

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2006-07**

**Director of Bureau : Secretary for the Civil Service
Session No. : 5**

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**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB002

Question Serial No.

0630

Head: 143 – Government Secretariat: Civil
Service Bureau

Subhead (No. & title): 000 Operational
Expenses

Programme: (2) Human Resources Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

To enhance the morale of the Civil Service, the Administration encourages fuller use of various commendation schemes to recognise exemplary performance. Please advise the Committee on the details of the commendation schemes implemented by various departments and their estimated expenditures.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

The Government believes that a robust commendation system would help induce proactive as well as sustained exemplary performance from civil servants. Major award schemes currently applicable within the civil service include the following:

The Secretary for the Civil Service (SCS)'s Commendation Award Scheme

The SCS's Commendation Award Scheme was introduced in 2004. Through the Scheme, the SCS, on behalf of the Administration, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious officer who has been providing outstanding performance for at least 5 consecutive years, having regard to his/her past staff appraisals. The award recipients will be awarded a certificate and a gold medal. They would also be granted a travel award, provided that they satisfy the basic eligibility criteria under the Long and Meritorious Service Travel Award Scheme but have never received such a travel award before. About 80 commendations are awarded annually. The expenses of the travel awards and the presentation ceremony amount to around \$1.6 M each year and they are covered by Head 143 Government Secretariat : Civil Service Bureau Subhead 000 Operational Expenses Programme (2).

Commendation Letter Scheme

A Head of Bureau/Department may issue a commendation letter to an officer who has :

- provided consistently outstanding service for at least 3 years;
- made a substantial contribution towards enhancing the efficiency or the image of their departments; or
- performed an exceptionally meritorious act warranting special recognition.

Commendation letters are issued by the Head of Bureau/Department on the recommendation of a bureau/departmental Commendation Committee. In recent years, around 1200 commendation letters were issued annually. Individual bureau or department may organize a ceremony to present the commendation letters to the recipients. The Civil Service Bureau does not keep record of expenses of the presentation ceremonies organized by bureaux/departments but it is expected that the expenses are minimal.

The Long and Meritorious Service Travel Award Scheme

The objective of the Long and Meritorious Service Travel Award Scheme is to recognize and reward long and meritorious service of serving staff. All local non-directorate officers with a continuous service of 20 years or more, who have had consistently very good performance, are eligible for consideration for the grant of an award. An officer who has already received a travel award under the SCS's Commendation Award Scheme, a merit trip under the former Merit Trip Scheme or a travel award under this Scheme is no longer eligible. The quota of awards is determined on the basis of one award for every 30 eligible officers. The award takes the form of a travel allowance, which is fully accountable. The rate of travel allowance in this financial year is estimated at some \$15,000. If the officer is married, a similar travel allowance will be provided for the spouse provided that he/she accompanies the officer. Among the 58,000 eligible staff in this financial year, 1,900 quotas of award are to be granted and the estimated expenditure is about \$58 M. The expenses are covered by Head 46 General Expenses of the Civil Service Subhead 025.

Civil Service Outstanding Service Award Scheme

The objectives of the Scheme are to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in providing quality services to the public. In the 2005 Scheme, there were altogether 8 awards including:

- (a) 3 departmental awards: Service Enhancement Award, Best Public Image Award and Partnership Award; and
- (b) 5 team awards: Specialized Service Award, Innovation/Application of Technology Award, E-service Award, Front-line/Counter Service Award and Internal Service Award.

The adjudication process was completed in August 2005. The prize presentation ceremony was held in early December 2005. We anticipate that the total expenditure for the Award Scheme will remain in the sum of \$1.8M. The expenses are covered by Head 143 Government Secretariat : Civil Service Bureau Subhead 000 Operational Expenses Programme (4).

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB003

Question Serial No.

0632

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in Matters Requiring Special Attention in 2006-7 (paragraph 16, page 316, Estimates Volume IA) that the Administration will continue to run a staff exchange programme with major Mainland cities. Under this programme, civil servants may be sent to the governments of these cities for attachment and training for up to six months, in exchange for inbound attachment of civil servants from these cities. Please advise this Committee on the details of the programme as well as the financial arrangement.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

We initiated the civil service exchange programme with the Mainland in 2002. Under the programme, civil servants are attached to the governments of the other side for three to six months with a view to widening exposure, sharing experience and expertise, and fostering partnership and communication between both parties. We have entered into exchange agreements with Beijing, Shanghai, Hangzhou as well as Guangdong (which includes the provincial government and the Guangzhou and Shenzhen municipal governments). Under the agreement, each year we can exchange up to a maximum of five participants with each of these municipal/provincial governments, leading to a total of 30 places a year.

The scope of exchange has covered many disciplines, ranging from infrastructure development, traffic management, city planning, health, environmental protection, port administration, landscape architecture, to management of the civil service, trade and IT. The programme is open to all senior civil servants on MPS Point 45-49. Past participants have included architects, engineers, transport officers, surveyors, planners, education officers, administrative officers, etc. Since the launch of the programme and up until the end of 2005-06, 37 HKSARG civil servants and 49 Mainland officials have participated in the programme. The length of the exchange is subject to the exigencies of service, lasting for 3 months in general with a few cases lasting for 1 month.

The Senior Management Development Unit of the Civil Service Training and Development Institute of CSB is responsible for the coordination of the programme. It works closely with the Mainland municipal governments involved and with the participating departments on the logistical arrangements and other details.

Under the agreement, the participating officers' salaries, employee benefits and travel expenses are to be paid by the home organizations. A total of 19 HKSARG officers participated in the programme in 2005-06. The direct expenditure incurred for the year is about \$650,000, mainly on traveling expenses and study grant which covers rental and living expenses.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB004

Question Serial No.

0633

Head: 143- Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

In respect of the Matters Requiring Special Attention in 2006-07 (Paragraph 16, Page 316, Volume IA of the Estimates), it is stated that the Administration will continue to roll forward the training sponsorship schemes started in 2005 to help upgrade the qualifications and skills of staff at different levels and to sustain a continuous learning culture in the civil service. Through reimbursement of course fees for work-related courses or programmes which lead to a qualification, the schemes encourage greater staff participation in self-arranged studies. Please inform this Committee of the specific financial arrangements for the schemes concerned.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

In 2006-07, we will continue to operate the two training sponsorship schemes, namely, the "External Training Sponsorship Scheme for Front-line Staff" (ETSSF), and the "External Management Training Sponsorship Scheme" (EMTSS) for junior to middle managers.

Under the "External Training Sponsorship Scheme for Front-line Staff", front-line staff may obtain reimbursement of fees for attending external courses outside office hours. For courses that are related to their work such as information technology and language courses or courses that can help improve their personal effectiveness, the maximum reimbursement is \$2,000. For courses which can enhance the education of the applicants up to Form 5 level, officers may be reimbursed 75% of the course fees up to a maximum of \$6,000.

Under the "External Management Training Sponsorship Scheme", junior to middle managers may be reimbursed 75% of the course fees subject to a ceiling of \$22,500.

We have set aside \$4 million for reimbursement of course fees under these two sponsorship schemes in 2006-07. In addition, we have reserved \$1 million in 2006-07, in anticipation of a possible need to further enhance the schemes to facilitate more civil servants to pursue self-studies after the 5-day work week has been implemented in July 2006.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB005

Question Serial No.

0705

Head: 143-Government Secretariat: Civil
Service Bureau

Subhead(No. & title):

Programme:

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question :

What are the 13 posts to be deleted in 2006-07? How much payroll expenses will be saved? What will be the arrangements for the affected staff?

Asked by: Hon. TAM Yiu-chung

Reply:

The 13 posts to be deleted in 2006-07 are :

Senior Administrative Officer	1
Senior Executive Officer	2
Executive Officer I	1
Assistant Clerical Officer	1
Clerical Assistant	4
Personal Secretary II	1
Senior Typist	1
Senior Calligraphist	1
Supplies Assistant	1
Total :	13

The reduction will give rise to annual salary savings of about \$4.3 million (in terms of notional annual mid-point salary). Some of these posts are vacant posts. The incumbents of the filled posts will be transferred to other bureaux/departments to fill vacancies.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 6 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB007

Question Serial No.

0707

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

Programme:

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the specific plans for helping departments maintain the momentum in using Chinese, including Putonghua, in 2006-07 as stated in Programme (3)? What is the expenditure to be incurred?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2006-07, we plan to continue with the provision of a series of support services to help bureaux and departments maintain the momentum in using Chinese in official business. This includes the publication of periodicals and research findings; compilation of reference materials and glossaries of terms commonly used in the Government; provision of helpdesk services related to the use of Chinese (including Putonghua); organising talks, seminars and other promotional activities; and participation in the work related to the Hong Kong Supplementary Character Set and ISO 10646 Standard to facilitate electronic communication in Chinese throughout the civil service and the entire community. These activities will be undertaken by CSB with existing in-house resources.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB008

Question Serial No.

0708

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Why is the revised estimate for 2005-06 under this programme reduced by as much as 18.4% when compared with the original estimate? What are the scheduled work items that have not been carried out?

Asked by: Hon. TAM Yiu-chung

Reply:

Relative to the original estimate of \$109.7 million, the revised estimate under Programme (4) has been reduced to \$89.5 million.

The downward adjustment (of about \$20.2 million) is attributable to factors including the following:

- (a) lower than expected subscription for various training programmes, including applications for reimbursement of course fees, or financial assistance under the sponsorship schemes (for different levels of staff) and the Special Unpaid Leave scheme (for staff in certain grades where it is operationally feasible to release some staff temporarily);
- (b) lower actual costs for launching certain projects, including fees charged by consultants for various classes and delivery costs charged by service providers for launching the Civil Service Outstanding Service Award Scheme and for making enhancements to the National Studies e-learning portal;
- (c) deferred cash-flow requirements due to slippage caused by various factors. Not all these factors are entirely within our control. Examples include technical problems experienced by the contractors in rolling out the second phase of planned enhancements to the "Cyber Learning Centre Plus" portal; and scheduling problems leading to deferment in the training classes rolled out by departments using funds remaining under the Three Year Training and Development Programme;
- (d) advanced deletion of posts at the beginning of the financial year, as a result of factors including earlier than expected re-deployment of surplus staff to other departments; and

- (e) a lower than expected requirement for printing services, hardware and software procurement.

As stated in (c) above, some projects have their completion dates deferred because of slippage. No projects have been cancelled.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB009

Question Serial No.

0709

Head: 143- Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

More civil servants will continue to be sponsored to attend external programmes in 2006-07. What are the major contents of these programmes? What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2006-07, we will continue to roll forward the two training sponsorship schemes, namely, the "External Training Sponsorship Scheme for Front-line Staff" (ETSSF), and the "External Management Training Sponsorship Scheme" (EMTSS) for junior to middle managers. Eligible officers may seek financial assistance for pursuing self-arranged studies that would help enhance their management knowledge, capacities or qualification.

Under the "External Training Sponsorship Scheme for Front-line Staff", front-line staff may obtain reimbursement of fees for attending external courses outside office hours. There are two types of courses. First, courses related to their work such as use of information technology and language courses, or courses that can help improve their personal effectiveness. Second, courses which help enhance the education of the applicants up to Form 5 level.

Under the "External Management Training Sponsorship Scheme", eligible officers may seek sponsorship for external courses on general management, human resource management, public management, or public administration, which lead to a qualification, e.g. a diploma, a bachelor or master degree.

We have set aside \$4 million for reimbursement of course fees under these two sponsorship schemes in 2006-07. In addition, we have reserved \$1 million in 2006-07, in anticipation of a possible need to further enhance the schemes to facilitate more civil servants to pursue self-studies after the 5-day work week has been implemented in July 2006.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB010

Question Serial No.

0710

Head: 143-Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the expenditure on e-learning programmes for 2006-07 and how far does it make up the total expenditure for training programmes?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated direct expenditure on e-learning programmes in 2006-07 is about \$4 million or around 9% of the direct training expenses to be incurred by the Civil Service Bureau. The expenditure will cover the acquisition and development of additional e-learning resources for further enriching the range and content of learning/reference materials available on the e-learning portal for civil servants; the maintenance of the portal; and programmes to promote wider use of web courses as a learning mode amongst civil servants.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 7 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB011

Question Serial No.

0711

Head: 143 – Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the requirements for civil servants to join the national studies? Why will the number of trainees undertaking national studies in 2006-07 remain unchanged? Will the administration consider further expanding the programme to more trainees in the civil service?

Asked by: Hon. TAM Yiu Chung

Reply:

In keeping with the development of closer ties between the Mainland and Hong Kong, the Civil Service Bureau (CSB) has made conscious efforts in recent years to expand the training opportunities open to civil servants with a view to enhancing their understanding of the latest political, social and economic developments in the Mainland.

The Civil Service Training and Development Institute (CSTDI) of CSB organizes national studies/programmes through different modes, namely Mainland programmes, local seminars/courses, and e-learning resources.

In the year 2000, we had about 220 civil servants participating in our three national studies programmes available then : the Tsinghua Programme, the National School of Administration (NSA) Programme and theme-based visits. Since then, we have added a number of new programmes, including the Peking University Programme, the Special NSA Programme for Administrative Officers, the Foreign Affairs Studies Programme, and the Civil Service Exchange Programme that covers Shanghai, Beijing, Hangzhou and Guangdong. In 2005-06, we offer over 300 training places through the above diverse range of activities, enabling participating civil servants (mainly officers at MPS 45 or above) to better understand the Mainland and to establish networks with their counterparts.

We work closely with local institutes and invite local scholars to conduct, for civil servants of various ranks, seminars on the latest developments and current issues in the Mainland. We also invite officials and scholars from the Mainland to speak at seminars conducted in Hong Kong. The seminars cover a comprehensive range of topics, including political and government reforms, the legal system, economic and social changes, reform of state-owned enterprises, foreign affairs and WTO, fiscal and tax policies, administrative and civil service systems etc.

Other special subjects include international trade conflicts, impact of changes to Renminbi's exchange rate, further development of the Pan-PRD region, fight against corruption, protocol for receiving Mainland leaders and topics on Chinese culture. In the 5 years ending 2005-06, more than 26 000 civil servants from different ranks have attended these seminars, with about two-thirds of them being staff at MPS 33 or below.

Since 2002, we have established a learning portal on national studies in our website "Cyber Learning Centre Plus", providing a convenient mode of learning which allows civil servants to pursue national studies at their own pace. The portal has been further enhanced in mid-2005, offering a more comprehensive range of information about the Mainland, from the political and civil service systems, through the economy, to the legal framework and geographical data. In-depth analysis of current issues is also available. To help keep civil servants abreast of latest developments in the Mainland, we have also included, in the portal, sections on current policy documents, important speeches and useful linkages. The enhanced National Studies Portal has been very well-received, recording a hit rate of over 60 000 in the first six months of its inception in July 2005.

In 2006-07, whilst we would endeavour to maintain the robust number of national studies-related training places open to civil servants in 2005-06, we plan to further enhance our national studies training programmes through enriching our online learning resources, widening the learning topics covered by the seminars we roll out, and strengthening partnership with the relevant institutes.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB012

Question Serial No.

0712

Head: 143 – Government Secretariat :
Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

There are a total of 5 000 training places in 2006-07 for staff affected by the Voluntary Retirement Schemes. How does the Administration come up with such a figure? What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

We have been providing training support for staff affected by the Voluntary Retirement Schemes in the past few years under the Three Year Training and Development Programme first rolled out in 2001-02. The Programme ended in 2003-04 with 174 000 training places provided. By utilizing funds remaining at the end of 2003-04, we extended the programme into 2004-05 and beyond to provide training support to staff in the Voluntary Retirement grades to help them acquire the necessary skills to align with the new working environment and to strengthen their resilience.

In 2004-05 and 2005-06, some 16 000 training places have been provided. The 5 000 training places to be provided for 2006-07 is projected based on the number of officers already trained and indications from bureaux/departments on their training needs.

The estimated expenditure for this item in 2006-07 is \$6.5 million.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 7 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB013

Question Serial No.

0713

Head: 143- Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the estimated expenditure on the two training sponsorship schemes in 2006-07?

Asked by: Hon. TAM Yiu-chung

Reply:

We have set aside \$4 million for reimbursement of course fees under these two sponsorship schemes in 2006-07. In addition, we have reserved \$1 million in 2006-07, in anticipation of a possible need to further enhance the schemes to facilitate more civil servants to pursue self-studies after the 5-day work week has been implemented in July 2006.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB014

Question Serial No.

0714

Head: 143-Government Secretariat:
Civil Service Bureau

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Why is the item of "Promotion of occupational safety and health in the civil service", which was previously included under the provision for General Non-recurrent, scrapped in the year of 2006-07? Which department is going to co-ordinate the work of promoting occupational safety and health in the civil service?

Asked by: Hon. TAM Yiu-chung

Reply:

The Government as a good employer attaches great importance to the occupational safety and health (OSH) of staff.

Heads of Government bureaux and departments (B/Ds) are responsible for putting in place an effective safety management system to ensure safety and health of staff at work. They have developed safety guidelines for compliance of staff. Depending on the specific operational circumstances, staff are provided with suitable training and protective equipment to reduce job hazards and prevent occurrence of accidents. Promotional activities are also organised to raise staff awareness in this respect. In addition, the Labour Department (LD) has been conducting regular inspections to B/Ds to render professional advice on OSH issues.

At the service-wide level, the Civil Service Bureau (CSB), in conjunction with a Working Group on OSH in the Civil Service (which is chaired by a Deputy Secretary for the Civil Service and comprises representatives of the LD, the OSH Council, staff sides of the four Government's Central Consultative Councils and the management of selected Government departments) have been co-ordinating the promotion of OSH in the civil service through various publicity and educational programmes. These include exhibitions, seminars, experience-sharing workshops, joint visits with the LD to B/Ds, and production of guidelines and reference materials. Assistance in the form of financial support and consultancy service is given to B/Ds in developing and enhancing their safety management system and in organising publicity and educational activities. As set out in the Controlling Officer's Report of Head 143, CSB will continue to co-ordinate the promotion of OSH in the civil service and consolidate and reinforce departmental efforts in this respect.

Since 1997-98, a total of \$6 million was allocated for promotion of OSH in the civil service under Head 143 Subhead 700 General Non-recurrent Account, of which \$3 million was allocated to B/Ds in launching various OSH projects and another \$3 million was spent on service-wide promotional and educational programmes to raise and enhance the awareness of staff on OSH. The allocation has been exhausted in 2005-06.

Promoting OSH in the civil service is an on-going commitment of the Government. Hence, we would reserve funds under the Recurrent Account of this Head for 2006-07, and we have earmarked \$2.2 million for this purpose.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB015

Question Serial No.

0715

Head: 143 – Government Secretariat :
Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the work arrangements and estimated expenditure for Item 216 “Three-year Training and Development Programme to enhance training in the civil service” in the year of 2006-07?

Asked by: Hon. TAM Yiu-chung

Reply:

The Three-year Training and Development Programme was first rolled out in 2001-02. By utilizing funds remaining at the end of 2003-04, we extended the programme into 2004-05 and beyond to provide training support to staff in the Voluntary Retirement grades to help them acquire the necessary skills to align with the new working environment and to strengthen their resilience.

The range of training services that will be offered in 2006-07 include –

- programmes and consultancy services covering areas like service enhancement, change management, crisis management, stress management, customer service and communication skills
- diagnosis of the changing environment and identification of training and development needs
- development programmes to enhance staff performance, resilience and adaptability to change
- team building, mentoring and culture change programmes
- advice and support to strengthen the e-learning infrastructure in bureaux/departments

The estimated expenditure for 2006-07 is \$6.5 million.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 7 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB016

Question Serial No.

0716

Head: 143 – Government Secretariat :
Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the details for Item 420? What progress was achieved over the past year? What are the work arrangements for 2006-07? What is the estimated expenditure?

Asked by: Hon. TAM Yiu-chung

Reply:

The objective of the Work Life Balance Programme is to enhance civil servants' awareness of the importance of striking a healthy balance between work and personal life, with a view to maintaining a healthy and productive work force. In 2005-06, the training and promotional activities organized for civil servants include workshops and seminars on food and nutrition, dealing with change positively, stress management and the art of living a balanced life. Over 1 000 participants attended these activities in 2005-06.

To heighten colleagues' awareness of the benefits of work life balance, health tips and relevant articles have regularly been posted onto the online resource centre under "Health and Well-being" in our e-learning portal, the Cyber Learning Centre Plus.

For programmes in 2006-07, a tool kit comprising a training video and a reference manual will be released in April 2006 to facilitate trainers in departments to promote work life balance in the workplace. Experience sharing sessions will be organized to tie in with the launching of this package. Seminars and workshops on a variety of work life balance topics will be offered in 2006-07.

The estimated expenditure in 2006-07 is \$0.5 million.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 7 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB017

Question Serial No.

0717

Head: 143 Government Secretariat :
Civil Service Bureau

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

How many places are offered in the past year under "Pilot collaborative training programme for the administrative service and junior directorate officers" of item 220? What are the organizations engaged to run these programmes? What are the work arrangements for that item in 2006-07?

Asked by: Hon. TAM Yiu-chung

Reply:

This programme comprises a series of one to two days advanced management workshops on such topics as competitive strategy, negotiation, communication and media strategy, public presentation etc. Distinguished scholars from renowned universities like Harvard as well as local and overseas expert consultants were commissioned to conduct these workshops. In 2005-06, we had offered under this programme 113 training places to directorate officers from the administrative service and departments. In 2006-07, we would continue to provide this series of workshop and about the same number of training places will be offered.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 7 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB018

Question Serial No.

0748

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please advise whether the Administration has regularly reviewed and evaluated the effectiveness of training for the civil service. Compared with the revised provision of 2005-06, there is an increase of \$9.7 million for the 2006-07 estimated provision. Please provide details on the ways to enhance training work.

Asked by: Hon. NG Margaret

Reply:

The effectiveness of vocational training programmes offered by departments is monitored by individual departments based on their specific standards and requirements. Given below is an account of how the effectiveness of training and development programmes offered by CSB (including senior executive development, national studies, management, languages, HRM consultancies and promotion of e-learning) is being constantly monitored and measured.

For classroom training, end-of-course evaluation and post-training follow-up projects are conducted. For e-learning, trainees are requested to provide end-of-course evaluation and to attempt short tests. In addition, regular user surveys are carried out to gauge their needs and level of satisfaction. For consultancy services provided, the effectiveness of the services is assessed through post-project evaluations by the clients.

The additional provision of \$9.7 million for 2006-07 (over the revised estimate for 2005-06) includes funds to meet the anticipated increase in expenses arising from enhanced training sponsorship programmes for staff at different levels and to promote wider use of e-learning. These two initiatives will be strengthened to facilitate civil servants to pursue self-studies when the 5-day work week is implemented in July 2006. In addition, there will be an increase in cash flow requirement for more training to support staff in managing change, as well as induction training for new recruits.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB019

Question Serial No.

1342

Head: 143 Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau will continue to run a staff exchange programme with major Mainland cities. What are the details of the programme? What is the focus of the exchange? How many places will be offered? What is the target group of the programme? What are the posts involved? What is the staffing requirement for conducting the programme? While the longest attachment period is six months, what is the shortest attachment period? What is the cost involved?

Asked by: Hon. KWONG Chi kin

Reply:

We initiated the civil service exchange programme with the Mainland in 2002. Under the programme, civil servants are attached to the governments of the other side for three to six months with a view to widening exposure, sharing experience and expertise, and fostering partnership and communication between both parties. We have entered into exchange agreements with Beijing, Shanghai, Hangzhou as well as Guangdong (which includes the provincial government and the Guangzhou and Shenzhen municipal governments). Under the agreement, each year we can exchange up to a maximum of five participants with each of these municipal/provincial governments, leading to a total of 30 places a year.

The scope of exchange has covered many disciplines, ranging from infrastructure development, traffic management, city planning, health, environmental protection, port administration, landscape architecture, to management of the civil service, trade and IT. The programme is open to all senior civil servants on MPS Point 45-49. Past participants have included architects, engineers, transport officers, surveyors, planners, education officers, administrative officers, etc. Since the launch of the programme and up until the end of 2005-06, 37 HKSARG civil servants and 49 Mainland officials have participated in the programme. The length of the exchange is subject to the exigencies of service, lasting for 3 months in general with a few cases lasting for 1 month.

The Senior Management Development Unit of the Civil Service Training and Development Institute of CSB is responsible for the coordination of the programme. It works closely with the Mainland municipal governments involved and with the participating departments on the logistical arrangements and other details.

Under the agreement, the participating officers' salaries, employee benefits and travel expenses are to be paid by the home organizations. A total of 19 HKSARG officers participated in the programme in 2005-06. The direct expenditure incurred for the year is about \$650,000, mainly on travelling expenses and study grant which covers rental and living expenses.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB020

Question Serial No.

1648

Head: 143-Government Secretariat: Civil
Service Bureau

Subhead (No. & title): 000 Operational
Expenses

Programme: Human Resources Management

Controlling Officer: The Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

In respect of the Matters Requiring Special Attention in 2006-07, it is stated that the Administration will reinforce actions taken to manage staff who do not measure up, through enhancing the deterrence of the civil service disciplinary system against misconduct and monitoring the implementation of the streamlined procedures for removing under-performers. In this regard, please inform this Committee of the specific details concerned. For implementation, will extra staff be deployed to cope with the additional workload? If yes, how much financial provision will have to be set aside to meet the need?

Asked by: Hon. KWONG Chi-kin

Reply:

In 2006-07, we will fortify actions taken to manage staff who do not measure up in terms of conduct or performance, through enhancing the deterrence of the civil service disciplinary system against misconduct and monitoring the implementation of the streamlined procedures for removing under-performers.

The civil service disciplinary mechanism is subject to on-going review. To expedite the handling of misconduct cases and to process them in a more systematic manner, the Secretariat on Civil Service Discipline (SCSD) was established in 2000 to centrally process formal disciplinary cases under the Public Service (Administration) Order (PS(A)O). In 2002, to further streamline the disciplinary procedures, heads of department (HoDs) were delegated with added authority to take disciplinary actions against misconduct. In the past two years, we had made consistent endeavours to encourage HoDs to delayer the decision-making process when handling disciplinary case, in the interest of expediting completion of action.

The processing time for disciplinary cases has been progressively reduced over the years. Before the setting up of the SCSD, most disciplinary cases requiring a hearing (i.e. those processed under sections 9 and 10 of the PS(A)O) were generally completed within 7 to 18 months, whereas most of the cases that did not require a hearing (i.e. cases of criminal conviction processed under section 11 of the PS(A)O, and abscondment cases processed under section 10(3) of the PS(A)O) were dealt with within 1 to 9 months. Since 2003-04, the time taken to process these two types of cases had been reduced to 3-9 months and 1-3 months respectively. We will continue to keep the efficacy of our disciplinary mechanism including its deterrent effect under regular review and, where appropriate, introduce further measures to streamline the procedures whilst preserving the principles of natural justice.

Under section 12 of the PS(A)O, an officer may be required to retire in the public interest on account of persistent sub-standard performance. The relevant guidelines and procedures were revised in March 2003 and further streamlined in October 2005 to enable departments to take swift actions on substandard performance. Under the further streamlined procedures, the threshold for invoking Section 12 action has been reduced from 12 to six months of unsatisfactory performance. By placing the under-performing staff under close supervision, the Section 12 mechanism helps spur some of them to attain the required standard; while those who fail to improve to the required standard will be retired in the public interest. In 2006-07, we will closely monitor the efficacy of the streamlined procedures introduced in October 2005.

The above mentioned efforts will be made using existing resources.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB021

Question Serial No.

1653

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The internal training programmes provided by the Civil Service Bureau include senior leadership development, national studies, management courses, English courses and Chinese courses. Please inform this Committee of the respective numbers of senior and junior officers in each type of programmes, and the efficacy of the training. Will officers have a better chance of promotion after receiving such training? How many officers have been promoted after they had received such training?

Asked by: Hon. KWONG Chi-kin

Reply:

The training programmes provided by the Civil Service Bureau are designed for and offered to different target groups of civil servants. For example, senior executive development programmes, by definition, are offered to senior officers only. On the other hand, national studies, management and language courses are offered to all levels of officers.

The effectiveness of training is constantly monitored and measured by end-of-course evaluation, post-training follow-up projects, user surveys, etc. Feedback from the trainees and in some cases their supervisors form part of the basis for assessing whether the courses are useful and effective.

Apart from the availability or otherwise of openings for advancement, whether an officer may be promoted is decided on a basket of factors, basically the merits of his/her claims for promotion relative to the claims of others in terms of performance, character and abilities, qualifications prescribed for the promotion rank, and experience etc. The relationship between training received and prospects for promotion defies easy correlation. For this reason, we have not kept any statistics on the number of civil servants promoted after attending our training programmes.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB022

Question Serial No.

1654

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question :

In the section "Matters Requiring Special Attention in 2006-07", it is mentioned that without undermining the policy objective of the general civil service recruitment freeze, those departments with pressing manpower needs will be allowed to recruit civil servants. Please advise the Committee of the definition of "pressing needs". What are the methods that can achieve the purpose of recruiting staff without undermining the policy objective of the general civil service recruitment freeze? How many departments are expected to have pressing needs to increase their manpower? What is the number of additional staff required by them? Is an increase in expenditure needed? If yes, how far does the expenditure required make up the estimated provision?

Asked by : Hon. KWONG Chi-kin

Reply :

The imposition of the recruitment freeze is one of the measures to help achieve the Government's target to reduce the civil service establishment. In line with this objective, exemption from the recruitment freeze will only be granted when the proposed intake would not affect the bureau's/department's manpower plan as agreed by the centre in connection with the overall target of reducing the civil service establishment. The bureau/department should also be satisfied that there are strong operational grounds to fill the vacancies and there would be serious consequences not to do so, particularly for provision of essential services to the public. Furthermore, the bureau/department should have already considered alternatives such as in-service appointment, streamlining of procedures to reduce manpower requirement, contracting out the services, and have found these alternatives inappropriate, before they apply for exceptional approval to conduct open recruitment.

A Panel co-chaired by the Chief Secretary and the Financial Secretary and with the Secretary for the Civil Service as member will consider each application for exemption from the recruitment freeze on its own merits. Where the bureau/department is able to meet the above mentioned criteria, we would consider there to be a justifiable case for exemption.

Since introduction of the recruitment freeze on 1 April 2003, 22 bureaux/departments have been given exemption to fill 4 386 posts through open recruitment. Among these posts, 2 102 are planned to be filled in 2006-07. As the initiative to apply for exemption rests with Heads of Departments/Heads of Grades having regard to the service needs of their respective departments/grades, we are unable to provide estimates on the number of bureaux/departments which may put up a request for exemption from the recruitment freeze in 2006-07, the sizes of the possible intakes, or the expenditure that may be involved.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 9 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB023

Question Serial No.

1655

Head: 143-Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the specific details of the Government's effort to continue to promote occupational safety and health in the civil service under the Matters Requiring Special Attention in 2006-07. What are the key occupational safety and health items being promoted? Who will be benefited? What is the amount of estimated expenditure? How much extra manpower will be required in this regard?

Asked by: Hon. KWONG Chi-kin

Reply:

The Government as a good employer attaches great importance to the occupational safety and health (OSH) of staff.

Heads of Government bureaux and departments (B/Ds) are responsible for putting in place an effective safety management system (SMS) to ensure safety and health of staff at work. They have developed safety guidelines for compliance of staff. Depending on the specific operational circumstances, staff are provided with suitable training and protective equipment to reduce job hazards and prevent occurrence of accidents. Promotional activities are also organised to raise staff awareness in this respect. In addition, the Labour Department (LD) has been conducting regular inspections to B/Ds to render professional advice on OSH issues.

At the service-wide level, the Civil Service Bureau (CSB), in conjunction with a Working Group on OSH in the Civil Service (which is chaired by a Deputy Secretary for the Civil Service and comprises representatives of the LD, the OSH Council, staff sides of the four Government's Central Consultative Councils and the management of selected Government departments) have been co-ordinating the promotion of OSH in the civil service through various publicity and educational programmes. These include exhibitions, seminars, experience-sharing workshops, joint visits with the LD to B/Ds, and production of guidelines and reference materials. Assistance in the form of financial support and consultancy service is given to B/Ds in developing and enhancing their safety management system and in organising publicity and educational activities. As set out in the Controlling Officer's Report of Head 143, CSB will continue to co-ordinate the promotion of OSH in the civil service and consolidate and reinforce departmental efforts in this respect.

Since 1997-98, a total of \$6 million was allocated for promotion of OSH in the civil service under Head 143 Subhead 700 General Non-recurrent Account, of which \$3 million was allocated to B/Ds in launching various OSH projects and another \$3 million was spent on service-wide promotional and educational programmes to raise and enhance the awareness of staff on OSH. The allocation has been exhausted in 2005-06.

Promoting OSH in the civil service is an on-going commitment of the Government. Hence, we would reserve funds under the Recurrent Account of this Head for this purpose.

In order to encourage B/Ds to further enhance their SMS and strengthen their promotional efforts, we have set aside an additional \$6 million from 2005-06 to 2007-08 to subsidise B/Ds in engaging consultants to enhance or audit their SMSs and in organising training programmes and promotional activities and about \$2 million will be spent in 2006-07.

In addition to funding support to B/Ds, we would continue to organise 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 and these activities are open to all government employees. An amount of \$0.2 million is reserved for this purpose for 2006-07.

These are part of the regular activities and functions of CSB and would be undertaken by existing staff.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB024

Question Serial No.

1656

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

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the work to foster a favourable environment for the wider use of Chinese within the civil service, please advise this Committee on the following:

- a. the number of persons using the telephone hotlines to make enquiries on the use of Chinese, including Putonghua, and the annual expenditure involved;
- b. the expenditure incurred in compiling writing aids, reference materials and glossaries of terms commonly used in the Government;
- c. the number of seminars organised for civil servants in 2005-06 to enhance their interests in language and culture and the expenditure involved; and
- d. the effectiveness of the above initiatives, and the officers benefited and their numbers.

Asked by: Hon. KWONG Chi-kin

Reply:

- a. In 2005-06, a total of 377 telephone enquiries on the use of Chinese, including Putonghua, were received. In-house staff resources were deployed to provide such service, hence no additional expenditure was involved.
- b. All writing aids, reference materials and glossaries were produced by using CSB existing in-house resources.
- c. In 2005-06, 5 talks/seminars were organised for civil servants to enhance their interests in language and culture. The total expenditure incurred was about \$25,600.
- d. Our writing aids, reference materials and glossaries were produced in electronic format for service-wide reference. The talks/seminars were in general open to officers on MPS Point 16 or above. To gauge civil servants' views on our language advisory and support services, a service-wide questionnaire survey was conducted in 2005. More than 90% of the respondents found our services useful.

Signature

Name in block letters

Andrew H Y WONG

Post Title

Permanent Secretary for the Civil Service

Date

8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB025

Question Serial No.

1791

Head: 143-Government Secretariat: Civil
Service Bureau

Subhead(No. & title):

Programme:

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question :

What are the 13 posts to be deleted in 2006-07? How much savings will be achieved?

Asked by: Hon. LEUNG Yiu-chung

Reply:

The 13 posts to be deleted in 2006-07 are :

Senior Administrative Officer	1
Senior Executive Officer	2
Executive Officer I	1
Assistant Clerical Officer	1
Clerical Assistant	4
Personal Secretary II	1
Senior Typist	1
Senior Calligraphist	1
Supplies Assistant	1
Total :	13

The reduction will give rise to annual salary savings of about \$4.3 million (in terms of notional annual mid-point salary).

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 6 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB026

Question Serial No.

1807

Head: 143-Government Secretariat: Civil
Service Bureau

Subhead (No. & title):

Programme: Civil Service Bureau

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

With respect to point 3, paragraph 7 of Volume IA (p. 312), the Civil Service Bureau is streamlining the civil service disciplinary system in an effort to enhance staff management. In this regard, will the Administration inform this Council of the following:

- a. How does the Administration intend to go about streamlining the disciplinary system? Please outline the present system and the new system for ease of comparison;
- b. How much time will be shortened on average for handling a case under the new mechanism as compared with the old one?

Asked by: Hon. LI Fung-ying

Reply:

In 2006-07, we will fortify actions taken to manage staff who do not measure up in terms of conduct or performance, through enhancing the deterrence of the civil service disciplinary system against misconduct and monitoring the implementation of the streamlined procedures for removing under-performers.

The civil service disciplinary mechanism is subject to on-going review. To expedite the handling of misconduct cases and to process them in a more systematic manner, the Secretariat on Civil Service Discipline (SCSD) was established in 2000 to centrally process formal disciplinary cases under the Public Service (Administration) Order (PS(A)O). In 2002, to further streamline the disciplinary procedures, heads of department (HoDs) were delegated with added authority to take disciplinary actions against misconduct. In the past two years, we had made consistent endeavours to encourage HoDs to delayer the decision-making process when handling disciplinary case, in the interest of expediting completion of action.

The processing time for disciplinary cases has been progressively reduced over the years. Before the setting up of the SCSD, most disciplinary cases requiring a hearing (i.e. those processed under sections 9 and 10 of the PS(A)O) were generally completed within 7 to 18 months, whereas most of the cases that did not require a hearing (i.e. cases of criminal conviction processed under section 11 of the PS(A)O, and abscondment cases processed under section 10(3) of the PS(A)O) were dealt with within 1 to 9 months. Since 2003-04, the time taken to process these two types of cases had been reduced to 3-9 months and 1-3 months respectively. We will continue to keep the efficacy of our disciplinary mechanism including its deterrent effect under regular review and, where appropriate, introduce further measures to streamline the procedures whilst preserving the principles of natural justice.

Under section 12 of the PS(A)O, an officer may be required to retire in the public interest on account of persistent sub-standard performance. The relevant guidelines and procedures were revised in March 2003 and further streamlined in October 2005 to enable departments to take swift actions on substandard performance. Under the further streamlined procedures, the threshold for invoking Section 12 action has been reduced from 12 to six months of unsatisfactory performance. By placing the under-performing staff under close supervision, the Section 12 mechanism helps spur some of them to attain the required standard; while those who fail to improve to the required standard will be retired in the public interest. In 2006-07, we will closely monitor the efficacy of the streamlined procedures introduced in October 2005.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB027

Question Serial No.

1850

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title):

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The provision for Programme (4) has been increased by 10%. Would the Administration give an account of what will be done to promote continuous learning in the civil service with the increased provision. (Volume IA, page 317).

Asked by: Hon. TAM Heung-man

Reply:

In 2006-07, the provision for Programme (4): Civil Service Training and Development is \$99.2 million, showing an increase of \$9.7 million (+10.8%) over the 2005-06 revised estimate of \$89.5 million. The provision for Programme (4) caters for personal emoluments, training expenses, general departmental expenses, and general non-recurrent items. The additional provision under "training expenses" includes funds to meet the anticipated increase in expenses arising from enhanced training sponsorship for staff at different levels and to promote wider use of e-learning. These two initiatives will be strengthened to facilitate civil servants to pursue self-studies when the 5-day work week is implemented in July 2006. In addition, there will be an increase in cash flow requirement for more training to support staff in managing change, as well as induction training for new recruits.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB028

Question Serial No.

1851

Head: 143 - Government Secretariat:
Civil Service Bureau

Subhead (No. & title): 000 Operational
expenses

Programme:

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The estimates for both the training expenses and the general departmental expenses under departmental expenses under Subhead 000 in 2006-07 increase significantly. Could the Administration give the reasons for such significant increase in the relevant provisions? (Page 320, Volume IA).

Asked by: Hon. TAM Heung-man

Reply:

In 2006-07, under Subhead 000 for the Civil Service Bureau (including the Civil Service Training and Development Institute and the General Grades Office), there is a provision of \$45.49 million for training expenses, showing an increase of \$4.45 million over the 2005-06 revised estimate. The additional provision for training expenses in 2006-07 is to meet the anticipated increase in expenses arising from enhanced training sponsorship programmes for staff at different levels and to promote wider use of e-learning. These two initiatives will be strengthened to facilitate civil servants to pursue self-studies when the 5-day work week is implemented in July 2006. In addition, there will be an increase in induction training for new recruits.

As regards general departmental expenses, the increase of \$2.628 million in 2006-07 is largely attributable to additional provision required for consultancy and enhancement of information technology system.

Signature _____

Name in block letters _____ Andrew H Y WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB029

Question Serial No.

0718

Head: 046 General Expenses of the Civil Subhead (No. & title): 013 Personal allowances
Service

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question :

What are the amounts of local education allowance and overseas education allowance to be paid in 2006-07?

Asked by : Hon. TAM Yiu-chung

Reply :

The estimated expenditure on local education allowance and overseas education allowance in 2006-07 is \$351,985,000 and \$667,030,000 respectively.

Signature

Name in block letters

Post Title

Date

Mrs Lucia LI

Director of Accounting Services

8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB030

Question Serial No.

0719

Head: 046 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

Director of Bureau: Secretary for the Civil Service

Question:

5 640 students are estimated to receive overseas education allowance in 2005, but the actual number turned out to be 4 791. What is/are the reason(s) for that?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of students receiving overseas education allowance in 2005 was worked out on the basis of past trends. The actual number of claims submitted by eligible civil servants in any year depends on a number of factors, including the officers' personal preference, the level of overseas school fees, the exchange rates, etc.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB031

Question Serial No.

0720

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

Director of Bureau: Secretary for the Civil Service

Question:

How many officers are estimated to receive Furniture and Domestic Appliances Allowances under Subhead 013 Personal Allowances in 2006-07? What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of officers receiving the Furniture and Domestic Appliances Allowances in 2006-07 is 11 829 with expenditure of \$15,099,000.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 6 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB032

Question Serial No.

0721

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

Director of Bureau: Secretary for the Civil Service

Question:

The expenditure for Subhead 040 Non-accountable Cash Allowance Scheme will continue to rise. How does the number of recipients in the year of 2006-07 differ from that of the previous year?

Asked by: Hon. TAM Yiu-chung

Reply:

The Non-accountable Cash Allowance Scheme covers eligible officers offered appointment on or after 1 June 2000. The base figure of recipient is relatively small. The estimated number of recipients is projected to increase from an average of 89 in 2005-06 to 103 in 2006-07 (i.e. +16%) with new intakes and serving officers attaining eligibility for the allowance through salary progression, resulting in an estimated increase in expenditure.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB033

Question Serial No.

0722

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

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

If the final proposals on the review of fringe benefit type of civil service allowances are implemented, will there be any changes in respect of the estimated expenditure for such allowances for the year of 2006-07?

Asked by: Hon. TAM Yiu-chung

Reply:

Taking account of the feedback from staff during consultation, views of the advisory bodies on civil service salaries and conditions of service and all relevant considerations, we shall draw up the Administration's final proposals and seek the necessary approval from the Finance Committee of the Legislative Council before implementation. Our target is to implement any changes as early as possible in 2006. As the proposals are being finalised, the 2006-07 draft estimates are worked out on the basis that the allowances will continue to be disbursed on their existing terms.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB034

Question Serial No.

0844

Head: 046 General Expenses of the Civil Service Subhead (No. & title): 039 Rent Allowance Scheme

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The number of recipients of rent allowance decreased from 8 in 2004 to 5 in 2005, and it is anticipated that there will be 7 recipients in 2006. Please provide the following information:

- (a) Why did the expenditure incurred by the Rent Allowance Scheme fall from \$1.262m in 2004 to \$600,000 in 2005? Why is there a decrease in the number of eligible applicants for rent allowance? What are the reasons for the drop of the expenditure by over 50%? What are the details of the expenditure?
- (b) As the Administration anticipates that the number of recipients of rent allowance in 2006-07 will increase and come close to the level in 2004, why does the draft estimate for the expenditure in 2006-07 account for only about 70% of the expenditure in 2004?

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) Rent Allowance (RA) is provided for officers offered appointment on agreement terms between 1.1.1999 and 31.5.2000 and are on or above Master Pay Scale Point 34 or equivalent. The number of RA recipients decreased from an average of 8 recipients in 2004-05 to 5 in 2005-06 (i.e. -38%). The reduction was due to the change in the terms of appointment of the officers concerned. With the reduction in number of recipients and the lower RA average rate payable to those remaining in the Scheme, there was a reduction in expenditure of 53%.
- (b) It is estimated that there will be 7 recipients of RA in 2006-07, including 4 officers who are eligible for the scheme but are yet to join. Since it is anticipated that the new joinees will claim a lower RA rate than the recipients in 2004-05, the estimated expenditure in 2006-07 is lower even though the estimated number of recipients is close to that in 2004-05.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB035

Question Serial No.

0846

Head: 46 – General Expenses of the Civil
Service

Subhead (No. & title):

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The general expenses of the civil service are to pay for expenditure on terms and conditions of service and other personnel related expenses. In this connection, could the Administration inform this Committee of :

- a. the amount to be paid for expenditure on terms and conditions of service and the amount to be paid for other personnel related expenses?
- b. The definition of expenditure on terms and conditions of service and the definition of other personnel related expenses; and whether there is any overlapping between two areas?

Asked by: Hon. KWONG Chi-kin

Reply:

For Head 46 – General Expenses of the Civil Service, expenditure on terms and conditions of service is covered by provision under Subheads 013 Personal allowances, 014 Home purchase allowance, 022 Passages, 023 Quartering, 032 Accommodation Allowance Scheme, 033 Home Financing Scheme, 038 Private tenancy allowance, 039 Rent Allowance Scheme, 040 Non-accountable Cash Allowance Scheme and 041 Mandatory Provident Fund contribution (for eligible staff on operational and central reserves only). The estimated expenditure of these subheads in 2006-07 is \$3,895.885m. The expenditure includes items which are provided as discretionary benefits or on operational ground.

Expenditure of other Personnel Related Expenses (PRE) subheads under Head 46, including Subheads 010 Recruiting expenses, 011 Civil service examinations, 020 Payments to estates of deceased officers, 024 Relief and welfare of civil servants, 025 Long and Meritorious Service Travel Award Scheme, 027 Staff Suggestions and Motivation Schemes, 028 Legal assistance and 037 Pensioners' welfare fund, is for other personnel related expenses. The estimated provision required for these subheads in 2006-07 is \$84.226m.

The expenditure on conditions of service refer to allowances and benefits the provision of which is generally subject to criteria based on individual officer's terms of appointment, rank, salary point and the eligibility rules. These include education allowances, certain housing and related allowances and benefits, and passage and related allowances and benefits under Head 46 as noted above. These items are distinct from other PRE expenses.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB036

Question Serial No.

0848

Head: 46 General Expenses of the Civil
Service

Subhead (No. & title): 001 Salaries

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The establishment of the operational reserves will be 369 permanent non-directorate posts as at 31 March 2006, reducing by 10 posts to 359 posts as at 31 March 2007. Regarding such reduction, please advise this Committee of :

- a. the respective numbers of administrative, executive, secretarial and clerical grade staff in the operational reserves; and
- b. the duties of the 10 posts to be reduced, the reasons for and the effects achieved by the reduction.

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) The breakdown of posts in the operational reserves (OR) by 31 March 2007 is -

Administrative grade : 58

Executive grade : 100

Clerical and Secretarial grades : 201

- (b) The 10 deleted posts belong to the clerical and secretarial grades. The main job functions of the clerical grades include general office support; personnel; finance and accounts; customer service; registration and licensing; legal and judicial duties; statistical duties; information technology support and other departmental support duties. The main job function of the secretarial grade is to provide secretarial support service. OR posts are used to accommodate staff on leave or training, staff handover and staff required to undertake *ad hoc* projects. The Administration has reviewed the OR requirement for 2006-07 and considered that 10 clerical and secretarial OR posts are surplus to requirement and can be deleted.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 9 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB037

Question Serial No.

0850

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

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Non-accountable Cash Allowance Scheme, please advise this Committee on the following:

- (a) What are the details of the Scheme? What are its main objectives and how effective is it? Whom does the Scheme target?
- (b) The expenditure incurred has increased from \$13.707 m in 2004 to \$17.518 m in 2005 and it is anticipated that the expenditure will rise to \$20.5 m in 2006-07. What are the reasons for the continuous increase in the expenditure?
- (c) There were only 65 and 85 recipients of non-accountable cash allowance in 2004 and 2005 respectively but the expenditure incurred in these two years was substantial. What are the reasons?

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) The Non-accountable Cash Allowance (NCA) Scheme was introduced as part and parcel of the remuneration package of the New Terms of appointment for officers offered appointment on or after 1 June 2000. It is the only major type of civil service housing benefit that is applicable for officers offered appointment on or after this date to replace the Home Financing Scheme, the Home Purchase Scheme and the Rent Allowance Scheme. The NCA is provided as a condition of service for officers on or above Master Pay Scale Point (MPS) 34 or equivalent. For officers on MPS 22 to 33 and those below MPS 22 or equivalent with at least 20 years of continuous services, provision of the NCA is subject to the same quota system under the Home Purchase Scheme. Officers who meet the eligibility criteria and the terms and conditions of the Scheme will receive a monthly non-accountable cash allowance at specified rates for a maximum period of 120 months.
- (b) The increase in expenditure arises partly from the increase in the number of recipients (from 69 in 2004-05 to 89 in 2005-06, i.e. +29%, and to 103 in 2006-07, i.e. +16%) and partly from an increase in the allowance rates due to salary progression. We project that the expenditure will continue to increase from a small base figure with new intakes and serving officers attaining eligibility for the allowance through salary progression.

- (c) As NCA is paid in accordance with the scale of rate of allowance prevailing at the time of officers joining the NCA Scheme, the actual expenditure is affected by both the number of recipients and the rates of allowance drawn. In 2004-05 and 2005-06, the average amount of NCA drawn was about \$16,500 per month.

Signature _____

Name in block letters _____ Mrs Lucia LI _____

Post Title _____ Director of Accounting Services _____

Date _____ 8 March 2006 _____

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB038

Question Serial No.

0852

Head: 46 General Expenses of the Civil Service Subhead (No. & title): 011 Civil Service Examinations

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The number of candidates of common recruitment examination and other examinations conducted by the Civil Service Bureau recorded a substantial increase from 25 530 in 2004 to 49 654 in 2005. In this connection, could the Administration inform this Committee of:

- (a) the reasons for the substantial increase in the number of candidates; the service area which recorded the biggest increase in the number of candidates and the specific business of that service area?
- (b) the reasons for not having a noticeable increase in the overall estimated provision under this Programme in view of the substantial increase in the number of candidates; and the actual distribution of expenditure?

Asked by: Hon. KWONG Chi-kin

Reply:

- (a) The significant increase in the number of candidates in 2005 was due to (i) the conduct of an examination for some 17 000 applicants for the recruitment of the Immigration Officers by the Immigration Department and the Inspectors of Customs and Excise by the Customs and Excise Department in 2005; and (ii) an increase of nearly 6 000 candidates sitting for the Common Recruitment Examination (CRE) in 2005 as compared to the CRE in 2004.
- (b) The estimated number of candidates sitting for civil service examinations in 2006 is close to the number of candidates in 2005. Correspondingly the provision sought for 2006-07 is almost the same as the 2005-06 revised estimate.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB039

Question Serial No.

0853

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

Director of Bureau: Secretary for the Civil Service

Question:

Expenditure on personal allowances has increased from \$918,882,000 in 2004 to \$967,701,000 in 2005, and in the estimate of 2006-07, it will reach \$1,034,278,000. The largest share of it is for the payment of education allowances to officers whose eligible children are receiving education either locally or overseas, and the payment of furniture and air-conditioning allowances. In this connection, please inform the Council :

- (1) which of these three allowances has the largest increase in light of the increase in the provision by nearly \$100 million within two years? Please give a breakdown of such an increase and the number of recipients.
- (2) the reasons for the continual increase in this provision in the estimate. Is there any figure in support of such an increase?

Asked by: Hon. KWONG Chi-kin

Reply:

- (1) The largest increase between 2004-05 and 2006-07 is \$68M in respect of Local Education Allowance (LEA). The number of recipients is estimated to increase from 20 304 in 2004-05 to 23 613 in 2006-07.
- (2) The increase in expenditure is mainly due to a projected increase in the total number of children of eligible civil servants receiving Local and Overseas Education Allowances from 25 440 in 2004-05 to 29 171 in 2006-07.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB040

Question Serial No.

1336

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

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question :

Under Subhead 001, despite the reduction in the establishment, the estimated expenditure for salaries for the year 2006-07, as compared to the year of 2005-06, increases by more than \$10m (Page 255, Volume IA). Can the Administration account for it?

Asked by: Hon. TAM Heung-man

Reply:

Provision under Subhead 001 is made up of two parts. The first part is for operational reserves (OR), comprising staff in the administrative, executive, clerical and secretarial grades. OR posts are used to accommodate staff on leave or training, staff handover and staff required to undertake *ad hoc* projects. The second part is for central reserves (CR) for staff redeployment. We established a clearing house mechanism in 2003-04 to centrally redeploy staff released arising from efficiency initiatives to the Immigration Department to assist in a time-limited project on replacement of Hong Kong Identity Cards. The staff so redeployed are accommodated in central reserves. The clearing house mechanism was extended in 2005-06 to cover other clerical and secretarial staff who are surplus to operational requirements and released by bureaux and departments to take on time-limited projects elsewhere in the Government.

The 10 OR posts to be deleted in 2006-07 belong to the clerical and secretarial grades. The Administration has reviewed the OR requirement for 2006-07 and considered that 10 clerical and secretarial OR posts are surplus to requirement and can be deleted.

The estimated increase in expenditure in 2006-07 is mainly attributable to the full-year effect of posts created in 2005-06 arising from the extension of central clearing house mechanism, and additional provision for staff to be released in 2006-07 for re-deployment.

Signature _____

Name in block letters Andrew H Y WONG

Post Title Permanent Secretary for the Civil Service

Date 9 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB041

Question Serial No.

1337

Head: 046 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

Director of Bureau: Secretary for the Civil Service

Question:

Under Subhead 013, can the Government explain the reasons of increase in estimated expenditure?

Asked by: Hon. TAM Heung-man

Reply:

The expenditure breakdown for Subhead 013 Personal allowances is as follows:-

<u>Subhead 013 - Personal allowances</u>	2005-06 revised estimates (\$)	2006-07 draft estimates (\$)	Reasons for change
Air-conditioning Allowance	163,000	163,000	N.A.
House, Furniture and Domestic Appliances Allowances	15,100,000	15,100,000	N.A.
Local Education Allowance	309,827,000	351,985,000	(1)
Overseas Education Allowance	642,611,000	667,030,000	(2)
Subhead 013 Total	967,701,000	1,034,278,000	

- (1) The increase is mainly due to a projected increase in the number of children of eligible civil servants receiving Local Education Allowance (LEA) and the increase in the number of cases claiming higher LEA rates.
- (2) The increase is mainly due to a projected increase in the number of children of eligible civil servants studying overseas and an increase in overseas school fees.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB042

Question Serial No.

1338

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

Director of Bureau: Secretary for the Civil Service

Question:

The estimated expenditure under Subhead 040 increases by over 15%. Could the Administration give the specific reasons for the increase? (Page 256, Volume 1A)

Asked by: Hon. TAM Heung-man

Reply:

The Non-accountable Cash Allowance Scheme covers eligible officers offered appointment on or after 1 June 2000. The increase in expenditure partly arises from the increase in the number of recipients and partly from the increase in allowance rates due to salary progression. The base figure of recipients is relatively small and is expected to grow from an average of 89 in 2005-06 to 103 in 2006-07 (i.e. +16%) with new intakes and serving officers attaining eligibility for the allowance through salary progression.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB043

Question Serial No.

2083

Head: 46 General Expenses of the Civil Service Subhead (No. & title): 013 Personal allowances
014 Home purchase allowance
022 Passages
023 Quartersing
033 Home Financing Scheme
038 Private tenancy allowance
040 Non-accountable Cash Allowance Scheme

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question :

Would the Administration list out and compare the breakdowns of expenditure, the number of allowance recipients and the relevant allowance rates under the above seven Subheads in 2005-06 and 2006-07; please give the reasons for the changes in expenditure.

Asked by : Hon. CHEUNG Man-kwong

Reply :

The 2005-06 revised estimate and the 2006-07 estimate for individual allowances under the seven Subheads, together with the corresponding estimated number of recipients and allowances rates, are set out in the **Annex**. The reasons for the change in expenditure are also set out in the Annex.

Signature

Name in block letters

Mrs Lucia LI

Post Title

Director of Accounting Services

Date

9 March 2006

Civil Service Allowances under Head 46 : General Expenses of the Civil Service

Allowance	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
I. Personal Allowances (Subhead 013)	967,701		1,034,278 (+6.9%)			
a. Local Education Allowance (LEA)	309,827	*21 871	351,985 (+13.6%)	*23 613	Ceiling rate per student per academic year - Primary schools: \$31,950 - Secondary schools (Form I to III): \$53,025 - Secondary schools (Form IV and above): \$49,238	The allowance has been ceased for officers offered appointment on or after 1 June 2000. The increase in the 2006-07 estimate is mainly due to a projected increase in the number of children of eligible civil servants receiving LEA and the increase in the number of cases claiming higher LEA rates.
b. Overseas Education Allowance #	642,611	*5 355	667,030 (+3.8%)	*5 558	Ceiling rate per student per academic year in the UK - Boarding School Allowance (Junior): £7,434 - Boarding School Allowance (Senior): £9,138 - Day School Allowance: £1,289	The allowance has been ceased for officers offered appointment on or after 1 August 1996. The increase in the 2006-07 estimate is mainly due to a projected increase in the number of children of eligible civil servants studying overseas and an increase in overseas school fees.

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
c. House Allowance, Furniture and Domestic Appliances Allowances	15,100	11 830	15,100 (0.0%)	11 830	Furniture Allowance: \$100 per month Domestic Appliances Allowance: \$50 per month House Allowance: \$50 - \$410 per month	The House Allowance has been ceased for officers offered appointment on or after 1 October 1990. The Furniture and Domestic Appliances Allowances have been ceased for officers offered appointment on or after 1 May 1999 (except for officers directed to occupy post-tied quarters), and officers offered appointment before 1 May 1999 who are not occupying quarters and who receive a substantive salary on MPS 34 to 44 (or equivalent) on or after 1 July 2000. The expenditure has been remaining at the same level.
d. Air-conditioning Allowance	163	**44	163 (0.0%)	**44	Up to \$3,135 for each of two air-conditioners that may be claimed every five years.	The allowance has been ceased for officers occupying substantively a directorate post on or after 1 May 1999. We expect the expenditure will remain at the same level in 2006-07.
II. Home Purchase Allowance (Subhead 014)	874,271	14 704	894,000 (+2.3%)	14 900	\$1,430 - \$14,760 per month	The allowance has been ceased for officers offered appointment on or after 1 June 2000. The number of participants has been on the increase because the number of new joinees exceeds the number of participants leaving the scheme. The increase in the 2006-07 estimate arises partly from the increase in the number of participants and partly from an increase in the allowance rates due to salary progression.
III. Passages (Subhead 022)	239,557		247,686 (+3.4%)			

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
a. Leave Passage Allowance (including expenditure on sea passage) #	60,417	1 707	63,622 (+5.3%)	1 671	<p>Leave Passage Allowance: \$11,155 to \$42,340 per officer per year.</p> <p>Sea Passage: grade of accommodation ranges from Tourist Class to First Class (Higher) according to the category/rank of eligible officers. Expenditure depends on the fares set by the cruise operators.</p>	<p>The provision of Leave Passage Allowance, as a fringe benefit, has been reviewed and tightened up from 1 June 2000. For officers offered appointment on or after that date, the allowance is non-accountable and payable to the officers only and not their family members. The increase in the 2006-07 estimate is mainly due to a projected upward adjustment of the allowance rates according to the approved adjustment mechanism.</p> <p>The provision of Sea Passage has been ceased for officers offered appointment on or after 1 December 1984. Actual expenditure depends on the number of officers on overseas terms taking sea passage on leaving the service as well as the fares set by the cruise operators.</p>
b. School Passage Allowance	167,732	*7 214	172,269 (+2.7%)	*7 409	\$12,550 to \$25,100 per student per year.	<p>The allowance has been ceased for officers offered appointment on or after 1 August 1996.</p> <p>The increase in the 2006-07 estimate is mainly due to a projected increase in the number of officers claiming the allowance for their dependent children undertaking overseas education.</p>

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
c. Baggage Allowance #	3,362	**1 101	3,527 (+4.9%)	**1 123	The amount of allowance is determined by the cost of transportation of baggage up to the officer's maximum volume/weight entitlement.	The allowance, as a fringe benefit, has been ceased for officers offered appointment on or after 1 January 1999, except those provided with First Appointment Passage. The increase in the 2006-07 estimate is partly due to the projected increase in the number of dependent children of eligible officers receiving School Passage Allowance, who may claim baggage allowance when they start education overseas.
d. Travelling expenses	8,046	**13 884	8,268 (+2.8%)	**14 253	\$1.1 per kilometre for children aged between 5 and 15 and \$2.19 per kilometre for those aged 16 and over.	The benefit has been ceased for officers offered appointment on or after 1 January 1999, except for those provided with First Appointment Passage. The increase in the 2006-07 estimate is mainly due to the projected increase in the number of dependent children of eligible officers receiving School Passage Allowance, who may claim travelling expenses when they take school passage.
IV. Quartering (Subhead 023)	56,175	4 192	51,137 (-9.0%)	2 375		
a. Hotel Subsistence Allowance#&4	18	7	16 (-11.1%)	6	Per adult/child aged 4 or above: \$85 per night Per child aged below 4: \$35 per night	The allowance, as a fringe benefit, has been ceased for officers offered appointment on or after 1 May 1999. Expenditure on this allowance varies from year to year as the allowance is provided on a need basis.

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
b. Housing Allowance for Disciplined Services	26,553	960	39,041 (+47.0%)	1 173	The amount of the allowance is equal to the rent payable by the officer concerned to the Housing Authority, offset by a deduction from his salary of an amount equal to the rent which he would normally be required to pay to the Government for occupying departmental quarters.	The estimated expenditure for 2006-07 is higher due to a continued increase in the estimated number of recipients as eligible officers have come forward to apply for public rental housing under the Special Quota of the 2003-04 Civil Service Public Housing Quota earlier before their retirement age.
c. Provision of hotel accommodation#	438	26	375 (-14.4%)	30	Ceiling rate ranges from \$715 to \$1,400 per room per night.	The provision of hotel accommodation, as a fringe benefit, has been ceased for officers offered appointment on or after 1 June 2000. Expenditure on this item varies from year to year as the allowance is provided on a need basis.
d. Removal Allowance	29,116	3 199	11,655 (-60.0%)	1 166	Non-accountable allowance: \$1,825 - \$5,535 Accountable allowance: \$3,345 - \$16,575	Expenditure varies from year to year as the allowance is provided on a need basis. Expenditure for 2006-07 is estimated to be lower than that for 2005-06 mainly because most officers affected by the exercise on purchase of surplus Home Ownership Scheme flats for reprovisioning departmental quarters for the disciplined services have been relocated and have claimed the removal allowance in 2005-06 and no similar large scale relocation exercise is anticipated to take place in 2006-07.

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
e. Management Fees and Rates for Local Government Officers' Housing Scheme	50	N.A	50 (0.0%)	N.A.	N.A.	To meet necessary payment of management fees and rents for any vacant units that may arise under the housing schemes concerned, it is our long established practice to seek a small provision under Subhead 023. Expenditure is on a need basis.
V. Home Financing Scheme (Subhead 033)	1,653,348	6 098	1,489,000 (-9.9%)	5 450	\$11,700 - \$32,410 per month	The allowance has been ceased for officers offered appointment on or after 1 June 2000. The number of participants has been on the decrease because the number of participants leaving the scheme exceeds the number of new joinees. The expenditure has been on the decrease mainly due to the decrease in the number of participants.
VI. Private Tenancy Allowance (Subhead 038)	136,998	703	138,000 (+0.7%)	700	Single Rate : \$4,780 - \$19,080 per month Married Rate : \$5,390 - \$21,470 per month Family Rate : \$5,980 - \$23,850 per month	The allowance has been ceased for officers offered appointment on or after 1 October 1990. The increase in the 2006-07 estimate arises mainly from an increase in the allowance rates due to salary progression.

<u>Allowance</u>	2005-06		2006-07		Allowance Rates	Reason for change in expenditure
	Revised estimate (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients		
VII. Non-accountable Cash Allowance (NCA) Scheme (Subhead 040)	17,518	89	20,500 (+17.0%)	103	For officers who commence to draw NCA on or above MPS 34 (or equivalent): \$12,720 - \$35,250 per month For officers who commence to draw NCA below MPS 34 (or equivalent): \$1,560 - \$16,050 per month	The Non-accountable Cash Allowance Scheme covers eligible officers offered appointment from 1 June 2000. The increase in expenditure in recent years arises partly from the increase in the number of participants and partly from an increase in the allowance rates due to salary progression. We project that the expenditure on this item will continue to increase from a small base figure with new intakes and serving officers attaining eligibility for the allowance through salary progression.

Footnotes :

1. Number of recipients marked with * means the number of students.
2. Number of recipients marked with ** means the number of claims.
3. Expenditure items marked with # include allowances payable to officers who are posted outside Hong Kong. Provision of the allowances to these officers arises from the officers' external postings; they are not provided to the officers as fringe benefits.
4. Recipients include family members of eligible civil servants.

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB044

Question Serial No.

0173

Head: 120 - Pensions

Subhead (No. & title): 015 Public and judicial service
pension benefits and compensation

Programme: (1) Public and Judicial Service Pensions and Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question :

Please provide a breakdown of the expenditure on pension payment for all the directorate posts in individual government departments in 2005-06 and the estimated expenditure for 2006-07 in this respect.

Asked by : Hon. CHEUNG Chiu-hung, Fernando

Reply :

We do not keep and cannot provide a breakdown of pension expenditure in respect of all pensioners by their former departments and ranks. Only breakdown by departments and ranks in respect of pension expenditure incurred on new retirees in their respective years of retirement is available.

The estimated pension expenditure for all directorate officers who retired or will retire in 2005-06 and 2006-07 is as follows :

2005-06	\$511.4 million
2006-07	\$571.1 million

We do not consider it appropriate to give a breakdown of the above pension expenditure of the newly retired officers by individual departments and ranks, because in many bureaux/departments there is only one retired directorate officer and release of the information may indirectly lead to disclosure of the pension payments made to these individual officers, infringing on their privacy.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB045

Question Serial No.

0257

Head: 120 - Pensions

Subhead (No. & title): 026 Employees' compensation,
injury, incapacity and death
related payments and expenses

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Provision of \$51,048,000 is estimated for payment of compensation to government employees under the Employees' Compensation Ordinance and other injury, incapacity and death related payments and expenses. Please provide a breakdown of the cases by bureaux/departments and advise the number of cases involving death related payments and expenses. Please also elaborate on the case involving the largest compensation and advise the bureau/department which had the highest number of cases.

Asked by: Hon. CHAN Bernard

Reply:

We do not have a breakdown of the projected fatal, injury and incapacity cases by bureaux and departments for 2006-07. The provision of \$51.048M for 2006-07 is projected based on the estimated aggregate number of cases processed in 2005-06. For 2005-06, a total of 1 180 compensation cases have been processed as at 28 February 2006 and a breakdown of the cases by bureau/department is at the Annex. Out of these cases, 2 are fatal cases (one from HKPF and another one from ICAC). The largest compensation was paid in respect of the fatal case in ICAC where \$1.295M was paid for death related expenses and employees' compensation under the Employees' Compensation Ordinance. The Food and Environmental Hygiene Department had the highest number of employees' compensation cases.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

Breakdown of Employees' Compensation Cases by Bureau/Department for 2005-06

Bureau/Department	No. of cases (up to 28.2.2006)		
	Non-Fatal	Fatal	Total
Agriculture, Fisheries and Conservation Department	151		151
Architectural Services Department	3		3
Auxiliary Medical Service	1		1
Buildings Department	1		1
Census and Statistics Department	2		2
Civil Aid Service	36		36
Civil Engineering and Development Department	7		7
Correctional Services Department	29		29
Customs and Excise Department	16		16
Department of Health	23		23
Drainage Services Department	12		12
Economic Development and Labour Bureau	1		1
Education and Manpower Bureau	20		20
Electrical and Mechanical Services Department	8		8
Fire Services Department	97		97
Food and Environmental Hygiene Department	208		208
Government Flying Service	11		11
Government Logistics Department	2		2
Highways Department	6		6
Home Affairs Department	3		3
Hong Kong Police Force	193	1	194
Hospital Authority	47		47
Housing, Planning and Lands Bureau	14		14
Immigration Department	11		11
Independent Commission Against Corruption	-	1	1
Inland Revenue Department	5		5
Judiciary	1		1
Labour Department	6		6
Land Registry	2		2
Lands Department	5		5
Legal Aid Department	2		2
Leisure and Cultural Services Department	83		83
Marine Department	11		11
Offices of the Chief Secretary for Administration and the Financial Secretary	1		1
Post Office	100		100
Radio Television Hong Kong	3		3
Rating and Valuation Department	1		1
Social Welfare Department	10		10
Trade and Industry Department	1		1
Transport Department	4		4
Water Supplies Department	41		41
TOTAL	1,178	2	1,180

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB046

Question Serial No.

0843

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

Director of Bureau: Secretary for the Civil Service

Question :

The number of public and judicial officers retiring has decreased drastically from 5 884 in 2004 to 3 296 in 2005. In this connection, please advise this Committee on the following:

- a. Of the decrease of 2 588 officers, what was the ratio of public officers to judicial officers? What were the reasons for the drastic decrease? Has the provision increased or decreased as compared with that of 2004, as a result of the decrease in the number of officers retiring?
- b. Of the officers retiring, how many of them were public officers? How many of them were judicial officers? What was the amount of expenditure involved for these two groups of officers respectively?

Asked by : Hon. KWONG Chi-kin

Reply :

The decrease in the number of officers retiring in 2005 over 2004 was due to the impact of the Second Voluntary Retirement Scheme. Most of the public officers approved to retire under this scheme commenced their retirement in 2004 with a small number commencing retirement in 2005. A breakdown of the public and judicial officers retired in the respective years is as follows-

	<u>2004</u>		<u>2005</u>	
	No. of Retirees	Expenditure	No. of Retirees	Expenditure
Public Officer	5 881	\$6,873.1M	3 291	\$4,196.2M
Judicial Officer	3	\$21.5M	5	\$36.0M
	-----	-----	-----	-----
Total	5 884	\$6,894.6M	3 296	\$4,232.2M
	=====	=====	=====	=====

Signature

Name in block letters

Post Title

Date

Mrs Lucia LI

Director of Accounting Services

8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB047

Question Serial No.

1596

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

Director of Bureau: Secretary for the Civil Service

Question :

In respect of public and judicial pension benefits, the actual numbers of officers retiring in 2004 and 2005 are 5 884 and 3 296 respectively, and the estimated number of officers retiring in 2006 is 3 400. Please provide for each of these three years:

- a) the number of retiring officers in the bureaux/departments;
- b) the number of directorate officers among the officers mentioned in a); and
- c) the percentage of retiring directorate officers among the retiring officers in the respective bureau/department.

Asked by : Hon. CHEUNG Man-kwong

Reply :

The breakdown of retirees in 2004, 2005 and 2006 by bureaux/departments with respective percentages accounted for by directorate officers who have retired or will retire in the respective years is given in the Annex.

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

Retirees in 2004, 2005 and 2006 by Bureaux/Departments

Bureaux/Departments	2004			2005			2006		
	Retirees			Retirees			(Estimated) Retirees		
	All ranks	Directorate ranks		All ranks	Directorate ranks		All ranks	Directorate ranks	
	No.	No.	%	No.	No.	%	No.	No.	%
Agriculture, Fisheries & Conservation Department	55	-	-	29	1	3.4	41	-	-
Architectural Services Department	70	4	5.7	30	-	-	29	4	13.8
Audit Commission	13	1	7.7	1	-	-	5	1	20.0
Auxiliary Medical Service	2	-	-	4	-	-	2	-	-
Beijing Office	1	1	100.0	3	2	66.7	-	-	-
Buildings Department	25	4	16.0	5	-	-	9	1	11.1
Census and Statistics Department	71	-	-	27	-	-	13	1	7.7
Chief Executive's Office	1	-	-	5	-	-	3	-	-
Civil Aid Service	1	-	-	3	-	-	8	1	12.5
Civil Aviation Department	7	-	-	8	1	12.5	7	1	14.3
Civil Engineering and Development Department	37	4	10.8	35	3	8.6	36	5	13.9
Civil Service Bureau	44	3	6.8	21	1	4.8	12	1	8.3
Commerce, Industry and Technology Bureau	5	-	-	1	-	-	-	-	-
Companies Registry	13	-	-	2	-	-	5	1	20.0
Correctional Services Department	157	1	0.6	131	4	3.1	184	6	3.3
Customs and Excise Department	77	2	2.6	117	1	0.9	86	3	3.5
Department of Health	396	4	1.0	107	4	3.7	86	2	2.3
Department of Justice	23	2	8.7	15	2	13.3	9	4	44.4
Drainage Services Department	60	1	1.7	34	2	5.9	42	-	-
Economic Development and Labour Bureau	2	-	-	2	1	50.0	1	1	100.0
Education and Manpower Bureau	243	2	0.8	162	1	0.6	160	6	3.8
Electrical and Mechanical Services Department	152	1	0.7	87	3	3.4	131	5	3.8
Environment, Transport and Works Bureau	10	1	10.0	4	1	25.0	4	1	25.0
Environmental Protection Department	24	2	8.3	14	2	14.3	5	-	-
Financial Services and the Treasury Bureau	13	1	7.7	4	1	25.0	2	1	50.0
Fire Services Department	187	4	2.1	171	8	4.7	227	5	2.2
Food and Environmental Hygiene Department	604	1	0.2	352	-	-	313	2	0.6
Government Flying Service	9	2	22.2	2	-	-	5	2	40.0
Government Laboratory	27	2	7.4	3	-	-	7	1	14.3
Government Logistics Department	44	2	4.5	19	1	5.3	17	-	-
Government Property Agency	9	-	-	5	-	-	3	-	-
Health, Welfare and Food Bureau	5	-	-	1	1	100.0	-	-	-
Highways Department	32	2	6.3	20	1	5.0	34	5	14.7
Home Affairs Bureau	9	1	11.1	4	1	25.0	5	4	80.0
Home Affairs Department	77	1	1.3	20	3	15.0	28	2	7.1
Hong Kong Economic and Trade Offices	2	-	-	3	3	100.0	1	-	-
Hong Kong Institute of Education	1	-	-	50	-	-	-	-	-

Bureaux/Departments	2004			2005			2006		
	Retirees			Retirees			(Estimated) Retirees		
	All ranks	Directorate ranks		All ranks	Directorate ranks		All ranks	Directorate ranks	
No.	No.	%	No.	No.	%	No.	No.	%	
Hong Kong Monetary Authority	11	-	-	9	-	-	2	-	-
Hong Kong Observatory	35	1	2.9	1	-	-	4	-	-
Hong Kong Police Force	742	13	1.8	600	10	1.7	542	12	2.2
Hospital Authority	589	3	0.5	238	3	1.3	224	1	0.4
Housing Authority	158	4	2.5	144	6	4.2	113	5	4.4
Housing, Planning and Lands Bureau	2	-	-	2	-	-	1	-	-
Immigration Department	97	6	6.2	56	4	7.1	91	1	1.1
Independent Commission Against Corruption	7	2	28.6	9	2	22.2	2	-	-
Independent Police Complaints Council	-	-	-	1	-	-	3	1	33.3
Information Services Department	35	1	2.9	6	1	16.7	13	1	7.7
Inland Revenue Department	181	3	1.7	45	2	4.4	46	1	2.2
Innovation and Technology Commission	12	2	16.7	-	-	-	-	-	-
Intellectual Property Department	7	-	-	-	-	-	-	-	-
Invest Hong Kong	1	-	-	-	-	-	-	-	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	3	1	33.3	1	1	100.0	-	-	-
Judiciary	92	3	3.3	34	4	11.8	34	4	11.8
Labour Department	61	3	4.9	32	2	6.3	34	1	2.9
Land Registry	14	-	-	12	-	-	6	-	-
Lands Department	160	5	3.1	55	2	3.6	67	2	3.0
Legal Aid Department	29	1	3.4	7	2	28.6	13	-	-
Leisure and Cultural Services Department	314	2	0.6	133	2	1.5	194	-	-
Marine Department	44	3	6.8	30	-	-	47	2	4.3
Office of the Government Chief Information Officer	30	1	3.3	5	1	20.0	18	-	-
Office of The Ombudsman	3	1	33.3	-	-	-	-	-	-
Office of the Telecommunications Authority	12	-	-	3	-	-	6	1	16.7
Offices of the Chief Secretary for Administration and the Financial Secretary	13	1	7.7	5	1	20.0	12	1	8.3
Official Receiver's Office	15	-	-	4	1	25.0	1	-	-
Planning Department	37	2	5.4	9	2	22.2	7	1	14.3
Post Office	118	1	0.8	100	2	2.0	108	2	1.9
Public Service Commission	-	-	-	1	-	-	1	-	-
Radio Television Hong Kong	30	-	-	12	1	8.3	13	1	7.7
Rating and Valuation Department	34	1	2.9	18	1	5.6	22	1	4.5
Registration and Electoral Office	6	-	-	1	-	-	-	-	-
Security Bureau	7	-	-	2	1	50.0	2	-	-
Social Welfare Department	144	1	0.7	71	1	1.4	69	2	2.9
Student Financial Assistance Agency	14	1	7.1	1	-	-	4	-	-
Television and Entertainment Licensing Authority	3	-	-	-	-	-	2	-	-

	2004			2005			2006		
	Retirees			Retirees			(Estimated) Retirees		
Bureaux/Departments	All ranks	Directorate ranks		All ranks	Directorate ranks		All ranks	Directorate ranks	
	No.	No.	%	No.	No.	%	No.	No.	%
Trade and Industry Department	35	-	-	16	-	-	14	-	-
Transport Department	31	1	3.2	20	-	-	24	2	8.3
Treasury	29	3	10.3	9	-	-	6	2	33.3
University Grants Committee	1	-	-	1	-	-	-	-	-
Vocational Training Council	32	1	3.1	17	-	-	7	1	14.3
Water Supplies Department	188	3	1.6	85	1	1.2	128	2	1.6
Total :	5 884	119	2.0	3 296	101	3.1	3 400	113	3.3

Note : Directorate refer to those remunerated with a monthly salary > MPS Pt. 49

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB048

Question Serial No.

2121

Head: 120 - Pensions

Subhead (No. & title): 016 Contract gratuities

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The number of agreement officers completing contracts fell from 2 254 of 2004 to 1 980 of 2005, but the expenditure on contract gratuities has only dropped from \$397,871,000 for 2004-05 to \$397,545,000 for the revised estimate of 2005-06. In this connection, please advise us of the following:

- (a) Of the completed contracts, what are the respective numbers of short-term and long-term contracts? Why is there a drop in the number of agreement officers completing contracts?
- (b) Why is there only a slight reduction in the expenditure on contract gratuities when the number of relevant agreement officers has reduced by nearly 10%?
- (c) What is the proportion of completed contracts in the various tiers?

Asked by: Hon. WONG Kwok-hing

Reply:

- (a) We do not make a distinction between short-term and long-term agreements. While most agreements are of two to three years, the actual contract durations would depend on the operational needs and circumstances of individual cases. As agreements may commence in different years, the number of agreement officers completing contracts may fluctuate from year to year.
- (b) The amount of gratuity payable to an agreement officer depends on a number of factors including the gratuity rate, salary of the officer and the length of the contract. As such, the expenditure on contract gratuities may not necessarily change in direct proportion to the number of agreement officers completing contracts.
- (c) The proportion of agreement officers completing contracts in 2004 and 2005 in various tiers is shown below:

Tiers		Contracts completed in	
		2004	2005
Directorate		4%	4%
Non-directorate	MPS Pt 34 to 49 or equivalent	24%	24%
	Below MPS Pt 34 or equivalent	72%	72%
		100%	100%

Signature _____

Name in block letters _____ Mrs Lucia LI

Post Title _____ Director of Accounting Services

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB049

Question Serial No.

0258

Head: 136 - Public Service Commission Subhead (No. & title):

Programme: Public Service Commission

Controlling Officer: Chairman, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question: The number of disciplinary cases received and advised by the Commission was 146 and 104 in 2004 and 2005 respectively. Please provide a breakdown of the cases by categories and departments and explain the actions/punishments which have been taken for the convicted.

Asked by: Hon. Bernard CHAN

Reply: A breakdown of disciplinary cases dealt with by the Public Service Commission in 2004 and 2005 by categories is provided below -

Category	No. of cases	
	2004	2005
(a) Criminal convictions*	71	48
(b) Unauthorised absence/Unpunctuality/Abscondment	31	22
(c) Negligence/Failure to perform duties or follow instructions/Supervisory accountability/Insubordination	16	11
(d) Improper claim of allowance/reimbursement	1	2
(e) Falsified attendance or work records/Provision of false information	1	3
(f) Unauthorised loans	6	1
(g) Other misconduct [#]	20	17
Total:	146	104

* Including theft, deception, common assault, accepting an advantage/excessive entertainment, behaving in a disorderly manner in a public place, misconduct in public office, undischarged bankrupt obtaining credit and traffic-related offences.

Including unauthorised outside work, being rude to colleagues, breach of housing benefit rules and accepting/soliciting advantage/excessive entertainment.

A breakdown of these cases by departments is as follows –

Bureau/Department	No. of Cases	
	2004	2005
Agriculture, Fisheries and Conservation Department	3	4
Auxiliary Medical Services	0	1
Architectural Services Department	7	5
Buildings Department	2	1
Census and Statistics Department	0	3
Civil Aviation Department	1	1
Civil Engineering and Development Department	1	1
Correctional Services Department	0	4
Customs and Excise Department	0	1
Department of Health	7	4
Department of Justice	0	1
Drainage Services Department	1	0
Electrical and Mechanical Services Department	5	5
Environmental Protection Department	1	1
Fire Services Department	1	0
Food and Environmental Hygiene Department	44	13
Government Secretariat	5	4
Highways Department	1	1
Hong Kong Police Force	6	2
Housing Department	26	10
Immigration Department	5	4
Inland Revenue Department	2	1
Invest Hong Kong	1	1
Judiciary	1	5
Labour Department	1	0
Lands Department	1	2
Legal Aid Department	1	0
Leisure and Cultural Services Department	6	6
Marine Department	1	2
Post Office	10	6
Radio Television Hong Kong	0	1

Bureau/Department	No. of Cases	
	2004	2005
Social Welfare Department	2	8
Transport Department	0	1
Water Supplies Department	4	5
Total:	146	104

A breakdown of the cases by level of punishment, following formal disciplinary action against the concerned officers, is given below –

Level of Punishment	2004	2005
Dismissal	20	21
Compulsory retirement + fine	5	9
Compulsory retirement	21	15
Severe reprimand + fine	59	35
Severe reprimand	17	8
Reprimand + fine	5	7
Reprimand	19	9
Total:	146	104

Signature _____

Name in block letters _____ Nicholas W.F. NG

Post Title _____ Chairman, Public Service Commission

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB050

Question Serial No.

0845

Head: 136 – Public Service Commission Subhead (No. & title):

Programme: Public Service Commission

Controlling Officer: Chairman, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

- a. Why are the cases of retirement in public interest under section 12 of the Public Service (Administration) Order grouped under “other subjects” instead of “disciplinary cases”?
- b. There were 120 cases under the indicator “other subjects” in 2004 and 95 in 2005. How many of them were cases of retirement in public interest under section 12 of the Public Service (Administration) Order? Apart from these, what were the other cases mainly about?

Asked by: Hon. KWONG Chi-kin

- Reply: (a) Compulsory retirement under section 12 of the Public Service (Administration) Order [PS(A)O] is not a form of disciplinary action or punishment, but pursued on grounds of persistent substandard performance of the officer or loss of confidence in him. Such cases are more appropriately grouped under “other subjects” instead of “disciplinary cases”.
- (b) The number of cases of retirement in the public interest under section 12 of the PS(A)O in 2004 and 2005 is 7 and 4 respectively. The remaining cases under “other subjects” include mainly deferment/refusal of passage of probation/trial bar, revision of terms of employment and updating of Guides to Appointment.

Signature _____

Name in block letters Nicholas W.F. NG

Post Title Chairman, Public Service Commission

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB051

Question Serial No.

0847

Head: 136 - Public Service Commission Subhead (No. & title):

Programme: Public Service Commission

Controlling Officer: Chairman, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question: It is noted that the number of submissions received and advised by the Commission regarding appointment on agreement terms, extension of service and re-employment after retirement are 120 and 48 in 2004 and 2005 respectively. Please inform this Council:

- (a) the number of submissions received in 2004 and 2005 in appointment on agreement terms, extension of service and re-employment after retirement respectively.
- (b) how many cases of appointment on agreement terms have their agreements renewed two times or more, and how many cases of extension of service have their service extended more than once.

Asked by: Hon. KWONG Chi-kin

Reply: The required information is provided below -

(a) No. of cases on	2004	2005
appointment on agreement terms	104	39
extension of service	3	2
re-employment after retirement	13	7
(b) No. of cases on		
agreements which had been renewed twice or more	28	36
extension of service for more than once	1	1

Signature _____

Name in block letters Nicholas W.F. NG

Post Title Chairman, Public Service Commission

Date 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB052

Question Serial No.

0849

Head: 136 - Public Service Commission Subhead (No. & title):

Programme: Public Service Commission

Controlling Officer: Chairman, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

Following the streamlining of the arrangements for handling renewal and extension of agreements under the old and new entry systems in October 2003, the number of submissions regarding appointment on agreement terms, extension of service and re-employment after retirement received and advised by the Public Service Commission (PSC) has decreased from 120 in 2004 to 48 in 2005. In this connection, please advise this Committee on the following :

- (a) What are the specific streamlining arrangements? Why are PSC's feedback and advice not required for the appointment on agreement terms and the extension of service after the streamlining? Is PSC bypassed in terms of its functions after the streamlining?
- (b) What is the focus of the streamlining arrangements? What are the outcomes achieved? Who has benefitted from these arrangements?

Asked by: Hon. KWONG Chi-kin

Reply:

Under the old entry system, all cases of renewal and extension of agreements were subject to the Public Service Commission's advice even when no competitive claims were involved. With the introduction of the new entry system from 1 June 2000 (viz. new recruits to the basic ranks are normally appointed on three-year new probationary terms to be followed by three-year new agreement terms before they are considered for appointment on new permanent terms), the opportunity has been taken to streamline the procedures. Only those agreement cases which involve selection or comparison of merits when the number of officers in a particular exercise outnumbers the vacancies available are required to be submitted to the Commission for advice. This streamlining has removed those submissions which do not actually require the Commission's input. It should not undermine the Commission's role in ensuring equity for appointments on agreement terms as agreement cases involving competitive claims and all cases of termination and non-renewal of agreement are still subject to the Commission's advice as before.

Signature _____

Name in block letters _____ Nicholas W.F. NG _____

Post Title _____ Chairman, Public Service Commission _____

Date _____ 8 March 2006 _____

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB054

Question Serial No.

0557

Head: 174 - Joint Secretariat for the
Advisory Bodies on Civil Service and
Judicial Salaries and Conditions of
Service

Subhead (No. & title): 000 Operational
expenses

Programme: Secretariat services for the following advisory bodies on civil service and
judicial salaries and conditions of service –

- Standing Commission on Civil Service Salaries and Conditions of Service
- Standing Committee on Disciplined Services Salaries and Conditions of Service
- Standing Committee on Directorate Salaries and Conditions of Service
- Standing Committee on Judicial Salaries and Conditions of Service

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil
Service and Judicial Salaries and Conditions of Service

Director of Bureau: Secretary for the Civil Service

Question:

The general departmental expenses for 2005-06 are \$1,685,000, which is 1.5 times more than the actual expenditure of \$689,000 in 2004-05. What are the reasons for this? What are the details of the general departmental expenses? How is the financial provision allocated? Why is it that the estimate of \$621,000 for the coming year is set at the same level as that of two years ago instead of on the basis of this year's figure? Is the amount adequate for supporting the same level of services as in this year?

Asked by: Hon. KWONG Chi-kin

Reply:

The general departmental expenses of the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) cover expenses that are directly related to the day-to-day running of the department, such as administration, stores and equipment, power supply, hire of services and professional fees, etc. The Joint Secretariat allocates the financial provision according to the actual needs.

The revised estimate of the amount required for the general departmental expenses of the Joint Secretariat for 2005-06 is \$1,685,000, whereas the actual expenditure on the general departmental expenses for 2004-05 is \$689,000. The increase is attributed to the expenses incurred in connection with the studies undertaken by the relevant advisory body.

As the studies were already completed in 2005-06, the Joint Secretariat estimates that the expenditure required for 2006-07 would be broadly comparable to the financial provision for 2004-05.

Signature _____

Name in block letters _____ Ms Michelle LI
Secretary General, Joint Secretariat for
the Advisory Bodies on
Civil Service and Judicial Salaries
and Conditions of Service

Post Title _____

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB055

Question Serial No.

0558

Head: 174 - Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): 000 Operational expenses

Programme: Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service –

- Standing Commission on Civil Service Salaries and Conditions of Service
- Standing Committee on Disciplined Services Salaries and Conditions of Service
- Standing Committee on Directorate Salaries and Conditions of Service
- Standing Committee on Judicial Salaries and Conditions of Service

Controlling Officer: Secretary General, Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Director of Bureau: Secretary for the Civil Service

Question:

Under this subhead, a provision of \$8,650,000 has been made for the salaries, allowances and other operating expenses of the Joint Secretariat and it is stated that the decrease of \$1,873,000 as compared with the provision of 2005-06 is mainly due to the reduced salary provision arising from staff changes and the reduced requirement for general departmental expenses. Yet, the staff establishment still remains unchanged with 27 permanent posts as at 31 March 2006 and will not undergo any changes in the coming year. In this regard, what exactly are the details of the “staff changes”? Why will salary expenses decrease while the establishment still remains intact? How many staff will be affected?

Asked by: Hon. KWONG Chi-kin

Reply:

The former Secretary General (SG), Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (Joint Secretariat) commenced his pre-retirement leave in November 2004 and formally retired from the Civil Service in 2005. As such, the Joint Secretariat has to pay for the salary of the former SG during his pre-retirement leave in addition to the salary of the newly appointed SG. No such provision is required for 2006-07 and the estimated salary expenses are reduced although there is no change in staff establishment.

Signature _____

Name in block letters _____ Ms Michelle LI

Secretary General, Joint Secretariat for
the Advisory Bodies on
Civil Service and Judicial Salaries
and Conditions of Service

Post Title _____

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB056

Question Serial No.

0494

Head: 37 Department of Health

Subhead (No. & title): 000 Operational expenses

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

What are the reasons for the increasing demand for payment and reimbursement of medical fees and hospital charges? In the past three years, what are the respective payments and reimbursements of medical fees and hospital charges made to (a) serving civil servants; (b) retired civil servants and (c) their eligible dependants?

Asked by: Hon. LEE Cheuk-yan

Reply:

Expenditure on payment and reimbursement of medical expenses and hospital charges is largely demand driven. We have projected an increase of \$28M in the estimated expenditure on payment and reimbursement of medical fees and hospital charges for 2006-07 over the revised estimate for 2005-06 having regard to the expenditure trend in recent years.

We do not have the breakdown of expenditure on claims submitted by civil servants, pensioners and their eligible dependants respectively. The total expenditure on payment and reimbursement of medical fees and hospital charges incurred by eligible persons in the past three years are as follows -

<u>Year</u>	\$M
2003-04	31.1
2004-05	44.5
2005-06 (Revised Estimate)	65.0

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB057

Question Serial No.

1660

Head: 37 Department of Health

Subhead (No. & title):

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

The increase of \$27.5M (5.9%) in the provision for 2006-07 over the revised estimate for 2005-06 is mainly due to the increasing demand for payment and reimbursement of medical fees and hospital charges. In this regard, please inform this Committee of the details of provision allocation for the various specific work items under this Programme? Are there any overlapping services? To which services will the increased provision be mainly allocated?

Asked by: Hon. KWONG Chi-kin

Reply:

The provision for Programme (7) under Head 37 covers medical and dental services provided by the Department of Health (DH) to serving and retired civil servants and other eligible persons as well as payment and reimbursement of medical fees and hospital charges incurred by eligible persons. Under the existing policy, eligible persons may apply to the Government for payment and reimbursement of expenses on drugs/equipment/services which form an essential part of the medical treatment as prescribed and certified by the attending Hospital Authority (HA) doctors on medical grounds but which are not available in HA or are chargeable by HA.

The 2006-07 Estimate for this Programme is \$492.6M and the breakdown is as follows -

	\$M
Dental services provided by DH	353.2
Medical services provided by DH	46.4
Payment and reimbursement of medical fees and hospital charges	93.0

There is no overlapping in the services covered. The additional provision is required to meet the increasing demand for payment and reimbursement of medical fees and hospital charges incurred by eligible persons.

Signature

Name in block letters

Dr P Y LAM

Post Title

Director of Health

Date

8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB058

Question Serial No.

1804

Head: 37 Department of Health

Subhead (No. & title):

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, please list by departments -

- (a) the number of applications submitted to the authority for payment and reimbursement of medical fees and hospital charges in the past three years;
- (b) the respective numbers of applications receiving full payment/reimbursement, receiving partial payment/reimbursement and being rejected;
- (c) the major reasons for not granting full payment/reimbursement and those for rejection.

Asked by: Hon. LI Fung-ying

Reply:

Under the existing policy, serving and retired civil servants and other eligible persons may apply to the Government for payment and reimbursement of expenses on drugs/equipment/services which form an essential part of the medical treatment as prescribed and certified by the attending Hospital Authority (HA) doctors on medical grounds but which are not available in HA or are chargeable by HA.

The total number of approved and rejected applications for payment and reimbursement of medical fees and hospital charges for the past two years are summarised as follows -

	<u>Number of cases</u>	
	<u>Approved</u>	<u>Rejected</u>
2004-05	5 400	280
2005-06 (for the first three quarters)	3 900	220

The number of applications processed in 2003-04 and the breakdown of applications by departments for the past three years are not readily available.

Applications were rejected if they did not fulfil the stated criteria for payment and reimbursement of medical fees and hospital charges incurred.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB059

Question Serial No.

0172

Head: 188 Treasury

Subhead (No. & title):

Programme: (2) Payment of Salaries, Pensions and Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question :

Please provide a breakdown of the estimated expenditures on salaries and fringe benefits (including housing benefits, educational allowances for children and leave passage allowances etc.) for all the directorate posts in individual Government departments.

Asked by : Hon. CHEUNG Chiu-hung, Fernando

Reply :

The estimates for salaries of individual departments are shown in their respective Heads. The figures are estimated by projection of the manpower position by departments. The Treasury does not have ready information on the breakdown of the estimated expenditure for 2006-07 on salaries of directorate officers by individual departments.

The estimates for expenditure on fringe benefits are controlled by a central vote under Head 46 "General Expenses of the Civil Service". There are no separate provisions for individual departments or a breakdown of the provisions by directorate officers and non-directorate officers.

Signature

Name in block letters

Post Title

Date

Mrs Lucia LI

Director of Accounting Services

8 March 2006

**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

CSB060

Question Serial No.

1595

Head: 188 Treasury

Subhead (No. & title):

Programme: (2) Payment of Salaries, Pensions and Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question :

Concerning standard and non-standard allowances payable to civil servants, please provide information on the number of recipients, the actual expenses for each of the allowances paid in 2004-05, the approved and revised estimate for 2005-06 and the estimate for 2006-07. Please also give the reasons for the increase or decrease in expenditure in this respect.

Asked by : Hon. CHEUNG Man-kwong

Reply :

Allowances payable to civil servants can be broadly categorised as those related to the performance of duties and those provided as fringe benefits. Information on the expenditure and the number of recipients for these two types of allowances, with a breakdown for individual allowances, is set out in **Annex I** and **Annex II** respectively. For allowances related to the performance of duties (see Annex I), they are paid from departmental votes and we do not have the 2005-06 revised estimate and 2006-07 estimate of individual bureaux/ departments for each allowance. Thus Annex I only shows the information available to us, namely the actual expenditure and the actual number of recipients for 2004-05, and the projected figures for 2005-06 which have been worked out based on the actual expenditure and the actual number of recipients from April to December 2005. The projected expenditure in 2005-06 shows a reduction of \$126,768,000 or 11.1% over the actual expenditure in 2004-05. As regards allowances which are fringe benefits (see Annex II), they are centrally voted. Thus we are able to provide information on the actual and the estimated figures regarding both expenditure and the number of recipients. The reasons for the change in expenditure are set out in the two annexes.

It should be noted that the payment of most of the fringe benefit type of allowances has been ceased for new recruits or tightened up for some time. Details are at **Annex III**.

Signature

Name in block letters

_____ Mrs Lucia LI

Post Title

_____ Director of Accounting Services

Date

_____ 9 March 2006

ALLOWANCES RELATING TO DUTY¹

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
I. <u>Acting Allowance</u>	280,087	17 496	264,815 (-5.5%)	15 089	<p>The rules for the payment of acting allowance were reviewed and tightened up in 2000, resulting in substantial reduction of expenditure from over \$500M in 1999/2000 to less than \$300M in 2003/04. Another review was completed in 2004, resulting in the rates of acting allowance reduced with effect from July 2004.</p> <p>The total expenditure on acting allowance may vary from year to year, depending on the actual circumstances which necessitate acting appointments.</p> <p>In addition, the civil service pay reduction in 2005 will also affect the rate of acting allowance payable.</p>
II. Overtime and Related Allowances	393,570		318,906 (-19.0%)		Expenditure on overtime and related allowances depends on operational needs. These allowances are only payable when time-off cannot be granted within one month of the overtime / standby performed.
a. Overtime Allowance for civilian staff	187,042	20 505	154,372 (-17.5%)	15 140	The expenditure on overtime and related allowances has been decreasing in recent years since the rules on administration of overtime allowance was reviewed and tightened up in 2000.

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
b. Disciplined Services Overtime Allowance	159,417	10 770	122,004 (-23.5%)	7 833	Consequential to the civil service pay reduction in 2005, the overtime and related allowances payable (calculated on the basis of an officer's salary) has also been reduced.
c. Standby Duty Allowance	40,646	3 269	34,211 (-15.8%)	2 533	
d. On-call Duty Allowance	5,380	4 412	5,038 (-6.4%)	3 646	
e. Honorarium	1,085	40	3,281 (+202.4%)	481	The significant increase in projected expenditure in 2005-06 is due to the substantial amount of honorarium payable in connection with the hosting of the WTO Sixth Ministerial Conference.
III. Job-related Allowances (JRAs)	264,254		239,867 (-9.2%)		JRAs are payable to compensate staff for work beyond the normal duties expected of their grade and rank and which have not been taken into account in the relevant pay scales. Payment of such allowances is subject to operational justifications. With the assistance of the concerned bureaux and departments, CSB has completed a comprehensive review of individual JRAs payable to civilian staff which has resulted in savings (see the "Remarks" column under various JRAs). A review of JRAs payable to disciplined services staff has also commenced.

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
a. Extraneous Duties Allowance for civilian staff	6,779	1 239	5,617 (-17.1%)	1 099	<p>The allowance is to compensate for duties which are extraneous to the job descriptions for the officers concerned and the discharge of such duties requires extra skill or imposes new responsibility not normally expected of staff in the same grade or rank.</p> <p>The decrease in the projected expenditure in 2005-06 is due to the review of JRAs payable to civilian staff, which has resulted in the cessation of a number of outdated allowances and the tightening up of the payment criteria of other allowances.</p> <p>Consequential to the civil service pay reduction in 2005, the rates of some of the JRAs have also been reduced.</p>
b. Extra Duties Allowance for Disciplined Services staff	74,252	11 699	72,016 (-3.0%)	11 178	Minor year-to-year fluctuations.
c. Hardship Allowance	57,749	10 013	47,284 (-18.1%)	8 189	<p>The allowance compensates for duties performed in work environment which may render staff liable to bodily harm or physical impairment of a degree not normally expected of staff in the same grade or rank.</p> <p>The decrease in the projected expenditure in 2005-06 is due to the review of JRAs payable to civilian staff, which has resulted in the cessation of a number of outdated allowances and the tightening up of the payment criteria of other allowances. Consequential to the civil service pay reduction in 2005, the rates of some of the JRAs have also been reduced.</p>

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
d. Typhoon/ Rainstorm Black Warning Allowance	2,714	4 526	1 (-100%)	15	Actual expenditure depends on the number and duration of typhoons / rainstorm black warnings hoisted in that year. In 2004-05, typhoon signal no. 8 or above and rainstorm black warning signal were hoisted for 8 hours. No typhoon signal no. 8 or above and rainstorm black warning signal was hoisted in 2005-06, the expenditure arose from late submission of claims for 2004-05.
e. Shift Duty Allowance	71,080	12 958	64,417 (-9.4%)	11 860	Year-to-year fluctuations. Actual expenditure depends on operational requirement.
f. Special Allowances for disciplined services staff	51,680	11 530	50,532 (-2.2%)	11 057	Examples of special allowances include those payable to staff deployed on detective duties who are frequently required to pay small out-of-pocket expenses when trailing suspects and contacting informants and witnesses, where it is not practicable for them to claim reimbursement for every single item of expenditure. The actual expenditure depends on operational needs.
IV. Subsistence Allowance⁴	64,772	N.A.	59,087 (-8.8%)	N.A.	Year-to-year fluctuations. Actual expenditure depends on operational requirement.
V. Travelling Allowances⁵	76,452	N.A.	71,048 (-7.1%)	N.A.	This item covers expenditure on Supplementary Travel Allowance (STA), Duty Mileage Allowance (DMA) and Duty Travelling Expenses. The expenditure on these items has been on the decrease over the years. This may be attributable to the more stringent control of such expenditure in departments, the increasing awareness of the need to use the most appropriate mode of transport having regard to operational need and cost-effectiveness, the decrease in the number of claims for STA, the slight reduction in the STA rates with effect from 1 April 2005 according to the approved adjustment mechanism.

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
VI. Allowances for Officers Posted Outside Hong Kong	50,569		49,589 (-1.9%)		
a. Rent Allowance	23,639	95	22,466 (-5%)	78	Minor year-to-year fluctuations.
b. Special Posting Allowance (including Exchange Compensation Allowance)	17,325	105	19,087 (+10.2%)	90	The allowance is payable to officers to compensate for the inconvenience due to posting outside Hong Kong and the extra cost of living in the city of posting. The actual expenditure depends on the number of staff posted outside Hong Kong, their monthly salary, marital status and the cost of living in the cities of posting. The increase in the projected expenditure for 2005-06 is due to the higher cost of living in the cities of posting as compared with 2004-05.
c. Disturbance Allowance	3,690	56	2,498 (-32.3%)	43	The allowance is payable to officers on commencement of and at the end of external postings. Actual expenditure depends on the number of staff movements in the year and ranking of the officers concerned. The decrease in projected expenditure in 2005-06 is due to the decreased number of staff movements in the external offices.

<u>Allowance</u>	2004-05		2005-06 ²		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Projected expenditure (\$000)	No. of recipients ³	
d. Expenses incurred by employers for employment of locally engaged staff in offices outside Hong Kong for meeting local statutory requirements, etc.	5,915	108	5,538 (-6.4%)	108	Actual expenditure depends on the number of locally-engaged staff employed in the external offices.
VII. Other Allowances	11,823		11,447 (-3.2%)		
a. ICAC Post Allowance	7,606	1 044	7,352 (-3.3%)	980	The allowance has been ceased for recruits offered appointment from June 2000. Expenditure has been on the decrease as the number of eligible officers has decreased over time. The allowance will be phased out in the long run.
b. Others	4,217	N.A.	4,095 (-2.9%)	N.A.	This item includes allowances such as the Post Allowance payable to Survey Officers and Senior Survey Officers recruited before 1.7.1982. It also includes allowances incurred for external postings such as subsistence allowances payable on commencement of and at the end of postings, etc.
Total	1,141,527		1,014,759 (-11.1%)		

Footnotes

- ¹ Duty-related allowances are paid under the respective Items under the heads of expenditure of individual bureaux/departments. Expenditure at the Item level is not separately shown in the approved estimate for 2005-06 and the estimate for 2006-07. The expenditure for duty-related allowances incurred by trading fund departments and publicly-funded organisations (e.g. Hospital Authority) is not included. Allowances payable to judicial officers only are also not included in the table. The number of recipients shown against each duty-related allowance means the number of officers receiving the allowance in the year, irrespective of the number of occasions on which the same individual officer receives the allowance.
- ² For duty-related allowances, the 2005-06 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to December 2005. The percentage change is a comparison of the 2005-06 projected expenditure with the 2004-05 actual expenditure.
- ³ The number of recipients is the actual headcount as at 31.12.2005, assuming that the same officers continue to receive the allowances during the months of January to March 2006.
- ⁴ The expenditure figures under “Subsistence Allowance” cover local subsistence allowance only. Expenditure in respect of overseas subsistence allowance is subsumed with expenditure on other minor items and cannot be separately identified.
- ⁵ For travelling allowances, payments are made by individual departments in response to claims from the officers concerned. The Treasury does not have records on the number of officers who have claimed these allowances.

ALLOWANCES THAT ARE FRINGE BENEFITS

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
I. Education Allowances	903,109		1,018,524		952,438 (+5.5%)		1,019,015 (+7.0%)		
a. Local Education Allowance (LEA)	284,023	*20 304	314,500	*21 270	309,827 (+9.1%)	*21 871	351,985 (+13.6%)	*23 613	The allowance has been ceased for officers offered appointment on or after 1 June 2000. The increase in the 2006-07 estimate is mainly due to a projected increase in the number of children of eligible civil servants receiving LEA and the increase in the number of cases claiming higher LEA rates.
b. Overseas Education Allowance [#]	619,086	*5 136	704,024	*5 727	642,611 (+3.8%)	*5 355	667,030 (+3.8%)	*5 558	The allowance has been ceased for officers offered appointment on or after 1 August 1996. The increase in the 2006-07 estimate is mainly due to a projected increase in the number of children of eligible civil servants studying overseas and an increase in overseas school fees.

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
II. Housing and related allowances	3,167,411		3,090,658		2,775,019 (-12.4%)		2,629,100 (-5.3%)		
a. Home Purchase Allowance	931,305	14 661	999,000	15 130	874,271 (-6.1%)	14 704	894,000 (+2.3%)	14 900	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The number of participants has been on the increase because the number of new joiners exceeds the number of participants leaving the scheme. The increase in the 2006-07 estimate arises partly from the increase in the number of participants and partly from an increase in the allowance rates due to salary progression.

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
b. Home Financing Scheme	2,015,897	7 386	1,826,000	6 560	1,653,348 (-18.0%)	6 098	1,489,000 (-9.9%)	5 450	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The number of participants has been on the decrease because the number of participants leaving the scheme exceeds the number of new joinees. The expenditure has been on the decrease mainly due to the decrease in the number of participants.
c. Private Tenancy Allowance	142,733	712	152,000	730	136,998 (-4.0%)	703	138,000 (+0.7%)	700	The allowance has been ceased for officers offered appointment on or after 1.10.1990. The increase in the 2006-07 estimate arises mainly from an increase in the allowance rates due to salary progression.
d. Accommodation Allowance Scheme	25,647	95	26,600	94	20,896 (-18.5%)	82	20,400 (-2.4%)	79	The allowance has been ceased for officers offered appointment on or after 1.1.1999. The expenditure has been remaining at the same level. The increase in the allowance rates due to salary progression is offset by the decrease in the number of participants.
e. Rent Allowance Scheme	1,262	8	2,700	14	600 (-52.5%)	5	850 (+41.7%)	7	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The increase in the 2006-07 estimate arises mainly from the increase in the number of participants.

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
f. Non-accountable Cash Allowance Scheme	13,707	69	18,900	91	17,518 (+27.8%)	89	20,500 (+17.0%)	103	The Non-accountable Cash Allowance Scheme covers eligible officers offered appointment from 1.6.2000. The increase in expenditure in recent years arises partly from the increase in the number of participants and partly from an increase in the allowance rates due to salary progression. We project that the expenditure on this item will continue to increase from a small base figure with new intakes and serving officers attaining eligibility for the allowance through salary progression.
g. Air-conditioning Allowance	321	**93	344	**97	163 (-49.2%)	**44	163 (0.0%)	**44	The allowance has been ceased for officers occupying substantively a directorate post on or after 1.5.1999. The decrease in expenditure in 2005-06 is due to the lower than expected number of eligible officers claiming the allowance. We expect the expenditure will remain at the same level in 2006-07.

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
h. House Allowance, Furniture and Domestic Appliances Allowances	15,452	11 923	15,700	12 000	15,100 (-2.3%)	11 830	15,100 (0.0%)	11 830	The House Allowance has been ceased for officers offered appointment on or after 1.10.1990. The Furniture and Domestic Appliances Allowances have been ceased for officers offered appointment on or after 1.5.1999 (except officers directed to occupy post-tied quarters), and officers offered appointment before 1.5.1999 who are not occupying quarters and who receive a substantive salary on MPS 34 to 44 (or equivalent) on or after 1.7.2000. The expenditure has been remaining at the same level.
i. Quartering									
(i) Hotel Subsistence Allowance ^{7#}	5	2	9	3	18 (+260.0%)	7	16 (-11.1%)	6	The allowance, as a fringe benefit, has been ceased for officers offered appointment on or after 1.5.1999. Expenditure on this allowance varies from year to year as the allowance is provided on a need basis.

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
(ii) Housing Allowance for Disciplined Services	13,945	473	16,709	698	26,553 (+90.4%)	960	39,041 (+47.0%)	1 173	<p>Compared with 2004-05, the expenditure for 2005-06 will be much higher. This is because of an increase in the pool of claimants due to an unexpectedly high take up rate (i.e. 106%) of public rental housing (PRH) under the Special Quota of the 2003-04 Civil Service Public Housing Quota; and that eligible officers have come forward to apply for PRH earlier before their retirement age. Also, there is an increase in the average PRH rental.</p> <p>The estimated expenditure for 2006-07 is higher due to a continued increase in the estimated number of recipients.</p>
(iii) Provision of hotel accommodation #	217	19	514	35	438 (+101.8%)	26	375 (-14.4%)	30	<p>The provision of hotel accommodation, as a fringe benefit, has been ceased for officers offered appointment on or after 1.6.2000.</p> <p>Expenditure on this item varies from year to year as the allowance is provided on a need basis.</p>

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
(iv) Removal Allowance	6,920	652	32,182	3 584	29,116 (+320.8%)	3 1	11,655 (-60.0%)	1 166	<p>Expenditure varies from year to year as the allowance is provided on a need basis.</p> <p>Expenditure for 2006-07 is estimated to be lower than that for 2005-06 mainly because most officers affected by the exercise on purchase of surplus Home Ownership Scheme flats for reprovisioning departmental quarters for the disciplined services have been relocated and have claimed the removal allowance in 2005-06 and no similar large scale relocation exercise is anticipated to take place in 2006-07.</p>

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
III. Passage Benefits	202,756		244,915		239,557 (+18.2%)		247,686 (+3.4%)		
a. Leave Passage Allowance (including expenditure on Sea Passage) [#]	61,152	1 758	56,707	1 702	60,417 (-1.2%)	1 707	63,622 (+5.3%)	1 671	<p>The provision of Leave Passage Allowance, as a fringe benefit, has been reviewed and tightened up from 1.6.2000. For officers offered appointment on or after that date, the allowance is non-accountable and payable to the officers only and not their family members. The increase in the 2006-07 estimate is mainly due to a projected upward adjustment of the allowance rates according to the approved adjustment mechanism.</p> <p>The provision of Sea Passage has been ceased for officers offered appointment on or after 1.12.1984. Actual expenditure depends on the number of officers on overseas terms taking sea passage on leaving the service as well as the fares set by the cruise operators.</p>
b. School Passage Allowance	132,845	*7 024	176,545	*7 743	167,732 (+26.3%)	*7 2	172,269 (+2.7%)	*7 409	<p>The allowance has been ceased for officers offered appointment on or after 1.8.1996.</p> <p>The increase in the 2006-07 estimate is mainly due to a projected increase in the number of officers claiming the allowance for their dependent children undertaking overseas education.</p>

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
c. First Appointment Passage	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	<p>Expenditure is met from departmental votes, subject to CSB's approval for granting the passage.</p> <p>The passage is provided for an officer recruited directly from outside Hong Kong to travel to Hong Kong from the country of residence; it is not provided as a fringe benefit.</p>
d. Baggage Allowance [#]	3,256	**1 021	3,276	**1 379	3,362 (+3.3 %)	**1 101	3,527 (+4.9 %)	**1 123	<p>The allowance, as a fringe benefit has been ceased for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage.</p> <p>Actual expenditure varies from year to year depending on the cost of transportation of baggage up to the eligible officers' entitlement. The increase in the 2006-07 estimate is partly due to the projected increase in the number of dependent children of eligible officers receiving School Passage Allowance, who may claim baggage allowance when they start education overseas.</p>

<u>Allowance</u>	2004-05		2005-06		2005-06		2006-07		Remarks
	Actual expenditure (\$000)	Actual no. of recipients	Approved estimate (\$000)	Estimated no. of recipients	Revised estimate ⁶ (\$000)	Projected no. of recipients	Estimate (\$000)	Estimated no. of recipients	
e. Travelling expenses	5,503	**11 923	8,387	**14 916	8,046 (+46.2 %)	**13 884	8,268 (+2.8 %)	**14 253	<p>The benefit has been ceased for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage.</p> <p>The increase in the 2006-07 estimate is mainly due to a projected increase in the number of dependent children of eligible officers receiving School Passage Allowance, who may claim travelling expenses when they take school passage.</p>
Total	4,273,276		4,354,097		3,967,014 (-7.2%)		3,895,801 (-1.8%)		

Footnotes :

Number of recipients marked with * means the number of students.

Number of recipients marked with ** means the number of claims.

Expenditure items marked with # include allowances payable to officers who are posted outside Hong Kong. Provision of the allowances to these officers arises from the officers' external postings; they are not provided to the officers as fringe benefits.

⁶ The percentage change is a comparison of the 2005-06 revised estimate with the actual expenditure in 2004-05.

⁷ Recipients include family members of eligible civil servants.

Annex III

Fringe benefit types of allowances that have been ceased or tightened up

Allowances	Date of cessation
Sea Passage	Ceased for officers offered appointment on or after 1.12.1984.
House Allowance	Ceased for officers offered appointment on or after 1.10.1990.
Private Tenancy Allowance	Ceased for officers offered appointment on or after 1.10.1990.
Overseas Education Allowance	Ceased for officers offered appointment on or after 1.8.1996.
School Passage Allowance	Ceased for officers offered appointment on or after 1.8.1996.
Baggage Allowance	The allowance, as a fringe benefit, has been ceased for officers offered appointment on or after 1.1.1999 except officers provided with First Appointment Passage.
Travelling expenses	Ceased for officers offered appointment on or after 1.1.1999 except for officers provided with First Appointment Passage.
Accommodation Allowance	Ceased for officers offered appointment on or after 1.1.1999.
Air-conditioning Allowance	Ceased for officers occupying substantively a directorate post on or after 1.5.1999.
Furniture and Domestic Appliances Allowances	Ceased for officers offered appointment on or after 1.5.1999 (except for officers directed to occupy post-tied quarters), and officers offered appointment before 1.5.1999 who are not occupying quarters and who receive a substantive salary on MPS 34 to 44 (or equivalent) on or after 1.7.2000.
Hotel Subsistence Allowance	The allowance, as a fringe benefit, has been ceased for officers offered appointment on or after 1.5.1999.
Local Education Allowance	Ceased for officers offered appointment on or after 1.6.2000.
Home Purchase Allowance	Ceased for officers offered appointment on or after 1.6.2000.
Home Financing Allowance	Ceased for officers offered appointment on or after 1.6.2000.

Allowances	Date of cessation
Rent Allowance	Ceased for officers offered appointment on or after 1.6.2000.
Hotel accommodation	As a fringe benefit, this has been ceased for officers offered appointment on or after 1.6.2000.
Leave Passage Allowance	Ceased for the family members of officers offered appointment on or after 1.6.2000.