

Annex I**Establishment and Strength of Clerical Officer,
Clerical Assistant and Personal Secretary Grades
(2021 to 2023)**

Year/No. (Note 1)	Bureaux / Departments	2021		2022		2023		
		Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
	Agriculture, Fisheries and Conservation Department	Clerical Officer	64	61	65	58	65	62
		Clerical Assistant	53	52	53	46	52	45
		Personal Secretary	14	12	14	13	14	11
	Architectural Services Department	Clerical Officer	127	118	127	114	126	116
		Clerical Assistant	110	104	110	97	110	89
		Personal Secretary	37	37	37	35	36	34
	Audit Commission	Clerical Officer	12	11	12	12	12	11
		Clerical Assistant	7	7	7	7	7	7
		Personal Secretary	10	8	10	9	10	9
	Auxiliary Medical Service	Clerical Officer	15	15	15	15	15	14
		Clerical Assistant	8	8	8	8	8	8
		Personal Secretary	1	1	1	1	1	1
	Buildings Department	Clerical Officer	334	321	334	301	334	311
		Clerical Assistant	138	126	138	121	138	114
		Personal Secretary	24	22	24	20	24	20
	Census and Statistics Department	Clerical Officer	313	294	310	274	278	233
		Clerical Assistant	45	44	45	37	45	36
		Personal Secretary	8	7	8	7	8	7
	Chief Executive's Office	Clerical Officer	14	13	14	14	14	14
		Clerical Assistant	7	7	7	7	7	7
		Personal Secretary	18	17	18	16	18	16
	Civil Aid Service	Clerical Officer	20	18	20	19	20	20
		Clerical Assistant	9	9	9	8	9	8
		Personal Secretary	3	3	3	3	3	3
	Civil Aviation Department	Clerical Officer	60	58	60	58	60	57
		Clerical Assistant	21	20	21	20	21	18
		Personal Secretary	8	8	8	8	8	8

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Civil Engineering and Development Department	Clerical Officer	159	140	159	137	160	149
	Clerical Assistant	112	107	113	100	113	87
	Personal Secretary	58	50	58	48	58	47
Companies Registry	Clerical Officer	114	110	113	102	113	112
	Clerical Assistant	61	61	62	60	62	56
	Personal Secretary	10	9	10	8	10	7
Correctional Services Department	Clerical Officer	221	210	221	202	221	211
	Clerical Assistant	129	114	129	108	128	104
	Personal Secretary	9	9	10	9	10	8
Customs and Excise Department	Clerical Officer	179	171	179	163	177	166
	Clerical Assistant	107	92	104	90	105	90
	Personal Secretary	21	20	23	22	23	21
Department of Health	Clerical Officer	692	649	693	648	692	666
	Clerical Assistant	630	592	631	551	631	502
	Personal Secretary	46	36	46	31	47	35
Department of Justice	Clerical Officer	261	245	262	243	263	251
	Clerical Assistant	196	183	197	170	197	162
	Personal Secretary	125	106	129	103	129	95
Digital Policy Office (Note 3)	Clerical Officer	0	0	0	0	0	0
	Clerical Assistant	0	0	0	0	0	0
	Personal Secretary	0	0	0	0	0	0
Drainage Services Department	Clerical Officer	108	103	108	100	108	103
	Clerical Assistant	48	45	48	42	48	39
	Personal Secretary	22	19	22	17	23	18
Electrical and Mechanical Services Department	Clerical Officer	199	183	200	184	202	192
	Clerical Assistant	177	167	177	157	175	147
	Personal Secretary	24	19	25	19	25	18
Environmental Protection Department	Clerical Officer	174	160	173	160	158	149
	Clerical Assistant	89	86	88	81	77	68
	Personal Secretary	48	42	47	39	40	33
Fire Services Department	Clerical Officer	310	293	312	281	315	301
	Clerical Assistant	96	91	95	84	95	79
	Personal Secretary	12	9	13	10	13	10

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Food and Environmental Hygiene Department	Clerical Officer	559	535	559	490	559	484
	Clerical Assistant	319	299	319	283	319	252
	Personal Secretary	27	23	27	24	27	22
Government Flying Service	Clerical Officer	21	19	21	18	21	19
	Clerical Assistant	6	6	6	6	6	6
	Personal Secretary	4	4	4	4	4	4
Government Laboratory	Clerical Officer	10	10	10	8	10	10
	Clerical Assistant	15	14	15	13	15	13
	Personal Secretary	1	1	1	1	1	1
Government Logistics Department	Clerical Officer	60	56	60	57	60	59
	Clerical Assistant	37	34	37	34	37	30
	Personal Secretary	7	6	7	6	7	6
Government Property Agency	Clerical Officer	45	43	45	39	45	43
	Clerical Assistant	18	16	18	16	18	12
	Personal Secretary	8	8	8	7	8	7
Offices of the Chief Secretary for Administration and the Financial Secretary	Clerical Officer	127	125	116	113	114	112
	Clerical Assistant	51	49	51	50	52	51
	Personal Secretary	42	37	45	38	44	36
Civil Service Bureau	Clerical Officer	144	130	143	135	144	140
	Clerical Assistant	50	48	49	45	48	44
	Personal Secretary	27	26	28	27	29	26
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch) (Note 4)	Clerical Officer	52	50	0	0	0	0
	Clerical Assistant	11	11	0	0	0	0
	Personal Secretary	37	33	0	0	0	0
Commerce and Economic Development Bureau (Communications and Creative Industries Branch) (Note 4)	Clerical Officer	23	23	0	0	0	0
	Clerical Assistant	8	8	0	0	0	0
	Personal Secretary	10	9	0	0	0	0
Commerce and Economic Development Bureau (Note 4)	Clerical Officer	0	0	42	37	42	38
	Clerical Assistant	0	0	9	8	9	7
	Personal Secretary	0	0	29	28	29	28

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Constitutional and Mainland Affairs Bureau	Clerical Officer	27	27	27	27	27	27
	Clerical Assistant	4	4	4	4	4	4
	Personal Secretary	22	19	22	18	22	17
Culture, Sports and Tourism Bureau (Note 4)	Clerical Officer	0	0	49	41	51	47
	Clerical Assistant	0	0	18	16	17	16
	Personal Secretary	0	0	33	29	37	31
Development Bureau (Planning and Lands Branch)	Clerical Officer	37	37	38	37	38	38
	Clerical Assistant	10	10	10	7	10	9
	Personal Secretary	25	25	25	24	27	25
Development Bureau (Works Branch)	Clerical Officer	60	58	59	56	60	59
	Clerical Assistant	16	16	16	16	16	14
	Personal Secretary	28	27	30	26	30	28
Education Bureau	Clerical Officer	518	502	520	501	520	499
	Clerical Assistant	344	335	345	300	345	295
	Personal Secretary	46	38	45	34	44	38
Environment Bureau (Note 4)	Clerical Officer	3	3	0	0	0	0
	Clerical Assistant	1	1	0	0	0	0
	Personal Secretary	14	12	0	0	0	0
Environment and Ecology Bureau (Environment Branch) (Note 4)	Clerical Officer	0	0	3	3	17	17
	Clerical Assistant	0	0	1	1	9	9
	Personal Secretary	0	0	14	11	21	18
Environment and Ecology Bureau (Food Branch) (Note 4)	Clerical Officer	0	0	7	7	7	7
	Clerical Assistant	0	0	2	2	2	2
	Personal Secretary	0	0	7	7	8	8
Financial Services and the Treasury Bureau (Financial Services Branch)	Clerical Officer	25	24	25	24	25	25
	Clerical Assistant	5	5	5	5	5	5
	Personal Secretary	14	13	14	12	14	11
Financial Services and the Treasury Bureau (Treasury Branch)	Clerical Officer	48	48	48	45	48	46
	Clerical Assistant	21	20	20	20	20	19
	Personal Secretary	18	17	18	17	18	18

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Food and Health Bureau (Food Branch) (Note 4)	Clerical Officer	10	11	0	0	0	0
	Clerical Assistant	4	4	0	0	0	0
	Personal Secretary	10	9	0	0	0	0
Food and Health Bureau (Health Branch) (Note 4)	Clerical Officer	43	43	0	0	0	0
	Clerical Assistant	5	5	0	0	0	0
	Personal Secretary	16	14	0	0	0	0
Home Affairs Bureau (Note 4)	Clerical Officer	61	61	0	0	0	0
	Clerical Assistant	26	26	0	0	0	0
	Personal Secretary	26	25	0	0	0	0
Innovation and Technology Bureau (Note 4)	Clerical Officer	25	25	0	0	0	0
	Clerical Assistant	6	6	0	0	0	0
	Personal Secretary	17	15	0	0	0	0
Health Bureau (Note 4)	Clerical Officer	0	0	48	46	48	48
	Clerical Assistant	0	0	8	8	8	8
	Personal Secretary	0	0	20	16	20	16
Home and Youth Affairs Bureau (Note 4)	Clerical Officer	0	0	44	42	44	44
	Clerical Assistant	0	0	19	18	19	17
	Personal Secretary	0	0	13	12	13	12
Housing Bureau/Housing Department (Note 4)	Clerical Officer	0	0	701	637	708	672
	Clerical Assistant	0	0	532	468	539	445
	Personal Secretary	0	0	121	95	123	95
Innovation, Technology and Industry Bureau (Note 4)	Clerical Officer	0	0	23	23	23	23
	Clerical Assistant	0	0	6	6	6	6
	Personal Secretary	0	0	17	13	14	13
Labour and Welfare Bureau	Clerical Officer	29	29	28	28	33	33
	Clerical Assistant	7	7	7	7	8	8
	Personal Secretary	16	13	15	14	18	16
Security Bureau	Clerical Officer	55	53	55	52	55	52
	Clerical Assistant	19	19	19	19	19	17
	Personal Secretary	25	24	25	25	25	24

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Transport and Housing Bureau (Housing Branch) (Note 4)	Clerical Officer	701	671	0	0	0	0
	Clerical Assistant	531	493	0	0	0	0
	Personal Secretary	118	97	0	0	0	0
Transport and Housing Bureau (Transport Branch) (Note 4)	Clerical Officer	47	43	0	0	0	0
	Clerical Assistant	14	14	0	0	0	0
	Personal Secretary	29	25	0	0	0	0
Transport and Logistics Bureau (Note 4)	Clerical Officer	0	0	46	45	47	47
	Clerical Assistant	0	0	14	13	14	13
	Personal Secretary	0	0	30	27	30	28
Highways Department	Clerical Officer	187	172	186	167	187	170
	Clerical Assistant	103	96	103	94	103	88
	Personal Secretary	37	35	39	32	40	26
Home Affairs Department	Clerical Officer	455	447	458	434	462	451
	Clerical Assistant	275	266	276	236	276	229
	Personal Secretary	32	29	33	28	33	29
Hong Kong Observatory	Clerical Officer	12	9	12	11	12	12
	Clerical Assistant	8	8	8	7	8	7
	Personal Secretary	5	4	5	4	5	5
Hong Kong Police Force	Clerical Officer	852	798	855	810	855	826
	Clerical Assistant	1016	944	1017	874	1018	829
	Personal Secretary	143	113	143	109	146	100
Immigration Department	Clerical Officer	680	650	677	626	576	550
	Clerical Assistant	625	601	625	566	612	552
	Personal Secretary	18	14	19	13	19	12
Information Services Department	Clerical Officer	56	55	56	54	56	56
	Clerical Assistant	36	34	36	34	36	34
	Personal Secretary	7	6	7	7	7	7
Inland Revenue Department	Clerical Officer	212	203	212	204	212	210
	Clerical Assistant	395	378	396	350	397	343
	Personal Secretary	20	20	20	18	20	19
Innovation and Technology Commission	Clerical Officer	56	55	60	57	61	59
	Clerical Assistant	14	14	15	12	14	12
	Personal Secretary	11	10	12	10	12	10

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Intellectual Property Department	Clerical Officer	35	33	37	35	36	35
	Clerical Assistant	3	3	3	2	3	2
	Personal Secretary	9	7	9	7	9	7
Invest Hong Kong	Clerical Officer	7	7	7	6	7	7
	Clerical Assistant	2	2	2	2	2	2
	Personal Secretary	4	3	4	3	4	3
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	Clerical Officer	6	6	6	6	6	6
	Clerical Assistant	2	2	2	2	2	2
	Personal Secretary	4	3	4	3	4	3
Judiciary	Clerical Officer	596	582	593	539	593	550
	Clerical Assistant	233	223	235	204	240	195
	Personal Secretary	62	57	64	57	65	57
Labour Department	Clerical Officer	581	559	581	542	581	550
	Clerical Assistant	271	263	271	250	265	227
	Personal Secretary	30	26	30	24	25	25
Land Registry	Clerical Officer	234	201	234	187	234	195
	Clerical Assistant	146	119	146	111	146	105
	Personal Secretary	13	12	13	9	13	9
Lands Department	Clerical Officer	440	408	440	384	439	400
	Clerical Assistant	235	221	235	211	236	201
	Personal Secretary	82	69	82	68	82	62
Legal Aid Department	Clerical Officer	104	100	105	98	105	101
	Clerical Assistant	123	117	123	110	123	107
	Personal Secretary	15	14	15	13	15	14
Leisure and Cultural Services Department	Clerical Officer	1281	1258	1281	1199	1285	1210
	Clerical Assistant	876	856	879	790	885	757
	Personal Secretary	37	33	37	29	37	27
Marine Department	Clerical Officer	124	120	125	120	125	121
	Clerical Assistant	122	117	122	105	121	100
	Personal Secretary	25	20	25	19	25	18
Office of the Government Chief Information Officer (Note 3)	Clerical Officer	45	43	45	41	46	46
	Clerical Assistant	36	34	36	32	37	31
	Personal Secretary	12	11	12	11	12	12

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Office of the Communications Authority	Clerical Officer	42	41	42	41	42	42
	Clerical Assistant	19	19	19	19	19	16
	Personal Secretary	11	9	11	9	11	9
Official Receiver's Office	Clerical Officer	102	98	101	98	101	97
	Clerical Assistant	21	21	21	17	19	18
	Personal Secretary	8	7	8	8	8	7
Planning Department	Clerical Officer	72	65	72	63	72	70
	Clerical Assistant	47	45	48	44	48	37
	Personal Secretary	29	23	29	21	29	19
Hongkong Post	Clerical Officer	42	40	47	45	54	51
	Clerical Assistant	14	13	14	12	14	14
	Personal Secretary	6	5	6	5	6	5
Public Service Commission	Clerical Officer	15	15	15	15	15	15
	Clerical Assistant	2	2	2	2	2	2
	Personal Secretary	3	3	3	3	3	3
Radio Television Hong Kong	Clerical Officer	56	54	56	56	58	56
	Clerical Assistant	25	25	25	24	26	22
	Personal Secretary	4	4	4	4	4	4
Rating and Valuation Department	Clerical Officer	171	161	173	153	183	159
	Clerical Assistant	110	105	108	96	108	90
	Personal Secretary	13	12	13	12	13	12
Registration and Electoral Office	Clerical Officer	131	128	128	118	124	116
	Clerical Assistant	16	16	16	16	16	15
	Personal Secretary	4	4	4	4	5	4
Secretariat, Commissioner on Interception of Communications and Surveillance	Clerical Officer	7	6	7	7	7	6
	Clerical Assistant	0	0	0	0	0	0
	Personal Secretary	2	2	2	2	2	2
Social Welfare Department	Clerical Officer	544	523	546	515	553	546
	Clerical Assistant	621	591	623	554	624	508
	Personal Secretary	25	22	25	21	26	22

Year/No. (Note 1)		2021		2022		2023	
Bureaux / Departments	Grade (Note 2)	Establishment	Strength	Establishment	Strength	Establishment	Strength
Trade and Industry Department	Clerical Officer	170	157	168	151	168	151
	Clerical Assistant	57	56	55	48	55	47
	Personal Secretary	19	16	19	16	19	15
Transport Department	Clerical Officer	394	364	394	333	396	370
	Clerical Assistant	166	156	165	137	165	126
	Personal Secretary	21	19	22	18	22	16
Treasury	Clerical Officer	250	209	248	196	248	209
	Clerical Assistant	53	47	53	44	53	42
	Personal Secretary	9	7	9	9	9	7
University Grants Committee	Clerical Officer	24	24	24	23	24	23
	Clerical Assistant	5	4	5	5	5	4
	Personal Secretary	6	6	6	4	6	6
Water Supplies Department	Clerical Officer	377	346	377	322	377	351
	Clerical Assistant	227	220	228	203	228	184
	Personal Secretary	20	14	20	13	20	11
Working Family and Student Financial Assistance Agency	Clerical Officer	935	859	935	851	935	855
	Clerical Assistant	185	169	185	161	185	144
	Personal Secretary	4	4	4	4	4	4
Total		26896	25344	26928	24186	26851	23979

Note 1 : Establishment and strength figures, as at 31 December of each year, exclude supernumerary posts and the incumbents occupying these posts which are created due to operational needs (for example, officers concerned proceeding on pre-retirement leave).

Note 2 : The Clerical Officer Grade includes three ranks, namely Senior Clerical Officer, Clerical Officer, and Assistant Clerical Officer. The Clerical Assistant Grade has one rank only. There are five ranks under the Personal Secretary Grade, namely Senior Personal Assistant, Personal Assistant, Senior Personal Secretary, Personal Secretary I, and Personal Secretary II.

Note 3 : The Office of the Government Chief Information Officer was retitled as the Digital Policy Office with effect from 25 July 2024.

Note 4 : The structure of the Hong Kong Special Administrative Region Government was re-organised with effect from 1 July 2022: (i) a new Culture, Sports and Tourism Bureau was set up to take over the culture, arts and sports portfolios from the Home Affairs Bureau (“HAB”), as well as the film, creative industries and tourism portfolios from the Commerce and Economic Development Bureau; (ii) the Transport and Housing Bureau was split into two policy bureaux, namely the Transport and Logistics Bureau and the Housing Bureau; (iii) the Innovation and Technology Bureau was retitled as the Innovation, Technology and Industry Bureau; (iv) HAB was re-organised into the Home and Youth Affairs Bureau; (v) the Environment Bureau was expanded and retitled as the Environment and Ecology Bureau; (vi) the Food and Health Bureau was revamped as the Health Bureau.