



Civil Service Bureau

Data Dictionary for Annually-updated Civil Service Personnel Statistics

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Amendment History

Change Number	Revision Description	Pages Affected	Revision Number	Date
1	Initial release		1.0	Oct 2019
2	Notes update and removal of “Strength of the 12 largest Departments”	2-8	2.0	Aug 2022
3	Notes update	2	3.0	May 2024

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1. PURPOSE

Under the Open Data Policy of the Government of the Hong Kong Special Administrative Region (the Government), the Annually-updated Civil Service Personnel Statistics on establishment and strength, appointments and staff wastage of the civil service is released in machine readable format (CSV file format). This document provides information of data fields of the CSV files of the Annually-updated Civil Service Personnel Statistics.

The Annually-updated Civil Service Personnel Statistics is also uploaded onto the Civil Service Bureau Homepage at <https://www.csb.gov.hk/english/stat/annually/546.html>.

Please pay attention to the following when using the statistics –

1. The statistics are based on figures reported by government departments.
2. All statistics include civil servants working in government departments and those who have been seconded/posted to subvented/public-funded bodies, e.g. Hong Kong Monetary Authority and Hospital Authority.
3. These sets of statistics are updated on an annually basis. Please refer to “Quarterly-updated Civil Service Personnel Statistics” dataset for Quarterly-updated Civil Service Personnel Statistics.

2. ESTABLISHMENT AND STRENGTH OF THE GOVERNMENT AND THE CIVIL SERVICE

Below is the data fields of the CSV file of establishment and strength of the Government and the Civil Service.

Column Name	Description	Remarks
establishment_and_strength	Indicate that whether it is a figure of establishment of the Government, strength of the Government, establishment of the Civil Service and the strength of the Civil Service	Data Type: Text
as_at	The cutoff date of the statistics	Data Type: Date
figure	The figure of establishment and strength as at the cutoff date	Data Type: Numeric

Notes:

1. The establishment and strength figures of the Government include:
 - a) civil servants working in government departments;
 - b) those who have been seconded / posted to subvented / public-funded bodies, e.g. Hong Kong Monetary Authority and Hospital Authority; and
 - c) Judges and Judicial Officers, Independent Commission Against Corruption (ICAC) officers and locally engaged staff working in Hong Kong Economic and Trade Offices outside Hong Kong.
2. The establishment and strength figures of the Civil Service include 1(a) and 1(b) only.
3. Establishment figures include permanent and time-limited posts.
4. Strength figures include officers on final leave.

3. STRENGTH OF THE CIVIL SERVICE BY AGE GROUPS AND SEX

Below is the data fields of the CSV file of strength of the Civil Service by age groups and sex.

Column Name	Description	Remarks
as_at	The cutoff date of the statistics	Data Type: Date
age_group	Age groups	Data Type: Text
sex	Gender	Data Type: Text
strength	The breakdown of strength of the Civil Service by age group and sex	Data Type: Numeric

Note:

The statistics exclude Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices outside Hong Kong.

4. STRENGTH OF THE CIVIL SERVICE BY SALARY GROUPS AND TERMS OF APPOINTMENT

Below is the data fields of the CSV file of strength of the Civil Service by salary groups and terms of appointment.

Column Name	Description	Remarks
as_at	The cutoff date of the statistics	Data Type: Date
salary_group	Salary groups	Data Type: Text
terms_of_appointment	Terms of Appointment of the Civil Service	Data Type: Text Possible values: Local, Overseas, Common, New
strength	The breakdown of strength of the Civil Service by salary groups and terms of appointment	Data Type: Numeric

Notes:

1. The statistics exclude Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices outside Hong Kong.
2. “Local” refers to the set of terms offered to a local officer appointed before the introduction of common terms.
3. “Overseas” refers to the set of terms offered to an overseas officer appointed before the introduction of common terms.
4. “Common” refers to a common set of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 January 1999 and before 1 June 2000.
5. “New” refers to new sets of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 June 2000.

5. STAFF-RELATED EXPENDITURE

Below is the data fields of the CSV file of staff-related expenditure.

Column Name	Description	Remarks
staff_related_expenditure	Indicate that it is the total staff-related expenditure on the Civil Service	Data Type: Text
financial_year	The financial year (starting from 1 April) that the expenditure covers	Data Type: Text
amount_(billion)	Amount of the expenditure in billion Hong Kong dollar	Data Type: Numeric
percentage_of_gov_op_expenditure	Percentage of the Government's operating expenditure	Data Type: Percentage
note	Supplementary note of staff-related expenditure for the subvented sector	Data Type: Text

Note:

The expenditure amount is in Hong Kong dollars. About HK\$7.8 = US\$1.

6. APPOINTMENTS TO THE CIVIL SERVICE BY SALARY GROUPS AND TERMS OF APPOINTMENT

Below is the data fields of the CSV file of appointments to the Civil Service by salary groups and terms of appointment.

Column Name	Description	Remarks
financial_year	The financial year (starting from 1 April) that the statistics covers	Data Type: Text
up_to	Up to the date of the statistics	Data Type: Date
salary_group	Salary group	Data Type: Text
terms_of_appointment	Terms of Appointment of the Civil Service	Data Type: Text Possible values: Local, Overseas, Common, New
intake	The breakdown of appointments to the Civil Service by salary group and terms of appointment	Data Type: Numeric

Notes:

1. The statistics exclude Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices outside Hong Kong.
- 2.“Local” refers to the set of terms offered to a local officer appointed before the introduction of common terms.
- 3.“Overseas” refers to the set of terms offered to an overseas officer appointed before the introduction of common terms.
- 4.“Common” refers to a common set of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 January 1999 and before 1 June 2000.
- 5.“New” refers to new sets of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 June 2000.
- 6.Appointments figures are inclusive of in-service appointments and re-employment after retirement.

7. STAFF WASTAGE BY WASTAGE TYPES AND TERMS OF APPOINTMENT

Below is the data fields of the CSV file of wastage to the Civil Service by wastage types and terms of appointment.

Column Name	Description	Remarks
financial_year	The financial year (starting from 1 April) that the statistics covers	Data Type: Text
up_to	Up to the date of the statistics	Data Type: Date
wastage_type	Wastage Types	Data Type: Text Possible values: Retirement, Resignation, Completion of Agreement, Death, Dismissal, Termination of Service, Other Reasons
terms_of_appointment	Terms of Appointment of the Civil Service	Data Type: Text Possible values: Local, Overseas, Common, New
wastage	The breakdown of staff wastage of the Civil Service by wastage types and terms of appointment	Data Type: Numeric

Notes:

1. The statistics exclude Judges and Judicial Officers, ICAC officers and locally engaged staff working in Hong Kong Economic and Trade Offices outside Hong Kong.
2. “Local” refers to the set of terms offered to a local officer appointed before the introduction of common terms.
3. “Overseas” refers to the set of terms offered to an overseas officer appointed before the introduction of common terms.
4. “Common” refers to a common set of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 January 1999 and before 1 June 2000.
5. “New” refers to new sets of terms of appointment and conditions of service applicable to new appointees to the Civil Service on civil service terms and conditions who are offered appointment on or after 1 June 2000.
6. For the wastage type “Other reasons”, it includes completion of apprenticeship, resolution of agreement by mutual consent, etc.

8. DISCIPLINARY CASES IN THE CIVIL SERVICE

Below is the data fields of the CSV file of disciplinary cases in the civil service.

Column Name	Description	Remarks
case	Disciplinary Cases	Data Type: Text
year	The financial year that the statistics covers	Data Type: Text
amount	Number of disciplinary cases	Data Type: Numeric

Notes:

1. Summary disciplinary action comprises verbal and written warnings.
2. The types of punishment imposed for cases after disciplinary proceedings under the Public Service (Administration) Order or Disciplined Services Legislation include reprimand, severe reprimand, financial penalty, reduction in rank, compulsory retirement and dismissal, etc.