service Travel Award Scheme*
  - *Policy*
  - *List of awardees*
  - *Allocation of awards*
  - *Draft estimates*
  - *Finance*
- *Staff Suggestions Scheme*
  - *Policy*
  - *Publicity*
  - *Agenda of Central Staff Suggestions Committee meeting*
  - *Minutes of Central Staff Suggestions Committee meeting*
  - *Award presentation ceremonies*
  - *Financial matters*
  - *Information of staff suggestions received*
- *The Secretary for the Civil Service's Commendation Award Scheme*
  - *Award Presentation Ceremony*

### **Central Consultative Councils**

- *Senior Civil Service Council*
  - *Terms of reference*

- *Constitution & membership*
- *Agenda and papers*
- *Minutes of meetings*
- *Application for admission*
- *Model Scale 1 Staff Consultative Council*
  - *Terms of reference*
  - *Constitution & membership*
  - *Agenda and papers*
  - *Minutes of meetings*
  - *Application for admission*
- *Disciplined Service Consultative Council*
  - *Terms of reference*
  - *Constitution & membership*
  - *Agenda and papers*
  - *Minutes of meetings*
- *Police Force Council*
  - *Terms of reference*
  - *Constitution & membership*
  - *Agenda and papers*
  - *Minutes of meetings*

### **Civil Service Newsletter**

- *Policy*
- *Publication*
- *Contribution*
- *Distribution*

### **Civil Service Personnel Statistics**

- *Establishment and strength*
- *Appointments*
- *Wastage*
- *Civil Service Personnel Statistics (Booklet)*
- *Statistics of recruitment of Executive Officers*
- *Statistics of recruitment of Administrative Officers*

### **Complaints and Grievance**

- *Staff complaint procedures*
- *Sexual harassment complaint procedures*

- *Complaint Register*
- *Complaints, enquiries and advice on the use of official languages*

### **Complementing and Grading**

- *Establishment matters of various departments*
- *Ranking of post of Clerical and Secretarial Grades*

### **Conduct**

- *Acceptance of advantages and entertainment*
- *Civil Service Code*
- *Conflict of interest*
- *Declaration of investments*
- *Insolvency*
- *Integrity management in the civil service*
- *Legal assistance for Government officers*
- *Outside work*

### **Discipline**

- *Disciplinary mechanism and related matters*
- *Forfeiture of retirement benefits on disciplinary related grounds*
- *Compulsory retirement in the public interest under Section 12 of the Public Service (Administration) Order*
- *Interdiction*
- *Discipline cases on misconduct*
- *Discipline cases under the housing schemes*

### **Establishment and Strength**

- *Establishment and Organisation – Policy*
- *Establishment and Organisation – Administration*
- *Creation of directorate posts in Government departments*
- *Re-organisation of Government departments*
- *Voluntary Retirement Schemes*
- *Controlled Grades for open recruitment*
- *Containing the size of the civil service*
- *Establishment of the Official Languages Officer, Simultaneous Interpreter and Calligraphist Grades*
- *Establishment of Administrative Officer Grades*
- *Establishment of General Grades Officers*

## **General Administration of CSB**

- *Office administration*
  - *Accommodation*
  - *Filing system and record management*
  - *Office security*
  - *Green manager and conservation of energy*
  - *Circulars, regulations and instructions*
  - *Distribution of business and organisation structure*
  - *Delegation of authorities*
  - *Performance pledges*
  - *Access to information and records*
  - *Employment-related personal data in the civil service*
- *Personnel matters*
  - *Postings and transfer*
  - *Departmental Consultative Committee*
    - *Agenda and papers*
    - *Minutes of meeting*
- *Finance and supplies*
  - *Resource allocation*
  - *Estimates of expenditure*
  - *Special FC questions*
  - *Furniture and equipment*

## **Government Holiday Bungalow**

- *Policy*
- *Statistics*

## **Hours of Work**

- *Policy*

## **Housing and Housing-related Benefits**

- *Policy and rules on housing and housing-related benefits*
- *Accommodation Allowance Scheme*
- *Civil Servants' Co-operative Building Societies Scheme*
- *Civil Service Public Housing Quota*
- *Furniture and Domestic Appliances and Related Allowances*
- *Government Built Housing Scheme*
- *Home Financing Scheme*

- *Home Purchase Scheme*
- *Hotel accommodation*
- *House Allowance*
- *Housing Loan Scheme*
- *Non-accountable Cash Allowance Scheme*
- *Non-departmental Quarters*
- *Private Tenancy Allowance*
- *Rent Allowance Scheme*

### **Human Resource Management**

- *HRM publications and documentation*
- *HRM consultation and consultancy*
- *HRM training*

### **Language Policy**

- *Government communication*
- *Enforcement of language policy*
- *Use of Chinese in the Government*

### **Leave and Absence**

- *Vacation leave, annual leave and casual leave*
- *Sick Leave*
- *Maternity Leave*
- *Authorised absence not counting as leave (except authorized absence granted under CSR IIII(1)(a), (d), (f) and (h))*
- *Authorised absence for union office-bearers*
  - *Policy*
  - *Applications for absence not counting as leave to attend training course/conference/seminar*
- *Time off*

### **Liaison with Staff Associations/Unions**

- *List of staff association/union and office bearers*
- *Correspondence and meetings with staff associations*
- *SCS' tea gathering with Staff Union representatives*

### **List of Translation Service Providers**

### **Manpower Planning**

- *Manpower forecast*

### **Medical and Dental Facilities**

- *Medical treatment*
- *Hospital maintenance fees*
- *Reimbursement of medical expenses*
- *Voluntary medical insurance scheme for civil servants and non-civil servants employed by the Government*
- *Dental treatment*
- *Reimbursement of dental charges*
- *Standing Committee on medical and dental facilities*
- *Complaints on medical and dental facilities*

### **Non-civil Service Contract (NCSC) Staff Scheme**

- *Policy*
- *Surveys on the employment of NCSC staff*

### **Passages and Related Expenses**

- *Passage on first appointment and leaving Government service*
- *Leave passage*
- *Duty passage*
- *School passage*
- *Baggage allowances and travelling expenses*

### **Posting/Secondment**

- *Posting/transfer of General Grades Officers*
- *Deployment and secondment of General Grades Officers*
- *Posting of the Official Languages Officers, Simultaneous Interpreters and Calligraphists*

### **Publicity**

- *Fact sheet on the Civil Service*
- *Press releases*
- *Public speeches*
- *Glossary*
- *Word Power*
- *Executive Officer Grade Newsletter*
- *Newsletter of Clerical & Secretarial Grades*

## **Recruitment**

- *Common Recruitment Examination and Basic Law Test (Degree / Professional Grades)*
- *Government Standard Examination*
- *Career exhibition/talks*

## **Retirement**

- *Pensions and gratuities*
- *Retirement*
- *Civil Service Provident Fund Scheme*
- *Mandatory Provident Fund arrangements*
- *Post-service outside work*
- *Resignation*
- *Widow & Orphan Pension Scheme*
- *Surviving Spouses and Children's Pensions Scheme*
- *Death and injury benefits*
- *Invaliding of officers – policy*
- *Pensioners' welfare*
  - *Pensioners' Welfare Fund*
  - *Pensioners' Resource Centre*
- *Retirement Souvenir Scheme*
  - *Policy*
  - *Administration*
  - *Draft estimates*

## **Salaries and Allowances**

- *Overtime and related allowances*
- *Job-related allowances*
- *Subsistence allowance*
- *Entertainment expenses*
- *Local education allowance*
- *Overseas education allowance*
- *Honorarium*
- *Travelling expenses*

## **Salary/Increment**

- *Pay Structure review*
- *Pay Scales*

- *Annual pay adjustment*
- *Development of an Improved Civil Service Pay Adjustment Mechanism*
- *Review of starting salaries*

### **Service-wide Language Promotion Activities**

- *Campaigns*
- *Talks*

### **Serving the Community**

- *Performance Pledges of the civil service*
- *Civil Service Outstanding Service Award Scheme*

### **Staff Consultation**

- *Central consultative machinery & procedures*
- *Departmental consultative machinery & procedures*
- *Departmental Consultative Committees*
  - *Agenda and paper*
  - *Minutes of meeting*

### **Staff Relations**

- *Policy*
- *Talks on staff relations*

### **Staff Welfare**

- *Staff Relief Fund*
  - *Policy*
  - *Finance*
  - *Statistics*
- *Staff Welfare Fund*
  - *Policy*
  - *Finance*
  - *Statistics*
- *TV sets for Staff Recreation Rooms*
  - *Policy*
- *Special Grants for Funeral Expenses*
  - *Policy*
  - *Burial spaces for officers killed on duty*

## **Training**

- *Training policy*
- *Government training scholarship*
- *Reimbursement of local course fee*
- *Secretariat Attachment Scheme*
- *Civil Service Training and Development Institute – Service Directory*
- *Leadership and Management training*
- *National studies and Basic Law training*
- *Information Technology training*
- *Language training*

## **Translation, Interpretation and Drafting Services in the Government**

- *Apothegm*
- *Interpretation services*
- *Translation services*

## **Union Publication Containing Paid Advertisement**

- *Policy*
- *Applications from unions for soliciting paid advertisement on union publication*

## **Use of Agency Workers**

- *Policy*
- *Surveys on the use of agency workers*

## **Visits**

- *Overseas visit*
- *SCS' Visits to bureaux/departments*

Note: The above list is only a broad description in general terms of the types of records held by Civil Service Bureau. Some of the records are not information routinely made available to the public or there are reasons to withhold the information based on the provisions of the Code on Access to Information. Upon receiving applications made under the Code on Access to Information, we will respond to the requests in accordance with the provisions of the Code.