

○

M E M O

From Director of General Grades

To All Members of the Clerical Officer Grade

Ref. (2) in G/C/51/4-C (2011) Pt.2

Tel. No. 2810 2962

Your Ref. _____ *in* _____

Date 6 February 2012

dated _____

2011 Clerical Officer Promotion Exercise

The 2011 Clerical Officer (CO) Promotion Board was convened from November to December 2011. The composition of the Board was as follows –

Chairman	: Ms CHEONG Fung-yu, Alice	CEO (Acting)
Members	: Miss LO Suk-ha, Cindy	SEO
	Mr WONG Ping-hang, Eddie	SEO
	Miss WONG Tin-yan, Ada	EO I (Acting)
	Mr LEUNG Wai-tat, Eric	SCO
Member/Secretary	: Mr CHI Tung-yuen, Ray	EO I

On the recommendation of the Board, approval has been given for the 252 Assistant Clerical Officers (ACOs) listed in Appendix I to be promoted to the CO rank with effect from 13 February and 15 February 2012.

Review Machinery

2. ACOs who have 12 or more years of service in the rank by 30 June 2011 and who have not been selected for promotion or have not opted out from the current exercise may apply for a review of their case under the 2011 CO Promotion Exercise Review Machinery. Procedures for seeking review are set out in Appendix II. Applications should be made on the prescribed form and forwarded to the officers' respective Departmental Secretaries **on or before 2 March 2012** for onward transmission to the General Grades Office.

3. For enquiries about the application procedures, please contact Mr Tony CHAN, ACO(G)C&S13 of this Office at 2810 3036.


(Ms Mimi LEUNG)

for Director of General Grades

Encls.

2011 Clerical Officer Promotion Exercise
List of Promotees
(Effective Date of Promotion : 13 February 2012)

Name of Officer	姓名	Present Department
Mr AU Chi-ming	歐志明先生	Environmental Protection Department
Ms AU Mun-han	區敏嫻女士	Immigration Department
Ms AU Pik-yuk	區碧鈺女士	Transport Department
Miss AU Yu-ling	歐汝玲女士	Hong Kong Police Force
Mrs LEUNG CHAN Kam-yin	梁陳金燕女士	Hong Kong Police Force
Ms CHAN Kit-ching	陳潔貞女士	Home Affairs Department
Ms CHAN Kit-sheung	陳潔嫦女士	Rating and Valuation Department
Miss CHAN Lai-kuen	陳麗娟女士	Water Supplies Department
Ms CHAN Lai-man	陳麗雯女士	Food and Environmental Hygiene Department
Ms CHAN Mee-han, Vivian	陳美嫻女士	Social Welfare Department
Ms CHAN Mei-ling	陳美玲女士	Transport and Housing Bureau
Ms CHAN Mei-san	陳美珊女士	Official Receiver's Office
Miss CHAN Mei-yee	陳美儀女士	Inland Revenue Department
Ms CHAN Mui-fong	陳梅芳女士	Government Property Agency
Mrs WONG CHAN Mun-yee	黃陳敏兒女士	Hong Kong Police Force
Miss CHAN Pui-ying	陳佩英女士	Census and Statistics Department
Ms CHAN Sau-lai	陳秀麗女士	Immigration Department
Ms CHAN Shun-chun	陳順珍女士	Auxiliary Medical Service
Miss CHAN Siu-chun	陳少珍女士	Leisure and Cultural Services Department
Miss CHAN Suk-yee	陳淑儀女士	Marine Department
Miss CHAN Suk-yi	陳淑儀女士	Civil Engineering and Development Department
Ms CHAN Wai-kuen	陳慧娟女士	Lands Department
Ms CHAN Wai-sze	陳惠施女士	Judiciary
Ms CHAN Wai-yin	陳惠燕女士	Correctional Services Department
Ms CHAN Wing-kum, Winnie	陳詠琴女士	Census and Statistics Department

Name of Officer	姓名	Present Department
Mr CHAN Yau-leung	陳祐良先生	Civil Engineering and Development Department
Ms CHAN Yim-ha	陳艷霞女士	Census and Statistics Department
Ms CHAN Yin-fan	陳燕芬女士	Immigration Department
Ms CHAN Yuet-fun	陳月芬女士	Hong Kong Police Force
Miss CHANG Mei-ling	張美玲女士	Financial Services and the Treasury Bureau
Miss CHANG Po-wa	鄭寶華女士	Legal Aid Department
Miss CHAU Lai-yin	周麗賢女士	Fire Services Department
Mr CHAU Wing-hung	周永雄先生	Hong Kong Police Force
Mr CHEE Kwing-wah	朱焯樺先生	Judiciary
Miss CHENG Fung-yee	鄭鳳儀女士	Transport and Housing Bureau
Mrs CHAN CHENG Lai-chun	陳鄭麗珍女士	Transport and Housing Bureau
Miss CHENG Mo-hau	鄭慕巧女士	Civil Service Bureau
Ms CHENG Wai-kam	鄭慧金女士	Education Bureau
Miss CHENG Yee-hung	鄭綺虹女士	Transport Department
Ms CHEUNG Fuk-ying	張福英女士	Chief Secretary for Administration's Office
Ms CHEUNG Lai-sheung	張麗嫦女士	Social Welfare Department
Ms CHEUNG May-ling	張美玲女士	Student Financial Assistance Agency
Ms CHEUNG Mei-fung	張美鳳女士	Education Bureau
Ms CHEUNG Mei-wai	張美慧女士	Food and Environmental Hygiene Department
Mrs LEE CHEUNG Wai-ling	李張惠玲女士	Department of Health
Mr CHING Lai-chuen	程禮泉先生	Registration and Electoral Office
Miss CHIU Suet-fong	趙雪芳女士	Food and Environmental Hygiene Department
Ms CHO Pui-ping	曹佩萍女士	Education Bureau
Miss CHOI Fung-ha	蔡鳳霞女士	Judiciary
Ms CHOI Koon-lin	蔡觀蓮女士	Food and Environmental Hygiene Department
Miss CHOI Mei-ling	蔡美玲女士	Immigration Department
Miss CHOI Suk-mei	蔡淑薇女士	Highways Department
Miss CHOW Kwai-ying	周桂英女士	Leisure and Cultural Services Department
Ms CHOW Lai-ching, Loretta	周麗貞女士	Fire Services Department

Name of Officer	姓名	Present Department
Ms CHOW Lai-kuen	周麗娟女士	Drainage Services Department
Ms CHOW Mei-yuk, Connie	周美玉女士	Inland Revenue Department
Mrs WONG CHOW Sin-to	黃周倩桃女士	Inland Revenue Department
Miss CHOW Siu-mei	周少薇女士	Electrical and Mechanical Services Department
Ms CHOW Wai-mui, Agnes	周惠梅女士	Census and Statistics Department
Ms CHOW Yuet-shun, Debra	周月順女士	Lands Department
Ms CHOW Yuet-ying	鄒月英女士	Transport and Housing Bureau
Miss CHU Mei-sau	朱美秀女士	Land Registry
Ms CHUI Chi-wan	徐智雲女士	Home Affairs Department
Mr CHUNG King-tin	鍾擎天先生	Food and Environmental Hygiene Department
Ms FAN Lai-man, Donna	范麗雯女士	Immigration Department
Ms FONG Hon-ping	方漢萍女士	Lands Department
Ms FUNG Pik-kuen, Petty	馮碧娟女士	Department of Health
Ms FUNG Yee-lin	馮綺蓮女士	Inland Revenue Department
Mr HO Chan-lam	何燦林先生	Correctional Services Department
Ms HO King-cheung, Kitty	何琮璋女士	Food and Environmental Hygiene Department
Ms HO Lai-sheung, Ada	何麗嫦女士	Customs and Excise Department
Ms HO Lin-tai	何蓮弟女士	Leisure and Cultural Services Department
Ms HO Shek-ying	何石英女士	Student Financial Assistance Agency
Ms HO Shuk-man	何淑敏女士	Planning Department
Miss HO Wai-ling, Queenie	何惠玲女士	Invest Hong Kong
Ms HO Wai-yee	何慧儀女士	Transport and Housing Bureau
Miss HO Yin-fong	何燕芳女士	Water Supplies Department
Miss IP Ching-han, Joyce	葉靜嫻女士	Social Welfare Department
Ms IP Kwai-ying	葉桂英女士	Transport and Housing Bureau
Mr IP Yun-sing	葉潤勝先生	Education Bureau
Mr KONG Wai-keung	江偉強先生	Department of Health
Ms KONG Yim-lai	江艷麗女士	Leisure and Cultural Services Department
Ms KUNG Mei-hing	龔美卿女士	Leisure and Cultural Services Department
Ms KWAN Yuet-fung	關月鳳女士	Home Affairs Department
Ms KWOK Ho	郭 好女士	Department of Health

Name of Officer	姓名	Present Department
Ms KWOK Sui-fong	郭瑞芳女士	Information Services Department
Mr KWOK Wing-wah	郭永華先生	Hong Kong Police Force
Miss KWOK Yim-ping	郭艷冰女士	Drainage Services Department
Mrs CHAN KWOK Yuk-yin, Eliza	陳郭玉燕女士	Home Affairs Department
Miss KWONG Yuet-sim	鄺月嬋女士	Treasury
Mr LAI Hop-pui	賴合培先生	Correctional Services Department
Mr LAI Kwok-wing	賴國榮先生	Judiciary
Mr LAI Po-ming	黎步明先生	Leisure and Cultural Services Department
Mr LAI Siu-chung	黎肇聰先生	Social Welfare Department
Ms LAI Suet-ling	黎雪玲女士	Student Financial Assistance Agency
Ms LAI Wai-fun	黎慧芬女士	Hong Kong Police Force
Ms LAM Mei-lai	林美麗女士	Labour Department
Miss LAM Mei-ling	林美玲女士	Home Affairs Department
Ms LAM Nga-mun	林雅敏女士	Civil Service Bureau
Mrs LI LAM Oi-lai, Rosita	李林愛麗女士	Electrical and Mechanical Services Department
Ms LAM Pik-yan	林碧茵女士	Immigration Department
Miss LAM Wai-han	林慧嫻女士	Fire Services Department
Mr LAM Wai-ming	林偉明先生	Hong Kong Police Force
Ms LAM Yee-mai	林綺媚女士	Department of Justice
Ms LAM Yuk-lan	林玉蘭女士	Leisure and Cultural Services Department
Mr LAU Kam-pui	劉錦培先生	Judiciary
Mr LAU Wah-kun	劉華根先生	Hong Kong Police Force
Miss LAU Wai-king	劉惠琮女士	Legal Aid Department
Miss LAU Wai-ping	劉惠萍女士	Judiciary
Ms LAU Yin-lan	劉燕蘭女士	Development Bureau
Miss LAU Yuk-lin	劉玉蓮女士	Home Affairs Department
Ms LAW Kit-ying	羅潔瑩女士	Transport and Housing Bureau
Ms LAW Lai-fong	羅麗芳女士	Post Office
Ms LAW Pui-ki, Jennifer	羅珮淇女士	Hong Kong Police Force
Ms LAW Wai-fun	羅惠芬女士	Hong Kong Police Force
Mrs LAW LEE Chi-ping, Lorna	羅李子冰女士	Immigration Department
Ms LEE Choi-lin, Amelia	李彩蓮女士	Companies Registry

Name of Officer	姓名	Present Department
Ms LEE Hing, Yolanda	李馨女士	Land Registry
Mr LEE Kam-kwok	李錦國先生	Immigration Department
Mr LEE King-fung	李景峯先生	Highways Department
Ms LEE Kit-ching, Kaire	李潔清女士	Census and Statistics Department
Miss LEE Kit-wah	李潔華女士	Lands Department
Mr LEE Koon-loi	李冠來先生	Food and Environmental Hygiene Department
Mrs NG LEE Mei-ying	吳李美英女士	Registration and Electoral Office
Ms LEE Pik-chun	李碧珍女士	Transport and Housing Bureau
Miss LEE Pik-ha	李碧霞女士	Leisure and Cultural Services Department
Ms LEE So-man	利素雯女士	Rating and Valuation Department
Mr LEE Wai-king	李維勁先生	Leisure and Cultural Services Department
Ms LEE Wai-lin, Kitter	李偉連女士	Home Affairs Department
Ms LEE Wai-yee	李慧儀女士	Lands Department
Ms LEE Yee-man	李綺雯女士	Fire Services Department
Ms LEE Yee-wah, Eva	李綺華女士	Customs and Excise Department
Mrs LEUNG LEE Yim-kee	梁李艷基女士	Government Logistics Department
Mrs CHEW LEE Yim-mei, May	周李艷嫻女士	Civil Aid Service
Ms LEUNG Ching-yee	梁靜怡女士	Treasury
Mrs TSE LEUNG Kam-hung	謝梁錦紅女士	Transport Department
Mr LEUNG Ping-tong	梁炳棠先生	Treasury
Mr LEUNG Sai-lam	梁世霖先生	Leisure and Cultural Services Department
Mrs CHAN LEUNG Siu-chun, Sanna	陳梁少珍女士	Rating and Valuation Department
Ms LEUNG Suk-ha, Susanna	梁淑霞女士	Immigration Department
Ms LEUNG Yik-ho, Stella	梁亦好女士	Inland Revenue Department
Ms LEUNG Yuk-chi	梁玉芝女士	Official Receiver's Office
Ms LEUNG Yung-kiu	梁容嬌女士	Labour Department
Mrs LAU LI Ka-man, Carmen	劉李嘉曼女士	Hong Kong Police Force
Ms LI Oi-yi	李愛兒女士	Transport and Housing Bureau
Mrs CHAN LI Pik-fong	陳李碧芳女士	Trade and Industry Department
Ms LI Siu-kuen, Connie	李小娟女士	Home Affairs Bureau
Ms LI Yee-ting	李綺婷女士	Correctional Services Department
Miss LIU Lai-wai, Janet	廖麗慧女士	Water Supplies Department

Name of Officer	姓名	Present Department
Ms LIU Man-kuen	廖文娟女士	Customs and Excise Department
Mr LIU Pei-ching	劉培卿先生	Hong Kong Police Force
Ms LO Mei-ling, Margaret	盧美玲女士	Transport and Housing Bureau
Ms LO Mei-ying	勞美影女士	Water Supplies Department
Ms LO Sau-fan	勞秀芬女士	Electrical and Mechanical Services Department
Ms LO Shuk-wah	羅淑華女士	Immigration Department
Miss LO Wai-yin	羅偉然女士	Financial Services and the Treasury Bureau
Miss LO Yuk-ming, Queeny	盧玉明女士	Hong Kong Police Force
Mr LUK Hin-fat	陸顯發先生	Immigration Department
Ms LUK Sau-hong	陸秀康女士	Judiciary
Mrs CHU MA Sau-ching, Maggie	朱馬秀清女士	Trade and Industry Department
Mr MAK Chung-ying	麥宗英先生	Inland Revenue Department
Ms MAK Wai-ping	麥慧萍女士	Innovation and Technology Commission
Ms MAK Yuk-mee, Serra	麥玉薇女士	Census and Statistics Department
Miss MOK Mei-chun	莫美珍女士	Transport Department
Miss MOK Shuk-fan	莫淑芬女士	Social Welfare Department
Miss MOK Wai-fong	莫惠芳女士	Hong Kong Police Force
Miss NG Fung-mee	吳鳳媚女士	Security Bureau
Ms NG Kit-yung	吳潔容女士	Water Supplies Department
Mrs TANG NG Lai-ye	鄧吳麗儀女士	Transport and Housing Bureau
Ms NG Lin-yuk	吳蓮玉女士	Architectural Services Department
Mr NG Pong-sung	吳邦崇先生	Treasury
Ms NG Wai-har	伍惠霞女士	Labour Department
Mr PAN Wai-man	彭偉敏先生	Hong Kong Police Force
Ms PANG Kit-ying	彭潔英女士	Labour Department
Ms PANG Yuk-ching, Janet	彭玉青女士	Hong Kong Police Force
Mr POON Kam-tong	潘錦棠先生	Rating and Valuation Department
Ms POON Shuk-ye	潘淑儀女士	Financial Services and the Treasury Bureau
Ms SIN Lai-sung, Sandie	冼麗崧女士	Land Registry
Ms SO King-sum	蘇景心女士	Judiciary
Miss SUM Lai-chu	沈麗珠女士	Department of Health

Name of Officer	姓名	Present Department
Mrs NGAN SUNG Fung-ping	顏宋鳳萍女士	Hong Kong Police Force
Miss SZETO Shuk-yin	司徒淑燕女士	Customs and Excise Department
Mr TAI Nai-hung	戴乃鴻先生	Labour Department
Ms TAI Sau-ha	戴秀霞女士	Land Registry
Mrs WONG TAM Lee-lee	黃譚莉莉女士	Transport and Housing Bureau
Ms TAM Mee-lan	譚美蘭女士	Lands Department
Mr TAM Wai-cheung, Stanley	譚偉昌先生	Civil Engineering and Development Department
Ms TAM Yuet-mei	譚月媚女士	Water Supplies Department
Ms TANG Helen	鄧海燕女士	Land Registry
Mrs GEE TANG Oi-yan, Karen	紀鄧靄欣女士	Education Bureau
Mr TANG Shui-tung	鄧瑞桐先生	Lands Department
Ms TANG Wing-mui	鄧詠梅女士	Education Bureau
Ms TANG Wood-yin	鄧活然女士	Census and Statistics Department
Miss TONG Chui-ye, Ivy	湯翠儀女士	Marine Department
Ms TONG Mei-kuen	唐美娟女士	Architectural Services Department
Ms TONG Siu-fong, Merita	唐少芳女士	Hong Kong Police Force
Miss TSANG Kam-sau	曾錦繡女士	Water Supplies Department
Ms TSANG Kut-foon	曾吉歡女士	Home Affairs Department
Ms TSANG Shun-ye	曾順儀女士	Immigration Department
Ms TSANG Sim-ngor	曾嬋娥女士	Transport and Housing Bureau
Miss TSANG Suk-kwan	曾淑君女士	Treasury
Ms TSANG Yuk-fong	曾玉芳女士	Transport Department
Ms TSANG Yuk-ying	曾玉英女士	Home Affairs Department
Ms TSE Ngan-ling, Maria	謝銀玲女士	Leisure and Cultural Services Department
Miss TSE Siu-kuen	謝少娟女士	Legal Aid Department
Ms TSUI Bo-lin	徐寶蓮女士	Hong Kong Police Force
Ms TSUI Mei-fung	徐美鳳女士	Education Bureau
Ms WAI Kam-yung	韋金容女士	Department of Health
Mr WAN Kwai-tong	尹桂堂先生	Companies Registry
Ms WAN Siu-ling	尹少玲女士	Buildings Department
Ms WONG Bak-kwon	黃碧君女士	Marine Department
Miss WONG Ching-hang	王靜恆女士	Highways Department

Name of Officer	姓名	Present Department
Ms WONG Ching-kam	黃靜琴女士	Social Welfare Department
Ms WONG Ching-sze, Cinzia	黃靜思女士	Food and Environmental Hygiene Department
Miss WONG Choi-kiu	王彩喬女士	Agriculture, Fisheries and Conservation Department
Miss WONG Fei-yin	黃飛燕女士	Judiciary
Ms WONG Kit-shan	王潔珊女士	Land Registry
Miss WONG Kit-ying	黃潔英女士	Census and Statistics Department
Mr WONG Kwok-leung	黃國良先生	Social Welfare Department
Miss WONG Man-ching	黃文貞女士	Environmental Protection Department
Ms WONG Mei-wan	黃美雲女士	Judiciary
Ms WONG Mui-chee	黃梅子女士	Home Affairs Department
Ms WONG Mung-ying, Eva	黃夢影女士	Lands Department
Miss WONG Sau-ching	黃秀貞女士	Buildings Department
Ms WONG Sau-kuen, Cindynavia	黃秀娟女士	Education Bureau
Miss WONG Siu-kuen	黃笑娟女士	Home Affairs Department
Ms WONG Yuen-ping, Vanessa	黃婉冰女士	Lands Department
Ms WONG Yui-yam	黃銳音女士	Food and Environmental Hygiene Department
Ms WONG Yuk-ha	黃玉霞女士	Food and Environmental Hygiene Department
Mr WOO Siu-ying	胡紹瑩先生	Environmental Protection Department
Miss WOO Yim-king, Patti	胡艷琮女士	Education Bureau
Ms WU Chui-yuk, Dewana	胡翠玉女士	Social Welfare Department
Ms WU Hei-chun	胡喜珍女士	Social Welfare Department
Mr WU Sum-wa	胡深華先生	Lands Department
Ms WU Wai-ling	胡惠玲女士	Inland Revenue Department
Ms WU Yuk-tai	胡玉娣女士	Architectural Services Department
Ms YAM Choi-sim	任彩嬋女士	Food and Environmental Hygiene Department
Mr YAM Kin-ning, Henry	任建寧先生	Social Welfare Department
Ms YAM Po-yin	任寶賢女士	Office of the Government Chief Information Office
Ms YAU Wai-shan	邱慧珊女士	Department of Justice

Name of Officer	姓名	Present Department
Ms YEUNG Kin-sin	楊劍仙女士	Judiciary
Miss YEUNG Mee-ching	楊美貞女士	Water Supplies Department
Ms YEUNG Siu-ling	楊小玲女士	Leisure and Cultural Services Department
Mr YEUNG Wing-fai	楊永輝先生	Leisure and Cultural Services Department
Miss YICK Wing-shan	易詠珊女士	Department of Health
Miss YIM Fung-yee	嚴鳳儀女士	Inland Revenue Department
Mr YIP King-shun	葉景順先生	Leisure and Cultural Services Department
Ms YU Yuk-yu	余玉如女士	Department of Health
Miss YUEN Shuk-mun	阮淑敏女士	Land Registry
Miss YUEN Yim-ngor	阮艷娥女士	Leisure and Cultural Services Department
Ms YUNG Shui-yuk	翁瑞玉女士	Treasury

Total : 251 officers

2011 Clerical Officer Promotion Exercise
List of Promotee
(Effective Date of Promotion : 15 February 2012)

Name of Officer	姓名	Present Department
Miss WONG Man-ting	黃敏婷女士	Hong Kong Observatory

Total : 1 officer

**2011 Clerical Officer Promotion Exercise
Procedures for Review Machinery**

- (a) Any officer who has 12 or more years of service in the rank of Assistant Clerical Officer (ACO) by 30 June 2011 and who has not been selected for promotion or has not opted out from the 2011 Clerical Officer Promotion Exercise may apply for a review of his/her case by completing the attached form at the Annex and forward it to his/her Departmental Secretary **on or before 2 March 2012** for onward transmission to the General Grades Office.
- (b) A Reviewing Officer independent of the Promotion Board will be appointed by the Principal Executive Officer (General Grades) to conduct a review.
- (c) The Reviewing Officer will review the findings of the Promotion Board alongside with the performance appraisal file of each applicant; and provide independent advice on the applicant's work performance, clerical exposure and supervisory experience in order to better prepare the applicant for future promotion exercises.
- (d) The Reviewing Officer will report his/her findings to the Principal Executive Officer (General Grades) for endorsement at the conclusion of his/her review.
- (e) The review will be completed in the third quarter of 2012 and the findings of the Reviewing Officer will be conveyed to each applicant through an interview to be conducted by the departmental management. The findings of the Reviewing Officer will also be brought to the attention of the next Promotion Board.

2011 Clerical Officer Promotion Exercise
Review Machinery
Request for Review of Individual Case
(Deadline for Submission : 2 March 2012)

To: Principal Executive Officer (General Grades)
 General Grades Office, Civil Service Bureau

via: Departmental Secretary

In connection with the 2011 Clerical Officer Promotion Exercise, I wish to apply for a review of my case. My personal particulars are provided below –

Name : _____
 (in block letters)

Hong Kong Identity Card No. : _____ ()

Division/Section/Office : _____

Bureau/Department : _____

Date of Appointment to ACO Rank : _____

Office Telephone No. : _____

I wish to submit to the Reviewing Officer additional information (if any) in respect of my case as follows –

Signature : _____

Date : _____

The information provided will be used for the review of the applicant's case and related purposes. It may be disclosed to the Director of General Grades, Bureau Secretaries, Heads of Departments and their designated officers who are required to handle such matters.

It will not be possible to process your application if you fail to provide all the requested information.

You have the right to request access to or correction of personal data provided on this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. Such requests must be made in writing to the Personal Data Privacy Officer (DATPRO) of the department as promulgated in relevant departmental/internal circulars.