

## **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*
- *Long and Meritorious Service Travel Award Scheme*
- *Staff Suggestions Scheme*
- *The Secretary for the Civil Service's Commendation Award Scheme*
- *Civil Service Outstanding Service Award Scheme*

### **Civil Service Personnel Statistics**

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

### **Complaints and Grievance**

- *Staff complaints procedure*
- *Handling of sexual harassment complaints in the civil service*
- *Complaint Register*
- *Complaints, enquiries and advice on the use of official languages*

## **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*
- *Establishment matters of various departments*
- *Creation of directorate posts in Government departments*
- *Re-organisation of Government departments*
- *Voluntary Retirement Schemes*
- *Controlled Grades for 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*
  - *Green management and conservation of energy*
  - *Circulars, regulations and instructions*
  - *Distribution of business and organisation structure*
  - *Performance pledges*
  - *Access to information and records*
- *Personnel matters*
- *Finance*

## **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*

### **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*
- *Paternity Leave*
- *Authorised absence not counting as leave (except authorized absence granted under CSR 1111(1)(a), (d), (f) and (h))*
- *Authorised absence for union office-bearers under CSR1111(3) )*

### **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 on NCSC Staff Scheme*
- *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*

### **Post-retirement Service Contract (PRSC) Scheme**

- *Policy on PRSC Scheme*
- *Surveys on the employment of PRSC staff*

### **Publicity**

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

### **Recruitment**

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

## **Retirement**

- *Civil Service pension schemes*
- *Retirement*
- *Civil Service Provident Fund Scheme*
- *Mandatory Provident Fund arrangements*
- *Post-service outside work*
- *Resignation*
- *Widows and Orphans Pension Scheme*
- *Surviving Spouses' and Children's Pensions Scheme*
- *Death and injury benefits*
- *Invaliding of officers – policy*
- *Pensioners' welfare*
  - *Pensioners' Welfare Fund*
  - *Government Retirees' Resource Centre*
- *Retirement Souvenir Scheme*

## **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*

### **Staff Relations and Consultation**

- *Central consultative machinery*
- *Departmental consultative machinery*
- *Correspondence and publications of staff associations*
- *Departmental Consultative Committee in CSB*

### **Staff Welfare**

- *Staff Welfare Fund*
- *Hotline Counselling Service on Stress Management*
- *Government Holiday Bungalows*
- *Staff Relief Fund*
- *Burial Facilities at Gallant Garden*
- *Special Grants for Funeral Expenses*

### **Training**

- *Training policy*
- *Civil Service Training and Development Institute – Service Directory*
  - *Training and Consultancy Services*
  - *Leadership and Management training*
  - *National Studies and Basic Law training*
  - *Information Technology training*

- *Language training*
- *E-learning*

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

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

### **Union Publication Containing Paid Advertisement**

- *Policy*

### **Use of Agency Workers**

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

### **Visits**

- *Secretary for the Civil Service's 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