

**Procedures for Processing Post-service Outside Work**  
**Applications from Directorate Civil Servants**

**PURPOSE**

This paper sets out the existing procedures for processing applications from directorate civil servants for permission to take up post-service outside work.

**APPLICATION PROCEDURES**

2. There are two sets of arrangements (old and new arrangements) governing the post-service outside work control of two groups of directorate civil servants. Each set of arrangement is covered by specific Civil Service Bureau (CSB) circulars and specific application forms. In general, the application form under the new arrangement seeks more detailed information from applicants and more detailed assessments on the applications. Nonetheless, the steps set out in the following paragraphs are generally taken<sup>1</sup> to process applications under both sets of arrangements.

**Step 1 - Submission of Application**

3. A former directorate civil servant who intends to take up post-service outside work should submit the duly completed application form at least one month before the planned commencement of the outside work.

4. If an applicant was a Head of Department (HoD) or a Permanent Secretary immediately before leaving the Government, he should send his application form to CSB. Former directorate civil servants other than HoD/Permanent Secretary should send their applications to the

---

<sup>1</sup> Except for step 6 – entering a case record on a public register, which is only required for outside work taken up by directorate civil servants at D4 or above subject to the new arrangement.

Permanent Secretary, or HoD, or Head of Grade (HoG) of his last post in the Government.

5. An applicant is required to provide in the application form his own particulars, e.g. date of cessation of active service, date of leaving the Government, terms of appointment, and service history.

6. An applicant is required to provide the details of the prospective outside work (including position, major duties and responsibilities, etc.) and the prospective employer's details (including name, major clientele, parent company and subsidiaries, etc). An applicant is also required to answer questions on whether he has any contractual, non-contractual or official contacts with the prospective employer, etc. The application form for directorate civil servants subject to the new arrangement specifically states that where an applicant will be involved in the business of the prospective employer's parent or any of its subsidiaries, he should answer the questions with reference to these parent or subsidiary companies. Otherwise, parent or subsidiary companies are not included in subsequent assessment.

## **Step 2 - Assessment of Applications by HoD, HoG and/or Permanent Secretary**

7. CSB will forward an application form submitted by a former Permanent Secretary or HoD to the relevant incumbent Permanent Secretary and/or HoD and/or HoG for assessment.

8. Upon receipt of an application form from an applicant direct or referral from CSB, the relevant Permanent Secretary, HoD and/or HoG or officer so designated are required to provide assessments on the application.

9. The assessment covers questions which reflect the assessment criteria set out in the relevant CSB circulars, e.g. whether the applicant has any contractual, legal or official dealings with the prospective employer; whether he was involved in the formulation of any policy or decisions, the effect of which benefited or could benefit the prospective employer; whether he was involved in any assignments/projects or regulatory/enforcement duties which are connected in any way with his

duties and responsibilities under the prospective outside work with the prospective employer; and whether the proposed appointment would give rise to any negative public perception or cause embarrassment to the Government. Except for directorate civil servants on agreement terms and subject to the old arrangement, the assessment also covers competitors of the prospective employer.

10. Depending on the nature of the outside work under application, CSB will also invite other concerned bureau(x)/department(s) to provide their views on an application by memorandum or email.

### **Step 3 – Seek Advice from the Advisory Committee on Post-service Employment of Civil Servants**

11. After collating all the assessments, CSB will first pass a draft paper to the Chairman of the Advisory Committee on Post-service Employment of Civil Servants (the Advisory Committee) for consideration. Where necessary, the Chairman may ask for a meeting to be convened to discuss an application.

12. If the Chairman believes that the paper can be dealt with by circulation of paper, on receipt of the Chairman's advice, CSB will finalise the draft by inclusion of a paragraph on "Views of the Chairman". It will then circulate the paper to Members for their advice, with a copy to the Chairman. Members will provide their comments by completion of a reply slip.

13. The Advisory Committee is guided by a set of declaration of interest rules. When a member (including the Chairman) sees a potential conflict of interest in respect of an application, he has to make full disclosure of his interest. If deemed necessary, he has to return the paper and refrain from giving comments on the application.

### **Step 4 - Submission to SCS for decision**

14. After the Advisory Committee tenders its advice, CSB will submit the application to SCS for a decision. SCS will then decide whether to approve an application with/without additional conditions or to reject an application.

## **Step 5 - Reply to the Applicant**

15. After SCS has decided on an application, CSB will convey the decision to the applicant in writing. For an approved application, the applicant will be asked to notify CSB of the commencement date of the approved outside work and, where appropriate, notify the prospective employer of the terms of approval, including any sanitisation or restrictions imposed. For an approved application from a directorate civil servant subject to the new arrangement, the applicant will also be asked to complete a case record and return it to CSB. For a rejected application, the applicant will be informed of the reasons for rejection.

## **Step 6 – Entering on a Public Register Information on Approved and Taken-up Outside Work**

16. As and when the approved outside work is taken up by a directorate civil servant at D4 or above (or equivalent) subject to the new arrangement, a case record on the particular outside work will be entered on a register, which is available for public inspection upon request. The case record will be removed upon the expiry of the post-service control period for the concerned directorate civil servant or upon his notification to CSB that he has ceased the outside work, whichever the earlier. Approved outside work not taken up by a directorate civil servant at D4 or above (or equivalent) subject to the new arrangement will not be entered on the register.

Civil Service Bureau  
December 2008