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CIVIL SERVICE BUREAU  
GOVERNMENT SECRETARIAT  
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CENTRAL GOVERNMENT OFFICES  
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14 January 2009

Clerk to Panel on Public Service  
(Attn: Ms Sarah Yuen)  
Legislative Council  
8 Jackson Road  
Central, Hong Kong

Dear Ms Yuen,

### Panel on Public Service


#### Follow-up to meeting on 15 December 2008

Thank you for your letter of 16 December 2008, attaching a list of issues requiring the Administration's follow-up actions.

Regarding the item on *grade structure reviews: recommendations of the advisory bodies*, we provide at **Annex A** a table comparing the remuneration package of Directors of Bureau and that of permanent secretaries before and after taking into account the recommendations in the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service. We have also prepared, at **Annex B**, information on how the salary of ministers in the United States and the United Kingdom compare with those of their respective top civil servants.

I should be grateful if you could kindly pass this letter, together with its annexes, to Members for information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'George Tsoi', written over a horizontal line.

(George Tsoi)

for Secretary for the Civil Service

**Internal**  
PEO(M)

**Comparison of Remuneration Packages Between  
Directors of Bureau and Permanent Secretaries**

The salary and fringe benefits of Directors of Bureau and Permanent Secretaries are tabulated below -

	Directors of Bureau (as at 1 April 2008)	Substantive D8 Civil Servants <sup>1</sup>	
		(as at 1 April 2008 and <u>NOT</u> taking into account the recommendations of the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service)	(after taking into account the recommendations of the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service)
1. Monthly salary	\$298,115	\$202,000	\$202,000 to \$208,050
2. Annual leave entitlements	22 days	<ul style="list-style-type: none"><li>• 55.5 days for Local Terms<sup>2</sup></li><li>• 27 (34) days for Common Terms<sup>3</sup></li><li>• 22 (26) days for New Terms<sup>4</sup></li></ul> <p>Notes:</p> <p>(1) The figures in brackets indicate the entitlement for those with 10 or more years of service.</p> <p>(2) In time, the leave entitlement of all D8 civil servants (employed under New Terms) will be 22(26) days, which is either the same or slightly more than that for Directors of Bureau.</p>	

<sup>1</sup> All permanent secretaries posts are pitched at the rank of Administrative Officer Staff Grade A1 (D8), except for the post of Permanent Secretary, Chief Executive's Office, which is pitched at the rank of Administrative Officer Staff Grade A (D6) [See Establishment Subcommittee paper EC (2005-06)6]. In addition to permanent secretaries, the posts of the Commissioner of Police and the Judiciary Administrator are also pitched at the rank of D8.

<sup>2</sup> Applicable to local officers offered appointment to the civil service before 1 January 1999.

<sup>3</sup> Applicable to officers offered appointment to the civil service between 1 January 1999 and 31 May 2000.

<sup>4</sup> Applicable to officers offered appointment to the civil service on or after 1 June 2000.

	Directors of Bureau (as at 1 April 2008)	Substantive D8 Civil Servants <sup>1</sup>	
		(as at 1 April 2008 and <u>NOT</u> taking into account the recommendations of the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service)	(after taking into account the recommendations of the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service)
3. Retirement benefits	Mandatory Provident Fund at \$1,000 per month	<ul style="list-style-type: none"> <li>• Old Pension Scheme; or</li> <li>• New Pension Scheme; or</li> <li>• Civil Service Provident Fund/Mandatory Provident Fund</li> </ul> <p>Notes:</p> <p>(1) The entitlement of retirement benefit for individual civil servants depends on their terms of employment.</p> <p>(2) In time, all D8 civil servants will be employed under New Terms and will only enjoy Civil Service Provident Fund/ Mandatory Provident Fund.</p>	
4. Medical benefits	<i>Free medical and dental treatment provided by the Department of Health and the Hospital Authority, except for hospital maintenance fees and charges for dentures and dental appliances and other restorations as specified in the relevant Annexes to the Civil Service Regulations.<sup>5</sup></i>		
5. Housing benefits	Nil	Yes	
		<i>Note: The eligibility for civil service housing benefits of individual civil servants depends on their terms of employment. For a civil servant who opts to draw a cash allowance for purchasing properties, the maximum eligible period is usually 10 years. In view of the length of service of the currently serving D8 civil servants, most of them have already exhausted their eligibility for the cash allowance when they reach the rank of D8.</i>	
6. Other benefits	Yes	Yes	
	<i>Free use of a car and driver in Hong Kong at the Director of Bureau's discretion.</i>	<i>Depending on their terms of employment, civil servants may be eligible for passage allowances, children's education allowances, etc.</i>	

<sup>5</sup> Civil servants, including those at the rank of D8, appointed on pensionable terms, and their eligible dependents, will continue to be eligible for medical and dental benefits after retirement until death. Directors of Bureau (unless being retired and pensionable civil servants) will not enjoy medical benefits after leaving office.

2. For the serving D8 civil servants, we estimate that for 2008-09, the cost incurred by the Government for the provision of fringe benefits as set out in items 3 to 6 above (referred to as “staff on-cost”) amounts to around \$1,102,000 (or \$91,833 per month) per person. Thus, the total cost (i.e. salary plus staff on-cost) to the Government of a D8 civil servant is estimated at \$3,526,000 (or \$293,833 per month) for 2008-09. This estimate would become \$3,562,300 (or \$296,858 per month) if the recommendations in the Eleventh Report of the Standing Committee on Directorate Salaries and Conditions of Service are accepted and implemented.

3. For the serving Directors of Bureau, we estimate that for 2008-09, the cost incurred by the Government for the provision of fringe benefits as set out in items 3 and 4 amounts to around \$19,000 (or \$1,583 per month) per person. Thus, the total cost to the Government of a Director of Bureau is estimated at \$3,596,000 (or \$299,667 per month) for 2008-09.

Civil Service Bureau  
January 2009

**Comparison Between the Salary of Ministers and Top Civil Servants  
in the United States and the United Kingdom**

The current salary of cabinet ministers and top civil servants in the United States and the United Kingdom is summarised in the following table -

	<b>United States<sup>1</sup></b> <i>(as at January 2009)</i>	<b>United Kingdom<sup>2</sup></b> <i>(as at March 2008)</i>
<b>Annual salary of cabinet ministers</b>	US\$196,700	£104,386 or £138,724
<b>Annual salary of top civil servants</b>	Min: US\$117,787 Max: US\$177,000	Min: £135,000 Max: £229,000
<b>Comparison ratio</b> <i>(minister/top civil servant)</i>	111% to 167%	46% to 103%

2. It has not been possible to ascertain the fringe benefits, allowances, severance pay, etc. enjoyed by cabinet ministers and top civil servants respectively in the two jurisdictions.

Civil Service Bureau

January 2009

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<sup>1</sup> The cabinet of the Federal Government of the United States consists of the Vice President and the heads of 15 executive departments (who are known as Cabinet Secretaries). The quoted annual salary is for Cabinet Secretaries who are not entitled to any discretionary or performance bonus. The quoted salary of top civil servants refers to the base salary only and does not include discretionary or performance bonus. The total pay (i.e. the base salary plus discretionary or performance bonus) of a top civil servant is capped at the salary of the Vice President, which is US\$227,300 per annum.

<sup>2</sup> Most Cabinet Ministers in the United Kingdom are members of the House of Commons, while a small number are members of the House of Lords. A Cabinet Minister who is a member of the House of Lords is paid at £104,386 per annum. A Cabinet Minister who is a member of the House of Commons is paid at £138,724 (made up of £76,904 as ministerial pay and £61,820 as parliamentary salary) per annum. The quoted annual salary of top civil servants refers to the base salary only for 40 permanent secretaries. It has not included the bonus pot for permanent secretaries, which is equal to 7.6% of their total pay bill.