

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

**[Controlling Officer : Private Secretary to Chief Executive]  
Session No. : 14 File name : CEO-e1.doc**

<b>Reply Serial No.*</b>	<b>Question Serial No.</b>	<b>Name of Member</b>	<b>Head</b>	<b>Programme</b>
<a href="#">CEO001</a>	0749	LAU Wong-fat	21	2101-Chief Executive's Office
<a href="#">CEO002</a>	1033	LEUNG Yiu-chung	21	2101-Chief Executive's Office
<a href="#">CEO003</a>	1183	LI Ka-cheung, Eric	21	2101-Chief Executive's Office



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

Reply Serial No.

CEO002

Question Serial No.

1033

Head: 21 – Chief Executive's Office    Subhead (No. & title): 108-  
Remuneration for special  
appointments

Programme:                    2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Bureau Secretary:

Question : Under Subhead 108 - Remuneration for special appointments, it is stated that the 11.2% increase over the revised estimate for 2001-02 is mainly due to increased provision to meet the payment of end-of-contract gratuities to non-civil service contract staff in 2002-03. What are the criteria for payment of end-of-contract gratuities? Is the performance of the staff concerned included? Will deductions be made in case of early vacation of office?

Asked by: Hon. LEUNG Yiu-chung

Reply: The increase of 11.2% of expenditure in 2002-03 over the revised estimate for 2001-02 is mainly due to the provision for end-of-contract gratuities to the staff members appointed on non-civil service contract terms. The gratuities will be granted to the staff concerned on completion of the full period of agreement if their performance and conduct have been satisfactory. If the agreement is terminated by the employer for reasons other than unsatisfactory performance and misconduct or when the agreement is resolved by mutual consent, the officer concerned will receive a gratuity on a pro-rata basis in respect of the period of service completed.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Richard YUEN

Post Title \_\_\_\_\_

Private Secretary to Chief Executive

Date \_\_\_\_\_

21 March 2002

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

Reply Serial No.

CEO003

Question Serial No.

1183

Head: 21 – Chief Executive's Office Subhead(No. & title): 002-Allowances

Programme: 2101 – Chief Executive's Office

Controlling Officer: Private Secretary to Chief Executive

Bureau Secretary:

Question : (a) Provision under Subhead 002 Allowances includes the consolidated overtime allowance for domestic staff. Please explain the difference in duties between ranks of Domestic Staff (I to V).

(b) What is the ratio of consolidated overtime allowance to monthly salary for domestic staff?

Asked by: Hon. LI Ka-cheung, Eric

Reply: (a) Domestic Staff are mainly deployed on provision of domestic services and rendering support to various functions held in Government House, CE's official residence and country residence. Different ranks of Domestic Staff are assigned with different levels of domestic duties. Domestic Staff I and II, apart from their routine duties, are responsible for supervising Domestic Staff of lower ranks and maintaining the overall standard of cuisine and service at all functions. Domestic Staff of lower ranks undertake duties such as serving of food and drinks, setting up venues for various functions, laundry, cleaning and manual work.

(b) The consolidated overtime allowance amounts to around 21% to 26% of the monthly salary depending on the rank of the staff.

Signature \_\_\_\_\_

Name in block letters \_\_\_\_\_

Richard YUEN

Post Title \_\_\_\_\_

Private Secretary to Chief Executive

Date \_\_\_\_\_

21 March 2002

