

- (d) the revised work schedules of CSB Departmental Divisions to align with the organizational changes in Government Secretariat

following the implementation of the Accountability System for Principal Officials on 1 July 2002.

Civil Service Management Authorities Exercised by Bureau Secretaries (other than SCS)

2. Certain powers on civil service management under the Public Service (Administration) Order (PS(A)O), the Acceptance of Advantages (Chief Executive's Permission) Notice (AAN), Civil Service Regulations (CSRs) and the related CSB Circulars and Circular Memoranda, and External Service Regulations (ESRs) and the related Circulars and Circular Memoranda are delegated to Bureau Secretaries in their capacity as :

- (a) Heads of Department (HoDs) of the Bureaux concerned, e.g. appointment of non-directorate officers, imposing punishment (other than dismissal) on officers below MPS Pt 14, approving payment of certain allowances, granting travel awards to officers, administering investment declarations of officers of Tier II posts in their bureaux, granting leave to their staff etc.;
- (b) supervisor of HoDs in their policy portfolios, e.g. approving upgrading of passage in respect of HoD; and
- (c) specific authority holder, e.g. the former Secretary for Commerce and Industry is delegated with the power to apply, interpret, and where expressly stated, make exceptions to ESRs.

3. Following the implementation of the Accountability System for Principal Officials on 1 July 2002, the Directors of Bureau are underpinned by Permanent Secretaries in Bureaux. To facilitate the Directors of Bureau to discharge their responsibilities in strategic policy issues by relieving them of administrative and operational matters, Permanent Secretaries are entrusted with the responsibilities and powers on civil service management issues in respective bureaux.

4. With the approval of the Chief Executive, the civil service management authorities previously delegated to Bureau Secretaries (other than SCS) are now delegated to the relevant Permanent Secretaries. References to the power of Bureau Secretaries (other than SCS) under the PS(A)O, AAN, CSRs and CSB Circulars and Circular Memoranda, and ESRs and the related Circulars and Circular Memoranda and relevant forms are to be replaced by the

relevant Permanent Secretaries, and references to the power of HoDs would mean the relevant Permanent Secretaries and the HoDs. Likewise, references to Bureau Secretaries (other than SCS) in the above documents in respect of civil service management matters should be replaced by the relevant Permanent Secretaries of Bureau, and HoDs by Permanent Secretaries and the HoDs.

5. Except where the delegated authority is to be made by the Permanent Secretaries or HoDs personally, the Permanent Secretary or a HoD may authorize officers within his Bureau or Department to take day to day routine decisions involving application and interpretation of the above-mentioned civil service related orders and regulations on his behalf. In the light of the changes in paragraph 4 above, in accordance with legal advice, Permanent Secretaries of Bureau are required to make fresh authorizations to officers within his Bureau. Heads of Department/Heads of Grade who are not affected by the changes are not required to do the same.

Transfer of Civil Service Management Authorities From CS to SCS

6. Following the implementation of the accountability system on 1 July 2002, CE has made fresh delegation of authority in respect of powers formerly exercised by CS under CSRs as listed in **Annex A** to SCS. Cases involving the exercise of the powers listed in **Annex A** should be referred to SCS with immediate effect.

Changes in the Chinese post titles of Deputy Secretaries, Principal Assistant Secretaries and Assistant Secretaries for the Civil Service

7. With effect from 1 July 2002, references to the Chinese post titles of Deputy Secretaries, Principal Assistant Secretaries and Assistant Secretaries as shown in CSRs, CSB Circulars and Circular Memoranda, ESRs and related Circulars and Circular Memoranda and the related forms should be replaced by the following :

Deputy Secretary for the Civil Service (公務員事務局副秘書長)

Principal Assistant Secretary for the Civil Service (公務員事務局首席助理秘書長)

Assistant Secretary for the Civil Service (公務員事務局助理秘書長)

Revised Work Schedules of CSB Departmental Divisions

8. To align with the organizational changes in the Government Secretariat, the revised work schedules of CSB Departmental Divisions (changes in bold) are shown in **Annex B**.

Consequential amendments to CSRs and CSB Circulars and Circular Memoranda and ESRs and related Circulars and Circular Memoranda and Relevant Forms

9. References in the CSRs and CSB Circulars and Circular Memoranda and ESRs and related Circulars and Circular Memoranda and the relevant forms will be suitably adapted in a separate exercise.

Enquiries

10. For enquiries about this circular, please contact your Departmental Secretaries who, if in doubt, may contact the relevant Departmental Division of the Civil Service Bureau.



(Ms Anissa WONG)
for Secretary for the Civil Service

c.c. Commissioner, ICAC
Judiciary Administrator
Secretary, PSC

Internal :

Division Heads, CSB

**Transfer of Civil Service-related Powers vested in CS to SCS
under Civil Service Regulations**

CSRs	CSRs no. etc.	Nature of Powers	Arrangement before 1.7.2002	Arrangement w.e.f. 1.7.2002
Non-departmental Quarters	810 (3)	Allocation of non-departmental quarters to officers with substantive monthly salaries on D6 and above or equivalent and, in exceptional circumstances, to other officers.	Power vested in CS	Power vested in SCS.
	811(a)	Appointment of the Chairman of the Quarters Allocation Committee.	Power vested in CS	Power vested in SCS.
Exemplary conduct	436	To approve money which has been subscribed with a view to marking public approbation of an officer's conduct for dedication to objects of public purpose and connected with the name of the officer who has merited such a proof of the general esteem.	Power vested in CS	Power vested in SCS.

CSRs	CSRs no. etc.	Nature of Powers	Arrangement before 1.7.2002	Arrangement w.e.f. 1.7.2002
Authorities for approving substantive appointments	103	To approve the appointments to offices up to Director of Bureau equivalent level, except Principal Official posts, subject to the advice of PSC when so required by the PSC Ordinance and Regulations	Power vested in CS	Power vested in SCS. SCS should approve the appointments to officers (including officers on non-civil service terms) up to the rank of D8 or equivalent, except Principal Official posts.

**Revised Work Schedule of CSB Departmental Divisions
w.e.f. 1.7.2002**

Bureau	Responsible CSB Departmental Division(s) before 1.7.2002	Responsible CSB Departmental Division w.e.f. 1.7.2002	Responsible Principal Assistant Secretary
Civil Service	3	3	Mrs Alice CHEUNG, PAS(CS)3 2810 3100
Commerce, Industry and Technology	3	3	Mrs Alice CHEUNG, PAS(CS)3 2810 3100
Constitutional Affairs	3	3	Mrs Alice CHEUNG, PAS(CS)3 2810 3100
Economic Development and Labour	3 + 4	3	Mrs Alice CHEUNG, PAS(CS)3 2810 3100
Education and Manpower	4	4	Mr Christopher K B WONG, PAS(CS)4 2810 3153
Environment, Transport and Works	2 + 3	2	Miss Angelina FUNG, PAS(CS)2 2810 3112
Financial Services and the Treasury	3	3	Mrs Alice CHEUNG, PAS(CS)3 2810 3100
Health, Welfare and Food	3 + 4	4	Mr Christopher K B WONG, PAS(CS)4 2810 3153
Home Affairs	5	5	Mr Vincent LIU PAS(CS)5 2810 2746
Housing, Planning and Lands	2 + 4	2	Miss Angelina FUNG PAS(CS)2 2810 3112
Security	1	1	Miss Leonia TAI PAS(CS)1 3185 3101

* The existing schedule of departments under the purview of individual CSB Departmental Divisions remain unchanged.