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本函檔號 Our Ref.: CSBCR/PG/5-025-006/4 Pt. 6

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8 September 2014

Ms Anita SIT  
Clerk to Panel on Public Service  
Legislative Council  
Legislative Council Complex  
1 Legislative Council Road  
Central, Hong Kong

Dear Ms SIT,

**Legislative Council Panel on Public Service**  
**Conditioned Hours of Work for Model Scale 1 Grades**

At the panel meeting on 17 March 2014, the Administration briefed Members on the progress of the review on the conditioned hours of work for Model Scale 1 (MOD 1) Grades. We also explained that a proposal to reduce the conditioned hours of work of a particular civil service grade would only be considered if it complies with the three prerequisites of cost-neutrality, no additional manpower, and maintaining the same level of service to the public. For parity consideration and proper management of the civil service, the conditioned hours of work for all members of the same grade/rank should be the same.

Members requested the Administration to provide a breakdown of the relevant figures. Such information is now set out at **Annex** for Members' reference.

Yours sincerely,

(Miss Winnie TSE)

for Secretary for the Civil Service

**Details of the Initial Stage Findings of the  
Review on the Conditioned Hours of Work for Model Scale 1 Grades\***

(I) Do not breach the three prerequisites and “same grade, same conditioned hours of work” principle

<b>Grade</b>	<b>Number of Staff from the Grade Feasible to Reduce the Conditioned Hours of Work</b>	<b>Departments Involved</b>	<b>Number of Staff from the Grade not Feasible to Reduce the Conditioned Hours of Work</b>	<b>Departments Involved</b>
<b>Barber</b>	1	Department of Health	0	--
<b>Explosives Depot Attendant</b>	2	Civil Engineering and Development Department	0	--
<b>Gardener</b>	1	Fire Services Department	0	--
<b>Supplies Attendant</b>	36	Architectural Services Department Census and Statistics Department Civil Aid Service Civil Engineering and Development Department Department of Health Drainage Services Department Electrical and Mechanical Services Department Food and Environmental Hygiene Department Government Flying Service Government Logistics Department Highways Department Home Affairs Department Inland Revenue Department Leisure and Cultural Services Department Marine Department Rating and Valuation Department Trade and Industry Department Water Supplies Department	0	--
<b>Sub-total</b>	40		0	

(II) Do not breach the three prerequisites but do not comply with the “same grade, same conditioned hours of work” principle

Grade	Number of Staff from the Grade Feasible to Reduce the Conditioned Hours of Work	Departments Involved	Number of Staff from the Grade not Feasible to Reduce the Conditioned Hours of Work	Departments Involved
<b>Workshop Attendant</b>	0	--	24	Education Bureau
<b>Car Park Attendant II</b>	1	Chief Secretary of Administration's Office	7	Agriculture, Fisheries and Conservation Department Judiciary
<b>Ward Attendant</b>	82	Department of Health	34	Social Welfare Department
<b>Ganger</b>	9	Fire Services Department Government Logistics Department Hospital Authority	75	Food and Environmental Hygiene Department
<b>Property Attendant</b>	31	Chief Secretary of Administration's Office Fire Services Department Hong Kong Police Force Hospital Authority Immigration Department Leisure and Cultural Services Department Marine Department Radio Television Hong Kong Trade and Industry Department Transport Department Water Supplies Department	64	Civil Aid Service Department of Health Food and Environmental Hygiene Department Government Logistics Department Home Affairs Department Hong Kong Observatory Judiciary Office of the Communications Authority Social Welfare Department
<b>Workman I</b>	332	Architectural Services Department Electrical and Mechanical Services Department Government Flying Service Government Logistics Department Government Property Agency Hong Kong Observatory Hong Kong Police Force	1528	Agriculture, Fisheries and Conservation Department Census and Statistics Department Department of Health Drainage Services Department Environmental Protection Department

Grade	Number of Staff from the Grade Feasible to Reduce the Conditioned Hours of Work	Departments Involved	Number of Staff from the Grade not Feasible to Reduce the Conditioned Hours of Work	Departments Involved
		Hospital Authority Housing Department Immigration Department Inland Revenue Department Lands Department Trade and Industry Department		Food and Environmental Hygiene Department Leisure and Cultural Services Department Transport Department Water Supplies Department
<b>Workman II</b>	1084	Architectural Services Department Audit Commission Auxiliary Medical Service Chief Secretary for Administration's Office Civil Aid Service Civil Aviation Department Commerce and Economic Development Bureau Civil Engineering and Development Department Civil Service Bureau Correctional Services Department Customs and Excise Department Department of Justice Development Bureau Electrical and Mechanical Services Department Financial Services and the Treasury Bureau Fire Services Department Government Flying Service Government Laboratory Government Logistics Department Government Property Agency Home Affairs Bureau Hong Kong Observatory Hong Kong Police Force Hospital Authority Housing Department Immigration Department Information Services Department	4140	Agriculture, Fisheries and Conservation Department Buildings Department Census and Statistics Department Department of Health Drainage Services Department Education Bureau Environmental Protection Department Food and Environmental Hygiene Department Highways Department Home Affairs Department Judiciary Lands Department Leisure and Cultural Services Department Marine Department Registration and Electoral Office Social Welfare Department Water Supplies Department

Grade	Number of Staff from the Grade Feasible to Reduce the Conditioned Hours of Work	Departments Involved	Number of Staff from the Grade not Feasible to Reduce the Conditioned Hours of Work	Departments Involved
		Inland Revenue Department Innovation and Technology Commission Invest Hong Kong Labour Department Labour and Welfare Bureau Legal Aid Department Office of the Government Chief Information Officer Official Receiver's Office Planning Department Post Office Rating and Valuation Department Security Bureau Student Financial Assistance Agency Trade and Industry Department Transport and Housing Bureau Transport Department Treasury University Grants Committee Secretariat		
<b>Sub-total</b>	1539		5872	
<b>Total</b>	<b>7411</b>			

**\*Number of staff as at 30 June 2013**