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**CIVIL SERVICE BUREAU  
GOVERNMENT SECRETARIAT**  
WEST WING  
CENTRAL GOVERNMENT OFFICES  
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HONG KONG

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8 June 2012

Clerk to the Establishment Subcommittee  
(Attn: Ms Connie SZETO)  
Legislative Council Complex  
1 Legislative Council Road  
Central  
Hong Kong

Dear Ms SZETO,

**Establishment Subcommittee**

**Follow-up to meeting on 6 June 2012**

I refer to your letter dated 7 June 2012 to the Deputy Secretary for Financial Services and the Treasury (Treasury) 1 on the above subject. The attached note sets out the information requested under item (a) of your letter with regard to the staffing required for providing support to the politically appointed officials under the proposed structure of the Government Secretariat.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Frankie Lui', written over a thin horizontal line.

( Frankie Lui )  
for Secretary for the Civil Service

c.c. Secretary for Financial Services and the Treasury  
(Attn: Deputy Secretary for Financial Services and the Treasury  
(Treasury) 1)

## **Creation of 51 Civil Service Posts under the Re-organisation Proposals**

At the Establishment Subcommittee meeting on 6 June 2012, Members requested more information on the staffing required for providing support to the politically appointed officials under the proposed structure of the Government Secretariat set out in EC(2012-13)5. Details of the 51 proposed posts, including their grades, ranks and the offices/bureaux where the posts are to be created, are given at the Annex.

2. The 51 proposed new posts include –

- (a) Six directorate posts
- two Administrative Officer Staff Grade A1 (D8) Permanent Secretary posts, namely, the Permanent Secretary for Culture and the Permanent Secretary for Commerce and Industries (Maritime, Aviation, Logistics and Tourism);
  - four Administrative Officer Staff Grade C (D2) Administrative Assistant (AA) posts, namely, the AAs to the Deputy Chief Secretary for Administration (DCS), the Deputy Financial Secretary (DFS), the Secretary for Culture (S for C) and the Secretary for Technology and Communication (STC); and
- (b) 45 non-directorate posts, comprising posts of the Administrative Officer (two), Executive Officer (three), Information Officer (11), Secretarial (12), Clerical (eight), Confidential Assistant (two), Supplies Supervisor (one) and Chauffeur (six) grades. The creation of these posts is required to provide the necessary administrative support for the private offices of DCS, DFS, the newly created Culture Bureau, Technology and Communications Bureau and the Maritime, Aviation, Logistics and Tourism Branch of the Commerce and Industries Bureau; and to strengthen the staffing of the press information units of the restructured Government Secretariat.

3. All the 51 posts will be permanent posts. Of them, 43 posts are to be filled by civil servants while eight posts, namely, the four Personal Assistant and four Chauffeur posts serving DCS, DFS, S for C and STC, can be filled either by civil servants or by direct appointment of non-civil servants as explained in paragraph 16 of EC(2012-13)5.

June 2012  
Civil Service Bureau

## Distribution of the Proposed 51 Permanent Civil Service Posts

## A. Six directorate posts

Post	Rank	CSO		TCB	CB	CIB (MALTB)	Total
		DCS Private Office	DFS Private Office				
Permanent Secretary for Culture	Administrative Officer Staff Grade A1 (D8)				1		1
Permanent Secretary for Commerce and Industries (Maritime, Aviation, Logistics and Tourism)							1
Administrative Assistant	Administrative Officer Staff Grade C (D2)	1	1	1	1		4
<b>Sub-total for A</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>6</b>

## B. 45 non-directorate posts

Grade	Rank	CSO		TCB	CB	CIB (MALTB)	Total
		DCS Private Office	DFS Private Office				
Administrative Officer	Senior Administrative Officer	1	1				2
Executive Officer	Chief Executive Officer					1	1
	Senior Executive Officer					1	1
	Executive Officer I					1	1

Grade	Rank	CSO		TCB	CB	CIB (MALTB)	Total
		DCS Private Office	DFS Private Office				
Information Officer	Chief Information Officer	1*	1*	1*	1*		4
	Principal Information Officer			1*	1*		2
	Senior Information Officer					1*	1
	Information Officer				1*	1*	2
	Assistant Information Officer			1*	1*		2
Personal Secretary	Personal Assistant	1	1	1	2	1	6
	Senior Personal Secretary			1	1		2
	Personal Secretary I	1	1	1	1		4
Clerical Officer	Clerical Officer					2	2
	Assistant Clerical Officer	1	1	1*	1*		4
Clerical Assistant	Clerical Assistant			1*	1*		2
Confidential Assistant	Confidential Assistant					2	2
Supplies Supervisor	Supplies Supervisor II					1	1
Chauffeur	Chauffeur	1	1	1	2	1	6
<b>Sub-total for B</b>		<b>6</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>12</b>	<b>45</b>
<b>Total</b>		<b>7</b>	<b>7</b>	<b>10</b>	<b>14</b>	<b>13</b>	<b>51</b>

Notes

CSO	Offices of the Chief Secretary for Administration and the Financial Secretary
DCS	Deputy Chief Secretary for Administration
DFS	Deputy Financial Secretary
TCB	Technology and Communications Bureau
CB	Culture Bureau
CIB (MALTB)	Commerce and Industries Bureau (Maritime, Aviation, Logistics and Tourism Branch)

\*To be created on the establishment of the Information Services Department.