

**Select Committee to Inquire into Matters relating to
the Post-service Work of Mr Leung Chin-man**

**Information provided by the Administration in response to
the Clerk to Select Committee’s letter of 12 November 2009**

	Document No.
<p>The Select Committee has noted that the Secretary for the Civil Service (“SCS”), being a Principal Official under the accountability system, is the authority to decide on applications for post-service work from directorate civil servants; while the Permanent Secretary for the Civil Service (“PSCS”) is the most senior civil servant in the Civil Service Bureau underpinning SCS. The Select Committee has requested the Administration to provide information on the specific roles and duties of SCS and PSCS under the accountability system in respect of the processing and approval of post-service work applications from directorate civil servants.</p> <p><i>CSB’s Response: SCS is the decision authority of each post-service outside work application submitted by directorate civil servants on final leave or former directorate civil servants subject to the specified control period. SCS may approve an application with or without conditions or may reject an application. SCS makes the decision on each application after taking into account the policy objective of the post-service outside work control regime for directorate civil servants, the particulars of the application, and the assessments and advice from all the relevant parties within the Administration and from the Advisory Committee on Post-service Employment of Civil Servants. As the decision authority, SCS is accountable for the decision made on each application.</i></p> <p><i>The role of PSCS is to ensure that each post-service outside work application from directorate civil servants or former directorate civil servants is processed in accordance with the</i></p>	

<p><i>established mechanism, and to tender advice to SCS on these applications. For example, PSCS has to consider whether the processing of an application has followed the correct procedures, whether all the parties that should be consulted on the application have been duly consulted, and whether the recommendation on the application to SCS from the subject officer, Administrative Assistant/SCS, endorsed or revised by the Deputy Secretary (Civil Service) 1, is sound¹. For applications from directorate Administrative Officers ("AO"), PSCS has the additional role and responsibility of providing to SCS his assessment on the application as the Head of the AO Grade (being one of the parties who have to comment on such kind of applications).</i></p>	
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¹ Before 7 July 2008, the subject officer was Principal Assistant Secretary (Appointments).