

**Replies to supplementary questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2011-12**

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

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
S-CSB01	S011	WONG Kwok-hing	143	Human Resource Management
S-CSB02	SV020	CHEUNG Man-kwong	143	Human Resource Management
S-CSB03	SV019	NG Margaret	143	Translation and Interpretation Services and Use of Official Languages
S-CSB04	SV021	NG Margaret	46	General Expenses of the Civil Service
S-CSB05	SV018	PAN Pey-chyou	46	General Expenses of the Civil Service
S-CSB06	SV022	LI Fung-ying	37	Medical and Dental Treatment for Civil Servants

Examination of Estimates of Expenditure 2011-12
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CSB01

Question Serial No.

S011

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:

How many of the existing 15 867 non-civil service contract positions will be converted into posts on permanent terms in the coming year and what are the details of their distribution among departments?

Asked by: Hon. Wong Kwok-hing

Reply:

Non-civil service contract (NCSC) staff may be engaged for service needs which are time-limited, seasonal, or subject to market fluctuations; or which require staff to work less than conditioned hours; or which require tapping the latest expertise in a particular area; or where the mode of service delivery is under review or likely to be changed. The nature of the engagement of NCSC staff is thus different from that of civil servants who are employed on permanent terms for meeting long-term service needs.

The Civil Service Bureau (CSB), jointly with bureaux/departments (B/Ds), conducted in 2006 a special review on the employment situation of NCSC staff. The review identified 4 004 NCSC positions which should gradually be replaced by civil service posts as the work involved should more appropriately be performed by civil servants. As at 31 December 2010, about 3 470 of such positions have been phased out upon expiry of the employment contracts of the concerned NCSC staff and the recruitment of the replacement civil servants. Since the 2006 special review, B/Ds have identified another 1 100 NCSC positions which involved work that should more appropriately be carried out by civil servants. These NCSC positions identified are also being phased out upon the expiry of the employment contracts of concerned NCSC staff and the filling of replacement civil service posts. As at 30 September 2010, about 520 of this latter category of NCSC positions have been phased out and replaced by civil service posts.

CSB has issued detailed guidelines on the employment of NCSC staff, specifying the circumstances under which NCSC staff may be employed. B/Ds are required to adhere closely to the laid down ambit of the NCSC Staff Scheme. They are also required to keep their employment of NCSC staff under regular review and, where appropriate, seek to replace NCSC positions with civil service posts. The actual programme of phasing out specific NCSC positions depends, however, on various factors including the expiry date(s) of the employment contracts of concerned NCSC staff and the availability of replacement civil servants. As such, CSB does not have precise information

on the number and details of NCSC positions to be replaced by B/Ds with civil service posts in 2011-12.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 30 March 2011

Examination of Estimates of Expenditure 2011-12
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CSB02

Question Serial No.

SV020

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the number and rank of officers (and their respective bureaux/departments) who have been granted promotion during an extension of service beyond their retirement age.

Asked by: Hon. CHEUNG Man-kwong

Reply:

In the past 3 years from 2008-09 to 2010-11, no officers were promoted during the extended period of service beyond their retirement age.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 29 March 2011

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

Reply Serial No.

S-CSB03

Question Serial No.

SV019

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:

With reference to programme (3) Translation and Interpretation Services and Use of Official Languages under Head 143 – Government Secretariat: Civil Service Bureau, please provide details of the programmes to enhance the capability of the civil service to communicate effectively in the official languages, and the types of official language services which are available not only to the civil service but also to the public.

Asked by: Hon. NG Margaret

Reply:

To help enhance the capability of the civil service to communicate effectively in the two official languages, the Civil Service Bureau (CSB) will continue to provide civil servants with a wide range of support services and training programmes. The support services include the operation of telephone hotlines to answer enquiries on Chinese and English 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; and vetting of Chinese and English drafts prepared by civil servants. For training, we will continue to provide civil servants with language training in English and Chinese by organising various courses, thematic seminars and e-learning programmes.

We mainly provide Chinese and English language-related services directly to government departments, namely translation, interpretation and other support services. In delivering some of these services, we serve the public indirectly. For example, the translation of various types of government documents to enable the public to choose to read/use the Chinese or the English version, and provision of interpretation service at meetings and interviews to facilitate communication between government officers and members of the public. In addition, some of the reference materials on official writing and language use produced for civil servants are also available to the public. For example, the public can access the web-based version of the glossaries of terms commonly used in the Government and *Word Power* via the CSB website, while the *Guidebooks on Official Chinese Writing* and *Samples of Official Chinese Writing – Administrative and Personnel Matters* are available for sale at the online Government Bookstore and the sales counter for government publications.

Signature _____

Name in block letters _____

Raymond H.C. Wong

Post Title _____

Permanent Secretary for the Civil Service

Date _____

29 March 2011

Examination of Estimates of Expenditure 2011-12
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CSB04

Question Serial No.

SV021

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:

What are the reasons for the large difference between the provision for Subhead 028 Legal assistance under Head 46 – General Expenses of the Civil Service for 2010-2011 and that for 2011-2012?

Asked by: Hon. NG Margaret

Reply:

The level of expenditure for legal assistance under Subhead 028 for a particular financial year depends on the number and the nature of legal assistance cases processed, and hence varies from one year to another.

In 2010-11, the estimated expenditure for Subhead 028 was revised to \$2.2 million because five of the legal assistance cases processed have incurred substantial expenditure.

A lower level of expenditure is estimated for 2011-12 (at \$1.448 million) mainly because three out of the five cases mentioned above were settled in 2010-11.

Signature _____

Name in block letters _____ Raymond H.C. Wong _____

Post Title _____ Permanent Secretary for the Civil Service _____

Date _____ 29 March 2011 _____

Examination of Estimates of Expenditure 2011-12
**CONTROLLING OFFICER'S REPLY TO
SUPPLEMENTARY QUESTION**

Reply Serial No.

S-CSB06

Question Serial No.

SV022

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 provide a breakdown of the financial provision for 2010-11 for “Payment and reimbursement of medical fees” and “Payment and reimbursement of hospital charges” by various reimbursement items (e.g. drugs, medical items and treatment).

Asked by: Hon. LI Fung-ying

Reply:

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

However, a breakdown of the actual expenditure for 2010-11 (up to end of February) is as follows -

	Expenditure \$ million
(a) Drugs	161.1
(b) Medical equipment and treatment	62.6
(c) Medical tests and imaging services	12.6
(d) Hospital maintenance fees	2.7
(e) Others (e.g. medical expenses for officers on duty outside Hong Kong)	2.6
Total	241.6

Signature _____

Name in block letters _____ Dr Thomas TSANG

Post Title _____ Acting Director of Health

Date _____ 30 March 2011