

An English-Chinese  
Glossary of Terms Commonly Used  
in Government Departments  
Volume 4 (Second Edition)

政府部門常用英漢辭彙 第四輯(第二版)

CIVIL SERVICE

銓 叙



SEU 41084850

Chinese Language Division,  
Hong Kong Government  
香港政府中文公事管理局

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Education Technology Unit  
Hong Kong Polytechnic

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## Explanatory Notes

1. This glossary contains some 5000 entries which are special terms or words and phrases commonly used in government documents on subjects related to the civil service. The glossary serves primarily to provide Chinese Language Officers with a handy translation aid and to standardize the Chinese translation of these terms.

2. English terms included in the glossary are listed in strict alphabetical order.

3. Almost all the more important complex terms appear twice. They may be found in the alphabetical order of their key words or in that of their qualifiers. For example, the term 'acting allowance' may be found either under its key word 'allowance' or after its qualifier 'acting'.

4. Where an English term may be translated in more than one way, the different Chinese translations are separated by a semi-colon, e.g., 'pension' 「長俸; 恩俸; 退休金」。

5. Words that give further explanation to a term are placed in brackets, e.g., 'final annual leave' 「最終年假(即合約最後一年的年假)」. However, sometimes the words in brackets form part of the entry, e.g. 'hardship allowance (dangerous duties)' 「辛勞津貼(危險職務)」。

6. Words that could be used interchangeably are signified by a slash, e.g., 'personal emolument' 「個人薪酬／薪俸」。

7. Comments and advice from readers are most welcome so that necessary amendments may be made to the glossary in future.

## 凡 例

1. 本輯詞彙共收詞五千餘條，全部是政府公文中有關銓叙的專用名詞或常見用語。編纂本詞彙的目的，是方便中文主任參考，並劃一專用名詞和常見用語的中文譯法。
2. 本輯詞彙收錄的詞條，按照英文詞目的字母順序排列。
3. 較重要的複合詞條，大多出現兩次，讀者不論依照詞條的主體詞或定語的英文字母順序查閱，都可以查到。例如 'acting allowance' 一詞的中譯，不但可以在主體詞 'allowance' 之下找到，也可以在定語 'acting' 之下查到。
4. 有些詞條有不同的中譯，便用分號「；」分開。例如 'pension' 一詞，可譯為「長俸」、「恩俸」或「退休金」，詞彙內便出現「長俸；恩俸；退休金」。
5. 補充說明，都列在圓括號（）內，例如：'final annual leave' 「最終年假（即合約最後一年的年假）」；但有時候圓括號內的文字，也是詞條的固有部分，例如：'hardship allowance (dangerous duties)' 「辛勞津貼（危險職務）」。
6. 斜劃號「／」用來表示通用的字詞，例如：'personal emolument' 「個人薪酬／薪俸」。
7. 歡迎讀者隨時提意見，以便日後修訂詞彙時參考。

## Civil Service Terms

### 銓叙用語

#### A

abolition of office	取消職位
abscondment	棄職
absence	缺勤；缺席
authorized absence	經批准缺勤
leave of absence	休假
period of absence	缺勤期間
unauthorized absence	擅自缺勤
absence from duty	擅離職守
absence from duty without authority	未經批准擅離職守
absence from duty without reasonable cause	無充分理由擅離職守
absence not counting as leave	不視作放取假期的缺勤
absence without leave	未經請假擅自缺勤
absent with apology	因事缺席
accelerated promotion	加速升級；躍升
acceptance of advantages and entertainment	接受利益及款待
Acceptance of Advantages (Governor's Permission) Notice 1981	一九八一年接受利益 (總督許可) 公告
accommodation	辦公地方；住所
barrack accommodation	營房式宿舍
departmental barrack accommodation	部門營房式宿舍；部門營房式辦公地方
hostel accommodation	公寓式宿舍
private rented accommodation	自行租住私人樓宇
accommodation Circular	辦公室及住宅組通告
accountability	責任承擔
accountable allowance	須憑單據證明的津貼

Accounting Circular	會計通告
accounting class	會計職類
accounting period	會計期間；會計期
accumulation of leave	積存假期
accused officer	被控人員
across-the-board pay increase	全面加薪
act as	署理
acting	署理
acting allowance	署任津貼
acting appointment	署任；署理職位
acting for administrative convenience	為方便行政而署理某職
Acting Governor	署理總督
acting...in addition to his appointment	除本職外並署理.....
acting pay	署任薪津
acting...vice...	署理.....以接替.....
acting with a view to substantive promotion	署理以待責任
action	辦理；行動
— disciplinary action	紀律處分
follow-up action	接連行動；跟進工作
for further action	請繼續辦理
for necessary action	請依例辦理；請酌情辦理
no further action	毋須繼續辦理
action by ...	由.....辦理；經辦人：.....
action completed	公事已辦
action required	公事待辦
action taken	公事已辦
action to be taken	公事待辦
active leave balance	現積假期額
activity	活動；工作
canvassing activity	招登廣告活動
outreaching activity	外展工作
actuarial assumption	精算學假設
— actuary	精算師
ad hoc committee	專責委員會
ad hoc group	專責小組



addition  
    cash addition  
    overseas addition (leave)  
additional pension  
adjust (salary)  
adjustment  
    general salary adjustment  
    overall civil service pay  
        adjustment  
    pay adjustment  
    structural adjustment  
Administration  
    Director of Administration  
    Letter of Administration  
    Administrative Assistant  
    administrative class  
    administrative grade  
    administrative head  
    Administrative Officer,  
        Staff Grade A  
    Administrative Officer,  
        Staff Grade B/B1  
    Administrative Officer,  
        Staff Grade C  
    administrative orders  
    administrative service  
    admonish  
    advance of leave  
    advance of salary  
    advancement  
    Adviser/Advisers  
        Office of the Political  
        Adviser  
        Panel of Advisers  
    Police Legal Adviser,  
        Attorney General's  
        Chambers

附加；補貼  
    現金補貼  
    海外附加假期  
額外長俸  
調整(薪金)  
調整  
    全面薪金調整  
    公務員薪酬全面調整  
  
薪酬調整  
    薪級結構調整；薪級編制調整  
當局；政府；行政當局；遺產管  
理  
    行政署長  
    遺產管理證明書  
政務助理  
政務職類  
政務職系  
行政首長  
首長級甲級政務官  
  
首長級乙級／乙一級政務官  
  
首長級丙級政務官  
  
行政訓令  
政務職系；政務人員  
告誡  
預支假期  
預支薪金  
晉升  
顧問  
    政治顧問辦事處  
  
顧問委員會  
律政署警方法律顧問

advisory board	顧問／諮詢委員會
Advisory Circular	須知通告
advisory committee	顧問／諮詢委員會
Advisory Committee on	退休公務員就業申請諮詢委員會
Post-Retirement Employment	
advisory letter	勸誠信
age of retirement	退休年齡
age pointing	按年齡定薪額
aggregate working hours	工作總時數
Agreement between the Hong	香港政府與各主要公務員協會
Kong Government and the	於一九六八年達成的協議
Main Staff Associations,	
1968	
agreement officer	合約僱員；合約公務員
agreement	合約
on agreement	按合約僱用
officer on agreement	按合約僱用的人員
renewal of agreement	續訂合約
agreement terms	合約條件
Aide-de-Camp	總督副官
Extra Aide-de-Camp	臨時副官
Honorary Aide-de-Camp	榮譽副官
air conditioning allowance	空氣調節津貼
airline unaccompanied air	航空公司空運託運行李收費率
baggage rate	
alienation	業權轉讓
alimentary allowance	臨時生活津貼
allocate	編配
Allocation Warrant	撥款授權書(長期服務公費旅
(Long Service Travel Award	行獎勵計劃)
Scheme)	
allowance/allowances	津貼
accountable allowance	須憑單據證明的津貼
acting allowance	署任津貼
air conditioning allowance	空氣調節津貼
alimentary allowance	臨時生活津貼
annual allowance	年積金
baggage allowance	行李津貼
boarding school allowance	寄宿學校津貼

Committee on Allowances  
Committee to Review Job-

Related Allowances

consolidated overtime  
allowance

cost of living allowance

dangerous duties allowance

day school allowance

depreciation allowance

dialect allowance

disciplined services overtime  
allowance

domestic travel allowance

double down allowance

double sideways allowance

double up allowance

driving duties allowance

education allowance

entertainment allowance

expatriate officer allowance

extraneous duties (non-  
standard) allowance

extraneous duties

(responsibility) allowance

extraneous duties

(supplementary duties)  
allowance

free allowance

furniture and domestic  
appliances allowance

hardship allowance

hardship allowance (dangerous  
duties)

hardship allowance (obnoxious  
duties)

home purchase allowance

hotel subsistence allowance

house allowance

津貼委員會

檢討與工作有關連津貼委員會

合併逾時工作津貼

生活津貼

危險職務津貼

日間學校津貼

折舊免稅額

方言津貼

紀律部隊逾時工作津貼

國內交通津貼

兼任較低職位津貼

兼任同級職位津貼

兼任較高職位津貼

駕駛職務津貼

教育津貼

酬酢津貼

外地僱員津貼

額外職務津貼(非標準)

額外職務津貼(責任)

額外職務津貼(附加職務)

無限額津貼

家具及用具津貼

辛勞津貼

辛勞津貼(危險職務)

辛勞津貼(厭惡性職務)

自置居所津貼

酒店生活津貼

私有房屋津貼

impairment allowance	因公傷殘津貼
inconvenient hours allowance	不規則工作時間津貼
inducement allowance	獎勵津貼
job-related allowance	與工作有關連津貼
laundry allowance	洗熨津貼
local education allowance	本地教育津貼
lodging allowance	住宿津貼
London Office allowance	香港政府駐英辦事處津貼
management considerations allowance	由管方酌情發給的津貼
mileage allowance	行車津貼
multiple allowances	多項津貼
non-accountable allowance	不須憑單據證明的津貼
non-standard allowance	非標準津貼
overseas education allowance	海外教育津貼
overtime allowance	逾時工作津貼
per diem allowance	按日津貼
plain clothes allowance	便衣津貼
post allowance	職位津貼
private tenancy allowance (PTA)	自行租屋津貼
rate of allowance	津貼額
reduced annual allowance	經扣減的年津
remote stations allowance	駐守偏遠地區津貼
removal allowance	搬遷津貼
responsibility allowance	責任津貼
retirement allowance	退休津貼
retirement passage allowance	退休旅費津貼
scale of allowance	津貼表
shift duty allowance	輪班工作津貼
site allowance	工地津貼
special allowance	特別津貼
special overseas allowance	特別海外津貼
special widow's allowance	特別遺孀津貼
stand-by duty allowance	上班候命工作津貼
standard allowance	標準津貼
subsistence allowance (local)	膳食津貼(本港)

subsistence allowance (overseas)	膳宿津貼(海外)
suspension of retirement allowance	暫停支付退休津貼
temporary allowance	臨時津貼
temporary non-pensionable allowance	不能用作計算長俸的臨時津貼
travel allowance	旅行津貼
typhoon allowance	颱風當值津貼
uniform (and kit) allowance	制服(及用具)津貼
Alterations, Additions and Improvements Committee	改建、加建暨改善工程委員會
alternate chairman	候補主席
alternate member	候補成員; 候補委員
alternate Saturday-off system	長短週制度
amalgamation of ranks	職級合併
amendment sheet	修訂散頁
amortize	攤還
amount of annual reduction	全年扣減額
analogue	同類職位
analysis	分析; 分析法
factor analysis	因素分析
job analysis	工作分析
regression analysis	複歸分析法
annex	附件
annual allowance	年積金
annual increment	按年增薪額
annual leave	年假
Annual Leave Scheme	年假計劃
annual passage	年假旅費
annual pension	每年長俸
Annual Pension Claim Form	按年申領長俸表格
annual pensionable emolument	可供計算長俸的年薪
annual salary	年薪
annuity basis, on (Home Purchase Scheme)	根據按年遞減的貸款餘額計算 (自置居所資助計劃)
APEX (Advance Purchase of Excursion Tickets)	預購限期待價旅遊雙程機票

appeal board	上訴委員會
appendix	附錄
applicant	申請人
application	申請；申請書；申請表
formal application	正式申請；正式申請書
preliminary application (Home Purchase Scheme)	預先申請表(自置居所資助計劃)
application for appointment	職位申請
Application for Medical Treatment	就醫申請表格
Application for Permission to Accept an Outside Appointment Following Retirement from Government Service	退休公務員請求准許接受外間機構聘用申請表
application for transfer	調職申請
appointed member	委任成員；委任議員
appointed on trial	試任
appointment	任用；職位；委任；委任令；聘任
acting appointment	署任；署理職位
application for appointment	職位申請
date of first appointment	最初受聘日期
first appointment	初次上任；首次受聘
Guide to Appointment	職位簡介；聘任指南
in-service appointment	內部委任；在職轉任
letter of appointment	聘書
offer of appointment	聘用建議
substantive appointment	實任職位
tenure of an official appointment	公職任期
termination of appointment	終止任用
terms of appointment	聘用條件；僱用條件
trial appointment	試任職位
appointment on expatriate terms	按外地僱員條件聘用
appointment on local terms	按本地僱員條件聘用
appraisal form	考績報告表格
appraisee	接受評核人員

appraising officer  
apprentice grade  
apprenticeship  
appropriate point below the  
minimum of the pay scale

Appropriation Bill  
approval

covering approval  
prior approval  
unqualified approval

approving authority  
approving officer  
aptitude test

Armorial Bearings of Hong Kong  
arrangement/arrangements

conversion arrangement  
flexible leave arrangement  
leave and passage arrangement  
Memorandum of Administrative

Arrangements

pension arrangement  
staggering release

arrangement

arrears, in

'assault occasioning actual  
bodily harm'

Assessment Office (1984)

assessment test  
assistant rank

Assisting Officer  
(Disciplinary Investigating  
Committee)

associate member  
association  
assumption of duty  
assumption paper  
at centre

評核人員  
學徒職系  
學徒訓練  
低於起薪點的適當薪點

撥款條例草案  
批准

事後批准  
事先批准  
無附帶條件的批准

批核人員

核准人員

性向測驗

香港徽號

辦法；措施；安排

換算辦法；轉換新級辦法

靈活休假措施

休假及旅費措施

行政措施備忘錄；行政安排備  
忘錄

長俸措施

分批放行安排

下期(支付)

「毆打他人而造成實際身體損  
傷」

民意審核專員辦事處(一九八  
四年)

能力鑑定測驗

助理職級

研訊助理員(紀律研訊委員會)

準會員；社員

協會

就任；就職；上任

徵求同意書

暫附

at discretion	酌情決定；自行決定；全權決定
at the standard rate	按標準比率計算
attachment, on	派往.....見習；暫時派往 .....工作
attendance register	考勤簿；簽到簿
attendant	服務員
attention	請交.....；請交.....辦理
authentication report	覆查報告
authoritative response to request	有權力根據的答覆
authorized absence	經批准缺勤
authorities	當局
authority	管理局；主管當局
approving authority	批核人員
devolution of authority	權力下放
Authority	管理局；監督；主管當局
Broadcasting Authority	廣播事務管理局
Building Authority	建築事務監督
Hospital Authority	醫院管理局
Television and Entertainment Licensing Authority	影視及娛樂事務管理處
Water Authority	水務監督
Authorized Persons' Register	認可人士名冊
Authorized Persons' and Structural Engineers' Registration Committee	認可人士及結構工程師註冊 委員會
authorizing officer	批核人員；批准人員；批簽人員
available date (of quarters)	可供入住日期(宿舍)
average	平均數
moving annual average	每年移動平均數
weighted average	加權平均數
average basic salary	平均基本薪金
average job size	職位價值平均數
average line (practice line)	平均線(薪酬措施線)
average merit increase	勞績獎賞的平均增幅
average merit payment	勞績獎賞的平均幅度
average overall incremental increase	整體平均遞增薪額



average private sector practice	私人機構平均位值薪酬
award/awards	獎賞；獎勵；加薪
Gallantry Award	英勇獎狀；英勇獎章
provisional quota of awards	暫定獎勵配額
travel award	公費旅行獎勵