

**Replies to initial written questions raised by Finance Committee Members in
examining the Estimates of Expenditure 2012-13**

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

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Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB001

Question Serial No.

3125

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:

Since the adoption of the application form and assessment form under the improved control regime governing the taking up of post-service outside work by directorate civil servants on 1 September 2011, how many applications has the Government received? What are the organisations and nature of work involved? How many applications have been approved? How many have been rejected and what are the reasons?

Asked by: Hon. CHAN Mo-po, Paul

Reply:

Since the implementation of the new control regime governing the taking up of post-service outside work by directorate civil servants on 1 September 2011, the authority has processed a total of seven applications up to 31 December 2011, and all these applications have been approved¹. The type of employers and the functional nature of the proposed work in respect of these seven applications are categorised below -

(a) Type of employers:

Academic institutions	4
Charitable organisation	1
Statutory organisations	2
Total	7

¹ Separately, the old control regime applicable to (a) directorate civil servants on pensionable or new permanent terms and ceased active duty from 1 January 2006 to 31 August 2011; and (b) directorate civil servants on agreement terms and entered into new or renewal agreements from 1 January 2006 to 31 August 2011 was still in force in parallel.

(b) Functional nature of the proposed work:

Education	4
Management	3
Total	7

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 23 February 2012

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

Reply Serial No.

CSB002

Question Serial No.

1385

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:

Under “Matters Requiring Special Attention in 2011-12”, the Administration states that it will provide national studies training programmes to civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants. In this connection, will the Administration inform this Committee:

- (a) of the number of participants of the national studies training programmes and the number of hours they spent on the programmes in 2011, as well as contents of the training programmes and the public money involved, broken down by the ranks of civil servants?
- (b) whether indicators are available for assessing the effectiveness of the national studies training programmes, and their impact on the competency of senior civil servants? If yes, in what way are they effective? If no, what are the reasons for not setting any indicators?

Asked by: Hon. CHAN Wai-yip, Albert

Reply:

- (a) In 2011, a total of 12 700 civil servants from various ranks participated in national studies training. The total number of trainee days were 13 800. The total expenditure for national studies training provided by the Civil Service Bureau in 2011 was about \$17 million. Major contents of the programmes included current policies and topical issues on political, social, economic and cultural developments in the Mainland. The format of training included courses conducted by institutions in the Mainland, thematic visits to the Mainland, local seminars, a module on national studies in the induction programmes for new recruits, Basic Law training programmes and activities, Mainland-Hong Kong civil service exchange programme and a dedicated website on national studies, etc. In 2011, the Civil Service Bureau organised over 100 training programmes and activities for over 1 000 ranks of civil servants from all bureaux/departments. As training programmes and activities vary in form and are large in number, the relevant number of civil servants, trainee days and expenditure cannot be broken down by ranks.
- (b) National studies training enables senior civil servants to understand the latest developments in the Mainland and enhance collaboration with their Mainland counterparts. The Civil Service Bureau has adopted a range of on-going methods to evaluate the effectiveness of national

studies training. These include review sessions built into the programmes, post-programme evaluation questionnaires, focus group meetings with participants, class observation, debriefing and discussions with the service providers upon completion of programmes, etc. The objective is to ensure that the programmes are effective, useful and relevant to the work of the participants.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 28 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB003

Question Serial No.

0682

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 enhancement of Putonghua proficiency in the civil service, what are the relevant expenditures or estimated expenditures involved in the past two financial years (2010-11 and 2011-12) and the 2012-13 financial year? Please also list out the respective numbers of trainees benefited in each of the above financial years.

Asked by: Hon. HO Chung-tai, Raymond

Reply:

In 2010-11 and 2011-12, 5 300 and 5 400 civil servants attended Putonghua programmes arranged by the Civil Service Training and Development Institute respectively. The expenditure involved was \$3.6 million for 2010-11 and \$3.7 million for 2011-12.

According to our current plan, about 5 400 civil servants will join Putonghua programmes in 2012-13 and the expenditure is estimated to be about \$3.6 million.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 23 February 2012

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

Reply Serial No.

CSB004

Question Serial No.

1422

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

Programme: —

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the consultancy studies (if any) commissioned by the Civil Service Bureau and its departments for the purpose of formulating and assessing policies, please provide information in the following format.

- (1) Using the table below, please provide information on studies on public policy and strategic public policy for which funds had been allocated between 2009-10 and 2011-12:

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?

- (2) Are there any projects for which funds have been reserved for conducting consultancy studies in 2012-13? If yes, please provide the following information:

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)	For the projects that are expected to be completed in 2011-12, is there any plan to make them public? If yes, through what channels? If no, why?

- (3) What are the criteria for considering the award of consultancy projects to the research institutions concerned?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

- (1) The Civil Service Bureau (CSB) and its departments have not conducted any consultancy studies for the purpose of formulating and assessing public policy between 2009-10 and 2011-12.
- (2) The CSB and its departments have not reserved any financial provisions in 2012-13 for conducting consultancy studies for the purpose of public policy formulation and assessment.
- (3) Not applicable.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 29 February 2012

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

Reply Serial No.

CSB005

Question Serial No.

1433

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

Programme: —

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

In regard to the growing co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which the Civil Service Bureau is or has been involved.

- (1) For Hong Kong/Mainland cross-boundary projects or programmes from 2009-10 to 2011-12, please provide information in the following format:

Project/ Programme title	Details, objective and whether it is related to the Framework Agreement on Hong Kong/ Guangdong Co-operation (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?

- (2) For Hong Kong/Mainland cross-boundary projects or programmes in 2012-13, please provide information in the following format:

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?

(3) Apart from the projects or programmes listed above, are there any other modes of cross-boundary cooperation? If yes, what are they? What were the manpower and expenditure involved in the past 3 years, and how much financial and manpower resources are earmarked in the 2012-13 Estimates?

Asked by: Hon. HO Sau-lan, Cyd

Reply:

(1) From 2009-10 to 2011-12, the Civil Service Bureau had 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 on Hong Kong/ Guangdong Co-operation (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 were attached to the other side for 4 to 8 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	About \$1.1 million	Mainland government departments participating in the Programme include the City Administration Office, Department of Construction, Bureau of Economic and Trade, Environmental Protection Bureau, Food and Drugs Administration, Health Bureau, Home Affairs Bureau, Bureau of Human Resources & Social Security, Bureau of Planning and	About 100 HKSARG and Mainland civil servants participated in the Programme from 2009-10 to 2011-12. The activities for these 3 years had been completed.	The Civil Service Bureau reported this exchange programme to the Legislative Council Panel on Public Service on 21 November 2011. No additional manpower and expenditure was involved in the above arrangement for release of information.

	Agreement.		Land Resources, Administration of Quality and Technology Supervision, Bureau of Science and Technology, Bureau of Social Housing and Building Administration, Transport Commission, Urban-rural Construction and Communications Commission and Water Authority, etc.		
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(2) In 2012-13, the Civil Service Bureau 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 2012-13 is underway.	The Programme is expected to start in mid-2012 for completion by end of the year.	Same as above

(3) Apart from those listed above, there is no other Hong Kong/Mainland cooperation project/programme administered by the Civil Service Bureau.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 28 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB006

Question Serial No.

3295

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 list out the numbers of persons with disabilities employed by government organisations in the years from 2009 to 2011, broken down by sex, age, job, average salary and average working hours, and the percentage of such employees in relation to the total number of employees.

Asked by: Hon. IP Kwok-him

Reply:

The number of male and female civil servants with disabilities were 2 304 (2.25% of male civil servants) and 1 012 (1.87% of female civil servants) respectively in 2009-10, and 2 294 (2.25% of male civil servants) and 1 023 (1.87% of female civil servants) respectively in 2010-11.

Information on civil servants with disabilities broken down by age for these two financial years is set out below –

Age Group	2009-10		2010-11	
	No. of Civil Servants with Disabilities	% of Strength in that Group	No. of Civil Servants with Disabilities	% of Strength in that Group
below 30	45	0.32%	59	0.38%
30 to below 40	461	1.21%	469	1.24%
40 to below 50	1 248	2.14%	1 151	2.07%
50 and over	1 562	3.39%	1 638	3.40%

Information on the number of civil servants with disabilities broken down by salary groups and the two main categories of work, namely disciplined services and non-disciplined services for 2009-10 and 2010-11 is set out in Annex.

The Civil Service Bureau does not keep detailed statistics of civil servants with disabilities by job or by average working hours.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 23 February 2012

Civil Servants with Disabilities (2009-10 and 2010-11) (By Salary Groups and Work Categories)

Salary Group (Pay Scale as at 2010-11) and Work Category		2009-10		2010-11	
		No. of Civil Servants with Disabilities	% of Strength in that Group	No. of Civil Servants with Disabilities	% of Strength in that Group
Work Category - Disciplined Services					
Police Pay Scale	Max. Salary between Pt. 55-59 (\$102,300 - \$200,000) <i>(Directorate officers)</i>	0	0.00%	0	0.00%
	Max. Salary between Pt. 49-54a (\$77,325 - \$96,885)	1	0.28%	0	0.00%
	Max. Salary between Pt. 43-48 (\$62,095 - \$74,625)	2	0.38%	2	0.38%
	Max. Salary between Pt. 32-42 (\$43,025 - \$59,820)	19	1.15%	20	1.20%
	Max. Salary between Pt. 1a-31 (\$15,325 - \$41,130)	365	1.45%	425	1.66%
General Disciplined Services Pay Scale	Commander (\$102,300 - \$179,650) <i>(Directorate officers)</i>	1	2.04%	1	2.04%
	Max. Salary between GDS(O) 33-39 (\$77,325 - \$96,885)	1	0.41%	1	0.41%
	Max. Salary between GDS(O) 22-32 (\$51,570 - \$74,625)	22	1.09%	18	0.89%
	Max. Salary between GDS(O) 13-21 (\$37,235 - \$49,850)	48	1.93%	48	1.87%
	Max. Salary between GDS(O) 1d-12 (\$16,590 - \$35,360)	1	1.39%	1	1.37%
	Rank & File (\$13,180 - \$31,930)	350	1.80%	361	1.86%
Sub-total	810	1.55%	877	1.67%	
Work Category – Non-disciplined Services					
Directorate Pay Scale (\$99,400 - \$200,000) and Directorate (Legal) Pay Scale (\$99,400 - \$179,650)		16	1.41%	15	1.29%
Master Pay Scale	Max. Salary between Pt. 45-49 (\$77,375 - \$89,140)	17	0.60%	13	0.45%
	Max. Salary between Pt. 34-44 (\$49,480 - \$74,675)	86	0.82%	85	0.80%
	Max. Salary between Pt. 26-33 (\$35,290 - \$48,670)	222	1.12%	231	1.15%
	Max. Salary between Pt. 0-25 (\$8,505 - \$33,710)	1 523	2.50%	1 507	2.47%
Model Scale I (\$9,035 - \$11,770)		642	7.18%	589	7.03%
Sub-total	2 506	2.40%	2 440	2.34%	

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB007

Question Serial No.

3302

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 give details of the Administration's plan on the provision of paternity leave for civil servants, including the expected time of implementation, duration of paternity leave, period for taking paternity leave, eligibility criteria and financial and staffing implications involved.

Asked by: Hon. IP Kwok-him

Reply:

We have recently completed the consultation on the provision of paternity leave to government employees and are now finalising the implementation details. We intend to implement the initiative as soon as possible in the second quarter of 2012.

Having regard to the birth rate of babies born to male civil servants in recent years (at some 2.7%), we consider that the financial and staffing implications arising from the proposed provision of paternity leave to government employees should be insignificant and could be absorbed within the existing resources of the bureaux/departments concerned.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 23 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB008

Question Serial No.

1821

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:

In connection with the operation of telephone hotlines to answer enquiries on language usage, please provide the following information:

- (a) The utilisation rates of the telephone hotlines in the past three years;
- (b) The expenditures for providing the service in the past three years;
- (c) Are all civil servants aware of this service? Has the department concerned promoted this service? If yes, what are the details?

Asked by: Hon. KAM Nai-wai

Reply:

- (a) The Civil Service Bureau (CSB) provides telephone hotlines to answer civil servants' enquiries on the use of English and Chinese (including Putonghua). In the past three years, a total of 989 telephone enquiries on the use of English and Chinese (including Putonghua) were received. A breakdown by year is set out below:

Year	2009	2010	2011
Number of enquiries received	302	335	352

- (b) In-house staff resources were deployed to provide such service and no additional expenditure was involved in the past three years.
- (c) The hotlines are operated by the Official Languages Division (OLD) of CSB. Our efforts to promote this service to civil servants through various channels include: setting out details of the service in the CSB Circular on "Provision of Translation, Simultaneous Interpretation and other Language Support Services" issued to bureaux/departments; and making information about the service easily accessible to civil servants on such electronic platforms as the intranets of CSB and OLD and the Cyber Learning Centre Plus, as well as on *Word Power*, a quarterly

publication on language and culture. In addition, to promote this service, the hotline numbers are printed on publicity materials, leaflets and souvenirs produced by OLD for distribution in its annual activities such as thematic talks and the Putonghua Quiz for civil servants.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 21 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB009

Question Serial No.

1822

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 indicators list only the estimated figures of simultaneous interpretation service provided (number of meetings), translation service provided (number of words) and vetting service provided in respect of drafts prepared by civil servants (number of words). What are the estimated expenditures and indicators of providing support services and assistance in the implementation of language policies and practices?

Asked by: Hon. KAM Nai-wai

Reply:

Apart from delivering simultaneous interpretation, translation and draft-vetting services to bureaux/departments in support of the Government's implementation of the official languages policy, the Official Languages Division of the Civil Service Bureau provides guidelines for the use of official languages within the civil service and a wide range of support services to facilitate the effective use of English and Chinese (including Putonghua) in official business. Support services include operating telephone hotlines to answer enquiries on language usage, and compiling glossaries and language reference materials. The tasks involved in the provision of these services differ from each other greatly in complexity, rendering quantitative indicators not meaningful. Thus no quantitative indicators have been set. In the provision of these services, the input of staff responsible for translation and draft-vetting work is often required. Moreover, staff providing support services are required to take up translation and draft-vetting assignments at the height of service demand. It is therefore not possible to separate the expenditure for support services from the overall financial provision for this Programme.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 24 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB010

Question Serial No.

1823

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

Programme: (3) Translation and Interpretation Services and Use of Official Languages

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

With respect to “continued to facilitate the effective use of Chinese (including Putonghua) in official business”, what are the details of implementation and the estimated financial commitment for the coming year?

Asked by: Hon. KAM Nai-wai

Reply:

The Civil Service Bureau (CSB) provides a wide range of support and training services to facilitate the effective use of Chinese and Putonghua in official business within the civil service. These support services include operating telephone hotlines to answer civil servants’ enquiries on the use of English and Chinese (including Putonghua); producing reference materials on official writing and language use; compiling glossaries of terms commonly used in the Government; producing *Word Power*, a quarterly publication on language and culture; vetting Chinese drafts prepared by civil servants; providing Putonghua Pinyin and recording services; and organising language-related thematic talks for civil servants. These initiatives will be undertaken with existing resources in the coming year. As for language training, we will continue to offer various courses to enhance civil servants’ ability in using Chinese and Putonghua. The estimated expenditure for such courses is about \$4 million.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 24 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB011

Question Serial No.

1561

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 the numbers of under-performers removed in each of the past three years (i.e. from 2009-10 to 2011-12)?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2009-10, 2010-11 and 2011-12 (up to 31 December 2011), 150, 144 and 96 misconduct cases were respectively handled under the Public Service (Administration) Order (“PS(A)O”) with punishment imposed. In the same period, 177, 180 and 144 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 2009-10, 2010-11 and 2011-12 (up to 31 December 2011), nine, seven and six cases relating to persistent under-performance were processed under section 12 of the PS(A)O with two, one and one 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 _____ 17 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB012

Question Serial No.

1562

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:

In previous years, the Bureau stated in the estimates that it would continue to discuss with the staff sides about formulating an effective mechanism for upward/downward adjustment of civil service salaries. While the Bureau did not make a conclusion in this regard in the past year, the issue is no longer mentioned in the “Matters Requiring Special Attention in 2012-13” in this year’s estimates. What is the reason?

Asked by: Hon. TAM Yiu-chung

Reply:

Under the Improved Civil Service Pay Adjustment Mechanism, civil service pay is compared with private sector pay on a regular basis through three different kinds of survey, namely, (a) annual pay trend survey; (b) three-yearly starting salaries survey; and (c) six-yearly pay level survey. With regard to the findings of these surveys, civil service pay may be adjusted upwards, downwards or remain unchanged. The staff sides of the four Central Consultative Councils have all along been consulted on the annual civil service pay adjustment, as well as any pay adjustment following a starting salaries survey or a pay level survey.

Mechanism has been established for implementing civil service pay adjustment in the context of annual pay adjustment (namely through enactment of one-off legislation for downward pay adjustment and approval of the Finance Committee of the Legislative Council for upward pay adjustment) and starting salaries revisions arising from a starting salaries survey (namely through approval of the Finance Committee of the Legislative Council for both upward or downward adjustment on starting salaries). On the adjustment of civil service pay subsequent to a pay level survey, we will continue to consult the staff sides on a proper mechanism in the context of the coming pay level survey.

Signature _____

Name in block letters _____ Raymond H.C. Wong

Post Title _____ Permanent Secretary for the Civil Service

Date _____ 22 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB013

Question Serial No.

1563

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 respective workflow and corresponding time schedules of the 2012 Pay Level Survey and 2012 Starting Salaries Survey?

Asked by: Hon. TAM Yiu-chung

Reply:

In accordance with the timeframe specified under the Improved Civil Service Pay Adjustment Mechanism, the next Starting Salaries Survey (SSS) and Pay Level Survey (PLS) are due to be conducted in 2012. With the support of staff representatives, the Administration has invited the Standing Commission on Civil Service Salaries and Conditions of Service (Standing Commission) to conduct the coming SSS and PLS and to advise on how these survey findings should be applied to the relevant grades in the civil service.

The Standing Commission has just accepted the Administration's invitation and will shortly commence the preparatory work for the surveys. Given the different scope and levels of complexity of the two surveys, the Standing Commission indicated that it would conduct the SSS and the PLS as two separate exercises, with a view to completing the former survey earlier. We understand that the Standing Commission will consult and engage with relevant stakeholders, including staff representatives, at various key stages of the surveys.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 22 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB014

Question Serial No.

1564

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 2012-13 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 2012-13:

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 2012-13 is \$2.71 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 three 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. In 2012-13, it is estimated that 65 400 civil servants are eligible for the award, about 2 180 awards will be granted and the estimated expenditure is about \$91.80 million.

Civil Service Outstanding Service Award Scheme

The objective of the Civil Service Outstanding Service Award Scheme is to encourage the pursuit of excellence in service delivery and give recognition to departments and teams of civil servants for their outstanding achievements in providing quality services to the public. The awards are divided into three levels, i.e. interdepartmental, departmental and team. The participating departments and teams have to submit details of their services to the adjudication panels for assessment. The adjudication panels consist of Legislative and District Councillors, staff side members of the Central Consultative Councils of the Civil Service, representatives from different sectors and professions and senior officials from the Civil Service Bureau. The Scheme is organised at biennial intervals. The Scheme was last completed in September 2011 and it will next be held in 2013-14. There will not be any direct expenses on the Scheme in 2012-13.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 21 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB015

Question Serial No.

1565

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:

It is mentioned in the estimates that the regular review of job-related allowances payable to civilian staff was completed in 2011. What is the Bureau's plan for implementing the recommendations resulting from the review in 2012?

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. The Administration is currently conducting a regular review of the JRAs payable to civilian staff in accordance with the mechanism, and the review is expected to be completed by the end of the 2011-12 Financial Year. We will decide whether the JRAs should continue to be paid according to the outcome of the regular review.

The review is jointly conducted by relevant Heads of Departments (HoD), policy bureaux and the Civil Service Bureau (CSB). HoDs are 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 is the central approving authority of the JRAs and is responsible for coordinating the review exercise. We will seek the advice of relevant advisory bodies on civil service matters where appropriate.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 27 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB016

Question Serial No.

2954

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:

	2012-13	2011-12	2010-11
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 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 December 2010] (% of civil service strength)
Number of staff on a five-day week work pattern	104 500 (70%)
Number of staff not on a five-day week work pattern	44 500 (30%)

The above figures did not include civil servants working in government schools, the Judiciary, the Independent Commission Against Corruption, the Hospital Authority, the Vocational Training Council, the Hong Kong Monetary Authority, etc.

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 December 2010 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 29 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
 INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB017

Question Serial No.

2955

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:

	2012-13	2011-12	2010-11
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:

Civil servants work according to their respective conditioned hours of work, which means the hours of duty which salary is calculated to cover and the hours which must be worked before overtime work is counted. There are two different systems of conditioned hours of work : gross (time for meal breaks included in the stipulated conditioned hours of work) and net (time for meal breaks not included in the stipulated conditioned hours of work).

Relevant information on civil servants under the net system and the gross system in the past years are provided below :

	2010-11 (Position as at 31.3.2011)	2011-12 (Position as at 31.12.2011)
Number of civil servants under the net system (conditioned hours not including meal breaks)	25 000	24 700 (-1.2%)
Number of civil servants under the gross system (conditioned hours including meal breaks)	132 000	133 900 (+1.4%)

() Figures in brackets indicate the relevant percentage change

Information for 2012-13 is not yet available.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 22 February 2012

Allowance	2010-11		2011-12		2012-13		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)	731,208		757,236 (+3.6%)		793,440 (+4.8%)			
a. Local Education Allowance (LEA)	432,614	19 708 ¹	452,000 (+4.5%)	19 670 ¹	477,430 (+5.6%)	19 440 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 increase in the 2012-13 estimate is mainly due to the projected increase in the average LEA per student and the projected increase in the number of students studying in English Schools Foundation schools and schools under the Direct Subsidy Scheme, which charge higher school fees.</p>

Allowance	2010-11		2011-12		2012-13		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	282,081	3 042 ¹	288,530 (+2.3%)	3 035 ¹	299,000 (+3.6%)	3 030 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 2012-13 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2010-11		2011-12		2012-13		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	16,507	13 165	16,700 (+1.2%)	13 390	17,000 (+1.8%)	13 610	<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 who were 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>The expenditure for 2011-12 and 2012-13 is estimated to remain at about the same level.</p>

Allowance	2010-11		2011-12		2012-13		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	6	2 ³	6 (0%)	2 ³	10 (+66.7%)	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 amount is for the provision of the allowance to judges and judicial officers.</p>
II. Home Purchase Allowance (Subhead 014)	739,739	14 759	753,300 (+1.8%)	14 825	780,000 (+3.5%)	15 260	\$1,850 - \$17,300 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 on 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 the estimated expenditure in 2012-13 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	2010-11		2011-12		2012-13		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)	158,030		159,980 (+1.2%)		172,550 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ²	68,288	1 459	72,100 (+5.6%)	1 515	78,140 (+8.4%)	1 590	<p>Leave Passage Allowance: \$15,855 to \$60,190 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 2012-13 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance and the average amount of allowance claimed.</p>

Allowance	2010-11		2011-12		2012-13		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	86,404	4 641 ¹	84,660 (-2.0%)	4 550 ¹	90,140 (+6.5%)	4 530 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 increase in the 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>
c. Baggage Allowance ²	3,215	1 031 ³	3,110 (-3.3%)	730 ³	4,121 (+32.5%)	730 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>The increase in the 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>

Allowance	2010-11		2011-12		2012-13		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	123	47 ³	110 (-10.6%)	41 ³	149 (+35.5%)	41 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 allowance 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 2012-13 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.</p>

Allowance	2010-11		2011-12		2012-13		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)	476,453	2 439	427,200 (-10.3%)	2 210	395,000 (-7.5%)	2 040	\$15,100 - \$41,810 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 decrease in the estimated expenditure in 2012-13 is mainly due to the decreasing number of recipients.</p>
V. Private Tenancy Allowance (Subhead 038)	170,222	637	170,800 (+0.3%)	624	180,000 (+5.4%)	623	Single Rates: \$7,540 - \$27,780 per month Married Rates: \$8,480 - \$31,260 per month Family Rates: \$9,420 - \$34,720 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 the estimated expenditure in 2012-13 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2010-11		2011-12		2012-13		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)	171,374	870	248,200 (+44.8%)	1 285	341,000 (+37.4%)	1 775	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$14,350 - \$39,720 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,760 - \$16,440 per month</p>	<p>The allowance is payable to officers offered appointment on new terms 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 who are eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p> <p>The increase in the estimated expenditure in 2012-13 is 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 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB019

Question Serial No.

1557

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 013 Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

What are the amounts of local education allowance and overseas education allowance to be paid in 2012-13 under Subhead 013 Personal allowances?

Asked by: Hon. TAM Yiu-chung

Reply:

It is estimated that the amounts of local education allowance and overseas education allowance to be paid in 2012-13 are \$477.43 million and \$299 million respectively.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 22 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB020

Question Serial No.

1558

Head: 46 – General Expenses of the Civil Service

Subhead (No. & title): 013 Personal allowances

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

What are the estimated numbers of officers who will continue to receive the furniture and domestic appliances allowances, and the house allowance under Subhead 013 Personal allowances in 2012-13? What are the expenditures involved respectively? What are the respective average amounts of allowance per officer per year?

Asked by: Hon. TAM Yiu-chung

Reply:

It is estimated that in 2012-13, there will be 13 610 officers receiving furniture and domestic appliances allowances and the expenditure will amount to \$17 million. The estimated average amount of allowance per officer per year is \$1,250. It is expected that no officer will draw the house allowance in the year.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 22 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB021

Question Serial No.

1559

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 were the annual numbers 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:

The numbers of approved applications for legal assistance from civil servants for the three financial years of 2009-10, 2010-11 and 2011-12 (up to 31 January 2012) are 29, 55 and 29 respectively. Among these approved applications, legal proceedings of 43 cases have yet to be concluded as at 31 January 2012.

Signature _____

Name in block letters Raymond H.C. Wong

Post Title Permanent Secretary for the Civil Service

Date 22 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB023

Question Serial No.

1700

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 number of retired and retiring public and judicial officers has been on the rise. In this connection, please provide the following information for the years 2008, 2009, 2010, 2011 and 2012:

- (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 2008 to 2012 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 Permanent Secretaries and heads of 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 2008-09 to 2012-13 is as follows –

	2008-09 Actual <u>Expenditure</u> \$'000	2009-10 Actual <u>Expenditure</u> \$'000	2010-11 Actual <u>Expenditure</u> \$'000	2011-12 Revised <u>Estimate</u> \$'000	2012-13 <u>Estimate</u> \$'000
Public and judicial service pensions and other allowances	9,561,286	10,224,514	10,785,572	11,742,829	12,458,264
Pension gratuities	5,425,769	5,931,006	6,427,378	7,503,150	9,692,115
Pensions to police officers who retired on or before 1 January 1947	83	44	18	21	21
	<u>14,987,138</u>	<u>16,155,564</u>	<u>17,212,968</u>	<u>19,246,000</u>	<u>22,150,400</u>

Signature _____

Name in block letters _____

Mrs Lesley Y C WONG

Post Title _____

Director of Accounting Services

Date _____

28 February 2012

Officers Retiring in the Years from 2008 to 2012 by Bureau/Department

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Agriculture, Fisheries and Conservation Department	56	1	1.8	40	1	2.5	66	-	-	65	-	-	99	1	1.0
Architectural Services Department	32	4	12.5	29	5	17.2	34	4	11.8	45	1	2.2	50	6	12.0
Audit Commission	4	1	25.0	3	1	33.3	1	-	-	8	4	50.0	2	2	100.0
Auxiliary Medical Service	1	-	-	2	-	-	3	-	-	5	-	-	5	-	-
Buildings Department	9	2	22.2	7	1	14.3	26	5	19.2	26	3	11.5	20	3	15.0
Census and Statistics Department	18	1	5.6	11	-	-	25	-	-	25	1	4.0	42	2	4.8
Chief Executive's Office	3	-	-	1	-	-	4	-	-	3	-	-	4	-	-
Civil Aid Service	4	-	-	7	-	-	2	-	-	2	1	50.0	4	-	-
Civil Aviation Department	9	2	22.2	9	1	11.1	8	-	-	5	1	20.0	17	2	11.8

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Civil Engineering and Development Department	33	2	6.1	38	7	18.4	49	-	-	48	7	14.6	58	7	12.1
Companies Registry	5	-	-	1	1	100.0	7	-	-	6	-	-	5	-	-
Correctional Services Department	192	-	-	203	5	2.5	222	3	1.4	257	4	1.6	212	2	0.9
Customs and Excise Department	64	-	-	80	4	5.0	70	-	-	95	5	5.3	126	1	0.8
Department of Health	101	-	-	89	1	1.1	135	1	0.7	152	5	3.3	139	3	2.2
Department of Justice	12	2	16.7	12	2	16.7	13	2	15.4	19	8	42.1	17	3	17.6
Drainage Services Department	46	3	6.5	36	-	-	48	1	2.1	53	2	3.8	47	3	6.4
Electrical and Mechanical Services Department	10	-	-	11	1	9.1	3	1	33.3	9	1	11.1	10	1	10.0
Electrical and Mechanical Services Trading Fund	135	3	2.2	113	1	0.9	150	-	-	126	1	0.8	125	2	1.6

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Environmental Protection Department	15	-	-	18	2	11.1	9	1	11.1	35	1	2.9	24	-	-
Fire Services Department	207	3	1.4	221	10	4.5	251	3	1.2	246	3	1.2	273	4	1.5
Food and Environmental Hygiene Department	402	2	0.5	448	1	0.2	419	-	-	553	1	0.2	571	1	0.2
General Expenses of the Civil Service	11	1	9.1	4	1	25.0	-	-	-	-	-	-	2	-	-
Government Flying Service	6	-	-	2	-	-	3	1	33.3	3	-	-	4	-	-
Government Laboratory	2	-	-	4	1	25.0	4	1	25.0	5	-	-	2	-	-
Government Logistics Department	21	-	-	27	-	-	35	-	-	28	-	-	33	1	3.0
Government Property Agency	10	1	10.0	3	-	-	4	-	-	6	-	-	9	1	11.1
GS: Civil Service Bureau	10	2	20.0	6	-	-	9	-	-	10	-	-	12	2	16.7

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1	-	-	-	-	-	1	-	-	2	1	50.0	4	1	25.0
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	2	1	50.0	-	-	-	2	-	-	4	-	-	3	-	-
GS: Constitutional and Mainland Affairs Bureau	1	-	-	1	1	100.0	4	2	50.0	2	-	-	1	-	-
GS: Development Bureau (Planning and Lands Branch)	2	-	-	3	1	33.3	2	-	-	1	-	-	-	-	-
GS: Development Bureau (Works Branch)	7	2	28.6	4	-	-	6	1	16.7	4	1	25.0	4	1	25.0

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
GS: Education Bureau	145	2	1.4	149	2	1.3	135	-	-	172	1	0.6	149	3	2.0
GS: Environment Bureau	-	-	-	-	-	-	-	-	-	-	-	-	1	-	-
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	3	-	-	-	-	-	1	1	100.0	1	-	-	3	1	33.3
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	1	-	-	5	3	60.0	3	1	33.3	1	-	-	4	-	-
GS: Food and Health Bureau (Food Branch)	-	-	-	1	-	-	-	-	-	1	1	100.0	-	-	-
GS: Food and Health Bureau (Health Branch)	-	-	-	1	-	-	-	-	-	1	-	-	2	2	100.0
GS: Home Affairs Bureau	2	-	-	1	-	-	2	-	-	2	1	50.0	4	-	-

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
GS: Innovation and Technology Commission	3	1	33.3	3	-	-	4	2	50.0	3	-	-	2	-	-
GS: Labour and Welfare Bureau	2	1	50.0	3	-	-	1	-	-	3	-	-	2	-	-
GS: Office of the Government Chief Information Officer	5	2	40.0	2	-	-	5	-	-	7	2	28.6	7	2	28.6
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	15	1	6.7	12	1	8.3	15	-	-	11	1	9.1	14	1	7.1
GS: Overseas Economic and Trade Offices	1	1	100.0	1	1	100.0	2	1	50.0	1	-	-	1	1	100.0
GS: Security Bureau	1	-	-	1	-	-	3	-	-	-	-	-	1	-	-
GS: Transport and Housing Bureau (Transport Branch)	1	-	-	2	-	-	-	-	-	2	-	-	1	-	-

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Information Services Department	7	1	14.3	5	-	-	8	1	12.5	13	1	7.7	17	4	23.5
Inland Revenue Department	35	3	8.6	34	2	5.9	56	2	3.6	60	3	5.0	71	2	2.8
Intellectual Property Department	-	-	-	-	-	-	1	-	-	-	-	-	1	1	100.0
Invest Hong Kong	-	-	-	2	1	50.0	1	-	-	-	-	-	1	-	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-	-	-	-	-	-	1	1	100.0	-	-	-	1	1	100.0
Judiciary	28	5	17.9	41	10	24.4	46	3	6.5	41	10	24.4	50	12	24.0
Labour Department	21	2	9.5	33	2	6.1	37	2	5.4	38	1	2.6	58	1	1.7
Land Registry	9	-	-	7	-	-	12	-	-	12	-	-	13	-	-
Lands Department	88	6	6.8	92	5	5.4	121	1	0.8	116	4	3.4	127	4	3.1
Legal Aid Department	8	2	25.0	18	-	-	10	-	-	13	3	23.1	5	-	-

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Legal Aid Services Council	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Leisure and Cultural Services Department	190	1	0.5	184	-	-	216	1	0.5	218	-	-	285	2	0.7
Marine Department	57	1	1.8	53	-	-	68	3	4.4	59	1	1.7	61	6	9.8
Office for Film, Newspaper and Article Administration §	3	-	-	1	-	-	3	-	-	3	1	33.3	4	-	-
Office of the Communications Authority #	-	-	-	-	-	-	-	-	-	-	-	-	8	1	12.5
Office of the Telecommunications Authority #	1	1	100.0	2	-	-	4	-	-	3	-	-	-	-	-
Official Receiver's Office	3	-	-	4	-	-	2	-	-	6	1	16.7	12	2	16.7
Planning Department	6	-	-	7	3	42.9	7	2	28.6	12	1	8.3	10	1	10.0
Post Office	121	1	0.8	147	1	0.7	157	-	-	144	1	0.7	139	-	-

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Public Service Commission Secretariat	-	-	-	-	-	-	2	1	50.0	3	-	-	1	1	100.0
Radio Television Hong Kong	18	1	5.6	17	-	-	15	-	-	12	1	8.3	15	-	-
Rating and Valuation Department	20	3	15.0	16	-	-	10	-	-	23	2	8.7	25	1	4.0
Registration and Electoral Office	2	1	50.0	3	-	-	-	-	-	1	1	100.0	1	-	-
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-
Social Welfare Department	86	3	3.5	103	2	1.9	103	1	1.0	131	4	3.1	139	2	1.4
Student Financial Assistance Agency	2	-	-	5	-	-	3	1	33.3	6	-	-	9	-	-
Trade and Industry Department	11	-	-	9	-	-	11	-	-	10	-	-	8	-	-

Bureaux/Departments (Based on Expenditure Heads)	2008 Actual			2009 Actual			2010 Actual			2011 Actual			2012 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.	%
Transport Department	16	-	-	24	-	-	34	3	8.8	32	1	3.1	30	4	13.3
Treasury	9	-	-	13	1	7.7	10	1	10.0	16	1	6.3	16	1	6.3
University Grants Committee	-	-	-	1	-	-	1	-	-	-	-	-	1	-	-
Vocational Training Council	20	1	5.0	16	-	-	14	-	-	12	-	-	8	-	-
Water Supplies Department	135	-	-	148	3	2.0	182	3	1.6	177	2	1.1	202	4	2.0
Estimate to cater for unanticipated retirement cases	-	-	-	-	-	-	-	-	-	-	-	-	560	-	-
Total	4 026	94	2.3	4 078	126	3.1	4 443	99	2.2	4 926	135	2.7	5 660	129	2.3

§ From 2012–13, Television and Entertainment Licensing Authority will be retitled as Office for Film, Newspaper and Article Administration.

The Office of the Communications Authority will be established in 2012–13 by redeploying resources from the Office of the Telecommunications Authority and relevant divisions of the Television and Entertainment Licensing Authority.

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB024

Question Serial No.

1566

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 2012 increases by 14.9% to 5 660, after an increase of 10.87% in 2011. 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 2012 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 _____

27 February 2012

Estimated Number of Officers Retiring in 2012 by Bureau / Department

Bureaux/Departments (Based on Expenditure Heads)	Public and Judicial Officers Retiring in 2012		Estimated No. of Directorate Officers Retiring in 2012
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2013	
Agriculture, Fisheries and Conservation Department	99	4.9	1
Architectural Services Department	50	2.8	6
Audit Commission	2	1.1	2
Auxiliary Medical Service	5	5.2	-
Buildings Department	20	1.6	3
Census and Statistics Department	42	3.4	2
Chief Executive's Office	4	4.0	-
Civil Aid Service	4	3.9	-
Civil Aviation Department	17	2.2	2
Civil Engineering and Development Department	58	3.3	7
Companies Registry	5	1.7	-
Correctional Services Department	212	3.1	2
Customs and Excise Department	126	2.2	1
Department of Health	139	2.3	3
Department of Justice	17	1.4	3
Drainage Services Department	47	2.5	3
Electrical and Mechanical Services Department	10	2.7	1
Electrical and Mechanical Services Trading Fund	125	3.5	2
Environmental Protection Department	24	1.4	-
Fire Services Department	273	2.7	4
Food and Environmental Hygiene Department	571	5.1	1
General Expenses of the Civil Service	2	0.6	-
Government Flying Service	4	1.7	-
Government Laboratory	2	0.4	-
Government Logistics Department	33	4.6	1
Government Property Agency	9	4.4	1
GS:Civil Service Bureau	12	2.0	2
GS:Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	4	2.1	1

Bureaux/Departments (Based on Expenditure Heads)	Public and Judicial Officers Retiring in 2012		Estimated No. of Directorate Officers Retiring in 2012
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2013	
GS:Commerce and Economic Development Bureau (Communications and Technology Branch)	3	2.8	-
GS:Constitutional and Mainland Affairs Bureau	1	0.7	-
GS:Development Bureau (Planning and Lands Branch)	-	-	-
GS:Development Bureau (Works Branch)	4	1.7	1
GS:Education Bureau	149	2.7	3
GS:Environment Bureau	1	2.4	-
GS:Financial Services and the Treasury Bureau (Financial Services Branch)	3	1.8	1
GS:Financial Services and the Treasury Bureau (The Treasury Branch)	4	2.2	-
GS:Food and Health Bureau (Food Branch)	-	-	-
GS:Food and Health Bureau (Health Branch)	2	1.7	2
GS:Home Affairs Bureau	4	1.7	-
GS:Innovation and Technology Commission	2	1.1	-
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	14	2.7	1
GS:Overseas Economic and Trade Offices	1	0.7	1
GS:Security Bureau	1	0.5	-
GS:Transport and Housing Bureau (Transport Branch)	1	0.6	-
Highways Department	64	3.0	2
Home Affairs Department	49	2.6	2
Hong Kong Monetary Authority	1	3.3	-
Hong Kong Observatory	8	2.7	1
Hong Kong Police Force	745	2.2	10
Hospital Authority	378	17.5	-
Housing Authority	279	3.5	3

Bureaux/Departments (Based on Expenditure Heads)	Public and Judicial Officers Retiring in 2012		Estimated No. of Directorate Officers Retiring in 2012
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2013	
Immigration Department	140	2.1	2
Independent Commission Against Corruption	-	-	-
Information Services Department	17	3.9	4
Inland Revenue Department	71	2.5	2
Intellectual Property Department	1	0.8	1
Invest Hong Kong	1	2.9	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	2.9	1
Judiciary	50	2.9	12
Labour Department	58	2.6	1
Land Registry	13	2.7	-
Lands Department	127	3.2	4
Legal Aid Department	5	0.9	-
Legal Aid Services Council	-	-	-
Leisure and Cultural Services Department	285	3.2	2
Marine Department	61	4.4	6
Office for Film, Newspaper and Article Administration §	4	7.3	-
Office of the Communications Authority #	8	2.7	1
Official Receiver's Office	12	5.2	2
Planning Department	10	1.2	1
Post Office	139	2.6	-
Public Service Commission Secretariat	1	3.7	1
Radio Television Hong Kong	15	2.7	-
Rating and Valuation Department	25	2.9	1
Registration and Electoral Office	1	0.5	-
Secretariat, Commissioner on Interception of Communications and Surveillance	3	15.0	-
Social Welfare Department	139	2.6	2
Student Financial Assistance Agency	9	1.6	-
Trade and Industry Department	8	1.6	-
Transport Department	30	2.2	4

Bureaux/Departments (Based on Expenditure Heads)	Public and Judicial Officers Retiring in 2012		Estimated No. of Directorate Officers Retiring in 2012
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2013	
Treasury	16	3.3	1
University Grants Committee	1	1.7	-
Vocational Training Council	8	44.4	-
Water Supplies Department	202	4.5	4
Estimate to cater for unanticipated retirement cases	560	-	-
Total	5 660	3.3	129

- § From 2012–13, Television and Entertainment Licensing Authority will be retitled as Office for Film, Newspaper and Article Administration.
- # The Office of the Communications Authority will be established in 2012–13 by redeploying resources from the Office of the Telecommunications Authority and relevant divisions of the Television and Entertainment Licensing Authority.

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB025

Question Serial No.

1567

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 2012-13, 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 2012-13, the provision is \$376,000 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 _____

21 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB026

Question Serial No.

1568

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:

In 2012–13, the payment of contract gratuities is estimated to increase by 31% under Subhead 016. What is the estimated number of officers whose contracts will expire in the year? How many of them will receive advanced payment of contract gratuities after opting for transfer to permanent terms of appointment?

Asked by: Hon. TAM Yiu-chung

Reply:

The estimated number of officers whose contracts will expire in 2012–13 under Subhead 016 is 1 670. Separately, all the cases involving advanced payment of contract gratuities to officers after their opting for transfer to permanent terms of appointment have been processed and paid. We do not envisage any such cases in 2012–13.

Signature _____

Name in block letters _____ Mrs Lesley Y C WONG

Post Title _____ Director of Accounting Services

Date _____ 24 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB027

Question Serial No.

0283

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 the coming year, there will be an increase of 63 posts in the Department of Health to meet work demands. Please list out respectively the number and relevant ranking of these posts for serving civil servants and eligible persons.

Asked by: Hon. LAU Wong-fat

Reply:

Details of the increase of 63 posts under this Programme are at the Annex.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 28 February 2012

**Creation of Posts in 2012-2013 under
Programme (7) - Medical and Dental Treatment for Civil Servants**

<u>Major scope of responsibilities / Rank</u>	<u>Number of posts to be created</u>		
	<u>Additional posts</u>	<u>Replacement of non-civil service contract positions</u>	<u>Total</u>
	(a)	(b)	(c)=(a)+(b)
Dental/Para-dental support			
Senior Dental Officer	1	-	1
Dental Officer	16	-	16
Senior Dental Surgery Assistant	1	-	1
Dental Surgery Assistant	17	-	17
Technical support			
Senior Dispenser	1	-	1
Dispenser	2	-	2
Laboratory Attendant	1	-	1
Administrative and general support			
Accounting Officer II	-	1	1
Clerical Officer	-	1	1
Assistant Clerical Officer	2	9	11
Clerical Assistant	6	2	8
Workman II	3	-	3
	50	13	63

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB028

Question Serial No.

1668

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 states that it will “provide medical and dental services for serving and retired civil servants and other eligible persons”. Would the Administration please list out in detail the number of eligible persons in the past five years, and the direct payment and reimbursement of their medical fees by the Administration in each year?

Asked by: Hon. LEUNG Ka-lau

Reply:

The number of Civil Service Eligible Persons (CSEPs) and the expenditure on payment and reimbursement of medical fees and hospital charges for CSEPs in the past five years are as follows-

Financial year	Number of Civil Service Eligible Persons	Amount of payment and reimbursement of medical fees and hospital charges (\$ million)
2006-07	489 000	86.1
2007-08	515 000	124.9
2008-09	529 000	171.6
2009-10	538 000	222.6
2010-11	533 000	267.0

Signature _____

Name in block letters _____

Dr P Y LAM

Post Title _____

Director of Health

Date _____

28 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB029

Question Serial No.

2338

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 2011-12, the revised financial provision for medical and dental treatment for civil servants under the Department of Health (DH) is \$840.8 million, whereas the estimate for 2012-13 is \$974.4 million. In this connection, please provide breakdowns of the provision for 2011-12 and estimate for 2012-13 by the four items of “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 for various services is as follows-

	2011-12 (Revised Estimate) \$ million	2012-13 (Estimate) \$ million
Dental services provided by Department of Health (DH)	446.3	482.7
Medical services provided by DH	74.5	81.7
Payment and reimbursement of medical fees and hospital charges	320.0	410.0
Total	<u>840.8</u>	<u>974.4</u>

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

Signature _____

Name in block letters Dr P Y LAM

Post Title Director of Health

Date 28 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB030

Question Serial No.

0958

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:

What is the estimate of the Department of Health (DH) for providing dental treatment for civil servants in 2012-13? If the revised estimate is lower than the original estimate, will DH consider deploying part of the resources to provide dental service for the elderly people in Hong Kong?

Asked by: Hon. WONG Yuk-man

Reply:

In 2012-13, the estimated expenditure for dental service under Programme 7 “Medical and Dental Treatment for Civil Servants” is \$482.7 million. This provision under Programme 7 is allocated to meet government’s contractual obligation to provide dental treatment to civil service eligible persons as part of the conditions of service. We envisage that the provision for dental service under Programme 7 in 2012-13 will be fully utilised and we will not deploy the resources to uses other than the services provided under Programme 7.

Signature _____

Name in block letters _____ Dr P Y LAM

Post Title _____ Director of Health

Date _____ 28 February 2012

Examination of Estimates of Expenditure 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB031

Question Serial No.

1701

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 the 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 2010-11, 2011-12 and 2012-13. 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 2010-11 and 2011-12, 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 2011-12 and 2012-13. The 2011-12 figures shown in Annex I are projected based on the actual expenditure and the number of recipients from April to November 2011.

Information on the expenditure and the number of recipients for the second category for the years from 2010-11 to 2012-13, 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: 29 February 2012

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2010-11		2011-12 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	318,125	20 361	380,733 (+19.7%)	17 864	The allowance rates depend on the type of acting appointments and the ranks of the acting offices concerned.	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. 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 when compared to the pre-2000 figures. The total expenditure varies from year to year, depending on the actual circumstances which necessitate acting appointments. Factors which may affect the total expenditure include the number of recipients, types and duration of acting appointment, pay of the acting office, etc.
II. Overtime and Related Allowances	515,347		579,827 (+12.5%)			
a. Overtime Allowance for civilian staff	215,458	18 919	227,839 (+5.7%)	14 160	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)	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 work 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 –

Allowance	2010-11		2011-12 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		
						(a) officers in the administrative and professional grades; (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.

Allowance	2010-11		2011-12 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. Disciplined Services Overtime Allowance	244,909	17 840	292,567 (+19.5%)	14 884	Hourly rate: 1/175 of an officer's monthly salary	<p>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 work performed. The following categories of officers in the disciplined services grades are eligible for DSOA -</p> <ul style="list-style-type: none"> (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 (d) those in ranks whose scale maxima are on or below Point 35 of the Independent Commission Against Corruption Salary Scale. <p>Actual expenditure depends on operational needs.</p>
c. Standby Duty Allowance	47,038	2 785	49,312 (+4.8%)	2 250	Hourly rate: 1/210 of an officer's monthly salary	<p>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 duty 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.</p> <p>Actual expenditure depends on operational needs.</p>

Allowance	2010-11		2011-12 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. On-call Duty Allowance	6,455	4 654	6,554 (+1.5%)	3 707	<p>\$242 per month for at least 96 and up to 250 hours of on-call duty performed in a calendar month; and</p> <p>\$485 per month for 251 hours or more of on-call duty performed in a calendar month</p>	<p>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.</p> <p>Actual expenditure depends on operational needs.</p>
e. Honorarium	1,487	86	3,555 (+139.1%)	165	<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. The increase in projected expenditure in 2011-12 is attributable to the honorarium paid for the 2011 Population Census.</p>

Allowance	2010-11		2011-12 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		
III. Job-related Allowances (JRAs)	272,682		298,692 (+9.5%)			
a. Extraneous Duties Allowance (EDA) for civilian staff	4,015	874	4,531 (+12.9%)	850	Allowance rates are set according to the nature of the extraneous duties.	The allowance is to compensate for duties which are extraneous to the job descriptions for the officers concerned and the discharge of such duties requires extra skill or imposes new responsibility not normally expected of staff in the same grade or rank. Actual expenditure depends on operational requirements.
b. Extra Duties Allowance for Disciplined Services	81,498	12 239	86,043 (+5.6%)	11 324	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	41,786	6 918	44,676 (+6.9%)	6 608	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.

Allowance	2010-11		2011-12 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. Typhoon / Rainstorm Black Warning Allowance	281	1 370	2,942 (+947.0%)	2 355	Hourly rate: 1/140 of an officer's monthly salary	<p>The allowance is payable to officers who are required to report for duty / work under specific weather conditions when typhoon signal No. 8 or above or the rainstorm black warning signals are issued.</p> <p>Actual expenditure depends on operational needs. The expenditure in 2010-11 was exceptionally low mainly because no typhoon signal no. 8 or above was issued in the year.</p>
e. Shift Duty Allowance	66,161	11 309	69,092 (+4.4%)	10 832	<p>\$489 per month for at least 25 and up to 49 irregular hours of shift duty performed in a calendar month; and</p> <p>\$969 per month for 50 irregular hours or more of shift duty performed in a calendar month</p>	<p>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.</p> <p>Actual expenditure depends on operational needs.</p>
f. Special Allowances for disciplined services	78,615	15 505	91,077 (+15.9%)	15 045	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>Actual expenditure depends on operational needs.</p>
g. Uniform (and Kit) Allowance	326	83	331 (+1.5%)	88	Range from \$3,470 to \$8,200 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 increase in the rate of the allowance and number of claimants.</p>

Allowance	2010-11		2011-12 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		
IV. Subsistence Allowance⁴	82,707	N.A.⁵	78,352 (-5.3%)	N.A.⁵	Range from \$51 to \$98 per day	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). Actual expenditure depends on operational needs.
V. Travelling Allowances	74,494	N.A.⁵	74,780 (+0.4%)	N.A.⁵	Supplementary Travel Allowance: \$4.8 or \$14.9 per single journey depending on the location of office. Duty Mileage Allowance: \$2.63 or \$0.98 per kilometre for motor car and motor cycle/scooter respectively. Duty Travelling Expenses: Depending on the actual expenses incurred.	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. Actual expenditure depends on operational needs.
VI. Allowances for Officers Posted Outside Hong Kong	61,216		70,212 (+14.7%)			

Allowance	2010-11		2011-12 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		
a. Rent Allowance	32,536	117	35,215 (+8.2%)	130	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	23,548	129	24,680 (+4.8%)	140	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 to compensate for the inconvenience due to posting outside Hong Kong and the extra cost of living in the city of posting.</p> <p>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.</p>

Allowance	2010-11		2011-12 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		
c. Exchange Compensation Allowance (ECA)	1,360	69	4,525 (+232.7%)	79	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. Actual expenditure depends on a number of factors including the number of the officers who opted to join the ECA Scheme, whether the concerned foreign currencies appreciate or depreciate and the extent. The increase in expenditure is mainly due to the appreciation of a number of foreign currencies.
d. Disturbance Grant	3,772	68	5,792 (+53.6%)	85	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 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. The increase in expenditure is mainly attributed to the increased number of recipients arising from staff postings.
VII. Other Allowances	10,788		12,073 (+11.9%)			
a. ICAC Post Allowance	6,035	768	5,773 (-4.3%)	727	\$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	2010-11		2011-12 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	4,753	N.A. ⁵	6,300 (+32.5%)	N.A. ⁵	This item includes different allowances such as Post Allowance payable to Survey Officers and Senior Survey Officers, which is one increment above the officer's substantive salary and subsistence allowances payable at the commencement of and end of external postings, etc.	Actual expenditure depends on operational needs.
Total	1,335,359		1,494,669 (+11.9%)			

Notes

1. *Duty-related allowances are paid under the respective items of individual heads of expenditure.*
2. *For duty-related allowances, the 2011-12 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to November 2011. The percentage change is a comparison of the 2011-12 projected expenditure with the 2010-11 actual expenditure.*
3. *The number of recipients is the actual headcount as at 30.11.2011, assuming that the same officers continue to receive the allowances during the months of December 2011 to March 2012.*
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	2010-11		2011-12		2012-13		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	714,695		740,530 (+3.6%)		776,430 (+4.8%)			
a. Local Education Allowance (LEA)	432,614	19 708 ²	452,000 (+4.5%)	19 670 ²	477,430 (+5.6%)	19 440 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 increase in the 2012-13 estimate is mainly due to the projected increase in the average LEA per student and the projected increase in the number of students studying in English Schools Foundation schools and schools under the Direct Subsidy Scheme, which charge higher school fees.</p>

Allowance	2010-11		2011-12		2012-13		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	282,081	3 042 ²	288,530 (+2.3%)	3 035 ²	299,000 (+3.6%)	3 030 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 2012-13 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2010-11		2011-12		2012-13		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	1,602,326		1,644,092 (+2.6%)		1,744,425 (+6.1%)			
a. Home Purchase Allowance	739,739	14 759	753,300 (+1.8%)	14 825	780,000 (+3.5%)	15 260	\$1,850 - \$17,300 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 on 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 the estimated expenditure in 2012-13 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	2010-11		2011-12		2012-13		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	476,453	2 439	427,200 (-10.3%)	2 210	395,000 (-7.5%)	2 040	\$15,100 - \$41,810 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 decrease in the estimated expenditure in 2012-13 is mainly due to the decreasing number of recipients.</p>
c. Private Tenancy Allowance	170,222	637	170,800 (+0.3%)	624	180,000 (+5.4%)	623	<p>Single Rates: \$7,540 - \$27,780 per month</p> <p>Married Rates: \$8,480 - \$31,260 per month</p> <p>Family Rates: \$9,420 - \$34,720 per month</p>	<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 the estimated expenditure in 2012-13 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2010-11		2011-12		2012-13		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. Accommodation Allowance	17,741	50	16,700 (-5.9%)	46	18,000 (+7.8%)	45	\$17,520 - \$58,420 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 estimated expenditure in 2012-13 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>
e. Rent Allowance	259	2	520 (+100.8%)	3	900 (+73.1%)	4	\$15,100 - \$41,810 per month	<p>The allowance is payable to agreement officers offered appointment on common 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 the estimated expenditure in 2012-13 is mainly due to the projected increase in the number of recipients due to salary progression and promotion.</p>

Allowance	2010-11		2011-12		2012-13		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		
f. Non-accountable Cash Allowance	171,374	870	248,200 (+44.8%)	1 285	341,000 (+37.4%)	1 775	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$14,350 - \$39,720 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,760 - \$16,440 per month</p>	<p>The allowance is payable to officers offered appointment on new terms 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 who are eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p>

Allowance	2010-11		2011-12		2012-13		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 estimated expenditure in 2012-13 is due to the increasing number of officers attaining eligibility through salary progression, promotion and new appointment.
g. Air-conditioning Allowance	6	2 ⁴	6 (0%)	2 ⁴	10 (+66.7%)	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 amount is for the provision of the allowance to judges and judicial officers.</p>
h. House Allowance, Furniture and Domestic Appliances Allowances	16,507	13 165	16,700 (+1.2%)	13 390	17,000 (+1.8%)	13 610	House Allowance: \$50 - \$410 per month	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 who were offered appointment on or after 1.10.1990.

Allowance	2010-11		2011-12		2012-13		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>The expenditure for 2011-12 and 2012-13 is estimated to remain at about the same level.</p>

Allowance	2010-11		2011-12		2012-13		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}	12	6	7 (-41.7%)	5	7 (0%)	3	<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 offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis. Expenditure for 2012-13 is estimated to be the same as 2011-12.</p>

Allowance	2010-11		2011-12		2012-13		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	4,490	200	4,922 (+9.6%)	278	6,262 (+27.2%)	360	<p>The allowance payable is equivalent to the rent payable by the relevant officer to the Hong Kong Housing Authority (public rental housing (PRH) rent), 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 under CSR 872 i.e. the CSR rent for quarters.</p>	<p>The allowance is payable to all serving disciplined services officers (for a maximum period of ten years) to cover PRH rent provided that the public rental housing is obtained through the Special Quota under Civil Service Public Housing Quota. The allowance will be payable to an officer if the amount of PRH rent paid by an officer is higher than the CSR rent for quarters.</p> <p>The increase in the estimated expenditure in 2012-13 is mainly due to the lower than normal expected expenditure in 2011-12 as a result of the Government's rates concession to PRH tenants and the increase in the projected number of eligible officers.</p>

Allowance	2010-11		2011-12		2012-13		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	157	11	211 (+34.4%)	14	223 (+5.7%)	21	Ceiling rate ranges from \$715 to \$1,400 per room per night.	<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 estimated expenditure in 2012-13 is mainly due to a projected increase in the number of recipients.</p>

Allowance	2010-11		2011-12		2012-13		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	5,366	418	5,526 (+3.0%)	442	6,023 (+9.0%)	467	The prevailing rate ranges from \$5,790 to \$24,760	<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 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.</p> <p>The expenditure in 2012-13 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 2012-13. The increase is mainly due to a projected increase in the number of recipients.</p>

Allowance	2010-11		2011-12		2012-13		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	158,030		159,980 (+1.2%)		172,550 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ³	68,288	1 459	72,100 (+5.6%)	1 515	78,140 (+8.4%)	1 590	<p>Leave Passage Allowance: \$15,855 to \$60,190 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 2012-13 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance and the average amount of allowance claimed.</p>

Allowance	2010-11		2011-12		2012-13		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	86,404	4 641 ²	84,660 (-2.0%)	4 550 ²	90,140 (+6.5%)	4 530 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 increase in the 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>
c. Baggage Allowance ³	3,215	1 031 ⁴	3,110 (-3.3%)	730 ⁴	4,121 (+32.5%)	730 ⁴	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>

Allowance	2010-11		2011-12		2012-13		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 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.
d. Travelling Expenses	123	47 ⁴	110 (-10.6%)	41 ⁴	149 (+35.5%)	41 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 allowance 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	2010-11		2011-12		2012-13		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 2012-13 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.
Total	2,475,051		2,544,602 (+2.8%)		2,693,405 (+5.8%)			

Notes

1. Allowances provided as fringe benefits are centrally voted under Head 46 General Expenses of the Civil Service.
2. The number of recipients means the number of children of eligible officers receiving the relevant allowance.
3. The items include allowances payable to officers who are posted outside Hong Kong. Provision of the allowances to these officers arises from the officers' external postings and not provided 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 2012-13
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB032

Question Serial No.

1801

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:

Please provide details on the allowances related to the performance of duties and those provided as fringe benefits payable to civil servants, the actual and estimated number of recipients, and the relevant expenditures in 2010-11, 2011-12 and 2012-13. What are the payment criteria, allowance rates and the reasons for the changes in expenditures respectively?

Asked by: Hon. TONG Ka-wah, Ronny

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 2010-11 and 2011-12, 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 2011-12 and 2012-13. The 2011-12 figures shown in Annex I are projected based on the actual expenditure and the number of recipients from April to November 2011.

Information on the expenditure and the number of recipients for the second category for the years from 2010-11 to 2012-13, 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: 29 February 2012

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2010-11		2011-12 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	318,125	20 361	380,733 (+19.7%)	17 864	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 when compared to the pre-2000 figures. The total expenditure varies from year to year, depending on the actual circumstances which necessitate acting appointments. Factors which may affect the total expenditure include the number of recipients, types and duration of acting appointment, pay of the acting office, etc.</p>
II. Overtime and Related Allowances	515,347		579,827 (+12.5%)			
a. Overtime Allowance for civilian staff	215,458	18 919	227,839 (+5.7%)	14 160	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)	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 work 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 –

Allowance	2010-11		2011-12 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		
						<p>(a) officers in the administrative and professional grades;</p> <p>(b) teaching staff;</p> <p>(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</p> <p>(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.</p> <p>Actual expenditure depends on operational needs.</p>

Allowance	2010-11		2011-12 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. Disciplined Services Overtime Allowance	244,909	17 840	292,567 (+19.5%)	14 884	Hourly rate: 1/175 of an officer's monthly salary	<p>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 work performed. The following categories of officers in the disciplined services grades are eligible for DSOA -</p> <p>(a) those remunerated from the General Disciplined Services (Rank and File) Pay Scale;</p> <p>(b) those in ranks whose scale maxima are on or below Point 26 of the General Disciplined Services (Officer) Pay Scale;</p> <p>(c) those in ranks whose scale maxima are on or below Point 48 of the Police Pay Scale; and</p> <p>(d) those in ranks whose scale maxima are on or below Point 35 of the Independent Commission Against Corruption Salary Scale.</p> <p>Actual expenditure depends on operational needs.</p>
c. Standby Duty Allowance	47,038	2 785	49,312 (+4.8%)	2 250	Hourly rate: 1/210 of an officer's monthly salary	<p>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 duty 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.</p> <p>Actual expenditure depends on operational needs.</p>

Allowance	2010-11		2011-12 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. On-call Duty Allowance	6,455	4 654	6,554 (+1.5%)	3 707	<p>\$242 per month for at least 96 and up to 250 hours of on-call duty performed in a calendar month; and</p> <p>\$485 per month for 251 hours or more of on-call duty performed in a calendar month</p>	<p>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.</p> <p>Actual expenditure depends on operational needs.</p>
e. Honorarium	1,487	86	3,555 (+139.1%)	165	<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. The increase in projected expenditure in 2011-12 is attributable to the honorarium paid for the 2011 Population Census.</p>

Allowance	2010-11		2011-12 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		
III. Job-related Allowances (JRAs)	272,682		298,692 (+9.5%)			
a. Extraneous Duties Allowance (EDA) for civilian staff	4,015	874	4,531 (+12.9%)	850	Allowance rates are set according to the nature of the extraneous duties.	The allowance is to compensate for duties which are extraneous to the job descriptions for the officers concerned and the discharge of such duties requires extra skill or imposes new responsibility not normally expected of staff in the same grade or rank. Actual expenditure depends on operational requirements.
b. Extra Duties Allowance for Disciplined Services	81,498	12 239	86,043 (+5.6%)	11 324	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	41,786	6 918	44,676 (+6.9%)	6 608	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.

Allowance	2010-11		2011-12 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. Typhoon / Rainstorm Black Warning Allowance	281	1 370	2,942 (+947.0%)	2 355	Hourly rate: 1/140 of an officer's monthly salary	<p>The allowance is payable to officers who are required to report for duty / work under specific weather conditions when typhoon signal No. 8 or above or the rainstorm black warning signals are issued.</p> <p>Actual expenditure depends on operational needs. The expenditure in 2010-11 was exceptionally low mainly because no typhoon signal no. 8 or above was issued in the year.</p>
e. Shift Duty Allowance	66,161	11 309	69,092 (+4.4%)	10 832	<p>\$489 per month for at least 25 and up to 49 irregular hours of shift duty performed in a calendar month; and</p> <p>\$969 per month for 50 irregular hours or more of shift duty performed in a calendar month</p>	<p>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.</p> <p>Actual expenditure depends on operational needs.</p>
f. Special Allowances for disciplined services	78,615	15 505	91,077 (+15.9%)	15 045	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>Actual expenditure depends on operational needs.</p>
g. Uniform (and Kit) Allowance	326	83	331 (+1.5%)	88	Range from \$3,470 to \$8,200 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 increase in the rate of the allowance and number of claimants.</p>

Allowance	2010-11		2011-12 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		
IV. Subsistence Allowance⁴	82,707	N.A.⁵	78,352 (-5.3%)	N.A.⁵	Range from \$51 to \$98 per day	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). Actual expenditure depends on operational needs.
V. Travelling Allowances	74,494	N.A.⁵	74,780 (+0.4%)	N.A.⁵	Supplementary Travel Allowance: \$4.8 or \$14.9 per single journey depending on the location of office. Duty Mileage Allowance: \$2.63 or \$0.98 per kilometre for motor car and motor cycle/scooter respectively. Duty Travelling Expenses: Depending on the actual expenses incurred.	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. Actual expenditure depends on operational needs.
VI. Allowances for Officers Posted Outside Hong Kong	61,216		70,212 (+14.7%)			

Allowance	2010-11		2011-12 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		
a. Rent Allowance	32,536	117	35,215 (+8.2%)	130	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	23,548	129	24,680 (+4.8%)	140	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 to compensate for the inconvenience due to posting outside Hong Kong and the extra cost of living in the city of posting.</p> <p>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.</p>

Allowance	2010-11		2011-12 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		
c. Exchange Compensation Allowance (ECA)	1,360	69	4,525 (+232.7%)	79	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. Actual expenditure depends on a number of factors including the number of the officers who opted to join the ECA Scheme, whether the concerned foreign currencies appreciate or depreciate and the extent. The increase in expenditure is mainly due to the appreciation of a number of foreign currencies.
d. Disturbance Grant	3,772	68	5,792 (+53.6%)	85	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 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. The increase in expenditure is mainly attributed to the increased number of recipients arising from staff postings.
VII. Other Allowances	10,788		12,073 (+11.9%)			
a. ICAC Post Allowance	6,035	768	5,773 (-4.3%)	727	\$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	2010-11		2011-12 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	4,753	N.A. ⁵	6,300 (+32.5%)	N.A. ⁵	This item includes different allowances such as Post Allowance payable to Survey Officers and Senior Survey Officers, which is one increment above the officer's substantive salary and subsistence allowances payable at the commencement of and end of external postings, etc.	Actual expenditure depends on operational needs.
Total	1,335,359		1,494,669 (+11.9%)			

Notes

1. *Duty-related allowances are paid under the respective items of individual heads of expenditure.*
2. *For duty-related allowances, the 2011-12 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to November 2011. The percentage change is a comparison of the 2011-12 projected expenditure with the 2010-11 actual expenditure.*
3. *The number of recipients is the actual headcount as at 30.11.2011, assuming that the same officers continue to receive the allowances during the months of December 2011 to March 2012.*
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	2010-11		2011-12		2012-13		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	714,695		740,530 (+3.6%)		776,430 (+4.8%)			
a. Local Education Allowance (LEA)	432,614	19 708 ²	452,000 (+4.5%)	19 670 ²	477,430 (+5.6%)	19 440 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 increase in the 2012-13 estimate is mainly due to the projected increase in the average LEA per student and the projected increase in the number of students studying in English Schools Foundation schools and schools under the Direct Subsidy Scheme, which charge higher school fees.</p>

Allowance	2010-11		2011-12		2012-13		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	282,081	3 042 ²	288,530 (+2.3%)	3 035 ²	299,000 (+3.6%)	3 030 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 2012-13 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2010-11		2011-12		2012-13		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	1,602,326		1,644,092 (+2.6%)		1,744,425 (+6.1%)			
a. Home Purchase Allowance	739,739	14 759	753,300 (+1.8%)	14 825	780,000 (+3.5%)	15 260	\$1,850 - \$17,300 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 on 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 the estimated expenditure in 2012-13 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	2010-11		2011-12		2012-13		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	476,453	2 439	427,200 (-10.3%)	2 210	395,000 (-7.5%)	2 040	\$15,100 - \$41,810 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 decrease in the estimated expenditure in 2012-13 is mainly due to the decreasing number of recipients.</p>
c. Private Tenancy Allowance	170,222	637	170,800 (+0.3%)	624	180,000 (+5.4%)	623	<p>Single Rates: \$7,540 - \$27,780 per month</p> <p>Married Rates: \$8,480 - \$31,260 per month</p> <p>Family Rates: \$9,420 - \$34,720 per month</p>	<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 the estimated expenditure in 2012-13 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2010-11		2011-12		2012-13		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. Accommodation Allowance	17,741	50	16,700 (-5.9%)	46	18,000 (+7.8%)	45	\$17,520 - \$58,420 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 estimated expenditure in 2012-13 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>
e. Rent Allowance	259	2	520 (+100.8%)	3	900 (+73.1%)	4	\$15,100 - \$41,810 per month	<p>The allowance is payable to agreement officers offered appointment on common 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 the estimated expenditure in 2012-13 is mainly due to the projected increase in the number of recipients due to salary progression and promotion.</p>

Allowance	2010-11		2011-12		2012-13		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		
f. Non-accountable Cash Allowance	171,374	870	248,200 (+44.8%)	1 285	341,000 (+37.4%)	1 775	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$14,350 - \$39,720 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,760 - \$16,440 per month</p>	<p>The allowance is payable to officers offered appointment on new terms 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 who are eligible for the Accommodation Allowance may opt to switch to receive the allowance subject to the specified conditions.</p>

Allowance	2010-11		2011-12		2012-13		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 estimated expenditure in 2012-13 is due to the increasing number of officers attaining eligibility through salary progression, promotion and new appointment.
g. Air-conditioning Allowance	6	2 ⁴	6 (0%)	2 ⁴	10 (+66.7%)	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 amount is for the provision of the allowance to judges and judicial officers.</p>
h. House Allowance, Furniture and Domestic Appliances Allowances	16,507	13 165	16,700 (+1.2%)	13 390	17,000 (+1.8%)	13 610	House Allowance: \$50 - \$410 per month	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 who were offered appointment on or after 1.10.1990.

Allowance	2010-11		2011-12		2012-13		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>Furniture Allowance: \$100 per month</p> <p>Domestic Appliances Allowance: \$50 per month</p>	<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>The expenditure for 2011-12 and 2012-13 is estimated to remain at about the same level.</p>

Allowance	2010-11		2011-12		2012-13		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}	12	6	7 (-41.7%)	5	7 (0%)	3	<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 offered external postings before 16.3.2009. The expenditure varies from year to year as the allowance is provided on a need basis. Expenditure for 2012-13 is estimated to be the same as 2011-12.</p>

Allowance	2010-11		2011-12		2012-13		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	4,490	200	4,922 (+9.6%)	278	6,262 (+27.2%)	360	<p>The allowance payable is equivalent to the rent payable by the relevant officer to the Hong Kong Housing Authority (public rental housing (PRH) rent), 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 under CSR 872 i.e. the CSR rent for quarters.</p>	<p>The allowance is payable to all serving disciplined services officers (for a maximum period of ten years) to cover PRH rent provided that the public rental housing is obtained through the Special Quota under Civil Service Public Housing Quota. The allowance will be payable to an officer if the amount of PRH rent paid by an officer is higher than the CSR rent for quarters.</p> <p>The increase in the estimated expenditure in 2012-13 is mainly due to the lower than normal expected expenditure in 2011-12 as a result of the Government's rates concession to PRH tenants and the increase in the projected number of eligible officers.</p>

Allowance	2010-11		2011-12		2012-13		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	157	11	211 (+34.4%)	14	223 (+5.7%)	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 estimated expenditure in 2012-13 is mainly due to a projected increase in the number of recipients.</p>

Allowance	2010-11		2011-12		2012-13		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	5,366	418	5,526 (+3.0%)	442	6,023 (+9.0%)	467	The prevailing rate ranges from \$5,790 to \$24,760	<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 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.</p> <p>The expenditure in 2012-13 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 2012-13. The increase is mainly due to a projected increase in the number of recipients.</p>

Allowance	2010-11		2011-12		2012-13		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	158,030		159,980 (+1.2%)		172,550 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ³	68,288	1 459	72,100 (+5.6%)	1 515	78,140 (+8.4%)	1 590	<p>Leave Passage Allowance: \$15,855 to \$60,190 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 2012-13 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance and the average amount of allowance claimed.</p>

Allowance	2010-11		2011-12		2012-13		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	86,404	4 641 ²	84,660 (-2.0%)	4 550 ²	90,140 (+6.5%)	4 530 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 increase in the 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>
c. Baggage Allowance ³	3,215	1 031 ⁴	3,110 (-3.3%)	730 ⁴	4,121 (+32.5%)	730 ⁴	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>

Allowance	2010-11		2011-12		2012-13		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 2012-13 estimate is mainly due to the projected increase in the amount of allowance claimed.
d. Travelling Expenses	123	47 ⁴	110 (-10.6%)	41 ⁴	149 (+35.5%)	41 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 allowance 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	2010-11		2011-12		2012-13		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 2012-13 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.
Total	2,475,051		2,544,602 (+2.8%)		2,693,405 (+5.8%)			

Notes

1. Allowances provided as fringe benefits are centrally voted under Head 46 General Expenses of the Civil Service.
2. The number of recipients means the number of children of eligible officers receiving the relevant allowance.
3. The items include allowances payable to officers who are posted outside Hong Kong. Provision of the allowances to these officers arises from the officers' external postings and not provided as fringe benefits.
4. The number of recipients means the number of claims.
5. Recipients include family members of eligible officers.