

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2010-11**

**Director of Bureau : Secretary for the Civil Service
Session No. : 2**

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Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
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**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB001

Question Serial No.

0168

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:

How much resources have been allocated by the Administration for training civil servants in the use of the internet, including Facebook or Twitter, in order to assist politically appointed officials to respond promptly and directly to the aspirations and suggestions of the large number of netizens? Which civil service ranks need the training first? Will such training be incorporated into the training courses for civil servants?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

Internet-related training are provided for the entire civil service workforce. The Civil Service Training and Development Institute under the Civil Service Bureau offers a variety of learning resources related to internet usage for all ranks of civil servants on our web-based e-learning portal. This includes book summaries, articles and e-books on social network and digital engagement. The expenditure for all e-learning programmes, including internet-related training, in 2009-10 is about \$3 million. We also arrange classroom training on internet usage through service providers to all civil servants. The latest social media tools and platforms, such as Facebook, Twitter and Blogs are covered in these training courses. Bureaux/departments may also arrange additional training on internet usage with their own resources for staff with operational or development needs.

Signature _____

Name in block letters _____ Andrew HY WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 10 March 2010

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

Reply Serial No.

CSB002

Question Serial No.

0418

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:

With regard to the development of a means for implementing both upward and downward pay adjustments for the civil service, what are the resources allocated for the purpose? When will the drafting of the legislation be completed? When will the legislation be enacted and implemented?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

The Administration is in discussion with the staff side representatives on issues pertaining to the development of an effective means for implementing both upward and downward pay adjustments (the mechanism). The required resources will be met through internal redeployment.

While details of the mechanism are subject to further deliberations with the staff sides, the staff side representatives are of a consensual view that the mechanism should not and need not be implemented in the form of an enabling legislation. If civil service pay is to be reduced, they opine that enacting a piece of one-off legislation may be more appropriate. Having regard to the view of the staff sides and other relevant considerations, we agree that we should follow the established arrangement of enacting a piece of one-off legislation when civil service pay is to be reduced instead of putting in place an enabling legislation for this purpose.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

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

Reply Serial No.

CSB003

Question Serial No.

0419

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:

After the submission of the Report on Review of Post-Service Outside Work for Directorate Civil Servants (the Report) by the Committee on Review of Post-service Outside Work for Directorate Civil Servants to the Chief Executive in July 2009, how much funding has the Government earmarked to implement the recommendations of the Report? What recommendations the Government has decided to adopt and when will such recommendations be implemented?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

Since the submission of the Report on Review of Post-Service Outside Work for Directorate Civil Servants by the Committee on Review of Post-service Outside Work for Directorate Civil Servants (the Review Committee) to the Chief Executive in July 2009, we have conducted a two-month consultation with all relevant stakeholders and sought legal advice on the Review Committee's recommendations. We are now studying the legal advice and deliberating on the views and comments received from the relevant stakeholders. As such, we have yet to assess the resources required for implementation. Any resources required will be sought through the established mechanism.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

12 March 2010

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

Reply Serial No.

CSB004

Question Serial No.

2401

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:

Please provide details of the consultations on policy making and assessment under all programmes in the following format. Using the table below, please provide information on the consultations for which funds had been allocated in 2009-10:

Name/ subject of consultation	Revised estimate (\$)	Progress of consultation (under planning/ in progress/ completed)	Mode of consultation (e.g. by means of written submissions, consultation sessions, focus groups), number of consultation exercises, name of organisations and number of people consulted/ to be consulted	The Administration's follow-up actions on the consultation results and the progress made (if applicable)	For consultations already completed, were the results publicised? If so, what were the channels? If not, why not?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The Civil Service Bureau is responsible for the formulation and implementation of policies on the management of the civil service. As part of our normal work, we discuss policy matters with relevant stakeholders and listen to their views from time to time. It is therefore not possible to work out the provisions involved. In 2009-10, we conducted a public consultation for the following item :

Name/ subject of consultation	Revised estimate (\$)	Progress of consultation (under planning/ in progress/ completed)	Mode of consultation (e.g. by means of written submissions, consultation sessions, focus groups), number of consultation exercises, name of organisations and number of people consulted/to be consulted	The Administration's follow-up actions on the consultation results and the progress made (if applicable)	For consultations already completed, were the results publicised? If so, what were the channels? If not, why not?
Review of Post-service Outside Work for Directorate Civil Servants ¹	A sum of \$19,100 was spent in 2009-10 in connection with the public forums held in March 2009 and the homepage of the Committee on Review of Post-service Outside Work for Directorate Civil Servants.	Completed. (The consultation period spanned from 20 February 2009 to 20 April 2009. Only the last 20 days of the consultation period fell within the 2009-10 financial year.)	In connection with the review, three public forums were held by the Committee on Review of Post- service Outside Work for Directorate Civil Servants in March 2009.	The Committee on Review of Post-service Outside Work for Directorate Civil Servants deliberated on the views gathered and submitted the Report on Review of Post-service Outside Work for Directorate Civil Servants to the Chief Executive on 10 July 2009.	The Report on Review of Post- service Outside Work for Directorate Civil Servants was made public on 10 July 2009.

¹ The consultation exercise was conducted by the Committee on Review of Post-Service Outside Work for Directorate Civil Servants (which was supported by the Civil Service Bureau) but not by the Civil Service Bureau.

Signature _____

Name in block letters _____ Andrew HY WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 12 March 2010

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

Reply Serial No.

CSB005

Question Serial No.

2402

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:

Have resources been earmarked in 2010-11 for holding consultations on policy making and assessment under all programmes? If so, please provide information on the consultations in the following format.

Name/ subject of consultation	Expenditure (\$)	Progress of consultation (under planning/ in progress/ completed)	Mode of consultation (e.g. by means of written submissions, consultation sessions, focus groups), number of consultation exercises, name of organisations and number of people consulted/ to be consulted	For consultations scheduled for completion in the financial year 2010- 11, will the results be publicised? If not, what are the reasons?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service. As part of our normal work, we discuss policy matters with relevant stakeholders and listen to their views from time to time. It is therefore not possible to work out the provisions involved. No financial provision has been specifically earmarked in 2010-11 for holding public consultations on policies under the purview of CSB.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

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

Reply Serial No.

CSB006

Question Serial No.

0351

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

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:

What are the specific plans for enhancing the language proficiency of civil servants in 2010-11? What is the expenditure involved? Has assessment ever been made on civil servants' language proficiency? If so, how effective were the language enhancement plans in the past two years (i.e. 2008-09 and 2009-10)?

Asked by: Hon. HO Chung-tai, Raymond

Reply:

In 2010-11, CSB will continue to help civil servants enhance their language proficiency through the efforts of its Civil Service Training and Development Institute and Official Languages Division. Under our work plans, we will organise various language training programmes and provide a wide variety of support services.

For language training, we will continue to offer a full range of Chinese, English and Putonghua training activities for civil servants. These include training courses, thematic seminars and e-learning programmes. The estimated expenditure is \$5.3 million.

As for support services, we will continue to produce reference materials and publications on official writing, language and culture for civil servants, as well as answer enquiries on language usage through our telephone hotlines. These initiatives will be undertaken by CSB with existing resources.

Regarding language proficiency assessment, a civil servant's language ability may be reflected in his appraisal report. For civil service grades that require grade members to have a higher language standard, it is compulsory for supervisors to assess their subordinates' language ability, both spoken and written, in the appraisal reports. Overall, civil servants who have participated in the training activities or used the support services find them useful in enhancing their language proficiency.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

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

Reply Serial No.

CSB007

Question Serial No.

2641

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 provide a breakdown of the resources allocated for the senior leadership development programmes, the national studies programmes, the management courses and languages courses in 2008-09 and 2009-10. What is the estimated provision in 2010-11?

Asked by: Hon. NG Margaret

Reply:

The actual or estimated expenditure for senior development programmes, national studies programmes, management programmes and language programmes in 2008-09, 2009-10 and 2010-11 are as follows :

Programmes	2008-09 (Actual) (\$m)	2009-10 (Revised Estimates) (\$m)	2010-11 (Estimates) (\$m)
Senior Leadership Development	5.9	7.0	8.3
National Studies	10.0	9.4	9.9
Management	2.4	3.8	3.9
Language	7.0	5.0	5.3

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB008

Question Serial No.

2016

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:

What is the number of civil servants and non-civil service contract staff employed by the Government in 2010-11 by departments and by grades? What is the expenditure involved?

Asked by: Hon. PAN Pey-chyou

Reply:

In the 2010-11 Estimates, the estimated civil service establishment for end-March 2011 is 166 625. The estimated establishments for individual policy bureaux/departments (B/Ds) are set out in the Summary of Establishment in the Estimates (reproduced at Annex). B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number of civil servants to be employed. The Civil Service Bureau (CSB) does not keep information on the number of civil servants to be employed by individual grades in 2010-11. In 2010-11, the total Personal Emolument expenditure of the Government on civil servants is estimated to be \$52.3 billion.

For non-civil service contract (NCSC) staff employed by B/Ds, they are mainly engaged to meet service needs which are time-limited or do not require keeping staff on a permanent basis. Heads of Departments have the discretion to determine the number of NCSC staff to be employed having regard to the changing service and operational requirements. As such, the number fluctuates from time to time. CSB currently does not keep information on the number of NCSC staff to be employed by B/Ds in 2010-11 and the expenditure involved.

Signature _____

Name in block letters _____ Andrew HY WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 12 March 2010

Summary of Establishment

HEAD OF EXPENDITURE		ESTABLISHMENT (NUMBER OF POSTS) AS AT	
		31.3.2010 Revised estimate	31.3.2011 Estimate
21	Chief Executive's Office	100	100
22	Agriculture, Fisheries and Conservation Department	1 969	2 000
25	Architectural Services Department	1 780	1 781
24	Audit Commission	185	185
23	Auxiliary Medical Service	93	93
82	Buildings Department	992	996
26	Census and Statistics Department	1 305	1 304
27	Civil Aid Service.....	103	103
28	Civil Aviation Department	739 (1)	771 (1)
33	Civil Engineering and Development Department	1 724 (3)	1 733 (3)
30	Correctional Services Department	6 696	6 823
31	Customs and Excise Department	5 666	5 663
37	Department of Health.....	5 489	5 634
92	Department of Justice	1 115 (1)	1 152
39	Drainage Services Department.....	1 860	1 854
42	Electrical and Mechanical Services Department.....	349	364
44	Environmental Protection Department.....	1 651	1 660
45	Fire Services Department.....	9 588	9 645
49	Food and Environmental Hygiene Department.....	11 143	11 142
46	General Expenses of the Civil Service.....	359	359
166	Government Flying Service	223	230
48	Government Laboratory.....	423	435
59	Government Logistics Department	712	712
51	Government Property Agency.....	213	213
143	Government Secretariat: Civil Service Bureau	596	597
152	Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch).....	188 (1)	186 (1)
55	Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)	91	98
144	Government Secretariat: Constitutional and Mainland Affairs Bureau	131 (1)	136 (2)
138	Government Secretariat: Development Bureau (Planning and Lands Branch)	117 (1)	120 (1)
159	Government Secretariat: Development Bureau (Works Branch).....	217 (1)	219 (1)
156	Government Secretariat: Education Bureau	5 750 (2)	5 687
137	Government Secretariat: Environment Bureau	38	39
148	Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch).....	160 (3)	165 (3)
147	Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch)	179	179
139	Government Secretariat: Food and Health Bureau (Food Branch).....	46 (1)	46 (1)

ESTABLISHMENT
(NUMBER OF POSTS) AS AT

HEAD OF EXPENDITURE	31.3.2010 Revised estimate	31.3.2011 Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch).....	76 (2)	91 (2)
53 Government Secretariat: Home Affairs Bureau	205 (3)	198 (2)
155 Government Secretariat: Innovation and Technology Commission.....	163 (1)	170 (1)
141 Government Secretariat: Labour and Welfare Bureau ...	104 (2)	103 (1)
47 Government Secretariat: Office of the Government Chief Information Officer.....	635	635
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	477 (1)	486 (1)
96 Government Secretariat: Overseas Economic and Trade Offices	149	149
151 Government Secretariat: Security Bureau.....	180 (1)	190 (2)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	153	154
60 Highways Department	2 082 (5)	2 089 (5)
63 Home Affairs Department.....	1 860	1 885
168 Hong Kong Observatory	290	290
122 Hong Kong Police Force.....	32 882	33 092
70 Immigration Department.....	6 642	6 623
72 Independent Commission Against Corruption	1 393	1 393
74 Information Services Department	430	429
76 Inland Revenue Department.....	2 818	2 818
78 Intellectual Property Department	114	114
79 Invest Hong Kong.....	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	30	28
80 Judiciary.....	1 650	1 642
90 Labour Department	1 860 (1)	1 867 (1)
91 Lands Department.....	3 866	3 882
94 Legal Aid Department.....	538	538
95 Leisure and Cultural Services Department	8 060	8 223
100 Marine Department	1 391	1 390
116 Official Receiver's Office	224	225
118 Planning Department	771	770
136 Public Service Commission	27	27
160 Radio Television Hong Kong.....	523	535
162 Rating and Valuation Department	852	852
163 Registration and Electoral Office.....	122	184 (1)
169 Secretariat, Commissioner on Interception of Communications and Surveillance	20	20
170 Social Welfare Department	5 223	5 314
173 Student Financial Assistance Agency.....	341	371

ESTABLISHMENT
(NUMBER OF POSTS) AS AT

HEAD OF EXPENDITURE	31.3.2010 Revised estimate	31.3.2011 Estimate
180 Television and Entertainment Licensing Authority.....	124	125
181 Trade and Industry Department	498	495
186 Transport Department	1 271	1 288
188 Treasury	490	490
190 University Grants Committee	52	54
194 Water Supplies Department.....	4 500	4 502
Government paid staff	145 111 (31)	146 190 (29)
Companies Registry	290	290
Electrical and Mechanical Services Trading Fund.....	3 533	3 533
Hong Kong Council for Accreditation of Academic and Vocational Qualifications.....	2	2
Hong Kong Monetary Authority	35	32
Hospital Authority.....	2 700	2 574
Housing Authority.....	7 801 (1)	7 920
Independent Police Complaints Council.....	15	—
Land Registry.....	483 (4)	483 (4)
Legal Aid Services Council.....	4	4
Office of the Telecommunications Authority	216	221
Post Office	5 347	5 347
Vocational Training Council	35	29
Staff working under other public bodies	20 461 (5)	20 435 (4)
TOTAL	165 572 (36)	166 625 (33)

Note: Figures in brackets indicate the number of supernumerary directorate posts included.

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB009

Question Serial No.

2017

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:

Will the Government set aside provision to conduct grade structure reviews in 2010-11? If so, which grades will be included in the reviews? If not, what are the reasons?

Asked by: Hon. PAN Pey-chyou

Reply:

The Administration has in recent years completed grade structure reviews on the civilian directorate, the disciplined services and selected non-directorate civilian grades. The Administration currently has no plan to conduct grade structure reviews for other grades in 2010-11.

Signature _____

Name in block letters _____ Andrew HY WONG

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 11 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB010

Question Serial No.

2018

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:

With regard to the “staff exchange programme with major Mainland cities” mentioned in paragraph 16, please provide the following information:

- a. What is the estimated expenditure for the exchange programme?
- b. Which cities are “major Mainland cities”?
- c. What is the number of civil servants who will participate in the exchange programme by departments and by grades?
- d. Apart from major Mainland cities, will the participants be sent to the ministries and commissions under the State Council for exchange activities?
- e. Will local civil servants be seconded to Mainland government departments?

Asked by: Hon. PAN Pey-chyou

Reply:

- a. In 2010-11, the estimated expenditure for the “staff exchange programme with major Mainland cities” is \$400,000.
- b. The “major Mainland cities” refer to Beijing, Shanghai, Hangzhou and Guangdong province.
- c. Civil servants joining the exchange programme are generally at senior professional level, i.e. those on Master Pay Scale Point 45 (or equivalent) or above. Departments may consider nominating their staff for the exchange programme as long as it meets their job and development needs. According to the agreements with these “major Mainland cities”, about 12 Hong Kong civil servants would be able to join this exchange programme each year.
- d. Civil servants joining the exchange programme will be attached to their counterpart units in the relevant Mainland host cities according to their job and development needs. In general, they will not be sent to the ministries and commissions under the State Council for exchange activities.

- e. The exchange programme aims to provide opportunities for sharing of relevant experience. There is no secondment arrangement under this programme.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

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

Reply Serial No.

CSB011

Question Serial No.

1098

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:

What was the staffing level of the unit responsible for maintaining the disciplinary system in 2009-10? What were the numbers of cases of misconduct in the civil service handled and persistent under-performers removed in each of the past three years (i.e. from 2007-08 to 2009-10)?

Asked by: Hon. TAM Yiu-chung

Reply:

The Secretariat on Civil Service Discipline centrally processes formal disciplinary actions under the Public Service (Administration) Order (“PS(A)O”) and advises bureaux and departments on disciplinary matters including procedures. It comprises 11 Executive Officer Grade members (1 Senior Principal Executive Officer, 2 Chief Executive Officers, 4 Senior Executive Officers and 4 Executive Officers I) and 6 Secretarial/Clerical Grade members.

The Conduct and Discipline Division of the Civil Service Bureau is responsible for formulating and reviewing civil service discipline and conduct policy, handling under-performance cases and appeals of disciplinary cases, and sustaining and strengthening an ethical culture in the civil service, etc. It comprises 1 Administrative Officer Staff Grade C, 1 Senior Administrative Officer*, 1 Chief Executive Officer, 5 Senior Executive Officers, 1 Executive Officer II and 4 Secretarial/Clerical Grade members.

In 2007-08, 2008-09 and 2009-10 (up to 31 December 2009), 181, 185 and 106 misconduct cases were respectively handled under the PS(A)O with punishment imposed.

Section 12 of the PS(A)O provides that a civil servant of persistent under-performance may be retired in the public interest. Retirement in the public interest is not a form of disciplinary punishment. In 2007-08, 2008-09 and 2009-10 (up to 31 December 2009), the number of cases relating to persistent under-performance processed under section 12 of the PS(A)O were 16, 22 and 6 respectively. 3, 5 and 2 civil servants were removed from the service following these proceedings respectively. The rest of the civil servants involved had improved their performance to an acceptable standard or left the service through resignation, etc.

* This post is being temporarily held against by a supernumerary post of Chief Executive Officer.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

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

Reply Serial No.

CSB012

Question Serial No.

1099

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:

What are the specific arrangements in 2010-11 for continued discussion with the staff sides on the development of an effective means for implementing both upward and downward pay adjustments? In this regard, how many meetings were held with the staff sides in the past year (i.e. 2009-10)? What progress was made at the meetings?

Asked by: Hon. TAM Yiu-chung

Reply:

The Administration last met the staff side representatives in early 2009. The Administration is still in discussion with the staff side representatives on issues pertaining to the development of an effective means for implementing both upward and downward pay adjustments (the mechanism). While details of the mechanism are subject to further deliberations with the staff sides, the staff side representatives are of a consensual view that the mechanism should not and need not be implemented in the form of an enabling legislation. If civil service pay is to be reduced, they opine that enacting a piece of one-off legislation may be more appropriate.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

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

Reply Serial No.

CSB013

Question Serial No.

1100

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:

What are the specific plans in 2010-11 for continuing to maintain and enhance the morale of the civil service? How many commendation schemes are being implemented by bureaux and departments at present? What are the estimated expenses for the various commendation schemes for 2010-11?

Asked by: Hon. TAM Yiu-chung

Reply:

The Government believes that a robust commendation system enhances staff morale and helps induce proactive as well as sustained exemplary performance from civil servants. We will continue to give recognition to civil servants for their exemplary performance through the following award schemes in 2010-11.

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

Through the SCS' Commendation Award Scheme, 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 civil servant who has a track record of outstanding performance for at least five consecutive years in his/her past staff appraisal reports. The recipients will be awarded a certificate and a gold pin. They would also be granted a travel award if they satisfy the basic eligibility criteria under the Long and Meritorious Service Travel Award Scheme and have never received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The expenses of the SCS' Commendation Award Scheme covering travel awards and the presentation ceremony are estimated at \$1.96 million in 2010-11.

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 his department; or
- performed an exceptionally meritorious act warranting special recognition.

Commendation letters are issued by Heads of Bureau/Department on the recommendation of their bureau/departmental Commendation Committees. In recent years, on average around 1 400 commendation letters were issued annually.

Long and Meritorious Service Travel Award Scheme

The objective of the Long and Meritorious Service Travel Award Scheme is to recognise and reward long and meritorious service of serving civil servants. All local non-directorate civil servants with a continuous service of 20 years or more, who have track records of consistently very good performance, are eligible for consideration for the grant of an award. A civil servant who has already received a government travel award will not be eligible. The number of award is determined on the basis of one award for every 30 civil servants who have continuous service of 20 years or more. If the selected civil servant is married and will be travelling with his/her spouse, the same amount of travel allowance will be provided to the spouse. Among the some 62 000 eligible civil servants in 2010-11, about 2 080 awards will be granted and the estimated expenditure is about \$69.6 million. The expenses are covered by Head 46 General Expenses of the Civil Service Subhead 025 Long and Meritorious Service Travel Award Scheme.

Civil Service Outstanding Service Award Scheme

The objective of the Civil Service Outstanding Service Award Scheme is 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. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The participating departments and teams have to submit details of their services to the adjudication panel for assessment. The shortlisted participants will also be invited to make a presentation before the panel. The Scheme is organised at biennial intervals. All bureaux and departments are invited to participate in the Scheme. The Scheme was last completed in September 2009 with about 140 entries from 51 bureaux and departments. Since it will be next held in 2011-12, there will not be any direct expenses on the Scheme in 2010-11.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB014

Question Serial No.

2231

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

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:

What are the specific plans in 2010-11 to help departments in using Chinese, including Putonghua?
What is the expenditure involved?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2010-11, CSB will continue to provide a wide range of support services and organise various training activities to help bureaux and departments in the use of Chinese (including Putonghua). Support services include the operation of telephone hotlines to answer enquiries on Chinese, English and Putonghua usage; production of reference materials on official writing and language use; compilation of glossaries of terms commonly used in the Government; production of *Word Power*, a quarterly publication on language and culture; vetting of Chinese drafts prepared by civil servants; providing Putonghua Pinyin and recording services. These initiatives will be undertaken with existing resources. For language training, we will continue to offer various courses to enhance civil servants' ability in using Chinese and Putonghua. The estimated expenditure for such courses is about \$4 million.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

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

Reply Serial No.

CSB015

Question Serial No.

2232

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

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:

What is the number of staff in the establishment responsible for providing vetting service in respect of drafts prepared by civil servants in 2010-11? What is the financial provision involved? How does it compare with the provision for last year (i.e. 2009-10)? Given that the Bureau has been implementing the official languages policy and related initiatives for quite some years, why does the need for vetting service for drafts in Chinese continue to rise over the years? Does the Bureau have any plan to reduce the expenditure on vetting service?

Asked by: Hon. TAM Yiu-chung

Reply:

To provide vetting service in respect of drafts prepared by civil servants is one of the daily duties of Official Languages Officers (OLOs) at all ranks. In order that resources may be more flexibly and effectively deployed, no post is created solely for vetting service. Hence it is not possible to work out the number of staff and the financial provision involved in providing vetting service and to make a year-on-year comparison.

We are committed to enhancing the language standard of civil servants, in particular their writing skills. Currently, for more important and voluminous documents, subject officers may send their drafts to OLOs for vetting in order to ensure accuracy and to improve fluency and diction.

In 2010-11, we will continue to help civil servants enhance their language standard and writing skills. Our work plans include organising various writing courses, thematic seminars and e-learning programmes. A wide range of language and writing support services will also be provided. Examples are the compilation of glossaries and writing aids for reference, and the operation of telephone hotlines for answering enquires on language usage. We believe that such initiatives will help reduce the need for vetting service in the long run.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB016

Question Serial No.

2233

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 provision for e-learning programmes in 2010-11 and how far does it make up the total expenditure for training programmes?

Asked by: Hon. TAM Yiu-chung

Reply:

The budget for e-learning programmes in 2010-11 is about \$3 million, or about 6% of the direct training expenses to be incurred by the Civil Service Training and Development Institute.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB017

Question Serial No.

2234

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 provision for senior leadership development programmes in 2010-11? Are there any changes in the course contents as compared with those of last year? Why does the number of trainees continue to rise over the years?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated expenditure on senior leadership development in 2010-11 is \$8.3 million. Compared with last year, we will organise more leadership development programmes, workshops and seminars for directorate officers. Also, new topics such as economic outlook and governance, environmental protection, and the better use of new media for effective communication with the public will be added. As a result, the number of trainees is expected to increase.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

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

Reply Serial No.

CSB018

Question Serial No.

2235

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:

- (a) What is the estimated provision for the national studies programmes in 2010-11? Will Basic Law training be included? If so, what is the number of trainees and trainee-days?
- (b) Which Mainland cities will be included in the staff exchange programme in 2010-11? Which government departments in Hong Kong will send their staff to these cities for exchange activities? How many civil servants will join the programme?

Asked by: Hon. TAM Yiu-chung

Reply:

- (a) The total expenditure for National Studies programmes in 2010-11 is estimated at \$9.9 million. It includes training provision for Basic Law training. About 6 000 civil servants are expected to attend various classroom training on the Basic Law. The number of trainee days is 3 000.
- (b) In 2010-11, the Civil Service Bureau will continue to organise staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong province. All civil servants on Master Pay Scale Point 45 (or equivalent) or above who have job and development needs could be nominated by their departments for the exchange programme. According to the agreements with these Mainland cities/province, about 12 Hong Kong civil servants would be able to join the programme each year.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 11 March 2010

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

Reply Serial No.

CSB019

Question Serial No.

2529

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:

What are the numbers of civil servants serving on extension of service and re-employment after retirement in 2009? What are the estimated numbers of such civil servants in 2010?

Asked by: Hon. TAM Yiu-chung

Reply:

The numbers of civil servants who have served on extension of service and re-employment after retirement in 2009 were 449 and 330 respectively. We do not have an estimate of the numbers for 2010, as all such extension of service or re-employment applications are considered on a case-by-case basis, subject to the exigencies of service.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB020

Question Serial No.

3089

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 013 Personal allowances
014 Home purchase allowance
022 Passages
033 Home financing allowance
038 Private tenancy allowance
040 Non-accountable cash allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Please list out and compare the breakdowns of expenditure, the number of allowance recipients, the relevant allowance rates and the reasons for the changes in expenditure under the above six Subheads in 2008-09 and 2009-10. Please also list out and explain the breakdowns of expenditure, the number of allowance recipients, the relevant allowance rates and the reasons for the changes in expenditure under these Subheads in 2010-11.

Asked by: Hon. CHEUNG Man-kwong

Reply:

Information on the breakdowns of expenditure, the number of recipients and allowance rates, together with the reasons for the changes in expenditure under the six Subheads for the three years from 2008-09 to 2010-11 is set out in the **Annex**.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

17 March 2010

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
I. Personal Allowances (Subhead 013)	781,688		716,122 (-8.4%)		767,630 (+7.2%)			
a. Local Education Allowance (LEA)	396,050	20 622 ¹	424,048 (+7.1%)	20 320 ¹	457,268 (+7.8%)	20 617 ¹	<p>Maximum rate per student per school year –</p> <p>For children of eligible officers who are already receiving LEA in the school year immediately before the commencement of the 2006/07 school year: \$31,950 - \$53,025</p> <p>For children of eligible officers who start to claim LEA from the 2006/07 school year onwards: \$29,925 - \$49,650</p>	<p>The allowance has been ceased for officers offered appointment on or after 1.6.2000 and the allowance rates have been frozen with no further rate adjustment since the 2006/07 school year.</p> <p>The expenditure on LEA continues to increase as the average amount of allowance claimed by officers is generally on the rise.</p> <p>For 2010-11, we also expect a slight increase in the number of children receiving LEA.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
b. Overseas Education Allowance (OEA) ²	369,246	3 224 ¹	275,764 (-25.3%)	2 916 ¹	294,052 (+6.6%)	2 879 ¹	<p>Maximum rate per student per school year for study in the United Kingdom –</p> <p>For children of eligible officers who are already receiving OEA in the school year immediately before the commencement of the 2006/07 or the 2007 school year -</p> <p>Boarding School Allowance: £7,434 - £9,138</p> <p>Day School Allowance: £1,289</p> <p>For children of eligible officers who start to claim OEA from the 2006/07 or the 2007 school year onwards -</p> <p>Boarding School Allowance: £6,450 - £7,437</p> <p>Day School Allowance: £1,241</p>	<p>The allowance has been ceased for officers offered appointment on or after 1.8.1996 and the allowance rates have been frozen with no further adjustment since the 2006/07 or 2007 school year.</p> <p>The decrease in the 2009-10 revised estimate is mainly due to a projected decrease in the number of children receiving OEA and exchange rate.</p> <p>The increase in the 2010-11 estimate is mainly due to a projected increase in the average amount of allowance claimed and exchange rate.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
c. House Allowance, Furniture and Domestic Appliances Allowances	16,386	13 110	16,300 (-0.5%)	13 040	16,300 (+0%)	13 040	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 1.10.1990. 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. Estimated expenditure for 2009-10 and 2010-11 has remained at about the same level.
d. Air-conditioning Allowance	6	1 ³	10 (+66.7%)	3 ³	10 (+0%)	3 ³	Up to \$3,135 for each of two air-conditioners that may be claimed every five years.	The allowance has been abolished for civil servants and Independent Commission Against Corruption officers with effect from 1.10.2006. The small expenditure is for the provision of the allowance to Judges and Judicial Officers.

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
II. Home Purchase Allowance (Subhead 014)	751,254	14 708	745,838 (-0.7%)	14 673	785,000 (+5.3%)	14 995	\$1,840 - \$18,950 per month	<p>The allowance has been ceased for officers offered appointment on or after 1.6.2000.</p> <p>The expenditure in 2009-10 has remained at about the same level as 2008-09.</p> <p>The increase in the 2010-11 estimate is due to a projected increase in the average amount of allowance claimed through salary progression and an increase in the number of participants.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
III. Passages (Subhead 022)	154,049		137,689 (-10.6%)		148,538 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ²	61,430	1 428	62,224 (+1.3%)	1 457	67,210 (+8.0%)	1 626	<p>Leave Passage Allowance: \$14,735 to \$55,930 per person per year depending on the eligible officer's terms of appointment and rank.</p> <p>Sea Passage: Overseas terms officers are eligible for First Class (Lower) or First Class (Higher) accommodation depending on their rank. Allowance rates depend on the fares set by the cruise operators which are capped at the maximum rates for the respective class of travel approved for the 1997 sailing.</p>	<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.</p> <p>The provision of Sea Passage has been ceased for officers offered appointment on or after 1.12.1984.</p> <p>The increase in the 2009-10 revised estimate and 2010-11 estimate is mainly due to a projected increase in the number of eligible officers claiming the allowance.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
b. School Passage Allowance	89,795	4 905 ¹	72,139 (-19.7%)	3 869 ¹	77,735 (+7.8%)	3 776 ¹	\$11,800 to \$23,600 per student per school year.	<p>The allowance has been ceased for officers offered appointment on or after 1.8.1996. The rates have remained frozen with effect from 1.9.2006.</p> <p>The decrease in 2009-10 revised estimate is mainly due to a projected decrease in the number of students receiving School Passage Allowance.</p> <p>The increase in the 2010-11 estimate is mainly due to a projected increase in the amount of allowance claimed.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
c. Baggage Allowance ²	2,670	647 ³	3,047 (+14.1%)	836 ³	3,292 (+8.0%)	836 ³	<p>The amount of allowance is determined by the cost of transportation of baggage up to the officer's maximum volume / weight entitlement.</p> <p>The allowance has been ceased to be provided as a fringe benefit 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 2009-10 revised estimate and 2010-11 estimate is mainly due to a projected increase in the number of recipients and amount of allowance claimed.</p>	

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
d. Travelling Expenses	154	56 ³	279 (+81.2%)	69 ³	301 (+7.9%)	69 ³	\$1.1 per kilometre for children aged between 5 and 15 and \$2.19 per kilometre for those aged 16 and above.	<p>The benefit has been ceased to be provided as a fringe benefit for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage. The allowance rates for travelling expenses in the country of origin or country of study have been frozen with no further rate adjustment. Travelling expenses in the country of study have been subsumed under the ceiling rates of School Passage Allowance without separate provision with effect from 1.9.2006.</p> <p>The increase in the 2009-10 revised estimate and 2010-11 estimate is mainly due to a projected increase in the number of recipients and amount of travelling expenses claimed.</p>
IV. Home Financing Allowance (Subhead 033)	806,474	3 548	585,242 (-27.4%)	2 815	504,000 (-13.9%)	2 422	\$15,020 - \$41,600 per month	<p>The allowance has been ceased for officers offered appointment on or after 1.6.2000.</p> <p>The expenditure on this allowance continues to decrease mainly due to the decreasing number of participants.</p>

Allowance	2008-09		2009-10		2010-11		Allowance Rates	Reasons for changes in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
V. Private Tenancy Allowance (Subhead 038)	162,115	669	171,772 (+6.0%)	660	182,000 (+6.0%)	652	Single Rate: \$7,160 - \$29,900 per month Married Rate: \$8,060 - \$33,650 per month Family Rate: \$8,950 - \$37,370 per month	The allowance has been ceased for officers offered appointment on or after 1.10.1990. The increase in the 2009-10 revised estimate and 2010-11 estimate is mainly due to a projected increase in the average amount of allowance claimed through salary progression.
VI. Non-accountable Cash Allowance (Subhead 040)	70,701	374	114,359 (+61.8%)	575	198,000 (+73.1%)	1 049	For officers who commence to receive the allowance on or above MPS 34 (or equivalent): \$14,270 - \$39,520 per month For officers who commence to receive the allowance below MPS 34 (or equivalent): \$1,750 - \$18,000 per month	The allowance is provided to eligible officers offered appointment on or after 1.6.2000. The expenditure on this allowance continues to increase due to the increasing number of participants.

Notes

1. The number of recipients means the number of children of eligible officers receiving the relevant allowance.
2. The items 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.
3. The number of recipients means the number of claims.

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB021

Question Serial No.

3090

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 023 Quartering

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please list out and compare the breakdowns of expenditure, the number of allowance recipients, the relevant allowance rates and the reasons for the changes under the above subhead in 2008-09 and 2009-10. Please also list out and explain the breakdowns of expenditure, the number of allowance recipients, the relevant allowance rates and the reasons for the changes under this subhead in 2010-11.

Asked by: Hon. CHEUNG Man-kwong

Reply:

The 2008-09 actual expenditure, the 2009-10 revised estimate and 2010-11 estimated expenditure for individual allowances under the above subhead, together with the corresponding actual or estimated number of recipients and allowances rates, are set out in the **Annex**. The reasons for the changes in expenditure are also set out in the Annex.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

17 March 2010

Subhead 023 Quartering

	2008-09		2009-10		2010-11		Allowance Rates	Reason for change in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimated Expenditure (\$'000)	Estimated No. of Recipients	Estimated Expenditure (\$'000)	Estimated No. of Recipients		
a. Hotel Subsistence Allowance ^{@&^}	16	3	33 (+106.3%)	14	26 (-21.2%)	11	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 on 1.10.2006. Payment of the allowance arising from external postings has also been ceased for officers who are given a written offer for an external posting on or after 16.3.2009. Expenditure on this allowance is still required for officers who had been offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis.
b. Housing Allowance for Disciplined Services	7,482	372	8,217 (+9.8%)	461	12,211 (+48.6%)	454	The amount of the allowance is equal to the rent payable by the officer concerned to the Housing Authority. This is 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 increase in the 2010-11 estimate is mainly due to the actual and anticipated lower than normal expenditure in 2008-09 and 2009-10 because of the Government's initiative to pay rent for public rental housing (PRH) tenants from August to October 2008 and from August to September 2009 and the Government's rates concession for 2008-09 and 2009-10 to PRH tenants by offsetting an equivalent amount of PRH rent each month. The provision for 2010-11 has not taken into account the one-off relief measures of paying two months' rent for public housing tenants and waiving rates for 2010-11 proposed under the Budget 2010-11.

	2008-09		2009-10		2010-11		Allowance Rates	Reason for change in expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimated Expenditure (\$'000)	Estimated No. of Recipients	Estimated Expenditure (\$'000)	Estimated No. of Recipients		
c. Provision of hotel accommodation [@]	279	10	272 (-2.5%)	15	499 (+83.5%)	28	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 1.6.2000. Expenditure on this item varies from year to year as the allowance is provided on a need basis, mainly for officers on external postings before leaving Hong Kong or on return to Hong Kong.
d. Removal Allowance	4,136	327	5,384 (+30.2%)	466	5,673 (+5.4%)	477	The rate ranges from \$5,170 to \$22,110.	Expenditure varies from year to year as the allowance is provided on a need basis. The 2010-11 estimate is based on the estimated number of officers who are required to move from their current accommodation and meet the criteria for granting the allowance in 2010-11.
e. Management Fees and Rates for Local Government Officers' Housing Scheme	0	N.A.	1	N.A.	1	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.

Legend

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.

The recipients for the expenditure item marked with ^ include family members of eligible officers.

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB022

Question Serial No.

2403

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:

Please provide details of the consultations on policy making and assessment under all programmes in the following format. Using the table below, please provide information on the consultations for which funds had been allocated in 2009-10:

Name/ subject of consultation	Revised estimate (\$)	Progress of consultation (under planning/ in progress/ completed)	Mode of consultation (e.g. by means of written submissions, consultation sessions, focus groups), number of consultation exercises, name of organisations and number of people consulted/ to be consulted	The Administration's follow-up actions on the consultation results and the progress made (if applicable)	For consultations already completed, were the results publicised? If so, what were the channels? If not, why not?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service. As part of our normal work, we discuss policy matters with relevant stakeholders and listen to their views from time to time. It is therefore not possible to work out the provisions involved. No financial provision has been specifically allocated under Head 46 General Expenses of the Civil Service in 2009-10 for holding public consultations on policies under the purview of CSB.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB023

Question Serial No.

0147

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 028

Legal assistance

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Will the provision under this subhead cover the legal expenses incurred by the disciplined services staff members who have instructed solicitors to act for them in internal disciplinary hearings in the year of 2010-11?

Asked by: Hon. IP LAU Suk-yee, Regina

Reply:

The provision made under Head 46 General Expenses of the Civil Service Subhead 028 Legal Assistance is to provide legal assistance to officers involved or likely to be involved in court proceedings for criminal offences, civil actions, death inquests, etc arising from their performance of official duties. It is not applicable to internal disciplinary proceedings against civil servants of both civilian and disciplined services grades, and does not cover legal expenses incurred by civil servants in engaging their own legal representatives in internal disciplinary hearings held against them.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 10 March 2010

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

Reply Serial No.

CSB024

Question Serial No.

2404

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:

Have resources been earmarked in 2010-11 for holding consultations on policy making and assessment under all programmes? If so, please provide information on the consultations in the following format.

Name/ subject of consultation	Expenditure (\$)	Progress of consultation (under planning/ in progress/ completed)	Mode of consultation (e.g. by means of written submissions, consultation sessions, focus groups), number of consultation exercises, name of organisations and number of people consulted/ to be consulted	For consultations scheduled for completion in the financial year 2010-11, will the results be publicised? If not, what are the reasons?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The Civil Service Bureau (CSB) is responsible for the formulation and implementation of policies on the management of the civil service. As part of our normal work, we discuss policy matters with relevant stakeholders and listen to their views from time to time. It is therefore not possible to work out the provisions involved. No financial provision has been specifically earmarked under Head 46 General Expenses of the Civil Service in 2010-11 for holding public consultations on policies under the purview of CSB.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

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

Reply Serial No.

CSB025

Question Serial No.

1820

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 023 Quartering

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 2009-10 revised estimate and 2010-11 estimate for Subhead 023 Quartering are respectively \$13,907,000 and \$18,410,000. Please provide the number of civil servants estimated to be granted the aforesaid benefits in these two years, broken down by lower, middle and senior ranks.

Asked by: Hon. IP Wai-ming

Reply:

In the 2009-10 revised estimate, a total of 947 civil servants are estimated to be granted the benefits, including 38 civil servants in lower ranks, 784 in middle ranks and 125 in senior ranks. In the 2010-11 estimate, a total of 961 civil servants are estimated to be granted the benefits, including 49 civil servants in lower ranks, 740 in middle ranks and 172 in senior ranks. For the purpose of this reply, lower ranks refer to those below Master Pay Scale Point (MPS) 10 or equivalent, middle ranks refer to those on MPS 10 to 33 or equivalent and senior ranks refer to those above MPS 33 to General Disciplined Services (Officer) Pay Scale Point 39 or equivalent.

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2010

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

Reply Serial No.

CSB026

Question Serial No.

1821

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 028

Legal assistance

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 028 Legal assistance, the 2008-09 actual expenditure and 2009-10 revised estimate are \$229,000 and \$2,298,000 respectively. Please provide the number of successful applications for legal assistance in 2008-09 and 2009-10, broken down by lower, middle and senior ranking civil servants.

Asked by: Hon. IP Wai-ming

Reply:

The number of successful applications from civil servants for legal assistance under Head 46 General Expenses of the Civil Service Subhead 028 Legal Assistance, broken down by rank, in the financial years of 2008-09 and 2009-10 are appended below –

	2008-09	2009-10 (as at 5 March 2010)
Junior-ranking civil servants (below Master Pay Scale (“MPS”) Point 10 or equivalent)	7	3
Middle-ranking civil servants (between MPS Points 10 and 33 or equivalent)	27	23
Senior-ranking civil servants (above MPS Point 33 or equivalent)	15	12
<u>Total</u>	49	38

Signature _____

Name in block letters _____

Andrew HY WONG

Post Title _____

Permanent Secretary for the Civil Service

Date _____

11 March 2010

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

Reply Serial No.

CSB027

Question Serial No.

2932

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 022 Passages

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

With regard to the provision under Subhead 022 Passages mentioned in paragraph 15 for payment of passages in respect of children of eligible officers being educated overseas, please provide the following information:

- (a) The countries/regions where the above students went for study;
- (b) Whether the passages mentioned above apply to children of eligible officers receiving education in the Mainland; and
- (c) If not, whether the Administration will consider including in this subhead passages in respect of children of eligible officers receiving education in the Mainland.

Asked by: Hon. PAN Pey-chyou

Reply:

School Passage Allowance (SPA) under Subhead 022 Passages is for payment of passages in respect of children of eligible officers receiving full-time education overseas. Eligible officers refer to those offered appointment before 1 August 1996, who are employed either on local terms or on overseas terms. Officers on overseas terms whose children study in any country/region outside Hong Kong are eligible for SPA. The allowance also applies to children of eligible officers on local terms studying in the United Kingdom. Responses to the specific questions are set out below:

- (a) According to the claims processed in 2007-08, 2008-09 and 2009-10 (up to February 2010), on average, over 99% of students receiving SPA studied in the United Kingdom, with the remainder in Australia, New Zealand, South Africa and Denmark.
- (b) & (c) Eligible officers on overseas terms may claim SPA for their children studying outside Hong Kong, including the Mainland, under existing rules. As stated above, only children of eligible officers on local terms studying in the United Kingdom are eligible for the allowance. As SPA is an obsolete benefit which has ceased to be provided to officers

offered appointment on or after 1 August 1996, we have no plan to relax the prevailing eligibility criteria to provide for payment of passages in respect of eligible officers on local terms whose children receive education in other regions, including the Mainland.

Signature _____

Name in block letters _____ K T LI _____

Post Title _____ Director of Accounting Services _____

Date _____ 17 March 2010 _____

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB028

Question Serial No.

2523

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:

What is the estimated number of candidates of civil service examinations under Subhead 011 Civil Service Examinations in 2010? What change is there from the previous year (i.e. 2009)? Why is there such change?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of candidates taking part in civil service examinations held under Subhead 011 Civil Service Examinations in 2010 is 87 500. It is 13 732 (13.6%) less than that in 2009 (101 232) as we expect the number of candidates will drop from an unusually high level in 2009 to a level closer to the historical trend. The number of candidates in 2007 and 2008 was 71 701 and 77 897 respectively.

Signature _____

Name in block letters Andrew HY WONG

Post Title Permanent Secretary for the Civil Service

Date 12 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB029

Question Serial No.

2524

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:

What are the amounts of local education allowance and overseas education allowance to be paid in 2010-11 under Subhead 013 Personal allowances?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated amounts of local education allowance and overseas education allowance to be paid in 2010-11 are \$457.268 million and \$294.052 million respectively.

Signature _____

Name in block letters _____ K T LI

Post Title _____ Director of Accounting Services

Date _____ 15 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB030

Question Serial No.

2525

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:

What are the estimated numbers of officers who will receive the furniture and domestic appliances allowances, and the house allowance under Subhead 013 Personal allowances in 2010-11? What are the expenditures involved?

Asked by: Hon. TAM Yiu-chung

Reply:

It is estimated that in 2010-11, there will be about 13 040 officers receiving furniture and domestic appliances allowances and the expenditure will amount to \$16.3 million. It is expected that no officer will draw the house allowance in the year.

Signature _____

Name in block letters _____

K T LI

Post Title _____

Director of Accounting Services

Date _____

15 March 2010

Officers Retiring in the Years from 2008 to 2010 by Bureau/Department

Bureaux/Departments	2008 Actual			2009 Actual			2010 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%
Agriculture, Fisheries and Conservation Department	56	1	1.8	40	1	2.5	63	-	-
Architectural Services Department	32	4	12.5	29	5	17.2	36	3	8.3
Audit Commission	4	1	25.0	3	1	33.3	1	-	-
Auxiliary Medical Service	1	-	-	2	-	-	2	-	-
Buildings Department	9	2	22.2	7	1	14.3	19	4	21.1
Census and Statistics Department	18	1	5.6	11	-	-	24	-	-
Chief Executive's Office	3	-	-	1	-	-	4	-	-
Civil Aid Service	4	-	-	7	-	-	1	-	-
Civil Aviation Department	9	2	22.2	9	1	11.1	8	-	-
Civil Engineering and Development Department	33	2	6.1	38	7	18.4	45	-	-
Companies Registry	5	-	-	1	1	100.0	6	-	-
Correctional Services Department	192	-	-	203	5	2.5	197	-	-
Customs and Excise Department	64	-	-	80	4	5.0	58	1	1.7
Department of Health	101	-	-	89	1	1.1	96	1	1.0
Department of Justice	12	2	16.7	12	2	16.7	13	2	15.4
Drainage Services Department	46	3	6.5	36	-	-	34	-	-
Electrical and Mechanical Services Department	10	-	-	11	1	9.1	4	1	25
Electrical and Mechanical Services Trading Fund	135	3	2.2	113	1	0.9	156	-	-
Environmental Protection Department	15	-	-	18	2	11.1	11	1	9.1
Fire Services Department	207	3	1.4	221	10	4.5	234	1	0.4
Food and Environmental Hygiene Department	402	2	0.5	448	1	0.2	484	-	-
General Expenses of the Civil Service	11	1	9.1	4	1	25.0	2	-	-
Government Flying Service	6	-	-	2	-	-	2	-	-
Government Laboratory	2	-	-	4	1	25.0	3	-	-
Government Logistics Department	21	-	-	27	-	-	36	-	-
Government Property Agency	10	1	10.0	3	-	-	3	-	-
GS: Civil Service Bureau	10	2	20.0	6	-	-	8	-	-
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1	-	-	-	-	-	1	-	-

Bureaux/Departments	2008 Actual			2009 Actual			2010 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	2	1	50.0	-	-	-	2	-	-
GS: Constitutional and Mainland Affairs Bureau	1	-	-	1	1	100.0	5	2	40.0
GS: Development Bureau (Planning and Lands Branch)	2	-	-	3	1	33.3	1	-	-
GS: Development Bureau (Works Branch)	7	2	28.6	4	-	-	7	2	28.6
GS: Education Bureau	145	2	1.4	149	2	1.3	111	-	-
GS: Environment Bureau	-	-	-	-	-	-	-	-	-
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	3	-	-	-	-	-	1	1	100.0
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	1	-	-	5	3	60.0	3	1	33.3
GS: Food and Health Bureau (Food Branch)	-	-	-	1	-	-	-	-	-
GS: Food and Health Bureau (Health Branch)	-	-	-	1	-	-	-	-	-
GS: Home Affairs Bureau	2	-	-	1	-	-	1	-	-
GS: Innovation and Technology Commission	3	1	33.3	3	-	-	3	1	33.3
GS: Labour and Welfare Bureau	2	1	50.0	3	-	-	1	-	-
GS: Office of the Government Chief Information Officer	5	2	40.0	2	-	-	5	-	-
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	15	1	6.7	12	1	8.3	15	1	6.7
GS: Overseas Economic and Trade Offices	1	1	100.0	1	1	100.0	1	-	-
GS: Security Bureau	1	-	-	1	-	-	3	-	-
GS: Transport and Housing Bureau (Transport Branch)	1	-	-	2	-	-	-	-	-
Highways Department	21	1	4.8	33	1	3.0	50	3	6.0
Home Affairs Department	24	1	4.2	30	1	3.3	32	3	9.4
Hong Kong Council for Accreditation of Academic and Vocational Qualifications	-	-	-	-	-	-	-	-	-
Hong Kong Monetary Authority	1	-	-	1	-	-	2	-	-

Bureaux/Departments	2008 Actual			2009 Actual			2010 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%
Social Welfare Department	86	3	3.5	103	2	1.9	99	1	1.0
Student Financial Assistance Agency	2	-	-	5	-	-	4	1	25.0
Television and Entertainment Licensing Authority	3	-	-	1	-	-	3	-	-
Trade and Industry Department	11	-	-	9	-	-	11	-	-
Transport Department	16	-	-	24	-	-	36	3	8.3
Treasury	9	-	-	13	1	7.7	8	1	12.5
University Grants Committee	-	-	-	1	-	-	-	-	-
Vocational Training Council	20	1	5.0	16	-	-	3	-	-
Water Supplies Department	135	-	-	148	3	2.0	133	3	2.3
Estimate to cater for unanticipated retirement cases	-	-	-	-	-	-	490	-	-
Total	4 026	94	2.3	4 078	126	3.1	4 458	83	1.9

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

Reply Serial No.

CSB034

Question Serial No.

2528

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:

- (a) The estimated number of public and judicial officers retiring in 2010 increases by 9.3% to 4 458 over 2009. What were the estimated numbers of retiring officers in each department and the percentage it accounts for in the establishment of the respective department?
- (b) Among the public and judicial officers retiring in 2009, how many were civilian staff appointed before 1987 and retiring before the age of 60 under the New Pension Scheme? What is the estimated number of such public and judicial officers retiring in 2010?

Asked by: Hon. TAM Yiu-chung

Reply:

- (a) The estimated number of public and judicial officers retiring in 2010 analysed by bureau/department and the percentage it accounts for in the establishment of the respective bureau/department are shown in the Annex.
- (b) There was a total of 569 civilian staff who were appointed before 1987 and retired before the age of 60 under the New Pension Scheme in 2009. Taking into account historical trends, the estimated number for 2010 is 530.

Signature _____

Name in block letters _____ **K T LI**

Post Title _____ **Director of Accounting Services**

Date _____ **17 March 2010**

Estimated Number of Officers Retiring in 2010 by Bureau/Department

Bureaux/Departments	Estimated No. of Officers Retiring in 2010	As a % of Estimated Establishment of 31.3.2011
Agriculture, Fisheries and Conservation Department	63	3.2
Architectural Services Department	36	2.0
Audit Commission	1	0.5
Auxiliary Medical Service	2	2.2
Buildings Department	19	1.9
Census and Statistics Department	24	1.8
Chief Executive's Office	4	4.0
Civil Aid Service	1	1.0
Civil Aviation Department	8	1.0
Civil Engineering and Development Department	45	2.6
Companies Registry	6	2.1
Correctional Services Department	197	2.9
Customs and Excise Department	58	1.0
Department of Health	96	1.7
Department of Justice	13	1.1
Drainage Services Department	34	1.8
Electrical and Mechanical Services Department	4	1.1
Electrical and Mechanical Services Trading Fund	156	4.4
Environmental Protection Department	11	0.7
Fire Services Department	234	2.4
Food and Environmental Hygiene Department	484	4.3
General Expenses of the Civil Service	2	0.6
Government Flying Service	2	0.9
Government Laboratory	3	0.7
Government Logistics Department	36	5.1
Government Property Agency	3	1.4
GS: Civil Service Bureau	8	1.3
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1	0.5
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	2	2.0
GS: Constitutional and Mainland Affairs Bureau	5	3.7

Bureaux/Departments	Estimated No. of Officers Retiring in 2010	As a % of Estimated Establishment of 31.3.2011
GS: Development Bureau (Planning and Lands Branch)	1	0.8
GS: Development Bureau (Works Branch)	7	3.2
GS: Education Bureau	111	2.0
GS: Environment Bureau	-	-
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	1	0.6
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	3	1.7
GS: Food and Health Bureau (Food Branch)	-	-
GS: Food and Health Bureau (Health Branch)	-	-
GS: Home Affairs Bureau	1	0.5
GS: Innovation and Technology Commission	3	1.8
GS: Labour and Welfare Bureau	1	1.0
GS: Office of the Government Chief Information Officer	5	0.8
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	15	3.1
GS: Overseas Economic and Trade Offices	1	0.7
GS: Security Bureau	3	1.6
GS: Transport and Housing Bureau (Transport Branch)	-	-
Highways Department	50	2.4
Home Affairs Department	32	1.7
Hong Kong Council for Accreditation of Academic and Vocational Qualifications	-	-
Hong Kong Monetary Authority	2	6.3
Hong Kong Observatory	7	2.4
Hong Kong Police Force	624	1.9
Hospital Authority	166	6.4
Housing Authority	233	2.9
Immigration Department	87	1.3
Independent Commission Against Corruption	2	0.1
Information Services Department	6	1.4
Inland Revenue Department	50	1.8

Bureaux/Departments	Estimated No. of Officers Retiring in 2010	As a % of Estimated Establishment of 31.3.2011
Intellectual Property Department	-	-
Invest Hong Kong	1	2.9
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	3.6
Judiciary	46	2.8
Labour Department	37	2.0
Land Registry	9	1.9
Lands Department	113	2.9
Legal Aid Department	11	2.0
Legal Aid Services Council	-	-
Leisure and Cultural Services Department	255	3.1
Marine Department	50	3.6
Office of the Telecommunications Authority	5	2.3
Official Receiver's Office	2	0.9
Planning Department	7	0.9
Post Office	140	2.6
Public Service Commission	2	7.4
Radio Television Hong Kong	14	2.6
Rating and Valuation Department	9	1.1
Registration and Electoral Office	-	-
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-
Social Welfare Department	99	1.9
Student Financial Assistance Agency	4	1.1
Television and Entertainment Licensing Authority	3	2.4
Trade and Industry Department	11	2.2
Transport Department	36	2.8
Treasury	8	1.6
University Grants Committee	-	-
Vocational Training Council	3	10.3
Water Supplies Department	133	3.0
Estimate to cater for unanticipated retirement cases	490	-
Total	4 458	2.7

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB036

Question Serial No.

1205

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:

Please list the number of cases and the amount for payment and reimbursement of medical fees and hospital charges for civil service eligible persons in the past three years (i.e. from 2007-08 to 2009-10).

Asked by: Hon. CHAN Hak-kan

Reply:

The number of cases and the amount for payment and reimbursement of medical fees and hospital charges incurred for civil service eligible persons in the past three years were as follows -

<u>Year</u>	<u>No. of cases</u>	<u>Amount (\$ million)</u>
2007-08	14 905	124.9
2008-09	22 384	171.6
2009-10 (Revised Estimate)	32 000	219.2

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

16 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB037

Question Serial No.

1561

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 Administration mentioned in the 2009-10 Estimate that a new Families Clinic in the New Territories would be expected to commence operation before the end of 2009-10 and also committed in the 2010-11 Estimate that follow-up on the project would continue. Has the new clinic commenced operation? What are the actual/estimated numbers of attendance?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The new Families Clinic has commenced operation with effect from 1.3.2010 with two consultation rooms. The number of consultation rooms will be increased to six eventually. In the first week, the number of attendance was 242. At full capacity, the anticipated attendance is around 50 000 per year.

Signature _____

Name in block letters _____ **Dr P Y LAM**

Post Title _____ **Director of Health**

Date _____ **16 March 2010**

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

Reply Serial No.

CSB038

Question Serial No.

1584

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 revised financial provision for 2009-10 had increased by about 14.5% as compared with that for 2008-09. Nevertheless, the target under “appointment time for new dental cases within six months (%)” has dropped for three consecutive years to 73%. What are the reasons?

How could the Administration ensure that the provision increased by 21.6% in 2010-11 can improve the said target percentage to over 90%?

Asked by: Hon. EU Yuet-mee, Audrey

Reply:

The appointment time for new dental cases within 6 months dropped below the target of 90% in 2008 and 2009 because of the increase in the number of new cases. Moreover, some clients chose to attend dental clinics in more convenient locations, resulting in longer waiting time for their first appointments.

The provision for 2010-11 is 21.6% higher than the revised estimate for 2009-10 for Programme (7) as a whole. In respect of dental treatment to civil servants, the provision for 2010-11 is 5.6% higher than the 2009-10 revised estimate. The additional provision has been earmarked for the operation of additional dental surgeries and procurement of specialised dental equipment to meet the increasing demand.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

16 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB039

Question Serial No.

0242

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:

In 2010-11, there will be significant increase in the expenditure on Medical and Dental Treatment for Civil Servants by 21.6%. The Administration's explanation is that there is increasing demand. Has Department of Health assigned dedicated post(s) to monitor such expenditure in order to avoid abuse of public funds? If yes, what will be the expenditure involved?

Asked by: Hon. LAU Wong-fat

Reply:

As employer, the Government has a contractual obligation to provide medical and dental benefits to all civil service eligible persons. The provision of medical and dental treatment services by Department of Health to civil service eligible persons, including payment and reimbursement of medical fees and hospital charges, is based on established policies and guidelines. The monitoring of the provision of such services is part and parcel of the Programme area and hence the expenditure involved cannot be separately identified.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB040

Question Serial No.

1530

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:

Under this Programme, there will be an increase of ten posts in the Department of Health in 2010-11. Please provide details of the nature, ranks, remunerations and job nature of the posts involved.

Asked by: Hon. LEE Kok-long, Joseph

Reply:

A total of ten posts will be created to enhance specialised dental services, and strengthen the administrative and accounting support in the provision of dental services and in processing payment and reimbursement of medical fees and hospital charges.

Details of the posts are set out in the Annex.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

<u>Major scope of responsibilities / Rank</u>	<u>Creation / Deletion</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
Dental support		
Senior Dental Officer	3	2,943,000
Senior Dental Surgery Assistant	2	669,840
Dental Surgery Assistant	2	427,320
Administration support		
Executive Officer II	1	350,820
Accounting Officer I	1	529,860
Assistant Clerical Officer	4	757,680
Workman II	1	117,420
Offset by vacant posts	-4	-940,320
<hr/>		
Net	10	4,855,620
<hr/>		

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

Reply Serial No.

CSB041

Question Serial No.

2914

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 “appointment time for new dental cases within six months (%)” dropped from 87% in 2008 to 73% in 2009, which is a considerable discrepancy from the target of over 90%. What are the reasons?

Asked by: Hon. LEUNG Ka-lau

Reply:

The appointment time for new dental cases within 6 months dropped below the target of 90% in 2008 and 2009 because of the increase in the number of new cases. Moreover, some clients chose to attend dental clinics in more convenient locations, resulting in longer waiting time for their first appointments.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB042

Question Serial No.

0478

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:

In 2009-10, the revised estimate of expenditure for this programme under Department of Health (DH) is \$677.2 million. In this connection, please provide breakdowns of the 2009-10 expenditure and estimated provision for 2010-11 by “Dental services provided by DH”, “Medical services provided by DH”, “Payment and reimbursement of medical fees” and “Payment and reimbursement of hospital charges”.

Asked by: Hon. LI Fung-ying

Reply:

The breakdown of the financial provision are as follows -

	<u>2009-10</u> <u>(revised estimate)</u>	<u>2010-11</u> <u>(estimate)</u>
	\$ million	\$ million
Dental services provided by DH	394.9	417.0
Medical services provided by DH	63.1	71.1
Payment and reimbursement of medical fees and hospital charges	219.2	335.4
Total	<u>677.2</u>	<u>823.5</u>

For the purpose of estimates of expenditure, there is no further breakdown between “Payment and reimbursement of medical fees” and “Payment and reimbursement of hospital charges”.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

Examination of Estimates of Expenditure 2010-11
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB043

Question Serial No.

2015

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:

- (a) In 2010-11, the estimated provision for Medical and Dental Treatment for Civil Servants is \$823.5 million, which is higher than the 2009-10 revised estimate of \$677.2 million and the 2008-09 expenditure of \$591.5 million. The increase is more than 20%. What are the reasons?
- (b) Besides, the Administration mentioned that there would be a net increase of 10 posts in 2010-11 to cope with operational needs. What would be the expenditure involved in terms of breakdown by ranks?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The estimated provision in 2010-11 is higher than the 2009-10 revised estimate due to the following reasons:
- increase in demand for payment and reimbursement of medical fees and hospital charges for civil service eligible persons;
 - increase in cash flow requirement for procurement of specialist equipment for dental clinics
 - opening additional dental surgeries; and
 - operating a new Families Clinic.

(b) The details of the net increase of 10 posts are set out below:

<u>Rank</u>	<u>Creation /Deletion</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
Dental Service		
Senior Dental Officer	3	2,943,000
Senior Dental Surgery Assistant	2	669,840
Dental Surgery Assistant	2	427,320
Administration support		
Executive Officer II	1	350,820
Accounting Officer I	1	529,860
Assistant Clerical Officer	4	757,680
Workman II	1	117,420
Offset by vacant posts	-4	-940,320
<hr/>		
Net	10	4,855,620
<hr/> <hr/>		

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

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

Reply Serial No.

CSB044

Question Serial No.

2931

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 total financial provision for 2010–11 is estimated to be \$823.5 million which, when compared with the revised estimate of \$677.2 million for 2009–10, represents a substantial increase of 21.6%, due mainly to additional provision for meeting the increasing demand for payment and reimbursement of medical fees and hospital charges for civil servants and eligible persons. As such,

- (a) what is the basis for the Administration to assess the increase in such demand and the eventual decision on the level of increased expenditure?
- (b) what are the items in detail and the estimated expenditure involved in this substantially increased provision?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The expenditure on payment and reimbursement of medical fees and hospital charges is largely demand driven. Having regard to the trend of expenditure in recent years, an increase of \$116.2 million in the estimated expenditure is projected for the payment and reimbursement of medical fees and hospital charges in 2010-11 over the revised estimate for 2009-10.
- (b) The estimated provision in 2010-11 is higher than the 2009-10 revised estimate mainly due to the following reasons:
 - increase in demand for payment and reimbursement of medical fees and hospital charges for civil service eligible persons (\$116.2 million);
 - increase in cash flow requirement for procurement of specialist equipment for dental clinics (\$13.5 million) ; and
 - operating additional dental surgeries and a new Families Clinic (\$12.7 million).

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 16 March 2010

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

Reply Serial No.

CSB045

Question Serial No.

2626

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:

According to the figures provided by the Department, the actual appointment time for new dental cases to eligible persons at dental clinics within 6 months was only 73% in 2009, far behind the targeted 90%. In this regard, what enhanced measures will the Department adopt to achieve the target in 2010?

Asked by: Hon. SHEK Lai-him, Abraham

Reply:

The appointment time for new dental cases within 6 months dropped below the target of 90% in 2009 because of the increase in the number of new cases. Moreover, some clients chose to attend dental clinics in more convenient locations, resulting in longer waiting time for their first appointments. In 2010-11, additional provision has been earmarked for the operation of additional dental surgeries to meet the increasing demand.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

16 March 2010

Examination of Estimates of Expenditure 2010-11

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

Reply Serial No.

CSB046

Question Serial No.

3095

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 allowances related to the performance of duties and those provided as fringe benefits payable to civil servants, please provide information on the number of recipients in 2008-09, 2009-10 and 2010-11, the actual expenses for each of the allowances paid in 2008-09, the approved and revised estimates for 2009-10 and the estimate for 2010-11. 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 the first category for 2008-09 and 2009-10, with breakdown by individual allowance, is set out in **Annex I**. As allowances related to the performance of duties are funded by the votes of the concerned bureaux/departments, the Treasury does not have estimates for these allowances for 2009-10 and 2010-11. The 2009-10 figures shown in Annex I are projected based on the actual expenditure and the number of recipients from April to December 2009.

Information on the expenditure and the number of recipients for the second category for the years from 2008-09 to 2010-11, with breakdown by individual allowance, is set out in **Annex II**. The reasons for the change in expenditure are also set out in the two annexes.

Signature _____

Name in block letters _____ **K T LI**

Post Title _____ **Director of Accounting Services**

Date _____ **17 March 2010**

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2008-09		2009-10 ²		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³	
I. Acting Allowance	322,052	20 135	324,037 (+0.6%)	16 996	The rules for the payment of acting allowance were reviewed and tightened up in 2000. Since then, the expenditure on acting allowance has been reduced to around \$300 million a year. Actual expenditure varies from year to year, depending on the operational requirements which necessitate acting appointments (e.g. the pay level of the acting office).
II. Overtime and Related Allowances	472,991		410,954 (-13.1%)		Expenditure on overtime and related allowances depends on operational needs. Overtime and standby allowances are only payable when time-off cannot be granted within one month of the overtime / standby performed.
a. Overtime Allowance for civilian staff	219,234	19 356	181,274 (-17.3%)	15 015	The higher overall expenditure on overtime and related allowances in 2008-09 when compared to 2009-10 is mainly due to varying demand for public services and operational requirements, and Hong Kong's co-hosting of the equestrian events of the 2008 Olympic Games in 2008-09.
b. Disciplined Services Overtime Allowance	199,378	16 510	180,246 (-9.6%)	12 281	
c. Standby Duty Allowance	47,103	3 135	42,071 (-10.7%)	2 663	
d. On-call Duty Allowance	5,754	4 336	5,787 (+0.6%)	3 747	

Allowance	2008-09		2009-10 ²		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³	
e. Honorarium	1,522	100	1,576 (+3.5%)	93	
III. Job-related Allowances (JRAs)	263,003		253,495 (-3.6%)		JRAs are payable to compensate staff for aspects of work which are not normally expected of a particular grade or rank and which have not been taken into account in the relevant pay scales. Payment of such allowances is subject to operational justifications.
a. Extraneous Duties Allowance (EDA) for civilian staff	4,832	991	3,490 (-27.8%)	852	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. Actual expenditure depends on operational requirements.
b. Extra Duties Allowance for Disciplined Services	78,344	11 827	78,364 (+0%)	11 230	The allowance is payable to disciplined services staff 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.
c. Hardship Allowances	45,276	7 107	43,775 (-3.3%)	6 742	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. Actual expenditure depends on operational requirements.
d. Typhoon / Rainstorm Black Warning Allowance	16,617	8 779	8,391 (-49.5%)	5 754	Actual expenditure depends on the number and duration of typhoons / rainstorm black warnings issued in that year. The decrease in the projected expenditure in 2009-10 is mainly due to the shorter time for hoisting typhoon signal no. 8 or above and rainstorm black warning in 2009-10.
e. Shift Duty Allowance	65,592	11 270	66,444 (+1.3%)	10 996	Actual expenditure depends on operational requirements.

Allowance	2008-09		2009-10 ²		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³	
f. Special Allowances for disciplined services	52,106	12 344	52,737 (+1.2%)	11 787	Special allowances include those payable to staff deployed on detective duties and staff in the Correctional Services Department who have frequent contacts with mentally-ill inmates, etc. Actual expenditure depends on operational requirements.
g. Uniform (and Kit) Allowance	236	63	294 (+24.6%)	73	The increase in the projected expenditure for 2009-10 is due to increase in the rate of the allowance and number of claimants.
IV. Subsistence Allowance⁴	68,803	N.A.⁵	68,915 (+0.2%)	N.A.⁵	The slight increase in the projected expenditure for 2009-10 is to meet operational requirements.
V. Travelling Allowances	74,702	N.A.⁵	70,022 (-6.3%)	N.A.⁵	This item covers expenditure on Supplementary Travel Allowance, Duty Travelling Expenses and Duty Mileage Allowance. Actual expenditure depends on operational requirements.
VI. Allowances for Officers Posted Outside Hong Kong	62,001		59,669 (-3.8%)		
a. Rent Allowance	30,895	109	31,028 (+0.4%)	105	Rent Allowance is payable to officers posted outside Hong Kong who are not provided with official residence to cover the cost for renting accommodation at the city of posting. Actual expenditure depends on the number of staff posted outside Hong Kong, their marital status and the actual rent of their rented accommodation.

Allowance	2008-09		2009-10 ²		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³	
b. Special Posting Allowance	23,380	119	24,066 (+2.9%)	116	Special Posting 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. 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.
c. Exchange Compensation Allowance (ECA)	4,593	60	1,556 (-66.1%)	64	ECA is payable to officers for protection against currency fluctuations. The projected expenditure for 2009-10 has significantly decreased as the payment of the ECA was partly offset by the exchange gains that some officers paid to the Government due to the depreciation of certain foreign currencies after the financial tsunami.
d. Disturbance Grant	3,133	57	3,019 (-3.6%)	50	The allowance is payable to officers on commencement of and end of external postings. Actual expenditure depends on the number of staff movements in the year, ranking of the officers concerned and their marital status.
VII. Other Allowances	11,393		11,089 (-2.7%)		
a. ICAC Post Allowance	6,486	834	6,219 (-4.1%)	805	The allowance has been ceased for recruits offered appointment from April 2000. The allowance will be phased out in the long run.
b. Others	4,907	N.A. ⁵	4,870 (-0.8%)	N.A. ⁵	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. Actual expenditure depends on operational requirements.
Total	1,274,945		1,198,181 (-6.0%)		

Notes

1. Duty-related allowances are paid under the respective items of individual heads of expenditure.
2. For duty-related allowances, the 2009-10 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to December 2009. The percentage change is a comparison of the 2009-10 projected expenditure with the 2008-09 actual expenditure.
3. The number of recipients is the actual headcount as at 31.12.2009, assuming that the same officers continue to receive the allowances during the months of January to March 2010.
4. The expenditure figures under “Subsistence Allowance” cover local subsistence allowance only. Expenditure in respect of overseas subsistence allowance is subsumed under expenditure on other minor items and cannot be separately identified.
5. Payments are processed directly by individual bureaux/departments against claims from the officers concerned. The Treasury does not have details of the total number of officers involved.

ALLOWANCES THAT ARE FRINGE BENEFITS¹

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
I. Education Allowances	765,296		863,944		699,812 (-8.6%)		751,320 (+7.4%)		
a. Local Education Allowance (LEA)	396,050	20 622 ²	445,364	23 767 ²	424,048 (+7.1%)	20 320 ²	457,268 (+7.8%)	20 617 ²	<p>The allowance has been ceased for officers offered appointment on or after 1.6.2000 and the allowance rates have been frozen with no further rate adjustment since the 2006/07 school year.</p> <p>The expenditure on LEA continues to increase as the average amount of allowance claimed by officers is generally on the rise. For 2010-11, we also expect a slight increase in the number of children receiving LEA.</p>
b. Overseas Education Allowance (OEA) ³	369,246	3 224 ²	418,580	3 618 ²	275,764 (-25.3%)	2 916 ²	294,052 (+6.6%)	2 879 ²	<p>The allowance has been ceased for officers offered appointment on or after 1.8.1996 and the allowance rates have been frozen with no further adjustment since the 2006/07 or 2007 school year.</p> <p>The increase in the 2010-11 estimate is mainly due to a projected increase in the average amount of allowance claimed and exchange rate.</p>

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
II. Housing and related allowances	1,837,244		1,803,791		1,666,128 (-9.3%)		1,724,019 (+3.5%)		
a. Home Purchase Allowance	751,254	14 708	790,000	14 805	745,838 (-0.7%)	14 673	785,000 (+5.3%)	14 995	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The increase in the 2010-11 estimate is due to a projected increase in the average amount of allowance claimed through salary progression and an increase in the number of participants.
b. Home Financing Allowance	806,474	3 548	663,000	2 781	585,242 (-27.4%)	2 815	504,000 (-13.9%)	2 422	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The expenditure on this allowance continues to decrease mainly due to the decreasing number of participants.
c. Private Tenancy Allowance	162,115	669	176,000	674	171,772 (+6.0%)	660	182,000 (+6.0%)	652	The allowance has been ceased for officers offered appointment on or after 1.10.1990. The increase in expenditure is mainly due to a projected increase in the average amount of allowance claimed through salary progression.

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
d. Accommodation Allowance	18,256	61	20,000	61	18,521 (+1.5%)	56	19,800 (+6.9%)	55	The allowance has been ceased for officers offered appointment on or after 1.1.1999. The increase in expenditure is mainly due to a projected increase in the average amount of allowance claimed through salary progression.
e. Rent Allowance	139	1	500	3	180 (+29.5%)	1	500 (+177.8%)	3	The allowance has been ceased for officers offered appointment on or after 1.6.2000. The increase in the 2010-11 estimate is mainly due to a projected increase in the number of participants.
f. Non-accountable Cash Allowance	70,701	374	117,000	646	114,359 (+61.8%)	575	198,000 (+73.1%)	1 049	The allowance is provided to eligible officers offered appointment on or after 1.6.2000. The expenditure on this allowance continues to increase due to the increasing number of participants.
g. Air-conditioning Allowance	6	1 ⁴	10	3 ⁴	10 (+66.7%)	3 ⁴	10 (+0%)	3 ⁴	The allowance has been abolished for civil servants and Independent Commission Against Corruption officers with effect from 1.10.2006. The small expenditure is for the provision of the allowance to Judges and Judicial Officers.

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
h. House Allowance, Furniture and Domestic Appliances Allowances	16,386	13 110	16,500	13 100	16,300 (-0.5%)	13 040	16,300 (+0%)	13 040	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. Expenditure has remained at about the same level.
i. Quartering									
(i) Hotel Subsistence Allowance ^{3&5}	16	3	13	5	33 (+106.3%)	14	26 (-21.2%)	11	The allowance, as a fringe benefit, has been ceased on 1.10.2006. Payment of the allowance arising from external postings has also been ceased for officers who are given a written offer for an external posting on or after 16.3.2009. Expenditure on this allowance is still required for officers who had been offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis.

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
(ii) Housing Allowance for Disciplined Services	7,482	372	15,085	418	8,217 (+9.8%)	461	12,211 (+48.6%)	454	<p>The increase in the 2010-11 estimate is mainly due to the actual and anticipated lower than normal expenditure in 2008-09 and 2009-10 because of the Government's initiative to pay rent for public rental housing (PRH) tenants from August to October 2008 and from August to September 2009 and the Government's rates concession for 2008-09 and 2009-10 to PRH tenants by offsetting an equivalent amount of PRH rent each month.</p> <p>The provision for 2010-11 has not taken into account the one-off relief measures of paying two months' rent for public housing tenants and waiving rates for 2010-11 proposed under the Budget 2010-11.</p>
(iii) Provision of hotel accommodation ³	279	10	284	16	272 (-2.5%)	15	499 (+83.5%)	28	<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, mainly for officers on external postings before leaving Hong Kong or on return to Hong Kong.</p>

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
(iv) Removal Allowance	4,136	327	5,399	454	5,384 (+30.2%)	466	5,673 (+5.4%)	477	Expenditure varies from year to year as the allowance is provided on a need basis. The 2010-11 estimate is based on the estimated number of officers who are required to move from their current accommodation and meet the criteria for granting the allowance in 2010-11.
III. Passage and related allowances	154,049		178,630		137,689 (-10.6%)		148,538 (+7.9%)		
a. Leave Passage Allowance (including expenditure on Sea Passage) ³	61,430	1 428	69,908	1 651	62,224 (+1.3%)	1 457	67,210 (+8.0%)	1 626	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 2010-11 estimate is mainly due to a projected increase in the number of eligible officers claiming the allowance.
b. School Passage Allowance	89,795	4 905 ²	104,893	5 197 ²	72,139 (-19.7%)	3 869 ²	77,735 (+7.8%)	3 776 ²	The allowance has been ceased for officers offered appointment on or after 1.8.1996. The rates have remained frozen with effect from 1.9.2006. The increase in the 2010-11 estimate is mainly due to a projected increase in the amount of allowance claimed.

Allowance	2008-09		2009-10		2009-10		2010-11		Remarks
	Actual Expenditure (\$'000)	Actual No. of Recipients	Approved Estimate (\$'000)	Estimated No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients	
c. Baggage Allowance ³	2,670	647 ⁴	3,610	755 ⁴	3,047 (+14.1%)	836 ⁴	3,292 (+8.0%)	836 ⁴	<p>The allowance has been ceased to be provided as a fringe benefit 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 2010-11 estimate is mainly due to a projected increase in the amount of allowance claimed.</p>
d. Travelling Expenses	154	56 ⁴	219	65 ⁴	279 (+81.2%)	69 ⁴	301 (+7.9%)	69 ⁴	<p>The benefit has been ceased to be provided as a fringe benefit for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage. The allowance rates for travelling expenses in the country of origin or country of study have been frozen with no further rate adjustment. Travelling expenses in the country of study have been subsumed under the ceiling rates of School Passage Allowance without separate provision with effect from 1.9.2006.</p> <p>The increase in the 2010-11 estimate is mainly due to a projected increase in the amount of travelling expenses claimed.</p>
Total	2,756,589		2,846,365		2,503,629 (-9.2%)		2,623,877 (+4.8%)		

Notes

1. Allowances provided as fringe benefits are centrally voted under Head 46 General Expenses of the Civil Service.
2. The number of recipients means the number of children of eligible officers receiving the relevant allowance.
3. The items 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. The number of recipients means the number of claims.
5. Recipients include family members of eligible officers.