

## Head 143 — GOVERNMENT SECRETARIAT: CIVIL SERVICE BUREAU

**Controlling officer:** the Permanent Secretary for the Civil Service will account for expenditure under this Head.

**Estimate 2025–26** ..... **\$987.9m**

**Establishment ceiling 2025–26** (notional annual mid-point salary value) representing an estimated 677 non-directorate posts as at 31 March 2025 reducing by four posts to 673 posts as at 31 March 2026..... **\$575.4m**

In addition, there will be an estimated 27 directorate posts as at 31 March 2025 and as at 31 March 2026.

### Controlling Officer's Report

#### Programmes

<b>Programme (1) Director of Bureau's Office</b>	This programme contributes to Policy Area 27: Intra-Governmental Services (Secretary for the Civil Service).
<b>Programme (2) Human Resource Management</b>	These programmes contribute to Policy Area 26: Central Management of the Civil Service (Secretary for the Civil Service).
<b>Programme (3) Translation and Interpretation Services and Use of Official Languages</b>	
<b>Programme (4) Civil Service Training and Development</b>	

#### Detail

##### Programme (1): Director of Bureau's Office

	2023–24 (Actual)	2024–25 (Original)	2024–25 (Revised)	2025–26 (Estimate)
Financial provision (\$m)	9.3	9.1	9.3 (+2.2%)	<b>9.4</b> (+1.1%)
				(or +3.3% on 2024–25 Original)

#### *Aim*

2 The aim is to ensure the smooth operation of the Office of the Secretary for the Civil Service.

#### *Brief Description*

3 The Office of the Secretary for the Civil Service is responsible for providing administrative support to the Secretary for the Civil Service in carrying out her duties. The work includes the planning, co-ordination and implementation of all arrangements for the Secretary's public, media and community functions.

##### Programme (2): Human Resource Management

	2023–24 (Actual)	2024–25 (Original)	2024–25 (Revised)	2025–26 (Estimate)
Financial provision (\$m)	430.1	487.9	505.3 (+3.6%)	<b>551.6</b> (+9.2%)
				(or +13.1% on 2024–25 Original)

#### *Aim*

4 The aim is to foster a dynamic, visionary and knowledge-based civil service which delivers quality service to the community through a clean, trustworthy and fulfilled work-force.

### *Brief Description*

- 5 The main responsibilities of the Bureau under this programme are to:
- recruit and retain persons of integrity and of a high calibre;
  - adopt and promote good human resource management practices to improve efficiency and quality of service; and
  - foster stable and amicable relations between management and staff.
- 6 In 2024–25, the Bureau:
- stepped up recruitment and promotion efforts, such as organising career fairs at more local universities and participating in job fairs targeting non-ethnic Chinese, in order to attract talents of various backgrounds to join the civil service;
  - promulgated the updated Civil Service Code (the Code) and strengthened publicity, such as holding roving exhibitions at various government offices and inviting heads of departments to conduct briefing sessions, in order to enhance civil servants' understanding of the updated Code;
  - continued to conduct year-round recruitment for the posts of Assistant Clerical Officer, Clerical Assistant and Personal Secretary II at the Recruitment Centre, General Grades Office to speed up the recruitment process and provide greater convenience to job seekers;
  - launched the electronic result certificates for the Common Recruitment Examination and Basic Law and National Security Law Test (Degree/Professional Grades);
  - introduced marriage leave and compassionate leave for government employees to cater for their family needs arising from marriage or bereavement;
  - continued to implement the streamlined mechanism of retiring officers with persistent sub-standard performance in the public interest, with a view to strengthening the management of sub-standard performers;
  - continued to adopt a zero-tolerance approach in dealing with civil servants who have misconducted themselves or violated the law, leading to, inter alia, the removal of 25 officers in the first nine months of 2024–25;
  - implemented enhancement measures to improve the efficiency and effectiveness of bureaux/departments' handling of disciplinary cases and organise workshops for training departmental managers on the skills and capability in conducting investigation of disciplinary cases;
  - continued to collaborate with the Independent Commission Against Corruption in sustaining and strengthening an ethical culture in the civil service under the Ethical Leadership Programme;
  - continued to exercise strict control on the establishment of the civil service resulting in a reduction of around 1 200 posts over the establishment of 2023–24 and a cumulative reduction of around 2 000 posts since 31 March 2021;
  - launched the Civil Service Volunteer Commendation Scheme to give recognition to the civil service volunteer teams and individual civil servants for their outstanding performance and contributions in participation of volunteer service, and continued to run various commendation schemes, including the Chief Executive's Award for Exemplary Performance and the Secretary for Civil Service's Commendation Award Scheme to recognise officers with a high standard of performance;
  - publicised good stories of civil servants to showcase and promote achievements of the civil servants in their work and their dedication to serving the community; and
  - organised experience sharing seminars, workshops and visits to consolidate and reinforce departmental efforts in the promotion of occupational safety and health in the civil service.

### *Matters Requiring Special Attention in 2025–26*

- 7 During 2025–26, the Bureau will:
- continue to promote and publicise civil service jobs to attract more talents to join the civil service and to tell the good stories of the civil service;
  - continue to monitor the implementation of various flexible measures for extending the service of civil servants, including the Post-retirement Service Contract Scheme, the adjusted further employment mechanism, and the revised arrangements for final extension of service;
  - continue to exercise strict control on the establishment of the civil service with a view to achieving further reductions through streamlining work processes, adopting technologies to save manpower where appropriate and reprioritising different items of work;
  - continue to implement the enhancement measures and review the Public Service (Administration) Order and Public Service (Disciplinary) Regulation to improve the efficiency and effectiveness of the handling of disciplinary cases, and issue a booklet on the civil service disciplinary mechanism to civil servants to raise their awareness of compliance with civil service rules and discipline requirements;

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- continue to oversee and encourage departments to make good use of the streamlined mechanism of retiring officers with persistent sub-standard performance in the public interest;
- continue to join hands with the Independent Commission Against Corruption to implement the Ethical Leadership Programme;
- continue to promote occupational safety and health in the civil service;
- continue to maintain and enhance the morale of the civil service, encourage fuller use of various commendation schemes and publicise good stories of civil servants to recognise and motivate exemplary performance as well as promote volunteerism in the civil service;
- introduce childcare leave for government employees as a measure to support families with newborns and create an environment conducive to childcare; and
- launch a digitalised Basic Law and National Security Law Test (Degree/Professional Grades) providing digitalised examination service at a fixed venue throughout the year.

### Programme (3): Translation and Interpretation Services and Use of Official Languages

	2023–24 (Actual)	2024–25 (Original)	2024–25 (Revised)	2025–26 (Estimate)
Financial provision (\$m)	155.9	164.1	160.0 (–2.5%)	<b>171.8</b> (+7.4%)
				(or +4.7% on 2024–25 Original)

#### *Aim*

**8** The aim is to support the Government’s official languages policy by ensuring the efficient and effective provision of translation and interpretation services to bureaux and departments, and by providing other language-related support to facilitate the effective use of both official languages within the civil service.

#### *Brief Description*

- 9** The main responsibilities of the Bureau under this programme are to:
- provide translation and interpretation services to bureaux and departments;
  - advise civil servants on the use of the two official languages and vet drafts in Chinese and English;
  - manage the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades;
  - advise bureaux and departments on the use of official languages in the civil service. This includes giving advice on language usage and providing input into language training programmes; and
  - facilitate the effective use of both official languages within the civil service by providing a wide range of support services. These include operating telephone hotlines to answer enquiries on language usage; compiling reference materials such as writing aids and electronic glossaries; and organising activities for civil servants to enhance their interest in language and culture.

**10** In 2024, the demand for simultaneous interpretation, translation and draft-vetting services was met. The Bureau continued to facilitate the effective use of Chinese and English in official business. It compiled reference materials such as writing aids and electronic glossaries; published Word Power, a quarterly thematic publication on language and culture; took part in the work related to the Hong Kong Supplementary Character Set and ISO 10646 Standard to facilitate accurate electronic communication in Chinese; and organised language-related activities for civil servants.

- 11** The key performance measures in respect of interpretation, translation and draft-vetting services are:

#### *Indicators*

	2023 (Actual)	2024 (Actual)	2025 (Estimate)
simultaneous interpretation service provided (no. of meetings) .....	889	904	<b>870</b>
translation service provided (no. of words).....	8 446 340	8 318 540	<b>8 500 000</b>
vetting service provided in respect of drafts, mostly in Chinese, prepared by civil servants (no. of words) .....	6 452 010	6 615 160	<b>6 800 000</b>

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### *Matters Requiring Special Attention in 2025–26*

12 During 2025–26, the Bureau will continue to:

- ensure the delivery of efficient and effective interpretation, translation and draft-vetting services to bureaux and departments;
- facilitate the effective use of Chinese and English in official business by providing a wide range of support services; and
- advise on the use of official languages in the civil service.

### **Programme (4): Civil Service Training and Development**

	2023–24 (Actual)	2024–25 (Original)	2024–25 (Revised)	<b>2025–26 (Estimate)</b>
Financial provision (\$m)	197.5	250.4	225.1 (–10.1%)	<b>255.1</b> (+13.3%)
				(or +1.9% on 2024–25 Original)

### *Aim*

13 The aim is to formulate training policies and to render support to bureaux and departments in training matters so that civil servants will be equipped with the necessary mindset, knowledge and skills to serve the community.

### *Brief Description*

14 The main responsibilities of the Bureau under this programme are to:

- formulate and implement training policies which support central policy and human resource management initiatives;
- formulate training regulations which facilitate both management of and participation in training activities;
- provide training programmes to civil servants in areas such as understanding the constitutional order, national development and strategies, senior leadership development, and building a service culture;
- provide consultancy and advisory services to departments on human resource development; and
- promote a culture of continuous learning in the civil service.

15 The Civil Service College (CSC) has continued to strengthen training for civil servants to nurture their patriotism and awareness of national security, and enhance their understanding of national development and strategies. CSC is also committed to deepening civil servants' understanding of the changing international environment and equipping them with the knowledge and perspectives to support Hong Kong in leveraging its strengths to connect our country with the world.

16 The key performance measures in respect of civil service training and development are set out below. Programmes refer to a variety of learning activities such as courses, seminars, visits, exchanges and attachments.

### *Indicators@*

	2023 (Actual)	2024 (Actual)	<b>2025 (Estimate)</b>
Enhancing governance and leadership capabilities§			
no. of programmes .....	27	27	<b>27</b>
trainees .....	2 700	3 000	<b>3 000</b>
trainee-days .....	10 400	11 800	<b>11 900</b>
Understanding the constitutional order, national development and strategies‡			
no. of programmes .....	29	29	<b>29</b>
trainees .....	21 800	23 400	<b>23 400</b>
trainee-days .....	36 800	44 700	<b>44 000</b>
Building a people-oriented service cultureΔ			
no. of programmes .....	21	21	<b>21</b>
trainees .....	11 000	12 400	<b>13 300</b>
trainee-days .....	7 900	8 800	<b>9 400</b>
Strengthening professional competenceΦ			
no. of programmes .....	100	100	<b>100</b>
trainees .....	32 300	34 600	<b>34 600</b>
trainee-days .....	38 900	40 800	<b>40 400</b>

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	2023 (Actual)	2024 (Actual)	2025 (Estimate)
Promoting a culture of continuous learning			
no. of new e-learning resources .....	70	70	<b>70</b>
no. of e-learning access.....	711 000	737 000	<b>750 000</b>

@ Include training provided by the CSC, the Administrative Service Division (for Administrative Officer Grade staff) and the General Grades Office (for Executive Officer, Clerical and Secretarial Grades staff). The financial provision for training under the General Grades Office is included under Programme (2).

§ Examples include training on leadership competencies, public policy, international perspectives, community engagement, media and crisis communication to nurture promising officers of the civil service for effective governance.

‡ Examples include training, held both locally and on the Mainland, on the constitutional order of the Hong Kong Special Administrative Region, national security and the country's development and strategies, to strengthen civil servants' sense of national identity and awareness of safeguarding national security.

Δ Examples include training on service enhancement and team collaboration to unite the civil service to serve the public with assiduity.

Φ Examples include training on general management, innovation and technology application, language and communication, and human resources management in the civil service to strengthen civil servants' professional competence.

### *Matters Requiring Special Attention in 2025–26*

17 During 2025–26, the Bureau will:

- take forward the various initiatives as set out in the 2024 Policy Address to strengthen governance capabilities of the civil service including launching a Governance Talents Development Programme;
- continue to strengthen training for civil servants in governance, leadership, public policy-making, and international perspectives, and to enhance their professional development;
- continue to enhance training framework and designate training programmes for mandatory attendance by officers of different levels;
- continue to work closely with other relevant bureaux and departments to take forward the Kwun Tong composite development project which will, among others, provide the long-term accommodation for the CSC; and
- continue to enhance the provision of e-learning to promote a culture of continuous learning.

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### ANALYSIS OF FINANCIAL PROVISION

	2023–24 (Actual) (\$m)	2024–25 (Original) (\$m)	2024–25 (Revised) (\$m)	2025–26 (Estimate) (\$m)
<b>Programme</b>				
(1) Director of Bureau’s Office .....	9.3	9.1	9.3	9.4
(2) Human Resource Management .....	430.1	487.9	505.3	551.6
(3) Translation and Interpretation Services and Use of Official Languages .....	155.9	164.1	160.0	171.8
(4) Civil Service Training and Development .....	197.5	250.4	225.1	255.1
	792.8	911.5	899.7 (–1.3%)	987.9 (+9.8%)
				(or +8.4% on 2024–25 Original)

#### Analysis of Financial and Staffing Provision

##### Programme (1)

Provision for 2025–26 is \$0.1 million (1.1%) higher than the revised estimate for 2024–25. This is mainly due to the increased provision for personal emoluments.

##### Programme (2)

Provision for 2025–26 is \$46.3 million (9.2%) higher than the revised estimate for 2024–25. This is mainly due to the increased provisions for personal emoluments and general departmental expenses. There will be a net decrease of two posts in 2025–26.

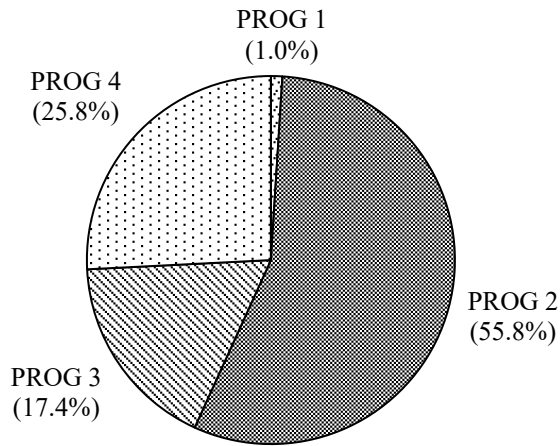
##### Programme (3)

Provision for 2025–26 is \$11.8 million (7.4%) higher than the revised estimate for 2024–25. This is mainly due to the increased provisions for personal emoluments and training expenses. There will be a net decrease of one post in 2025–26.

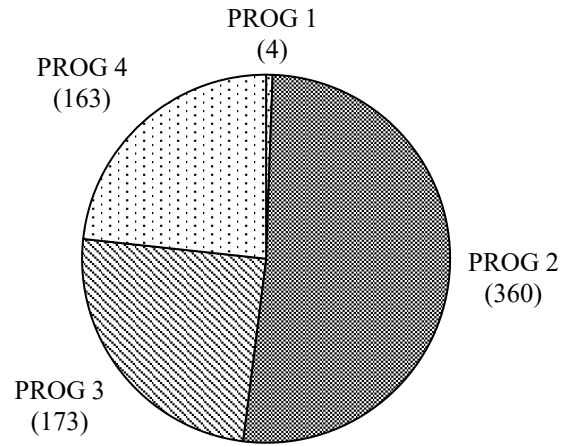
##### Programme (4)

Provision for 2025–26 is \$30.0 million (13.3%) higher than the revised estimate for 2024–25. This is mainly due to the increased provisions for personal emoluments and training expenses. There will be a net decrease of one post in 2025–26.

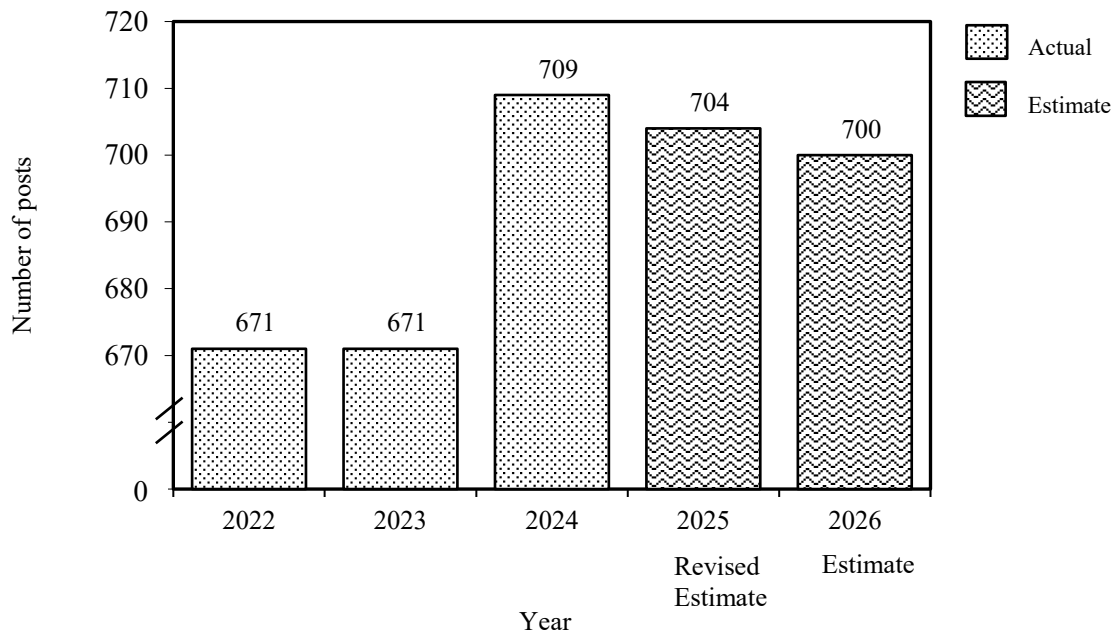
*Allocation of provision to programmes (2025-26)*



*Staff by programme (as at 31 March 2026)*



*Changes in the size of the establishment (as at 31 March)*



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Sub-head (Code)	Actual expenditure 2023–24	Approved estimate 2024–25	Revised estimate 2024–25	<b>Estimate 2025–26</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	792,843	911,494	899,695	<b>987,857</b>
	Total, Recurrent.....	<u>792,843</u>	<u>911,494</u>	<u>899,695</u>	<b><u>987,857</u></b>
	Total, Operating Account .....	<u>792,843</u>	<u>911,494</u>	<u>899,695</u>	<b><u>987,857</u></b>
<hr/>					
	Total Expenditure .....	<u><u>792,843</u></u>	<u><u>911,494</u></u>	<u><u>899,695</u></u>	<b><u><u>987,857</u></u></b>



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### Details of Expenditure by Subhead

The estimate of the amount required in 2025–26 for the salaries and expenses of the Civil Service Bureau is \$987,857,000. This represents an increase of \$88,162,000 over the revised estimate for 2024–25 and \$195,014,000 over the actual expenditure in 2023–24.

#### *Operating Account*

#### Recurrent

**2** Provision of \$987,857,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Civil Service Bureau.

**3** The establishment as at 31 March 2025 will be 704 posts. It is expected that there will be a net decrease of four posts in 2025–26. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2025–26, but the notional annual mid-point salary value of all such posts must not exceed \$575,447,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2023–24 (Actual) (\$'000)	2024–25 (Original) (\$'000)	2024–25 (Revised) (\$'000)	<b>2025–26 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries .....	544,574	583,935	566,494	<b>595,886</b>
- Allowances .....	16,598	15,586	15,770	<b>16,235</b>
- Job-related allowances.....	5	2	2	<b>2</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution .....	808	685	766	<b>737</b>
- Civil Service Provident Fund contribution .....	36,731	41,070	42,538	<b>47,260</b>
Departmental Expenses				
- Training expenses.....	90,010	120,124	113,658	<b>131,448</b>
- General departmental expenses .....	104,117	150,092	160,467	<b>196,289</b>
	792,843	911,494	899,695	<b>987,857</b>