

**M E M O***From* Secretary for the Civil Service*To* Directors of Bureaux,  
Permanent Secretaries  
and Heads of Departments*Ref.* \_\_\_\_\_ *in* Ad 7/115*(Attn.: \_\_\_\_\_ )**Tel. No.* 2810 2358*Your Ref.* \_\_\_\_\_ *in* \_\_\_\_\_*Fax. No.* 2868 5069*dated* \_\_\_\_\_ *Fax. No.* \_\_\_\_\_*Date* 20 August 2002*Total Pages* 3

**Applications for Official Duty Visits  
from Heads of Departments/Permanent Secretaries**

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This memo serves to announce that with immediate effect, applications from Heads of Departments for official duty visits should be approved by their respective Permanent Secretaries who would consult the Directors of Bureaux concerned before deciding on the applications. Where approval by the respective Permanent Secretary is not appropriate or not available (e.g. in respect of the applications from Permanent Secretaries themselves and in the case of Judiciary Administrator who works to Chief Justice), the applications should be approved by the supervising officer or the Director of Bureau as appropriate. Heads of Department and Permanent Secretaries are reminded that they should seek prior approval before undertaking the visits. They should provide all necessary information in respect of the proposed duty visits when submitting their applications by completing the attached standard application form.

2. For posts below HoD levels, it is noted that different offices are adopting different arrangements. We would like to encourage offices to design and adopt suitable arrangements for handling such cases with the applications being considered and approved at sufficiently senior level not lower than Assistant Director or equivalent level.

3. As regards applications for approval to make an official visit sponsored by a foreign government or an outside organization, they should continue to be forwarded to this Bureau for processing in accordance with CSB Circular No. 7/94. Such applications should have the support of the respective Director of Bureau/Permanent Secretary as appropriate before they are forwarded to this Bureau for consideration.

4. Please contact Mrs Apollonia Liu, PAS(CS)AS at 2810 2250 or Ms Joanna Chung, SEO(CS)AS at 2810 3160, if you have any enquiries regarding the arrangements.



( Ms Anissa Wong )  
for Secretary for the Civil Service

c.c. D, CEO  
JA  
Secy, PSC  
D of Admin  
AA/CS  
AA/FS  
AA/SJ

Internal  
D(2)  
D(3)  
DGG  
Departmental PASs  
P(AS)

**Application to Leave Hong Kong for Official Business  
by Heads of Department/Permanent Secretaries**

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**PART 1 (to be completed by Heads of Department/Permanent Secretaries)**

Name : \_\_\_\_\_ Post : \_\_\_\_\_  
Destination : \_\_\_\_\_ Period : \_\_\_\_\_

**THE VISIT**

Purpose of visit : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Persons/Organizations to meet : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justifications to undertake the visit : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other official visits already taken/scheduled to be taken in the calendar year (with dates) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTING ARRANGEMENT (Please tick the appropriate box)**

- ☐ I recommend \_\_\_\_\_ to act in/double up\* my post during my absence <sup>Note</sup>.
- ☐ No acting arrangement required.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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**PART 2 (to be completed by Permanent Secretaries/Bureau Secretaries#)**

Application for duty visit approved/not approved\*.

Recommendation on acting arrangement supported/not supported\*<sup>Note</sup>

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Name and Post : \_\_\_\_\_

\* Delete where appropriate

# Applications for official duty visit from Heads of Department should be approved by their respective Permanent Secretaries, with prior consultation with Bureau Secretaries, or by their supervising officers, as appropriate. Such applications from Permanent Secretaries should be approved by their respective Bureau Secretaries.

Note: Applications for acting appointment should be dealt with in accordance with CSR 160. For acting appointment to Permanent Secretary or AO Grade HoD posts, please also see CSB Circular Memorandum No. 3/2000.