

# Labour Department

## List of Records by Category

Category	Subject Grouping	
Administration Division	<p><b><i>Personnel</i></b></p> <ul style="list-style-type: none"> <li>- Appointment and Recruitment</li> <li>- Biography and Seniority Lists</li> <li>- Circulars – Various</li> <li>- Commendation and Discipline</li> <li>- Communications – Newsletters, etc</li> <li>- Delegation of Authority</li> <li>- Establishment and Organisation</li> <li>- Government Identity Cards and Departmental Warrants</li> <li>- Leave and Passages</li> <li>- Pensions</li> <li>- Postings and Transfers</li> <li>- Promotion</li> <li>- Salaries and Allowances</li> <li>- Staff Housing</li> <li>- Staff Welfare and Relations</li> <li>- Termination of Service</li> <li>- Training and Development</li> </ul> <p><b><i>General</i></b></p> <ul style="list-style-type: none"> <li>- Accidents</li> <li>- Accommodation and Facilities</li> <li>- Accounts</li> <li>- Acts and Legislation</li> <li>- Agreements</li> <li>- Appeals and Complaints</li> <li>- Associations and Clubs</li> <li>- Badges, Emblems, Flags</li> <li>- Boards and Committees</li> <li>- Buildings and Lands</li> <li>- Charity Circulars and Directives</li> <li>- Committees, Councils, Commissions</li> <li>- Community Health and Safety</li> <li>- Community Services</li> <li>- Conferences and Symposia</li> <li>- Contracts</li> <li>- Convention</li> </ul>	<p><b><i>General (cont'd)</i></b></p> <ul style="list-style-type: none"> <li>- Courses</li> <li>- Disposal of Surplus and Unserviceable Stores</li> <li>- Education</li> <li>- Elections</li> <li>- Emergency Planning</li> <li>- Environmental Management</li> <li>- Equipment and Supplies</li> <li>- Estimates of Expenditure</li> <li>- Financial Returns and Reports</li> <li>- Fire Services</li> <li>- Gazette</li> <li>- Government Logistics Department Contract</li> <li>- Health, Safety and Welfare</li> <li>- Holidays, Leave and Hours of Work</li> <li>- Information System and Services</li> <li>- Inspections</li> <li>- Inventions, Patents and Copyright</li> <li>- Inventory</li> <li>- Labour Relations</li> <li>- Legal Advice</li> <li>- Legislation</li> <li>- Licences, Passes and Permits</li> <li>- Loss of Stores</li> <li>- Maintenance Services of Electric / Electronic Equipment</li> <li>- Maintenance of Furniture and Equipment</li> <li>- Management Services</li> <li>- Medical and Public Health</li> <li>- Meetings</li> <li>- Miscellaneous</li> <li>- Office Accommodation</li> <li>- Office Furniture and Equipment</li> <li>- Office Services</li> <li>- Offices</li> <li>- Official Languages</li> <li>- Organisation</li> <li>- Plans and Programme</li> </ul>

Category	Subject Grouping	
Administration Division (cont'd)	<b>General (cont'd)</b> <ul style="list-style-type: none"> <li>- Postal Services</li> <li>- Printing and Stationery</li> <li>- Protocol</li> <li>- Public Sector Reforms</li> <li>- Public Trust Funds</li> <li>- Publications</li> <li>- Publicity</li> <li>- Records Management</li> <li>- Reports, Returns and Statistics</li> <li>- Security</li> <li>- Seminars</li> <li>- Statistics</li> <li>- Stores and Equipment</li> <li>- Stores Matter Concerning with Government Logistics Department</li> </ul>	<ul style="list-style-type: none"> <li>- Stores on Loan</li> <li>- Surplus of Stores</li> <li>- Surveys</li> <li>- Talks and Lectures</li> <li>- Telephone and Communications</li> <li>- Trade and Commerce</li> <li>- Trade Unions</li> <li>- Trading</li> <li>- Transportation</li> <li>- United Nations Agencies</li> <li>- Visits</li> <li>- Wages and Allowances</li> <li>- Welfare</li> <li>- Working Conditions</li> <li>- Workshops</li> </ul>

Category	Subject Grouping	
Boilers and Pressure Vessels Division	<ul style="list-style-type: none"> <li>- Accident Record</li> <li>- Administration and Office Management</li> <li>- Air Receiver Inspectors</li> <li>- Appointed Examiners</li> <li>- Appointment and Postings</li> <li>- Boiler Inspectors</li> <li>- Boiler Receivers and Air Receivers</li> <li>- Boilers and Pressure Vessels Ordinance</li> <li>- Certificate of Competency</li> <li>- Circulars and Orders</li> <li>- Code of Practice</li> <li>- Competent Persons</li> <li>- Complaints</li> <li>- Computerisation</li> <li>- Courses and Seminars</li> <li>- Dangerous Goods Ordinance</li> <li>- Enquiries</li> <li>- Environmental Protection</li> <li>- Estimates and Forecasts</li> <li>- Examinations</li> <li>- Exemption Certificate</li> <li>- External Training</li> <li>- Fees and Charges</li> <li>- Gas Holder</li> <li>- Inspection Reports</li> <li>- Instructions and Orders</li> <li>- Issue of Certificate of Fitness</li> </ul>	<ul style="list-style-type: none"> <li>- Legislation</li> <li>- Liaison with Other Departments</li> <li>- Liaison with Outside Bodies</li> <li>- Meetings and Committees</li> <li>- Office Accommodation</li> <li>- Office Equipment</li> <li>- Performance Pledge</li> <li>- Policy on Pressure Equipment</li> <li>- Prosecution</li> <li>- Prosecution Policies and Procedures</li> <li>- Publications</li> <li>- Publicity</li> <li>- Records Management</li> <li>- Reports and Returns</li> <li>- Research and Surveys</li> <li>- Serving the Community</li> <li>- Staff Reports</li> <li>- Staff Requests</li> <li>- Staff Training</li> <li>- Statistics</li> <li>- Technical Information</li> <li>- Technical Reports and Projects Evaluation</li> <li>- Training of Competent Persons</li> <li>- Transportation</li> <li>- Work Simplification</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employees' Compensation Division	<ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administration</li> <li>- Boards and Committees</li> <li>- Circulars and Orders</li> <li>- Complaints and Petitions</li> <li>- Compulsory Insurance</li> <li>- Employees' Compensation Assistance Ordinance</li> <li>- Employees' Compensation Claims</li> <li>- Employees' Compensation Ordinance</li> <li>- Employees' Compensation Systems in Foreign Countries</li> <li>- Employees' Compensation Assistance Scheme</li> <li>- Enquiries</li> <li>- Estimates and Forecasts</li> <li>- Finance</li> <li>- Information Systems</li> <li>- International Labour Organisation</li> <li>- Labour Advisory Board</li> <li>- Legal Advice</li> <li>- Legislation</li> <li>- Liaison with Government Departments</li> <li>- Liaison with Outside Organisations</li> </ul>	<ul style="list-style-type: none"> <li>- Loan Scheme for Employees Injured at Work and Dependants of Deceased Employees</li> <li>- Medical Assessment</li> <li>- Meetings</li> <li>- Occupational Diseases</li> <li>- Operation and Procedures</li> <li>- Performance Pledge</li> <li>- Pneumoconiosis and Mesothelioma Compensation Legislation</li> <li>- Pneumoconiosis and Mesothelioma Compensation Scheme</li> <li>- Printing Matters</li> <li>- Prosecution</li> <li>- Publications</li> <li>- Publicity</li> <li>- Records Management</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Stores and Equipment</li> <li>- Surveys and Research</li> <li>- Telephone and Communications</li> <li>- Trade Unions</li> <li>- Unions and Pressure Groups</li> <li>- Visits and Visitors</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employment Claims Investigation Division	<ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administration</li> <li>- Appointments and Postings</li> <li>- Boards and Committees</li> <li>- Cases Investigation</li> <li>- Circulars</li> <li>- Complaints</li> <li>- Employment Ordinance</li> <li>- Enquiries</li> <li>- Estimates and Forecasts</li> <li>- Foreign Domestic Helpers</li> <li>- Furniture and Equipment</li> <li>- International Organisations</li> <li>- Legal Advice</li> <li>- Legislation</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison with Government Department</li> <li>- Manual and Forms</li> <li>- Meetings and Conferences</li> <li>- Office Equipment</li> <li>- Policy</li> <li>- Printing Matters</li> <li>- Promotional Activities</li> <li>- Publications</li> <li>- Publicity</li> <li>- Reports</li> <li>- Speeches</li> <li>- Staff Commendation and Discipline</li> <li>- Staff Establishment</li> <li>- Staff Leave</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employment Claims Investigation Division (cont'd)	<ul style="list-style-type: none"> <li>- Staff Training</li> <li>- Statistics</li> <li>- Surveys and Research</li> </ul>	<ul style="list-style-type: none"> <li>- Telephone and Transport</li> <li>- Trade Unions</li> <li>- Visits</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employment Information and Promotion Division	<p><b><i>Central Recruitment</i></b></p> <ul style="list-style-type: none"> <li>- Administrative Matters</li> <li>- Application for Mod I Posts</li> <li>- Circulars</li> <li>- Complaints</li> <li>- Computer System</li> <li>- Departmental Programme of Legislation</li> <li>- Development Plans</li> <li>- Duty Roster</li> <li>- Employment Assistance</li> <li>- Employment Service Rendered to Massive Redundancy</li> <li>- Estimates and Forecasts</li> <li>- Exhibitions</li> <li>- Facsimile System</li> <li>- Feedback</li> <li>- Filing System</li> <li>- Furniture, Equipment and Office Sundries and Printing Matters</li> <li>- General Subjects</li> <li>- Labour Advisory Board and Labour Advisory Board - Committees</li> <li>- Meetings</li> <li>- Office Accommodation</li> <li>- Operational Matters</li> <li>- Policy Matters</li> <li>- Publicity</li> <li>- Retraining Scheme</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Summer Job</li> <li>- Talks and Speeches</li> <li>- Telephone and Communication</li> <li>- Training</li> <li>- Visits</li> <li>- Yearly Reports</li> <li>- Miscellaneous Matters</li> </ul>	<p><b><i>Employment Information and Promotion Programme</i></b></p> <ul style="list-style-type: none"> <li>- Administration</li> <li>- Circulars</li> <li>- Complaints and Compliments</li> <li>- Employment Information and Promotion</li> <li>- External Affairs</li> <li>- International Labour Organization</li> <li>- Labour Department's Boards and Committees</li> <li>- Legislation and Legal Matters</li> <li>- Legislative Council</li> <li>- Meeting</li> <li>- Newsletters</li> <li>- Non-employment Related Projects</li> <li>- Provision of Employment Services</li> <li>- Staff</li> <li>- Statistics</li> <li>- Surveys and Reference Materials</li> </ul> <p><b><i>Job Vacancy Processing</i></b></p> <ul style="list-style-type: none"> <li>- Access to Information and Privacy Ordinance</li> <li>- Administrative Matters</li> <li>- Complaints</li> <li>- Computer System</li> <li>- CSSA</li> <li>- Discrimination Ordinance</li> <li>- Duty Lists / Duty Rosters</li> <li>- Employment Assistance to Mass Redundancy</li> <li>- Enquiries</li> <li>- Estimates and Expenditures</li> <li>- Exhibitions</li> <li>- Filing System</li> <li>- General Subjects</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employment Information and Promotion Division (cont'd)	<b><i>Job Vacancy Processing (cont'd)</i></b> <ul style="list-style-type: none"> <li>- Job Matching Programme</li> <li>- Labour Advisory Board Matters and Conventions</li> <li>- Matters Concerning Vacancies and Employers</li> <li>- Meetings</li> <li>- Newsletters / Publications</li> <li>- Office Accommodation</li> <li>- Office Equipment, Furniture and Office Sundries</li> <li>- Opening of New Branch Offices</li> <li>- Operation Matters</li> <li>- Performance Pledge</li> <li>- Publicity Matters</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Telephone Employment Service</li> <li>- Telephone System</li> <li>- Visions, Missions and Values</li> <li>- Miscellaneous Matters</li> </ul>	<b><i>Telephone Employment Service</i></b> <ul style="list-style-type: none"> <li>- Administrative Matters</li> <li>- Communications Matters</li> <li>- Complaints</li> <li>- Development Plan</li> <li>- Enquiries</li> <li>- Exhibitions</li> <li>- General Subjects</li> <li>- International Labour Organization Matters and Conventions</li> <li>- Meetings</li> <li>- Office Accommodation, Equipment and Furniture</li> <li>- Operational Matters</li> <li>- Organizational Structure</li> <li>- Policy Matters</li> <li>- Publicity Matters</li> <li>- Reports</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Talks and Seminars</li> <li>- Miscellaneous Matters</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Employment Services Division	<ul style="list-style-type: none"> <li>- Administration Matters</li> <li>- Exhibitions</li> <li>- General Subjects</li> </ul>	<ul style="list-style-type: none"> <li>- Operational Matters</li> <li>- Policy Matters</li> <li>- Publicity</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Information and Public Relations Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Campaigns</li> <li>- Circulars and Orders</li> <li>- Contributions to Outside Bodies</li> <li>- Invitation to Ceremonies</li> <li>- Liaison with Government Departments</li> <li>- Meetings</li> <li>- Permission for Reproduction of Departmental Publications</li> <li>- Publications by Labour Department</li> </ul>	<ul style="list-style-type: none"> <li>- Publications by Outside Bodies</li> <li>- Publicity Activities</li> <li>- Replies to Complaints and Enquiries</li> <li>- Reports and Briefs</li> <li>- Requests and Distribution of Publications</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Talks / Lectures / Interviews</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Information Technology Management Division	<ul style="list-style-type: none"> <li>- Appointments and Posting</li> <li>- Employments and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>- Electronic Data Processing Management</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
International Liaison Division	<ul style="list-style-type: none"> <li>- Appointments and Posting</li> <li>- Boards and Committees</li> <li>- Employment and Recruitment</li> <li>- Electronic Data Processing Management</li> <li>- Enquiries and Requests</li> <li>- Environmental Management</li> <li>- Establishment and Organisation</li> <li>- Estimates and Forecasts</li> <li>- International Labour Organisation</li> <li>- Library Matters</li> <li>- Meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Miscellaneous Correspondence</li> <li>- Office Accommodation</li> <li>- Office Furniture and Equipment</li> <li>- Office Safety and Health</li> <li>- Office Services</li> <li>- Records Management</li> <li>- Reports, Returns and Statistics</li> <li>- Staff Matters</li> <li>- Staff Suggestions Scheme</li> <li>- Staff Training Matters</li> <li>- Stores and Inventory</li> <li>- Visit Programmes</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Labour Inspection Division	<ul style="list-style-type: none"> <li>- Administration Matters</li> <li>- Circulars</li> <li>- Complaints</li> <li>- Employees' Compensation Ordinance</li> <li>- Employment of Children Regulations</li> <li>- Employment of Young Persons (Industry) Regulations</li> <li>- Employment Ordinance</li> <li>- Enforcement and Inspection Visits</li> <li>- Enquiries</li> <li>- Estimates</li> <li>- Forms</li> <li>- Importation of Labour</li> </ul>	<ul style="list-style-type: none"> <li>- Information Technology</li> <li>- International Labour Organisation</li> <li>- Legislation and Policy</li> <li>- Liaison with Government Departments</li> <li>- Meetings</li> <li>- Minimum Wage Ordinance</li> <li>- Office Accommodation</li> <li>- Prosecution</li> <li>- Public Relations</li> <li>- Publicity / Publications</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Training</li> <li>- Visits and Delegations</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Labour Relations Division	<p><b><i>Labour Relations</i></b></p> <ul style="list-style-type: none"> <li>- Activities</li> <li>- Administration</li> <li>- Associations, Boards, Committees, Government Departments and International Organizations</li> <li>- Law</li> <li>- Reference</li> <li>- Staff</li> <li>- Statistics</li> </ul>	<p><b><i>Registry of Trade Unions</i></b></p> <ul style="list-style-type: none"> <li>- Circulars</li> <li>- Correspondence with the public</li> <li>- Courses and Talks</li> <li>- Legislation</li> <li>- Legal Advice</li> <li>- Liaison with Government Departments</li> <li>- Manuals and Forms</li> <li>- Meetings and Conferences</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Labour Relations Division (cont'd)	<b><i>Registry of Trade Unions (cont'd)</i></b> – Office Administration – Personnel Records – Publications – Publicity – Reference Materials – Register of Trade Unions	– Registered Union Rules – Reports – Staff Training – Statistics – Statutory Returns of Trade Unions – Visits

<b>Category</b>	<b>Subject Grouping</b>	
Minor Employment Claims Adjudication Board	– Administration – Application for Leave to Appeal – Appointments and Postings – Associations of Employers – Boards and Committees – Circulars and Orders – Claims – Commendation and Discipline – Complaints Enquiries – Courses and Talks – Delegations – Employment of Foreign Domestic Helpers – Employment Ordinance – Estimates and Forecasts – Finance and Acquisition – Functions and Events – International Organisations – Interpretation Service – Labour Legislation – Labour Tribunal Decisions – Labour Tribunal Ordinance – Liaison with Government Departments – Manpower Requirements – Manual on Procedures – Minor Employment Claims Adjudication Board Ordinance – Minor Employment Claims Adjudication Board Procedures	– Minor Employment Claims Adjudication Board Suits' Fund – Meetings and Seminars – Office Accommodation – Office Furniture and Equipment – Performance Pledge – Printing Matters – Protection of Wages on Insolvency Ordinance – Public Relations – Publications – Records Management – Reference Materials – Referrals Cases of Labour Tribunal – Reports – Review – Service of Minor Employment Claims Adjudication Board – Small Claims Tribunal – Speeches – Staff Commendation and Discipline – Staff Establishment – Staff Leave – Staff Training – Statistics – Surveys and Research – Telephone and Communications – Trade Unions

Category	Subject Grouping	
Occupational Health Service	<p><b><i>Occupational Hygiene &amp; Integrated Services</i></b></p> <ul style="list-style-type: none"> <li>- Air Pollution</li> <li>- Asbestos Laboratory</li> <li>- Development and Planning</li> <li>- Environmental Monitoring Report</li> <li>- Environmental Pollution</li> <li>- Examination, Calibration and Maintenance</li> <li>- Hygiene Standards</li> <li>- Industrial Projects</li> <li>- Occupational Hygiene</li> <li>- Occupational Hygiene Laboratory</li> <li>- Personal Protective Equipment</li> <li>- Quality Control</li> <li>- Solid Waste Pollution</li> <li>- Surveys and Research</li> <li>- Water Pollution</li> </ul>	<p><b><i>Occupational Medicine</i></b></p> <ul style="list-style-type: none"> <li>- Asbestos Related Disease</li> <li>- Aviation Medicine</li> <li>- Casualty Attendance</li> <li>- Compressed Air Work</li> <li>- Decompression Sickness</li> <li>- Dermatitis</li> <li>- Diving Work</li> <li>- Employees' Compensation and Invaliding Benefits</li> <li>- First Aid Facilities</li> <li>- Hospital Sub-offices</li> <li>- Industrial Processes</li> <li>- Ionising Radiation</li> <li>- Licensing and Permits</li> <li>- Mass Transit Railway</li> <li>- Medical Examinations and Assessments</li> <li>- Medical Schemes</li> <li>- Meetings and Committees</li> <li>- Occupational Diseases</li> <li>- Occupational Medicine</li> <li>- Pneumoconiosis Compensation Legislation</li> <li>- Pneumoconiosis Compensation Scheme</li> <li>- Pneumoconiosis X-ray Examination</li> <li>- Radiation</li> <li>- Rehabilitation</li> <li>- Silicosis</li> <li>- Surveys and Research</li> <li>- Toxicology and Poisoning</li> </ul>



Category	Subject Grouping	
Occupational Safety Services	<p><b>Headquarters</b></p> <ul style="list-style-type: none"> <li>- Administration</li> <li>- Boards and Committees</li> <li>- Circulars and Orders</li> <li>- Code of Practice</li> <li>- Computerization</li> <li>- Conference, Seminars and Visits</li> <li>- Correspondence</li> <li>- Estimates and Forecasts</li> <li>- Industrial Classification</li> <li>- Legislation</li> <li>- Liaison with Other Government Departments</li> <li>- Maintenance</li> <li>- Meetings</li> <li>- Office Accommodation and Furniture</li> <li>- Performance Pledge</li> <li>- Personnel Matters</li> <li>- Reimbursement</li> <li>- Reports and Statistics</li> <li>- Safety Officers</li> <li>- Store and Equipment</li> </ul> <p><b>Legal Services</b></p> <ul style="list-style-type: none"> <li>- Legislation</li> <li>- Office Accommodation</li> <li>- Organization Charts</li> <li>- Telephone Directory</li> <li>- Review and Workplan</li> <li>- Staff Training</li> <li>- Stores and Equipment</li> </ul> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>- Factories and Industrial Undertakings (including construction sites)</li> </ul>	<p><b>Operations (cont'd)</b></p> <ul style="list-style-type: none"> <li>- Non-industrial Undertakings</li> <li>- Notification</li> <li>- Workplace Accidents / Dangerous Occurrences</li> <li>- Workplace Complaints</li> </ul> <p><b>Safety Management and Information Division</b></p> <ul style="list-style-type: none"> <li>- Industrial Accident Statistics</li> <li>- Occupational Injury Statistics</li> </ul> <p><b>Support Services</b></p> <ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administration</li> <li>- Associations</li> <li>- Circulars</li> <li>- Code of Practice</li> <li>- Committees and Boards</li> <li>- Conference, Meetings and Seminars</li> <li>- Estimates</li> <li>- Expenditure</li> <li>- Ordinance and Regulations</li> <li>- Printing Matters</li> <li>- Stationery</li> <li>- Stores and Equipment</li> <li>- Training of Occupational Safety Officer</li> <li>- Visual Aids</li> <li>- Working Groups</li> <li>- Press Release, Speeches</li> <li>- Orders and Instructions</li> <li>- Publications</li> <li>- Returns and Statistics</li> <li>- Safety Campaign / Competition</li> <li>- Stores and Equipment</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Policy Support Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Circulars and Orders</li> <li>- Commissioner of Oaths</li> <li>- Complaints</li> <li>- Computerization</li> <li>- Consular Posts</li> <li>- Development Plan</li> <li>- Employment Agencies</li> <li>- Enquiries</li> <li>- Estimates and Forecasts</li> <li>- Exhibitions</li> <li>- External Employment Services</li> <li>- Finance</li> <li>- Foreign Domestic Helpers</li> <li>- Guarantors</li> <li>- Internal Organization</li> <li>- Legal Advice</li> <li>- Legislation</li> <li>- Meeting and Committees</li> <li>- Office Accommodation</li> <li>- Office Furniture and Equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Overseas Employers</li> <li>- Particulars of Licensees for Employment Agencies</li> <li>- Personnel</li> <li>- Policy</li> <li>- Printing Matters</li> <li>- Prosecution Policy</li> <li>- Publications</li> <li>- Publicity Matters</li> <li>- Records Management</li> <li>- Reference Materials</li> <li>- Reports</li> <li>- Staff Matters</li> <li>- Staff Requests</li> <li>- Training and Visits</li> <li>- Statistics</li> <li>- Statutory Declarations</li> <li>- Talks and Seminars</li> <li>- Telephone and Communications</li> <li>- Transport</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Prosecutions Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Circulars and Orders</li> <li>- Liaison with Other Divisions</li> <li>- Offence Records</li> <li>- Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Requisition on Staff</li> <li>- Requisition of Stores and Equipment</li> <li>- Statistics</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Selective Placement Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Case Files for Disabled Job Seekers</li> <li>- Committees</li> <li>- Complaints</li> <li>- Development Plan</li> <li>- District Administration</li> <li>- Employment Assistance</li> <li>- Enquiries</li> <li>- Equipment for Disabled</li> <li>- Estimates and Forecasts</li> <li>- Feedback Information</li> <li>- International Labour Organisation</li> <li>- Legislation</li> <li>- Meetings</li> </ul>	<ul style="list-style-type: none"> <li>- Multi-disciplinary Vocational Assessment</li> <li>- Office Accommodation</li> <li>- Office Furniture and Equipment</li> <li>- Operation Facilities</li> <li>- Policy</li> <li>- Promotional Matters to Employers</li> <li>- Public Assistance</li> <li>- Publicity</li> <li>- Recruitment of Staff for Government Departments</li> <li>- Reference Materials</li> <li>- Rehabilitation Development Co-ordination Committee</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Selective Placement Division (cont'd)	<ul style="list-style-type: none"> <li>- Reports</li> <li>- Selective Placement Service</li> <li>- Staff Matters</li> <li>- Staff Requests</li> <li>- Staff Training</li> </ul>	<ul style="list-style-type: none"> <li>- Statistics</li> <li>- Survey Reports</li> <li>- Talks and Seminars</li> <li>- Vacancy Information</li> <li>- Visits</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Staff Training and Development Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Posting</li> </ul>	<ul style="list-style-type: none"> <li>- Training</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Statutory Minimum Wage Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Assessment of Degree of Productivity of Persons with Disabilities</li> <li>- Circulars and Orders</li> <li>- Correspondence</li> <li>- Finance</li> <li>- Legislation</li> </ul>	<ul style="list-style-type: none"> <li>- Local and International Organisations</li> <li>- Meetings</li> <li>- Office Accommodation</li> <li>- Publicity and Promotion</li> <li>- Staff Matters</li> <li>- Statistics, Surveys and Studies</li> <li>- Training</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Supplementary Labour Division	<ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administration</li> <li>- Appreciation</li> <li>- Briefings</li> <li>- Circulars</li> <li>- Communication Systems</li> <li>- Computer Equipment and Supplies</li> <li>- Correspondence with Other Government Departments</li> <li>- Correspondence with Outside Parties</li> <li>- Employment Assistance</li> <li>- Enforcement Activities</li> <li>- Equipment and Supplies</li> <li>- Finance</li> </ul>	<ul style="list-style-type: none"> <li>- Information Services</li> <li>- Legislation</li> <li>- Meetings</li> <li>- Organization</li> <li>- Personnel</li> <li>- Promotional Activities</li> <li>- Publicity Matters</li> <li>- Records Management</li> <li>- Reports</li> <li>- Returns</li> <li>- Supplementary Labour Scheme Supplement</li> <li>- Statistics</li> <li>- Training and Development</li> <li>- Visits and Tours</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Workplace Consultation Promotion Division	<ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administration</li> <li>- Appointments and Postings</li> <li>- Boards and Committees</li> <li>- Circulars</li> <li>- Complaints</li> <li>- Courses and Talks</li> </ul>	<ul style="list-style-type: none"> <li>- Employers' Organisation</li> <li>- Employment Ordinance</li> <li>- Enquiries</li> <li>- Estimates and Forecasts</li> <li>- Exhibition</li> <li>- Functions and Events</li> <li>- Industries</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Workplace Consultation Promotion Division (cont'd)	<ul style="list-style-type: none"> <li>- International Organisations</li> <li>- Legal Advice</li> <li>- Legislation</li> <li>- Liaison with Government Departments</li> <li>- Manual and Forms</li> <li>- Meetings and Conferences</li> <li>- Office Equipment</li> <li>- Policy</li> <li>- Printing Matters</li> <li>- Promotional Activities</li> <li>- Public Relations</li> <li>- Publications</li> <li>- Publicity</li> <li>- Reference Materials</li> </ul>	<ul style="list-style-type: none"> <li>- Reports</li> <li>- Seminars</li> <li>- Speeches</li> <li>- Staff Commendation and Discipline</li> <li>- Staff Establishment</li> <li>- Staff Leave</li> <li>- Staff Training</li> <li>- Statistics</li> <li>- Surveys and Research</li> <li>- Telephone and Transport</li> <li>- Trade Unions</li> <li>- Visits</li> <li>- Working Groups</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Wage Security Division	<ul style="list-style-type: none"> <li>- Accommodation</li> <li>- Administrative Matters</li> <li>- Circulars</li> <li>- Establishment</li> <li>- Forecasts and Estimates</li> <li>- Legislation and Legal Advice</li> <li>- Liaison with Government Departments</li> <li>- Manual and Forms</li> <li>- Meetings / Committees</li> <li>- Policy</li> </ul>	<ul style="list-style-type: none"> <li>- Posting and Acting Appointments</li> <li>- Press Release and Publications</li> <li>- Protection of Wages on Insolvency Fund Board</li> <li>- Protection of Wages on Insolvency Ordinance</li> <li>- Staff Matters</li> <li>- Staff Training</li> <li>- Statistics</li> <li>- Stores and Equipment</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Work Incentive Transport Subsidy Division	<ul style="list-style-type: none"> <li>- Acceptance of Advantages</li> <li>- Accommodation</li> <li>- Administration</li> <li>- Appointments and Posting</li> <li>- Awards and Honours</li> <li>- Building Security</li> <li>- Circulars</li> <li>- Communication Systems</li> <li>- Electronic Data Processing</li> <li>- Emergency Planning</li> <li>- Enquiries</li> <li>- Environmental Management</li> </ul>	<ul style="list-style-type: none"> <li>- Estimates of Expenditure</li> <li>- Furniture and Equipment</li> <li>- Health and Safety</li> <li>- Meetings</li> <li>- Printing Matters</li> <li>- Publicity and Publications</li> <li>- Records Management</li> <li>- Recreation and Welfare</li> <li>- Statistics</li> <li>- Training and Development</li> <li>- Transportation</li> </ul>

<b>Category</b>	<b>Subject Grouping</b>	
Working Hours Policy Division	<ul style="list-style-type: none"> <li>- Administration</li> <li>- Accommodation and Facilities</li> <li>- Equipment and Supplies</li> </ul>	<ul style="list-style-type: none"> <li>- Finance</li> <li>- Personnel</li> <li>- Information Services</li> </ul>

Category	Subject Grouping	
Youth Employment Division	<p><b><i>Youth Employment and Training Programme</i></b></p> <ul style="list-style-type: none"> <li>- Access to information</li> <li>- Accommodation</li> <li>- Accounts and Accounting</li> <li>- Administration</li> <li>- Case Management Services</li> <li>- Circulars and Directives</li> <li>- Committees, Council, Commissions</li> <li>- Computer and Communication Systems</li> <li>- Employment and Recruitment</li> <li>- Equipment and Supplies</li> <li>- Establishment and Organisation</li> <li>- Financial Matters</li> <li>- Furniture and Furnishings</li> <li>- Information Services</li> <li>- Insurance Matters</li> <li>- Meetings</li> <li>- Modular Training</li> <li>- Office Services</li> <li>- Off-the-Job Vocational Courses</li> <li>- On-the-Job Training</li> <li>- Publicity &amp; Promotional Activities</li> <li>- Quality Assurance</li> <li>- Reimbursement claims</li> <li>- Seminar, Talks and Workshops</li> <li>- Special Employment Projects</li> <li>- Staff Matters</li> <li>- Statistics</li> <li>- Surveys &amp; Information Papers</li> <li>- Training and Development</li> <li>- Transportation</li> <li>- Visit and Tours</li> <li>- Workplace Attachment Training</li> </ul>	<p><b><i>Youth Employment Start</i></b></p> <ul style="list-style-type: none"> <li>- Access to Information</li> <li>- Accommodation</li> <li>- Accounts and Accounting</li> <li>- Accounts Payable</li> <li>- Appointments and Posting</li> <li>- Acts and Legislation</li> <li>- Audiovisual &amp; Photographic Equipment and Supplies</li> <li>- Circulars and Directives</li> <li>- Claims</li> <li>- Committees, Councils, Commissions</li> <li>- Complaints</li> <li>- Computer Equipment and Supplies</li> <li>- Electronic Data Processing Management</li> <li>- Employment and Recruitment</li> <li>- Environment Management</li> <li>- Equipment, Supplies and Services</li> <li>- Establishment</li> <li>- Finance</li> <li>- Furniture and Furnishings</li> <li>- Information Services</li> <li>- Office Machines and Equipment</li> <li>- Office Services</li> <li>- Official Languages</li> <li>- Printing</li> <li>- Publicity</li> <li>- Statistics</li> <li>- Training</li> <li>- Transportation</li> <li>- Visits and Tours</li> </ul>