

**Replies to initial written 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**

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

Reply Serial No.

CSB001

Question Serial No.

2918

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 and the publication of the report by the LegCo Select Committee to Inquire into Matters Relating to the Post-service Work of Mr LEUNG Chin-man, how much funding has the Government earmarked for implementing the recommendations of the Reports? What are the Government's criteria for deciding on which recommendations to adopt and when will such recommendations be implemented?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

After 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 conducted a two-month consultation with relevant stakeholders. We also conducted a one-month consultation after the publication of the report by the Legislative Council Select Committee to Inquire into Matters Relating to the Post-service Work of Mr LEUNG Chin-man (the Select Committee) in December 2010. We have sought legal advice on the recommendations of the Review Committee and the Select Committee. We are now studying the legal advice and the views and suggestions received from the relevant stakeholders with a view to putting in place an improved regime as soon as possible. As such, we have yet to assess the resources required for implementing the recommendations. Any resources required will be sought through the established mechanism.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 11 March 2011

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

Reply Serial No.

CSB002

Question Serial No.

1822

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:

Provision for 2011-12 is \$7.6 million (7.6%) higher than the revised estimate for 2010-11. This is mainly due to the implementation of the policy initiative to strengthen the National Studies Training Programme. Will the Administration give a detailed account on the activities under the Programme in 2010 and the public money involved? How is the programme contributing to enhancing the capability of senior civil servants?

Asked by: Hon. CHAN Wai-yip, Albert

Reply:

The total expenditure for national studies training provided by the Civil Service Bureau in 2010-11 was about \$11.2 million. National studies training programmes included training courses conducted by reputable institutions in the Mainland (\$9.4 million), thematic visits to the Mainland (\$0.17 million), local seminars (\$0.3 million), Basic Law programmes (\$0.5 million), Mainland-Hong Kong civil service exchange programme (\$0.33 million), and a dedicated website (\$0.5 million) on developments and information on the Mainland. Major contents of the programmes included current policies and topical issues on political, social, economic and cultural developments in the Mainland.

National studies training enables civil servants to acquire knowledge and understanding of the latest developments in the Mainland, and help promote closer ties and collaboration with our Mainland counterparts.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB003

Question Serial No.

3890

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 information on the number of civil servants serving on re-employment after retirement or extension of service in the past 3 years (2008-09, 2009-10 and 2010-11), the reasons for their re-employment or extension of service, how public interest was met in these cases and the expenditures involved, broken down by bureau/department and by senior, middle and lower ranking civil servants.

Asked by: Hon. CHEUNG Man-kwong

Reply:

Information on the number of civil servants who were re-employed after retirement or offered extension of service in the past three years is set out below. The Civil Service Bureau does not keep readily available information on the break-down of the officers involved by bureau/department, their ranks or the expenditure involved. Applications for re-employment after retirement or extension of service are only approved exceptionally on fully justified operational grounds, to ensure the smooth delivery of quality public service.

	2008-09	2009-10	2010-11
Staff on extension of service	344	370	126
Staff on re-employment after retirement	326	319	296

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB004

Question Serial No.

3891

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 information on the number of civil servants who were retiring in 12 months or less or had been approved for extension of service but were then promoted to higher ranks in the past 3 years (2008-09, 2009-10 and 2010-11), the reasons for their promotion, how public interest was met in these cases and the expenditures involved, broken down by bureau/department and by senior, middle and lower ranking civil servants.

Asked by: Hon. CHEUNG Man-kwong

Reply:

As stipulated in the Civil Service Regulations, selection of officers for promotion is decided on the criteria of character and ability, any qualifications prescribed for the promotion rank, and experience. At the same time, the Civil Service Regulations also stipulate that officers who will have less than 12 months' active service to serve after the effective date of promotion, if promoted, are not normally considered for promotion irrespective of their terms of appointment.

The Civil Service Bureau does not keep readily available information on the number of civil servants who have been promoted, including those promoted after their service has been extended to beyond their retirement age.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB005

Question Serial No.

3892

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 information on the number of civil servants who were still on probation in their respective ranks but had been offered prolonged acting appointment or promotion in the past 3 years (2008-09, 2009-10 and 2010-11), the reasons for their prolonged acting appointment or promotion, how public interest was met in these cases and the expenditures involved, broken down by bureau/department and by senior, middle and lower ranking civil servants.

Asked by: Hon. CHEUNG Man-kwong

Reply:

An acting appointment is a non-substantive appointment whereby a civil servant is appointed to undertake the duties of a vacant post. While some of the acting appointments are recommended in promotion or selection exercises for testing civil servants' suitability for substantive promotion, some are arranged to fill temporary vacancies due to operational need. In general, where there is a need to fill a vacant post in a promotion rank by long-term acting appointment, a promotion or selection board, as appropriate, would be convened to select the most suitable candidate to fill the post. Acting appointments are administrative arrangements made at the discretion of the relevant heads of grade or department. The Civil Service Bureau (CSB) does not keep readily available information on the number of civil servants who have taken up a long-term acting appointment while on probation and the expenditure involved.

As stipulated in the Civil Service Regulations, selection of officers for promotion is decided on the criteria of character and ability, any qualifications prescribed for the promotion rank, and experience. All eligible officers, irrespective of their terms of appointment, are considered on equal terms. CSB does not keep readily available information on the number of civil servants promoted while still on probation and the expenditure involved.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 14 March 2011

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

Reply Serial No.

CSB006

Question Serial No.

3893

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:

Regarding directorate succession needs and planning, what assistance will the Civil Service Bureau render to the heads of bureaux/departments in exploring ways to develop and prepare appropriate officers for promotion to posts at a higher level?

Asked by: Hon. CHEUNG Man-kwong

Reply:

The Secretary for the Civil Service regularly meets with heads of bureaux and departments to examine the succession situation in individual departments and grades, with a view to early identification of any succession problems so that timely remedial actions can be taken. In tandem with the succession planning efforts, the Civil Service Training and Development Institute of the Civil Service Bureau has put in place systematic training and development programmes for civil servants to prepare them for higher responsibilities in addition to the training provided by individual bureaux and departments.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 11 March 2011

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

Reply Serial No.

CSB007

Question Serial No.

0333

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 Administration advise on the following :

- (a) What is the number of civil servants and non-civil service contract staff employed by various departments in 2011-12? What is the expenditure involved?
- (b) Among the civil servants employed by various departments in 2010-11, how many have previously served as non-civil service contract staff? What is the expenditure involved?

Asked by: Hon. HO Chung-tai, Raymond

Reply:

- (a) In the 2011-12 Estimates, the estimated civil service establishment for end-March 2012 is 168 249. 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 2011-12. In 2011-12, the total Personal Emolument expenditure of the Government on civil servants is estimated to be \$53.2 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 2011-12 and the expenditure involved.

- (b) CSB does not have complete information on the number of civil servants employed and the number of former NCSC staff employed as civil servants in 2010-11. Based on our available records, during the period 1 March 2010 to 30 November 2010 for recruitment exercises with applications from NCSC staff performing duties comparable to the civil service ranks under recruitment, the number of successful candidates accepted offers and reported duty was 1 865. Among them, 396 were former NCSC staff performing duties comparable to the civil service ranks under recruitment.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

Summary of Establishment

		ESTABLISHMENT (NUMBER OF POSTS) AS AT	
Head of Expenditure		31.3.2011 Revised estimate	31.3.2012 Estimate
21	Chief Executive's Office.....	100	101
22	Agriculture, Fisheries and Conservation Department	2 000	2 009
25	Architectural Services Department	1 781	1 793
24	Audit Commission	185	185
23	Auxiliary Medical Service	93	96
82	Buildings Department	996	1 173 (1)
26	Census and Statistics Department	1 302	1 220
27	Civil Aid Service	103	102
28	Civil Aviation Department.....	771 (1)	774 (1)
33	Civil Engineering and Development Department	1 726 (3)	1 735 (3)
30	Correctional Services Department	6 823	6 844
31	Customs and Excise Department	5 663	5 683
37	Department of Health.....	5 634	5 761
92	Department of Justice	1 152	1 178
39	Drainage Services Department.....	1 854	1 860
42	Electrical and Mechanical Services Department.....	364	369
44	Environmental Protection Department.....	1 660	1 686
45	Fire Services Department.....	9 627	9 835
49	Food and Environmental Hygiene Department.....	11 142	11 142
46	General Expenses of the Civil Service.....	359	359
166	Government Flying Service	230	230
48	Government Laboratory.....	434	456
59	Government Logistics Department	712	713
51	Government Property Agency	204	205
143	Government Secretariat: Civil Service Bureau	597	603
152	Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch).....	186 (1)	187 (1)
55	Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch).....	97	100
144	Government Secretariat: Constitutional and Mainland Affairs Bureau	129 (2)	138 (2)
138	Government Secretariat: Development Bureau (Planning and Lands Branch).....	120 (1)	129 (1)
159	Government Secretariat: Development Bureau (Works Branch).....	219 (1)	216
156	Government Secretariat: Education Bureau.....	5 687	5 688
137	Government Secretariat: Environment Bureau	39	39
148	Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch).....	161 (3)	171 (4)
147	Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch).....	177	177
139	Government Secretariat: Food and Health Bureau (Food Branch).....	46 (1)	46 (1)

Summary of Establishment

Head of Expenditure	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2011 Revised estimate	31.3.2012 Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch)	91 (2)	92 (2)
53 Government Secretariat: Home Affairs Bureau	198 (2)	221 (3)
155 Government Secretariat: Innovation and Technology Commission.....	170 (1)	169
141 Government Secretariat: Labour and Welfare Bureau ...	103 (1)	103 (1)
47 Government Secretariat: Office of the Government Chief Information Officer.....	635	639
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	486 (1)	496 (1)
96 Government Secretariat: Overseas Economic and Trade Offices.....	149	149
151 Government Secretariat: Security Bureau.....	190 (2)	189 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	154	164
60 Highways Department	2 089 (5)	2 106 (5)
63 Home Affairs Department.....	1 884	1 896
168 Hong Kong Observatory	290	292
122 Hong Kong Police Force.....	33 092	33 232
70 Immigration Department.....	6 623	6 655
72 Independent Commission Against Corruption.....	1 393	1 394
74 Information Services Department	429	430
76 Inland Revenue Department.....	2 818	2 818 (1)
78 Intellectual Property Department	114	115
79 Invest Hong Kong.....	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	28	28
80 Judiciary	1 636	1 667
90 Labour Department	1 885	2 211
91 Lands Department.....	3 882	3 909
94 Legal Aid Department.....	535	542
95 Leisure and Cultural Services Department	8 273	8 551
100 Marine Department	1 384	1 386
116 Official Receiver's Office.....	225	225
118 Planning Department	770	790 (1)
136 Public Service Commission Secretariat	27	27
160 Radio Television Hong Kong	523	542 (1)
162 Rating and Valuation Department.....	852	854
163 Registration and Electoral Office.....	184 (1)	186 (1)
169 Secretariat, Commissioner on Interception of Communications and Surveillance	20	20
170 Social Welfare Department.....	5 314	5 368
173 Student Financial Assistance Agency	371	451

Summary of Establishment

Head of Expenditure	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2011 Revised estimate	31.3.2012 Estimate
180 Television and Entertainment Licensing Authority	125	125
181 Trade and Industry Department	495	498
186 Transport Department	1 287	1 310
188 Treasury	488	489
190 University Grants Committee	54	56
194 Water Supplies Department	4 502	4 503
	146 176 (28)	147 936 (31)
Companies Registry	291 (1)	291 (1)
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	32	31
Hospital Authority	2 524	2 375
Housing Authority	7 920	7 997
Independent Police Complaints Council.....	10	—
Land Registry.....	483	483
Legal Aid Services Council	4	4
Office of the Telecommunications Authority	218	227
Post Office	5 347	5 347
Vocational Training Council.....	29	23
	20 393 (1)	20 313 (1)
TOTAL	166 569 (29)	168 249 (32)

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

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

Reply Serial No.

CSB008

Question Serial No.

1671

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:

Regarding the staff exchange programme with major Mainland cities, how many civil servants have benefited from the programme in the past two financial years (2009-10 and 2010-11)? Please advise on the total expenditures involved. How many civil servants will join the programme in the 2011-12 financial year? Please advise on the estimated expenditure.

Asked by: Hon. HO Chung-tai, Raymond

Reply:

There were 12 and 10 Hong Kong civil servants on attachment to major Mainland cities in 2009-10 and in 2010-11 respectively. The total expenditure involved was about \$400,000 in 2009-10 and \$330,000 in 2010-11.

According to our current plan, about 12 Hong Kong civil servants would join the attachment programme in 2011-12. The expenditure is estimated at \$400,000.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 11 March 2011

Reply:

(a) The Civil Service Bureau (CSB) has commissioned the following study between 2008-09 and 2010-11:

Name of consultant	Mode of award (open auction/ tender/ others (please specify))	Title, content and objectives of project	Consultancy fee (\$)	Start Date	Progress of study (under planning/ in progress/ completed)	Follow-ups taken by the Administration on the study reports and their progress (if any)	If completed, have they been made public? If yes, through what channels? If no, why?
Hay Group Limited	Direct procurement of services	<p>“Study on the Control Regimes Governing Post-service Employment of Senior Civil Servants in Overseas Jurisdictions”</p> <p>The objective of the study is to allow members of the Committee on Review of Post-service Outside Work for Directorate Civil Servants¹ (the “Review Committee”) to have a more in-depth understanding of the overseas control regimes governing post-service employment of senior civil servants.</p>	\$1.3 million	November 2008	Completed	The Review Committee had made reference to the overseas practices when reviewing the current control regime governing the taking up of post-service outside work of directorate civil servants.	The findings of the Consultancy report was published in the Review Committee’s consultation document released in February 2009 and its report in July 2009.

¹ An independent Review Committee was appointed by the Chief Executive on 30 September 2008 to review the policy and arrangements governing post-service outside work for directorate civil servants. It was serviced by the CSB.

- (b) No financial provision has been reserved by the CSB and its departments for conducting consultancy studies in 2011-12.
- (c) The consultancy study mentioned in part (a) above was awarded to the Hay Group Limited in accordance with the guidelines set out in the Stores and Procurement Regulations.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

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

Reply Serial No.

CSB010

Question Serial No.

2285

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:

Which are the 10 departments (including bureaux) with the largest proportions of non-civil service contract (NCSC) staff in relation to the total departmental staff numbers? What are the numbers of NCSC staff in these departments, their respective percentages in relation to the total departmental staff numbers and their respective percentages in relation to the total numbers of departmental grade members?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

As at 31 December 2010, the ten bureaux and departments (B/Ds) with the largest proportion of full-time¹ non-civil service contract (NCSC) staff in relation to the total number of staff (i.e. civil servants and full-time NCSC staff) in the B/D concerned are as follows –

B/Ds (in descending order of the proportion of full-time NCSC staff to total number of staff)	Number of full-time NCSC staff	Percentage of full-time NCSC staff in relation to the total number of staff (%)
Student Financial Assistance Agency	597	66.1
Invest Hong Kong	54	60.7
Chief Secretary and Financial Secretary's Office (mainly serving the Efficiency Unit)	332	40.6
Radio Television Hong Kong	351	39.7
Registration and Electoral Office	78	34.2
Buildings Department	480	32.6
Electrical and Mechanical Services Department	1 691	30.7
Office of the Telecommunications Authority	93	30
Hong Kong Post	2 131	28.8
University Grants Committee Secretariat	18	25.4

¹ "Full-time" means the employment is on a "continuous contract" as defined by the Employment Ordinance, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

We do not have information on the percentage of NCSC staff in relation to the total number of comparable departmental grade members in the ten B/Ds concerned. Moreover, B/Ds may employ NCSC staff for different reasons, for example, to meet service needs 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. As such, NCSC staff may be engaged in duties where no comparable civil service grades/ranks exist or cut across more than one civil service grade.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

Reply:

- (a) From 2008-09 to 2010-11, the Civil Service Bureau and departments under its purview have participated in the following projects on cross-boundary cooperation between Hong Kong and the Mainland:

Project/ Programme title	Details, objective and whether it is related to the Framework Agreement	Expenditure involved	Name of Mainland department/ organisation involved	Progress (% completed, start date, anticipated completion date)	Have the details, objective, amount involved or impact on the public, society, culture and ecology been released to the public? If yes, through which channels and what were the manpower and expenditure involved? If no, what are the reasons?
Civil Service Exchange Programme between HKSARG and the Mainland	Civil servants of HKSARG and Beijing/Shanghai/Hangzhou/Guangdong government were attached to the other side for four to eight weeks with a view to sharing experience and expertise, fostering communication, as well as widening civil servants' exposure and vision. The Agreement between HKSARG and Guangdong was related to the "Framework Agreement on Hong Kong/Guangdong Cooperation".	\$1.1 million	Mainland government departments participated in the Programme, include the Communications Bureau, Housing, Land and Resource Administration Bureau, Information Office, Urban Planning Commission, Construction Committee, Science and Technology Commission, Public Security Bureau, Education Department, Radio and Television Bureau, Health Bureau, Administration of Quality and Technology Supervision, etc.	105 HKSARG and Mainland civil servants participated in the Programme from 2008-09 to 2010-11. The activities for these 3 years were completed.	The Civil Service Bureau had reported to the Legislative Council Panel on Public Service about this exchange programme at its meetings on 18 January 2010 and 18 October 2010. No additional manpower and expenditure were involved for the above arrangement.

(b) In 2011-12, the Civil Service Bureau and departments under its purview will participate in the following projects on cross-boundary cooperation between Hong Kong and the Mainland:

Project/ Programme title	Details, objective and whether it is related to the Framework Agreement	Expenditure involved	Name of Mainland department/ organisation involved	Progress (% completed, start date, anticipated completion date)	Will the details, objective, amount involved or impact on the public, society, culture and ecology be released to the public? If yes, through which channels and what will be the manpower and expenditure involved? If no, what are the reasons?
Same as above	Same as above	\$0.4 million	Preparatory work for 2011-12 is underway.	The Programme is expected to start in mid- 2011 for completion by end of the year.	Same as above

(c) Apart from those listed above, there is no other Hong Kong/Mainland cooperation project/scheme administered by the Civil Service Bureau and departments under its purview.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

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

Reply Serial No.

CSB012

Question Serial No.

0044

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:

To promote wider use of the Cyber Learning Centre Plus for e-learning in the civil service, has the Civil Service Bureau taken any creative measures such as quiz competition to encourage civil servants to better utilise the existing e-learning resources? If yes, what are the measures and what are the manpower and expenditure involved?

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

Reply:

Since the establishment of CLC Plus in 2000, the Civil Service Bureau has been promoting the e-learning resources through a variety of promotional programmes, including slogan contest, on-line quizzes and games, e-learning banner competition, roving exhibitions and newsletters. A Training Officer is responsible for developing e-learning resources and for developing strategies to promote their use amongst civil servants. In 2010, the total expenditure for promoting e-learning resources was around \$90,000.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 10 March 2011

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

Reply Serial No.

CSB013

Question Serial No.

0285

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 2011-12 by departments and by grades and what is the expenditure involved?

Asked by: Hon. IP Wai-ming

Reply:

In the 2011-12 Estimates, the estimated civil service establishment for end-March 2012 is 168 249. 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 2011-12. In 2011-12, the total Personal Emolument expenditure of the Government on civil servants is estimated to be \$53.2 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 2011-12 and the expenditure involved.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

Summary of Establishment

		ESTABLISHMENT (NUMBER OF POSTS) AS AT	
Head of Expenditure		31.3.2011 Revised estimate	31.3.2012 Estimate
21	Chief Executive's Office.....	100	101
22	Agriculture, Fisheries and Conservation Department....	2 000	2 009
25	Architectural Services Department	1 781	1 793
24	Audit Commission	185	185
23	Auxiliary Medical Service	93	96
82	Buildings Department	996	1 173 (1)
26	Census and Statistics Department	1 302	1 220
27	Civil Aid Service	103	102
28	Civil Aviation Department.....	771 (1)	774 (1)
33	Civil Engineering and Development Department	1 726 (3)	1 735 (3)
30	Correctional Services Department	6 823	6 844
31	Customs and Excise Department	5 663	5 683
37	Department of Health.....	5 634	5 761
92	Department of Justice	1 152	1 178
39	Drainage Services Department.....	1 854	1 860
42	Electrical and Mechanical Services Department.....	364	369
44	Environmental Protection Department.....	1 660	1 686
45	Fire Services Department.....	9 627	9 835
49	Food and Environmental Hygiene Department.....	11 142	11 142
46	General Expenses of the Civil Service.....	359	359
166	Government Flying Service	230	230
48	Government Laboratory	434	456
59	Government Logistics Department	712	713
51	Government Property Agency	204	205
143	Government Secretariat: Civil Service Bureau	597	603
152	Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch).....	186 (1)	187 (1)
55	Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch).....	97	100
144	Government Secretariat: Constitutional and Mainland Affairs Bureau	129 (2)	138 (2)
138	Government Secretariat: Development Bureau (Planning and Lands Branch).....	120 (1)	129 (1)
159	Government Secretariat: Development Bureau (Works Branch).....	219 (1)	216
156	Government Secretariat: Education Bureau	5 687	5 688
137	Government Secretariat: Environment Bureau	39	39
148	Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch).....	161 (3)	171 (4)
147	Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch).....	177	177
139	Government Secretariat: Food and Health Bureau (Food Branch).....	46 (1)	46 (1)

Summary of Establishment

Head of Expenditure	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2011 Revised estimate	31.3.2012 Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch).....	91 (2)	92 (2)
53 Government Secretariat: Home Affairs Bureau.....	198 (2)	221 (3)
155 Government Secretariat: Innovation and Technology Commission.....	170 (1)	169
141 Government Secretariat: Labour and Welfare Bureau ...	103 (1)	103 (1)
47 Government Secretariat: Office of the Government Chief Information Officer.....	635	639
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary.....	486 (1)	496 (1)
96 Government Secretariat: Overseas Economic and Trade Offices.....	149	149
151 Government Secretariat: Security Bureau.....	190 (2)	189 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	154	164
60 Highways Department	2 089 (5)	2 106 (5)
63 Home Affairs Department.....	1 884	1 896
168 Hong Kong Observatory	290	292
122 Hong Kong Police Force.....	33 092	33 232
70 Immigration Department.....	6 623	6 655
72 Independent Commission Against Corruption.....	1 393	1 394
74 Information Services Department	429	430
76 Inland Revenue Department.....	2 818	2 818 (1)
78 Intellectual Property Department	114	115
79 Invest Hong Kong	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	28	28
80 Judiciary	1 636	1 667
90 Labour Department	1 885	2 211
91 Lands Department.....	3 882	3 909
94 Legal Aid Department.....	535	542
95 Leisure and Cultural Services Department	8 273	8 551
100 Marine Department	1 384	1 386
116 Official Receiver's Office.....	225	225
118 Planning Department	770	790 (1)
136 Public Service Commission Secretariat	27	27
160 Radio Television Hong Kong	523	542 (1)
162 Rating and Valuation Department.....	852	854
163 Registration and Electoral Office.....	184 (1)	186 (1)
169 Secretariat, Commissioner on Interception of Communications and Surveillance	20	20
170 Social Welfare Department.....	5 314	5 368
173 Student Financial Assistance Agency	371	451

Summary of Establishment

Head of Expenditure	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2011 Revised estimate	31.3.2012 Estimate
180 Television and Entertainment Licensing Authority	125	125
181 Trade and Industry Department	495	498
186 Transport Department	1 287	1 310
188 Treasury	488	489
190 University Grants Committee	54	56
194 Water Supplies Department	4 502	4 503
	<hr/>	<hr/>
Government paid staff	146 176 (28)	147 936 (31)
	<hr/>	<hr/>
Companies Registry	291 (1)	291 (1)
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	32	31
Hospital Authority	2 524	2 375
Housing Authority	7 920	7 997
Independent Police Complaints Council	10	—
Land Registry.....	483	483
Legal Aid Services Council	4	4
Office of the Telecommunications Authority	218	227
Post Office	5 347	5 347
Vocational Training Council.....	29	23
	<hr/>	<hr/>
Staff working under other public bodies	20 393 (1)	20 313 (1)
	<hr/>	<hr/>
TOTAL	166 569 (29)	168 249 (32)
	<hr/> <hr/>	<hr/> <hr/>

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

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

Reply Serial No.

CSB014

Question Serial No.

3193

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:

Regarding the estimates of expenditure of the information technology management unit of the bureau:

- a. What is the estimated expenditure for 2011-12? What is the percentage change compared with the actual expenditure for 2010-11? What accounts for this percentage change in expenditure?
- b. What specific initiatives are involved in the estimates of expenditure for 2011-12? Which of them are ongoing and new initiatives respectively? What are the staff number, cost and implementation timetable of each initiative? Among the staff involved, how many are civil servants, non-civil service contract staff and staff of outsourced services respectively?
- c. Whether funds have been reserved for promoting electronic civic participation and public sector information access? If yes, what are the details, including the titles and particulars of the initiatives, the manpower and cost involved, and the implementation timetable? If not, what are the reasons and will consideration be given to introducing the initiatives in the future?
- d. What are the permanent establishment and the number of existing staff and vacancies of the information technology unit? Is manpower expected to increase in the coming year? If yes, how many additional posts will be created? What ranks will be involved? Will they be permanent posts? Will they be on civil service terms? If there will be no increase in manpower, what are the reasons?
- e. Has there been any comprehensive review of the effectiveness of the information and technology unit? If yes, what are the results and what are the specific improvement measures that have ensued? If not, what are the reasons and will a review be conducted in the future?

Asked by: Hon. TAM Wai-ho, Samson

Reply:

- a. The estimated expenditure for the Information Technology Management Unit (ITMU) of the Civil Service Bureau in 2011-12 is \$5 million, which is 3% higher than the revised estimate (about \$4.86 million) in 2010-11. This is mainly due to the increase in system maintenance expenditure.

b. The major on-going projects in 2011-12 are listed below:

Project	No. of staff required in 2011-12		Estimated expenditure in 2011-12 (\$ million)
	Civil service staff	Fixed term contract ¹ staff	
Support of Business Applications and Operations	7	1	2.9
Support of IT infrastructure	4	2	2

¹ Centrally managed by the Office of the Government Chief Information Officer (OCGIO)

In 2011-12, there will be a new project – Enhancement of the Functions of the Email Server (estimated expenditure being \$100,000). The project will involve 1 civil service staff (Analyst/Programmer) and 2 staff from the IT contractor. Work is expected to complete within 6 months.

c. To support the promotion of e-engagement and access to public sector information, we have implemented measures, including uploading video clips to the YouTube and setting up a dedicated website, to encourage young talent to join the Administrative Officer grade. We are considering further enhancing the measures in 2011-12.

d. The permanent establishment, existing strength and vacancies of the ITMU are as follows:

Grade	Establishment	Strength	Vacancy
Analyst/Programmer	10	9	1
Computer Operator	2	2	0
Total	12	11	1

The OCGIO is recruiting an Analyst/Programmer II to fill the vacancy. In the meantime, the duties of the unfilled vacancy are taken up by fixed term contract staff.

e. We conduct in-house questionnaire surveys every year to collect views from various divisions/units to gauge the quality of ITMU's service and formulate future development plans, with a view to ensuring service effectiveness and exploring further enhancement.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

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

Reply Serial No.

CSB015

Question Serial No.

2066

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 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. 2008-09 to 2010-11)?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2008-09, 2009-10 and 2010-11 (up to 30 September 2010), 185, 150 and 69 misconduct cases were respectively handled under the Public Service (Administration) Order (“PS(A)O”) with punishment imposed. In the same period, 225, 177 and 93 misconduct cases were respectively handled under the disciplined services legislation 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 2008-09, 2009-10 and 2010-11 (up to 30 September 2010), 22, 9 and 6 cases relating to persistent under-performance were processed under section 12 of the PS(A)O with 5, 2 and 1 civil servants removed from the service respectively. The rest of the civil servants involved had either improved their performance to an acceptable standard or left the service through resignation, etc.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

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

Reply Serial No.

CSB016

Question Serial No.

2067

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 specific arrangements will be in place in 2011-12 for continuing to discuss with the staff sides about formulating an effective mechanism for upward/downward adjustment of civil service salaries? What have been done in the past year regarding the consultations with the staff sides on the issue? What progress has been made?

Asked by: Hon. TAM Yiu-chung

Reply:

The 2010-11 civil service pay adjustment was implemented after staff consultation in accordance with the established mechanism. Meanwhile, the details of an effective means for implementing both upward and downward pay adjustments (the mechanism) are subject to further deliberations with the staff sides. In 2011-12, the Administration will continue to discuss with the staff side representatives on issues pertaining to the mechanism.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 14 March 2011

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

Reply Serial No.

CSB017

Question Serial No.

2068

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 2011-12 for continuing to maintain and enhance the morale of the civil service? What are the estimated expenses for the various commendation schemes?

Asked by: Hon. TAM Yiu-chung

Reply:

The Government believes that a robust commendation system could enhance staff morale and help 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 2011-12:

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. 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 not received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The estimated expenditure for the SCS' Commendation Award Scheme in 2011-12 is \$2.04 million.

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/her 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 and have not received any Government travel award before, are eligible for consideration for the grant of an award. 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. It is estimated that 64 000 civil servants are eligible for the award in 2011-12. About 2 130 awards will be granted and the estimated expenditure is about \$80.74 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 for assessment. The Scheme is organised biennially. All bureaux and departments are invited to participate in the Scheme. For the 2011 Scheme, 110 submissions were received from 42 bureaux and departments and the results will be announced in September 2011. The estimated expenditure for the Scheme in 2011-12 is \$2.17 million.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB018

Question Serial No.

2069

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 will the regular review of job-related allowances payable to civilian staff be conducted in 2011?
What are the specific working plans?

Asked by: Hon. TAM Yiu-chung

Reply:

In accordance with the existing review and monitoring mechanism, job-related allowances (JRAs) are subject to regular reviews every five years to ensure that the continued payment of the JRAs are based on operational needs with full justification. In 2011-12, the Administration will conduct a regular review of the JRAs payable to civilian staff. The review will be jointly conducted by relevant Heads of Departments (HoD), policy bureaux and the Civil Service Bureau (CSB). HoDs will be responsible for examining whether the continued payment of the approved JRAs is suitable and operationally justified, in accordance with the principles governing payment of JRAs. Relevant policy bureaux will ensure consistency in respect of the review recommendations submitted by the departments under their purview and advise whether they support the recommendations made by departments. CSB will coordinate the review exercise, and continue to be the central approving authority of the JRAs. The advice of relevant advisory bodies on civil service matters will be sought where appropriate.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB019

Question Serial No.

2070

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 2011-12 to help civil servants in using Chinese, including Putonghua, in official business? What is the expenditure involved? What are the respective establishment and strength of the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades in 2011-12?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2011-12, the Civil Service Bureau will continue to provide a wide range of support services and organise training programmes to help civil servants in using Chinese (including Putonghua) in official business. 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; and providing Putonghua Pinyin and recording services. These initiatives will be undertaken with existing resources. For 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 \$4.2 million.

The respective establishment and strength of the Official Languages Officer, Simultaneous Interpreter and Calligraphist grades in 2011-12 are set out below:

	Establishment	Strength
Official Languages Officer	445	443
Simultaneous Interpreter	13	13
Calligraphist	173	162

Note: Listed above are projected figures as at 1 April 2011, which may be subject to minor adjustment during the period from 1 April 2011 to the end of 2011-12. The strength does not include officers on pre-retirement/final leave.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 14 March 2011

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

Reply Serial No.

CSB020

Question Serial No.

2071

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:

The use of vetting service for drafts prepared in Chinese by civil servants had been projected to rise in 2010, but the actual figure recorded a drop instead. What are the reasons for the successful reduction in the use of vetting service? With the language policy and initiatives in place for years, will the Bureau draw up a plan this year to further reduce the use of vetting service for drafts and hence the corresponding expenditure?

Asked by: Hon. TAM Yiu-chung

Reply:

The performance indicator for vetting service for drafts prepared by civil servants in 2010 was worked out taking into account the trend of actual service needs in previous years and the anticipated changes in service demand in the coming year. The actual service provided, however, would depend on the service demand from bureaux/departments in 2010. It is believed the decrease in the use of draft-vetting service in 2010 was mainly attributable to a lower-than-expected number of documents drafted in Chinese during the year. Another possible reason is that subject officers have become more competent in preparing documents in Chinese, resulting therefore in a decrease in demand for vetting service. In 2011-12, we will continue to assist civil servants in enhancing their language standard and writing skills. This will help further reduce the need for draft-vetting service. 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 enquiries on language usage.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB021

Question Serial No.

2072

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 provision for senior leadership development in 2011-12? What are the specific arrangements?

Asked by: Hon. TAM Yiu-chung

Reply:

The provision for senior leadership development in 2011-12 is \$8 million. There will be a variety of overseas and local leadership development programmes, including structured courses that last for a few weeks and workshops/seminars that last for half day to two days. These programmes cover a wide range of topics, such as global political and economic development, public policy formulation and management, leadership skills, communication strategy, crisis management, media handling skills, etc.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 11 March 2011

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

Reply Serial No.

CSB022

Question Serial No.

2073

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Why is the number of trainees in national studies increased by 3 000 in 2011-12, representing an increase of 32%? What is the provision for the training? What are the specific arrangements?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2011-12, the Civil Service Bureau will strengthen national studies training. The number of trainees is expected to increase by 3 000. For new recruits of degree or professional grades, we will incorporate a new module on national studies in their induction programme. For middle and senior civil servants, we will increase the capacity of national studies programmes in the Mainland. We will also work with the Chinese Academy of Governance to offer a new study-cum-visit programme for senior directorate civil servants. In addition, we plan to organise more in-depth seminars on topical subjects and further enhance the e-learning platform with new on-line courses on national studies for civil servants at all levels. The provision for national studies training in 2011-12 is \$17.6 million.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB023

Question Serial No.

2074

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The number of visits to CLC Plus is only 270 000. What plans will there be in 2011-12 to further boost the number so as to promote e-learning?

Asked by: Hon. TAM Yiu-chung

Reply:

To promote e-learning, the Civil Service Bureau will continue to enhance the features and functions of CLC Plus to make it more user-friendly. We will also enrich our e-learning resources to cater for the different learning needs of civil servants. These learning resources include web courses, articles, video clips, Civil Service Training and Development Institute (CSTDI) library collection information, learning tips, e-books and publications, guidelines and best practices as well as course reference materials. In addition, we plan to organise a series of promotional programmes, such as on-line quizzes and games, logo design competition, posters and newsletters to encourage visits to CLC Plus.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 14 March 2011

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

Reply Serial No.

CSB024

Question Serial No.

2075

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:

Which Mainland cities will be included in the staff exchange programme in 2011-12? Which departments on the Hong Kong side will send their staff to these cities for exchange activities? What will be the total number of civil servants joining the programme?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2011-12, the Civil Service Bureau will continue to organise staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong. As at the end of 2010, 22 HKSAR Government departments have participated in the programme (details are at Annex). According to our current plan, about 12 Hong Kong civil servants would join the programme in 2011-12.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

HKSAR Government Departments
Participated in Staff Exchange Programme
(As at the end of 2010)

1. Immigration Department
2. Civil Engineering and Development Department
3. Civil Service Bureau
4. Water Supplies Department
5. Housing Department
6. Buildings Department
7. Architectural Services Department
8. Government Laboratory
9. Office of the Government Chief Information Officer
10. Customs and Excise Department
11. Hong Kong Police Force
12. Financial Secretary's Office
13. Education Bureau
14. Planning Department
15. Labour Department
16. Drainage Services Department
17. Highways Department
18. Transport Department
19. Office of the Telecommunications Authority
20. Department of Health
21. Electrical and Mechanical Services Department
22. Environmental Protection Department

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

Reply Serial No.

CSB025

Question Serial No.

1131

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:

Regarding the implementation of “paid meal break” in the civil service, please provide information in the following format:

	2011-12	2010-11	2009-10	2008-09
Number of officers entitled to “paid meal break”	()	()	()	()
Number of officers not entitled to “paid meal break”	()	()	()	()

() Figures in brackets indicate the year-on-year change

Asked by: Hon. WONG Kwok-hing

Reply:

Relevant information for the respective financial years is set out below. Information for 2011-12 is not yet available.

	2008-09 (Position as at 31.3.2009)	2009-10 (Position as at 31.3.2010)	2010-11 (Position as at 31.12.2010)
Number of civil servants whose conditioned hours are under a net system (excluding lunch breaks)	26 200	25 400 (-3.1%)	25 000 (-1.6%)
Number of civil servants whose conditioned hours are under a gross system (including lunch breaks)	129 000	131 100 (+1.6%)	131 700 (+0.5%)

() Figures in brackets indicate the year-on-year change

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 14 March 2011

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

Reply Serial No.

CSB026

Question Serial No.

1132

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:

Regarding the implementation of the “five-day week” arrangement in the civil service, please provide information in the following format:

	2011-12	2010-11	2009-10	2008-09
Number of officers working 5 days a week	()	()	()	()
Number of officers working 6 days a week	()	()	()	()

() Figures in brackets indicate the year-on-year change.

Asked by: Hon. WONG Kwok-hing

Reply:

The five-day week initiative was implemented in the Government in three phases starting 1 July 2006, 1 January 2007 and 1 July 2007 respectively. Upon the final phase of the implementation in July 2007, all suitable government units for five-day operation have migrated to a five-day week work pattern. Information on the implementation of the five-day week work pattern is as follows -

	Number of staff (as at 31 October 2008) (% of civil service strength)
Number of staff on a five-day week work pattern	100 500 (68%)
Number of staff not on a five-day week work pattern	47 000 (32%)

As the overall migration position has remained relatively steady upon the completion of the final phase of implementation, a breakdown of the figures by financial years after end October 2008 has not been kept.

Departments that are unable to fully migrate to a five-day week work pattern have been encouraged to continue to explore possible ways to enable more staff to work five days a week without affecting the service to the public, including allowing staff to rotate to five-day week posts within the same department where operational circumstances permit.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 15 March 2011

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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)	724,792		729,087 (+0.6%)		785,633 (+7.8%)			
a. Local Education Allowance (LEA)	418,883	20 009 ¹	438,504 (+4.7%)	20 007 ¹	473,299 (+7.9%)	20 000 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>Officers on probation, confirmed to the permanent and pensionable establishment, on agreement, on temporary terms of service who are remunerated from the Personal Emoluments votes or on Model Scale 1 are eligible to claim LEA provided that they joined the civil service in response to an offer dated before 1.6.2000. 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 LEA per student is generally on the rise. The increase in the 2011-12 estimate is mainly due to the projected increase in the average LEA per student.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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	289,795	2 991 ¹	273,973 (-5.5%)	2 990 ¹	295,624 (+7.9%)	2 983 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>Officers on probation, confirmed to the permanent and pensionable establishment or on agreement are eligible to claim OEA provided that they joined the civil service in response to an offer dated before 1.8.1996. The allowance rates have been frozen with no further adjustment since the 2006/07 or 2007 school year.</p> <p>The increase in the 2011-12 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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	16,105	13 017	16,600 (+3.1%)	13 109	16,700 (+0.6%)	13 188	<p>House Allowance: \$50 - \$410 per month</p> <p>Furniture Allowance: \$100 per month</p> <p>Domestic Appliances Allowance: \$50 per month</p>	<p>The House Allowance is payable to officers eligible for Private Tenancy Allowance but who are occupying their own properties or unsubsidised private accommodation for which the officer is debarred from claiming Private Tenancy Allowance. The allowance has ceased to be provided for officers offered appointment on or after 1.10.1990.</p> <p>The Furniture and Domestic Appliances Allowances are payable to officers -</p> <p>(a) who are eligible for Non-departmental quarters; or</p> <p>(b) who were offered appointment on local or common terms before 1.5.1999, receiving a substantive salary on MPS Pt 17 to 44 (or equivalent) and are occupying departmental quarters; or</p> <p>(c) who are occupying post-tied quarters; or</p> <p>(d) who are not occupying quarters and were offered appointment on local or common terms before 1.5.1999 and are receiving a substantive salary on MPS Pt 34 to 44 (or equivalent) before 1.7.2000, provided that they are not debarred from receiving such allowance.</p> <p>Estimated expenditure for 2010-11 and 2011-12 has remained at about the same level.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
d. Air-conditioning Allowance	9	3 ³	10 (+11.1%)	3 ³	10 (+0%)	3 ³	Up to \$3,135 for each of two air-conditioners that may be claimed every five years.	<p>The allowance is payable to officers occupying substantively a post in the directorate grade before 1.5.1999. The allowance has been abolished for civil servants and Independent Commission Against Corruption officers with effect from 1.10.2006.</p> <p>The small expenditure is for the provision of the allowance to Judges and Judicial Officers.</p>
II. Home Purchase Allowance (Subhead 014)	742,063	14 666	745,640 (+0.5%)	14 905	763,000 (+2.3%)	14 934	\$1,840 - \$17,210 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000; and</p> <p>(a) with salary between MPS Pt 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary at or below MPS Pt 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers on a priority list in the order of their priority.</p> <p>The increase in expenditure is due to the projected increase in the average amount of allowance claimed through salary progression and increase in the number of recipients.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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)	143,529		158,101 (+10.2%)		160,070 (+1.2%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ²	60,427	1 415	67,303 (+11.4%)	1 488	71,069 (+5.6%)	1 675	<p>Leave Passage Allowance: \$14,070 to \$53,410 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 allowance is payable to directorate officers and all officers on overseas terms and their family members. The allowance 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>Overseas terms officers offered appointment before 1.12.1984 may choose to take homeward passage by sea on leaving the service. The allowance has been reviewed and tightened up from 2007 sailing where the allowance rates are capped at the maximum rates for the respective class of travel approved for the 1997 sailing.</p> <p>The increase in the 2011-12 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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	80,582	4 563 ¹	87,422 (+8.5%)	4 505 ¹	85,025 (-2.7%)	4 148 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 and the rates have remained frozen with effect from 1.9.2006. Eligible officers may claim the allowance for their dependent children who receive full-time education outside Hong Kong.</p> <p>The decrease in the 2011-12 estimate is mainly due to the projected decrease in the number of students receiving the allowance.</p>
c. Baggage Allowance ²	2,369	780 ³	3,254 (+37.4%)	1 155 ³	3,833 (+17.8%)	1 155 ³	The amount of allowance is determined by the cost of transportation of baggage up to the officer's maximum volume / weight entitlement.	<p>The allowance is payable to -</p> <p>(a) officers on overseas terms and their families eligible for government passage on completion of a tour or when the officers leave the service; and</p> <p>(b) children of officers eligible for School Passage Allowance when they start or cease education outside Hong Kong.</p> <p>The allowance has been ceased for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage.</p> <p>Actual expenditure varies from year to year depending on the cost of transportation of baggage up to the eligible officers' entitlement. The increase in the 2011-12 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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	151	56 ³	122 (-19.2%)	52 ³	143 (+17.2%)	52 ³	<p>\$1.1 per kilometre for children aged between 5 and 15 and \$2.19 per kilometre for those aged 16 and above.</p>	<p>The allowance is payable to -</p> <p>(a) officers on overseas terms and their families eligible for government passage when they travel in their country of origin; and</p> <p>(b) children of officers eligible for School Passage Allowance when they travel in the country of study.</p> <p>The benefit has been ceased 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 2011-12 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
IV. Home Financing Allowance (Subhead 033)	579,446	2 825	488,803 (-15.6%)	2 488	482,000 (-1.4%)	2 451	\$15,020 - \$41,600 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Pt 34 (or equivalent).</p> <p>The expenditure on this allowance continues to decrease mainly due to the decreasing number of recipients.</p>
V. Private Tenancy Allowance (Subhead 038)	172,874	659	173,739 (+0.5%)	647	181,000 (+4.2%)	642	Single Rates: \$6,260 - \$23,620 per month Married Rates: \$7,040 - \$26,580 per month Family Rates: \$7,820 - \$29,520 per month	<p>The allowance is payable to officers offered appointment on local terms before 1.10.1990 and with salary on or above MPS Pt 34 (or equivalent), or officers offered appointment on overseas terms before 1.10.1990.</p> <p>The increase in expenditure is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
VI. Non-accountable Cash Allowance (Subhead 040)	114,038	573	175,017 (+53.5%)	892	250,000 (+42.8%)	1 272	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$14,270 - \$39,520 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,750 - \$16,350 per month</p>	<p>The allowance is payable to officers offered appointment on or after 1.6.2000. For officers -</p> <p>(a) on or above MPS Pt 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Pt 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Pt 22 and 33 (or equivalent) meeting the 3-year service requirement and officers below MPS Pt 22 (or equivalent) with 20 years' continuous service.</p> <p>Officers offered appointment before 1.6.2000 and are eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p> <p>The expenditure on this allowance has continued to increase due to the increasing number of officers attaining eligibility through salary progression, promotion and new appointment.</p>

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, and not as fringe benefits.
3. The number of recipients means the number of claims.

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

Reply Serial No.

CSB028

Question Serial No.

3805

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 explain the breakdowns of expenditure, payment criteria, number of allowance recipients, relevant allowance rates and reasons for the changes in expenditure under the above Subhead in 2009-10, 2010-11 and 2011-12.

Asked by: Hon. CHEUNG Man-kwong

Reply:

The actual expenditure for 2009-10, revised estimate for 2010-11 and estimate for 2011-12 for individual items under the above subhead, together with payment criteria, the corresponding actual or estimated number of allowance recipients, relevant allowance rates, and reasons for the changes in expenditure are set out in the **Annex**.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 15 March 2011

Subhead 023 Quartering

	2009-10		2010-11		2011-12		Allowance Rates	Payment criteria and reasons for the 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 ^{1&2}	27	5	18 (-33.3%)	8	33 (+83.3%)	14	<p>Per adult/child aged 4 or above: \$85 per night</p> <p>Per child aged below 4: \$35 per night</p>	<p>The allowance, as a fringe benefit, has ceased to be provided from 1.10.2006. Payment of the allowance arising from external postings has also been ceased for officers given an offer for an external posting on or after 16.3.2009.</p> <p>Expenditure on this allowance is still required for officers who were offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>

	2009-10		2010-11		2011-12		Allowance Rates	Payment criteria and reasons for the 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		
b. Housing Allowance for Disciplined Services	5,858	288	6,502 (+11.0%)	383	11,460 (+76.3%)	490	<p>The allowance payable is equivalent to the rent payable by the officer concerned to the Hong Kong Housing Authority. This will be separately 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.</p>	<p>The allowance is payable to disciplined services officers who obtain public rental housing through the Special Quota of the Civil Service Public Housing Quota.</p> <p>The increase in the 2011-12 estimate is mainly due to the lower than normal expenditure in 2009-10 and 2010-11 as a result of the Government's initiative to pay rent for public rental housing (PRH) tenants from August to September 2009 and from July to August 2010, Housing Authority's one-month waiver of rent for September 2010 and the Government's rates concession for 2009-10 and 2010-11 to PRH tenants by offsetting an equivalent amount of PRH rent each month.</p> <p>The increase in the 2011-12 estimate is also due to a projected increase in the number of recipients. The provision for 2011-12 has not taken into account the one-off relief measures of paying two months' rent for public housing tenants and waiving rates for 2011-12 proposed under the 2011-12 Budget.</p>

	2009-10		2010-11		2011-12		Allowance Rates	Payment criteria and reasons for the 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 ¹	184	9	211 (+14.7%)	17	344 (+63.0%)	21	<p>Ceiling rate ranges from \$715 to \$1,400 per room per night.</p> <p>The provision of hotel accommodation, as a fringe benefit, has ceased for officers offered appointment on or after 1.6.2000.</p> <p>Provision of hotel accommodation is still required to meet the temporary accommodation needs of -</p> <ul style="list-style-type: none"> • officers eligible for Non-departmental quarters on overseas terms while quarters are not available; • officers eligible for Rent Allowance upon first arrival in Hong Kong; and • officers on external postings under the provisions of External Services Regulation provided they are not debarred from receiving the benefit. <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. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>	

	2009-10		2010-11		2011-12		Allowance Rates	Payment criteria and reasons for the 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		
d. Removal Allowance	5,599	458	5,646 (+0.8%)	466	5,973 (+5.8%)	519	The prevailing rate ranges from \$5,505 to \$23,535.	<p>The allowance is payable to -</p> <ul style="list-style-type: none"> officers directed to move out of or into a quarters unit; or disciplined services officers who obtain public rental housing through the Special Quota of the Civil Service Public Housing Quota. <p>Expenditure varies from year to year as the allowance is provided on a need basis. The 2011-12 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 2011-12. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>
e. Management Fees and Rates for Local Government Officers' Housing Scheme	0	N.A.	1	N.A.	1	N.A.	N.A.	To meet the 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.

Note:

- 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 as fringe benefits.*
- Recipients include family members of eligible officers.*

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

Reply Serial No.

CSB029

Question Serial No.

0042

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 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:

Regarding the increased provision for non-accountable cash allowance due to the anticipated greater number of eligible applicants, has the Administration checked out whether the anticipated additional applicants are mainly from a particular grade or department? If yes, please advise on the results.

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

Reply:

Non-accountable cash allowance is payable to eligible officers who are offered appointment on or after 1 June 2000. The increase in the estimated expenditure for 2011-12 is mainly attributable to the anticipated increase in the average number of recipients through salary progression, promotion and new appointment spread throughout various bureaux/departments.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 15 March 2011

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

Reply Serial No.

CSB030

Question Serial No.

1169

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 actual expenditure for 2009-10 and revised estimate for 2010-11 were \$11.668 million and \$12.378 million respectively. What are the reasons for the high estimate of \$17.811 million for 2011-12, representing a substantial increase of about 43% over the revised estimate for 2010-11? What are the details of the expenses?

Asked by: Hon. PAN Pey-chyou

Reply:

The details of the expenses for individual items under the above subhead of the revised estimate for 2010-11 and the estimate for 2011-12 and the reasons for the change in expenditure are set out in the **Annex**.

Signature _____

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

Post Title _____ Permanent Secretary for the Civil Service _____

Date _____ 15 March 2011 _____

Subhead 023 Quartering

	2010-11 Revised Estimate (\$'000)	2011-12 Estimate (\$'000)	Reasons for the change in expenditure
a. Hotel Subsistence Allowance ^{1&2}	18	33 (+83.3%)	<p>The allowance, as a fringe benefit, has ceased to be provided from 1.10.2006. Payment of the allowance arising from external postings has also been ceased for officers given an offer for an external posting on or after 16.3.2009.</p> <p>Expenditure on this allowance is still required for officers who were offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>
b. Housing Allowance for Disciplined Services	6,502	11,460 (+76.3%)	<p>The increase in the 2011-12 estimate is mainly due to the lower than normal expenditure in 2010-11 as a result of the Government's initiative to pay rent for public rental housing (PRH) tenants from July to August 2010, Housing Authority's one-month waiver of rent for September 2010 and the Government's rates concession for 2010-11 to PRH tenants by offsetting an equivalent amount of PRH rent each month.</p> <p>The increase in the 2011-12 estimate is also due to a projected increase in the number of recipients. The provision for 2011-12 has not taken into account the one-off relief measures of paying two months' rent for public housing tenants and waiving rates for 2011-12 proposed under the 2011-12 Budget.</p>
c. Provision of Hotel Accommodation ¹	211	344 (+63.0%)	<p>The provision of hotel accommodation, as a fringe benefit, has ceased to be provided 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. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>
d. Removal Allowance	5,646	5,973 (+5.8%)	<p>Expenditure varies from year to year as the allowance is provided on a need basis. The 2011-12 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 2011-12. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>
e. Management Fees and Rates for Local Government Officers' Housing Scheme	1	1	<p>To meet the 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.</p>

Note:

1. 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 and not provided as fringe benefits.
2. Recipients include family members of eligible officers.

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

Reply Serial No.

CSB031

Question Serial No.

1170

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 024 Staff Relief
and Welfare

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 actual expenditure for 2009-10 and revised estimate for 2010-11 were \$3.985 million and \$9.274 million respectively. What are the reasons for the high estimate of \$15.055 million for 2011-12, representing a substantial increase of about 62% over the revised estimate for 2010-11? What are the details of the expenses?

Asked by: Hon. PAN Pey-chyou

Reply:

The estimate of \$15,055,000 for 2011-12 under Subhead 024 Staff Relief and Welfare is for the relief and welfare of eligible officers, the purchase of retirement souvenirs, and the purchase of commemorative awards for long and meritorious service. The increase in provision is mainly due to an anticipated increase of 20% in the cost of the souvenir (a 18k gold pin) for eligible officers with 30 years of meritorious service (from an average of \$1,732 per unit in 2010-11 to \$2,082 per unit) and an anticipated increase of 42% in the number of recipients of the souvenir (from 4 556 to 6 481 officers).

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 16 March 2011

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

Reply Serial No.

CSB032

Question Serial No.

1171

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 024 Staff Relief
and Welfare

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 number of officers who will have 30 years of government service in 2011-12 and be eligible for the commemorative award for long and meritorious service? What is the average cost of this award?

Asked by: Hon. PAN Pey-chyou

Reply:

In 2011-12, the number of officers who will have 30 years of government service and be eligible for the 30 Years' Long and Meritorious Service Award is estimated at 6 481. The average cost of an award (a 18K gold pin) is estimated at \$2,082.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 11 March 2011

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

Reply Serial No.

CSB033

Question Serial No.

1172

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

- (a) The actual expenditure of 2009-10 and revised estimate of 2010-11 are \$114,038,000 and \$175,017,000 respectively. Why is the estimate for 2011-12 \$250,000,000, representing a substantial increase of 42% over the 2010-11 revised estimate? What are the details of the expenditure?
- (b) What expenditure items are included under the non-accountable cash allowance?
- (c) In 2011-12, how many officers will receive the allowance through salary progression, promotion and new appointment? Please provide a breakdown by their grades and ranks; and
- (d) What is the average amount of the allowance per officer in 2011-12?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) Non-accountable cash allowance is payable to eligible officers who are offered appointment on or after 1 June 2000. The increase in the estimated expenditure for 2011-12 is mainly attributable to the anticipated increase in the average number of recipients through salary progression, promotion and new appointment.
- (b) There is only one expenditure item under the non-accountable cash allowance subhead.
- (c) The average number of recipients is estimated to increase from 892 in 2010-11 to 1 272 in 2011-12 through salary progression, promotion and new appointment spread throughout various bureaux/departments. We do not have a breakdown of the anticipated increase by grade or rank as the anticipated increase is an estimated figure.
- (d) The average monthly amount of the allowance to be drawn per recipient in 2011-12 is estimated to be \$16,380.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 16 March 2011

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

Reply Serial No.

CSB034

Question Serial No.

2502

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 039 Rent allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

- (a) The actual expenditure for 2009-10 and revised estimate for 2010-11 are \$180,000 and \$256,000 respectively. What are the reasons for the high estimate of \$800,000 for 2011-12, representing a substantial increase over the revised estimate for 2010-11? What are the details of the expenditure?
- (b) What is the number of officers who will receive the allowance in 2011-12 through salary progression and promotion? What is the distribution by grade and rank?
- (c) What is the average amount of the allowance per officer in 2011-12?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) Rent allowance is payable to eligible officers who were offered appointment on agreement terms between 1 January 1999 and 31 May 2000 and are on or above Master Pay Scale Point 34 or equivalent. The increase in the estimated expenditure in 2011-12 is mainly attributable to the anticipated increase in the average number of recipients.
- (b) The average number of recipients is estimated to increase from 2 in 2010-11 to 4 in 2011-12 through salary progression and promotion. We do not have a breakdown of the anticipated increase by grade or rank as the anticipated increase is an estimated figure.
- (c) The average monthly amount of the allowance to be drawn per recipient in 2011-12 is estimated to be \$16,670.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 16 March 2011

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

Reply Serial No.

CSB035

Question Serial No.

2062

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:

- (a) What are the amounts of local education allowance and overseas education allowance to be paid in 2011-12 under Subhead 013 Personal allowances?
- (b) What is the estimated number of officers who will receive the furniture and domestic appliances allowances under Subhead 013 Personal allowances in 2011-12? What is the expenditure involved? What is the average amount of the allowance per officer per year?

Asked by: Hon. TAM Yiu-chung

Reply:

- (a) It is estimated that the amounts of local education allowance and overseas education allowance to be paid in 2011-12 are \$473.299 million and \$295.624 million respectively.
- (b) It is estimated that in 2011-12, there will be 13 188 officers receiving furniture and domestic appliances allowances and the expenditure will amount to \$16.7 million. The estimated average amount of the allowance per officer per year is \$1,266.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 14 March 2011

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

Reply Serial No.

CSB036

Question Serial No.

2063

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 was the average annual number of applications for legal assistance from civil servants approved in the past 3 years under Subhead 028 Legal assistance? What is the number of cases for which proceedings have not been concluded?

Asked by: Hon. TAM Yiu-chung

Reply:

For the last three financial years from 2008-09 to 2010-11 (up to 28 February 2011), an average of about 40 applications for legal assistance from civil servants were approved annually. Among these approved applications, legal proceedings of 44 cases have yet to be concluded as at 28 February 2011.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 11 March 2011

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

Reply Serial No.

CSB037

Question Serial No.

2064

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 037 Pensioners' welfare fund

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 pensioners' families in financial hardship that may receive assistance from the provision of \$1.03 million under Subhead 037 Pensioners' welfare fund in 2011-12?

Asked by: Hon. TAM Yiu-chung

Reply:

The provision under the Pensioners' Welfare Fund is for the payment of one-off grants for reimbursement of funeral or medical expenses to pensioners and their dependants in financial hardship. The maximum disbursement for each application, if approved, is \$6,000. Assuming a maximum disbursement of \$6,000 in each case, no less than 171 pensioners or their dependants may receive the grant from the provision of \$1.03 million for 2011-12.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 14 March 2011

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

Reply Serial No.

CSB038

Question Serial No.

2065

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 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:

How many items are there under Subhead 040 Non-accountable cash allowance? What are the payment criteria, estimated number of recipients and estimate for each item in 2011-12?

Asked by: Hon. TAM Yiu-chung

Reply:

There is only one expenditure item under Subhead 040 Non-accountable cash allowance. The allowance is payable to eligible officers who are offered appointment on or after 1 June 2000. It is provided as a condition of service for officers on or above Master Pay Scale Point (MPS) 34 or equivalent. For officers on MPS 22 to 33 or equivalent with at least 3 years of continuous service and those below MPS 22 or equivalent with at least 20 years of continuous service, the provision of the allowance is subject to a quota system. The average number of recipients in 2011-12 is estimated to be 1 272 and the estimated expenditure for the year is \$250 million.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 15 March 2011

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

Reply Serial No.

CSB039

Question Serial No.

3806

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:

Regarding paragraph 5 under the Brief Description for the programme of public and judicial pension benefits, the actual numbers of retiring officers are 3 774 in 2007, 4 026 in 2008, 4 078 in 2009 and 4 443 in 2010, and the estimate for 2011 is 4 970. The estimate for 2011 represents an increase of about 12% over last year and an increase of about 32% as compared with four years ago. For each of these five years, please advise on –

- (a) the number of retiring officers in the bureaux/departments;
- (b) the number of directorate officers among the officers mentioned in (a);
- (c) the percentage of retiring directorate officers among the retiring officers in the respective bureau/department;
- (d) with regard to individual bureaux/departments with a greater total number of retiring officers or/and a higher percentage of retiring directorate officers, the measures which will be taken by the Administration to resolve the succession problem; and
- (e) the breakdown of expenditure under Subhead 015.

Asked by: Hon. CHEUNG Man-kwong

Reply:

- (a) to (c) The number of officers retiring in the five years from 2007 to 2011 analysed by bureau/department and by number and proportion (in percentage terms) of directorate officers are shown in the Annex.
- (d) The Administration has a well-established mechanism on succession planning. The Secretary for the Civil Service regularly meets with heads of bureaux and departments to examine the succession situation in individual departments and grades, with a view to early identification of any succession problems so that timely remedial actions can be taken. In tandem with the succession planning efforts, the Administration has also put in place systematic training and development opportunities for civil servants to enrich their exposure, to enable them to acquire the necessary knowledge and skills for the discharge of their responsibilities, and to prepare them for higher responsibilities. Bureaux and departments will continue to provide training to both new recruits as well as serving civil servants at all levels and, in particular, those at the middle level with potential for advancement.

(e) The breakdown of expenditure under Subhead 015 for the five years from 2007-08 to 2011-12 is as follows –

	2007-08 Actual <u>Expenditure</u> \$'000	2008-09 Actual <u>Expenditure</u> \$'000	2009-10 Actual <u>Expenditure</u> \$'000	2010-11 Revised <u>Estimate</u> \$'000	2011-12 <u>Estimate</u> \$'000
Public and judicial service pensions and other allowances	8,906,324	9,561,286	10,224,514	10,832,279	11,446,484
Pension gratuities	5,109,662	5,425,769	5,931,006	6,344,275	7,503,490
Pensions to police officers who retired on or before 1 January 1947	87	83	44	26	26
	<u>14,016,073</u>	<u>14,987,138</u>	<u>16,155,564</u>	<u>17,176,580</u>	<u>18,950,000</u>

Signature _____

Name in block letters Mrs Lesley Y C WONG

Post Title Director of Accounting Services

Date 15 March 2011

Officers Retiring in the Years from 2007 to 2011 by Bureau/Department

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%
Agriculture, Fisheries and Conservation Department	No. 38	No. -	% -	No. 56	No. 1	% 1.8	No. 40	No. 1	% 2.5	No. 66	No. -	% -	No. 76	No. -	% -
Architectural Services Department	35	6	17.1	32	4	12.5	29	5	17.2	34	4	11.8	47	2	4.3
Audit Commission	5	1	20.0	4	1	25.0	3	1	33.3	1	-	-	8	4	50.0
Auxiliary Medical Service	4	-	-	1	-	-	2	-	-	3	-	-	5	-	-
Buildings Department	6	-	-	9	2	22.2	7	1	14.3	26	5	19.2	22	2	9.1
Census and Statistics Department	11	1	9.1	18	1	5.6	11	-	-	25	-	-	31	2	6.5
Chief Executive's Office	2	-	-	3	-	-	1	-	-	4	-	-	2	-	-
Civil Aid Service	5	1	20.0	4	-	-	7	-	-	2	-	-	3	1	33.3
Civil Aviation Department	10	1	10.0	9	2	22.2	9	1	11.1	8	-	-	8	1	12.5
Civil Engineering and Development Department	31	4	12.9	33	2	6.1	38	7	18.4	49	-	-	44	7	15.9
Companies Registry	3	-	-	5	-	-	1	1	100.0	7	-	-	5	-	-
Correctional Services Department	165	-	-	192	-	-	203	5	2.5	222	3	1.4	225	2	0.9
Customs and Excise Department	73	-	-	64	-	-	80	4	5.0	70	-	-	74	2	2.7
Department of Health	74	1	1.4	101	-	-	89	1	1.1	135	1	0.7	143	6	4.2

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Department of Justice	8	4	50.0	12	2	16.7	12	2	16.7	13	2	15.4	18	7	38.9
Drainage Services Department	37	-	-	46	3	6.5	36	-	-	48	1	2.1	59	2	3.4
Electrical and Mechanical Services Department	11	1	9.1	10	-	-	11	1	9.1	3	1	33.3	8	1	12.5
Electrical and Mechanical Services Trading Fund	105	3	2.9	135	3	2.2	113	1	0.9	150	-	-	103	1	1.0
Environmental Protection Department	12	1	8.3	15	-	-	18	2	11.1	9	1	11.1	32	1	3.1
Fire Services Department	210	1	0.5	207	3	1.4	221	10	4.5	251	3	1.2	192	2	1.0
Food and Environmental Hygiene Department	340	1	0.3	402	2	0.5	448	1	0.2	419	-	-	524	1	0.2
General Expenses of the Civil Service	2	-	-	11	1	9.1	4	1	25.0	-	-	-	1	-	-
Government Flying Service	3	-	-	6	-	-	2	-	-	3	1	33.3	3	-	-
Government Laboratory	4	-	-	2	-	-	4	1	25.0	4	1	25.0	5	-	-
Government Logistics Department	24	-	-	21	-	-	27	-	-	35	-	-	27	-	-
Government Property Agency	7	-	-	10	1	10.0	3	-	-	4	-	-	6	1	16.7
GS: Civil Service Bureau	5	1	20.0	10	2	20.0	6	-	-	9	-	-	11	-	-

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	-	-	-	1	-	-	-	-	-	1	-	-	1	1	100.0
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	-	-	-	2	1	50.0	-	-	-	2	-	-	2	-	-
GS: Constitutional and Mainland Affairs Bureau	-	-	-	1	-	-	1	1	100.0	4	2	50.0	2	-	-
GS: Development Bureau (Planning and Lands Branch)	2	-	-	2	-	-	3	1	33.3	2	-	-	1	-	-
GS: Development Bureau (Works Branch)	3	1	33.3	7	2	28.6	4	-	-	6	1	16.7	5	2	40.0
GS: Education Bureau	198	4	2.0	145	2	1.4	149	2	1.3	135	-	-	145	1	0.7
GS: Environment Bureau	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	3	1	33.3	3	-	-	-	-	-	1	1	100.0	1	-	-
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	2	-	-	1	-	-	5	3	60.0	3	1	33.3	1	-	-

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%
GS: Food and Health Bureau (Food Branch)	-	-	-	-	-	-	1	-	-	-	-	-	1	1	100.0
GS: Food and Health Bureau (Health Branch)	1	-	-	-	-	-	1	-	-	-	-	-	1	-	-
GS: Home Affairs Bureau	2	1	50.0	2	-	-	1	-	-	2	-	-	2	1	50.0
GS: Innovation and Technology Commission	2	-	-	3	1	33.3	3	-	-	4	2	50.0	2	-	-
GS: Labour and Welfare Bureau	-	-	-	2	1	50.0	3	-	-	1	-	-	2	-	-
GS: Office of the Government Chief Information Officer	5	1	20.0	5	2	40.0	2	-	-	5	-	-	7	2	28.6
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	16	1	6.3	15	1	6.7	12	1	8.3	15	-	-	12	1	8.3
GS: Overseas Economic and Trade Offices	1	1	100.0	1	1	100.0	1	1	100.0	2	1	50.0	2	1	50.0
GS: Security Bureau	2	-	-	1	-	-	1	-	-	3	-	-	-	-	-
GS: Transport and Housing Bureau (Transport Branch)	2	-	-	1	-	-	2	-	-	-	-	-	2	-	-
Highways Department	32	2	6.3	21	1	4.8	33	1	3.0	44	4	9.1	42	7	16.7

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Home Affairs Department	20	-	-	24	1	4.2	30	1	3.3	32	2	6.3	41	1	2.4
Hong Kong Council for Accreditation of Academic and Vocational Qualifications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hong Kong Monetary Authority	2	-	-	1	-	-	1	-	-	2	-	-	1	-	-
Hong Kong Observatory	6	-	-	4	1	25.0	3	1	33.3	8	2	25.0	8	1	12.5
Hong Kong Police Force	897	2	0.2	898	5	0.6	817	11	1.3	843	12	1.4	683	9	1.3
Hospital Authority	268	6	2.2	325	9	2.8	330	18	5.5	324	13	4.0	334	-	-
Housing Authority	128	5	3.9	153	2	1.3	171	3	1.8	195	6	3.1	250	3	1.2
Immigration Department	84	-	-	84	-	-	89	5	5.6	69	2	2.9	109	-	-
Independent Commission Against Corruption	11	-	-	8	1	12.5	5	1	20.0	5	1	20.0	1	-	-
Independent Police Complaints Council	-	-	-	2	1	50.0	-	-	-	-	-	-	-	-	-
Information Services Department	5	-	-	7	1	14.3	5	-	-	8	1	12.5	14	1	7.1
Inland Revenue Department	45	1	2.2	35	3	8.6	34	2	5.9	56	2	3.6	51	3	5.9
Intellectual Property Department	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-
Invest Hong Kong	-	-	-	-	-	-	2	1	50.0	1	-	-	-	-	-

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%	Total Retiring Officers	Retiring Directorate Officers	%
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
	-	-	-	-	-	-	-	-	-	1	1	100.0	-	-	-
Judiciary	35	6	17.1	28	5	17.9	41	10	24.4	46	3	6.5	36	4	11.1
Labour Department	31	2	6.5	21	2	9.5	33	2	6.1	37	2	5.4	35	1	2.9
Land Registry	5	-	-	9	-	-	7	-	-	12	-	-	12	-	-
Lands Department	70	5	7.1	88	6	6.8	92	5	5.4	121	1	0.8	100	4	4.0
Legal Aid Department	9	-	-	8	2	25.0	18	-	-	10	-	-	12	2	16.7
Legal Aid Services Council	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leisure and Cultural Services Department	169	-	-	190	1	0.5	184	-	-	216	1	0.5	268	-	-
Marine Department	40	3	7.5	57	1	1.8	53	-	-	68	3	4.4	50	-	-
Office of the Telecommunications Authority	2	-	-	1	1	100.0	2	-	-	4	-	-	3	-	-
Official Receiver's Office	4	-	-	3	-	-	4	-	-	2	-	-	6	1	16.7
Planning Department	12	1	8.3	6	-	-	7	3	42.9	7	2	28.6	10	1	10.0
Post Office	140	3	2.1	121	1	0.8	147	1	0.7	157	-	-	129	1	0.8
Public Service Commission Secretariat	-	-	-	-	-	-	-	-	-	2	1	50.0	3	-	-

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Radio Television Hong Kong	15	2	13.3	18	1	5.6	17	-	-	15	-	-	12	1	8.3
Rating and Valuation Department	18	3	16.7	20	3	15.0	16	-	-	10	-	-	21	2	9.5
Registration and Electoral Office	2	-	-	2	1	50.0	3	-	-	-	-	-	1	1	100.0
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Welfare Department	79	-	-	86	3	3.5	103	2	1.9	103	1	1.0	126	4	3.2
Student Financial Assistance Agency	4	-	-	2	-	-	5	-	-	3	1	33.3	6	-	-
Television and Entertainment Licensing Authority	2	-	-	3	-	-	1	-	-	3	-	-	3	1	33.3
Trade and Industry Department	7	-	-	11	-	-	9	-	-	11	-	-	9	-	-
Transport Department	26	1	3.8	16	-	-	24	-	-	34	3	8.8	30	1	3.3
Treasury	9	2	22.2	9	-	-	13	1	7.7	10	1	10.0	16	1	6.3
University Grants Committee	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-
Vocational Training Council	14	-	-	20	1	5.0	16	-	-	14	-	-	8	-	-

Bureaux/Departments	2007 Actual			2008 Actual			2009 Actual			2010 Actual			2011 Estimate		
	Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers		Total Retiring Officers	Retiring Directorate Officers	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Water Supplies Department	114	2	1.8	135	-	-	148	3	2.0	182	3	1.6	169	3	1.8
Estimate to cater for unanticipated retirement cases	-	-	-	-	-	-	-	-	-	-	-	-	500	-	-
	3 774	83	2.2	4 026	94	2.3	4 078	126	3.1	4 443	99	2.2	4 970	108	2.2

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

Reply Serial No.

CSB040

Question Serial No.

2076

Head: 120 – Pensions

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

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The estimated number of public and judicial officers retiring in 2011 increases by 11.86% to 4 970, after an increase of 8.95% in 2010. What is the estimated number of retiring officers in each department and the percentage it accounts for in the establishment of the respective department? What is the estimated number of retiring directorate officers in each department?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of public and judicial officers retiring in 2011 analysed by bureau/department and the percentage it accounts for in the establishment of the respective bureau/department, as well as the estimated number of retiring directorate officers in each bureau/department are shown in the Annex.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 15 March 2011

Estimated Number of Officers Retiring in 2011 by Bureau / Department

Bureaux/Departments	Public and Judicial Officers Retiring in 2011		Estimated No. of Directorate Officers Retiring in 2011
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2012	
Agriculture, Fisheries and Conservation Department	76	3.8	-
Architectural Services Department	47	2.6	2
Audit Commission	8	4.3	4
Auxiliary Medical Service	5	5.2	-
Buildings Department	22	1.9	2
Census and Statistics Department	31	2.5	2
Chief Executive's Office	2	2.0	-
Civil Aid Service	3	2.9	1
Civil Aviation Department	8	1.0	1
Civil Engineering and Development Department	44	2.5	7
Companies Registry	5	1.7	-
Correctional Services Department	225	3.3	2
Customs and Excise Department	74	1.3	2
Department of Health	143	2.5	6
Department of Justice	18	1.5	7
Drainage Services Department	59	3.2	2
Electrical and Mechanical Services Department	8	2.2	1
Electrical and Mechanical Services Trading Fund	103	2.9	1
Environmental Protection Department	32	1.9	1
Fire Services Department	192	2.0	2
Food and Environmental Hygiene Department	524	4.7	1
General Expenses of the Civil Service	1	0.3	-
Government Flying Service	3	1.3	-
Government Laboratory	5	1.1	-
Government Logistics Department	27	3.8	-
Government Property Agency	6	2.9	1
GS: Civil Service Bureau	11	1.8	-
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1	0.5	1
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	2	2.0	-

Bureaux/Departments	Public and Judicial Officers Retiring in 2011		Estimated No. of Directorate Officers Retiring in 2011
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2012	
GS: Constitutional and Mainland Affairs Bureau	2	1.4	-
GS: Development Bureau (Planning and Lands Branch)	1	0.8	-
GS: Development Bureau (Works Branch)	5	2.3	2
GS: Education Bureau	145	2.5	1
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)	1	0.6	-
GS: Food and Health Bureau (Food Branch)	1	2.2	1
GS: Food and Health Bureau (Health Branch)	1	1.1	-
GS: Home Affairs Bureau	2	0.9	1
GS: Innovation and Technology Commission	2	1.2	-
GS: Labour and Welfare Bureau	2	1.9	-
GS: Office of the Government Chief Information Officer	7	1.1	2
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	12	2.4	1
GS: Overseas Economic and Trade Offices	2	1.3	1
GS: Security Bureau	-	-	-
GS: Transport and Housing Bureau (Transport Branch)	2	1.2	-
Highways Department	42	2.0	7
Home Affairs Department	41	2.2	1
Hong Kong Council for Accreditation of Academic and Vocational Qualifications	-	-	-
Hong Kong Monetary Authority	1	3.2	-
Hong Kong Observatory	8	2.7	1
Hong Kong Police Force	683	2.1	9
Hospital Authority	334	14.1	-
Housing Authority	250	3.1	3
Immigration Department	109	1.6	-
Independent Commission Against Corruption	1	0.1	-
Information Services Department	14	3.3	1
Inland Revenue Department	51	1.8	3

Bureaux/Departments	Public and Judicial Officers Retiring in 2011		Estimated No. of Directorate Officers Retiring in 2011
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2012	
Intellectual Property Department	-	-	-
Invest Hong Kong	-	-	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-	-	-
Judiciary	36	2.2	4
Labour Department	35	1.6	1
Land Registry	12	2.5	-
Lands Department	100	2.6	4
Legal Aid Department	12	2.2	2
Legal Aid Services Council	-	-	-
Leisure and Cultural Services Department	268	3.1	-
Marine Department	50	3.6	-
Office of the Telecommunications Authority	3	1.3	-
Official Receiver's Office	6	2.7	1
Planning Department	10	1.3	1
Post Office	129	2.4	1
Public Service Commission Secretariat	3	11.1	-
Radio Television Hong Kong	12	2.2	1
Rating and Valuation Department	21	2.5	2
Registration and Electoral Office	1	0.5	1
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-
Social Welfare Department	126	2.3	4
Student Financial Assistance Agency	6	1.3	-
Television and Entertainment Licensing Authority	3	2.4	1
Trade and Industry Department	9	1.8	-
Transport Department	30	2.3	1
Treasury	16	3.3	1
University Grants Committee	-	-	-
Vocational Training Council	8	34.8	-
Water Supplies Department	169	3.8	3
Estimate to cater for unanticipated retirement cases	500	-	-
Total	4 970	3.0	108

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

Reply Serial No.

CSB041

Question Serial No.

2077

Head: 120 – Pensions

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

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

In 2011-12, what are the provisions for payment of pensions to agreement officers who are injured on duty and dependant pensions to dependants of deceased agreement officers who are killed on duty respectively under Subhead 015? What are the respective numbers of recipients?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2011-12, the provision is \$364,000 for payment of pensions to nine agreement officers who are injured on duty while no provision is made for dependant pensions under Subhead 015.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 14 March 2011

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

Reply Serial No.

CSB042

Question Serial No.

2078

Head: 120 – Pensions

Subhead (No. & title): 016 Contract
gratuities

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

What was the total number of officers who received advanced payment of contract gratuities after opting for transfer to permanent terms of appointment in 2010 under Subhead 016?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2010, a total of 1 464 officers received advanced payment of contract gratuities after opting for transfer to permanent terms of appointment under Subhead 016.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 15 March 2011

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

Reply Serial No.

CSB043

Question Serial No.

2079

Head: 120 – Pensions Subhead (No. & title): 026 Employees' compensation, injury, incapacity and death related payments and expenses

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The approved estimate for Subhead 026 Employees' compensation, injury, incapacity and death related payments and expenses for 2010-11 was \$60.76 million while the revised estimate for 2010-11 decreased by 33% to \$40.16 million. What were the reasons for the decrease? What is the estimated number of government employees to whom payments of compensation will be made in 2011-12?

Asked by: Hon. TAM Yiu-chung

Reply:

The decrease in the 2010-11 revised estimate is mainly due to the lower-than-expected number of claims for reimbursement of expenses for medical treatment given by registered private healthcare professionals. The estimated number of government employees to whom payments of compensation will be made in 2011-12 is 940.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 15 March 2011

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

Reply Serial No.

CSB044

Question Serial No.

0895

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

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

Under the Indicators for the Public Service Commission Secretariat, the estimated number of submissions on recruitment/in-service appointment received and advised by the Commission was 130 for 2010-11. The actual number of such submissions announced in the 2011-12 Estimates is 93, i.e. nearly 29% less than the original estimated figure. What are the reasons? Will the difference be added back to the number for the next financial year (2011-12)?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

The number of recruitment/in-service appointment submissions received and advised by the Commission each year depends on the number of recruitment/in-service appointment exercises conducted by bureaux and departments that require the Commission's advice. When the Commission Secretariat set the Indicator for 2010, reference had been made to the number of cases handled in the last few years. Since the lifting of the service-wide open recruitment freeze with effect from 1 April 2007 for those grades not included in the second Voluntary Retirement (VR) Scheme and the expiry of the 5-year open recruitment freeze for VR grades in March 2008, bureaux and departments resumed the active recruitment of staff and a large number of recruitment exercises were conducted in the last few years. The number of recruitment exercises in 2010 returned to a normal pace. In 2011-12, the estimated number of recruitment and in-service appointment cases to be advised by the Commission is 100.

Signature _____

Name in block letters Mrs Margaret CHAN

Post Title Secretary, Public Service Commission

Date 15 March 2011

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

Reply Serial No.

CSB046

Question Serial No.

0262

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

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the “Remuneration for special appointments” under “Departmental Expenses”, please explain the reasons for the much higher estimate of \$4.245 million for 2011-12 compared with the revised estimate of \$2.525 million for 2010-11.

Asked by: Hon. IP Wai-ming

Reply:

The increase of \$1.72 million in the estimate for “Remuneration for special appointments” in 2011-12 as compared to the revised estimate for 2010-11 is mainly due to the payment of the end-of-contract gratuity to the Chairman of the Public Service Commission upon completion of his current agreement in 2011-12.

Signature _____

Name in block letters Mrs Margaret CHAN

Post Title Secretary, Public Service Commission

Date 15 March 2011

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

Reply Serial No.

CSB047

Question Serial No.

1410

Head: 174 – Joint Secretariat for the Advisory Bodies on Subhead (No. & title):
Civil Service and Judicial Salaries and
Conditions of Service

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

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

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

Director of Bureau: Secretary for the Civil Service

Question:

Will the operational expenses for 2011-12 cover the conduct of grade structure reviews on the civilian grades, the disciplined services and the judicial grades? If yes, what will be the expenses involved? If not, what are the reasons?

Asked by: Hon. PAN Pey-chyou

Reply:

The advisory bodies serviced by the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service currently do not have any plan to conduct grade structure reviews. Therefore, the 2011-12 estimates do not cover expenses related to the conduct of grade structure reviews.

Signature _____

Name in block letters _____ Patrick Li

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

Date _____ 15 March 2011

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

Reply Serial No.

CSB048

Question Serial No.

0862

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 Department of Health (DH) has set the target for the “appointment time for new dental cases within six months (%)” for civil servants to over 90%, but the percentages are 73% and 72% in 2009 and 2010 respectively. The planned percentage for 2011 will be increased to 80%. In this regard, would the Administration inform us-

- (a) what measures will be taken by DH to increase the percentage?
- (b) when will the Department plan to achieve the target for the “appointment time for new dental cases within six months (%)” for civil servants to over 90%?

Asked by: Hon. LEUNG Ka-lau

Reply:

- (a) The Department of Health (DH) will set up additional general dental surgeries in 2011-12 to increase its service capacity. In addition, DH will encourage eligible persons who are waiting for their first dental appointment to attend those clinics that are less busy.
- (b) With the implementation of the measures mentioned in (a) above, DH expects to gradually move towards the target of having over 90% of eligible persons to receive their first dental appointment within six months. However, it should be noted that the actual performance of the target is affected by the number of new cases seeking first dental appointments. DH will keep under review the overall demand of civil service eligible persons for dental service and continue to identify measures to improve the service provision.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

15 March 2011

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

Reply Serial No.

CSB049

Question Serial No.

2027

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, the revised estimate of expenditure for this programme under Department of Health (DH) is \$764.6 million. In this connection, please provide breakdowns of the 2010-11 expenditure and estimated provision for 2011-12 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-

	2010-11 (Revised Estimate) \$ million	2011-12 (Estimate) \$ million
Dental services provided by DH	404.3	434.4
Medical services provided by DH	70.3	72.1
Payment and reimbursement of medical fees and hospital charges	290.0	380.0
Total	764.6	886.5

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 _____ 15 March 2011

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

Reply Serial No.

CSB050

Question Serial No.

0284

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) Why is the revised estimate lower than the original estimate for 2010-11 by 7.2%?
- (b) Why does the estimate for 2011-12 increase substantially by 15.9% over the revised estimate for 2010-11?
- (c) In 2010-11, how many eligible persons applied for reimbursement of medical fees and hospital charges? How many of these applications were successful? What was the expenditure involved?

Asked by: Hon. PAN Pey-chyou

Reply:

- (a) The revised estimate for 2010-11 is lower than the original estimate mainly due to the following reasons –
 - (i) lower than expected demand for payment and reimbursement of medical fees and hospital charges from eligible persons; and
 - (ii) slippage in procurement of equipment for dental clinics.
- (b) The provision for 2011-12 is higher than the revised estimate for 2010-11 mainly due to the following reasons -
 - (i) meeting the anticipated increase in demand for payment and reimbursement of medical fees and hospital charges from eligible persons;
 - (ii) meeting the cash flow requirement for procurement of equipment for dental clinics; and
 - (iii) opening of additional dental surgeries.
- (c) In 2010-11 (up to end of February), there were 36 403 applications for reimbursement of medical fees and hospital charges. Amongst these, 36 245 were approved, involving \$241.6 million.

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

15 March 2011

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

Reply Serial No.

CSB051

Question Serial No.

2808

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 actual and estimated number of recipients, as well as the relevant expenditures in 2009-10, 2010-11 and 2011-12. In addition, what payment criteria and allowance rates have been adopted and what account for the changes in expenditure?

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 2009-10 and 2010-11, 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 2010-11 and 2011-12. The 2010-11 figures shown in Annex I are projected based on the actual expenditure and the number of recipients from April to December 2010.

Information on the expenditure and the number of recipients for the second category for the years from 2009-10 to 2011-12, with breakdown by individual allowance, is set out in Annex II.

The payment criteria, allowance rates and reasons for the changes in expenditure are also set out in the two annexes.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 17 March 2011

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
I) Acting Allowance	308,932	19 400	318,224 (+3.0%)	17 559	The allowance rates depend on the type of acting appointments and the ranks of the acting offices concerned.	<p>To recognise the additional duties and responsibilities shouldered by the officer, acting allowance is payable to an officer who undertakes acting-up, doubling-up or doubling-sideways appointment for 30 calendar days or more.</p> <p>The rules for the payment of acting allowance were reviewed and tightened up in 2000 and the total expenditure on acting allowance has been reduced since then. The total expenditure varies from year to year, depending on the actual circumstances which necessitate acting appointments.</p>
II) Overtime and Related Allowances	490,688		443,646 (-9.6%)			
a) Overtime Allowance for civilian staff	211,944	19 072	185,365 (-12.5%)	14 652	Hourly rate: 1/140 of an officer's monthly salary. (1/210 for the first 4 hours in a week for officers whose conditioned hours are 44 gross per week)	<p>Time-off in lieu (TOIL) is the normal recompense for overtime work performed. Overtime Allowance (OTA) is only payable when TOIL cannot be granted within one month of the overtime performed. Civilian officers in ranks whose scale minima and scale maxima are on or below Point 19 and Point 25 respectively of the Master Pay Scale (MPS) or equivalent may be eligible for OTA for overtime work performed, subject to the following exceptions -</p> <p>(a) officers in the administrative and professional grades;</p>

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
						(b) teaching staff; (c) officers remunerated from the Training Pay Scale and other officers under training who are required to attend for duty beyond conditioned hours in connection with their training; and (d) officers in the ranks of Estate Assistant, Senior Estate Assistant, Chief Estate Assistant, Property Attendant and Head Property Attendant who are provided with quarters at or near their place of work. Actual expenditure depends on operational needs.
b) Disciplined Services Overtime Allowance	223,036	16 720	208,461 (-6.5%)	14 059	Hourly rate: 1/175 of an officer's monthly salary	TOIL is the normal recompense for overtime work performed. Disciplined Services Overtime Allowance (DSOA) is only payable when TOIL cannot be granted within one month of the overtime performed. The following categories of officers in the disciplined services grades are eligible for DSOA - (a) those remunerated from the General Disciplined Services (Rank and File) Pay Scale; (b) those in ranks whose scale maxima are on or below Point 26 of the General Disciplined Services (Officer) Pay Scale; (c) those in ranks whose scale maxima are on or below Point 48 of the Police Pay Scale; and

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
						(d) those in ranks whose scale maxima are on or below Point 35 of the Independent Commission Against Corruption Salary Scale. Actual expenditure depends on operational needs.
c) Standby Duty Allowance	48,182	2 764	42,333 (-12.1%)	2 529	Hourly rate: 1/210 of an officer's monthly salary	TOIL is the normal recompense for standby duty performed. Standby Duty Allowance is only payable when TOIL cannot be granted within a reasonable period of the standby performed. The allowance may be paid to officers who are eligible for OTA or DSOA. An officer provided with quarters at or near his place of work is not eligible for the allowance. Actual expenditure depends on operational needs.
d) On-call Duty Allowance	5,937	4 308	6,047 (+1.9%)	3 922	\$228 per month for at least 96 and up to 250 hours of on-call duty performed in a calendar month; and \$457 per month for 251 hours or more of on-call duty performed in a calendar month	The allowance is payable to compensate officers required to be on call either at home or in another location or through a pager beyond conditioned hours. Actual expenditure depends on operational needs.

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
e) Honorarium	1,589	96	1,440 (-9.4%)	83	<p>(a) Rate determined on a case-by-case basis; or</p> <p>(b) Hourly rate: 1/210 of an officer's salary.</p>	<p>Honoraria may be paid to officers in the following circumstances:</p> <p>(a) those who have undertaken special duties outside their conditioned hours and outside their normal scope of work; or</p> <p>(b) those who have performed overtime work in excess of 50 hours during a continuous period of three months and whose salary do not exceed MPS Point 33 and are not eligible for OTA and where TOIL is impracticable, subject to the exceptions mentioned in (II) (a) above. Officers in the disciplined services grades are not eligible for this allowance.</p> <p>Actual expenditure depends on operational needs.</p>
III) Job-related Allowances (JRAs)	258,818		265,404 (+2.5%)			
a) Extraneous Duties Allowance (EDA) for civilian staff	4,145	905	3,518 (-15.1%)	827	Allowance rates are set according to the nature of the extraneous duties.	<p>The allowance is to compensate for duties which are extraneous to the job descriptions for the officers concerned and the discharge of such duties requires extra skill or imposes new responsibility not normally expected of staff in the same grade or rank.</p> <p>Actual expenditure depends on operational needs.</p>

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
b) Extra Duties Allowance for Disciplined Services	78,666	11 860	80,177 (+1.9%)	11 482	Allowance rates are set according to the nature of the extra duties.	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. Actual expenditure depends on operational needs.
c) Hardship Allowances	43,386	6 892	41,434 (-4.5%)	6 521	Allowance rates are set according to the nature of the duties performed.	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 needs.
d) Typhoon / Rainstorm Black Warning Allowance	8,823	6 070	241 (-97.3%)	1 150	Hourly rate: 1/140 of an officer's monthly salary	The allowance is payable to officers who are required to report for duty / work under specific weather conditions involving the hoisting of typhoon signal No. 8 or above or the rainstorm black warning signal. The decrease in the projected expenditure in 2010-11 is mainly because no typhoon signal No. 8 or above has been issued so far in 2010-11.
e) Shift Duty Allowance	68,502	11 335	64,506 (-5.8%)	10 742	\$461 per month for at least 25 and up to 49 irregular hours of shift duty performed in a calendar month; and \$913 per month for 50 irregular hours or more of shift duty performed in a calendar month	Officer who is required to work irregular hours may be eligible for this allowance if such a requirement is neither manifestly inherent in the grade or rank to which he belongs nor reflected in his pay scale. Actual expenditure depends on operational needs.

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
f) Special Allowances for Disciplined Services	55,002	12 630	75,206 (+36.7%)	14 346	Allowance rates are set according to the nature of the duties performed.	<p>The allowances are payable to officers in the disciplined services who are required to work in special and unique circumstances.</p> <p>The increase in projected expenditure in 2010-11 is mainly due to the introduction of the two-tier special allowance for specialist duties performed by fire and ambulance personnel and the extension of scope of Remote Stations Allowance (RSA) both with effect from January 2010 and an increase in the RSA rate in April 2010.</p>
g) Uniform (and Kit) Allowance	294	73	322 (+9.5%)	82	Range from \$3,430 to \$8,110 per month	<p>An officer who, by virtue of his post, is required to incur greater expenditure on clothing or related items than his counterparts may be granted a Uniform (and Kit) Allowance.</p> <p>The increase in expenditure is due to the increase in the rate of the allowance and number of claimants.</p>
IV) Subsistence Allowance ⁴	75,422	N.A. ⁵	76,974 (+2.1%)	N.A. ⁵	Range from \$48 to \$93 per day	<p>The allowance is payable to officers who are on duty for a continuous period of 12 hours or more in any period of 24 hours (excluding travelling time from the place of residence to the place of duty and vice versa).</p> <p>The increase in expenditure is due to the increase in the rates of the allowance in accordance with the approved adjustment mechanism as well as due to operational needs.</p>

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
V) Travelling Allowances	75,329	N.A. ⁵	69,643 (-7.5%)	N.A. ⁵	<p>Supplementary Travel Allowance: \$4.8 or \$14.8 per single journey depending on the location of office.</p> <p>Duty Mileage Allowance: \$2.47 or \$0.92 per kilometre for motor car and motor cycle/scooter respectively.</p> <p>Duty Travelling Expenses: Depending on the actual expenses incurred.</p>	<p>Supplementary Travel Allowance subsidises the home-workplace travelling expenses incurred by officers who are required to work in offices in relatively inaccessible locations or in locations to which the cost of travel is high. In performing duties, officers are eligible for Duty Mileage Allowance in respect of their travelling by authorised private vehicles or reimbursement of Duty Travelling Expenses in respect of travelling by public transport. Officers are required to use the most appropriate mode of public transport having regard to operational needs and cost-effectiveness.</p> <p>Actual expenditure depends on operational needs.</p>
VI) Allowances for Officers Posted Outside Hong Kong	59,603		58,076 (-2.6%)			
a) Rent Allowance	31,272	109	30,171 (-3.5%)	116	Different rates are set for different cities, and depending on the rank and family status of the officers concerned.	<p>The 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.</p> <p>Actual expenditure depends on the number of staff posted outside Hong Kong, their marital status, whether they are accompanied by their family members, and the actual rent of their rented accommodation.</p>
b) Special Posting Allowance	23,541	119	23,082 (-1.9%)	128	Different rates are set for different cities, and depending on the rank and family status of the officers concerned.	The allowance is payable to officers to compensate for the inconvenience due to posting outside Hong Kong and the extra cost of living in the city of posting.

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
						Actual expenditure depends on the number of staff posted outside Hong Kong, their monthly salary, marital status, whether they are accompanied by their family members, and the cost of living in the cities of posting.
c) Exchange Compensation Allowance (ECA)	1,984	64	899 (-54.7%)	67	In each six-month period, the exchange gain or loss is assessed by calculating the average exchange rate on the first banking day of the previous 30 months. In the case of exchange loss, the officer is compensated for the loss, after grossing up for tax, at the end of the six-month period. In the case of exchange gain, the gain is deducted from the officer's salary.	The allowance is payable to officers for protection against currency fluctuations. The expenditure has decreased in 2010-11 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.
d) Disturbance Grant	2,806	53	3,924 (+39.8%)	77	Married officer accompanied by family: 60% of MPS Pt 49 or 100% of his substantive monthly salary, whichever is higher. Single or unaccompanied married officer: 50% of the above rate.	The allowance is payable to officers at the commencement of and the end of external postings. Actual expenditure depends on the number of staff movements in the year, ranking of the officers concerned and whether the officers are accompanied by their family members.
VII) Other Allowances	11,495		11,174 (-2.8%)			
a) ICAC Post Allowance	6,318	805	6,069 (-3.9%)	768	\$200 - \$1,000 per month depending on the officer's salary	The allowance has been ceased for recruits offered appointment from April 2000. The allowance will be phased out in the long run.

Allowance	2009-10		2010-11 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
b) Others	5,177	N.A. ⁵	5,105 (-1.4%)	N.A. ⁵	This item includes different allowances. For Post Allowance which is the major item under this category, it is payable to Survey Officers and Senior Survey Officers, one increment point above the officers' substantive salary is awarded.	For Post Allowance, it is payable to Survey Officers and Senior Survey Officers recruited before 1.7.1982. Actual expenditure depends on operational needs.
Total	1,280,287		1,243,141 (-2.9%)			

Notes

1. *Duty-related allowances are paid under the respective items of individual heads of expenditure.*
2. *For duty-related allowances, the 2010-11 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to December 2010. The percentage change is a comparison of the 2010-11 projected expenditure with the 2009-10 actual expenditure.*
3. *The number of recipients is the actual headcount as at 31.12.2010, assuming that the same officers continue to receive the allowances during the months of January to March 2011.*
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	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
I) Education Allowances	708,678		712,477 (+0.5%)		768,923 (+7.9%)			
a) Local Education Allowance (LEA)	418,883	20 009 ²	438,504 (+4.7%)	20 007 ²	473,299 (+7.9%)	20 000 ²	<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>Officers on probation, confirmed to the permanent and pensionable establishment, on agreement, on temporary terms of service who are remunerated from the Personal Emoluments votes or on Model Scale 1 are eligible to claim LEA provided that they joined the civil service in response to an offer dated before 1.6.2000. 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 LEA per student is generally on the rise. The increase in the 2011-12 estimate is mainly due to the projected increase in the average LEA per student.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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) ³	289,795	2 991 ²	273,973 (-5.5%)	2 990 ²	295,624 (+7.9%)	2 983 ²	<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>Officers on probation, confirmed to the permanent and pensionable establishment or on agreement are eligible to claim OEA provided that they joined the civil service in response to an offer dated before 1.8.1996. The allowance rates have been frozen with no further adjustment since the 2006/07 or 2007 school year.</p> <p>The increase in the 2011-12 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
II) Housing and related allowances	1,654,861		1,630,330 (-1.5%)		1,730,320 (+6.1%)			
a) Home Purchase Allowance	742,063	14 666	745,640 (+0.5%)	14 905	763,000 (+2.3%)	14 934	\$1,840 - \$17,210 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000; and</p> <p>(a) with salary between MPS Pt 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary at or below MPS Pt 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers on a priority list in the order of their priority.</p> <p>The increase in expenditure is due to the projected increase in the average amount of allowance claimed through salary progression and increase in the number of recipients.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
b) Home Financing Allowance	579,446	2 825	488,803 (-15.6%)	2 488	482,000 (-1.4%)	2 451	\$15,020 - \$41,600 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Pt 34 (or equivalent).</p> <p>The expenditure on this allowance continues to decrease mainly due to the decreasing number of recipients.</p>
c) Private Tenancy Allowance	172,874	659	173,739 (+0.5%)	647	181,000 (+4.2%)	642	Single Rates: \$6,260 - \$23,620 per month Married Rates: \$7,040 - \$26,580 per month Family Rates: \$7,820 - \$29,520 per month	<p>The allowance is payable to officers offered appointment on local terms before 1.10.1990 and with salary on or above MPS Pt 34 (or equivalent), or officers offered appointment on overseas terms before 1.10.1990.</p> <p>The increase in expenditure is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>
d) Accommodation Allowance	18,478	55	17,888 (-3.2%)	50	19,000 (+6.2%)	49	\$14,550 - \$49,680 per month	<p>The allowance is payable to officers offered appointment on overseas terms between 1.10.1990 and 31.12.1998.</p> <p>The increase in the 2011-12 estimate is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
e) Rent Allowance	180	1	256 (+42.2%)	2	800 (+212.5%)	4	\$15,020 - \$41,600 per month	<p>The allowance is payable to officers offered appointment on agreement terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Pt 34 (or equivalent).</p> <p>The increase in expenditure is mainly due to the projected increase in the number of recipients.</p>
f) Non-accountable Cash Allowance	114,038	573	175,017 (+53.5%)	892	250,000 (+42.8%)	1 272	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$14,270 - \$39,520 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,750 - \$16,350 per month</p>	<p>The allowance is payable to officers offered appointment on or after 1.6.2000. For officers -</p> <p>(a) on or above MPS Pt 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Pt 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Pt 22 and 33 (or equivalent) meeting the 3-year service requirement and officers below MPS Pt 22 (or equivalent) with 20 years' continuous service.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
								<p>Officers offered appointment before 1.6.2000 and are eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p> <p>The expenditure on this allowance has continued to increase due to the increasing number of officers attaining eligibility through salary progression, promotion and new appointment</p>
g) Air-conditioning Allowance	9	3 ⁴	10 (+11.1%)	3 ⁴	10 (+0%)	3 ⁴	Up to \$3,135 for each of two air-conditioners that may be claimed every five years.	<p>The allowance is payable to officers occupying substantively a post in the directorate grade before 1.5.1999. The allowance has been abolished for civil servants and Independent Commission Against Corruption officers with effect from 1.10.2006.</p> <p>The small expenditure is for the provision of the allowance to Judges and Judicial Officers.</p>
h) House Allowance, Furniture and Domestic Appliances Allowances	16,105	13 017	16,600 (+3.1%)	13 109	16,700 (+0.6%)	13 188	House Allowance: \$50 - \$410 per month	<p>The House Allowance is payable to officers eligible for Private Tenancy Allowance but who are occupying their own properties or unsubsidised private accommodation for which the officer is debarred from claiming Private Tenancy Allowance. The allowance has ceased to be provided for officers offered appointment on or after 1.10.1990.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
							Furniture Allowance: \$100 per month Domestic Appliances Allowance: \$50 per month	<p>The Furniture and Domestic Appliances Allowances are payable to officers -</p> <ul style="list-style-type: none"> (a) who are eligible for Non-departmental quarters; or (b) who were offered appointment on local or common terms before 1.5.1999, receiving a substantive salary on MPS Pt 17 to 44 (or equivalent) and are occupying departmental quarters; or (c) who are occupying post-tied quarters; or (d) who are not occupying quarters and were offered appointment on local or common terms before 1.5.1999 and are receiving a substantive salary on MPS Pt 34 to 44 (or equivalent) before 1.7.2000, provided that they are not debarred from receiving such allowance. <p>Estimated expenditure for 2010-11 and 2011-12 has remained at about the same level.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
i) Quartering								
i. Hotel Subsistence Allowance ^{3&5}	27	5	18 (-33.3%)	8	33 (+83.3%)	14	<p>\$85 per night for adult/child aged 4 or above</p> <p>\$35 per night for child aged below 4</p>	<p>The allowance, as a fringe benefit, has ceased to be provided from 1.10.2006. Payment of the allowance arising from external postings has also been ceased for officers who are given an offer for an external posting on or after 16.3.2009.</p> <p>Expenditure on this allowance is still required for officers who were offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
ii. Housing Allowance for Disciplined Services	5,858	288	6,502 (+11.0%)	383	11,460 (+76.3%)	490	<p>The allowance payable is equivalent to the rent payable by the relevant officer to the Hong Kong Housing Authority, which will be separately 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.</p>	<p>The allowance is payable to disciplined services officers who obtain public rental housing through the Special Quota of the Civil Service Public Housing Quota.</p> <p>The increase in the 2011-12 estimate is mainly due to the lower than normal expenditure in 2009-10 and 2010-11 as a result of the Government's initiative to pay rent for public rental housing (PRH) tenants from August to September 2009 and from July to August 2010, Housing Authority's one-month waiver of rent for September 2010 and the Government's rates concession for 2009-10 and 2010-11 to PRH tenants by offsetting an equivalent amount of PRH rent each month.</p> <p>The increase in the 2011-12 estimate is also due to a projected increase in the number of recipients. The provision for 2011-12 has not taken into account the one-off relief measures of paying two months' rent for public housing tenants and waiving rates for 2011-12 proposed under the 2011-12 Budget.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
iii. Provision of Hotel Accommodation ³	184	9	211 (+14.7%)	17	344 (+63.0%)	21	<p>Ceiling rate ranges from \$715 to \$1,400 per room per night.</p>	<p>The provision of hotel accommodation, as a fringe benefit, has ceased to be provided for officers offered appointment on or after 1.6.2000.</p> <p>Provision of hotel accommodation is still required to meet the temporary accommodation needs of -</p> <ul style="list-style-type: none"> (a) officers eligible for Non-departmental quarters on overseas terms while quarters are not available; (b) officers eligible for Rent Allowance upon first arrival in Hong Kong; and (c) officers on external postings under the provisions of External Services Regulation provided they are not debarred from receiving the benefit. <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. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
iv. Removal Allowance	5,599	458	5,646 (+0.8%)	466	5,973 (+5.8%)	519	The prevailing rate ranges from \$5,505 to \$23,535	<p>The allowance is payable to –</p> <ul style="list-style-type: none"> (a) officers directed to move out of or into a quarters unit; or (b) disciplined services officers who obtain public rental housing through the Special Quota of the Civil Service Public Housing Quota. <p>Expenditure varies from year to year as the allowance is provided on a need basis. The 2011-12 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 2011-12. The increase in the 2011-12 estimate is mainly due to a projected increase in the number of recipients.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
III) Passage and related allowances	143,529		158,101 (+10.2%)		160,070 (+1.2%)			
a) Leave Passage Allowance (including expenditure on Sea Passage) ³	60,427	1 415	67,303 (+11.4%)	1 488	71,069 (+5.6%)	1 675	<p>Leave Passage Allowance: \$14,070 to \$53,410 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 allowance is payable to directorate officers and all officers on overseas terms and their family members. The allowance 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>Overseas terms officers offered appointment before 1.12.1984 may choose to take homeward passage by sea on leaving the service. The allowance has been reviewed and tightened up from 2007 sailing where the allowance rates are capped at the maximum rates for the respective class of travel approved for the 1997 sailing.</p> <p>The increase in the 2011-12 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the 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	80,582	4 563 ²	87,422 (+8.5%)	4 505 ²	85,025 (-2.7%)	4 148 ²	\$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 and the rates have remained frozen with effect from 1.9.2006. Eligible officers may claim the allowance for their dependent children who receive full-time education outside Hong Kong.</p> <p>The decrease in the 2011-12 estimate is mainly due to the projected decrease in the number of students receiving the allowance.</p>
c) Baggage Allowance ³	2,369	780 ⁴	3,254 (+37.4%)	1 155 ⁴	3,833 (+17.8%)	1 155 ⁴	<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 is payable to -</p> <p>(a) officers on overseas terms and their families eligible for government passage on completion of a tour or when the officers leave the service; and</p> <p>(b) children of officers eligible for School Passage Allowance when they start or cease education outside Hong Kong.</p> <p>The allowance has been ceased for officers offered appointment on or after 1.1.1999, except for those provided with First Appointment Passage.</p>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
								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 2011-12 estimate is mainly due to the projected increase in the amount of allowance claimed.
d) Travelling Expenses	151	56 ⁴	122 (-19.2%)	52 ⁴	143 (+17.2%)	52 ⁴	\$1.1 per kilometre for children aged between 5 and 15 and \$2.19 per kilometre for those aged 16 and above.	<p>The allowance is payable to -</p> <p>(a) officers on overseas terms and their families eligible for government passage when they travel in their country of origin; and</p> <p>(b) children of officers eligible for School Passage Allowance when they travel in the country of study.</p> <p>The benefit has been ceased 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>

Allowance	2009-10		2010-11		2011-12		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
								The increase in the 2011-12 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.
Total	2,507,068		2,500,908 (-0.2%)		2,659,313 (+6.3%)			

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, and not as fringe benefits.
4. The number of recipients means the number of claims.
5. Recipients include family members of eligible officers.

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

Reply Serial No.

CSB052

Question Serial No.

0590

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:

As estimated by the Treasury, the number of civil servants participating in various housing benefit schemes in 2011 is 20 920, an increase of 376 over that of 2010, and the number of pensioners in 2011 is 112 850, an increase of 4 466 over that of 2010. Regarding the estimated figures for 2011, please advise on –

- (a) the ranks and number of each rank of civil servants participating in housing benefit schemes, the types of schemes they participated and the amounts involved; and
- (b) the ranks of civil servants receiving pensions and the amounts involved.

Asked by: Hon. TONG Ka-wah, Ronny

Reply:

- (a) The number of officers participating in the various civil service housing benefit schemes administered by the Treasury is estimated to be 20 920 in 2011. The Annex sets out the number of participants estimated for 2011 and the estimated amount for 2011-12 for each scheme, the eligibility criteria for these schemes with information on the salary points of the eligible officers which reflect the rank of the participants, as well as a breakdown of the number of officers participating in the various housing benefit schemes as at end February 2011.
- (b) Our centralised pensions system started to record the previous employment of retired civil servants with the Government including the rank information from 1 April 1987 when the system was introduced. Thus, we do not have a breakdown by rank for all the 112 850 pensioners estimated for 2011, as some of them retired before April 1987. As for the estimated expenditure for 2011-12, provision has been made under the respective subheads of Head 120 Pensions as follows –

<u>Subhead</u>	<u>2011-12 Estimate \$'000</u>
015 Public and judicial service pension benefits and compensation	18,950,000
017 Surviving spouses' and children's pensions and widows' and orphans' pensions	429,000
018 Volunteer and defence force pensions, allowances and grants	30,500
021 Ex-gratia pensions, awards and allowances	150

Signature _____

Name in block letters Mrs Lesley YC WONG

Post Title Director of Accounting Services

Date 17 March 2011

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated Number of Participants in 2011	No. of Participants as at end February 2011				Estimated Amount in 2011-12 \$'000
			MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
1) Home Purchase Scheme	<p>The allowance is payable to officers offered appointment before 1.6.2000; and</p> <p>(a) with salary between MPS Pt 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary at or below MPS Pt 33 (or equivalent) with 20 years' continuous service.</p> <p>The allowance is given out upon application according to a quota system to eligible officers on a priority list in the order of their priority.</p>	14 940	391	7 688	6 640	14 719	763,000
2) Private Tenancy Allowance	<p>The allowance is payable to officers offered appointment on local terms before 1.10.1990 and with salary on or above MPS Pt 34 (or equivalent), or officers offered appointment on overseas terms before 1.10.1990.</p>	645	619	-	-	619	181,000
3) Home Financing Scheme	<p>The allowance is payable to officers offered appointment before 1.6.2000 (excluding officers offered appointment on overseas terms on or after 1.10.1990) and with salary on or above MPS Pt 34 (or equivalent).</p>	2 460	2 296	-	-	2 296	482,000

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated Number of Participants in 2011	No. of Participants as at end February 2011				Estimated Amount in 2011-12 \$'000
			MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
4) Accommodation Allowance Scheme	The allowance is payable to officers offered appointment on overseas terms between 1.10.1990 and 31.12.1998.	49	49	-	-	49	19,000
5) Rent Allowance Scheme	The allowance is payable to officers offered appointment on agreement terms between 1.1.1999 and 31.5.2000 and with salary on or above MPS Pt 34 (or equivalent).	3	2	-	-	2	800
6) Non-accountable Cash Allowance Scheme	<p>The allowance is payable to officers offered appointment on or after 1.6.2000. For officers -</p> <p>(a) on or above MPS Pt 34 (or equivalent), they are eligible for the allowance as a condition of service; or</p> <p>(b) below MPS Pt 34 (or equivalent), they are eligible for the allowance subject to the same quota system under the Home Purchase Scheme upon meeting the specified service requirements i.e. officers with salary between MPS Pt 22 and 33 (or equivalent) meeting the 3-year service requirement and officers below MPS Pt 22 (or equivalent) with 20 years' continuous service.</p>	1 180	967	-	-	967	250,000

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated Number of Participants in 2011	No. of Participants as at end February 2011				Estimated Amount in 2011-12 \$'000
			MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
7) Housing Loans under the Loan Fund	Officers participating in the Home Purchase Scheme, Home Financing Scheme or Housing Loan Scheme may apply for downpayment loans or housing loans under the terms of the respective schemes. Housing Loan Scheme is applicable to officers who were offered appointment before 1.10.1990 and with 10 years' service which qualify them for pension benefits.	1 643	542	500	463	1 505	190,400 ²
	Total	20 920	4 866	8 188	7 103	20 157	

Notes –

1. MPS denotes Master Pay Scale. Equivalent pay points also apply.
2. The estimated provision is made under the Loan Fund, which is not an expenditure item.