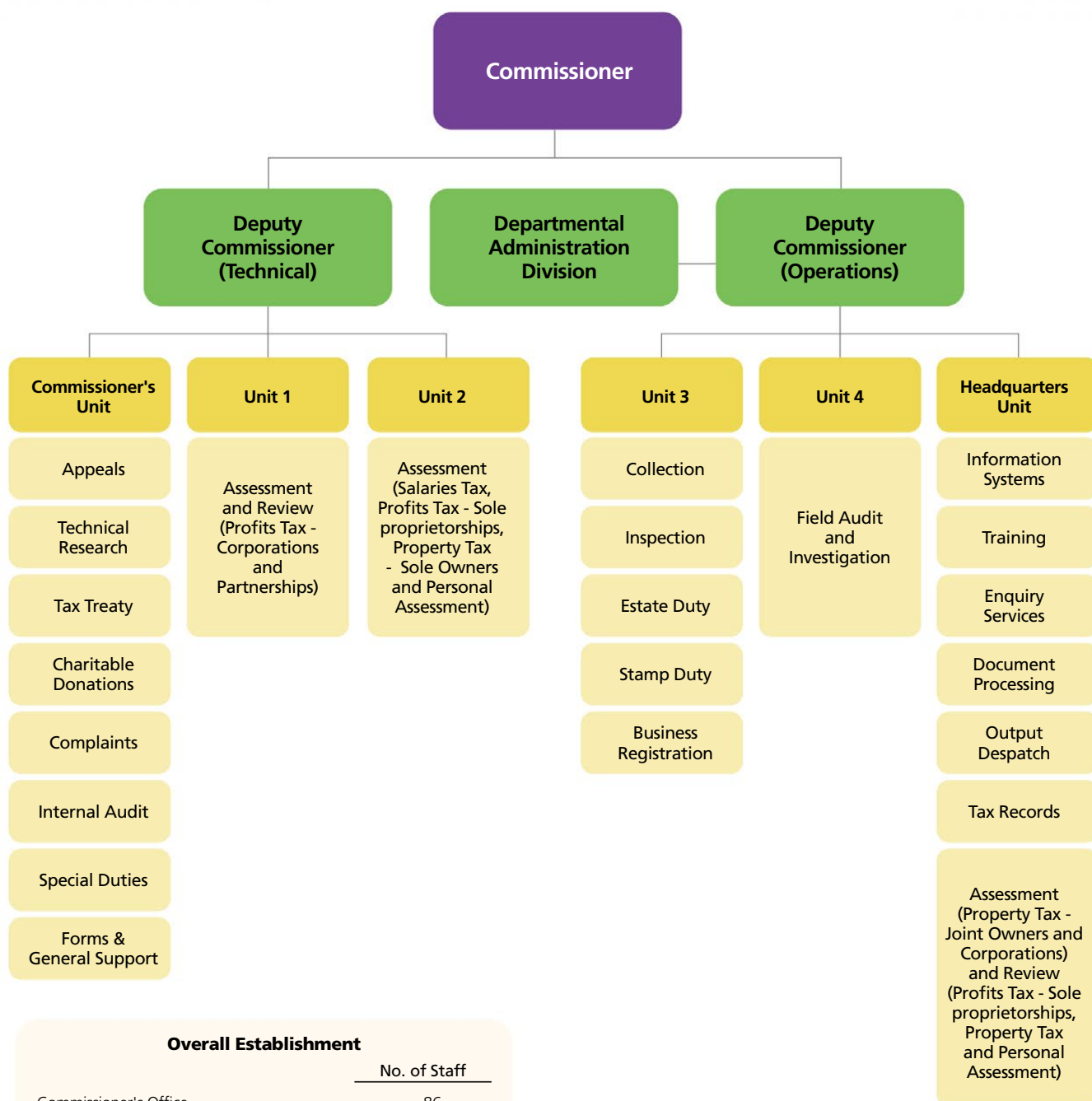
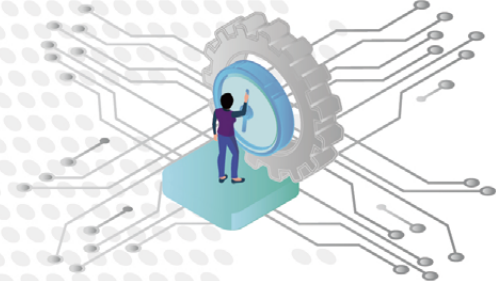


Organisation Chart of the Inland Revenue Department as at 31.3.2021



Overall Establishment

	No. of Staff
Commissioner's Office	86
Commissioner's Unit	120
Headquarters Unit	711
Unit 1	382
Unit 2	774
Unit 3	627
Unit 4	239
Total	2,939



Establishment

The Commissioner, the two Deputy Commissioners and the five Assistant Commissioners, together with the Departmental Secretary, form the top management of the Inland Revenue Department.

Members of the Top Management of the Inland Revenue Department (as at 31.3.2021)



Mr LEUNG Kin-wa
Deputy Commissioner (Operations)



Mr TAM Tai-pang
Commissioner



Ms LEUNG Wing-chi
Deputy Commissioner (Acting) (Technical)



Miss CHAN Shun-mei
Assistant Commissioner
(Unit 1)



Ms WONG Ki-fong
Assistant Commissioner
(Unit 2)



Mr CHAN Sze-wai, Benjamin
Assistant Commissioner
(Unit 3)



Mr NG Man-kwan
Assistant Commissioner (Acting)
(Unit 4)



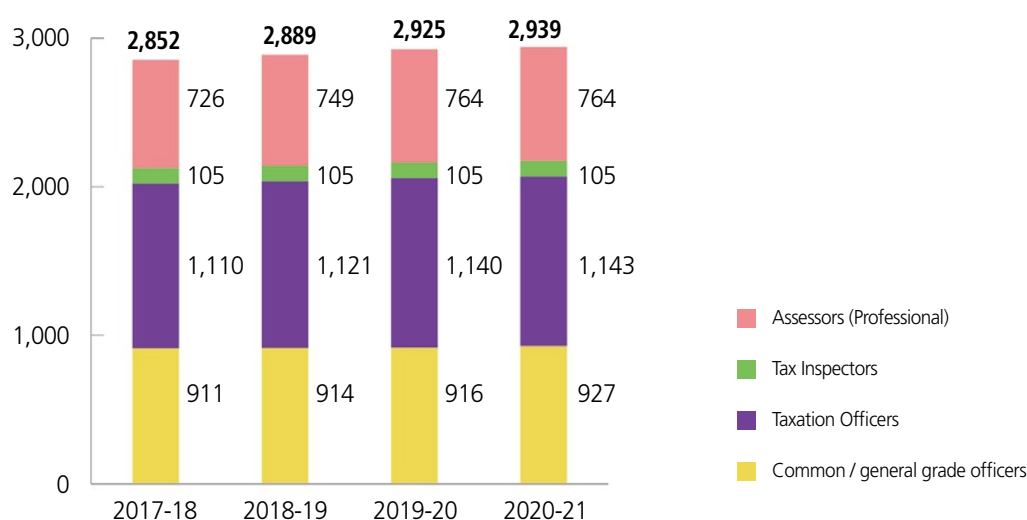
Mr WONG Kai-cheong, Tony
Assistant Commissioner
(Headquarters Unit)



Miss MAN Wai-ming
Departmental Secretary

As at 31 March 2021, the Department had an establishment of 2,939 permanent posts (including 28 directorate posts) in the Commissioner's Office and the 6 Units of the Department. Of the total, 2,012 posts were in departmental grades (namely Assessor, Tax Inspector and Taxation Officer grades), performing duties directly concerned with taxation. The remaining 927 posts were in common / general grades, providing administrative, information technology and clerical support services (**Figure 35**).

Figure 35 Staff establishment



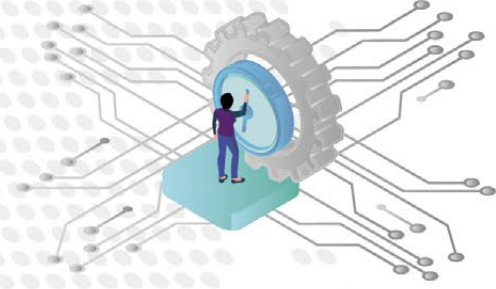
Most of the professional officers serving in the Department were below the age of 45 (**Figure 36**). The ratio of male to female professional officers was 1:1.8.

Figure 36 Age and gender profiles of professional staff (on strength basis)

Age Group	Male		Female		Total	
Below 25	7	(2%)	31	(7%)	38	(5%)
25 to below 35	103	(38%)	165	(34%)	268	(35%)
35 to below 45	32	(12%)	110	(23%)	142	(19%)
45 to below 55	89	(33%)	127	(26%)	216	(29%)
55 and over	42	(15%)	48	(10%)	90	(12%)
Total	273	(100%)	481	(100%)	754	(100%)

Staff Promotions and Turnover

In 2020-21, a total of 50 departmental grade officers and 14 common / general grade officers were promoted. Among them, 3 were in directorate rank. 202 officers joined the Department, of which 166 were new appointees and 36 were officers transferred from other grades / departments. A total of 203 officers (including 43 transferred to other departments) left the Department.



Training and Development

Staff are the Department's valuable assets. We recognise the importance of providing opportunities of continuous learning to our staff to keep them abreast of the changing environment and to acquire the necessary knowledge to perform their duties. A variety of training courses in taxation, accounting, interpersonal skills, management, languages, computer, etc. are offered to staff members. In 2020-21, the COVID-19 pandemic has impacted numerous facets of the training programmes due to the need to maintain social distancing, resulting in reduction of our staff received training for a total of 5,483 man-days, which was equivalent to about 1.87 man-days per officer.

The major training activities conducted for our staff during 2020-21 were as below:

Training Courses

- Induction courses for all grades of staff upon joining the Department
- Two-year taxation law and practice course for newly appointed Assistant Assessors
- Briefing sessions on legislative amendments and new services
- Refresher courses on professional knowledge
- Chinese official writing course
- English writing course

Continuing Professional Education

Six seminars were held by the Training Committee under the in-house Continuing Professional Education (CPE) Programme on the following subjects for professional officers:

- Updates on Accounting Standard and Latest Development of HKICPA
- Annual Update of Appeal Cases
- Automatic Exchange of Financial Account Information in Tax Matters and Implementation of the Common Reporting Standard in Hong Kong
- Updates on Salaries Tax Issues
- Advance Pricing Arrangement
- Exchange of Information on Request

Speakers for one of the seminars were outside experts and others were staff members. Five of the CPE seminars were e-seminars and uploaded onto the Department's Intranet together with the video file of a face-to-face seminar. A total of 99 staff members attended the face-to-face seminar and 1,540 staff members had viewed the e-seminars and video file.

Courses in Overseas

By participating in overseas training programmes, our professional officers may broaden their horizons and acquire the necessary knowledge to cope with new and complex global issues. In 2020-21, the use of online platforms for delivering training by overseas course organisers accelerated during the pandemic. The Department deployed information and communication technology in an effort to achieve a sustainable system of distance learning, and 65 officers attended virtual training and e-learning courses on different issues.

Continuous Learning

Besides the conventional classroom training, the Department employs various means to promote continuous self-learning. These include encouraging staff to take the web courses provided by the CLC Plus of CSTD and providing financial support to officers to attend seminars and courses organised by academic and professional institutes. Training materials and information are uploaded onto our Intranet for officers to study in their own time and at their own pace. This provides an effective way for the staff to acquire new knowledge and refresh what they have learnt.

Mentorship Scheme

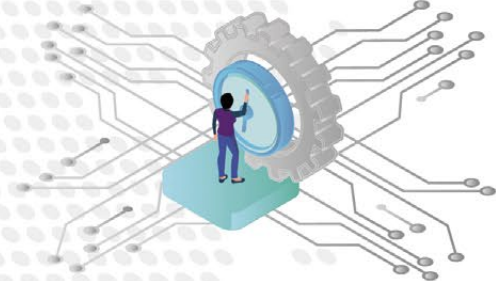
A Mentorship Scheme for Assistant Assessors has been set up since 2008. Under this scheme, experienced officers (the mentors) will guide newly recruited Assistant Assessors (the mentees) to broaden their perception about the Department such as the organisation structure, work, connection and culture, and help them integrate into the civil service.

Staff Relations and Welfare

The Department attaches great importance to staff relations and welfare. We strive to maintain effective communication, and promote co-operation and mutual trust between the management and staff at all levels that help enhance the Department's operational efficiency and productivity.

The Departmental Consultative Committee

The Departmental Consultative Committee provides a formal and effective platform for the management and staff to exchange views on matters of mutual concern such as recruitment, promotion, career posting, training, working environment, staff welfare, office security and safety. The Committee is chaired by the Deputy Commissioner (Operations) and composed of representatives from all staff unions / associations and staff groups in the Department.



The General Grades Consultative Committee

The General Grades Consultative Committee, chaired by the Departmental Secretary and composed of representatives from the clerical and secretarial grades, allows the general grades staff members to discuss with the management issues of specific interest to their grades.

The “Meet-the-Staff Programme”

First launched in 1996-97, the “Meet-the-Staff Programme” enables the senior management of each Unit and staff of different sections / groups to exchange ideas face to face on departmental and service-wide issues in an open and relaxed manner. It serves to supplement the formal consultative channel and effectively enhances communication between staff and the management.

The IRD Staff Suggestions Scheme

In 2020-21, 7 out of 19 suggestions made through the IRD Staff Suggestions Scheme were granted cash awards and certificates of commendation in recognition of their contributions on enhancing operational efficiency and quality of services of the Department.

The Inland Revenue Department Newsletter

The Departmental Newsletter, published every 4 months, serves as another channel of communication between staff and the management promoting a sense of belonging in the Department. Articles are contributed by unit management for disseminating service-related issues, staff movement, staff welfare, information technology, environmental and green issues, occupational health and safety matters, etc., and by staff who are keen to share their leisure activities and hobbies. The Newsletter also provides a regular roundup on the recreational activities organised by the IRD Sports Association as well as volunteer activities arranged by the IRD Volunteer Team.



The Inland Revenue General Staff Welfare Fund

Established in 1972, the Inland Revenue General Staff Welfare Fund operates on funds donated by staff on a voluntary basis. It aims to provide within a short time small amount of interest free loan, as an additional and quick emergency relief, to help staff in unexpected financial hardship. The Fund is managed by a Governing Committee, chaired by the Departmental Secretary and composed of staff representatives from the Departmental Consultative Committee, the General Grades Consultative Committee and the IRD Sports Association. The Claims Sub-committee, formed under the Governing Committee, considers and approves applications for financial assistance submitted by staff.

Commissioner's Commendation Letter Scheme

In 2020-21, 35 officers who had provided outstanding service for a long period of time were awarded the Commissioner's Commendation Letter.



Secretary for the Civil Service's Commendation Award 2020

In 2020, an Assistant Data Preparation Supervisor and a Supplies Supervisor I were awarded the Secretary for the Civil Service's Commendation in recognition of their exceptionally meritorious and consistently outstanding performance. The presentation ceremony was held in November 2020.

The Long and Meritorious Service Travel Award Scheme

In 2020-21, 29 officers with long and meritorious service were granted awards under the Long and Meritorious Service Travel Award Scheme.

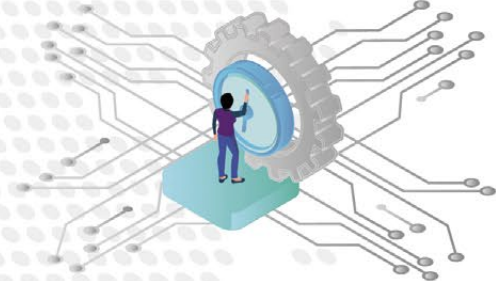
Visit of the Secretary for Financial Services and the Treasury

The Secretary for Financial Services and the Treasury, Mr HUI Ching-yu, Christopher, visited the Department on 21 May 2020. After meeting with the senior management of the Department, Mr HUI made a tour to the Document Processing Centre and Business Registration Office to know more about their daily operation and services.



Visit of the Secretary for the Civil Service

The Secretary for the Civil Service, Mr NIP Tak-kuen, Patrick, visited the Department on 11 June 2020. Mr NIP made a tour to the Central Telephone Enquiry to learn about its daily operation and services. After the tour, Mr NIP met with colleagues of various grades to exchange views on matters of mutual concern.



The IRD Sports Association

The objects of the Sports Association are to promote intellectual, social and athletic interests of its members. To achieve these objects, the Association held a wide variety of recreational and sports events to foster a healthy and balanced lifestyle, as well as to enhance the friendship and solidarity among colleagues.

In 2020-21, the Association organized a number of creative activities, e.g. e-sports competition, board-game competition, online photograph / video sharing activities, etc., to provide colleagues with opportunities to demonstrate their talents in various aspects. The Association also organized a bowling competition to encourage members to have regular exercise. All the activities were well received and supported by colleagues.

The IRD Volunteer Team showed their on-going commitment and concern for the community, taking part in various voluntary services. During the year, 106 volunteers participated in a number of voluntary works and provided over 300 community service hours in total. In the outbreak of the COVID-19, the IRD Volunteer Team visited the elders in the community and distributed prevention materials and food to them as support. To recognize the Department's continuous dedication to care for the community, the Hong Kong Council of Social Service awarded the "15 Years Plus Caring Organisation Logo" to the Department. This marked the 16th consecutive year in which the Department was granted the award as caring organisation.

The Association also devoted in fund-raising activities including "Medecins Sans Frontieres Day", "ORBIS World Sight Day Pin Campaign" and "World Vision – Skip-A-Meal". With colleagues' generosity and enthusiasm, more than \$200,000 donation was received during the year. The Association was also awarded the "Organisation with the Most Participants" in both "ORBIS World Sight Day Pin Campaign" and "World Vision – Skip-A-Meal" and the Champion in "The Largest Amount of Total Donation" in "World Vision – Skip-A-Meal" again this year.