

Legislative Council Panel on Public Service

CSR 610 and Officers' Personnel Files

Background

At the meeting of the Panel on Public Service held on 20 March 2006, Members discussed issues concerning civil servants' right to strike. Following discussions, the Administration was invited to:-

- (a) consider whether and how technical amendments should be made to improve the drafting of CSR 610, including a Member's suggestion that the principle of "no work, no pay" be reflected in the relevant CSR; and
- (b) provide an information paper, setting out the purposes for which the information contained in an officer's personnel file would be used.

2. This note sets out the Administration's response to (a) above and gives the information requested in (b).

CSR 610

3. At the Panel meeting held on 20 March, Members expressed concern that the present drafting of CSR 610 might be misconstrued to mean that civil servants participating in a strike were "absent from duty without reasonable excuse".

4. The Administration has reviewed the text of CSR 610 in the light of comments made by Members. The suggestion of including in this CSR an express reference to the principle of "no work, on pay" is agreeable to us. We will shortly consult the staff sides on the technical amendments to CSR 610.

Information contained in an officer's personnel file

5. It is our long-standing practice to keep, in the personnel file of an officer, records relating to his/her personal particulars, appointment, salaries and allowances, housing benefits, medical and dental benefits, conduct and discipline, training, leave and passage, termination of service, and other personnel related matters. It is also our long-standing practice to keep, in the personnel file, correspondence between the officer and the management on personnel matters.

6. The keeping of these records and correspondence in an officer's personnel file is to enable easy retrieval and future reference. Given the size of the civil service, it is not practical to keep correspondence between the management and individual staff in subject files. That would pose serious difficulties in the retrieval of documents.

7. The information in an officer's personnel file is kept for the purpose of facilitating human resource management functions, such as career development, training and posting; as well as for purposes relating to conditions of service, such as the calculation of an officer's leave entitlement and pension benefits, etc. The information kept in the personnel file may also be referred to for other purposes, including answering enquiries from the officer about, say, his/her eligibility for certain civil service benefits, processing nominations for award/commendation, and preparing a testimonial at the request of the officer.

Civil Service Bureau
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