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公務員事務局

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CIVIL SERVICE BUREAU
GOVERNMENT SECRETARIAT

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(Translation)

20 April 2015

Clerk to the Legislative Council Panel on Public Service
Legislative Council Complex
1 Legislative Council Road
Central, Hong Kong
(Attn.: Ms Cindy CHAN)

Dear Ms CHAN,

**Employment Situation of Full-time and Part-time
Non-Civil Service Contract Staff**

I refer to the joint letter from the Hon TANG Ka-piu and the Hon KWOK Wai-keung referred to us for reply on 31 December 2014. Regarding the information on the employment situation of full-time and part-time non-civil service contract (NCSC) staff as requested in the afore-mentioned letter, please find our reply in the ensuing paragraphs.

Given the nature of the NCSC Staff Scheme, and in order to maintain the flexibility of the Scheme, subject to the relevant requirements of the Government, Heads of Bureau/Department (HoDs) may decide on the employment of NCSC staff and related matters, including the employment of “full-time” and “part-time” NCSC staff. “Full-time” means the employment is on a “continuous contract” as defined by the Employment Ordinance (EO), namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week. As for “part-time” NCSC staff, they refer to those NCSC staff whose number of working hours is less than the “continuous contract” as defined by the EO.

Bureaux/departments (B/Ds) employ part-time NCSC staff mainly to meet service needs which entail irregular work pattern or working hours. While part-time NCSC staff are employed under a fixed term contract, B/Ds will only call upon their services as and when the service need arises. Since the employment of part-time NCSC staff is not on a “continuous contract”, the Civil Service Bureau (CSB) does not have the information on their length of continuous service. The number of part-time NCSC staff who had employment contractual relationship with various B/Ds in the past five years (position as at 30 June) is at **Annex 1**; only some of them were called upon to perform duty on that date. The majority (around 80%) of these part-time NCSC staff were employed by the Leisure and Cultural Services Department to provide services to the public at cultural and leisure venues, such as instructors for recreational courses, ushers at cultural venues and camp counsellors overseeing the conduct of activities at camp sites.

Besides, since under the NCSC Staff Scheme, HoDs are responsible for the daily management of their NCSC staff which includes, among other things, the arrangement of working hours and level of pay to be offered, CSB does not collect information on the average working hours and average hourly-rate of part-time NCSC staff of various B/Ds. Notwithstanding that the Minimum Wage Ordinance does not bind the Government, it is the Government’s policy that the salary level of all NCSC staff, be they full-time or part-time, should be no less than the Statutory Minimum Wage.

A breakdown of full-time NCSC staff engaged by B/Ds in the past five years by the end-of-contract gratuity percentage rates and the amount of gratuities disbursed to NCSC staff is at **Annex 2**. As for severance payment and long service payment for NCSC staff, since their disbursement is arranged by respective B/Ds, CSB does not collect information on the relevant amount of payment disbursed, nor the amounts of accrued benefits derived from employer’s contributions made by the employing B/Ds to the Mandatory Provident Fund, in respect of their NCSC staff which were used for offsetting the severance payment and long service payment.

Yours sincerely,

(Miss Katharine CHOI)
for Secretary for the Civil Service

Encl.

Employment of part-time NCSC staff by bureau/department/office in the past five years

Bureau / Department / Office	Number of part-time NCSC staff as at				
	30 June 2010	30 June 2011	30 June 2012	30 June 2013	30 June 2014
Agriculture, Fisheries and Conservation Department	149	145	134	132	116
Architectural Services Department	1	7	15	18	23
Buildings Department	-	-	1	-	-
Chief Secretary and Financial Secretary's Offices	3	3	2	1	2
Civil Aviation Department	36	56	52	62	60
Civil Engineering and Development Department	-	3	1	1	-
Civil Service Bureau	6	5	5	5	6
Commerce and Economic Development Bureau	-	-	9	8	5
Constitutional and Mainland Affairs Bureau	2	1	1	1	1
Correctional Services Department	33	46	45	40	37
Customs and Excise Department	-	-	-	-	19
Department of Health	233	254	261	243	230
Department of Justice	-	1	2	2	2
Development Bureau	1	2	2	2	3
Education Bureau	92	78	70	65	79
Efficiency Unit	101	102	71	79	63
Environmental Protection Department	68	75	78	96	117
Financial Services and the Treasury Bureau	-	-	-	2	2
Fire Services Department	70	98	92	143	188
Food and Environmental Hygiene Department	1	1	1	1	-
Government Flying Service	2	2	1	1	2
Government Laboratory	1	1	1	1	1
Home Affairs Bureau	-	-	-	-	1
Home Affairs Department	57	628	73	120	165
Hong Kong Police Force	-	-	5	5	6
Information Services Department	-	1	1	1	1
Inland Revenue Department	27	23	4	5	5
Innovation and Technology Commission	2	1	1	2	2
Intellectual Property Department	-	-	3	4	5
Judiciary	8	11	5	7	7

Bureau / Department / Office	Number of part-time NCSC staff as at				
	30 June 2010	30 June 2011	30 June 2012	30 June 2013	30 June 2014
Labour and Welfare Bureau	1	3	3	1	1
Leisure and Cultural Services Department	5 521	5 633	5 652	5 561	5 622
Marine Department	4	12	16	15	17
Planning Department	-	-	-	-	1
Public Service Commission	1	-	-	-	-
Radio Television Hong Kong	188	199	224	267	370
Security Bureau	5	8	8	-	-
Social Welfare Department	184	176	157	153	156
Student Financial Assistance Agency	-	-	-	1	-
Transport and Housing Bureau	-	-	-	-	1
Transport Department	-	-	4	22	35
Total	6 797	7 575	7 000	7 067	7 351

**Breakdown of full-time NCSC staff by percentage rates of end-of-contract gratuity^{Note 1} and
Amount of gratuities disbursed to NCSC staff**

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2009-10 (HK\$'000)
	Total (as at 30 June 2010)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	323	-	4	215
Architectural Services Department	56	-	56	1 373
Auxiliary Medical Service	-	-	-	22
Buildings Department	583	62	521	15 559
Census and Statistics Department	392	277	19	1 599
Chief Executive's Office	6	3	3	44
Chief Secretary and Financial Secretary's Offices	32	11	21	1 283
Civil Aviation Department	16	-	16	572
Civil Engineering and Development Department	108	28	80	2 909
Civil Service Bureau	1	-	-	22
Commerce and Economic Development Bureau	32	13	15	546
Companies Registry	68	28	38	949
Constitutional and Mainland Affairs Bureau	15	15	-	272
Correctional Services Department	9	-	9	329
Customs and Excise Department	27	8	-	46
Department of Health	944	51	133	5 660
Department of Justice	40	-	11	743
Development Bureau	33	3	28	472
Drainage Services Department	78	7	71	2 732
Education Bureau	1 120	181	49	8 806
Efficiency Unit	280	43	237	3 842
Electrical and Mechanical Services Department	1 646	289	1 354	26 419
Environment Bureau	7	3	4	116
Environmental Protection Department	133	21	80	2 100
Financial Services and the Treasury Bureau	37	3	33	475
Fire Services Department	32	-	16	247
Food and Environmental Hygiene Department	518	150	94	2 008
Food and Health Bureau	16	10	2	788
Government Flying Service	9	2	7	841
Government Laboratory	25	3	-	34
Government Logistics Department	44	26	2	210
Government Property Agency	7	-	7	165
Highways Department	47	11	36	3 485
Home Affairs Bureau	32	8	17	299
Home Affairs Department	494	172	215	3 431
Hong Kong Observatory	20	-	20	698
Hong Kong Police Force	136	15	97	4 302
Hongkong Post	2 138	1 040	108	6 079
Immigration Department	174	171	3	1 263

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2009-10 (HK\$'000)
	Total (as at 30 June 2010)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Information Services Department	19	-	16	1 258
Inland Revenue Department	170	-	-	-
Innovation and Technology Commission	42	11	25	1 145
Intellectual Property Department	18	3	8	322
Invest Hong Kong	56	1	55	3 866
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-	-	-	106
Judiciary	149	146	-	861
Labour and Welfare Bureau	23	4	19	380
Labour Department	186	-	-	-
Land Registry	143	101	35	1 539
Lands Department	242	47	195	4 439
Legal Aid Department	5	5	-	32
Leisure and Cultural Services Department	2 753	1 034	1 040	18 095
Marine Department	12	10	2	611
Office of the Communications Authority ^{Note 3}	130	69	53	2 679
Office of the Government Chief Information Officer	17	-	15	190
Official Receiver's Office	50	16	34	808
Planning Department	27	20	7	504
Radio Television Hong Kong	341	35	276	8 244
Rating and Valuation Department	77	11	65	1 464
Registration and Electoral Office	256	230	13	657
Security Bureau	21	8	13	261
Social Welfare Department	352	15	24	568
Student Financial Assistance Agency	649	495	43	3 342
Trade and Industry Department	102	58	17	1 173
Transport and Housing Bureau	5	5	-	54
Transport Department	180	122	51	2 276
Treasury	44	3	40	3 168
University Grants Committee Secretariat	21	7	9	872
Water Supplies Department	99	74	25	1 972
Total	15 867	5 184	5 486	161 841

Note

1. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.
2. "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.
3. With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). The figures above reflect the number of full-time NCSC staff engaged in OFTA and TELA and the aggregate amount of gratuities disbursed by OFTA and TELA respectively.

**Breakdown of full-time NCSC staff by percentage rates of end-of-contract gratuity ^{Note 1} and
Amount of gratuities disbursed to NCSC staff**

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2010-11 (HK\$'000)
	Total (as at 30 June 2011)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	296	-	5	278
Architectural Services Department	33	-	33	2 732
Buildings Department	412	45	367	18 416
Census and Statistics Department	463	254	23	2 865
Chief Executive's Office	8	3	5	70
Chief Secretary and Financial Secretary's Offices	36	13	23	1 946
Civil Aviation Department	21	-	21	996
Civil Engineering and Development Department	106	25	81	2 814
Civil Service Bureau	1	-	-	-
Commerce and Economic Development Bureau	31	10	16	1 003
Companies Registry	90	27	49	894
Constitutional and Mainland Affairs Bureau	10	10	-	286
Correctional Services Department	7	3	4	262
Customs and Excise Department	15	3	-	51
Department of Health	839	40	78	5 476
Department of Justice	62	-	18	619
Development Bureau	39	2	35	1 751
Drainage Services Department	78	17	61	2 021
Education Bureau	1 170	201	47	9 464
Efficiency Unit	341	107	234	4 215
Electrical and Mechanical Services Department	1 631	311	1 320	26 047
Environment Bureau	5	3	2	130
Environmental Protection Department	122	18	77	3 478
Financial Services and the Treasury Bureau	54	5	48	777
Fire Services Department	85	-	16	965
Food and Environmental Hygiene Department	320	69	142	1 945
Food and Health Bureau	14	10	2	345
Government Flying Service	14	1	13	317
Government Laboratory	24	3	-	51
Government Logistics Department	48	23	3	139
Government Property Agency	9	-	9	83
Highways Department	33	4	29	2 094
Home Affairs Bureau	35	8	19	520
Home Affairs Department	375	143	191	4 142
Hong Kong Observatory	20	-	20	726
Hong Kong Police Force	113	12	78	3 918
Hongkong Post	2 103	985	107	9 950
Immigration Department	122	118	4	999
Information Services Department	16	-	16	1 240
Inland Revenue Department	172	-	-	-
Innovation and Technology Commission	58	12	38	1 788

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2010-11 (HK\$'000)
	Total (as at 30 June 2011)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Intellectual Property Department	11	5	1	317
Invest Hong Kong	57	2	55	5 324
Judiciary	140	137	-	959
Labour and Welfare Bureau	23	6	17	984
Labour Department	144	-	-	-
Land Registry	137	97	33	2 326
Lands Department	230	47	183	6 378
Legal Aid Department	7	7	-	31
Leisure and Cultural Services Department	2 153	879	1 096	20 605
Marine Department	18	11	4	186
Office of the Communications Authority ^{Note 3}	138	72	59	2 020
Office of the Government Chief Information Officer	19	-	13	1 073
Official Receiver's Office	50	17	33	1 067
Planning Department	38	28	10	559
Radio Television Hong Kong	349	31	278	8 696
Rating and Valuation Department	67	10	56	1 419
Registration and Electoral Office	413	372	10	1 224
Security Bureau	16	5	11	351
Social Welfare Department	294	9	25	689
Student Financial Assistance Agency	615	469	45	3 857
Trade and Industry Department	93	62	17	1 372
Transport and Housing Bureau	6	5	1	31
Transport Department	174	111	56	2 187
Treasury	52	4	47	2 356
University Grants Committee Secretariat	26	7	13	436
Water Supplies Department	117	66	51	1 406
Total	14 818	4 944	5 348	181 666

Note

1. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.
2. "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.
3. With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). The figures above reflect the number of full-time NCSC staff engaged in OFTA and TELA and the aggregate amount of gratuities disbursed by OFTA and TELA respectively.

**Breakdown of full-time NCSC staff by percentage rates of end-of-contract gratuity ^{Note 1} and
Amount of gratuities disbursed to NCSC staff**

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2011-12 (HK\$'000)
	Total (as at 30 June 2012)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	302	-	5	132
Architectural Services Department	36	-	36	1 895
Auxiliary Medical Service	-	-	-	7
Buildings Department	438	159	279	8 722
Census and Statistics Department	207	147	21	3 028
Chief Executive's Office	7	3	4	86
Chief Secretary and Financial Secretary's Offices	37	11	26	1 378
Civil Aviation Department	23	-	23	521
Civil Engineering and Development Department	75	16	59	2 562
Civil Service Bureau	1	-	-	-
Commerce and Economic Development Bureau	34	12	18	636
Companies Registry	68	25	39	909
Constitutional and Mainland Affairs Bureau	11	11	-	322
Correctional Services Department	7	2	5	264
Customs and Excise Department	17	4	-	153
Department of Health	861	27	73	3 947
Department of Justice	55	-	22	1 141
Development Bureau	39	2	35	1 524
Drainage Services Department	74	14	60	2 391
Education Bureau	1 234	203	45	7 747
Efficiency Unit	340	65	275	4 911
Electrical and Mechanical Services Department	1 579	343	1 236	35 905
Environment Bureau	6	3	3	21
Environmental Protection Department	109	15	78	2 665
Financial Services and the Treasury Bureau	58	3	54	1 730
Fire Services Department	61	-	18	507
Food and Environmental Hygiene Department	323	125	135	4 386
Food and Health Bureau	17	13	3	130
Government Flying Service	12	1	11	701
Government Laboratory	30	2	-	15
Government Logistics Department	44	22	2	67
Government Property Agency	8	-	7	181
Highways Department	28	3	25	1 946
Home Affairs Bureau	56	8	15	702
Home Affairs Department	402	124	223	5 395
Hong Kong Observatory	24	-	24	654
Hong Kong Police Force	115	18	68	3 779
Hongkong Post	2 073	933	93	8 749
Immigration Department	83	78	5	949
Information Services Department	16	-	16	1 138
Inland Revenue Department	168	-	-	-

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2011-12 (HK\$'000)
	Total (as at 30 June 2012)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Innovation and Technology Commission	54	9	40	1 867
Intellectual Property Department	12	6	1	180
Invest Hong Kong	58	2	56	3 090
Judiciary	113	111	-	1 073
Labour and Welfare Bureau	25	3	22	950
Labour Department	225	-	-	-
Land Registry	118	80	31	1 796
Lands Department	216	36	180	5 540
Legal Aid Department	6	6	-	24
Leisure and Cultural Services Department	1 981	772	1 053	18 601
Marine Department	19	16	3	331
Office of the Communications Authority ^{Note 3}	129	64	58	2 842
Office of the Government Chief Information Officer	18	-	13	700
Official Receiver's Office	49	17	32	1 087
Planning Department	21	14	7	765
Radio Television Hong Kong	357	37	261	8 692
Rating and Valuation Department	68	6	61	1 198
Registration and Electoral Office	791	753	9	2 871
Security Bureau	19	7	12	306
Social Welfare Department	231	4	34	1 162
Student Financial Assistance Agency	533	389	45	3 921
Trade and Industry Department	86	57	21	2 250
Transport and Housing Bureau	5	5	-	63
Transport Department	136	84	49	2 065
Treasury	47	5	36	1 689
University Grants Committee Secretariat	20	6	13	506
Water Supplies Department	120	77	43	1 620
Total	14 535	4 958	5 121	177 085

Note

1. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.
2. "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.
3. With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). The figures above reflect the number of full-time NCSC staff engaged in OFTA and TELA and the aggregate amount of gratuities disbursed by OFTA and TELA respectively.

**Breakdown of full-time NCSC staff by percentage rates of end-of-contract gratuity ^{Note 1} and
Amount of gratuities disbursed to NCSC staff**

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2012-13 (HK\$'000)
	Total (as at 30 June 2013)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	295	1	6	185
Architectural Services Department	30	-	30	1 624
Buildings Department	451	141	310	7 616
Census and Statistics Department	164	96	20	2 408
Chief Executive's Office	6	3	3	190
Chief Secretary and Financial Secretary's Offices	29	9	20	2 746
Civil Aviation Department	20	-	20	2 048
Civil Engineering and Development Department	69	14	55	2 143
Civil Service Bureau	1	-	-	-
Commerce and Economic Development Bureau	33	10	18	1 201
Companies Registry	67	25	37	809
Constitutional and Mainland Affairs Bureau	8	8	-	307
Correctional Services Department	3	1	2	51
Customs and Excise Department	137	134	-	47
Department of Health	760	23	83	2 993
Department of Justice	45	-	28	1 474
Development Bureau	42	5	36	2 386
Drainage Services Department	66	15	51	1 849
Education Bureau	1 190	261	43	10 460
Efficiency Unit	373	102	271	5 638
Electrical and Mechanical Services Department	1 336	364	972	33 290
Environment Bureau	6	3	3	56
Environmental Protection Department	106	16	64	3 215
Financial Services and the Treasury Bureau	72	4	67	2 767
Fire Services Department	36	-	18	1 121
Food and Environmental Hygiene Department	291	102	120	2 746
Food and Health Bureau	19	15	2	570
Government Flying Service	13	1	12	694
Government Laboratory	31	2	-	-
Government Logistics Department	42	19	6	113
Government Property Agency	8	-	3	129
Highways Department	41	1	40	966
Home Affairs Bureau	26	9	17	553
Home Affairs Department	395	113	263	3 735
Hong Kong Observatory	15	-	15	466
Hong Kong Police Force	82	18	48	3 445
Hongkong Post	2 048	877	104	7 576
Immigration Department	43	38	5	832
Information Services Department	17	-	17	1 302
Inland Revenue Department	166	-	-	-
Innovation and Technology Commission	39	8	27	4 184

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2012-13 (HK\$'000)
	Total (as at 30 June 2013)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Intellectual Property Department	18	11	3	185
Invest Hong Kong	57	2	55	5 174
Judiciary	88	86	-	1 078
Labour and Welfare Bureau	27	2	25	851
Labour Department	195	-	-	-
Land Registry	154	111	37	1 795
Lands Department	225	31	194	6 160
Legal Aid Department	4	4	-	31
Leisure and Cultural Services Department	1 908	675	1 055	19 994
Marine Department	9	4	4	455
Office of the Communications Authority	132	57	67	2 290
Office of the Government Chief Information Officer	21	-	14	440
Official Receiver's Office	42	15	27	1 377
Planning Department	23	13	10	480
Radio Television Hong Kong	278	26	219	8 882
Rating and Valuation Department	60	3	56	1 412
Registration and Electoral Office	71	49	9	3 447
Security Bureau	18	6	12	350
Social Welfare Department	144	4	32	1 423
Student Financial Assistance Agency	469	317	42	4 266
Trade and Industry Department	84	52	22	1 964
Transport and Housing Bureau	3	2	1	32
Transport Department	84	36	48	1 762
Treasury	29	4	24	1 729
University Grants Committee Secretariat	20	6	13	604
Water Supplies Department	116	67	49	2 002
Total	12 900	4 021	4 854	182 118

Note

1. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.
2. "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.

**Breakdown of full-time NCSC staff by percentage rates of end-of-contract gratuity ^{Note 1} and
Amount of gratuities disbursed to NCSC staff**

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2013-14 ^{Note 3} (HK\$'000)
	Total (as at 30 June 2014)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Agriculture, Fisheries and Conservation Department	252	1	6	375
Architectural Services Department	46	-	46	1 653
Buildings Department	358	135	223	11 184
Census and Statistics Department	178	109	20	1 706
Chief Executive's Office	7	3	4	30
Chief Secretary and Financial Secretary's Offices	42	12	30	1 030
Civil Aviation Department	20	-	20	925
Civil Engineering and Development Department	71	8	63	2 568
Commerce and Economic Development Bureau	33	10	18	1 111
Companies Registry	64	22	40	1 104
Constitutional and Mainland Affairs Bureau	8	8	-	120
Correctional Services Department	2	1	1	117
Customs and Excise Department	127	125	-	704
Department of Health	581	19	59	3 832
Department of Justice	60	-	41	1 936
Development Bureau	43	4	39	2 479
Drainage Services Department	63	14	49	2 518
Education Bureau	1 178	223	49	7 493
Efficiency Unit	436	161	274	5 938
Electrical and Mechanical Services Department	1 009	73	936	30 148
Environment Bureau	6	3	3	47
Environmental Protection Department	100	38	61	2 740
Financial Services and the Treasury Bureau	78	4	73	2 502
Fire Services Department	31	-	31	710
Food and Environmental Hygiene Department	273	75	131	3 464
Food and Health Bureau	18	13	2	226
Government Flying Service	10	1	9	2 044
Government Laboratory	26	1	-	16
Government Logistics Department	42	19	7	170
Government Property Agency	1	-	1	136
Highways Department	55	4	51	1 698
Home Affairs Bureau	52	11	41	683
Home Affairs Department	499	156	324	4 533
Hong Kong Observatory	15	-	15	406
Hong Kong Police Force	73	24	37	2 840
Hongkong Post	1 971	897	92	8 232
Immigration Department	36	31	5	522
Information Services Department	19	-	19	1 430
Inland Revenue Department	176	-	-	-
Innovation and Technology Commission	34	7	26	2 581
Intellectual Property Department	13	8	2	384

Bureau / Department / Office	Number of full-time ^{Note 2} NCSC staff			Amount of gratuities disbursed to NCSC staff in 2013-14 ^{Note 3} (HK\$'000)
	Total (as at 30 June 2014)	with end-of-contract gratuity at the percentage rates of		
		up to 10%	more than 10% and up to 15%	
Invest Hong Kong	59	2	57	4 571
Judiciary	74	72	-	713
Labour and Welfare Bureau	30	2	26	1 332
Labour Department	179	-	-	-
Land Registry	127	95	27	2 083
Lands Department	243	33	210	5 790
Legal Aid Department	7	7	-	33
Leisure and Cultural Services Department	1 776	566	1 068	21 023
Marine Department	11	2	9	328
Office of the Communications Authority	131	56	67	3 649
Office of the Government Chief Information Officer	19	-	13	581
Official Receiver's Office	40	14	26	1 019
Planning Department	30	19	11	632
Radio Television Hong Kong	287	24	230	6 457
Rating and Valuation Department	62	2	59	1 532
Registration and Electoral Office	75	37	25	769
Security Bureau	17	5	12	291
Social Welfare Department	137	5	41	1 055
Student Financial Assistance Agency	403	237	36	3 733
Trade and Industry Department	91	53	21	1 958
Transport and Housing Bureau	3	2	1	33
Transport Department	73	24	49	1 631
Treasury	30	3	26	1 245
University Grants Committee Secretariat	26	5	20	701
Water Supplies Department	111	56	55	2 528
Total	12 147	3 541	4 937	176 022

Note

1. The percentage rate of gratuity refers to the specified rate of total basic salary drawn during the contract period, which equals the sum of the gratuity plus the Government's Mandatory Provident Fund contributions.
2. "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.
3. The amount of gratuities disbursed in 2013-14 includes the gratuities paid to both full-time and part-time NCSC staff employed under the NCSC Staff Scheme.