

**Replies to written questions raised by Finance Committee Members in examining  
the Draft Estimates of Expenditure 2002-03**

**[Bureau Secretary/Controlling Officer : Secretary for the Civil Service]  
[Session No. : 13] [CSB-e1.doc]**

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Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB001

Question Serial No.

0003

Head : 143 Government Secretariat : Subhead (No. & title) :  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Regarding consultancy studies for policy making and assessment commissioned by your bureau,

- (1) Please provide the following details of the consultancy studies for which financial provision have been allocated in 2001-02:

Names of consultants (if available)	Contents of studies	Consultancy fees	Progress and follow-up action (in plan/ in progress/ finished)	Government's follow-up action (if available)

- (2) Will there be any financial provision allocated for commissioning consultancy studies in 2002-03? If yes, please provide the following details:

Names of consultants (if available)	Contents of studies	Consultancy fees	Status of consultancy studies (in plan/ in progress/ finished)

Asked by : Hon HO Sau-lan, Cyd

Reply :

- (1) Details of provision allocated for commissioning consultancy studies for policy making and assessment in 2001-02 are as follows –

Names of consultants (if available)	Contents of studies	Consultancy fees	Progress and follow-up action (in plan/ in progress/ finished)	Government's follow- up action (if available)
Watson Wyatt HK Ltd.	Civil Service retirement benefits system	\$2.336 million	In progress	We have decided to set up the Civil Service Provident Fund Scheme for those appointed to the civil service on or after 1 June 2000 and when they progress onto permanent terms of appointment. With the help of the consultant, we are now finalizing the detailed design of the scheme and all other setting-up arrangements with a view to operating the scheme in mid-2003.
PricewaterhouseCoopers	Pilot Scheme on Team- based performance rewards in the Civil Service	\$1.514 million	In progress	The six participating departments have completed the design of their respective team-based rewards schemes with the assistance of the consultant and have launched their pilot schemes in late 2001. We shall continue to provide necessary support to the participating departments and evaluate their pilot schemes upon their completion in 2002.

- (2) Details of provision to be allocated for commissioning consultancy studies in 2002-03 for policy making and assessment are as follows –

Names of consultants (if available)	Contents of studies	Consultancy fees	Status of consultancy studies (in plan/ in progress/ finished)
Watson Wyatt HK Ltd.	Civil Service retirement benefits system	\$0.510 million	In progress
PricewaterhouseCoopers	Pilot Scheme on Team-based performance rewards in the Civil Service	\$2.286 million	In progress

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

20 March 2002

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB002

Question Serial No.

0028

Head : 143 – Government Secretariat : Subhead (No. & title) : 001 Salaries  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Why should the 18 directorate posts be retained and the 6 non-directorate posts be reduced? Please list in detail the respective divisions and grades and the expenditure involved in respect of each post.

Asked by : Hon. CHAN Kwok-keung

Reply :

The number of directorate posts in the Civil Service Bureau remains at 18 in 2002-03. There are functional needs to maintain the existing establishment of directorate posts for the continued operation of the Bureau.

There will be a net reduction of 6 non-directorate posts (deletion of 7 posts, offset by creation of 1 post) in 2002-03 as compared with 2001-02. The posts will be deleted as a result of enhanced productivity through streamlining of organization structure and work processes and enhanced office automation, effective redeployment of manpower or upon completion of time-limited tasks. Details of the posts involved are as follows -

**Creation**

Post	Number	Reasons for creation
Administrative Officer	1	To study the feasibility of developing a new medical and dental benefits scheme for new recruits

## Deletion

Post	Number	Reasons for deletion
<b>Chief Executive Officer</b>	1	Merging of the Quartering Office with the Civil Service Housing Section
<b>Personal Secretary II</b>	1	"
<b>Assistant Clerical Officer</b>	1	Streamlining of work processes in Qualifications Section
Typist	2	Diminished functional needs as a result of enhanced office automation
Clerical Officer	1	Redeployment of manpower in Appointments (Special Duties) Division
Data Preparation Supervisor	1	Time-limited post lapsed on completion of task in Administrative Service Division
<hr/>		7

The decrease in number of posts under this Head will result in savings of \$1.2m in 2002-03 and of \$1.6m in 2003-04 onwards having taken into account the full year effect.

We take vigorous and proactive steps to contain the size of the Civil Service, including the directorate establishment. We initiated a review on the staffing structure in the Secretariats of the Standing Commission on Civil Service Salaries and Conditions of Service and the Standing Committee on Disciplined Services Salaries and Conditions of Service. As a result of the review, we deleted a senior directorate post (D3) upon the amalgamation of the Secretariats on 1.12.2001. We will delete a post, irrespective of rank, if there is no longer a functional need for it.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

20 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN QUESTION**

Reply Serial No.

CSB003

Question Serial No.

0088

Head : 143 Government Secretariat : Subhead (No. & title) :  
Civil Service Bureau

Programme (No. & title): Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

During 2002-03, the bureau will study and explore the feasibility of developing a new medical and dental benefits scheme for new recruits. Please advise the scope of the study, the expenditure involved and the implementation schedule of the scheme.

Asked by : Hon. CHAN Bernard

Reply :

The purpose of the study is to examine the feasibility of developing a market-based outpatient medical and dental benefits scheme for newly recruited civil servants. During the study, we shall examine various related issues such as options on scheme design, benefits coverage, eligibility, mode of service provision and the financial implications of different options. The study will be carried out internally within Civil Service Bureau. We are at this stage exploring the feasibility of a new scheme and have not decided on an implementation schedule.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 22 March 2002



Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB004

Question Serial No.

0327

Head : 143 Government Secretariat : Subhead (No. & title) : 700 General  
Civil Service Bureau other non-recurrent

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question : Why were the approved commitments under Item 004 (Management information consultancy study on information requirements on human resource management in Civil Service Bureau) and Item 016 (Forum on integrity issues) under the above subhead not disposed of in two consecutive years, i.e. from 2000-01 to 2001-02?

Asked by : Hon. LEUNG Fu-wah

Reply : (a) Item 004 (Management information consultancy study on information requirements on human resource management in Civil Service Bureau)

The management information consultancy study seeks to, among other things, define the user requirements of a CSB-based electronic human resource management (HRM) information system and a core departmental HRM information system for use by departments. The parameters and information requirements of these systems have undergone considerable changes, first because of the need to take into account changes brought about by the implementation of the Civil Service Reform initiatives in the past few years, and more recently to take account of a review on further simplification/streamlining of procedures and delegation of authority on civil service management matters. This would have a significant impact on the Government's overall HRM

strategy and in turn, the implementation of the project. We have thus put the consultancy study on hold. It is our intention to embark on a fresh consultants selection exercise by the end of 2002.

(b) Item 016 Forum on integrity issues is a newly created commitment for the 2002 Ethics Forum to be held in December 2002. We expect that the commitment will be fully expended by 2002-03.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 18 March 2002

Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB005

Question Serial No.

0692

Head : 143 – Government Secretariat : Subhead (No. & title) : 001 Salaries  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Please specify which 6 non-directorate posts will be deleted in 2002-03 and the subsequent amount of savings.

Asked by : Hon. LI Fung-ying

Reply :

There will be a net reduction of 6 non-directorate posts (deletion of 7 posts, offset by creation of 1 post) in 2002-03 as compared with 2001-02. The posts involved are –

Creation

Administrative Officer	1
	<hr/>
	<b>1</b>

Deletion

Chief Executive Officer	1
Personal Secretary II	1
Clerical Officer	1
Assistant Clerical Officer	1
Typist	2
Data Preparation Supervisor	1
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	<b>7</b>

The decrease in number of posts under this Head will result in savings of \$1.2 million in

2002-03 and of \$1.6 million in 2003-04 onwards having taken into account the full year effect.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

20 March 2002



Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB007

Question Serial No.

0694

Head : 143 – Government Secretariat : Subhead (No. & title) : 002  
Civil Service Bureau Allowances

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Please provide a breakdown of the estimated expenditure on various allowances in 2001-02 and 2002-03.

Asked by : Hon. LI Fung-ying

Reply :

The breakdown of expenditure under Subhead 002 Allowances in 2001-02 and 2002-03 is as follows –

	2001-02 Approved Estimate (\$)	2001-02 Revised Estimate (\$)	2002-03 Draft Estimate (\$)
Overtime allowance	723,000	417,000	417,000
Acting allowance	4,310,000	3,974,000	4,126,000
Others (e.g. Typhoon)	1,000	1,000	1,000

Allowance)

**Total :      5,034,000                      4,392,000                      4,544,000**

Signature

Name in block letters

\_\_\_\_\_  
Joseph W P WONG

Post title

\_\_\_\_\_  
Secretary for the Civil Service

Date

\_\_\_\_\_  
21 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB008

Question Serial No.

0716

Head : 143 – Government Secretariat : Subhead (No. & title) : 149 General  
Civil Service Bureau departmental expenses

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

The estimated expenditure for 2002-03 under Subhead 149 – General departmental expenses is \$30.97 million, which is 26.5% higher than the revised estimate for 2001-02. Please provide the following information :

- (a) the reasons for that;
- (b) the departments concerned in the increase of estimated expenditure;
- (c) the estimated increases in expenditure of the departments concerned; and
- (d) the specific items that incur estimated increase in expenditure

Asked by : Hon. LI Fung-ying

Reply :

Provision under this Subhead is mainly for the daily operations of the Civil Service Bureau (e.g. expenses in hiring of services, postage, office stationery and equipment, maintenance services etc.). Part of the provision will also be used to provide financial



support to other bureaux/departments to launch human resource management initiatives.

The estimated expenditure of \$30.97million for 2002-03 under this Subhead is in fact very close to the estimated expenditure (i.e. the approved estimate) for 2001-02. However, the revised estimate in 2001-02 will be lower because of the lower than estimated expenditure in hiring of services, postage and employing temporary staff.

In estimating the expenditure for 2002-03, while we have taken into account the actual expenditure pattern in 2001-02, we have included a provision of \$3 million for providing financial assistance to bureaux/departments to launch initiatives to inculcate a quality service and customer focused culture and \$0.98 million for providing hot-line counseling service to staff in 70 bureaux/departments. The former scheme used to be funded under a capital account under Head 106 Subhead 777 established in 1998-99. This capital account has a balance of only \$0.23 million and will be fully utilized in 2002-03. In order to sustain the momentum of encouraging departments to continue to launch initiatives to inculcate a quality service culture, we have included a recurrent provision of \$3 million under Head 143 Subhead 149 in view of its continuous long term needs. The latter service was first launched as a pilot scheme funded under a capital account under Head 143 in 1999-2000 and 2000-01. The pilot scheme ended in February 2001. Following a review in 2001-02, we have decided to continue with the provision of professional counseling service on stress management to staff in the light of positive feedback from staff and departmental management.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

22 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB009

Question Serial No.

1087

Head : 143 Government Secretariat : Subhead (No. & title) :  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Please provide the latest figures of non-civil service contract staff in various bureaux and departments; the percentage they account for in the total strength; and the expenditures on emoluments and allowances involved.

Asked by : Hon. SZETO Wah

Reply :

The Non-Civil Service Contract (NCSC) Scheme is a standing scheme introduced in 1999 to enable Heads of Department (HoD) to employ staff on fixed-term contracts up to three years outside the Civil Service to meet service needs which are short-term, part-time or under review.

NCSC staff are engaged on terms and purposes different from those of civil servants. The employment of NCSC staff will not displace serving civil servants. Where there is a continued need for staffing by civil servants, departments/grades may continue to recruit civil servants.

The number of NCSC staff fluctuates from time to time during a particular year. As at 31 December 2001, there were 13 750 NCSC staff (11 244 full-time and 2 506 part-time) employed in various government departments. Apart from basic salaries and contract gratuities, NCSC staff are not entitled to any of the civil service job-related allowances. The total expenditure incurred by departments for the payment of salaries and gratuities to NCSC staff in 2001 amounted to \$1,644 million. Employment statistics of NCSC staff in bureaux and departments are set out at *Annex*.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 22 March 2002

## Employment of Non-Civil Service Contract (NCSC) Staff

Bureau/Department/Office	Total No. of NCSC Staff as at 31 Dec 2001 <sup>1</sup>	% against total number of NCSC Staff	Expenditure on Salaries and Gratuities between Jan to Dec 2001 (\$'000)
Agriculture, Fisheries and Conservation Department	212	1.54%	15,497
Auxiliary Medical Service	1	0.01%	58
Architectural Services Department	27	0.20%	9,058
Audit Commission	6	0.04%	2,042
Buildings Department	346	2.52%	43,980
Customs and Excise Department	52	0.38%	6,165
Census and Statistics Department	203	1.48%	217,044
Chief Executive's Office	2	0.01%	329
Civil Aviation Department	20	0.15%	2,752
Civil Engineering Department	122	0.89%	15,004
Civil Service Bureau	1	0.01%	1,210
Civil Service Training and Development Institute	93	0.68%	8,764
Commerce and Industry Bureau	2	0.01%	348
Companies Registry	58	0.42%	3,799
Constitutional Affairs Bureau	2	0.01%	21
Correctional Services Department	48	0.35%	6,715
Office of the CS and FS	106	0.77%	8,995
Department of Justice	99	0.72%	17,179
Department of Health	657	4.78%	63,600
Drainage Services Department	174	1.27%	18,091
Education Department	959	6.97%	92,684
Education and Manpower Bureau	76	0.55%	16,333
Electrical and Mechanical Services Department	651	4.73%	59,000
Environmental Protection Department	163	1.19%	15,779
Economic Services Bureau	10	0.07%	1,592
Finance Bureau <sup>2</sup>	1	0.01%	0
Food and Environmental Hygiene Department	421	3.06%	42,104
Financial Services Bureau	4	0.03%	911
Fire Services Department	77	0.56%	13,870
Government Flying Service	7	0.05%	2,176
Government Laboratory	50	0.36%	9,679
Government Land Transport Agency	6	0.04%	762
Government Property Agency	5	0.04%	812
Government Supplies Department	28	0.20%	3,072
Home Affairs Bureau	25	0.18%	3,760
Home Affairs Department	918	6.68%	34,496
Housing Bureau	2	0.01%	202
Hong Kong Observatory	14	0.10%	361
Hong Kong Police Force	257	1.87%	27,296
Health and Welfare Bureau	5	0.04%	1,775
Highways Department	147	1.07%	14,972
Immigration Department	236	1.72%	17,776
Invest Hong Kong	22	0.16%	9,780

Bureau/Department/Office	Total No. of NCSC Staff as at 31 Dec 2001 <sup>1</sup>	% against total number of NCSC Staff	Expenditure on Salaries and Gratuities between Jan to Dec 2001 (\$'000)
Intellectual Property Department	42	0.31%	8,475
Inland Revenue Department	101	0.73%	8,305
Information Services Department	15	0.11%	2,842
Information Technology & Broadcasting Bureau	1	0.01%	328
Innovation and Technology Commission	25	0.18%	6,648
Information Technology Services Department	60	0.44%	8,594
Judiciary	194	1.41%	17,400
Labour Department	106	0.77%	10,360
Legal Aid Department	24	0.17%	3,151
Lands Department	94	0.68%	12,188
Leisure and Cultural Services Department	2896	21.06%	369,455
Land Registry	48	0.35%	5,512
Marine Department	43	0.31%	5,258
Management Services Agency	16	0.12%	2,317
Office of The Telecommunications Authority	76	0.55%	21,963
Official Languages Agency	9	0.07%	1,572
Official Receiver's Office	35	0.25%	3,540
Planning Department	22	0.16%	4,177
Post Office	1616	11.75%	142,528
Printing Department	19	0.14%	2,287
Rating and Valuation Department	49	0.36%	7,762
Registration and Electoral Office	19	0.14%	4,890
Radio Television Hong Kong	215	1.56%	46,700
Security Bureau	26	0.19%	2,248
Student Financial Assistance Agency	158	1.15%	14,711
Social Welfare Department	945	6.87%	65,100
Transport Department	123	0.89%	6,499
Television and Entertainment Licensing Authority	35	0.25%	2,243
Territory Development Department	3	0.02%	201
Trade and Industry Department	49	0.36%	3,523
Treasury	23	0.17%	3,870
University Grants Committee Secretariat	8	0.06%	2,215
Works Bureau	6	0.04%	269
Water Supplies Department	334	2.43%	31,983
Office of The Ombudsman <sup>3</sup>	0	0.00%	4,885
<b>Total :</b>	<b>13750</b>	<b>100%</b>	<b>1,643,842</b>

**Notes :**

1. Number of staff employed reflects the position as at 31 Dec 2001.
2. The NCSC staff employed by Finance Bureau reported duty in mid-Dec 2001 and no salary was paid before Dec 2001.
3. Office of The Ombudsman have been delinked from the Government since April 2001. The expenses reflect the amount incurred from Jan to Mar 2001.

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB010

Question Serial No.

1146

Head : 143 - Government Secretariat : Subhead(No. & title) : 700 General other  
Civil Service Bureau non-recurrent

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Regarding item 007 "Development of a multi-skilled general support service" under Subhead 700, what progress has been made in the past two years? What is the work schedule for 2002-03? And what is the estimated expenditure?

Asked by : Hon. TAM Yiu-chung,

Reply:

The scheme to develop a multi-skilled general support service has been successfully implemented since early 1998. As planned, by March 2000, 1 920 posts of Typist were either deleted or regraded as Clerical Assistant and the Office Assistant grade was also reduced by 945 posts through deletion or regrading of posts. Some 20 000 computer training places and 2 200 additional sets of computers were provided to improve the services of the clerical and secretarial staff.

In the past two years (April 2000-March 2002), a further 290 posts of Typist and 280 posts of Office Assistant have either been deleted or regraded. Another 22 400 computer training places have also been provided.

In 2002-03, arrangements will be made to provide about 4 000 computer training places to further enhance the skills of the clerical and secretarial staff. The estimated expenditure is \$ 4.185 million. At the same time, the progressive development of a multi-skilled general support service would continue to facilitate the streamlining of processes and procedures for further productivity gain.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB011

Question Serial No.

1147

Head : 143 Government Secretariat : Subhead (No. & title) : 700 General  
Civil Service Bureau other non-recurrent

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question : Regarding item 002 "Promotion of occupational safety and health in the civil service", what is the work schedule of this item for 2002-03 ? What is the estimated expenditure?

Asked by : Hon. TAM Yiu-chung

Reply :

For 2002/03, we have earmarked \$1 million for providing financial assistance to bureaux/departments to organize staff training programmes and promotional activities on occupational safety and health and to develop Safety Management Systems.

We have also reserved \$0.5million to organize a series of seminars and exhibitions to enhance staff's awareness of job-related hazards and encourage implementation of precautionary measures against potential hazards at work, e.g. seminars on 'Personal Protective Equipment', 'Driving Safety' and 'Violence at Work'.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 21 March 2002



Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB012

Question Serial No.

1148

Head : 143 Government Secretariat: Subhead (No. & title) :700 General  
Civil Service Bureau other non-recurrent

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question : Item 004 "Management information consultancy study on information requirements on human resource management in Civil Service Bureau" has been established for years, but so far no work has been done. What are the reasons for this? What is the work schedule of this item for 2002-03? What is the estimated expenditure?

Asked by : Hon. TAM Yiu-chung

Reply :

The management information consultancy study seeks to, among other things, define the user requirements of a CSB-based electronic human resource management (HRM) information system and a core departmental HRM information system for use by departments. The parameters and information requirements of these systems have undergone considerable changes, first because of the need to take into account changes brought about by the implementation of the Civil Service Reform initiatives in the past few years, and more recently to take account of a review on further simplification/streamlining of procedures and delegation of authority on civil service management matters. This would have a significant impact on the Government's overall HRM

strategy and in turn, the implementation of the project. We have thus put the consultancy study on hold. It is our intention to embark on a fresh consultants selection exercise by the end of 2002. We have included a provision of \$3 million for the project but the actual expenditure required would depend on the scope of the study and the bids received.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB013

Question Serial No.

1172

Head : 143 Government Secretariat : Subhead (No. & title) : 700 General  
Civil Service Bureau other non-recurrent

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

What has been the progress of the activities under Item 006 "Development of human resource management initiatives in the civil service" of Subhead 700 in the past two years? What are the arrangements for the activities under this item for 2002-03? How many departments are targeted? What are the estimated expenditures?

Asked by : Hon. TAM Yiu-chung

Reply :

The provision under this item is to provide financial assistance to bureaux / departments to launch Human Resource Management (HRM) initiatives. In 2000-01 and 2001-02, a total of 19 bureaux / departments have been allocated funds to conduct 28 HRM projects. These projects included enhancement of the performance management system, drawing up of HRM plans, development of an human resource information system, production of reference kits/handbooks to enhance HRM knowledge of HRM managers, organizing HRM workshops and seminars on change management, conducting staff opinion surveys and conducting HRM related consultancy studies.

In 2002-03, the estimated expenditure under this item is \$1.749 million. We will

continue to sponsor departments to implement HRM projects. We expect that about 15 departments will receive financial assistance to launch HRM initiatives.

Signature

Name in block letters

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Joseph W P WONG

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Post title

Secretary for the Civil Service

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Date

22 March 2002

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Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB014

Question Serial No.

1204

Head : 143 – Government Secretariat : Subhead (No. & title) : 001 Salaries  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Which are the six non-directorate posts in the Civil Service Bureau to be deleted in 2002-03?

Asked by : Hon. TAM Yiu-chung

Reply :

There will be a net reduction of 6 non-directorate posts (deletion of 7 posts, offset by creation of 1 post) in 2002-03 as compared with 2001-02. The posts involved are –

Creation

Administrative Officer	<u>1</u>
	<b>1</b>

Deletion

Chief Executive Officer	1
Personal Secretary II	1
Clerical Officer	1

Assistant Clerical Officer	1
Typist	2
Data Preparation Supervisor	1
	<hr/>
	7

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

21 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB015

Question Serial No.

1205

Head : 143 – Government Secretariat : Subhead (No. & title) : 149 General  
Civil Service Bureau departmental expenses

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

In respect of Subhead 149 General departmental expenses, the revised estimate was 19.5% lower than the approved estimate for 2001-02. The Bureau explained that it was due to the lower than expected requirements in hiring services, employing temporary staff and postage. Please provide a breakdown of and account for the difference in amounts between the expected and actual requirements in respect of these expenses.

Asked by : Hon. TAM Yiu-chung

Reply :

As the current financial year is not yet closed, information on the actual requirements is not available. We can provide the differences between the approved estimate and the revised estimate for 2001-02 for hiring of services, temporary staff and postage as follows –

Item	2001-02 Approved <u>Estimate</u> (\$ million)	2001-02 Revised <u>Estimate</u> (\$ million)	Difference (\$ million)
Hiring of services (including professional and other services)	17.96	12.50	5.46
Temporary staff	0.17	0.01	0.16
Postage	0.90	0.80	0.10

The services that are funded under Subhead 149 General departmental expenses include services from professional bodies and consultants to the Civil Service Bureau and other bureaux/departments to support human resource management initiatives including promotion of customer services, qualifications assessment and improvement to recruitment examinations. The decrease in the revised estimate for hiring of services is mainly due to delay in some projects and the lower than anticipated costs of some services hired. As regards temporary staff, the decrease is mainly attributable to the lower than estimated demand in employing staff to help develop/improve in-house computer programme. For postal expenses, the downward adjustment is mainly attributable to our initiative to switch the mode of document delivery to electronic means. The number of other postal items is also lower than expected.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

21 March 2002



Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB016

Question Serial No.

1206

Head : 143 – Government Secretariat : Subhead (No. & title) : 149 General  
Civil Service Bureau departmental expenses

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Please give a breakdown of the estimated expenditure on items, such as hiring of services, employment of temporary staff, furniture and equipment as well as postage, under Subhead 149 General departmental expenses in 2002-03?

Asked by : Hon. TAM Yiu-chung

Reply :

The estimated expenses of hiring of services, temporary staff, furniture and equipment, and postage in 2002-03 are as follows –

(a) Hiring of services	\$20,616,000
(b) Temporary staff	\$30,000
(c) Furniture and equipment	\$42,000
(d) Postage	\$800,000

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

21 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB017

Head : 143 - GS: Civil Service Bureau      Subhead(No. & title) :      Question Serial No.

Programme :                      Human Resource Management

1242

Controlling Officer :                      Secretary for the Civil Service

Bureau Secretary :                      Secretary for the Civil Service

Question :

Please state the size of the establishment, actual number of staff, gross salary and percentage of permanent, supernumerary, contract and non-civil service contract posts under the Directorate Pay Scale, Master Pay Scale (MPS) points 45-49, MPS points 34-44, MPS points 12-33, MPS points 1-11 and Model Scale I Pay Scale in each government department in 1997/98, 1998/99, 1999/2000, 2000/01 and 2001/02.

Asked by : Hon. CHEUNG Man-kwong

Reply :

While we have presented the statistics on the size of the civil service establishment by directorate and non-directorate posts and the strength of the civil service by terms of appointment for each department for the past five years, we are unable to provide relevant statistics in the salary bands specifically requested in the question for each department. This is because we need to collect the data from individual departments, which is not practicable given the time constraint. Instead, from our available information, we have provided the civil service strength by broader salary groups on a service-wide basis. As regards the information on Non-Civil Service Contract (NCSC) Staff, it should be noted that these staff are engaged on terms and for purposes different from those of civil servants. The number of NCSC staff could vary considerably during a particular year and these staff do not occupy any posts in the civil service establishment.

Against the above, we wish to provide the following statistics –

- (a) the establishment of the Civil Service by department and directorate/non-directorate posts as at 1 April of 1997, 1998, 1999, 2000 and 2001 are set out in **Annexes A1 to A5**;
- (b) the strength of the Civil Service by department and terms of appointment as at 1 April of 1997, 1998, 1999, 2000 and 2001 are set out in **Annexes B1 to B5**;
- (c) the strength of the Civil Service by salary group and terms of appointment as at 1 April of 1997, 1998, 1999, 2000 and 2001 are at **Annexes C1 to C5**;
- (d) the civil service emoluments in financial years 1997-98 to 2001-02 are at **Annex D**. The breakdown by department is available under Subheads 001, 002 and 007 of each Head of Expenditure as set out in the Estimates;

- (e) the number of NCSC staff by department as at 31 December 1999, 31 December 2000, and 31 December 2001 are at **Annex E**;
- (f) the number of full-time NCSC staff by salary range as at 31 December 1999, 31 December 2000 and 31 December 2001 are at **Annex F**; and
- (g) payment of salaries and gratuities to NCSC staff by department in calendar years 1999, 2000 and 2001 are at **Annex G**.

Signature \_\_\_\_\_

Name in block letters Joseph W P Wong

Post Title Secretary for the Civil Service

Date 23 March 2002

## Establishment of the Civil Service by Department as at 1.4.1997

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
The Governor's Establishment	7	89	2	98	0.05%
Agriculture and Fisheries	7	2 397	0	2 404	1.25%
Architectural Services	38	2 051	3	2 092	1.09%
Audit	12	218	0	230	0.12%
Auxiliary Medical Services	1	86	0	87	0.05%
Buildings	27	726	1	754	0.39%
Census and Statistics	6	1 493	0	1 499	0.78%
Civil Aid Services	1	125	0	126	0.07%
Civil Aviation	20	792	1	813	0.42%
Civil Engineering	29	1 553	4	1 586	0.83%
Civil Service Training and Development Institute	3	157	0	160	0.08%
Companies Registry	6	396	0	402	0.21%
Correctional Services	9	7 566	1	7 576	3.95%
Customs and Excise	9	4 264	0	4 273	2.23%
Department of Health	54	6 634	1	6 689	3.49%
Drainage Services	19	1 904	0	1 923	1.00%
Education	22	6 562	0	6 584	3.43%
Electrical and Mechanical Services	21	5 547	1	5 569	2.90%
Environmental Protection	25	1 548	0	1 573	0.82%
Fire Services	14	8 282	0	8 296	4.32%
Government Flying Service	4	251	0	255	0.13%
Government Laboratory	5	334	0	339	0.18%
Government Land Transport Agency	1	199	0	200	0.10%
Government Property Agency	6	258	2	266	0.14%
G.S. : Broadcasting, Culture and Sport Branch	7	134	0	141	0.07%
G.S. : Civil Service Branch	16	317	2	335	0.17%
G.S. : Constitutional Affairs Branch	8	46	1	55	0.03%
G.S. : Economic Services Branch	11	75	2	88	0.05%
G.S. : Education and Manpower Branch	10	68	1	79	0.04%
G.S. : Finance Branch	18	190	1	209	0.11%
G.S. : Financial Services Branch	14	205	4	223	0.12%
G.S. : Health and Welfare Branch	10	83	0	93	0.05%
G.S. : Home Affairs Branch	9	111	1	121	0.06%
G.S. : Housing Branch	6	30	0	36	0.02%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
G.S. : Offices of the Chief Secretary and the Financial Secretary	21	433	0	454	0.24%
G.S. : Planning, Environment and Lands Branch & Works Branch	26	460	12	498	0.26%
G.S. : Security Branch	11	176	2	189	0.10%
G.S. : Trade and Industry Branch	33	149	2	184	0.10%
G.S. : Transport Branch	10	78	3	91	0.05%
Government Supplies	4	511	0	515	0.27%
Highways	18	1 914	16	1 948	1.02%
Home Affairs	27	1 800	0	1 827	0.95%
Hong Kong Monetary Authority	8	134	1	143	0.07%
Hospital Authority (On Secondment)	22	6 442	0	6 464	3.37%
Hospital Services	1	57	0	58	0.03%
Housing	59	14 715	2	14 776	7.70%
Immigration	9	5 263	1	5 273	2.75%
Independent Police Complaints Council	1	23	0	24	0.01%
Industry	10	228	0	238	0.12%
Information Services	8	445	0	453	0.24%
Information Technology Services	14	803	0	817	0.43%
Inland Revenue	24	3 314	1	3 339	1.74%
Intellectual Property	7	158	0	165	0.09%
Judiciary <sup>(2)</sup>	5	1 693	1	1 699	0.89%
Labour	11	1 585	1	1 597	0.83%
Land Registry	3	723	0	726	0.38%
Lands	45	3 535	4	3 584	1.87%
Legal	61	955	8	1 024	0.53%
Legal Aid	13	549	0	562	0.29%
Management Services Agency	5	107	1	113	0.06%
Marine	21	1708	0	1729	0.90%
Office of the Ombudsman	4	70	0	74	0.04%
Office of the Telecommunications Authority	9	260	0	269	0.14%
Official Languages Agency	3	203	1	207	0.11%
Official Receiver's Office	8	244	0	252	0.13%
Planning	26	739	2	767	0.40%
Post Office	8	5 780	0	5 788	3.02%
Printing	2	448	0	450	0.23%
Public Service Commission	1	32	0	33	0.02%
Radio Television Hong Kong	7	678	0	685	0.36%
Rating and Valuation	14	960	1	975	0.51%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Regional Services	13	10 837	0	10 850	5.66%
Registration and Electoral Office	1	125	0	126	0.07%
Royal Hong Kong Police Force	81	33 786	0	33 867	17.66%
Royal Observatory	4	338	1	343	0.18%
Social Welfare	16	4 980	0	4 996	2.60%
Standing Commission on Civil Service Salaries and Conditions of Service	3	25	0	28	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	2	10	0	12	0.01%
Student Financial Assistance Agency	1	155	0	156	0.08%
Technical Education and Industrial Training	3	123	0	126	0.07%
Television and Entertainment Licensing Authority	3	175	0	178	0.09%
Territory Development	26	351	0	377	0.20%
Trade	9	807	0	816	0.43%
Transport	20	1 310	7	1 337	0.70%
Treasury	10	775	0	785	0.41%
University Grants Committee	3	38	0	41	0.02%
Urban Services	20	16 480	0	16500	8.60%
Water Supplies	23	6 060	3	6 086	3.17%
Others: Operational reserve	0	508	0	508	0.26%
Total for all Departments (A)	1 252	188 946	98	190 296	99.20%
Independent Commission Against Corruption officers	14	1 233	0	1 247	0.65%
Judicial officers	160	11	0	171	0.09%
Locally Engaged Staff working in Hong Kong Economic and Trade Offices and other staff	0	110	0	110	0.06%
Total for Others (B)	174	1 354	0	1 528	0.80%
<b>Grand Total (A) + (B)</b>	<b>1 426</b>	<b>190 300</b>	<b>98</b>	<b>191 824</b>	<b>100.00%</b>

Notes:

(1) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.

(2) Exclude judicial officers

Civil Service Bureau

March 2002

## Establishment of the Civil Service by Department as at 1.4.1998

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Chief Executive's Office	2	83	0	85	0.04%
Agriculture and Fisheries	7	2 408	0	2 415	1.24%
Architectural Services	39	1 996	1	2 036	1.05%
Audit Commission	12	218	0	230	0.12%
Auxiliary Medical Service	1	99	0	100	0.05%
Buildings	29	761	1	791	0.41%
Census and Statistics	6	1 493	0	1 499	0.77%
Civil Aid Service	1	119	0	120	0.06%
Civil Aviation	21	885	1	907	0.47%
Civil Engineering	29	1 536	3	1 568	0.81%
Civil Service Training and Development Institute	3	157	0	160	0.08%
Companies Registry	6	475	0	481	0.25%
Correctional Services	10	7 168	0	7 178	3.70%
Customs and Excise	9	4 626	0	4 635	2.39%
Department of Health	56	6 858	1	6 915	3.56%
Department of Justice	65	1 023	9	1 097	0.57%
Drainage Services	19	2 033	0	2 052	1.06%
Education	22	6 531	0	6 553	3.38%
Electrical and Mechanical Services	22	5 358	0	5 380	2.77%
Environmental Protection	30	1 598	0	1 628	0.84%
Fire Services	14	8 616	0	8 630	4.45%
Government Flying Service	4	253	0	257	0.13%
Government Laboratory	5	344	0	349	0.18%
Government Land Transport Agency	1	197	0	198	0.10%
Government Property Agency	7	258	0	265	0.14%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	23	399	5	427	0.22%
G.S. : Broadcasting, Culture and Sport Bureau	7	134	0	141	0.07%
G.S. : Civil Service Bureau	16	326	1	343	0.18%
G.S. : Constitutional Affairs Bureau	8	46	2	56	0.03%
G.S. : Economic Services Bureau	12	76	1	89	0.05%
G.S. : Education and Manpower Bureau	12	84	2	98	0.05%
G.S. : Finance Bureau	18	186	0	204	0.11%
G.S. : Financial Services	14	206	4	224	0.12%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Bureau					
G.S. : Health and Welfare Bureau	13	85	1	99	0.05%
G.S. : Home Affairs Bureau	9	113	0	122	0.06%
G.S. : Housing Bureau	8	36	0	44	0.02%
G.S. : Planning, Environment and Lands Bureau & Works Bureau	26	420	10	456	0.24%
G.S. : Security Bureau	13	166	2	181	0.09%
G.S. : Trade and Industry Bureau	33	151	1	185	0.10%
G.S. : Transport Bureau	11	89	3	103	0.05%
Government Supplies	4	501	0	505	0.26%
Highways	19	1 936	15	1 970	1.02%
Home Affairs	27	1 825	0	1 852	0.95%
Hong Kong Monetary Authority	8	124	0	132	0.07%
Hong Kong Observatory	4	347	1	352	0.18%
Hospital Authority (On Secondment) <sup>(1)</sup>	20	5 911	0	5 931	3.06%
Hospital Services	1	57	0	58	0.03%
Housing	61	14 636	6	14 703	7.58%
Immigration	10	5 469	0	5 479	2.82%
Independent Police Complaints Council	1	25	0	26	0.01%
Industry	10	245	0	255	0.13%
Information Services	12	483	0	495	0.26%
Information Technology Services	15	878	1	894	0.46%
Inland Revenue	25	3 319	0	3 344	1.72%
Intellectual Property	7	152	0	159	0.08%
Judiciary <sup>(2)</sup>	5	1 747	0	1 752	0.90%
Labour	12	1 720	1	1 733	0.89%
Land Registry	3	656	0	659	0.34%
Lands	45	3 585	7	3 637	1.87%
Legal Aid	14	583	0	597	0.31%
Management Services Agency	5	122	1	128	0.07%
Marine	21	1 728	0	1 749	0.90%
Office of The Ombudsman	4	74	0	78	0.04%
Office of the Telecommunications Authority	9	279	0	288	0.15%
Official Languages Agency	3	212	1	216	0.11%
Official Receiver's Office	8	248	0	256	0.13%
Planning	26	748	2	776	0.40%
Post Office	10	5 937	1	5 948	3.07%



Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Hong Kong Police Force	77	34 368	0	34 445	17.75%
Printing	3	448	0	451	0.23%
Public Service Commission	1	32	0	33	0.02%
Radio Television Hong Kong	7	679	0	686	0.35%
Rating and Valuation	14	952	1	967	0.50%
Regional Services	13	11 174	0	11 187	5.77%
Registration and Electoral Office	1	414	0	415	0.21%
Social Welfare	16	5 152	0	5 168	2.66%
Standing Commission on Civil Service Salaries and Conditions of Service	3	25	0	28	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	2	10	0	12	0.01%
Student Financial Assistance Agency	1	183	0	184	0.09%
Technical Education and Industrial Training	3	118	0	121	0.06%
Television and Entertainment Licensing Authority	3	185	0	188	0.10%
Territory Development	26	350	0	376	0.19%
Trade	9	809	0	818	0.42%
Transport	22	1 333	5	1 360	0.70%
Treasury	11	768	0	779	0.40%
University Grants Committee	3	38	0	41	0.02%
Urban Services	20	16 341	0	16 361	8.43%
Water Supplies	23	6 033	1	6 057	3.12%
Others: Operational reserve	0	508	0	508	0.26%
<b>Total for all Departments (A)</b>	<b>1 290</b>	<b>191 077</b>	<b>91</b>	<b>192 458</b>	<b>99.19%</b>
Independent Commission Against Corruption officers	14	1 276	0	1 290	0.66%
Judicial officers	166	11	1	178	0.09%
Locally engaged staff working in Hong Kong Economic and Trade Offices	0	111	0	111	0.06%
<b>Total for Others (B)</b>	<b>180</b>	<b>1 398</b>	<b>1</b>	<b>1 579</b>	<b>0.81%</b>
<b>Grand Total (A) + (B)</b>	<b>1 470</b>	<b>192 475</b>	<b>92</b>	<b>194 037</b>	<b>100.00%</b>

Notes:

- (1) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (2) Exclude judicial officers

Civil Service Bureau  
March 2002

## Establishment of the Civil Service by Department as at 1.4.1999

Department	Establishment				
	Permanent Posts		Supernumerary Directorate Posts	Total	Percentage
	Directorate	Non-Directorate			
Chief Executive's Office	3	84	0	87	0.04%
Agriculture and Fisheries	7	2 416	0	2 423	1.23%
Architectural Services	39	2 023	2	2 064	1.05%
Audit Commission	12	219	0	231	0.12%
Auxiliary Medical Service	1	101	0	102	0.05%
Buildings	29	860	1	890	0.45%
Census and Statistics	7	1 548	0	1 555	0.79%
Civil Aid Service	1	125	0	126	0.06%
Civil Aviation	21	694	0	715	0.36%
Civil Engineering	30	1 602	3	1 635	0.83%
Civil Service Training and Development Institute	3	160	0	163	0.08%
Companies Registry	6	456	0	462	0.23%
Correctional Services	10	7 091	0	7 101	3.60%
Customs and Excise	9	5 199	0	5 208	2.64%
Department of Health	57	7 182	0	7 239	3.67%
Department of Justice	68	1 065	9	1 142	0.58%
Drainage Services	18	2 133	0	2 151	1.09%
Education	22	6 724	0	6 746	3.42%
Electrical and Mechanical Services	22	5 550	1	5 573	2.83%
Environmental Protection	30	1 618	0	1 648	0.84%
Fire Services	16	9 162	0	9 178	4.65%
Government Flying Service	4	253	0	257	0.13%
Government Laboratory	5	356	0	361	0.18%
Government Land Transport Agency	1	195	0	196	0.10%
Government Property Agency	7	285	0	292	0.15%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	23	428	5	456	0.23%
G.S. : Civil Service Bureau	16	332	1	349	0.18%
G.S. : Constitutional Affairs Bureau	8	46	2	56	0.03%
G.S. : Economic Services Bureau	15	78	1	94	0.05%
G.S. : Education and Manpower Bureau	13	88	1	102	0.05%
G.S. : Finance Bureau	18	188	0	206	0.10%
G.S. : Financial Services Bureau	15	216	6	237	0.12%
G.S. : Health and Welfare Bureau	13	90	1	104	0.05%
G.S. : Home Affairs Bureau	12	203	0	215	0.11%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
G.S. : Housing Bureau	10	42	0	52	0.03%
G.S. : Information Technology and Broadcasting Bureau	8	64	0	72	0.04%
G.S. : The Office of the Government of the Hong Kong Special Administrative Region in Beijing	3	17	0	20	0.01%
G.S. : Planning, Environment and Lands Bureau and Works Bureau	29	345	1	375	0.19%
G.S. : Security Bureau	13	158	2	173	0.09%
G.S. Trade and Industry Bureau	33	156	2	191	0.10%
G.S. : Transport Bureau	12	103	3	118	0.06%
Government Supplies	4	495	0	499	0.25%
Highways	27	2 038	6	2 071	1.05%
Home Affairs	27	1 872	0	1 899	0.96%
Hong Kong Monetary Authority (On Secondment)	8	97	0	105	0.05%
Hong Kong Observatory	4	331	1	336	0.17%
Hong Kong Police Force	77	34 853	0	34 930	17.71%
Hospital Authority (On Secondment) <sup>(1)</sup>	18	5 624	0	5 642	2.86%
Hospital Services	1	53	0	54	0.03%
Housing	61	14 336	6	14 403	7.30%
Immigration	10	5 687	0	5 697	2.89%
Independent Police Complaints Council	1	25	0	26	0.01%
Industry	10	254	0	264	0.13%
Information Services	11	490	0	501	0.25%
Information Technology Services	17	964	2	983	0.50%
Inland Revenue	25	3 327	0	3 352	1.70%
Intellectual Property	7	146	0	153	0.08%
Judiciary <sup>(2)</sup>	4	1 731	0	1 735	0.88%
Labour	14	1 867	0	1 881	0.95%
Land Registry	3	640	0	643	0.33%
Lands	45	3 778	8	3 831	1.94%
Legal Aid	14	612	0	626	0.32%
Management Services Agency	5	104	1	110	0.06%
Marine	21	1 732	0	1 753	0.89%
Office of The Ombudsman	4	75	0	79	0.04%
Office of the Telecommunications Authority	9	280	0	289	0.15%
Official Languages Agency	3	225	0	228	0.12%
Official Receiver's Office	8	258	0	266	0.13%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Planning	27	813	2	842	0.43%
Post Office	10	5950	1	5 961	3.02%
Printing	3	448	0	451	0.23%
Public Service Commission	1	35	0	36	0.02%
Radio Television Hong Kong	7	687	0	694	0.35%
Rating and Valuation	14	959	1	974	0.49%
Regional Services	13	11 419	0	11 432	5.80%
Registration and Electoral Office	1	198	0	199	0.10%
Social Welfare	16	5 433	0	5 449	2.76%
Standing Commission on Civil Service Salaries and Conditions of Service	3	43	0	46	0.02%
Standing Committee on Disciplined Services Salaries and Conditions of Service	2	10	0	12	0.01%
Student Financial Assistance Agency	1	202	0	203	0.10%
Technical Education and Industrial Training	3	114	0	117	0.06%
Television and Entertainment Licensing Authority	3	190	0	193	0.10%
Territory Development	27	372	0	399	0.20%
Trade	9	815	0	824	0.42%
Transport	24	1 374	2	1 400	0.71%
Treasury	11	769	0	780	0.40%
University Grants Committee	3	44	0	47	0.02%
Urban Services	20	16 230	0	16 250	8.24%
Water Supplies	23	6 047	0	6 070	3.08%
Others: Operational reserve	0	508	0	508	0.26%
Total for all Departments (A)	1 328	194 209	71	195 608	99.17%
Independent Commission Against Corruption officers	14	1 326	0	1 340	0.68%
Judicial officers	170	11	1	182	0.09%
Locally engaged staff working in Hong Kong Economic and Trade Offices	0	111	0	111	0.06%
Total for Others (B)	184	1 448	1	1 633	0.83%
Grand Total (A) + (B)	1 512	195 657	72	197 241	100.00%

Notes:

- (1) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (2) Exclude judicial officers

Civil Service Bureau  
March 2002

## Establishment of the Civil Service by Departments as at 1.4.2000

Department	Establishment				
	Permanent Posts		Supernumerary Directorate Posts	Total	Percentage
	Directorate	Non-Directorate			
Chief Executive's Office	3	87	0	90	0.05%
Agriculture, Fisheries and Conservation	7	2 290	0	2 297	1.18%
Architectural Services	39	2 161	3	2 203	1.13%
Audit Commission	12	214	0	226	0.12%
Auxiliary Medical Service	1	101	0	102	0.05%
Buildings	30	846	0	876	0.45%
Census and Statistics	7	1 570	0	1 577	0.81%
Civil Aid Service	1	125	0	126	0.06%
Civil Aviation	20	701	0	721	0.37%
Civil Engineering	33	1 590	2	1 625	0.83%
Civil Service Training and Development Institute	3	166	0	169	0.09%
Companies Registry	6	404	0	410	0.21%
Correctional Services	10	7 150	0	7 160	3.67%
Customs and Excise	9	5 242	0	5 251	2.69%
Department of Health	56	6 912	0	6 968	3.57%
Department of Justice	70	1 099	5	1 174	0.60%
Drainage Services	18	2 163	0	2 181	1.12%
Education	25	6 737	1	6 763	3.46%
Electrical and Mechanical Services	22	5 595	1	5 618	2.88%
Environmental Protection	30	1 624	0	1 654	0.85%
Fire Services	18	9 299	0	9 317	4.77%
Food and Environmental Hygiene	13	16 494	1	16 508	8.46%
Government Flying Service	4	247	0	251	0.13%
Government Laboratory	6	360	0	366	0.19%
Government Land Transport Agency	1	195	0	196	0.10%
Government Property Agency	7	274	0	281	0.14%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	23	435	6	464	0.24%
G.S. : Civil Service Bureau	16	341	3	360	0.18%
G.S. : Constitutional Affairs Bureau	8	46	0	54	0.03%
G.S. : Economic Services Bureau	14	78	1	93	0.05%
G.S. : Education and Manpower Bureau	13	91	0	104	0.05%
G.S. : Environment and Food Bureau	10	62	0	72	0.04%
G.S. : Finance Bureau	18	179	0	197	0.10%
G.S. : Financial Services	15	172	2	189	0.10%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Bureau					
G.S. : Health and Welfare Bureau	13	94	0	107	0.05%
G.S. : Home Affairs Bureau	13	188	0	201	0.10%
G.S. : Housing Bureau	10	48	0	58	0.03%
G.S. : Information Technology and Broadcasting Bureau	8	74	2	84	0.04%
G.S.: The Office of the Government of the Hong Kong Special Administrative Region in Beijing	3	17	0	20	0.01%
G.S. : Planning and Lands Bureau & Works Bureau	25	294	3	322	0.16%
G.S. : Security Bureau	13	157	2	172	0.09%
G.S. : Trade and Industry Bureau	33	157	2	192	0.10%
G.S. : Transport Bureau	12	107	3	122	0.06%
Government Supplies	4	480	0	484	0.25%
Highways	27	2 080	7	2 114	1.08%
Home Affairs	27	1 896	0	1 923	0.99%
Hong Kong Monetary Authority (on secondment)	8	92	0	100	0.05%
Hong Kong Observatory	4	329	1	334	0.17%
Hong Kong Police Force	77	34 962	0	35 039	17.95%
Hospital Authority (On Secondment) <sup>(1)</sup>	18	5 376	0	5 394	2.76%
Housing	61	14 031	6	14 098	7.22%
Immigration	11	5 702	0	5 713	2.93%
Independent Police Complaints Council	1	25	0	26	0.01%
Industry	10	247	0	257	0.13%
Information Services	11	499	0	510	0.26%
Information Technology Services	17	943	2	962	0.49%
Inland Revenue	25	3 331	0	3 356	1.72%
Intellectual Property	7	145	0	152	0.08%
Judiciary <sup>(2)</sup>	5	1 740	0	1 745	0.89%
Labour	14	1 914	0	1 928	0.99%
Land Registry	3	588	2	593	0.30%
Lands	45	3 715	7	3 767	1.93%
Legal Aid	14	603	0	617	0.32%
Leisure and Cultural Services	10	9 766	2	9 778	5.01%
Management Services Agency	5	89	0	94	0.05%
Marine	21	1 689	0	1 710	0.88%
Office of The Ombudsman	4	75	0	79	0.04%
Office of the Telecommunications Authority	9	272	0	281	0.14%



Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Official Languages Agency	3	221	0	224	0.11%
Official Receiver's Office	8	259	0	267	0.14%
Planning	27	818	2	847	0.43%
Post Office	10	5 875	1	5 886	3.01%
Printing	3	443	0	446	0.23%
Public Service Commission	1	35	0	36	0.02%
Radio Television Hong Kong	7	682	0	689	0.35%
Rating and Valuation	14	961	1	976	0.50%
Registration and Electoral Office	1	237	0	238	0.12%
Social Welfare	17	5 627	0	5 644	2.89%
Standing Commission on Civil Service Salaries and Conditions of Service	3	27	0	30	0.02%
Standing Committee on Disciplined Services Salaries and Conditions of Service	2	10	0	12	0.01%
Student Financial Assistance Agency	1	205	0	206	0.11%
Television and Entertainment Licensing Authority	3	188	0	191	0.10%
Territory Development	27	372	0	399	0.20%
Trade	9	762	0	771	0.39%
Transport	24	1 354	1	1 379	0.71%
Treasury	11	732	0	743	0.38%
University Grants Committee	3	44	0	47	0.02%
Water Supplies	23	6 039	0	6 062	3.11%
Others: Operational reserve	0	521	0	521	0.27%
Total for all Departments (A)	1 333	192 187	69	193 589	99.16%
Independent Commission Against Corruption officers	14	1 328	0	1 342	0.69%
Judicial Officers	170	11	1	182	0.09%
Locally Engaged Staff Working in Hong Kong Economic and Trade Offices	0	113	0	113	0.06%
Total for Others (B)	184	1 452	1	1 637	0.83%
Grand Total (A) + (B)	1 517	193 639	70	195 226	100.00%

**Notes:**

(1) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.

(2) Exclude judicial officers

Civil Service Bureau

March 2002

## Establishment of the Civil Service by Departments as at 1.4.2001

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Chief Executive's Office	3	84	0	87	0.05%
Agriculture and Fisheries and Conservation	7	2 195	0	2 202	1.18%
Architectural Services	39	2 117	3	2 159	1.15%
Audit Commission	12	197	0	209	0.11%
Auxiliary Medical Service	1	100	0	101	0.05%
Buildings	30	884	0	914	0.49%
Census and Statistics	7	1 530	0	1 537	0.82%
Civil Aid Service	1	121	0	122	0.07%
Civil Aviation	20	688	0	708	0.38%
Civil Engineering	33	1 526	2	1 561	0.83%
Civil Service Training and Development Institute	3	161	0	164	0.09%
Companies Registry	6	370	1	377	0.20%
Correctional Services	10	6 991	0	7 001	3.74%
Customs and Excise	9	5 372	1	5 382	2.87%
Department of Health	58	6 647	0	6 705	3.58%
Department of Justice	72	1 064	2	1 138	0.61%
Drainage Services	18	2 082	0	2 100	1.12%
Education	25	6 288	1	6 314	3.37%
Electrical and Mechanical Services	23	4 973	1	4 997	2.67%
Environmental Protection	30	1 616	0	1 646	0.88%
Fire Services	18	9 313	0	9 331	4.98%
Food and Environmental Hygiene	13	15 304	1	15 318	8.18%
Government Flying Service	4	242	0	246	0.13%
Government Laboratory	7	360	0	367	0.20%
Government Land Transport Agency	1	167	0	168	0.09%
Government Property Agency	7	253	0	260	0.14%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	24	388	1	413	0.22%
G.S. : Civil Service Bureau	17	351	2	370	0.20%
G.S. : Commerce and Industry Bureau (CIB)	33	168	1	202	0.11%
G.S. : Innovation and Technology Commission (within CIB)	8	188	2	198	0.11%
G.S. : Constitutional Affairs Bureau	8	40	0	48	0.03%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
G.S. : Economic Services Bureau	16	97	1	114	0.06%
G.S. : Education and Manpower Bureau	13	94	1	108	0.06%
G.S. : Environmental and Food Bureau	10	68	1	79	0.04%
G.S. : Finance Bureau	18	171	1	190	0.10%
G.S. : Financial Services Bureau	16	166	0	182	0.10%
G.S. : Health and Welfare Bureau	15	99	0	114	0.06%
G.S. : Home Affairs Bureau	13	165	0	178	0.09%
G.S. : Housing Bureau	10	48	0	58	0.03%
G.S. : Information Technology and Broadcasting Bureau	8	72	2	82	0.04%
G.S. : The Office of the Government of the Hong Kong Special Administrative Region in Beijing	3	17	0	20	0.01%
G.S. : Planning and Lands Bureau and Works Bureau	25	237	3	265	0.14%
G.S. : Transport Bureau	15	105	0	120	0.06%
G.S. : Security Bureau	13	147	2	162	0.09%
Government Supplies	4	435	0	439	0.23%
Highways	29	1 954	6	1 989	1.06%
Home Affairs	27	1 874	0	1 901	1.01%
Hong Kong Monetary Authority (On Secondment)	8	88	0	96	0.05%
Hong Kong Observatory	5	325	0	330	0.18%
Hong Kong Police Force	77	34 496	0	34 573	18.45%
Hospital Authority (On Secondment) <sup>(1)</sup>	17	4 888	0	4 905	2.62%
Housing	61	12 592	6	12 659	6.76%
Immigration	11	5 618	1	5 630	3.00%
Independent Police Complaints Council	1	25	0	26	0.01%
Information Services	11	491	0	502	0.27%
Information Technology Services	17	879	0	896	0.48%
Inland Revenue	25	3 310	1	3 336	1.78%
Intellectual Property	7	140	0	147	0.08%
Invest Hong Kong	2	39	1	42	0.02%
Judiciary <sup>(2)</sup>	5	1 678	0	1 683	0.90%
Labour	14	1 853	0	1 867	1.00%
Land Registry	3	565	2	570	0.30%
Lands	46	3 612	6	3 664	1.96%

Department	Establishment				
	Permanent Posts		Supernumera ry Directorate Posts	Total	Per- centage
	Directorate	Non- Directorate			
Legal Aid	14	577	1	592	0.32%
Leisure and Cultural Services	10	9 180	2	9 192	4.91%
Management Services Agency	5	89	0	94	0.05%
Marine	21	1 635	0	1656	0.88%
Office of The Ombudsman	4	74	0	78	0.04%
Office of the Telecommunications Authority	9	263	0	272	0.15%
Official Languages Agency	3	225	0	228	0.12%
Official Receiver's Office	8	249	1	258	0.14%
Planning	27	813	2	842	0.45%
Post Office	11	5 765	0	5 776	3.08%
Printing	3	398	0	401	0.21%
Public Service Commission	1	32	0	33	0.02%
Radio Television Hong Kong	7	662	0	669	0.36%
Rating and Valuation	14	939	1	954	0.51%
Registration and Electoral Office	1	121	0	122	0.07%
Social Welfare	17	5 309	0	5 326	2.84%
Standing Commission on Civil Service Salaries and Conditions of Service	3	20	0	23	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	2	10	0	12	0.01%
Student Financial Assistance Agency	1	228	0	229	0.12%
Television and Entertainment Licensing Authority	3	189	0	192	0.10%
Territory Development	27	356	0	383	0.20%
Trade and Industry	10	746	0	756	0.40%
Transport	24	1 325	1	1 350	0.72%
Treasury	10	717	0	727	0.39%
University Grants Committee	3	44	0	47	0.03%
Water Supplies	23	5 665	0	5 688	3.04%
Others: Operational and central reserves	0	588	0	588	0.31%
Total for all Departments (A)	1 353	184 347	60	185 760	99.14%
Independent Commission Against Corruption officers	14	1 307	0	1 321	0.71%
Judicial officers	170	11	1	182	0.10%
Locally Engaged Staff working in Hong Kong Economic and Trade Offices	0	112	0	112	0.06%
Total for Others (B)	184	1 430	1	1 615	0.86%

Grand Total (A) + (B)	1 537	185 777	61	187 375	100.00%
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Notes:

- (1) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (2) Exclude judicial officers

Civil Service Bureau  
March 2002

## Strength of the Civil Service by Department as at 1.4.1997

Department	Strength <sup>(1)</sup>				Per-centage
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	
The Governor's Establishment	60	28	1	89	0.05%
Agriculture and Fisheries	1 510	11	757	2 278	1.22%
Architectural Services	1 825	47	35	1 907	1.03%
Audit	219	1	1	221	0.12%
Auxiliary Medical Services	60	0	26	86	0.05%
Buildings	721	14	11	746	0.40%
Census and Statistics	1 404	1	74	1 479	0.80%
Civil Aid Services	94	0	30	124	0.07%
Civil Aviation	630	83	25	738	0.40%
Civil Engineering	1 244	152	81	1 477	0.79%
Civil Service Training and Development Institute	140	3	4	147	0.08%
Companies Registry	365	2	3	370	0.20%
Correctional Services	6 995	1	306	7 302	3.93%
Customs and Excise	4 113	3	135	4 251	2.29%
Department of Health	5 045	100	1 351	6 496	3.49%
Drainage Services	1 493	17	361	1 871	1.01%
Education	5 234	149	884	6 267	3.37%
Electrical and Mechanical Services	4 375	6	640	5 021	2.70%
Environmental Protection	1 463	43	44	1 550	0.83%
Fire Services	7 912	0	345	8 257	4.44%
Government Flying Service	218	17	14	249	0.13%
Government Laboratory	316	0	21	337	0.18%
Government Land Transport Agency	189	1	7	197	0.11%
Government Property Agency	196	4	44	244	0.13%
G.S. : Broadcasting, Culture and Sport Branch	133	1	6	140	0.08%
G.S. : Civil Service Branch	336	1	0	337	0.18%
G.S. : Constitutional Affairs Branch	56	0	0	56	0.03%
G.S. : Economic Services Branch	87	2	0	89	0.05%
G.S. : Education and Manpower Branch	80	0	0	80	0.04%
G.S. : Finance Branch	205	0	4	209	0.11%
G.S. : Financial Services Branch	209	4	0	213	0.11%
G.S. : Health and Welfare Branch	96	0	0	96	0.05%
G.S. : Home Affairs Branch	119	0	1	120	0.06%
G.S. : Housing Branch	39	0	0	39	0.02%
G.S. : Offices of the Chief Secretary and the Financial Secretary	336	18	100	454	0.24%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
G.S. : Planning, Environment and Lands Branch & Works Branch	449	21	29	499	0.27%
G.S. : Security Branch	188	0	4	192	0.10%
G.S. : Trade and Industry Branch	158	9	3	170	0.09%
G.S. : Transport Branch	90	1	0	91	0.05%
Government Supplies	370	0	97	467	0.25%
Highways	1 696	27	102	1 825	0.98%
Home Affairs	1 702	7	100	1 809	0.97%
Hong Kong Monetary Authority	101	0	0	101	0.05%
Hospital Authority (On Secondment)	3 963	2	2 499	6 464	3.48%
Hospital Services	59	0	0	59	0.03%
Housing	12 498	103	1 356	13 957	7.51%
Immigration	5 193	3	131	5 327	2.86%
Independent Police Complaints Council	25	0	0	25	0.01%
Industry	218	6	9	233	0.13%
Information Services	445	5	20	470	0.25%
Information Technology Services	777	1	9	787	0.42%
Inland Revenue	3 311	10	16	3 337	1.79%
Intellectual Property	154	4	0	158	0.08%
Judiciary <sup>(6)</sup>	1 516	15	114	1 645	0.88%
Labour	1 522	2	22	1 546	0.83%
Land Registry	679	2	9	690	0.37%
Lands	3 219	94	144	3 457	1.86%
Legal	844	130	4	978	0.53%
Legal Aid	515	18	25	558	0.30%
Management Services Agency	100	1	0	101	0.05%
Marine	1 559	16	81	1 656	0.89%
Office of the Ombudsman	72	1	0	73	0.04%
Office of the Telecommunications Authority	252	1	5	258	0.14%
Official Languages Agency	204	0	0	204	0.11%
Official Receiver's Office	248	4	1	253	0.14%
Planning	693	26	24	743	0.40%
Post Office	5 677	6	26	5 709	3.07%
Printing	307	2	133	442	0.24%
Public Service Commission	33	0	0	33	0.02%
Radio Television Hong Kong	391	133	23	547	0.29%
Rating and Valuation	899	16	15	930	0.50%
Regional Services	4 712	28	5 665	10 405	5.60%
Registration and Electoral Office	114	0	3	117	0.06%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Royal Hong Kong Police Force	30 373	2 011	1 271	33 655	18.10%
Royal Observatory	308	0	20	328	0.18%
Social Welfare	4 470	3	445	4 918	2.64%
Standing Commission on Civil Service Salaries and Conditions of Service	26	0	0	26	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	11	0	0	11	0.01%
Student Financial Assistance Agency	159	0	1	160	0.09%
Technical Education and Industrial Training	110	0	16	126	0.07%
Television and Entertainment Licensing Authority	123	47	3	173	0.09%
Territory Development	346	13	11	370	0.20%
Trade	789	1	19	809	0.44%
Transport	1 236	13	63	1 312	0.71%
Treasury	741	2	23	766	0.41%
University Grants Committee	41	0	0	41	0.02%
Urban Services	8 983	27	6 572	15 582	8.38%
Water Supplies	4 831	18	1 051	5 900	3.17%
Others: Operational and central Reserves	450	4	1	455	0.24%
Total for all Departments (A)	155 467	3 542	25 476	184 485	99.21%
Independent Commission Against Corruption officers	Not Available			1 219	0.66%
Judicial officers				154	0.08%
Locally Engaged Staff working in Hong Kong Economic and Trade Offices and other staff				107	0.05%
Total for Others (B)				1 480	0.79%
Grand Total (A) + (B)	-	-	-	185 965	100.0%

**Notes:**

- (1) The strength of each department includes officers on pre-retirement leave, pre-resignation leave, terminal leave, or training attachments filling temporary supernumerary posts. The creation of supernumerary posts for accommodating these officers is subject to NAMS control (for non-directorate ranks) or the delegated authority (for directorate ranks) as approved by the Finance Committee.
- (2) Include probationers on pensionable terms.
- (3) Include agreement terms and re-employed on agreement terms.
- (4) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.
- (5) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (6) Exclude judicial officers

Civil Service Bureau  
March 2002



## Strength of the Civil Service by Department as at 1.4.1998

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Chief Executive's Office	76	6	0	82	0.04%
Agriculture and Fisheries	1 507	10	735	2 252	1.20%
Architectural Services	1 836	40	33	1 909	1.02%
Audit Commission	216	2	1	219	0.12%
Auxiliary Medical Service	72	0	26	98	0.05%
Buildings	755	12	10	777	0.41%
Census and Statistics	1 453	2	26	1 481	0.79%
Civil Aid Service	93	0	30	123	0.07%
Civil Aviation	651	117	23	791	0.42%
Civil Engineering	1 258	151	80	1 489	0.79%
Civil Service Training and Development Institute	138	2	1	141	0.08%
Companies Registry	379	1	5	385	0.21%
Correctional Services	6 835	3	213	7 051	3.76%
Customs and Excise	4 522	3	63	4 588	2.45%
Department of Health	5 281	77	1 344	6 702	3.57%
Department of Justice	780	126	126	1 032	0.55%
Drainage Services	1 606	25	351	1 982	1.06%
Education	5 285	159	873	6 317	3.37%
Electrical and Mechanical Services	4 181	54	554	4 789	2.55%
Environmental Protection	1 533	35	45	1 613	0.86%
Fire Services	8 156	0	382	8 538	4.55%
Government Flying Service	222	12	14	248	0.13%
Government Laboratory	336	0	10	346	0.18%
Government Land Transport Agency	185	1	8	194	0.10%
Government Property Agency	206	5	39	250	0.13%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	305	3	99	407	0.22%
G.S. : Broadcasting, Culture and Sport Bureau	131	1	5	137	0.07%
G.S. : Civil Service Bureau	339	1	0	340	0.18%
G.S. : Constitutional Affairs Bureau	56	0	0	56	0.03%
G.S. : Economic Services Bureau	88	1	0	89	0.05%
G.S. : Education and Manpower Bureau	99	0	0	99	0.05%
G.S. : Finance Bureau	195	0	5	200	0.11%
G.S. : Financial Services Bureau	208	3	0	211	0.11%
G.S. : Health and Welfare Bureau	99	0	0	99	0.05%
G.S. : Home Affairs Bureau	117	0	1	118	0.06%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
G.S. : Housing Bureau	44	0	0	44	0.02%
G.S. : Planning, Environment and Lands Bureau & Works Bureau	406	11	29	446	0.24%
G.S. : Security Bureau	176	0	2	178	0.09%
G.S. : Trade and Industry Bureau	163	10	2	175	0.09%
G.S. : Transport Bureau	104	0	0	104	0.06%
Government Supplies	365	0	102	467	0.25%
Highways	1 732	23	92	1 847	0.98%
Home Affairs	1 717	9	94	1 820	0.97%
Hong Kong Monetary Authority	75	0	0	75	0.04%
Hong Kong Observatory	310	1	23	334	0.18%
Hospital Authority (On Secondment) <sup>(5)</sup>	3 713	2	2 216	5 931	3.16%
Hospital Services	57	0	0	57	0.03%
Housing	12 646	84	1 287	14 017	7.47%
Immigration	5 265	4	186	5 455	2.91%
Independent Police Complaints Council	24	0	0	24	0.01%
Industry	234	8	9	251	0.13%
Information Services	453	5	18	476	0.25%
Information Technology Services	825	0	10	835	0.45%
Inland Revenue	3 277	10	22	3 309	1.76%
Intellectual Property	154	2	0	156	0.08%
Judiciary <sup>(6)</sup>	1 561	14	117	1 692	0.90%
Labour	1 657	5	35	1 697	0.90%
Land Registry	625	2	9	636	0.34%
Lands	3 199	175	137	3 511	1.87%
Legal Aid	556	16	27	599	0.32%
Management Services Agency	112	1	2	115	0.06%
Marine	1 559	12	79	1 650	0.88%
Office of The Ombudsman	74	1	0	75	0.04%
Office of the Telecommunications Authority	271	1	5	277	0.15%
Official Languages Agency	214	0	0	214	0.11%
Official Receiver's Office	244	4	0	248	0.13%
Planning	715	33	16	764	0.41%
Post Office	5 870	8	23	5 901	3.15%
Hong Kong Police Force	30 603	2 014	1 249	33 866	18.05%
Printing	309	1	132	442	0.24%
Public Service Commission	33	0	0	33	0.02%
Radio Television Hong Kong	396	136	17	549	0.29%
Rating and Valuation	920	10	18	948	0.51%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Regional Services	4 990	25	5 610	10 625	5.66%
Registration and Electoral Office	271	1	3	275	0.15%
Social Welfare	4 634	8	446	5 088	2.71%
Standing Commission on Civil Service Salaries and Conditions of Service	26	0	0	26	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	12	0	0	12	0.01%
Student Financial Assistance Agency	190	0	1	191	0.10%
Technical Education and Industrial Training	106	0	15	121	0.06%
Television and Entertainment Licensing Authority	133	47	3	183	0.10%
Territory Development	346	13	11	370	0.20%
Trade	762	3	21	786	0.42%
Transport	1 254	11	54	1 319	0.70%
Treasury	723	2	23	748	0.40%
University Grants Committee	41	0	0	41	0.02%
Urban Services	9 017	26	6 605	15 648	8.34%
Water Supplies	4 830	17	988	5 835	3.11%
Others: Operational and central Reserves	421	2	0	423	0.23%
<b>Total for all Departments (A)</b>	<b>157 613</b>	<b>3 609</b>	<b>24 840</b>	<b>186 062</b>	<b>99.19%</b>
Independent Commission Against Corruption officers	Not Available			1 258	0.67%
Judicial officers				151	0.08%
Locally engaged staff working in Hong Kong Economic and Trade Offices				101	0.05%
<b>Total for Others (B)</b>				<b>1 510</b>	<b>0.81%</b>
<b>Grand Total (A) + (B)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187 572</b>	<b>100.0%</b>

**Notes:**

- (1) The strength of each department includes officers on pre-retirement leave, pre-resignation leave, terminal leave, or training attachments filling temporary supernumerary posts. The creation of supernumerary posts for accommodating these officers is subject to NAMS control (for non-directorate ranks) or the delegated authority (for directorate ranks) as approved by the Finance Committee.
- (2) Include probationers on pensionable terms.
- (3) Include agreement terms and re-employed on agreement terms.
- (4) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.
- (5) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.

(6) Exclude judicial officers

Civil Service Bureau  
March 2002

## Strength of the Civil Service by Department as at 1.4.1999

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Chief Executive's Office	81	3	0	84	0.04%
Agriculture and Fisheries	1 614	5	686	2 305	1.21%
Architectural Services	1 902	45	31	1 978	1.04%
Audit Commission	215	2	2	219	0.11%
Auxiliary Medical Service	75	0	26	101	0.05%
Buildings	848	3	17	868	0.45%
Census and Statistics	1 516	1	18	1 535	0.80%
Civil Aid Service	93	0	33	126	0.07%
Civil Aviation	569	118	15	702	0.37%
Civil Engineering	1 407	82	73	1 562	0.82%
Civil Service Training and Development Institute	147	3	0	150	0.08%
Companies Registry	392	0	3	395	0.21%
Correctional Services	6 858	5	113	6 976	3.66%
Customs and Excise	4 933	5	90	5 028	2.64%
Department of Health	5 572	35	1 363	6 970	3.65%
Department of Justice	996	74	11	1 081	0.57%
Drainage Services	1 680	40	355	2 075	1.09%
Education	5 556	97	838	6 491	3.40%
Electrical and Mechanical Services	4 212	233	504	4 949	2.59%
Environmental Protection	1 566	15	47	1 628	0.85%
Fire Services	8 644	0	357	9 001	4.72%
Government Flying Service	220	10	11	241	0.13%
Government Laboratory	346	0	15	361	0.19%
Government Land Transport Agency	184	1	8	193	0.10%
Government Property Agency	234	6	40	280	0.15%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	371	5	58	434	0.23%
G.S. : Civil Service Bureau	335	2	5	342	0.18%
G.S. : Constitutional Affairs Bureau	57	0	0	57	0.03%
G.S. : Economic Services Bureau	90	0	1	91	0.05%
G.S. : Education and Manpower Bureau	103	0	0	103	0.05%
G.S. : Finance Bureau	192	0	5	197	0.10%
G.S. : Financial Services Bureau	220	1	4	225	0.12%
G.S. : Health and Welfare Bureau	103	0	1	104	0.05%
G.S. : Home Affairs Bureau	207	1	5	213	0.11%
G.S. : Housing Bureau	53	0	0	53	0.03%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
G.S. : Information Technology and Broadcasting Bureau	67	0	3	70	0.04%
G.S. : The Office of the Government of the Hong Kong Special Administrative Region in Beijing	20	0	0	20	0.01%
G.S. : Planning, Environment and Lands Bureau and Works Bureau	314	9	26	349	0.18%
G.S. : Security Bureau	166	0	7	173	0.09%
G.S. Trade and Industry Bureau	169	9	1	179	0.09%
G.S. : Transport Bureau	115	0	2	117	0.06%
Government Supplies	360	0	97	457	0.24%
Highways	1 857	14	100	1 971	1.03%
Home Affairs	1 740	10	131	1 881	0.99%
Hong Kong Monetary Authority (On Secondment)	75	0	0	75	0.04%
Hong Kong Observatory	305	2	28	335	0.18%
Hong Kong Police Force	31 517	1 880	1 283	34 680	18.18%
Hospital Authority (On Secondment) <sup>(5)</sup>	3 557	0	2 085	5 642	2.96%
Hospital Services	47	0	0	47	0.02%
Housing	12 384	50	1 240	13 674	7.17%
Immigration	5 594	7	77	5 678	2.98%
Independent Police Complaints Council	26	0	0	26	0.01%
Industry	237	8	14	259	0.14%
Information Services	467	6	21	494	0.26%
Information Technology Services	883	0	10	893	0.47%
Inland Revenue	3 289	8	34	3 331	1.75%
Intellectual Property	149	3	0	152	0.08%
Judiciary <sup>(6)</sup>	1 576	3	121	1 700	0.89%
Labour	1 780	6	51	1 837	0.96%
Land Registry	593	2	7	602	0.32%
Lands	3 275	317	122	3 714	1.95%
Legal Aid	580	11	29	620	0.32%
Management Services Agency	91	0	2	93	0.05%
Marine	1 592	10	71	1 673	0.88%
Office of The Ombudsman	74	2	0	76	0.04%
Office of the Telecommunications Authority	275	0	5	280	0.15%
Official Languages Agency	207	0	2	209	0.11%
Official Receiver's Office	256	4	3	263	0.14%
Planning	768	39	17	824	0.43%

Department	Strength <sup>(1)</sup>				Total	Per-centage
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>			
Post Office	5 893	7	23	5 923	3.10%	
Printing	305	0	127	432	0.23%	
Public Service Commission	34	0	1	35	0.02%	
Radio Television Hong Kong	498	102	18	618	0.32%	
Rating and Valuation	931	8	18	957	0.50%	
Regional Services	5 701	24	4 912	10 637	5.58%	
Registration and Electoral Office	148	1	3	152	0.08%	
Social Welfare	4 911	5	469	5 385	2.82%	
Standing Commission on Civil Service Salaries and Conditions of Service	44	0	1	45	0.02%	
Standing Committee on Disciplined Services Salaries and Conditions of Service	11	0	0	11	0.01%	
Student Financial Assistance Agency	196	1	4	201	0.11%	
Technical Education and Industrial Training	104	0	15	119	0.06%	
Television and Entertainment Licensing Authority	173	15	3	191	0.10%	
Territory Development	374	4	15	393	0.21%	
Trade	740	6	24	770	0.40%	
Transport	1 320	3	51	1 374	0.72%	
Treasury	724	4	26	754	0.40%	
University Grants Committee	45	0	2	47	0.02%	
Urban Services	9 087	22	6 252	15 361	8.05%	
Water Supplies	4 948	11	945	5 904	3.09%	
Others: Operational and central Reserves	402	2	0	404	0.21%	
Total for all Departments (A)	162 585	3 407	23 233	189 225	99.18%	
Independent Commission Against Corruption officers	Not Available			1 296	0.68%	
Judicial officers				159	0.08%	
Locally engaged staff working in Hong Kong Economic and Trade Offices				108	0.06%	
Total for Others (B)				1 563	0.82%	
Grand Total (A) + (B)	-	-	-	190 788	100.00%	

**Notes:**

- (1) The strength of each department includes officers on pre-retirement leave, pre-resignation leave, terminal leave, or training attachments filling temporary supernumerary posts. The creation of supernumerary posts for accommodating these officers is subject to NAMS control (for non-directorate ranks) or the delegated authority (for directorate ranks) as approved by the Finance Committee.
- (2) Include probationers on pensionable terms.
- (3) Include agreement terms and re-employed on agreement terms.
- (4) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.
- (5) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.

(6) Exclude judicial officers

Civil Service Bureau  
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## Strength of the Civil Service by Departments as at 1.4.2000

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Chief Executive's Office	81	3	0	84	0.04%
Agriculture, Fisheries and Conservation	1 526	4	651	2 181	1.16%
Architectural Services	1 935	92	31	2 058	1.10%
Audit Commission	209	1	2	212	0.11%
Auxiliary Medical Service	77	0	25	102	0.05%
Buildings	844	2	17	863	0.46%
Census and Statistics	1 502	2	15	1 519	0.81%
Civil Aid Service	91	1	29	121	0.06%
Civil Aviation	568	110	15	693	0.37%
Civil Engineering	1 425	48	62	1 535	0.82%
Civil Service Training and Development Institute	149	2	0	151	0.08%
Companies Registry	387	1	3	391	0.21%
Correctional Services	6 853	8	110	6 971	3.72%
Customs and Excise	4 967	25	76	5 068	2.70%
Department of Health	5 379	19	1 230	6 628	3.54%
Department of Justice	1 050	46	10	1 106	0.59%
Drainage Services	1 706	55	338	2 099	1.12%
Education	5 567	71	812	6 450	3.44%
Electrical and Mechanical Services	4 121	234	409	4 764	2.54%
Environmental Protection	1 565	4	46	1 615	0.86%
Fire Services	9 005	0	189	9 194	4.91%
Food and Environmental Hygiene	7 856	24	7 639	15 519	8.28%
Government Flying Service	220	7	11	238	0.13%
Government Laboratory	346	1	12	359	0.19%
Government Land Transport Agency	168	1	8	177	0.09%
Government Property Agency	229	8	36	273	0.15%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	375	4	66	445	0.24%
G.S. : Civil Service Bureau	344	2	5	351	0.19%
G.S. : Constitutional Affairs Bureau	45	2	0	47	0.03%
G.S. : Economic Services Bureau	91	0	1	92	0.05%
G.S. : Education and Manpower Bureau	102	4	0	106	0.06%
G.S. : Environment and Food Bureau	69	1	2	72	0.04%
G.S. : Finance Bureau	192	0	5	197	0.11%
G.S. : Financial Services Bureau	177	1	4	182	0.10%
G.S. : Health and Welfare	105	3	1	109	0.06%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Bureau					
G.S. : Home Affairs Bureau	192	2	5	199	0.11%
G.S. : Housing Bureau	58	0	0	58	0.03%
G.S. : Information Technology and Broadcasting Bureau	77	1	3	81	0.04%
G.S.: The Office of the Government of the Hong Kong Special Administrative Region in Beijing	20	0	0	20	0.01%
G.S. : Planning and Lands Bureau & Works Bureau	297	4	14	315	0.17%
G.S. : Security Bureau	162	3	7	172	0.09%
G.S. : Trade and Industry Bureau	166	13	1	180	0.10%
G.S. : Transport Bureau	118	1	3	122	0.07%
Government Supplies	344	0	93	437	0.23%
Highways	1 913	26	91	2 030	1.08%
Home Affairs	1 767	16	114	1 897	1.01%
Hong Kong Monetary Authority (on secondment)	75	0	0	75	0.04%
Hong Kong Observatory	303	2	26	331	0.18%
Hong Kong Police Force	31 438	1 774	1 196	34 408	18.36%
Hospital Authority (On Secondment) <sup>(5)</sup>	3 476	0	1 918	5 394	2.88%
Housing	12 027	68	1 198	13 293	7.09%
Immigration	5 548	8	70	5 626	3.00%
Independent Police Complaints Council	26	0	0	26	0.01%
Industry	230	5	12	247	0.13%
Information Services	467	6	19	492	0.26%
Information Technology Services	902	1	10	913	0.49%
Inland Revenue	3 284	8	33	3 325	1.77%
Intellectual Property	145	1	0	146	0.08%
Judiciary <sup>(6)</sup>	1 556	9	116	1 681	0.90%
Labour	1 835	4	26	1 865	1.00%
Land Registry	577	1	8	586	0.31%
Lands	3 323	278	114	3 715	1.98%
Legal Aid	574	2	24	600	0.32%
Leisure and Cultural Services	6 553	5	2 510	9 068	4.84%
Management Services Agency	79	0	2	81	0.04%
Marine	1 572	5	76	1 653	0.88%
Office of The Ombudsman	76	2	1	79	0.04%
Office of the Telecommunications Authority	274	0	5	279	0.15%
Official Languages Agency	212	0	2	214	0.11%

Department	Strength <sup>(1)</sup>				
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	Others <sup>(4)</sup>	Total	Per-centage
Official Receiver's Office	257	2	4	263	0.14%
Planning	790	23	18	831	0.44%
Post Office	5 792	6	23	5 821	3.11%
Printing	299	0	123	422	0.23%
Public Service Commission	31	0	1	32	0.02%
Radio Television Hong Kong	516	68	15	599	0.32%
Rating and Valuation	923	5	16	944	0.50%
Registration and Electoral Office	168	1	3	172	0.09%
Social Welfare	4 942	4	447	5 393	2.88%
Standing Commission on Civil Service Salaries and Conditions of Service	22	0	1	23	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	12	0	0	12	0.01%
Student Financial Assistance Agency	201	1	4	206	0.11%
Television and Entertainment Licensing Authority	171	6	3	180	0.10%
Territory Development	370	6	15	391	0.21%
Trade	717	4	20	741	0.40%
Transport	1 294	11	45	1 350	0.72%
Treasury	684	4	26	714	0.38%
University Grants Committee	45	0	2	47	0.03%
Water Supplies	4 863	9	892	5 764	3.08%
Others: Operational and central Reserves	379	4	0	383	0.20%
Total for all Departments (A)	161 468	3 185	21 215	185 868	99.17%
Independent Commission Against Corruption officers	Not Available			1 301	0.69%
Judicial Officers				155	0.08%
Locally Engaged Staff Working in Hong Kong Economic and Trade Offices				107	0.06%
Total for Others (B)				1 563	0.83%
Grand Total: (A) + (B)	-	-	-	187 431	100.00%

**Notes:**

- (1) The strength of each department includes officers on pre-retirement leave, pre-resignation leave, terminal leave, or training attachments filling temporary supernumerary posts. The creation of supernumerary posts for accommodating these officers is subject to NAMS control (for non-directorate ranks) or the delegated authority (for directorate ranks) as approved by the Finance Committee.
- (2) Include probationers on pensionable terms.
- (3) Include agreement terms and re-employed on agreement terms.
- (4) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.
- (5) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (6) Exclude judicial officers.

Civil Service Bureau  
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## Strength of the Civil Service by Departments as at 1.4.2001

Department	Strength <sup>(1)</sup>					
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	New Probationary	Others <sup>(4)</sup>	Total	Per-centage
Chief Executive's Office	84	3	0	0	87	0.05%
Agriculture and Fisheries and Conservation	1 475	4	0	627	2 106	1.15%
Architectural Services	1 915	90	0	31	2 036	1.12%
Audit Commission	203	3	0	2	208	0.11%
Auxiliary Medical Service	76	0	0	24	100	0.05%
Buildings	887	0	0	15	902	0.49%
Census and Statistics	1 494	2	0	15	1 511	0.83%
Civil Aid Service	94	1	0	25	120	0.07%
Civil Aviation	558	98	12	7	675	0.37%
Civil Engineering	1 431	36	17	54	1 538	0.84%
Civil Service Training and Development Institute	150	1	0	0	151	0.08%
Companies Registry	365	1	0	3	369	0.20%
Correctional Services	6 799	11	72	106	6 988	3.83%
Customs and Excise	4 971	28	0	72	5 071	2.78%
Department of Health	5 329	10	0	1 154	6 493	3.56%
Department of Justice	1 044	31	0	9	1 084	0.59%
Drainage Services	1 695	54	7	320	2 076	1.14%
Education	5 447	29	0	744	6 220	3.41%
Electrical and Mechanical Services	4 045	231	0	340	4 616	2.53%
Environmental Protection	1 557	4	11	43	1 615	0.88%
Fire Services	8 965	1	0	304	9 270	5.08%
Food and Environmental Hygiene	7 727	14	0	7 170	14 911	8.17%
Government Flying Service	213	3	1	11	228	0.12%
Government Laboratory	340	1	0	11	352	0.19%
Government Land Transport Agency	157	1	0	7	165	0.09%
Government Property Agency	218	6	0	29	253	0.14%
G.S. : Offices of the Chief Secretary for Administration and the Financial Secretary	338	4	0	55	397	0.22%
G.S. : Civil Service Bureau	345	2	0	6	353	0.19%
G.S. : Commerce and Industry Bureau (CIB)	184	11	0	1	196	0.11%
G.S. : Innovation and Technology Commission (within CIB)	185	0	0	8	193	0.11%
G.S. : Constitutional Affairs	45	1	0	0	46	0.03%

Department	Strength <sup>(1)</sup>					
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	New Probationary	Others <sup>(4)</sup>	Total	Percentage
Bureau						
G.S. : Economic Services Bureau	109	2	0	1	112	0.06%
G.S. : Education and Manpower Bureau	109	3	0	0	112	0.06%
G.S. : Environmental and Food Bureau	75	1	0	2	78	0.04%
G.S. : Finance Bureau	191	0	0	5	196	0.11%
G.S. : Financial Services Bureau	175	2	0	4	181	0.10%
G.S. : Health and Welfare Bureau	106	3	0	1	110	0.06%
G.S. : Home Affairs Bureau	172	1	0	4	177	0.10%
G.S. : Housing Bureau	57	1	0	0	58	0.03%
G.S. : Information Technology and Broadcasting Bureau	78	1	0	3	82	0.04%
G.S. : The Office of the Government of the Hong Kong Special Administrative Region in Beijing	18	2	0	0	20	0.01%
G.S. : Planning and Lands Bureau and Works Bureau	251	3	0	9	263	0.14%
G.S. : Transport Bureau	116	0	0	2	118	0.06%
G.S. : Security Bureau	159	1	0	6	166	0.09%
Government Supplies	328	1	0	87	416	0.23%
Highways	1 838	28	10	66	1 942	1.06%
Home Affairs	1 747	16	1	102	1 866	1.02%
Hong Kong Monetary Authority (On Secondment)	73	0	0	0	73	0.04%
Hong Kong Observatory	309	2	0	20	331	0.18%
Hong Kong Police Force	30 944	1 624	333	1 124	34 025	18.64%
Hospital Authority (On Secondment) <sup>(5)</sup>	3 340	0	0	1 565	4 905	2.69%
Housing	11 019	67	0	857	11 943	6.54%
Immigration	5 402	15	41	64	5 522	3.03%
Independent Police Complaints Council	26	0	0	0	26	0.01%
Information Services	461	5	0	17	483	0.26%
Information Technology Services	855	1	0	8	864	0.47%
Inland Revenue	3 228	13	0	32	3 273	1.79%
Intellectual Property	132	1	0	0	133	0.07%
Invest Hong Kong	36	4	0	1	41	0.02%

Department	Strength <sup>(1)</sup>					
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	New Probationary	Others <sup>(4)</sup>	Total	Percentage
Judiciary <sup>(6)</sup>	1 537	10	0	108	1 655	0.91%
Labour	1 807	3	0	26	1 836	1.01%
Land Registry	554	1	0	8	563	0.31%
Lands	3 284	256	0	91	3 631	1.99%
Legal Aid	563	2	0	21	586	0.32%
Leisure and Cultural Services	6 362	4	0	2 431	8 797	4.82%
Management Services Agency	80	1	0	2	83	0.05%
Marine	1 554	4	2	65	1 625	0.89%
Office of The Ombudsman	72	3	0	1	76	0.04%
Office of the Telecommunications Authority	267	0	0	4	271	0.15%
Official Languages Agency	218	0	0	2	220	0.12%
Official Receiver's Office	249	2	0	4	255	0.14%
Planning	790	20	0	20	830	0.45%
Post Office	5 720	5	0	18	5 743	3.15%
Printing	286	1	0	112	399	0.22%
Public Service Commission	31	0	0	1	32	0.02%
Radio Television Hong Kong	527	44	0	13	584	0.32%
Rating and Valuation	910	7	4	16	937	0.51%
Registration and Electoral Office	117	1	0	3	121	0.07%
Social Welfare	4 842	6	0	422	5 270	2.89%
Standing Commission on Civil Service Salaries and Conditions of Service	21	0	0	1	22	0.01%
Standing Committee on Disciplined Services Salaries and Conditions of Service	13	0	0	0	13	0.01%
Student Financial Assistance Agency	225	1	0	4	230	0.13%
Television and Entertainment Licensing Authority	178	3	0	4	185	0.10%
Territory Development	362	7	0	13	382	0.21%
Trade and Industry	715	4	0	22	741	0.41%
Transport	1 267	9	8	38	1 322	0.72%
Treasury	678	6	0	25	709	0.39%
University Grants Committee	44	1	0	2	47	0.03%
Water Supplies	4 732	12	0	841	5 585	3.06%
Others: Operational and central Reserves	368	3	0	1	372	0.20%
<b>Total for all Departments (A)</b>	<b>158 063</b>	<b>2 894</b>	<b>519</b>	<b>19 492</b>	<b>180 968</b>	<b>99.14%</b>

Department	Strength <sup>(1)</sup>				Total	Per-centage
	Pensionable <sup>(2)</sup>	Agreement <sup>(3)</sup>	New Probationary	Others <sup>(4)</sup>		
Independent Commission Against Corruption officers	Not Available				1 308	0.71%
Judicial officers					157	0.08%
Locally Engaged Staff working in Hong Kong Economic and Trade Offices					101	0.06%
Total for Others (B)					1 566	0.09%
Grand Total (A) + (B)	-	-	-	-	182 534	100.0%

**Notes:**

- (1) The strength of each department includes officers on pre-retirement leave, pre-resignation leave, terminal leave, or training attachments filling temporary supernumerary posts. The creation of supernumerary posts for accommodating these officers is subject to NAMS control (for non-directorate ranks) or the delegated authority (for directorate ranks) as approved by the Finance Committee.
- (2) Include probationers on pensionable terms.
- (3) Include agreement terms and re-employed on agreement terms.
- (4) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.
- (5) Establishment figures for HA (Secondment) is assumed to be the same as the strength figures.
- (6) Exclude judicial officers

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## Strength of the Civil Service by Salary Group and Terms of Appointment as at 1.4.1997

Salary Group	Terms of Appointment			Total
	Pensionable <sup>(1)</sup>	Agreement <sup>(2)</sup>	Others <sup>(3)</sup>	
Directorate Pay Scale or equivalent	1 131	127	3	1 261
Master Pay Scale (MPS) 45 – 49 or equivalent	2 697	342	5	3 044
MPS 34 – 44 or equivalent	12 556	858	92	13 506
MPS 26 – 33 or equivalent	22 242	307	253	22 802
MPS 1 – 25 or equivalent	116 160	1 907	24 710	142 777
Training Pay Scale	681	1	413	1 095
Total for all Departments (A)	155 467	3 542	25 476	184 485
Independent Commission Against Corruption officers	Not Available			1 219
Judicial officers				154
Locally engaged staff working in Hong Kong Economic and Trade Offices and other staff				107
Total for Others (B)				1 480
Grand Total (A) + (B)	-	-	-	185 965

Notes:

- (1) Include probationers on pensionable terms.
- (2) Include agreement terms and re-employed on agreement terms.
- (3) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.

## Strength of the Civil Service by Salary Group and Terms of Appointment as at 1.4.1998

Salary Group	Terms of Appointment			Total
	Pensionable <sup>(1)</sup>	Agreement <sup>(2)</sup>	Other Terms <sup>(3)</sup>	
Directorate Pay Scale or equivalent	1 059	119	3	1 181
Master Pay Scale (MPS) 45 – 49 or equivalent	2 751	327	6	3 084
MPS 34 – 44 or equivalent	12 976	773	101	13 850
MPS 26 – 33 or equivalent	22 977	353	269	23 599
MPS 1 – 25 or equivalent	117 188	2 036	24 139	143 363
Training Pay Scale	662	1	322	985
Total for all Departments (A)	157 613	3 609	24 840	186 062
Independent Commission Against Corruption officers	Not Available			1 258
Judicial officers				151
Locally engaged staff working in Hong Kong Economic and Trade Offices				101
Total for Others (B)				1 510
Grand Total (A) + (B)	-	-	-	187 572

Notes:

- (1) Include probationers on pensionable terms.
- (2) Include agreement terms and re-employed on agreement terms.
- (3) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.

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**Strength of the Civil Service by Salary Group and Terms of Appointment as at 1.4.1999**

Salary Group	Terms of Appointment			
	Pensionable <sup>(1)</sup>	Agreement <sup>(2)</sup>	Other Terms <sup>(3)</sup>	Total
Directorate Pay Scale or equivalent	1 146	79	4	1 229
Master Pay Scale (MPS) 45 – 49 or equivalent	3 034	223	5	3 262
MPS 34 – 44 or equivalent	13 883	654	75	14 612
MPS 26 – 33 or equivalent	23 682	312	166	24 160
MPS 1 – 25 or equivalent	120 270	2 139	22 686	145 095
Training Pay Scale	570	0	297	867
<b>Total for all Departments (A)</b>	<b>162 585</b>	<b>3 407</b>	<b>23 233</b>	<b>189 225</b>

Independent Commission Against Corruption officers	Not Available	1 296
Judicial officers		159
Locally engaged staff working in Hong Kong Economic and Trade Offices		108
<b>Total for Others (B)</b>		<b>1 563</b>

<b>Grand Total (A) + (B)</b>	-	-	-	<b>190 788</b>
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Notes:

- (1) Include probationers on pensionable terms.
- (2) Include agreement terms and re-employed on agreement terms.
- (3) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.

**Strength of the Civil Service by Salary Group and Terms of Appointment as at 1.4.2000**

Salary Group	Terms of Appointment			
	Pensionable <sup>(1)</sup>	Agreement <sup>(2)</sup>	Other Terms <sup>(3)</sup>	Total
Directorate Pay Scale or equivalent	1 198	71	3	1 272
Master Pay Scale (MPS) 45 – 49 or equivalent	3 142	175	7	3 324
MPS 34 – 44 or equivalent	13 996	675	58	14 729
MPS 26 – 33 or equivalent	23 658	264	121	24 043
MPS 1 – 25 or equivalent	119 122	2 000	20 834	141 956
Training Pay Scale	352	0	192	544
Total for all Departments (A)	161 468	3 185	21 215	185 868
Independent Commission Against Corruption officers	Not Available			1 301
Judicial officers				155
Locally engaged staff working in Hong Kong Economic and Trade Offices				107
Total for Others (B)				1 563
Grand Total (A) + (B)	-	-	-	187 431

Notes:

- (1) Include probationers on pensionable terms.
- (2) Include agreement terms and re-employed on agreement terms.
- (3) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.

**Strength of the Civil Service by Salary Group and Terms of Appointment as at  
1.4.2001**

Salary Group	Terms of Appointment				Total
	Pensionable <sup>(1)</sup>	Agreement <sup>(2)</sup>	New Probationary	Other Terms <sup>(3)</sup>	
Directorate Pay Scale or equivalent	1 188	76	0	3	1 267
Master Pay Scale (MPS) 45 – 49 or equivalent	3 216	153	0	6	3 375
MPS 34 – 44 or equivalent	13 901	635	23	81	14 640
MPS 26 – 33 or equivalent	22 764	205	27	119	23 115
MPS 0 – 25 or equivalent	116 811	1 825	457	19 165	138 258
Training Pay Scale	183	0	12	118	313
Total for all Departments (A)	158 063	2 894	519	19 492	180 968
Independent Commission Against Corruption officers	Not Available				1 308
Judicial officers					157
Locally engaged staff working in Hong Kong Economic and Trade Offices					101
Total for Others (B)					1 566
Grand Total (A) + (B)	-	-	-	-	182 534

**Notes:**

- (1) Include probationers on pensionable terms.
- (2) Include agreement terms and re-employed on agreement terms.
- (3) Include month-to-month terms, re-employed on month-to-month terms and day-to-day terms.

### Civil Service Emoluments

Financial Year	Civil Service Emoluments (\$billion)
1997/1998	40.11
1998/1999	44.09
1999/2000	46.49
2000/2001	50.50
2001/2002	52.18

*Notes:*

Civil Service emoluments are at current market prices. They cover salaries and allowances of civil servants working in Government departments, bureaux and offices which are funded under the General Revenue Account. They exclude salaries and allowances of civil servants seconded to subvented organizations, Trading Funds and the Housing Authority.

Civil Service emoluments of each department are listed under subheads 001, 002 and 007 of individual Heads of Expenditure in the Estimates.

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## Number of Non-Civil Service Contract (NCSC) Staff

Bureau/Department/Office	As at 31 Dec 1999		As at 31 Dec 2000		As at 31 Dec 2001	
	No. of Staff	% against the Total	No. of Staff	% against the Total	No. of Staff	% against the Total
Agriculture, Fisheries and Conservation Department	28	0.60%	70	0.77%	212	1.54%
Auxiliary Medical Service	0	0.00%	0	0.00%	1	0.01%
Architectural Services Department	26	0.55%	30	0.33%	27	0.20%
Audit Commission	0	0.00%	2	0.02%	6	0.04%
Buildings Department	34	0.72%	127	1.40%	346	2.52%
Customs and Excise Department	86	1.83%	56	0.62%	52	0.38%
Census and Statistics Department	226	4.81%	688	7.61%	203	1.48%
Chief Executive's Office	2	0.04%	2	0.02%	2	0.01%
Civil Aviation Department	21	0.45%	17	0.19%	20	0.15%
Civil Engineering Department	32	0.68%	41	0.45%	122	0.89%
Civil Service Bureau	3	0.06%	1	0.01%	1	0.01%
Civil Service Training and Development Institute	3	0.06%	55	0.61%	93	0.68%
Commerce and Industry Bureau	0	0.00%	3	0.03%	2	0.01%
Companies Registry	19	0.40%	22	0.24%	58	0.42%
Constitutional Affairs Bureau	0	0.00%	0	0.00%	2	0.01%
Correctional Services Department	42	0.89%	42	0.46%	48	0.35%
Office of the CS and FS	1	0.02%	4	0.04%	106	0.77%
Department of Justice	84	1.79%	72	0.80%	99	0.72%
Department of Health	237	5.05%	342	3.78%	657	4.78%
Drainage Services Department	12	0.26%	76	0.84%	174	1.27%
Education Department	119	2.53%	595	6.58%	959	6.97%
Education and Manpower Bureau	46	0.98%	65	0.72%	76	0.55%
Electrical and Mechanical Services Department	83	1.77%	194	2.14%	651	4.73%
Environmental Protection Department	162	3.45%	134	1.48%	163	1.19%
Economic Services Bureau	0	0.00%	3	0.03%	10	0.07%
Finance Bureau	0	0.00%	1	0.01%	1	0.01%
Food and Environmental Hygiene Department	323	6.88%	325	3.59%	421	3.06%
Financial Services Bureau	15	0.32%	1	0.01%	4	0.03%
Fire Services Department	7	0.15%	42	0.46%	77	0.56%
Government Flying Service	6	0.13%	5	0.06%	7	0.05%
Government Laboratory	3	0.06%	43	0.48%	50	0.36%
Government Land Transport Agency	2	0.04%	5	0.06%	6	0.04%
Government Property Agency	2	0.04%	6	0.07%	5	0.04%

Bureau/Department/Office	As at 31 Dec 1999		As at 31 Dec 2000		As at 31 Dec 2001	
	No. of Staff	% against the Total	No. of Staff	% against the Total	No. of Staff	% against the Total
Government Supplies Department	56	1.19%	56	0.62%	28	0.20%
Home Affairs Bureau	5	0.11%	6	0.07%	25	0.18%
Home Affairs Department	13	0.28%	175	1.93%	918	6.68%
Housing Bureau	2	0.04%	1	0.01%	2	0.01%
Hong Kong Observatory	3	0.06%	2	0.02%	14	0.10%
Hong Kong Police Force	39	0.83%	84	0.93%	257	1.87%
Health and Welfare Bureau	0	0.00%	2	0.02%	5	0.04%
Highways Department	27	0.58%	57	0.63%	147	1.07%
Immigration Department	79	1.68%	93	1.03%	236	1.72%
Invest Hong Kong	0	0.00%	0	0.00%	22	0.16%
Intellectual Property Department	23	0.49%	48	0.53%	42	0.31%
Inland Revenue Department	132	2.81%	90	1.00%	101	0.73%
Information Services Department	0	0.00%	18	0.20%	15	0.11%
Information Technology & Broadcasting Bureau	0	0.00%	0	0.00%	1	0.01%
Innovation and Technology Commission	0	0.00%	15	0.17%	25	0.18%
Information Technology Services Department	46	0.98%	49	0.54%	60	0.44%
Judiciary	102	2.17%	101	1.12%	194	1.41%
Labour Department	57	1.21%	45	0.50%	106	0.77%
Legal Aid Department	7	0.15%	9	0.10%	24	0.17%
Lands Department	7	0.15%	23	0.25%	94	0.68%
Leisure and Cultural Services Department	735	15.65%	2086	23.06%	2896	21.06%
Land Registry	32	0.68%	34	0.38%	48	0.35%
Marine Department	42	0.89%	33	0.36%	43	0.31%
Management Services Agency	11	0.23%	12	0.13%	16	0.12%
Office of The Telecommunications Authority	16	0.34%	38	0.42%	76	0.55%
Official Languages Agency	6	0.13%	2	0.02%	9	0.07%
Official Receiver's Office	7	0.15%	30	0.33%	35	0.25%
Planning Department	12	0.26%	9	0.10%	22	0.16%
Post Office	863	18.38%	1523	16.84%	1616	11.75%
Printing Department	1	0.02%	2	0.02%	19	0.14%
Rating and Valuation Department	5	0.11%	28	0.31%	49	0.36%
Registration and Electoral Office	328	6.99%	164	1.81%	19	0.14%
Radio Television Hong Kong	48	1.02%	168	1.86%	215	1.56%
Security Bureau	3	0.06%	23	0.25%	26	0.19%
Student Financial Assistance Agency	60	1.28%	132	1.46%	158	1.15%
Social Welfare Department	194	4.13%	619	6.84%	945	6.87%



Bureau/Department/Office	As at 31 Dec 1999		As at 31 Dec 2000		As at 31 Dec 2001	
	No. of Staff	% against the Total	No. of Staff	% against the Total	No. of Staff	% against the Total
Transport Department	14	0.30%	23	0.25%	123	0.89%
Television and Entertainment Licensing Authority	3	0.06%	7	0.08%	35	0.25%
Territory Development Department	0	0.00%	0	0.00%	3	0.02%
Trade and Industry Department	10	0.21%	5	0.06%	49	0.36%
Treasury	22	0.47%	39	0.43%	23	0.17%
University Grants Committee Secretariat	9	0.19%	8	0.09%	8	0.06%
Works Bureau	0	0.00%	0	0.00%	6	0.04%
Water Supplies Department	52	1.11%	117	1.29%	334	2.43%
Office of The Ombudsman	0	0.00%	0	0.00%	0	0.00%
<b>Total :</b>	<b>4695</b>	<b>100.00%</b>	<b>9045</b>	<b>100.00%</b>	<b>13750</b>	<b>100.00%</b>

*Notes :*

Number of staff employed reflects the position as at the survey date.

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### Salary Range of Non-Civil Service Contract (NCSC) Staff

<i>Monthly Salary</i>	<i>31 Dec 1999</i>
Below \$15,160	3 981
\$15,160 – \$46,485	682
\$46,486 or above	32
<b>Total</b>	<b>4 695</b>

<i>Monthly Salary</i>	<i>31 Dec 2000</i>	<i>31 Dec 2001</i>
	<i>Full-time</i>	<i>Full-time</i>
Below \$16,000	5 117	9 162
\$16,000 – \$49,999	1 485	1 984
\$50,000 or above	33	98
<b>Total</b>	<b>6 635</b>	<b>11 244</b>

*Notes:*

Most of the part-time NCSC staff are remunerated on hourly rates. Their salaries hence vary with the hourly rates and the number of working hours in a particular month.

*Annex G*

**Salaries and Gratuities Payment to Non-Civil Service Contract  
(NCSC) Staff**

**between 1999 and 2001**

<b>Bureau/Department/Office</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 1999 (\$'000)</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 2000 (\$'000)</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 2001 (\$'000)</b>
Agriculture, Fisheries and Conservation Department	790	9,419	15,497
Auxiliary Medical Service	0	0	58
Architectural Services Department	1,168	7,330	9,058
Audit Commission	0	971	2,042
Buildings Department	77	13,110	43,980
Customs and Excise Department	5,144	7,282	6,165
Census and Statistics Department	16,830	32,290	217,044
Chief Executive's Office	61	237	329
Civil Aviation Department	1,077	2,440	2,752
Civil Engineering Department	1,801	8,211	15,004
Civil Service Bureau	318	1,151	1,210
Civil Service Training and Development Institute	5,811	6,973	8,764
Commerce and Industry Bureau	0	17	348
Companies Registry	3,131	1,697	3,799
Constitutional Affairs Bureau	0	0	21
Correctional Services Department	7,388	6,064	6,715
Office of the CS and FS	235	473	8,995
Department of Justice	13,383	17,304	17,179
Department of Health	4,300	39,200	63,600
Drainage Services Department	775	5,516	18,091
Education Department	17,764	33,607	92,684
Education and Manpower Bureau	10,845	15,992	16,333
Electrical and Mechanical Services Department	2,300	22,300	59,000
Environmental Protection Department	8,929	16,098	15,779
Economic Services Bureau	0	502	1,592
Finance Bureau	0	160	0 <sup>3</sup>
Food and Environmental Hygiene Department	119,649 <sup>1</sup>	34,989	42,104
Financial Services Bureau	2,580	436	911

<b>Bureau/Department/Office</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 1999 (\$'000)</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 2000 (\$'000)</b>	<b>Expenditure on Salaries and Gratuities from Jan to Dec 2001 (\$'000)</b>
Fire Services Department	1,063	2,850	13,870
Government Flying Service	641	1,787	2,176
Government Laboratory	282	4,386	9,679
Government Land Transport Agency	322	433	762
Government Property Agency	31	425	812
Government Supplies Department	3,419	3,044	3,072
Home Affairs Bureau	702	1,575	3,760
Home Affairs Department	18,079	19,154	34,496
Housing Bureau	232	177	202
Hong Kong Observatory	58	200	361
Hong Kong Police Force	6,384	10,283	27,296
Health and Welfare Bureau	424	548	1,775
Highways Department	2,574	6,650	14,972
Immigration Department	6,473	8,498	17,776
Invest Hong Kong	0	0	9,780
Intellectual Property Department	2,718	5,107	8,475
Inland Revenue Department	4,726	9,645	8,305
Information Services Department	0	1,275	2,842
Information Technology & Broadcasting Bureau	0	0	328
Innovation and Technology Commission	740	3,290	6,648
Information Technology Services Department	4,051	7,647	8,594
Judiciary	6,900	12,300	17,400
Labour Department	7,542	5,056	10,360
Legal Aid Department	227	971	3,151
Lands Department	1,115	2,608	12,188
Leisure and Cultural Services Department	0 <sup>2</sup>	243,962	369,455
Land Registry	3,696	4,022	5,512
Marine Department	2,352	5,754	5,258
Management Services Agency	2,086	1,798	2,317
Office of The Telecommunications Authority	7,588	15,420	21,963
Official Languages Agency	1,275	910	1,572
Official Receiver's Office	1,572	2,891	3,540
Planning Department	987	2,475	4,177

Bureau/Department/Office	Expenditure on Salaries and Gratuities from Jan to Dec 1999 (\$'000)	Expenditure on Salaries and Gratuities from Jan to Dec 2000 (\$'000)	Expenditure on Salaries and Gratuities from Jan to Dec 2001 (\$'000)
Post Office	143,860	112,947	142,528
Printing Department	31	296	2,287
Rating and Valuation Department	5,111	5,010	7,762
Registration and Electoral Office	19,950	36,419	4,890
Radio Television Hong Kong	8,039	22,634	46,700
Security Bureau	220	847	2,248
Student Financial Assistance Agency	5,752	6,854	14,711
Social Welfare Department	20,382	28,914	65,100
Transport Department	763	2,288	6,499
Television and Entertainment Licensing Authority	269	226	2,243
Territory Development Department	0	0	201
Trade and Industry Department	245	1,006	3,523
Treasury	308	1,563	3,870
University Grants Committee Secretariat	1,499	1,603	2,215
Works Bureau	0	0	269
Water Supplies Department	3,525	18,920	31,983
Office of The Ombudsman	12,900	11,243	4,885 <sup>4</sup>
<b>Total :</b>	<b>535,469</b>	<b>919,680</b>	<b>1,643,842</b>

*Notes :*

1. The figure represents the remuneration paid to NCSC staff employed by the former Urban Services Department. The former Urban Services Department and Regional Services Department were re-organised into the Food and Environmental Hygiene Department and the Leisure and Cultural Services Department on 1 January 2000.
2. Records of former Regional Services Department are not available.
3. The NCSC staff reported for duty in mid-Dec 2001 and no salary was paid before Dec 2001.
4. Office of The Ombudsman was delinked from the Government since April 2001. The expenses reflect the amount incurred from Jan to Mar 2001.

March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB018

Question Serial No.

0063

Head :106 – Miscellaneous Services Subhead: 777 Initiatives to inculcate a quality service and customer focused culture in the civil service

Programme :

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

The Civil Service Bureau is going to make a substantial cut on the funds voted for the initiatives to inculcate a quality service and customer focused culture in the civil service from \$2.363m in the 2001-02 revised estimates to \$234,000 in the 2002-03 estimates. Please give the rationale and specify how will the funds, which amount to \$234,000, be used.

Asked by : Hon. LEUNG Fu-wah

Reply :

The estimate of \$234,000 in 2002-03 represents the balance of the total commitment under this capital account which was established in 1998-99 with an injection of \$10,000,000, for the purpose of enabling the Civil Service Bureau (CSB) to provide financial assistance to bureaux/departments to launch initiatives to inculcate a quality service and customer focused culture in departments. Supported projects include conducting customer service training, launching customer satisfaction surveys and producing publicity material on the services provided by departments.

As the funds in this capital account will be fully utilized in 2002-03, CSB has included a provision of \$3,000,000 under the Recurrent Account of Head 143 Subhead 149 General Departmental Expenses in 2002-03 to sustain the momentum of encouraging departments to continue to launch initiatives to inculcate a quality service culture. Upon the approval of the provision of \$3,000,000 in 2002-03, CSB will be able to continue providing financial support to bureaux and departments to conduct projects to enhance the service quality and to further promote a customer focused service culture in the civil service.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

21 March 2002



Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB019

Question Serial No.

0052

Head : 46 – General Expenses of the Civil Service      Subhead (No. & title) : 001 Salaries

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

What will be the total savings achieved by deleting the 10 non-directorate posts? For each of these posts, please indicate the reasons for deletion and the department and rank to which the post belongs.

What will be the increase in number of directorate posts? Please also give details.

Asked by : Hon. CHAN Kwok-keung

Reply :

The 10 posts to be deleted in 2002-03 are –

Administrative Officer	1
Executive Officer II	7
Typist	2
	<hr style="width: 100%; border: 0.5px solid black;"/>
	10

The deletion of these posts would result in savings of \$3.119 million per annum.

These are operational reserve posts in the respective grades to provide

replacements for officers in departments on long leave or full-time training, for handover purpose and for staff required to undertake special ad hoc projects. They are held centrally and deployed to departments as the need arises. The deletion was made possible through better arrangements for leave, training and handover.

There is no directorate post created under the establishment of Head 46 Subhead 001.

Signature	_____
Name in block letters	<u>Joseph W P WONG</u>
Post title	<u>Secretary for the Civil Service</u>
Date	<u>20 March 2002</u>

Reply Serial No.

CSB020

Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Question Serial No.

0157

Head : 46 - General Expenses of the  
Suggestion and  
Civil Service

Subhead (No. & title) : 027 Staff  
Motivation Schemes

Programme : General Expenses of the Civil Service

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

1. In 2002-03, provision of \$411,000 is made for giving awards in cash or in kind to civil servants who have made valuable suggestions to improve the efficiency of the civil service, and for sustaining the commitment of civil servants to performing pledge programmes and to continuous improvement of service through education programmes, publicity and awards. Please specify the number of civil servants awarded in the past and some of the popular suggestions.
2. What were the reasons for the lower-than-expected requirement in 2001-02 which had contributed to the 53.4 per cent increase for 2002-03 over the revised estimate for 2001-02?

Asked by : Hon. CHAN Bernard

Reply :

1. The provisions under Subhead 027 are for Staff Suggestions and Motivation Schemes.

Under the Staff Suggestions Scheme, the number of civil servants awarded were seven each year in 1999-2000, 2000-01 and 2001-02. Most of the suggestions awarded under the Scheme in the past few years aimed at protecting the environment and improving work efficiency, such as proposing the use of recycled paper pencils instead of the ordinary wooden pencils, and application and processing of leave through electronic means.

Under the Staff Motivation Scheme, the number of civil servants awarded were 358, 219 and 256 respectively in the past three years.

2. The lower-than-expected requirement in 2001-02 was due mainly to the fact that the awards given for staff suggestions under the Staff Suggestions Scheme were lower than expected. The level of award depends solely on the actual number of staff suggestions received as well as the merits and quality of these suggestions.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 21 March 2002

Reply Serial No.

CSB021

Question Serial No.

0313

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Head : 46 General Expenses of the Civil Service

Subhead (No. & title) : 013 Personal allowances

Programme : General Expenses of the Civil Service

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question :

Provision of \$711,528,000 under Subhead 013 Personal allowances is for the payment of standard personal allowances to eligible officers. It comprises payment of local and overseas education allowances, payment of house allowances, payment of allowance for air-conditioners, and payment of disturbance allowance. Please give a breakdown of the numbers of applicants and recipients of the four allowances mentioned above.

Asked by : Hon. CHAN Bernard

Reply :

The estimated number of recipients are as follows:-

<b>Personal Allowances</b>	<b>2002-03 Estimate (\$)</b>	<b>No. of Recipients</b>
Air-conditioning Allowance	235,000	80 officers
Disturbance Allowance	4,467,000	42 officers

House, Furniture and Domestic Appliances and Overseas Renting Allowances	14,564,000	10 370 officers
Local Education Allowance	259,802,000	19 704 students
Overseas Education Allowance	432,460,000	4 362 students

Signature

Name in block letters

Post Title

Date

\_\_\_\_\_

**SHUM MAN-TO**

\_\_\_\_\_

**Director of Accounting Services**

\_\_\_\_\_

\_\_\_\_\_

21 March 2002

Reply Serial No.

CSB022

Question Serial No.

0320

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Head : 046 General Expenses of the Civil Service

Subhead(No. & title) : 040 Non-accountable Cash Allowance Scheme

Programme : General Expenses of the Civil Service

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : The provision for the above Subhead increases by 4 fold, what is the basis of estimation?

Asked by : Hon. LEUNG Fu-wah

Reply :

The Non-accountable Cash Allowance (NCA) Scheme was introduced in 2000/01 for eligible civil servants offered appointment on or after 1.6.2000. Under the Scheme, a monthly non-accountable cash allowance is granted to eligible officers. The NCA Scheme is a new scheme and the number of recipients in 2001/02 is rather small (i.e. 10). The number of recipients will increase when more officers become eligible for the Scheme. The estimated number of recipients in 2002/03 is 58. It is therefore estimated that the expenditure will be increased by about 5 times in 2002/03.

Signature

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Name in block letters

SHUM MAN-TO

Post Title

Director of Accounting Services

Date

21 March 2002

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As for the Staff Motivation Scheme, funds are reserved under this subhead to meet requests for additional funding from bureaux and departments to conduct staff motivation activities with the objective of motivating them towards continuous improvement in performance and service quality. Such activities are well received and over the past three years, 358, 219 and 256 civil servants were awarded under staff motivation programmes organized by bureaux and departments from additional funding received from the Civil Service Bureau.

It appears that there have been large increases in the estimate for Staff Suggestion and Motivation Schemes for 2002-03 and the revised estimate for 2001-02 as compared to the actual expenditure of 2000-01. In fact, the original estimates for 2000-01 and 2001-02 were both \$595,000 while the estimate for 2002-03 is \$411,000. However, the actual expenditure for 2000-01 and the revised estimate for 2001-02 turned out to be lower than expected due to lower than expected levels of awards given out in those years under the Staff Suggestion Scheme. The level of spending under the scheme depends solely on the actual number of suggestions received and the merits and quality of those suggestions.

\*Departments with 100 or more staff will reserve funds under their own departmental vote for implementing the Staff Suggestion Scheme within their departments.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 22 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB024

Question Serial No.

1062

Head : 46 – General Expenses of the Subhead (No. & title) : 001 Salaries  
Civil Service

Programme : General Expenses of the Civil Service

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

The Civil Service Bureau's estimate for expenditure on personal emoluments for 2002-03 is \$138,531,000 – a drop by \$2,072,000 compared with the revised estimate of the previous year. In this respect, I would like to ask the Secretary for the Civil Service the following questions:

- (1) What are the reasons for the downward adjustment in expenditure on personal emoluments?
- (2) Is the decrease related to a pay cut for the civil service? If yes, how is the rate of decrease calculated? Is it related to the assumed 4.75% pay cut referred to by the Financial Secretary? Apart from salary adjustment, are there any other factors contributing to the aforesaid downward adjustment in emolument provisions? If yes, please provide details for each of the factors.
- (3) Is the decrease in emolument provisions attributable to the outsourcing of some public services? If yes, what is the number of posts to be deleted in the process? To what grades and ranks do these posts belong? What benefits are offered? What will be the savings achieved as a result of the outsourcing arrangement?

Asked by : Hon. MAK Kwok-fung, Michael

Reply :

Provision under Head 46 Subhead 001 Salaries is for operational reserves of the administrative, executive, clerical and secretarial grades to cover the temporary replacement for officers in departments on long leave or full-time training, for handover purpose and for special ad hoc projects.

The reduction of expenditure in 2002-03 under Subhead 001 Salaries is due to the deletion of 10 operational reserves posts. It is not related to the assumed pay cut of the civil service nor arises from outsourcing of public service.

Signature	_____
Name in block letters	<u>Joseph W P WONG</u>
Post title	<u>Secretary for the Civil Service</u>
Date	<u>21 March 2002</u>

Reply Serial No.

CSB025

Question Serial No.

1190

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Head : 46 General Expenses of the Civil Service

Subhead (No. & title) : 013 Personal Allowances

Programme : General Expenses of the Civil Service

Controlling Officer : Director of the Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : What are the 2001-02 and 2002-03 estimates of local education allowance and overseas education allowances?

Asked by : Hon. TAM Yiu-chung

Reply :

The 2001-02 and 2002-03 estimates of local education allowances and overseas education allowances are as follows:

Allowances	2001-02 Revised Estimate (\$'000)	2002-03 Estimate (\$'000)
Local Education Allowances	241,850	259,802
Overseas Education Allowances	390,525	432,460

Signature

Name in block letters

Post Title

Date

SHUM MAN-TO

Director of Accounting Services

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB026

Question Serial No.

1191

Head : 46 - General Expenses of the  
Civil Service

Subhead (No. & title) : 027 Staff Suggestion and  
Motivation Schemes

Programme : General Expenses of the Civil Service

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question : The revised estimate under Subhead 027 – “Staff Suggestion and Motivation Scheme” for 2001-02 was 55% lower than the approved estimate. What were the reasons? What are the arrangements for the activities under this Subhead for 2002-03?

Asked by : Hon. TAM Yiu-chung

Reply :

The Staff Suggestions Scheme is an incentive scheme to encourage staff to make improvement suggestions on civil service efficiency. Civil Service Bureau (CSB) maintains a central pool to award service-wide suggestions and to cater for the needs of departments with less than 100 staff. \* The level of spending under this subhead depends solely on the actual number of suggestions received and the merits and quality of these suggestions. The drop in required funding for 2001-02 was due to the fact that the level of awards given for service-wide suggestions was lower than expected.

While the steady increase in the number of suggestions received under the central Staff Suggestions Scheme over the years (32, 37 and 47 in the past three years respectively) has indicated that the scheme is well known to staff, CSB will continue to publicise the scheme in 2002-03 through various channels such as Civil Service Newsletters and departmental staff consultative committee meetings.

As for the Staff Motivation Scheme, CSB will continue to provide additional funding to bureaux and departments to conduct staff motivation activities to sustain the commitment of civil servants to continuous improvement in performance and service quality.

\*Departments with 100 or more staff will reserve funds under their own departmental vote for implementing the Staff Suggestions Scheme within their departments.

Signature \_\_\_\_\_

Name in block letters Joseph W P WONG

Post Title Secretary for the Civil Service

Date 21 March 2002

Reply Serial No.

CSB027

Question Serial No.

CSB1269

Examination of draft Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Head : 046 General Expenses of the Civil Service

Subhead (No. & title) : 013 Personal allowances  
022 Passages

Programme : General Expenses of the Civil Service

Controlling Officer : Director of the Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : In respect of the above subhead, please provide an expenditure breakdown, and specify the number of civil servants in respect of the allowances, as well as account for the relevant increases and decreases.

Asked by : Hon. CHEUNG Man-kwong

Reply : The analysis is as below:

	Revised Estimates 2001-02		Draft Estimates 2002-03	
	No. of Recipients	\$'000	No. of Recipients	\$'000
<b>Subhead 013 - Personal Allowances</b>				
Air-conditioning Allowance	92	260	80	235
Disturbance Allowance	65	4,633	42	4,467
House, Furniture and Domestic Appliances, Overseas Renting Allowances	10,950	14,766	10,370	14,564
Local Education Allowances	19,670	241,850	19,704	259,802
Overseas Education Allowances	3,903	390,525	4,362	432,460
<b>Subhead 013 Total</b>	<b>34,680</b>	<b>652,034</b>	<b>34,558</b>	<b>711,528</b>
<b>Subhead 022 - Passages</b>				
Leave Passage	1,937	73,600	1,910	73,500
School Passage	5,131	114,016	5,735	137,579
<b>Subhead 022 Total</b>	<b>7,068</b>	<b>187,616</b>	<b>7,645</b>	<b>211,079</b>



The increases/decreases of expenditure for 2002-03 are largely attributable to the increases/decreases in the expected number of recipients of allowances. For some allowances, the allowance rates are the ceilings that can be claimed. The actual claiming pattern would therefore affect the amount of expenditure. For Disturbance Allowance, as the rate of allowance is calculated by reference to the salary level and the marital status of the recipients, these two factors would also impact on the amount of expenditure.

Signature	_____
Name in block letters	<u>SHUM MAN-TO</u>
Post Title	<u>Director of Accounting Services</u>
Date	<u>23 March 2002</u>

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB028

Head : 120-Pensions

Subhead (No. & title) :

Question Serial No.

Programme : (1) Public and Judicial Service Pension Benefits

0067

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question :

How many cases of voluntary retirement does the Authority expect to process in 2002-03?  
What ranks, departments and expenditure do these cases involve?

Asked by : Hon. LEUNG Fu-wah

Reply :

It is estimated that about 2 400 officers will retire under the Voluntary Retirement (VR) Scheme in 2002-03. A total of 33 VR grades and 71 bureaux/departments will be involved. The lists are at Annex 1 and 2 respectively.

The relevant expenditures under Head 120 involved are as follows –

Pension Gratuities : \$1,320 Million  
Pension : \$ 65 Million  
Compensatory Payment : \$ 663 Million

Signature

Name in block letters

Post Title

Date

SHUM MAN-TO

Director of Accounting Services

21 March 2002

**List of grades with officers to retire under  
Voluntary Retirement Scheme in 2002-03**

Artisan  
Calligraphist  
Chinese Language Officer  
Clerical Assistant  
Clerical Officer  
Confidential Assistant  
Cook  
Darkroom Technician  
Data Processor  
Dental Technician  
Education Assistant  
Foreman  
Ganger  
Inoculator  
Laboratory Attendant  
Land Inspector  
Launch Master  
Mechanical Inspector  
Midwife  
Motor Driver  
Office Assistant  
Personal Secretary  
Police Translator  
Printing Technician  
Senior Artisan  
Special Driver  
Supplies Attendant  
Supplies Supervisor  
Telephone Operator  
Transport Services Officer  
Typist  
Workman  
Works Supervisor

**List of bureaux/departments with officers to retire  
under Voluntary Retirement Scheme in 2002-03**

Agriculture, Fisheries & Conservation Department  
Architectural Services Department  
Buildings Department  
Customs and Excise Department  
Census & Statistics Department  
Civil Aviation Department  
Commerce and Industry Bureau  
Companies Registry  
Civil Service Bureau  
Correctional Services Department  
Civil Engineering Department  
Civil Service Training & Development Institute  
Director of Administration  
Department of Health  
Department of Justice  
Drainage Services Department  
Education Department (including Vocational Training Council)  
Environment and Food Bureau  
Electrical & Mechanical Services Department  
Environment Protection Department  
Economic Services Bureau  
Finance Bureau  
Food and Environmental Hygiene Department  
Fire Services Department  
Government Flying Services  
Government Land Transport Agency  
Government Supplies Department  
Health and Welfare Bureau  
Home Affairs Bureau  
Home Affairs Department  
Housing Department  
Hong Kong Observatory  
Hong Kong Police Force  
Highways Department

Immigration Department  
Information Services Department  
Information Technology & Broadcasting Bureau  
Information Technology Services Department  
Inland Revenue Department  
Innovation & Technology Commission  
Intellectual Property Department  
Judiciary  
Labour Department  
Legal Aid Department  
Lands Department  
Leisure & Cultural Services Department  
Land Registry  
Management Services Agency  
Marine Department  
Official Languages Agency  
Official Receiver's Office  
Planning & Lands Bureau  
Planning Department  
Post Office  
Printing Department  
Public Service Commission  
Radio Television Hong Kong  
Rating & Valuation Department  
Registration & Electoral Office  
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions  
of Service  
Security Bureau  
Student Financial Assistance Agency  
Social Welfare Department  
Transport Bureau  
Television & Entertainment Licensing Authority  
Territory Development Department  
Trade & Industry Department  
Transport Department  
Treasury  
Water Supplies Department  
Works Bureau

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB029

Question Serial No.

0366

Head : 120 – Pensions      Subhead (No. & title) : 015 -Public and judicial service  
pension benefits and  
compensation

Programme : (1) Public and Judicial Service Pension Benefits

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : Indicators show the actual number of officers retiring in 2001 was 8 942, while the number in 2002 is estimated to be 6 100. Please specify the expenditure arising from the retirement of these officers in these two years. Among the officers, how many were administrative grade staff?

Asked by : Hon. CHAN Bernard

Reply : Actual expenditure arising from the retirement of 8 942 officers in 2001 was \$7,588M and the estimated expenditure for the retirement of 6 100 officers in 2002 is \$5,845M. In 2001, 10 administrative grade officers have exhausted their pre-retirement leave and retired. The estimated expenditure for retirement in 2002 is based on the general retirement profile of the civil service and we do not have the breakdown for individual grades.

Signature

Name in BLOCK LETTERS

Post Title

Date

SHUM MAN TO

Director of Accounting Services

21 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB030

Question Serial No.

1261

Head : 120 Pension

Subhead :016 – Gratuities and Mandatory  
Provident Fund Contributions

Programme : (1) Public and Judicial Service Pension Benefits

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : In 2002-03, how many contract officers is the Government making contributions for in respect of the Mandatory Provident Fund Scheme and what is the expenditure estimated for this?

Asked by : Hon. TAM Yiu-chung

Reply : We estimate that the Government will have to make Mandatory Provident Fund contributions for about 4 700 agreement officers in 2002-03. The estimated expenditure is about \$52 million.

Signature \_\_\_\_\_

Name in block letters SHUM MAN TO

Post Title Director of Accounting Services

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB031

Question Serial No.

1262

Head : 120 – Pensions                      Subhead (No. & title) :

Programme : (1) Public and Judicial Service Pension Benefits

Controlling Officer : Director of Accounting Services

Bureau Secretary : Secretary for the Civil Service

Question : How many officers are expected to retire under the Voluntary Retirement Scheme in 2002-03 and what is the expenditure estimated for this ?

Asked by : The Hon. TAM Yiu-chung

Reply : It is estimated that about 2 400 officers will retire under the Voluntary Retirement (VR) Scheme in 2002-03. The relevant expenditures under Head 120 involved are as follows :

Pension Gratuities	:	\$1,320 Million
Pension	:	\$65 Million
Compensatory Payment	:	\$663 Million

Signature

Name in BLOCK LETTERS

Post Title

Date

SHUM MAN-TO

Director of Accounting Services

21 March 2002





<u>Expenditure</u>	\$619 M	\$4,903 M	\$2,048 M
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- (b) The Voluntary Departure Scheme was introduced in the Housing Department in 2000 to facilitate the Housing Authority to bring in greater private sector participation in the management and maintenance of public housing. The number of officers retired/to be retired under the scheme between 2000-01 and 2002-03 and the expenditure for pension and ex-gratia payment are set out below –

	<u>Actual Expenditure</u>	<u>Revised Estimate</u>	<u>Estimate</u>
	2000-01	2001-02	2002-03
<u>No. of Officers*</u>			
Officers on MPS Pt.34-49	41	60	65
Officers on MPS Pt.33 or below	990	827	745
Total :	1 031	887	810
<u>Expenditure</u>	\$625 M	\$767 M	\$757 M

- (c) The Management-initiated Retirement Scheme was introduced in September 2000 to facilitate the early retirement of pensionable directorate officers for organizational improvement. In 2001-02, 10 directorate officers were directed to retire under the scheme where total pension and ex-gratia payment upon exhaustion of leave will be about \$72 million. As the scheme is invoked by the management on a need basis, we do not have a forecast on the number of officers to be retired under the scheme in 2002-03.

\* Breakdown into two salary bands as we do not have readily available breakdown into higher, middle and lower ranks.

Signature	_____
Name in BLOCK LETTERS	SHUM MAN-TO
Post Title	Director of Accounting Services
Date	23 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB033

Question Serial No.

0087

Head : 29

Subhead (No. & title) : 700 General other non-recurrent

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

The Controlling Officer stated in his report that the projected number of training places for the staff affected by the Voluntary Retirement Scheme in 2001-02 was 14,412, and the estimate for 2002-03 was 6,000. Please give a breakdown of the departments/bureaux of the staff, and the response from the staff who have attended the programme.

Asked by : Hon. CHAN Bernard

Reply :

The training was provided to the staff affected by the Voluntary Retirement (VR) Scheme to help them acquire the necessary skills to adapt to the new working environment and to further develop their career. Some programmes were offered to the supervisors of the affected staff to help them coach their staff. The trainees came from all departments and bureaux. Details are as follows -

<b>No. of Trainees</b>	<b>Department</b>
Over 1000	Food and Environmental Hygiene Department Hong Kong Police Force

400 – 1000	Department of Health Education Department Home Affairs Department Housing Department Inland Revenue Department Labour Department Lands Department Leisure and Cultural Services Department Official Languages Agency Social Welfare Department Water Supplies Department
under 400	Other departments/bureaux

Staff responses to the training programmes have been very enthusiastic. They found the programmes effective and useful in helping them better handle the changing working environment.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 19 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB034

Question Serial No.

0358

Head : 29                      Subhead (No. & title) : 000 Operational Expenses

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

Provision for 2002-03 is \$21.2 million (14.2%) higher than the revised estimate for 2001-02, partly due to the full-year effect of the filling of vacancies. What will be the expenditure on filling the vacancies?

Asked by : Hon. SHEK Lai-him, Abraham

Reply :

The expenditure required for filling the vacancies will be around \$3.8 million.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 19 March 2002

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB035

Question Serial No.

1245

Head : 29                      Subhead (No. & title) : 000 Operational Expenses

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

- (a) What is the estimated expenditure on cyber learning in 2002-03? What will be the contents of the 48 new web courses?
- (b) What are the reasons for the substantial drop in trainee number for most types of courses in 2002 in comparison with 2001? How do you ensure that the target trainees will take initiative to engage in e-learning?

Asked by : Hon. TAM Yiu-chung

Reply :

- (a) In 2002-03, CSTDI will spend an estimated \$5.6 million on cyber learning. This includes \$4.6 million on the Cyber Learning Centre (CLC), and an additional \$1 million of non-recurrent expenditure on the development of a Learning Portal (LP) which is an expansion to the CLC.

61, instead of 48, new web courses will be offered in 2002-03. Details are as follows –

<b>Area</b>	<b>No. of new web courses</b>
Information Technology	45
Management subjects	12
Language training and China Studies	4

- (b) It is estimated that there will be a 16% (10 541) drop in the number of trainees of regular general classroom training programmes in 2002-03 as compared with 2001-02. This is mainly due to the introduction of greater diversification in training methods where more alternative learning opportunities will be provided to civil servants to better suit their time and learning mode. In 2002-03, we estimate that there will be nearly 17 500 registered course participants, an increase of over 30% on the cyber learning front.

Meanwhile, it should be noted that an additional 13 455 classroom training places will be provided through the three-year Training and Development Programme in 2002-03.

CSTDI works with bureaux/departments to promote cyber learning in the civil service. Apart from regular promotional activities such as the “Most E-learned Department Contest” and the “User-Get-Users Programme” to encourage civil servants to register as CLC users, we will also organize a large-scale Learning Expo in September 2002 to further promote cyber learning and a continuous learning culture in the civil service.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB036

Question Serial No.

1246

Head : 29                      Subhead (No. & title) : 000 Operational Expenses

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

What will be the estimated expenditure on software training to be provided by the bulk PC training contractors in 2002-03? How many contractors will take up these training courses?

Asked by : Hon. TAM Yiu-chung

Reply :

Starting from 2002-03, CSTDI will cease offering IT software training which can be taken up by bulk PC training service providers. At present, there are five service providers providing such training. They are selected by CSTDI through an open tendering exercise on a biennial basis. Assuming the same amount of training services as 2001-02 will be provided to civil servants in 2002-03, about \$0.85 million will be required for engaging bulk PC service providers to provide the training.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 21 March 2002



Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB037

Question Serial No.

1247

Head : 29                      Subhead (No. & title) : 700 General other non-recurrent

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

What are CSTDI's plans for promoting continuous learning in 2002-03? What is the estimated expenditure?

Asked by : Hon. TAM Yiu-chung

Reply :

In 2002-03, CSTDI plans to spend about \$7 million to continue to promote continuous learning through the three-year Training and Development Programme. Planned activities include –

- (a) providing financial incentives to encourage civil servants to embark on external short courses through the Training Incentive Scheme;
- (b) assisting and supporting departments/bureaux to set up/upgrade their learning resource centres;
- (c) conducting seminars and experience-sharing sessions on lifelong learning;
- (d) enhancing the e-learning capacity through the development of a Learning Portal (LP) by middle of 2002. The LP is an expansion to the current Cyber Learning Centre to provide more contents, larger capacity and better features on course assessments

and evaluation; and

- (e) organizing a service-wide Learning Expo which is a large-scale exhibition focusing on the themes of e-learning and continuous learning. We plan to organize the ExPo in September 2002.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB038

Question Serial No.

1248

Head : 29

Subhead (No. & title) : 700 General other non-recurrent

Programme : Civil Service Training and Development

Controlling Officer : Director, Civil Service Training and Development Institute

Bureau Secretary : Secretary for the Civil Service

Question :

It is estimated that 4755 civil servants will receive training in relation to Civil Service Reform initiatives in 2002-03. Who are the target trainees? What is the estimated expenditure?

Asked by : Hon. TAM Yiu-chung

Reply :

In 2002-03, CSTDI plans to spend around \$2 million on training in relation to Civil Service Reform initiatives for 4 755 civil servants. These training activities will be organized under the banner of the three-year Training and Development Programme, with frontline staff, their supervisors as well as human resource managers in departments being the major targets.

Signature \_\_\_\_\_

Name in block letters William NG

Post Title D, CSTDI

Date 21 March 2002

Examination of Estimates of Expenditure 2002-03

Reply Serial No.

**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

CSB039

Head : 136

Subhead (No. & title) :

Question Serial No.

Programme :

Public Service Commission

1273

Controlling Officer : Chairman, Public Service Commission

Bureau Secretary : Secretary for the Civil Service

Question : The estimated number of submissions advised by the Public Service Commission on promotions in 2002 is 500, representing an increase of 10% over the actual figure (455) in 2001. What is the reason?

Asked by : Hon.# TAM Yiu-chung

Reply : The estimate of 500 for 2002 takes into account the actual number of submissions last year plus the extra exercises that are likely to arise from the Voluntary Retirement Scheme.

With regard to the V.R.S., 11 000 applied and to-date over 9 000 applications have been approved. Most of these officers have already retired and were released from duty in phases during 2001. Many of them held posts in promotion ranks of their respective grades – this will give rise to an increase in the number of promotion exercises to be held in 2002.

Signature \_\_\_\_\_

Name in block letters Haider BARMA

Post Title Chairman, Public Service Commission

Date 18 March 2002