

**Replies to initial written questions raised by Finance Committee Members in examining
the Estimates of Expenditure 2013-14**

**Director of Bureau : Secretary for the Civil Service
Session No. : 1**

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

CSB001

Question Serial No.

2027

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 advise on the employment of persons with disabilities in the Government by filling out the following tables:

1. Number of persons with disabilities employed by various government departments in the past financial year

	Contract period shorter than 6 months	Contact period from 6 months to 1 year	Contract period longer than 1 year
Civil service term			
Non-civil service term			

2. Percentage of employees with disabilities in relation to the total number of government employees in the past five financial years.
3. Government employees with disabilities in the past 5 financial years broken down by rank

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Administrative Officer					
Executive Officer					
Professional					
Semi-professional					
Clerical Officer					
Assistant					

Labourer					
Others					

4. Government employees in the past 5 financial years broken down by type of disability

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Physical handicap					
Chronic illness					
Previous mental illness					
Mental handicap					
Visual impairment					
Hearing impairment					
Others					

Asked by: Hon. CHEUNG Chiu-hung, Fernando

Reply:

- Under the prevailing entry system, new recruits on civil service terms will normally be appointed on new probationary terms or new agreement terms, where appropriate, for a three-year period before they can be considered for appointment on permanent terms. We do not collect breakdown statistics on the terms of appointment (including duration of agreement) for persons with disabilities in the Civil Service. As regards persons with disabilities employed on non-civil service terms, we also do not compile breakdown statistics on the cumulative duration of their employment contracts.
- We compile statistics on the number of persons with disabilities being employed in the Civil Service as at 31 March each year. According to available information, as at 31 March for the years from 2008 to 2012, the number of employees with disabilities in the Civil Service were 3 225, 3 238, 3 316, 3 317 and 3 391 respectively, representing about 2% of the strength of civil servants.
- We do not compile breakdown statistics on the ranks of persons with disabilities in the Civil Service.
- According to available information, the number of persons with disabilities in the Civil Service with breakdown by types of disabilities as at 31 March for the years from 2008 to 2012 are as follows –

	2008	2009	2010	2011	2012
Physical handicap	1 742	1 754	1 768	1 739	1 750
Visceral disability ^{Note}	389	403	455	481	494

With history of mental illness	284	284	300	309	330
Intellectual disability	20	20	20	18	19
Visual impairment	497	484	465	456	462
Hearing impairment	280	280	295	302	320
Others (e.g. autism, speech impairment, specific learning difficulties, etc.)	13	13	13	12	16
Total	3 225	3 238	3 316	3 317	3 391

Note: Persons with chronic illness in the Civil Service are grouped under “Visceral disability”.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 27.3.2013

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

CSB002

Question Serial No.

0840

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:

The Non-Civil Service Contract (NCSC) Staff Scheme was implemented in 1999. As revealed by Government papers, there were a total of 14 535 NCSC staff in various departments as at 30 June 2012. Among them, 4 741 (i.e. 32.6%) had a length of continuous service of 5 years or more. The departments employing the most NCSC staff were: the Hongkong Post with 2 073, the Leisure and Cultural Services Department (LCSD) with 1 981, the Electrical and Mechanical Services Department (EMSD) with 1 579, the Education Bureau (EDB) with 1 234, the Department of Health (DH) with 861, the Student Financial Assistance Agency (SFAA) with 533 and the Buildings Department (BD) with 438. In connection with this, please provide information on:

- (a) The length of continuous service of full-time NCSC staff in the following bureaux/departments/offices as at 30 June 2012 in the table forms prescribed:
- i. Staff serving in the same NCSC position and those serving in different NCSC positions in the same department without a break in service

Length of continuous service	LCSD	EMSD	EDB	DH	SFAA
Less than 3 years					
3 to less than 5 years					
5 to less than 7 years					
7 to less than 9 years					
9 to less than 11 years					
11 years or more					
Total					

- ii. Staff serving in the same NCSC position

Length of continuous service	LCSD	EMSD	EDB	DH	SFAA
Less than 3 years					
3 to less than 5 years					
5 to less than 7 years					
7 to less than 9 years					
9 to less than 11 years					
11 years or more					
Total					

- iii. Staff serving in different NCSC positions in the same department without a break in service

Length of continuous service	LCSD	EMSD	EDB	DH	SFAA
Less than 3 years					
3 to less than 5 years					
5 to less than 7 years					
7 to less than 9 years					

9 to less than 11 years					
11 years or more					
Total					

- (b) The number of part-time NCSC staff employed in the following bureaux/departments/offices as at 30 June 2012 in the table form prescribed:

	Number of part-time NCSC staff
LCSD	
EMSD	
EDB	
DH	
SFAA	

- (c) The duration of contract for full-time NCSC staff in the following bureaux/departments/offices as at 30 June 2012 in the table form prescribed:

Duration of contract	Less than 1 year	1 to less than 2 years	2 to less than 3 years	3 to less than 4 years
LCSD				
EMSD				
EDB				
DH				
SFAA				

- (d) According to papers provided by the Administration, the remuneration offered by the Government to NCSC staff is an all-inclusive pay package. What are the details of the all-inclusive pay package?
- (e) How many full-time NCSC staff employed by various bureaux/departments/offices had reached the notional annual mid-point salary of comparable civil posts as at 30 June 2012?
- (f) The Administration reviewed the scheme in 2006. Has the Administration considered reviewing the scheme comprehensively at this stage, say by examining how many NCSC positions involve duties which should more appropriately be carried out by civil servants? If yes, what are the details of the review? If no, what are the reasons?
- (g) There were a total of 4 741 (i.e. 32.6%) NCSC staff with a length of continuous service of 5 years or more in various departments as at 30 June 2012. Will the Administration positively consider converting those 4 741 NCSC staff into civil servants? If yes, what are the details of the arrangement? If no, what are the reasons?
- (h) Has the Administration considered setting up an ad hoc committee to review the NCSC Staff Scheme, particularly to explore the conversion of those NCSC staff with a length of continuous service of 3 years or more into civil servants, the counting of the working experience of NCSC staff, and the inclusion of their appraisal reports and length of government service as assessment criteria in civil service recruitment exercises? If yes, what are the details of the arrangement? If no, what are the reasons?
- (i) Is there any established dialogue mechanism for the NCSC staff to express their requests or views. If yes, what are the details of the mechanism? If no, what are the reasons?

Asked by: Hon. CHEUNG Kwok-che

Reply:

- (a) Information on the length of continuous service of full-time NCSC staff ^(Note 1) in LCSD, EMSD, EDB, DH and SFAA as at 30 June 2012 is provided below.
- (i) The number of NCSC staff serving in the same NCSC position and serving in different NCSC positions in the same bureau/department (B/D) without a break in service

Length of continuous service	Number of full-time NCSC staff				
	LCSD	EMSD	EDB	DH	SFAA
Less than 3 years	1 304	535	821	234	265
3 to less than 5 years	154	304	180	221	103
5 to less than 10 years	160	476	199	348	125
10 years or more	363	264	34	58	40
Total	1 981	1 579	1 234	861	533

- (ii) The number of NCSC staff with five years or more continuous service and engaged in the same NCSC position in the B/D without a break in service ^(Note 2)

Length of continuous service	Number of full-time NCSC staff				
	LCSD	EMSD	EDB	DH	SFAA
5 to less than 10 years	122	41	111	331	89
10 years or more	213	36	19	54	31
Total	335	77	130	385	120

- (iii) The number of NCSC staff with five years or more continuous service and engaged in different NCSC positions in the B/D without a break in service ^(Note 2)

Length of continuous service	Number of full-time NCSC staff				
	LCSD	EMSD	EDB	DH	SFAA
5 to less than 10 years	38	435	88	17	36
10 years or more	150	228	15	4	9
Total	188	663	103	21	45

- (b) The number of part-time NCSC staff employed in LCSD, EMSD, EDB, DH and SFAA as at 30 June 2012 is provided below ^(Note 3)

B/D	Number of part-time NSCS staff
LCSD	5 652
EMSD	0
EDB	70
DH	261
SFAA	0

- (c) Information on the contract duration of full-time NCSC staff in LCSD, EMSD, EDB, DH and SFAA as at 30 June 2012 is provided below.

B/D	Number of full-time NCSC staff			
	Less than 1 year	1 to less than 2 years	2 to 3 years	Over 3 to less than 4 years
LCSD	1 053	881	47	0
EMSD	17	656	906	0
EDB	251	877	106	0
DH	381	473	7	0
SFAA	101	431	1	0

- (d) The remuneration offered to NCSC staff is an “all-inclusive” pay package. By “all-inclusive”, we mean that apart from the basic salary, NCSC staff are not entitled to any allowance or fringe benefits. However, NCSC staff are entitled to paid annual leave, statutory holidays, maternity leave, paternity leave and sickness days.
- (e) Heads of Bureaux/Departments (HoDs) are given the authority and discretion to determine the employment packages for their NCSC staff. Apart from complying with the Employment Ordinance and the guiding principles for employing NCSC staff, B/Ds are also required to ensure the competitiveness and attractiveness of the terms and conditions of employment of the NCSC positions, so as to be able to recruit persons with the required expertise from the labour market.

Civil Service Bureau (CSB) does not require HoDs to report how many NCSC staff have their remuneration reached the notional annual mid-point salary of comparable civil service posts and thus does not have the required information.

- (f)-(h) CSB, jointly with B/Ds, conducted a special review in 2006 and identified some 4 000 NCSC positions undertaking duties that should more appropriately be performed by civil servants. Since then, HoDs have been asked to review from time to time whether their engagement of NCSC staff fits the ambit of the NCSC Staff Scheme and to consider whether the service needs should better be met by other means. Subsequent to the 2006 review, HoDs have identified about 2 280 NCSC positions which involved work with permanent service needs that should more appropriately be carried out by civil servants. Indeed, such review is an ongoing process and the replacement of NCSC positions by civil service posts has been carried out progressively. We do not see a need to set up an ad hoc committee to review the NCSC Staff Scheme.

In determining whether a NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether the work involved is of a sufficiently permanent nature, whether it should more appropriately be handled by civil servants, and whether employing full-time civil servants on a permanent basis to undertake these duties is considered a prudent or cost-effective way in deploying public resources. The Administration will continue to review the employment situation of NCSC staff from time to time and seek to replace the NCSC positions by civil service posts according to the established procedures if the work involved is of a permanent nature.

On appointment to civil service posts, it is the Government’s policy to select the most suitable persons for civil service vacancies through an open, fair and competitive process. We welcome serving NCSC staff to apply for civil service posts through open and fair recruitment process if they are interested in such posts. Since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their work experience in the Government. In fact, past experience has shown that NCSC staff perform better than other candidates in open recruitment.

- (i) HoDs should communicate direct with NCSC staff on matters affecting their employment and to provide formal or informal communication channels as appropriate, drawing reference to existing channels for civil servants. There are various channels for NCSC staff to express their views, such as through the central consultative bodies and departmental consultative committees, by approaching their supervisors and respective HoDs or staff unions.

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

Note 2 : For NCSC staff with less than five years continuous service, CSB does not collect information on whether these staff have served in different NCSC positions or in the same position in the relevant B/D.

Note 3 : “Part-time” NCSC staff refers to those NCSC staff who work for less than 18 hours a week. The number of part-time NCSC staff reported above refers to those with contractual relations with the user B/Ds as at 30 June 2012 but some of them might not have been called upon to perform duty on 30 June 2012.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

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

CSB003

Question Serial No.

0841

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:

According to government documents, there were 14 535 non-civil service contract staff working in various departments as at 30 June 2012. These contract staff have long been treated unfairly in that they are remunerated differently for doing the same jobs as their civil service counterparts; offered no annual salary increment; subject to renewal of contract for the same position once every 1 or 2 years; and deprived of many staff benefits, thus dealing a serious blow to staff morale in the civil service. In this connection, will the Administration inform this Committee of:

- (a) the categorisation of non-civil service contract staff;
- (b) the total number of full-time non-civil service contract staff employed by different bureaux/departments/offices in the past 5 years (i.e. 2008-09 to 2012-13);
- (c) the total numbers of daily-rated non-civil service contract staff and monthly rated non-civil service contract staff employed by different bureaux/departments/offices in the past 5 years (i.e. 2008-09 to 2012-13); and
- (d) the increase in number of civil servants in different bureaux/departments/offices as revealed in the civil service establishment reviews in the past 5 years (i.e. 2008-09 to 2012-13)?

Asked by: Hon. CHEUNG Kwok-che

Reply:

- (a) The Non-civil service contract (NCSC) Staff Scheme, introduced in 1999, aims at providing bureau/department (B/Ds) with a flexible means of employment to respond more promptly to changing operational and service needs. NCSC staff may be broadly categorized by reasons of employment as staff engaged for service needs (a) which are time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed.
- (b) The total number of full-time NCSC staff employed by B/Ds in the past five years is provided below -

Year (as at end June)	Number of full-time NCSC staff
2008	17 403
2009	16 186
2010	15 867
2011	14 818
2012	14 535

- (c) Heads of Bureaux/Departments (HoDs) are given the authority and discretion to determine the employment packages for their NCSC staff. CSB does not collect information on the number of NCSC staff employed by B/Ds remunerated on daily or monthly basis.
- (d) The civil service establishment by B/Ds and changes in their respective establishment in the past five years (from 2008-09 to 2012-13) are set out at Annex.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

Establishment in Bureaux/Departments from 2008-09 to 2012-13

Bureau/Department	Establishment								
	31.3.2009 (Actual)	31.3.2010 (Actual)	Increase/ (Decrease)	31.3.2011 (Actual)	Increase/ (Decrease)	31.3.2012 (Actual)	Increase/ (Decrease)	31.3.2013 (Revised estimate)	Increase/ (Decrease)
	(a)	(b)	(b) - (a)	(c)	(c) - (b)	(d)	(d) - (c)	(e)	(e) - (d)
Agriculture, Fisheries and Conservation Department	1 906	1 959	53	1 984	25	1 991	7	2 040	49
Architectural Services Department	1 776	1 780	4	1 781	1	1 792	11	1 789	(3)
Audit Commission	185	185	-	185	-	185	-	187	2
Auxiliary Medical Service	92	93	1	93	-	96	3	96	-
Buildings Department	914	992	78	996	4	1 173	177	1 232	59
Census and Statistics Department	1 187	1 305	118	1 297	(8)	1 215	(82)	1 218	3
Chief Executive's Office	97	100	3	100	-	101	1	101	-
Civil Aid Service	106	103	(3)	103	-	102	(1)	103	1
Civil Aviation Department	716	738	22	770	32	773	3	780	7
Civil Engineering and Development Department	1 702	1 717	15	1 726	9	1 731	5	1 746	15
Companies Registry	289	289	-	291	2	291	-	292	1
Correctional Services Department	6 650	6 655	5	6 724	69	6 810	86	6 883	73
Customs and Excise Department	5 607	5 562	(45)	5 556	(6)	5 588	32	5 849	261
Department of Health	5 178	5 388	210	5 540	152	5 659	119	5 944	285
Department of Justice	1 101	1 107	6	1 146	39	1 172	26	1 210	38
Drainage Services Department	1 869	1 859	(10)	1 847	(12)	1 845	(2)	1 858	13
Electrical and Mechanical Services Department	3 817	3 822	5	3 845	23	3 878	33	3 910	32
Environmental Protection Department	1 628	1 651	23	1 660	9	1 684	24	1 715	31
Fire Services Department	9 422	9 585	163	9 624	39	9 825	201	9 965	140
Food and Environmental Hygiene Department	11 140	11 143	3	11 142	(1)	11 142	-	11 142	-
Government Flying Service	223	223	-	227	4	227	-	236	9
Government Laboratory	416	423	7	434	11	446	12	453	7
Government Logistics Department	708	712	4	712	-	713	1	713	-

Bureau/Department	Establishment								
	31.3.2009 (Actual)	31.3.2010 (Actual)	Increase/ (Decrease)	31.3.2011 (Actual)	Increase/ (Decrease)	31.3.2012 (Actual)	Increase/ (Decrease)	31.3.2013 (Revised estimate)	Increase/ (Decrease)
	(a)	(b)	(b) - (a)	(c)	(c) - (b)	(d)	(d) - (c)	(e)	(e) - (d)
Government Property Agency	213	213	-	204	(9)	204	-	204	-
Government Secretariat: Civil Service Bureau (including General Expenses of the Civil Service)	955	957	2	958	1	962	4	965	3
Government Secretariat: Commerce and Economic Development Bureau (excluding locally engaged staff working in Overseas Economic and Trade Offices)	281	323	42	327	4	330	3	338	8
Government Secretariat: Constitutional and Mainland Affairs Bureau	116	131	15	129	(2)	138	9	147	9
Government Secretariat: Development Bureau	287	326	39	336	10	343	7	363	20
Government Secretariat: Education Bureau (including Vocational Training Council)	5 820	5 732	(88)	5 660	(72)	5 662	2	5 497	(165)
Government Secretariat: Environment Bureau	37	38	1	39	1	39	-	41	2
Government Secretariat: Financial Services and the Treasury Bureau	333	339	6	338	(1)	345	7	342	(3)
Government Secretariat: Food and Health Bureau	102	125	23	130	5	139	9	164	25
Government Secretariat: Home Affairs Bureau (including Legal Aid Services Council)	208	209	1	202	(7)	224	22	234	10
Government Secretariat: Innovation and Technology Commission	169	163	(6)	170	7	170	-	190	20
Government Secretariat: Labour and Welfare Bureau	102	102	-	103	1	102	(1)	105	3
Government Secretariat: Office of the Government Chief Information Officer	630	625	(5)	624	(1)	619	(5)	637	18
Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	463	477	14	486	9	492	6	515	23
Government Secretariat: Security Bureau	178	180	2	188	8	190	2	189	(1)
Government Secretariat: Transport and Housing Bureau	150	153	3	154	1	164	10	180	16
Highways Department	2 038	2 077	39	2 087	10	2 100	13	2 112	12
Home Affairs Department	1 807	1 830	23	1 852	22	1 885	33	1 912	27

Bureau/Department	Establishment								
	31.3.2009 (Actual)	31.3.2010 (Actual)	Increase/ (Decrease)	31.3.2011 (Actual)	Increase/ (Decrease)	31.3.2012 (Actual)	Increase/ (Decrease)	31.3.2013 (Revised estimate)	Increase/ (Decrease)
	(a)	(b)	(b) - (a)	(c)	(c) - (b)	(d)	(d) - (c)	(e)	(e) - (d)
Hong Kong Monetary Authority	37	35	(2)	32	(3)	31	(1)	30	(1)
Hong Kong Observatory	287	289	2	290	1	292	2	298	6
Hong Kong Police Force	32 526	32 727	201	32 791	64	32 998	207	33 208	210
Hospital Authority	2 883	2 688	(195)	2 509	(179)	2 297	(212)	2 085	(212)
Housing Authority	7 624	7 801	177	7 920	119	8 002	82	8 243	241
Immigration Department	6 479	6 605	126	6 610	5	6 654	44	6 817	163
Independent Police Complaints Council	22	15	(7)	10	(5)	-	(10)	-	-
Information Services Department	428	429	1	428	(1)	428	-	431	3
Inland Revenue Department	2 818	2 818	-	2 818	-	2 818	-	2 818	-
Intellectual Property Department	107	113	6	114	1	115	1	123	8
Invest Hong Kong	35	35	-	35	-	35	-	35	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	29	30	1	28	(2)	28	-	34	6
Judiciary (excluding Judges and Judicial Officers)	1 440	1 458	18	1 445	(13)	1 460	15	1 496	36
Labour Department	1 830	1 846	16	1 859	13	2 175	316	2 206	31
Land Registry	483	483	-	479	(4)	479	-	495	16
Lands Department	3 789	3 843	54	3 854	11	3 889	35	3 944	55
Legal Aid Department	534	534	-	532	(2)	542	10	542	-
Leisure and Cultural Services Department	7 756	7 861	105	8 066	205	8 481	415	8 781	300
Marine Department	1 389	1 380	(9)	1 370	(10)	1 372	2	1 372	-
Office for Film, Newspaper and Article Administration (Note 1)	-	-	-	-	-	-	-	55	55
Office of the Communications Authority (Note 2)	-	-	-	-	-	-	-	314	314
Office of the Telecommunications Authority (Note 2)	218	216	(2)	217	1	226	9	-	(226)
Official Receiver's Office	223	224	1	225	1	225	-	233	8

Bureau/Department	Establishment								
	31.3.2009 (Actual)	31.3.2010 (Actual)	Increase/ (Decrease)	31.3.2011 (Actual)	Increase/ (Decrease)	31.3.2012 (Actual)	Increase/ (Decrease)	31.3.2013 (Revised estimate)	Increase/ (Decrease)
	(a)	(b)	(b) - (a)	(c)	(c) - (b)	(d)	(d) - (c)	(e)	(e) - (d)
Planning Department	765	769	4	768	(1)	781	13	805	24
Post Office	5 347	5 316	(31)	5 189	(127)	5 196	7	5 347	151
Public Service Commission Secretariat	27	27	-	27	-	27	-	27	-
Radio Television Hong Kong	524	523	(1)	531	8	537	6	560	23
Rating and Valuation Department	851	852	1	852	-	854	2	856	2
Registration and Electoral Office	121	121	-	153	32	177	24	186	9
Secretariat, Commissioner on Interception of Communications and Surveillance	17	20	3	20	-	20	-	20	-
Social Welfare Department	5 135	5 214	79	5 279	65	5 352	73	5 506	154
Student Financial Assistance Agency	271	298	27	324	26	439	115	605	166
Television and Entertainment Licensing Authority ^(Note 1 and Note 2)	154	124	(30)	125	1	125	-	-	(125)
Trade and Industry Department	511	498	(13)	495	(3)	496	1	499	3
Transport Department	1 243	1 265	22	1 277	12	1 298	21	1 402	104
Treasury	496	490	(6)	486	(4)	487	1	487	-
University Grants Committee	48	52	4	54	2	56	2	59	3
Water Supplies Department	4 482	4 442	(40)	4 428	(14)	4 404	(24)	4 491	87
Sub-total	161 547	162 832	1 285	163 410	578	165 343	1 933	168 007	2 664
Judges and Judicial Officers/ICAC officers/ locally engaged staff working in Overseas Economic and Trade Offices	1 669	1 672	3	1 668	(4)	1 668	-	1 707	39
TOTAL	163 216	164 504	1 288	165 078	574	167 011	1 933	169 714	2 703

Note 1: The Office for Film, Newspaper and Article Administration was set up on 1 April 2012 to take up the functions of the former Television and Entertainment Licensing Authority in relation to film classification, control of obscene and indecent articles and newspaper registration.

Note 2: The Office of the Communications Authority was set up on 1 April 2012 by merging the former Office of the Telecommunications Authority and the Television and Entertainment Licensing Authority.

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

CSB004

Question Serial No.

1390

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 respect of the employment situation of persons with disabilities (“PWDs”), please list the statistics on the employment of PWDs by government departments from 2010-2011 to 2012-2013 in the table below:

Type of Disability	2010-2011	2011-2012	2012-2013
(1) Mobility restrictions			
(2) Visual impairment			
(3) Hearing impairment			
(4) Speech impairment			
(5) Mental illness/emotional disorder			
(6) Autism			
(7) Specific learning difficulties			
(8) Attention deficit/hyperactivity disorder			
(9) Intellectual disabilities			
Total			
Percentage of PWDs in the total number of government employees			

Asked by: Hon. CHIANG Lai-wan

Reply:

We compile statistics on the number of persons with disabilities being employed in the Civil Service as at 31 March each year. The statistics as at 31 March 2013 are not yet available.

According to available information, the number of persons with disabilities in the Civil Service breakdown by types of disabilities for 2011 and 2012 are as follows –

Type of Disability	As at 31 March 2011	As at 31 March 2012
(1) Physical handicap	1 739	1 750
(2) Visual impairment	456	462
(3) Hearing impairment	302	320
(4) With history of mental illness	309	330
(5) Intellectual disability	18	19
(6) Visceral disability	481	494
(7) Others (e.g. autism, speech impairment, specific learning difficulties, etc.) ^{Note}	12	16
Total	3 317	3 391
Percentage of strength of civil servants	2%	2%

Note: Persons with disabilities under types (4), (6), (7) and (8) set out in the question are grouped under the “Others” type in the above table.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 27.3.2013

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

CSB005

Question Serial No.

1392

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:

With effect from 1 April 2012, eligible civil servants are entitled to full-pay paternity leave. In this regard, please inform this Committee of the number of civil servants receiving paternity leave and the number of days of paternity leave in 2012-13, and the expenditure and staffing arrangement involved.

Asked by: Hon. CHIANG Lai-wan

Reply:

Since the implementation of the paternity leave scheme for eligible government employees on 1.4.2012, a total of 2 101 government employees have taken paternity leave within the nine-month period up to 31.12.2012. All bureaux/departments have been able to absorb the manpower requirements arising from the implementation of the scheme without incurring additional resources.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 19.3.2013

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

CSB006

Question Serial No.

1137

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 records management work over the past 3 years (to 2012):

- (a) Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;
- (b) Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents

- (c) Please list in the table below information on programme and administrative records which have been transferred to GRS for retention:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

- (d) Please list in the table below information on records which have been approved for destruction by GRS:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

Asked by: Hon. HO Sau-lan, Cyd

Reply:

Information regarding records management work in the Civil Service Bureau (CSB) over the past 3 years (to 2012) is as follows:

- (a) CSB has appointed a Principal Executive Officer as the Departmental Records Manager to establish and implement the departmental records management programme in accordance with the guidelines issued by the Government Records Service (GRS). In addition, a total of 21 Assistant Departmental Records Managers (of the rank of Senior Executive Officer or equivalent) and 23 Records Managers (of the rank of Executive Officer I/II or equivalent) have also been appointed in all divisions of CSB to oversee the day-to-day records management work. The daily filing and records management duties are performed by clerical staff of each division.
- (b) The table below provides information on programme and administrative records which have been closed pending transfer to the GRS for appraisal during 2010-2013:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Retention period approved by GRS	Are they confidential documents
Programme records	1966 - 2013	831 records and 47.58 lm	1 - 30 years	91 are confidential records
Administrative records	1981 - 2013	405 records and 18.07 lm	2 - 7 years	28 are confidential records

- (c) The table below provides information on programme and administrative records which have been transferred to the GRS for retention:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Programme records	1938 -1994	33 records and 1.91 lm	2010 - 2012	1 - 5 years	2 are confidential records
Administrative records	1962 - 2006	6 records and 0.26 lm	2010 - 2012	3 - 5 years	No

(d) The table below provides information on records which have been approved for destruction by the GRS:

Category of records	Years covered by the records	Number and linear metres (lm) of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Programme records	1943 -2011	12 107 records and 376.08 lm	Not applicable	Immediate destruction - 20 years	3 609 are confidential records
Administrative records	1946 - 2010	16 767 records and 352.07 lm	Not applicable	6 months - 7 years	446 are confidential records

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 28.3.2013

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

CSB007

Question Serial No.

1506

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:

On human resource management, the Administration has stated the need to recruit and retain persons of integrity and of a high caliber, and that while continuing to keep the size of the civil service establishment under control in 2013-14, it will allow a justified increase to address manpower needs including those arising from new and improved services. Please advise on:

1. the estimated increase in civil service establishment in 2013-14; and
2. whether the Administration will consider reviewing the remuneration for non-civil service contract staff converting to civil servants, exploring measures such as determining their terms of appointment having regard to their previous length of service with the Government; and if not, the reasons.

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

Reply:

In the 2013-14 Estimates, the estimated civil service establishment for end-March 2014 is 171 422, representing an increase of 1 708 additional civil service posts in various policy bureaux/departments (B/Ds) over the 2012-13 Revised Estimate. The estimated establishments for individual B/D are set out in the Summary of Establishment in the Estimates (reproduced at Annex).

The existing mechanism for determining the terms of appointment and conditions of service is applicable to all new recruits of the Civil Service. In general, a newly recruited civil servant is appointed at the entry point of the pay scale of the concerned rank. On the other hand, under the prevailing policy, if the recruitment department has a specific need to recruit people with relevant experience for the rank and at the same time there is difficulty in recruiting such people, it could offer incremental credit for experience to new recruits possessing the relevant experience.

In addition, where a new appointee to a civil service rank has previous experience working in the Government that is relevant to the duties of the new office, the recruiting department may exercise discretion to reduce up to half of the probation period required for the new office.

We consider the above mechanism and arrangement appropriate in meeting the objective of selecting suitable candidates to fill vacancies having regard to their merits and particular circumstances of individual recruitment exercises.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 22.3.2013

Summary of Establishment

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
21 Chief Executive's Office	101	103
22 Agriculture, Fisheries and Conservation Department	2 040	2 042
25 Architectural Services Department	1 789	1 795
24 Audit Commission	187	187
23 Auxiliary Medical Service	96	96
82 Buildings Department	1 232 (2)	1 319 (2)
26 Census and Statistics Department	1 218	1 225
27 Civil Aid Service	103	103
28 Civil Aviation Department	780 (1)	761
33 Civil Engineering and Development Department	1 746 (3)	1 760 (3)
30 Correctional Services Department	6 883	6 899
31 Customs and Excise Department	5 849	5 948
37 Department of Health	5 944	6 050
92 Department of Justice	1 210 (2)	1 239 (3)
39 Drainage Services Department	1 858	1 869
42 Electrical and Mechanical Services Department	377	382
44 Environmental Protection Department	1 715	1 732
45 Fire Services Department	9 965	10 130
49 Food and Environmental Hygiene Department	11 142	11 153
46 General Expenses of the Civil Service	359	359
166 Government Flying Service	236	236
48 Government Laboratory	453	459
59 Government Logistics Department	713	713
51 Government Property Agency	204	214
143 Government Secretariat: Civil Service Bureau	606	613
152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	187 (1)	192 (1)
55 Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)	106	109
144 Government Secretariat: Constitutional and Mainland Affairs Bureau	147 (2)	163 (1)
138 Government Secretariat: Development Bureau (Planning and Lands Branch)	131	131
159 Government Secretariat: Development Bureau (Works Branch)	232 (2)	230 (2)
156 Government Secretariat: Education Bureau	5 481 (1)	5 448 (1)
137 Government Secretariat: Environment Bureau	41	45
148 Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch)	164 (5)	167 (5)
147 Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch)	178	179
139 Government Secretariat: Food and Health Bureau (Food Branch)	47 (1)	45

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT 31.3.2013		31.3.2014
	Revised estimate		Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch).....	117	(4)	117 (4)
53 Government Secretariat: Home Affairs Bureau.....	230	(3)	244 (3)
155 Government Secretariat: Innovation and Technology Commission.....	190	(1)	190 (1)
141 Government Secretariat: Labour and Welfare Bureau.....	105	(1)	105
47 Government Secretariat: Office of the Government Chief Information Officer.....	637		641
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary.....	515		533 (4)
96 Government Secretariat: Overseas Economic and Trade Offices.....	149		149
151 Government Secretariat: Security Bureau.....	189		190 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	180	(3)	180 (3)
60 Highways Department.....	2 112	(5)	2 125 (5)
63 Home Affairs Department.....	1 912	(1)	1 937 (1)
168 Hong Kong Observatory.....	298		301
122 Hong Kong Police Force.....	33 208		33 234
70 Immigration Department.....	6 817		6 971
72 Independent Commission Against Corruption.....	1 409	(1)	1 432 (1)
74 Information Services Department.....	431		432
76 Inland Revenue Department.....	2 818	(1)	2 826 (1)
78 Intellectual Property Department.....	123		129
79 Invest Hong Kong.....	35		35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	34		34
80 Judiciary.....	1 690		1 738
90 Labour Department.....	2 206		2 257 (1)
91 Lands Department.....	3 944		3 970
94 Legal Aid Department.....	542		542
95 Leisure and Cultural Services Department.....	8 781		9 034
100 Marine Department.....	1 372		1 372
180 Office for Film, Newspaper and Article Administration.....	55		55
116 Official Receiver's Office.....	233		235
118 Planning Department.....	805	(2)	820 (2)
136 Public Service Commission Secretariat.....	27		27
160 Radio Television Hong Kong.....	560	(1)	665 (1)
162 Rating and Valuation Department.....	856		859
163 Registration and Electoral Office.....	186	(1)	139
169 Secretariat, Commissioner on Interception of Communications and Surveillance.....	20		20

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
170 Social Welfare Department.....	5 506	5 622
173 Student Financial Assistance Agency.....	605	673
181 Trade and Industry Department.....	499	498
186 Transport Department.....	1 402	1 438
188 Treasury.....	487	486
190 University Grants Committee.....	59	62
194 Water Supplies Department.....	4 491	4 501
Government paid staff	149 355 (44)	150 914 (46)
Companies Registry.....	292 (1)	309 (1)
Electrical and Mechanical Services Trading Fund ..	3 533	3 533
Hong Kong Monetary Authority.....	30	25
Hospital Authority	2 085	1 946
Housing Authority	8 243 (2)	8 487
Land Registry.....	495	518
Legal Aid Services Council	4	4
Office of the Communications Authority	314	326
Post Office	5 347	5 347
Vocational Training Council	16	13
Staff working under other public bodies ..	20 359 (3)	20 508 (1)
TOTAL	169 714 (47)	171 422 (47)

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

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

CSB008

Question Serial No.

2129

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The estimate for Programme (4) in 2013-14 is \$120 million, representing an 8.8% increase over the previous year. In this connection, will the Administration advise this Committee on the following:

- (1) What is the reason for the increase in departmental expenses, given that rises are not seen in the estimates of a number of items under the Indicators in paragraph 15? Will the Administration provide a breakdown of expenditure (detailed information of the increased expenditure)?
- (2) According to a paper for the meeting of the Legislative Council Panel on Public Service on 18 February 2013, among the estimates of some \$118 million in 2012-13, only a sum of \$58 million was earmarked for the provision of training, with the rest for expenditures like salary expenses incurred by the Civil Service Training and Development Institute (CSTDI). As a department providing training, will the CSTDI adjust the proportion of its expenditures?

Asked by: Hon. KWOK Wai-keung

Reply:

1. Provision for 2013-14 is \$10.3 million (8.8%) higher than the revised estimate for 2012-13 under Programme (4) “Civil Service Training and Development”. This is mainly due to:
 - (a) filling of existing vacancies and increased provision for Mandatory Provident Fund contribution and Civil Service Provident Fund contribution (\$2.5 million);
 - (b) increased expenditure on training programmes and activities which includes programme and trainers’ fees, expenses for organising the biennial Civil Service Outstanding Service Award Scheme, and costs for enhancing training contents and upgrading the functionalities of the e-learning portal, CLC Plus, etc. (\$5.7 million); and
 - (c) engagement of additional information technology manpower through technical service providers to assist in enhancing the management and maintenance of the training-related information systems (\$2.1 million).
2. In 2012-13, the original estimate for the Civil Service Training and Development Institute (CSTDI) is \$118.5 million which includes \$58 million (49%) for meeting expenditure on training programmes and activities organised by the CSTDI, and about \$60 million (51%) for salaries and operating expenses. Apart from assisting in organising over 1 000 such training programmes and activities, CSTDI staff are also responsible for the formulation of overall policies on performance management and training and for the provision of consultancy and training services to bureaux and departments (“B/Ds”) on human

resource management and training matters. These include assistance in implementing performance management system, conducting training needs analysis, developing departmental training and development plans, designing and conducting tailor-made classes to meet operational needs, as well as facilitating seminars and workshops. In addition, CSTDI staff are responsible for promoting a culture of continuous learning in the civil service, administering a Training Sponsorship Scheme and providing e-learning opportunities. To carry out the above responsibilities, the CSTDI needs to maintain the existing proportion of its expenditure items.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB009

Question Serial No.

2152

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 estimated provision under Programme (3): Translation and Interpretation Services and Use of Official Languages will increase by 6.5% to assist in the implementation of language policies and practices. In this connection, please advise this Committee:

1. the number of cases where government departments need support services in languages other than Chinese (including Putonghua) and English in the past 3 years (2010-11, 2011-12 and 2012-13) and those departments with the highest utilisation rates;
2. other than interpreters for Chinese (including Putonghua) and English, whether the Administration has employed staff who can provide interpretation service for ethnic minorities. If not, will there be such an arrangement in future?

Asked by: Hon. KWOK Wai-keung

Reply:

The Civil Service Bureau assists in the implementation of the official languages policy by providing support services to facilitate the effective use of Chinese (including Putonghua) and English within the civil service. Support services with regard to other languages are not within our policy purview and therefore we do not have relevant statistics. Currently, there are no standing arrangements or staff in the Government to deliver support services in languages other than Chinese (including Putonghua) and English. If necessary, bureaux/departments may make use of outside translation or interpretation services in accordance with the Stores and Procurement Regulations. Government funding is provided to non-profit-making organisations for delivering interpretation and translation services for ethnic minorities.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 20.3.2013

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

CSB010

Question Serial No.

1108

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 civil service establishment will reach 171 000 in the coming year (2013-14), representing an increase of nearly 2 000 over the figure of 169 000 in 2012-13. Will the Administration inform this Committee of the Grades and Departments which will need to recruit and their respective target numbers of recruitment; whether the Administration plans to convert, as a matter of priority, existing contract staff into civil servants on permanent terms; and whether funds have been earmarked for such purposes in the 2013-14 financial year?

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

In the 2013-14 Estimates, the estimated civil service establishment for end-March 2014 is 171 422, representing an increase of 1 708 additional civil service posts in various policy bureaux/departments (B/Ds) over the 2012-13 Revised Estimate. The growth in civil service establishment includes some 460 posts for replacing non-civil service contract (NCSC) positions the long term need for which is established. Funds for the replacement have been included in the respective Director of Bureau's expenditure envelope. The estimated establishments for individual B/D are set out in the Summary of Establishment in the Estimates (reproduced at Annex). To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. The Civil Service Bureau does not have information on the estimated number of civil servants to be recruited by individual B/D or grades in 2013-14.

It is the Government's policy to select the most suitable persons for civil service vacancies through an open, fair and competitive process. As the circumstances and nature of the employment of NCSC staff are different from those of civil servants and the entry requirements as well as selection process for NCSC positions may differ from those of civil service posts, it is not appropriate to accord priority to employing NCSC staff as civil servants. We welcome serving NCSC staff to apply for civil service posts through open and fair recruitment process if they are interested in such posts. Since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their work experience in the Government. In fact, past experience has shown that NCSC staff generally perform better than other candidates in open recruitment.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

Summary of Establishment

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
21 Chief Executive's Office	101	103
22 Agriculture, Fisheries and Conservation Department	2 040	2 042
25 Architectural Services Department	1 789	1 795
24 Audit Commission	187	187
23 Auxiliary Medical Service	96	96
82 Buildings Department	1 232 (2)	1 319 (2)
26 Census and Statistics Department	1 218	1 225
27 Civil Aid Service	103	103
28 Civil Aviation Department	780 (1)	761
33 Civil Engineering and Development Department	1 746 (3)	1 760 (3)
30 Correctional Services Department	6 883	6 899
31 Customs and Excise Department	5 849	5 948
37 Department of Health	5 944	6 050
92 Department of Justice	1 210 (2)	1 239 (3)
39 Drainage Services Department	1 858	1 869
42 Electrical and Mechanical Services Department	377	382
44 Environmental Protection Department	1 715	1 732
45 Fire Services Department	9 965	10 130
49 Food and Environmental Hygiene Department	11 142	11 153
46 General Expenses of the Civil Service	359	359
166 Government Flying Service	236	236
48 Government Laboratory	453	459
59 Government Logistics Department	713	713
51 Government Property Agency	204	214
143 Government Secretariat: Civil Service Bureau	606	613
152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	187 (1)	192 (1)
55 Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)	106	109
144 Government Secretariat: Constitutional and Mainland Affairs Bureau	147 (2)	163 (1)
138 Government Secretariat: Development Bureau (Planning and Lands Branch)	131	131
159 Government Secretariat: Development Bureau (Works Branch)	232 (2)	230 (2)
156 Government Secretariat: Education Bureau	5 481 (1)	5 448 (1)
137 Government Secretariat: Environment Bureau	41	45
148 Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch)	164 (5)	167 (5)
147 Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch)	178	179
139 Government Secretariat: Food and Health Bureau (Food Branch)	47 (1)	45

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT 31.3.2013		31.3.2014
	Revised estimate		Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch).....	117	(4)	117 (4)
53 Government Secretariat: Home Affairs Bureau.....	230	(3)	244 (3)
155 Government Secretariat: Innovation and Technology Commission.....	190	(1)	190 (1)
141 Government Secretariat: Labour and Welfare Bureau.....	105	(1)	105
47 Government Secretariat: Office of the Government Chief Information Officer.....	637		641
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary.....	515		533 (4)
96 Government Secretariat: Overseas Economic and Trade Offices.....	149		149
151 Government Secretariat: Security Bureau.....	189		190 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	180	(3)	180 (3)
60 Highways Department.....	2 112	(5)	2 125 (5)
63 Home Affairs Department.....	1 912	(1)	1 937 (1)
168 Hong Kong Observatory.....	298		301
122 Hong Kong Police Force.....	33 208		33 234
70 Immigration Department.....	6 817		6 971
72 Independent Commission Against Corruption.....	1 409	(1)	1 432 (1)
74 Information Services Department.....	431		432
76 Inland Revenue Department.....	2 818	(1)	2 826 (1)
78 Intellectual Property Department.....	123		129
79 Invest Hong Kong.....	35		35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.....	34		34
80 Judiciary.....	1 690		1 738
90 Labour Department.....	2 206		2 257 (1)
91 Lands Department.....	3 944		3 970
94 Legal Aid Department.....	542		542
95 Leisure and Cultural Services Department.....	8 781		9 034
100 Marine Department.....	1 372		1 372
180 Office for Film, Newspaper and Article Administration.....	55		55
116 Official Receiver's Office.....	233		235
118 Planning Department.....	805	(2)	820 (2)
136 Public Service Commission Secretariat.....	27		27
160 Radio Television Hong Kong.....	560	(1)	665 (1)
162 Rating and Valuation Department.....	856		859
163 Registration and Electoral Office.....	186	(1)	139
169 Secretariat, Commissioner on Interception of Communications and Surveillance.....	20		20

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT 31.3.2013		31.3.2014
	Revised estimate		Estimate
170 Social Welfare Department.....	5 506		5 622
173 Student Financial Assistance Agency.....	605		673
181 Trade and Industry Department	499		498
186 Transport Department.....	1 402		1 438
188 Treasury	487		486
190 University Grants Committee	59		62
194 Water Supplies Department.....	4 491		4 501
Government paid staff	149 355	(44)	150 914 (46)
Companies Registry.....	292	(1)	309 (1)
Electrical and Mechanical Services Trading Fund .	3 533		3 533
Hong Kong Monetary Authority.....	30		25
Hospital Authority	2 085		1 946
Housing Authority	8 243	(2)	8 487
Land Registry.....	495		518
Legal Aid Services Council	4		4
Office of the Communications Authority	314		326
Post Office	5 347		5 347
Vocational Training Council	16		13
Staff working under other public bodies ..	20 359	(3)	20 508 (1)
TOTAL	169 714	(47)	171 422 (47)

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

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

CSB011

Question Serial No.

1032

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What are the provisions earmarked for the salaries of Director of Bureau, Deputy Director of Bureau and Political Assistant respectively in 2013-14?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

For budgetary purposes, the provision for the salary in respect of the position of Director of Bureau in the Civil Service Bureau (CSB) for 2013-14 is \$3.385 million.

There is no Deputy Director of Bureau or Political Assistant in CSB.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB012

Question Serial No.

1034

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:

Please provide the following information on civil service training:

- (a) What are the actual expenditure, revised estimates, and estimated expenditure respectively in 2011-12, 2012-13 and 2013-14 for training programmes provided by the central training agency?
- (b) Concerning the staff exchange programme with major Mainland cities, how many Hong Kong civil servants are expected to be sent to the Mainland for attachment in 2013-14, and what are the hosting cities and departments? What is the estimated expenditure involved?
- (c) Concerning the staff exchange programme with major Mainland cities, how many Mainland civil servants are expected to be sent to Hong Kong for attachment in 2013-14, and what are the hosting departments? What is the estimated expenditure involved?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

- (a) The actual expenditure, revised estimates and estimated expenditure for training programmes provided by the Civil Service Training and Development Institute, Civil Service Bureau (CSB) in 2011-12, 2012-13 and 2013-14 are set out below respectively:

	2011-12 (Actual) (\$m)	2012-13 (Revised Estimate) (\$m)	2013-14 (Estimate) (\$m)
Expenditure for Training Programmes	51.2	57.8	63.5

- (b) and (c) In 2013-2014, the CSB will continue to organise staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. According to the current plan, about 10 Hong Kong civil servants will join the programme at an expenditure of about \$330,000, while about 25 Mainland civil servants will join at an expenditure of about \$250,000. Arrangement of hosting departments will be made according to the nature of work of the participants. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB013

Question Serial No.

2441

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:

- (a) At present, the government employs a large number of long-term non-civil service contract (NCSC) staff outside the civil service structure, causing anomalies such as unequal pay and different promotion prospects for the same job. Please advise this Committee on the number of long-serving NCSC staff (e.g. those who have been employed for 5 consecutive years or more) and the total emolument expenses involved in 2013-14. Does the government plan to incorporate the relevant posts into the civil service establishment so that the staff concerned can convert to civil servants and enjoy civil service pay and benefits? If yes, what are the implementation timetable and estimated additional expenditure involved? If no, what are the reasons?
- (b) Does the government plan to employ additional NCSC staff in 2013-14? If yes, what are the number of additional staff and the emolument expenses involved?

Asked by: Hon. LEUNG Kenneth

Reply:

- (a & b) Heads of Bureaux/Departments (HoDs) are given the authority and discretion to employ NCSC staff to meet changing operational and service needs (a) which may be time-limited, seasonal, or subject to market fluctuations; or (b) which require staff to work less than the conditioned hours; or (c) which require tapping the latest expertise in a particular area; or (d) where the mode of service delivery is under review or likely to be changed. Given the aforesaid reasons of employment and the fact that HoDs may recruit additional NCSC staff and extend / terminate contracts of serving NCSC staff in the light of operational needs in a year, bureaux/departments (B/Ds) are unable to project the number of NCSC staff (be they new or serving) to be employed in the 2013-14 financial year before it begins nor the total / additional emolument expenses involved. HoDs are required to meet from their own resources the entire cost for the employment as well as any operating expenditure arising from or in connection with the employment of these staff.

In determining whether a NCSC position should be replaced by a civil service post, B/Ds have to ascertain whether the work involved is of a sufficiently permanent nature, whether it should more appropriately be handled by civil servants, and whether employing full-time civil servants on a permanent basis to undertake these duties is considered a prudent or cost-effective way in deploying public resources. The 2013-14 Draft Estimates of Expenditure provide for 1 708 additional civil service posts in various B/Ds. The growth in establishment includes some 460 posts for replacing NCSC positions the long term need for which has been established. The Administration will continue to review the employment situation of NCSC staff from time to time and seek to replace the NCSC positions by civil service posts according to the established procedures if the work involved is

of a permanent nature. The review is an ongoing process and the replacement of NCSC positions by civil service posts has been carried out progressively.

On appointment to civil service posts, it is the Government's policy to select the most suitable persons for civil service vacancies through an open, fair and competitive process. We welcome serving NCSC staff to apply for civil service posts through open and fair recruitment process if they are interested in such posts. Since relevant working experience is one of the factors considered in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of civil service ranks should generally enjoy a competitive edge over other applicants because of their work experience in the Government. In fact, past experience has shown that NCSC staff generally perform better than other candidates in open recruitment.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB014

2276

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

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Provision for 2013-14 is \$0.3 million (4.5%) lower than the revised estimate for 2012-13. This is mainly due to the decreased provision arising from staff changes. Please explain explicitly how the staff changes have led to the decreased provision.

Asked by: Hon. LIAO Cheung-kong, Martin

Reply:

In 2012-13, a provision of about \$0.3 million is required to cover the salary of a secretarial staff in Director of Bureau's Office during her pre-retirement leave period. In 2013-14, such salary provision is no longer required.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 22.3.2013

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

CSB015

Question Serial No.

2277

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:

Provision for 2013-14 is \$14.5 million higher than the revised estimate for 2012-13. This is mainly due to the net increase of 7 posts. What are the reasons for such net increase? What is the annual total expenditure for these posts and its percentage in the 2013-14 estimate?

Asked by: Hon. LIAO Cheung-kong, Martin

Reply:

The increase in provision for Programme (2) is mainly due to the increased salary provision for the net increase of seven posts in 2013-14 and a projected increase in departmental expenses. The net increase of 7 posts under Programme (2) is for strengthening the executive and clerical support to meet the increase in workload and long-term service need. The annual total expenditure for these posts is about \$2.193 million, representing about 0.9% of the 2013-14 estimate for Programme (2).

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB016

Question Serial No.

2513

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 promotion of occupational safety and health in the civil service, please provide information on the following:

- (a) What are the ranks of those civil servants targeted in 2012-13 and those who will be targeted in 2013-14 respectively? (Please provide the numbers of staff broken down by rank and department.)
- (b) Please list out the relevant promotion activities and their details in 2013-14.

Asked by: Hon. POON Siu-ping

Reply:

- (a) Promoting occupational safety and health (OSH) in the civil service is an on-going commitment of the Government. Heads of bureaux/departments (B/Ds) are responsible for putting in place an effective safety management system to ensure OSH, including provision of protective equipment and organisation of training and promotional activities, etc. At the service-wide level, the Civil Service Bureau (CSB) has been promoting OSH in the civil service through publicity and educational programmes.

In 2012-13, CSB organised a series of seminars on topical issues of OSH for all Government employees. A total of 3 700 officers attended these seminars. We also organised training programmes for safety officers in B/Ds to strengthen their knowledge on formulating, implementing and promoting OSH initiatives in B/Ds. There are around 700 safety officers at various ranks/grades handling OSH issues in B/Ds.

In 2013-14, CSB will continue to organise promotional activities, including seminars and exhibition on OSH for all Government employees and training programmes for safety officers in B/Ds.

- (b) In 2013-14, CSB plans to organise a number of seminars and an exhibition for all Government employees to enhance their awareness of job-related hazards and to encourage their adoption of precautionary measures against potential hazards at work. These include seminars on “Prevention of Upper and Lower Limb Disorders”, “Work Stress Management”, “Prevention and Handling of Workplace Violence”, “First Aid Care in the Workplace”, “Safety at Work under Hot and Inclement Weather”, etc. We will also organise an exhibition on OSH topics of common concern to Government employees.

For safety officers in B/Ds, CSB will continue to conduct OSH training programmes including “General Training on OSH” and “Specialised Training on Safety Review”, arrange visits to B/Ds and/or private/public organisations with good OSH practices and organise an annual experience-sharing seminar on OSH.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 20.3.2013

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

CSB017

Question Serial No.

1829

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

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

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

- What are the specific plans for “enhancing the capability of the civil service to communicate effectively in both written Chinese and English and in Cantonese, Putonghua and spoken English” as stated under the Aim of this Programme? Apart from providing translation and interpretation services and vetting drafts in Chinese and English, in the coming year how many resources will be allocated by the Administration for enhancing the language proficiency of civil servants?
- In “reviewing civil service language practices”, has the Administration ever made any assessment on civil servants’ language proficiency? If yes, what were the expenditure involved and the results of the assessment?
- Regarding the *Guidebooks on Official Chinese Writing* published by the Civil Service Bureau:
 - a. Are the *Guidebooks* revised from time to time? When was the latest edition released?
 - b. Do the *Guidebooks* have Chinese and English versions? If not, what are the reasons?
- 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 3 years (2010-11, 2011-12 and 2012-13);
 - b. The number of enquiries on Chinese, Putonghua and English and their respective percentage shares in the total number of enquiries received.

Asked by: Hon. TIEN Puk-sun, Michael

Reply:

The Civil Service Bureau (CSB) will help civil servants enhance their language proficiency through the efforts of its Civil Service Training and Development Institute and Official Languages Division. Under our work plans, we will organise various language training programmes and provide a wide variety of support services. For training, we will continue to offer Chinese, English and Putonghua training activities for civil servants. These include training courses, thematic seminars and e-learning programmes. In 2013-14, the estimated expenditure for such activities is \$6.2 million. As for support services, we will continue to operate telephone hotlines to answer civil servants’ enquiries on the use of English and Chinese (including Putonghua); produce reference materials on official writing and language use; compile glossaries of terms commonly used in the Government; publish *Word Power*, a quarterly publication on language and culture; vet Chinese and English drafts prepared by civil servants; and provide Putonghua Pinyin and recording services. These initiatives will be undertaken with existing resources in the coming year.

Regarding language proficiency assessment, a civil servant’s language ability may be reflected in his appraisal report. For civil service grades that require grade members to have a higher language standard, it is compulsory for supervisors to assess their subordinates’ language ability, both spoken and written, in the appraisal reports. No additional expenditure is involved in the assessment work.

The *Guidebooks on Official Chinese Writing (Second Edition)*, published in 2004, is the latest edition. It sets out mainly the formats and styles of the most common genres of official Chinese writing. Unless it is necessary to amend the formats and styles, the contents of the *Guidebooks* will not be revised regularly. As the formats of official Chinese and English writing are not identical, the *Guidebooks* do not have an English version. Separately, we produce reference materials on official English writing such as the *Style Guide on Official Writing* for the reference of civil servants.

CSB provides telephone hotlines to answer civil servants' enquiries on the use of English and Chinese (including Putonghua). In the past 3 years, a total of 1 012 telephone enquiries were received. A breakdown of the enquiries on Chinese, English and Putonghua and their respective percentage shares per year is set out below:

	2010-11	2011-12	2012-13 (as at 28 February 2013)
	No. / %	No. / %	No. / %
Chinese	286 / 79.4%	273 / 83.2%	244 / 75.3%
English	62 / 17.2%	53 / 16.2%	75 / 23.1%
Putonghua	12 / 3.4%	2 / 0.6%	5 / 1.6%
Total	360 / 100%	328 / 100%	324 / 100%

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 20.3.2013

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

CSB018

Question Serial No.

2304

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau (CSB) will continue to provide civil servants at different ranks with a variety of training opportunities in 2013-14 to ensure that the civil service keeps pace with the demands of the community. In this connection, please advise on the following:

- (1) Has the CSB set any specific targets? If yes, what are the details? If no, what are the reasons, and will any targets be set in future?
- (2) What are the actual and estimated costs and manpower involved in the provision of training by the CSB in 2012 and 2013? What are the training programmes and contents, and the number of participants? Which are new training programmes and contents?
- (3) Has the CSB conducted any assessment and study on the effectiveness of the existing training programmes, examining such issues as whether the programmes can help the civil service keep pace with the demands of the community? If yes, what are the details? If no, what are the reasons?

Asked by: Hon. TSE Wai-chuen, Tony

Reply:

1. The Civil Service Training and Development Institute (CSTDI) is committed to providing civil servants with learning opportunities that would equip them with the skills, knowledge and mindset necessary for providing quality service to the public. In the 2013 Policy Address, the Chief Executive has stressed the importance of fostering a learning culture in the civil service and enriching the training programmes. The Administration will also boost the innovation and drive of civil servants so that they can better support the Government in serving the public. To this end, the CSTDI plans to strengthen its training services in 2013-14 by –
 - (a) organising new workshops on innovative problem solving, leading change, and managing adversity, etc.;
 - (b) holding seminars on social and political developments in Hong Kong, public engagement, use of new media in communicating with the public, and communication with the media, etc.;
 - (c) enriching the existing flagship leadership development programmes on public engagement, innovative leadership and thinking, and communicating with the public and the media; and

(d) assisting bureaux and departments (“B/Ds”) in formulating human resources strategies on fostering innovation, building learning culture, leadership development, staff engagement and communication, etc..

2. In 2012-13, the revised estimate for the CSTDI is \$116.5 million. The estimated expenditure for 2013-14 is \$126.8 million (including salaries, expenditure on training programmes and activities, and operating expenses). The establishment of the CSTDI stands at 106 in 2012-13 and will remain the same in 2013-14. More than 1 000 training programmes and activities of various types are provided annually. Major topics include leadership and management, language and communication, national studies and the Basic Law. The CSTDI provides training for a total of 54 100 civil servants in 2012, and the estimated figure for 2013 is 54 300. The CSTDI also provides advisory and training services to B/Ds on human resources management and training and development matters. It is also committed to promoting a continuous learning culture in the civil service by offering e-learning opportunities. Currently over 2 200 items of e-learning resources on various subjects are available. The new major training services for 2013-14 are listed at item 1 above. The existing training programmes and activities are updated regularly to ensure the civil service keeps pace with the demands of the community.
3. The CSTDI has adopted a series of measures to evaluate and monitor the effectiveness of its training services on an on-going basis. These include meetings with management of B/Ds to understand the training needs of their staff, class observation, post-programme evaluation questionnaires, and reviews of programme content with training providers, etc.. In addition, CSTDI staff conduct focus group meetings with participants of training programmes and observe their relevant performance at workplace to ensure that the training services provided are practical and effective, and meeting their service needs.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB019

Question Serial No.

2307

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

The Civil Service Bureau will continue to run a staff exchange programme with major Mainland cities. What were the actual and estimated numbers of local and Mainland civil servants who participated in the exchange programme in 2012 and 2013, and the expenses incurred, as broken down by department, post, rank and city? Has there been any comprehensive assessment of the effectiveness of the programme? If yes, what are the results and follow-up actions? If no, will any such assessment be conducted in future? Apart from Mainland departments, will the Administration consider organising similar exchange programmes with local and overseas private sector organisations to enhance our civil servants' understanding of the operation of the private sector and the business sector? If yes, what are the details? If no, what are the reasons?

Asked by: Hon. TSE Wai-chuen, Tony

Reply:

In 2012-13, a total of 33 Hong Kong and Mainland civil servants participated in the staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. Participating Hong Kong civil servants were officers on Master Pay Scale Point 45 or above (or equivalent). Mainland participants were mostly at division director or deputy division director level. Participating departments are listed at the Appendix. Direct expenses for the exchange programme in 2012-13 were \$450,000.

In 2013-14, the Civil Service Bureau (CSB) will continue to organise the staff exchange programme with the four province/cities mentioned above. According to the current plan, about 35 Hong Kong and Mainland civil servants will join the programme. The estimated expenditure is about \$580,000. Arrangement of hosting departments will be made according to the nature of work of the participants. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc.

The CSB will ask participating civil servants and departments to complete evaluation questionnaires in order to assess the effectiveness of the programme. Participants from both sides and their departments have found the programme practical and effective, especially in facilitating the sharing of experience and expertise between civil servants of the two sides and strengthening mutual communication. We will continue to gather feedback from the participants and their departments to monitor programme effectiveness.

The CSB also arranges for senior civil servants to participate in exchange programmes with local private sector organisations and overseas international organisations or governments, such as the Asia-Pacific Economic Cooperation Secretariat. Subject to manpower availability, the Administration will continue to arrange similar exchange programmes for civil servants to broaden their horizon.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 27.3.2013

HKSAR and Mainland Government Departments Participating
in the Staff Exchange Programme in 2012

HKSAR Departments

Beijing

1. Housing Department

Shanghai

1. Buildings Department
2. Architectural Services Department

Hangzhou

1. Hong Kong Police Force
2. Planning Department

Mainland Departments

Beijing

1. Beijing Water Authority
2. Road Administration of Beijing Municipal Commission of Transport
3. Beijing Municipal Housing Security Office
4. Flood Control and Drought Fighting Headquarters' Office of Beijing Municipal Government
5. Beijing Municipal Administration of Hospitals
6. Beijing Municipal Health Bureau
7. Beijing Municipal Public Security Bureau

Shanghai

1. Shanghai Municipal Housing Security and Administration Bureau
2. Shanghai Municipal Hong Kong and Macao Affairs Office
3. Science & Technology Commission of Shanghai Municipality

Hangzhou

1. Hangzhou Public Security Bureau
2. Yuhang Housing and Urban Bureau of Hangzhou
3. Hangzhou Urban and Rural Construction Commission
4. Hangzhou Environmental Protection Bureau
5. Hangzhou Health Bureau

Guangdong Province

1. Jiangmen Urban Comprehensive Management Bureau
2. Shantou Administration of Social Insurance Fund Bureau
3. Foshan Highways Bureau
4. Dongguan Health Bureau
5. Communication and Cooperation Bureau, Administration Committee of Hengqin New Area, Zhuhai
6. Meizhou Housing and Urban Construction Bureau
7. Yangjiang Human Resources and Social Security Bureau
8. Shaoguan Environmental Protection Bureau
9. Guangzhou Urban Construction Committee

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

CSB020

Question Serial No.

2401

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 main target participants of the national studies programmes organised by the Civil Service Bureau, what are the ranks of the civil servants, and what departments are they from? What areas do the programmes cover?

Asked by: Hon. WONG Yuk-man

Reply:

The Civil Service Bureau (CSB) organises national studies programmes for civil servants at various ranks, including training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Programmes and visits conducted in the Mainland are provided for directorate civil servants and civil servants on Master Pay Scale Point 34 or above (or equivalent). Local seminars are provided for civil servants of different grades and ranks from bureaux and departments. Besides, the CSB has set up a dedicated website to provide information on national affairs, which is accessible to all civil servants. National studies programmes cover the Basic Law and policies and developments of the Mainland on political, economic, social, cultural aspects, etc.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB021

Question Serial No.

2402

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

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What Mainland government departments does the Civil Service Bureau plan to work with in organising the staff exchange programme or attachment programme in 2013-14? Which Hong Kong government departments will send their staff to participate in the attachment programme? What are the justifications for organising the attachment programme?

Asked by: Hon. WONG Yuk-man

Reply:

In 2013-14, the Civil Service Bureau will continue to organise the staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. Arrangement of hosting departments will be made according to the nature of work of the participants. Preparation work in this regard is underway. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc.

Bureaux/departments may nominate civil servants on Master Pay Scale Point 45 or above (or equivalent) to join the exchange programme if it meets their job and development needs. Mainland participants are mostly at division director or deputy division director level.

The staff exchange programme provides opportunities for sharing of experience and expertise between civil servants of the two sides, and strengthens mutual communication.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

Examination of Estimates of Expenditure 2013-14
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB023

Question Serial No.

1030

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:

Please inform this Committee of:

- (a) the details of the local and overseas education allowance programme of the civil service.
- (b) the number of students receiving local education allowance, their class levels and the average amount of the allowance per student in 2012.
- (c) the number of students receiving overseas education allowance, their countries of studies and the average amount of the allowance per student in 2012.

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

- (a) Local education allowance is payable towards the cost of primary and secondary education of an officer's eligible child studying in Hong Kong up to the age of 19. Generally speaking, all officers on permanent terms and officers whose agreements so specify, regardless of rank, are eligible to claim this allowance but this allowance is not applicable to officers offered appointment on or after 1 June 2000.

Overseas education allowance is payable in respect of an eligible child, within the age limit from 9 to 19, undergoing full-time education in an approved school in the United Kingdom (for officers on local terms) or in schools in the officer's country of origin (for officers on overseas terms), irrespective of the level of education undertaken. This allowance is not applicable to Model Scale 1 staff or officers on temporary terms of employment or officers offered appointment on or after 1 August 1996.

- (b) In 2012, there were 18 874 students receiving local education allowance for studying in local primary and secondary schools and the average amount of allowance per student was about \$23,100.
- (c) In 2012, there were 2 695 students receiving overseas education allowance for studying in the United Kingdom, Australia, New Zealand, the Republic of Ireland and Denmark and the average amount of allowance per student was about \$91,000.

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 28.3.2013

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

CSB024

Question Serial No.

3098

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

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Under “General Expenses of the Civil Service”, the estimate for 2013-14 is 9.4% higher than the revised estimate for 2012-13. What are the reasons?

What portion do the expenses for civil service allowances, subsidies and passage account for in the total expenditure in the above two financial years? Please advise on the increase or decrease in these expenses in 2013-14 over the corresponding revised estimate for 2012-13.

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

The estimate for 2013-14 for “General Expenses of the Civil Service” (Head 46) is 9.4% higher than the revised estimate for 2012-13. This is mainly due to the projected increase in expenditure on housing allowances (other than the home financing allowance) and education allowances, partly offset by the continued drop in the expenditure on home financing allowance.

Expenses for civil service allowances, subsidies and passage account for 92.9% and 93.3% of the 2012-13 revised estimate and the 2013-14 draft estimate for Head 46 respectively. The 2013-14 estimate of these expenses represents an increase of 10.0% over the corresponding revised estimate for 2012-13.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB025

Question Serial No.

1033

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 025 Long and Meritorious Service Travel Award Scheme

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the 2012-13 revised estimate of \$89.53 million for the Long and Meritorious Service Travel Award Scheme, please advise this Committee on the number of recipients of the scheme and the average amount of allowance. What are the eligibility criteria for the Long and Meritorious Service Travel Award, and whether an officer could be granted this allowance more than once?

Asked by: Hon. LAU Wai-hing, Emily

Reply:

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 awards for each year is determined on the basis of one award for every 30 civil servants who have continuous service of 20 years or more. In 2012-13, there are about 2 180 awards. A selected officer is entitled to a maximum travel allowance of \$22,960. If the officer is married and will be travelling with his/her spouse, the same amount of travel allowance will be provided to the spouse. An officer who has already received a Government travel award will no longer be considered.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 20.3.2013

Examination of Estimates of Expenditure 2013-14
**CONTROLLING OFFICER'S REPLY TO
INITIAL WRITTEN QUESTION**

Reply Serial No.

CSB026

Question Serial No.

1039

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 013 Personal allowances
014 Home purchase allowance
022 Passages
033 Home financing allowance
038 Private tenancy allowance
040 Non-accountable cash allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Please list out and explain the breakdowns of expenditure, payment criteria, number of allowance recipients, relevant allowance rates and the reasons for the changes in expenditure under the six Subheads 013, 014, 022, 033, 038 and 040 in 2011-12, 2012-13 and 2013-14.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

Information on the breakdowns of expenditure, payment criteria, number of allowance recipients and allowance rates, together with the reasons for the changes in expenditure under the six Subheads 013, 014, 022, 033, 038 and 040 for the three years from 2011-12 to 2013-14 is set out in the Annex.

Name in block letters: _____ Mrs Lesley Y C WONG

Post Title: _____ Director of Accounting Services

Date: _____ 25.3.2013

Allowance	2011-12		2012-13		2013-14		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)	727,784		715,260 (-1.7%)		750,570 (+4.9%)			
a. Local Education Allowance (LEA)	443,163	19 287 ¹	445,370 (+0.5%)	18 350 ¹	466,300 (+4.7%)	18 125 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 2013-14 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 secondary schools and schools under the Direct Subsidy Scheme, which charge higher school fees.</p>

Allowance	2011-12		2012-13		2013-14		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	267,993	2 820 ¹	253,180 (-5.5%)	2 690 ¹	267,460 (+5.6%)	2 680 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 2013-14 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2011-12		2012-13		2013-14		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	16,625	13 437	16,700 (+0.5%)	13 540	16,800 (+0.6%)	13 640	<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 they are 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> <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 2012-13 and 2013-14 is estimated to remain at about the same level.</p>

Allowance	2011-12		2012-13		2013-14		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	3	1 ³	10 (+233.3%)	3 ³	10 (0%)	3 ³	Up to \$3,135 for each of two air-conditioners that may be claimed every five years.	<p>The allowance is payable to officers occupying substantively a post in the directorate grade before 1.5.1999. The allowance has been abolished for civil servants and Independent Commission Against Corruption officers with effect from 1.10.2006.</p> <p>The small amount is for the provision of the allowance to judges and judicial officers.</p>
II. Home Purchase Allowance (Subhead 014)	747,550	14 736	769,000 (+2.9%)	14 950	803,000 (+4.4%)	15 370	\$1,950 - \$18,210 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000; and</p> <p>(a) with salary between MPS Pt 22 and 33 (or equivalent) and who have been confirmed to the permanent establishment or have completed one agreement; or</p> <p>(b) with salary 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 in the order of their priority on a priority list.</p> <p>The increase in the estimated expenditure in 2013-14 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	2011-12		2012-13		2013-14		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)	154,216		154,500 (+0.2%)		166,660 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ²	71,971	1 432	75,800 (+5.3%)	1 530	82,900 (+9.4%)	1 565	<p>Leave Passage Allowance: \$17,395 to \$66,030 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 2013-14 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	2011-12		2012-13		2013-14		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	78,521	4 244 ¹	76,160 (-3.0%)	4 125 ¹	80,990 (+6.3%)	4 100 ¹	\$11,800 to \$23,600 per student per school year.	<p>The allowance has 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 2013-14 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>

Allowance	2011-12		2012-13		2013-14		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. Baggage Allowance ²	3,629	716 ³	2,410 (-33.6%)	828 ³	2,628 (+9.0%)	828 ³	<p>The amount of allowance is determined by the cost of transportation of baggage up to the officer's maximum volume / weight entitlement.</p>	<p>The allowance is payable to -</p> <p>(a) officers on overseas terms and their families eligible for government passage on completion of a tour or when the officers leave the service; and</p> <p>(b) children of officers eligible for School Passage Allowance when they start or cease education outside Hong Kong.</p> <p>The allowance has 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 2013-14 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>

Allowance	2011-12		2012-13		2013-14		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	95	31 ³	130 (+36.8%)	45 ³	142 (+9.2%)	45 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 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 2013-14 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.</p>

Allowance	2011-12		2012-13		2013-14		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)	416,080	2 160	385,000 (-7.5%)	1 970	375,000 (-2.6%)	1 890	\$15,890 - \$44,010 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 2013-14 is mainly due to the decreasing number of recipients.</p>
V. Private Tenancy Allowance (Subhead 038)	164,268	607	177,100 (+7.8%)	590	188,000 (+6.2%)	585	<p>Single Rates: \$8,440 - \$30,530 per month</p> <p>Married Rates: \$9,490 - \$34,350 per month</p> <p>Family Rates: \$10,540 - \$38,160 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 2013-14 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2011-12		2012-13		2013-14		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)	243,418	1 250	347,000 (+42.6%)	1 785	520,000 (+49.9%)	2 670	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$15,100 - \$41,810 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,850 - \$17,300 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 2013-14 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 provided as fringe benefits.
3. The number of recipients means the number of claims.

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

CSB027

Question Serial No.

1092

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:

Please provide information regarding pension payment to public and judicial officers in 2013-14:

(a) the number of retired public and judicial officers and the amount of pension involved

Amount of monthly pension	No. of pensioners	Average amount per pensioner	Total expenditure
Below \$5,000			
\$5,000 – \$10,000			
\$10,001 – \$30,000			
\$30,001 – \$50,000			
\$50,001 – \$100,000			
Above \$100,000			

(b) the age of retired public and judicial officers

Age of retired public and judicial officers at present	No. of retired officers				
	Monthly pension below \$10,000	Monthly pension from \$10,001 to \$30,000	Monthly pension from \$30,001 to \$50,000	Monthly pension from \$50,001 to \$100,000	Monthly pension above \$100,000
60-64					
65-69					
70-74					

75-79					
80-84					
85-89					
90-94					
95 or above					

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

(a) The estimated number of retired public and judicial officers and the estimated amount of pension payment for 2013-14 are provided below :

Amount of monthly pension	Estimated no. of retirees	Estimated average annual amount of pension per retiree \$	Estimated total expenditure in 2013-14 \$ Million
Below \$5,000	46 455	31,970	1,484.9
\$5,000 – \$10,000	23 961	87,560	2,098.1
\$10,001 – \$30,000	36 892	191,090	7,049.6
\$30,001 – \$50,000	5 247	442,940	2,324.1
\$50,001 – \$100,000	1 227	723,740	888.0
Above \$100,000	18	1,370,170	24.7

(b) The estimated number of retired public and judicial officers receiving monthly pension analysed by age groups in 2013-14 is provided below:

Age of retired public and judicial officers at present	Estimated no. of retired officers				
	Monthly pension below \$10,000	Monthly pension from \$10,001 to \$30,000	Monthly pension from \$30,001 to \$50,000	Monthly pension from \$50,001 to \$100,000	Monthly pension above \$100,000
Below 60	16 526	12 684	1 106	145	1
60-64	19 657	11 078	1 637	452	13
65-69	10 929	5 526	1 295	363	4
70-74	7 640	3 087	598	134	-
75-79	7 386	2 567	328	64	-
80-84	4 794	1 242	201	45	-
85-89	2 572	517	68	18	-
90-94	782	158	12	5	-
95 or above	130	33	2	1	-

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 27.3.2013

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

CSB028

Question Serial No.

1093

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:

Please provide the number of civil servants receiving pension gratuities in 2013-14:

Amount of gratuities	Estimated no. of officers		Estimated total expenditure
	Total no. of retiring officers	Retiring directorate officers	
Below \$500,000			
\$500,000 – \$1,000,000			
\$1,000,001 – \$3,000,000			
\$3,000,001 – \$5,000,000			
Above \$5,000,000			

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

The estimated number of new retiring officers in 2013-14 analysed by the estimated amount of pension gratuity payable is shown in the table below.

Amount of pension gratuity	Estimated no. of new retiring officers		Estimated total expenditure in 2013-14
	Total no. of retiring officers	No. of retiring directorate officers	\$ Million
Below \$500,000	904	-	365.1
\$500,000 – \$1,000,000	1 540	-	1,163.6
\$1,000,001 – \$3,000,000	2 696	-	4,921.1
\$3,000,001 – \$5,000,000	575	13	2,194.3
Above \$5,000,000	184	100	1,201.8

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 27.3.2013

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

CSB029

Question Serial No.

1074

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 receiving pension has been on the rise. In this connection, please provide the following information for the years 2010, 2011, 2012, and 2013:

- (a) the number of retiring officers in each bureau/department;
- (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 number of retiring officers or/and a higher percentage of retiring directorate officers, the measures to be taken by the Administration to resolve the succession problem; and
- (e) a breakdown of expenditure under Subhead 015.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

- (a) to (c) The number of officers retiring in the four years from 2010 to 2013 analysed by bureau/department and by number and proportion (in percentage terms) of directorate officers are shown in the Annex.
- (d) On succession planning (particularly for directorate ranks), the Secretary for the Civil Service regularly meets with Permanent Secretaries and Heads of Departments to discuss the succession situation in respective departments and grades, with a view to ensuring early identification of any succession problems and advance planning as well as timely implementation of measures. In tandem with the succession planning efforts, a structured training and development framework is in place for providing training and development opportunities for civil servants at all levels so as to enrich their exposure, enable them to acquire the necessary knowledge and skills for the discharge of their responsibilities, and prepare them for higher responsibilities.

In addition, measures are in place to ensure that bureaux and departments will be able to bring in new blood to fill government vacancies in order to meet their operational needs and facilitate succession in the longer run. Specifically, bureaux and departments will continue the efforts to conduct recruitment exercises according to operational needs and expedite the processes in accordance with the streamlined procedures promulgated by the Civil Service Bureau.

(e) The breakdown of expenditure under Subhead 015 for the four years from 2010-11 to 2013-14 is as follows –

	2010-11 Actual <u>Expenditure</u> \$'000	2011-12 Actual <u>Expenditure</u> \$'000	2012-13 Revised <u>Estimate</u> \$'000	2013-14 <u>Estimate</u> \$'000
Public and judicial service pensions and other allowances	10,785,572	11,746,807	13,067,660	13,869,410
Pension gratuities	6,427,378	7,187,908	8,056,520	10,699,270
Pensions to police officers who retired on or before 1 January 1947	18	21	20	20
	<u>17,212,968</u>	<u>18,934,736</u>	<u>21,124,200</u>	<u>24,568,700</u>

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 26.3.2013

Officers Retiring in the Years from 2010 to 2013 by Bureau/Department

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Agriculture, Fisheries and Conservation Department	66	-	-	65	-	-	94	1	1.1	80	-	-
Architectural Services Department	34	4	11.8	45	1	2.2	50	6	12.0	45	7	15.6
Audit Commission	1	-	-	8	4	50.0	2	2	100.0	7	1	14.3
Auxiliary Medical Service	3	-	-	5	-	-	5	-	-	3	-	-
Buildings Department	26	5	19.2	26	3	11.5	20	3	15.0	28	2	7.1
Census and Statistics Department	25	-	-	25	1	4.0	32	2	6.3	42	-	-
Chief Executive's Office	4	-	-	3	-	-	4	-	-	2	-	-
Civil Aid Service	2	-	-	2	1	50.0	4	-	-	7	-	-
Civil Aviation Department	8	-	-	5	1	20.0	12	2	16.7	26	4	15.4

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Civil Engineering and Development Department	49	-	-	48	7	14.6	60	8	13.3	57	8	14.0
Companies Registry	7	-	-	6	-	-	5	-	-	4	1	25.0
Correctional Services Department	222	3	1.4	257	4	1.6	221	2	0.9	220	1	0.5
Customs and Excise Department	70	-	-	95	5	5.3	113	1	0.9	144	3	2.1
Department of Health	135	1	0.7	152	5	3.3	159	4	2.5	162	4	2.5
Department of Justice	13	2	15.4	19	8	42.1	14	3	21.4	24	3	12.5
Drainage Services Department	48	1	2.1	53	2	3.8	49	3	6.1	57	2	3.5
Electrical and Mechanical Services Department	3	1	33.3	9	1	11.1	10	1	10.0	1	-	-
Electrical and Mechanical Services Trading Fund	150	-	-	126	1	0.8	136	2	1.5	134	-	-

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Environmental Protection Department	9	1	11.1	35	1	2.9	24	-	-	36	2	5.6
Fire Services Department	251	3	1.2	246	3	1.2	272	4	1.5	329	5	1.5
Food and Environmental Hygiene Department	419	-	-	553	1	0.2	579	1	0.2	565	1	0.2
General Expenses of the Civil Service	-	-	-	-	-	-	2	-	-	2	-	-
Government Flying Service	3	1	33.3	3	-	-	5	-	-	6	-	-
Government Laboratory	4	1	25.0	5	-	-	2	-	-	8	-	-
Government Logistics Department	35	-	-	28	-	-	39	1	2.6	32	3	9.4
Government Property Agency	4	-	-	6	-	-	7	1	14.3	8	-	-
GS: Civil Service Bureau	9	-	-	10	-	-	12	3	25.0	18	2	11.1

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	1	-	-	2	1	50.0	3	1	33.3	1	-	-
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	2	-	-	4	-	-	3	-	-	5	-	-
GS: Constitutional and Mainland Affairs Bureau	4	2	50.0	2	-	-	1	-	-	2	1	50.0
GS: Development Bureau (Planning and Lands Branch)	2	-	-	1	-	-	1	-	-	2	-	-
GS: Development Bureau (Works Branch)	6	1	16.7	4	1	25.0	4	1	25.0	9	-	-

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
GS: Education Bureau	135	-	-	172	1	0.6	191	4	2.1	153	4	2.6
GS: Environment Bureau	-	-	-	-	-	-	1	-	-	-	-	-
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	1	1	100.0	1	-	-	3	1	33.3	-	-	-
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	3	1	33.3	1	-	-	3	-	-	2	1	50.0
GS: Food and Health Bureau (Food Branch)	-	-	-	1	1	100.0	-	-	-	-	-	-
GS: Food and Health Bureau (Health Branch)	-	-	-	1	-	-	2	2	100.0	1	-	-
GS: Home Affairs Bureau	2	-	-	2	1	50.0	4	-	-	3	-	-

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
GS: Innovation and Technology Commission	4	2	50.0	3	-	-	1	-	-	8	1	12.5
GS: Labour and Welfare Bureau	1	-	-	3	-	-	2	-	-	-	-	-
GS: Office of the Government Chief Information Officer	5	-	-	7	2	28.6	7	2	28.6	9	-	-
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	15	-	-	11	1	9.1	13	1	7.7	14	3	21.4
GS: Overseas Economic and Trade Offices	2	1	50.0	1	-	-	1	1	100.0	3	2	66.7
GS: Security Bureau	3	-	-	-	-	-	-	-	-	3	-	-
GS: Transport and Housing Bureau (Transport Branch)	-	-	-	2	-	-	1	-	-	1	1	100.0

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Highways Department	44	4	9.1	47	7	14.9	56	2	3.6	51	2	3.9
Home Affairs Department	32	2	6.3	42	1	2.4	44	2	4.5	39	2	5.1
Hong Kong Monetary Authority	2	-	-	1	-	-	1	-	-	3	-	-
Hong Kong Observatory	8	2	25.0	8	1	12.5	7	1	14.3	5	1	20.0
Hong Kong Police Force	843	12	1.4	918	14	1.5	908	10	1.1	719	11	1.5
Hospital Authority	324	13	4.0	351	11	3.1	388	14	3.6	347	1	0.3
Housing Authority	195	6	3.1	230	3	1.3	239	4	1.7	294	5	1.7
Immigration Department	69	2	2.9	110	2	1.8	122	2	1.6	160	2	1.3
Independent Commission Against Corruption	5	1	20.0	5	-	-	5	-	-	1	-	-
Information Services Department	8	1	12.5	13	1	7.7	16	2	12.5	19	2	10.5

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Inland Revenue Department	56	2	3.6	60	3	5.0	72	2	2.8	74	3	4.1
Intellectual Property Department	1	-	-	-	-	-	1	1	100.0	-	-	-
Invest Hong Kong	1	-	-	-	-	-	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	46	3	6.5	41	10	24.4	51	12	23.5	48	5	10.4
Labour Department	37	2	5.4	38	1	2.6	51	1	2.0	43	1	2.3
Land Registry	12	-	-	12	-	-	10	-	-	14	-	-
Lands Department	121	1	0.8	116	4	3.4	129	2	1.6	121	5	4.1
Legal Aid Department	10	-	-	13	3	23.1	6	-	-	8	1	12.5
Leisure and Cultural Services Department	216	1	0.5	218	-	-	244	2	0.8	226	-	-

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Marine Department	68	3	4.4	59	1	1.7	59	6	10.2	58	1	1.7
Office for Film, Newspaper and Article Administration	3	-	-	3	1	33.3	3	-	-	1	-	-
Office of the Communications Authority	-	-	-	-	-	-	9	1	11.1	5	1	20.0
Office of the Telecommunications Authority	4	-	-	3	-	-	-	-	-	-	-	-
Official Receiver's Office	2	-	-	6	1	16.7	12	2	16.7	8	1	12.5
Planning Department	7	2	28.6	12	1	8.3	11	1	9.1	15	3	20.0
Post Office	157	-	-	144	1	0.7	151	-	-	148	1	0.7
Public Service Commission Secretariat	2	1	50.0	3	-	-	1	1	100.0	-	-	-
Radio Television Hong Kong	15	-	-	12	-	8.3	15	-	-	20	-	-

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
Rating and Valuation Department	10	-	-	23	2	8.7	27	1	3.7	14	-	-
Registration and Electoral Office	-	-	-	1	1	100.0	1	-	-	3	-	-
Secretariat, Commissioner on Interception of Communications and Surveillance	-	-	-	-	-	-	3	-	-	-	-	-
Social Welfare Department	103	1	1.0	131	4	3.1	122	3	2.5	119	2	1.7
Student Financial Assistance Agency	3	1	33.3	6	-	-	8	-	-	6	-	-
Trade and Industry Department	11	-	-	10	-	-	9	-	-	16	1	6.3
Transport Department	34	3	8.8	32	1	3.1	29	3	10.3	34	4	11.8
Treasury	10	1	10.0	16	1	6.3	14	1	7.1	13	1	7.7

Bureaux/Departments (Based on Expenditure Heads)	2010 Actual			2011 Actual			2012 Actual			2013 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	
	No.	No.	%	No.	No.	%	No.	No.	%	No.	No.	%
University Grants Committee	1	-	-	-	-	-	1	-	-	-	-	-
Vocational Training Council	14	-	-	12	-	-	19	-	-	8	-	-
Water Supplies Department	182	3	1.6	177	2	1.1	175	3	1.7	226	3	1.3
Estimate to cater for unanticipated retirement cases	-	-	-	-	-	-	-	-	-	640	-	-
Total	4 443	99	2.2	4 926	135	2.7	5 194	143	2.8	5 770	121	2.1

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

CSB030

Question Serial No.

1929

Head: 120 – Pensions

Subhead (No. & title):

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The provision for “Public and Judicial Service Pension Benefits” for 2013-14 is \$3,456.8 million (15.7%) higher than the revised estimate for 2012-13. Will the Administration explain in detail the reason for the increase and provide a breakdown of the expenditure involved?

Asked by: Hon. TIEN Pei-chun, James

Reply:

The increase in provision of \$3,456.8 million (15.7%) for “Public and Judicial Service Pension Benefits” in 2013-14 Estimate as compared with 2012-13 Revised Estimate is mainly due to the increase in payment of pension gratuities and monthly pension payments to new retirees in 2013-14 (about \$2,600 million), and the full-year provision of monthly pension payments for new retirees in 2012-13 (about \$800 million).

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 26.3.2013

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

CSB031

Question Serial No.

2931

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

Programme: Secretarial services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the “Matters Requiring Special Attention in 2013-14” that the Public Service Commission Secretariat will brainstorm with the Civil Service Bureau on policy and procedures relating to appointment and disciplines. In this regard, given that presently the recruitment for many civil service posts takes half a year to fill the vacancies, please advise on whether resources will be earmarked for studying ways to shorten the process of civil service recruitment so as to alleviate the manpower shortage problem.

Asked by: Hon. TANG Ka-piu

Reply:

The fundamental role of the Public Service Commission is to advise the Chief Executive on civil service appointments, promotions and discipline. In examining recruitment submissions from bureaux and departments, the Commission, with the support of the Secretariat, will identify areas for improvement and room for streamlining in the recruitment process and draw them to the attention of the Civil Service Bureau for follow-up. It is not necessary for the Commission Secretariat to reserve separate resources for this purpose.

Name in block letters: Ms Candice Ho

Post Title: Secretary, Public Service Commission

Date: 28.3.2013

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

CSB032

Question Serial No.

2930

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

Programme: Secretariat services for the following advisory bodies –

- Standing Commission on Civil Service Salaries and Conditions of Service
- Standing Committee on Disciplined Services Salaries and Conditions of Service
- Standing Committee on Directorate Salaries and Conditions of Service
- Standing Committee on Judicial Salaries and Conditions of Service
- Advisory Committee on Post-service Employment of Civil Servants

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

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Analysis of Financial and Staffing Provision that the additional provision of \$2.6 million is mainly for the conduct of the Pay Level Survey and the replacement of obsolete conference equipment. In this connection, please advise on:

1. What amount of resources will be allocated for this Pay Level Survey?
2. Which grades will be covered in this Pay Level Survey?
3. What is the timetable for this Pay Level Survey? Will there be any prior consultation with the relevant civil service staff unions to collect their views?

Asked by: Hon. TANG Ka-piu

Reply:

In 2013-14, an expenditure of \$1.92 million is reserved for the Standing Commission on Civil Service Salaries and Conditions of Service (Standing Commission) to commission a consultancy firm to conduct the Pay Level Survey (PLS). The current PLS covers non-directorate civilian grades in the civil service. The tentative plan of the Standing Commission is to submit the PLS Report to the Administration in the first half of 2014. The Standing Commission has consulted and collected the views of concerned stakeholders, including civil service staff unions, on the survey methodology of the PLS, and will continue to do so in the course of the survey.

Name in block letters: Patrick Li

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

Date: 22.3.2013

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

CSB033

Question Serial No.

1342

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:

Regarding the new dental cases of serving and retired civil servants and other eligible persons, is the average waiting time of each category the same? If yes, what is the average waiting time? If no, please list out the average waiting time of each category

Asked by: Hon. HO Chun-yan, Albert

Reply:

All serving civil servants, retired civil servants and eligible persons are entitled to the same level of dental services. The Department of Health does not keep separate statistics on the waiting time for first dental appointment (i.e. new cases) in respect of serving civil servants, retired civil servants and eligible dependants. In 2012, 92% of new dental cases could be given an appointment within six months.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 25.3.2013

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

CSB034

Question Serial No.

1344

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:

1. Please list out the details of the increase of 75 posts in 2013-14.
2. Regarding the payment and reimbursement of medical fees (excluding the dental fees) in respect of civil service eligible persons, what was the total amount in 2012-13? What was the average amount per person?
3. Regarding the payment and reimbursement of dental fees in respect of civil service eligible persons, what was the total amount in 2012-13? What was the average amount per person?

Asked by: Hon. HO Chun-yan, Albert

Reply:

1. Details of the increase of 75 posts under this Programme are at the Annex.
2. The payment and reimbursement of medical fees and hospital charges for the financial year 2012-13 up to end February 2013 was \$271.1 million. The total number of approved claims up to 28 February 2013 was 40 278. The average amount per claim was \$6,731.
3. Under the current policy, civil service eligible persons are entitled to receiving free dental treatment provided at government dental clinics under Department of Health, except charges for dental appliances. They are not entitled to reimbursement of dental expenses, except those working in overseas offices requiring urgent dental treatment. As at end December 2012, a total of 26 such claims amounting to around \$114,000 were approved, i.e. average \$4,385 per claim.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 28.3.2013

**Creation of Posts in 2013-14 under
Programme (7) - Medical and Dental Treatment for Civil Servants**

	<u>Major scope of responsibilities/Rank</u>	<u>No. of posts to be created</u>
(a)	Enhancing the dental services for civil service eligible persons	
	Senior Dental Officer	2
	Dental Officer	15
	Senior Dental Surgery Assistant	2
	Dental Surgery Assistant	15
	Dental Hygienist	1
	Executive Officer I	1
	Assistant Clerical Officer	1
	Clerical Assistant	9
	Supplies Supervisor II	1
	Laboratory Attendant	2
	Workman II	5
	<i>Sub-total :</i>	<u>54</u>
(b)	Expansion of Kowloon Families Clinic	
	Senior Medical and Health Officer	1
	Medical and Health Officer	2
	Nursing Officer	1
	Registered Nurse	3
	Dietitian	1
	Dispenser	4
	Assistant Clerical Officer	1
	Clerical Assistant	3
	Workman II	2
	<i>Sub-total :</i>	<u>18</u>
(c)	Conversion of non-civil service contract positions to civil service posts for strengthening the provision of dental services for civil service eligible persons	
	Laboratory Attendant	3
	<i>Sub-total :</i>	<u>3</u>
	<i>Total :</i>	<u>75</u>

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

CSB035

Question Serial No.

2151

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:

Under Programme (7), the estimate for medical and dental treatment for civil servants in 2013-14 will be increased by 12.4%. In this regard, would the Administration advise this Committee on:

1. the numbers and manpower distribution of healthcare professionals and paramedical staff in the past three years (2010-11, 2011-12, 2012-13);
2. the distribution of doctors, nurses and medical supporting staff among the 75 new posts in 2013-14;
3. the attendances of out-patient services by civil servants (chip 181), clinic usage rate and average waiting time for consultation;
4. the numbers and average waiting time for consultation of dental emergency cases in the past three years (2010-11, 2011-12, 2012-13);
5. the usage rate and average waiting time for consultation of specialist dental services in the past three years (2010-11, 2011-12, 2012-13)?

Asked by: Hon. KWOK Wai-keung

Reply:

1. The number and manpower distribution of healthcare professionals and paramedical staff in 2010-11, 2011-12 and 2012-13 are at Annex A.
2. The distribution of doctors, nurses and medical supporting staff among the 75 new posts in 2013-14 is at Annex B.
3. **The attendance statistics of the Families Clinics of Department of Health:**

2010-11	220 236
2011-12	225 658
2012-13 (up to February 2013)	209 308
Total	655 202
Average	218 401

The average utilisation rates of Families Clinics of Department of Health:

2010-11	94.48%
2011-12	97.14%
2012-13 (up to February 2013)	96.65%
Average	96.09%

The average waiting time at Families Clinics of Department of Health:

Civil service eligible persons (CSEPs) (i.e. civil servants, pensioners and their eligible dependants) use services at the Families Clinics by appointment. According to performance pledge, CSEPs will receive medical attention within 30 minutes of their appointment time.

4. In 2010-11, 2011-12 and 2012-13, the number of attendances for emergency dental service was as follows:

Financial Year	2010-11	2011-12	2012-13 (up to January 2013)
Number of Attendance	91 500	92 600	79 000

CSEPs with urgent conditions can attend any government dental clinics for emergency dental service during clinic operating hours and no prior booking of consultation appointment is necessary. Non-scheduled CSEPs who require such emergency dental service will be seen within the same session of attendance.

5. CSEPs are provided with necessary specialist dental service by referrals. The waiting time for consultation for specialist dental service ranges from five months to 48 months. Consultation appointment will be given according to the urgency and nature of dental conditions. CSEPs with emergency needs will be given immediate consultation. In 2010-11, 2011-12 and 2012-13, the appointments for specialist dental service were fully booked and most of the scheduled CSEPs had kept their appointments so that the utilisation rate of the service was nearly 100%. The small number of appointments not kept by the scheduled CSEPs were taken up by those non-scheduled CSEPs with urgent conditions who required emergency dental service. For scheduled CSEPs who are punctual, they will be attended to within 30 minutes of the specified appointment time.

Name in block letters: _____ Dr. Constance CHAN

Post Title: _____ Director of Health

Date: _____ 28.3.2013

**Number and Manpower Distribution of
Healthcare Professionals and Paramedical Staff
in Department of Health under**

Programme (7) – Medical and Dental Treatment for Civil Servants

<u>Nature of Work/Rank</u>	<u>As at 31.3.2011</u>	<u>Number of posts As at 31.3.2012</u>	<u>Projected as at 31.3.2013</u>
Medical support (Families Clinics)			
Senior Medical and Health Officer	8	8	8
Medical and Health Officer	20	20	22
Nursing support (Families Clinics)			
Nursing Officer	4	4	4
Registered Nurse	37	37	37
Dental/Para-dental support			
Dental Consultant	1	1	1
Senior Dental Officer	35	36	37
Dental Officer	159	162	186
Senior Dental Surgery Assistant	22	24	26
Dental Surgery Assistant	179	189	206
Dental Hygienist	11	11	11
Senior Dental Technologist	1	1	1
Dental Technologist	2	2	2
Dental Technician I	29	29	29
Dental Technician II	8	8	8
Technical support			
Senior Dispenser	3	3	4
Dispenser	3	3	6
Total :	522	538	588

**Creation of Posts in Department of Health in 2013-14 under
Programme (7) – Medical and Dental Treatment for Civil Servants**

<u>Nature of Work/Rank</u>	<u>Number of posts to be created</u>		<u>Total</u> (c)=(a)+(b)
	<u>Additional posts</u> (a)	<u>Replacement of non-civil service contract positions</u> (b)	
Medical support (Families Clinics)			
Senior Medical and Health Officer	1		1
Medical and Health Officer	2		2
Nursing support (Families Clinics)			
Nursing Officer	1		1
Registered Nurse	3		3
Dental/Para-dental support			
Senior Dental Officer	2		2
Dental Officer	15		15
Senior Dental Surgery Assistant	2		2
Dental Surgery Assistant	15		15
Dental Hygienist	1		1
Professional support			
Dietitian	1		1
Technical support			
Dispenser	4		4
Laboratory Attendant	2	3	5
Administrative and general support			
Executive Officer I	1		1
Assistant Clerical Officer	2		2
Clerical Assistant	12		12
Supplies Supervisor II	1		1
Workman II	7		7
Total :	72	3	75

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

CSB036

Question Serial No.

1123

Head: 37 – Department of Health

Subhead (No. & title):

Programme: (7) Medical and Dental Treatment for Civil Servants

Controlling Officer: Director of Health

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the statistics on the current number of eligible persons for medical and dental treatment for civil servants:

Age group	Number of serving civil servants	Number of eligible dependants of serving civil servants	Number of retired civil servants	Number of eligible dependants of retired civil servants
0-5				
6-18				
19-35				
36-59				
60-75				
Over 75				

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

According to the information provided by the Treasury, as at end of February 2013, the statistics on the number of serving civil servants, retired civil servants and their eligible dependants who are eligible for civil service medical and dental benefits are as follows -

Age group	Number of serving civil servants	Number of retired civil servants	Number of eligible dependants of serving civil servants and retired civil servants	
			Number of spouses	Number of dependent children
0-5	0	0	150 200	22 700
6-18	3	0		67 400
19-35	38 000	50		14 200
36-59	123 000	23 400		0
60-75	1 000	56 200		0
Over 75	0	18 300		0

As its database does not keep the dates of birth of the spouses of civil servants and retired civil servants, the Treasury could not provide an analysis of the age distribution of those spouses.

Separately, given that the same child may be the child of a civil servant and the child of a retired civil servant, the Treasury does not differentiate the dependent children of serving civil servants and those of retired civil servants under the "Number of dependent children" column.

Name in block letters: Dr Constance CHAN

Post Title: Director of Health

Date: 25.3.2013

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

CSB037

Question Serial No.

1135

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 estimate for medical and dental treatment for civil servants is \$1,047.3 million. Would the Government please advise on the following:

- (a) What is the average cost and average waiting time of each consultation in dental clinics?
- (b) What medical services can be used by civil servants for free? What were the number and total expenditures of free services in various categories used by civil servants last year?
- (c) Civil servants have priority over the general public in waiting for medical services. Please advise on the related policies.

Asked by: Hon. LAM Kin-fung, Jeffrey

Reply:

- (a) In 2012, 92% of all new dental cases could be given an appointment within six months. The average cost per attendance is not readily available.
- (b) In general, civil service eligible persons (CSEPs) (i.e. including civil servants, pensioners and their eligible dependants) are entitled to medical and dental treatment and services that are provided by Department of Health (DH) or the Hospital Authority (HA) free of charge, save for the charges applicable to hospital maintenance, dentures and dental appliances as provided for in the Civil Service Regulations.

DH's actual expenditure under Programme 7 in 2011-12 was \$803.9 million, which comprised the provision of medical and dental services and payment and reimbursement of medical fees and hospital charges. The attendances at DH's families clinics and dental clinics in 2012 were 228 000 and 615 000 respectively.

HA receives an annual subvention from the Government, in which the resources required for the provision of medical benefits to civil service eligible persons have been included. Separately, to address CSEPs' concerns over the long waiting time for diagnostic and specialist outpatient services, we have additionally provided dedicated resources to HA in addition to the Government's annual subvention to HA for providing specific enhanced services exclusively for CSEPs. The allocation in 2013-14 for such dedicated diagnostic and specialist outpatient services amounts to around \$80 million.

The total cost spent by HA on civil service medical benefits each year can only be calculated on the basis of the unit cost and attendances by civil service eligible persons using HA services in that financial year. According to HA, the utilisation of HA services provided to CSEPs in 2011-12 is set out below:

Service	Activity	Number of CSEP attendances
Inpatient	Number of patient days (inpatient only)	343 975
	Number of daypatient discharges & deaths	43 987
Accident and emergency (A&E)	Number of A&E attendances	148 936
Specialist outpatient (SOP)	Number of SOP attendances	678 565
Primary care	Number of family medicine specialist clinic attendances	31 550
	Number of general outpatient attendances	721 529
Day service	Number of day service attendances	34 104
Allied health outpatient	Number of allied health outpatient attendances	347 283
Community	Number of community allied health attendances	944
	Number of community nursing home visits	37 801

Based on the actual utilisation of HA services by CSEPs in 2011-12 and the corresponding average unit costs of the respective service types, the cost of medical services provided to CSEPs by HA in 2011-12 is calculated to be \$2,972 million.

- (c) DH's families clinics and dental clinics services are mainly for the exclusive use of CSEPs, except for a limited number of sessions in 11 general dental clinics which are set aside to serve members of the public requiring emergency dental services (for pain relief and extraction only).

Regarding the provision of HA baseline services, priority of treatment would be based on the patient's clinical needs. In other words, CSEPs and the public are treated the same in terms of waiting time for services, prescription of drugs etc. Nonetheless, to enable civil servants to return to work early after medical consultation / treatment if medical condition permits, a small number of priority discs is provided in designated General Out-patient Clinics for civil servants. Any unused priority discs after 9:30 am and 2:30 pm will be released to the public. Separately, as mentioned above, to address CSEPs' concerns over the long waiting time for diagnostic and specialist outpatient services, we have provided dedicated resources to HA in addition to the Government's annual subvention to HA for providing specific enhanced services exclusively for CSEPs.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 3.4.2013

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

CSB038

Question Serial No.

2525

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 2012-13, the revised financial provision for medical and dental treatment for civil servants under the Department of Health (DH) is \$932 million, whereas the estimate for 2013-14 is \$1,047.3 million. Please provide breakdowns of the provision for 2012-13 and estimate for 2013-14 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. POON Siu-ping

Reply:

The breakdown of the financial provision for various services is as follows-

	2012-13 (Revised Estimate) \$ million	2013-14 (Estimate) \$ million
Dental services provided by Department of Health (DH)	497.4	537.9
Medical services provided by DH	84.6	89.4
Payment and reimbursement of medical fees and hospital charges	350.0	420.0
Total	932.0	1,047.3

“Payment and reimbursement of medical fees” mainly refers to the reimbursement in respect of civil service eligible persons (CSEPs) of medical expenses on drugs, services and equipment that are self-financing items or are not available in or through Hospital Authority (HA). “Payment and reimbursement of hospital charges” refers to the reimbursement to HA of the difference between 50% of the fees for the public and the reduced fees for CSEPs for the use of special accommodation beds (around 50 beds) in HA hospitals. Since the occupation rate of these special accommodation beds by CSEPs fluctuate every year due to the actual demand, and the expenditure only accounts for a very small percentage of the overall expenditure on payment and reimbursement of medical fees and hospital charges (generally less than 2% each financial year), we have not further broken down the provision into “Payment and reimbursement of medical fees” and “Payment and reimbursement of hospital charges” for the purpose of estimates of expenditure.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 28.3.2013

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

CSB039

Question Serial No.

1075

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 and the relevant expenditure in 2011-12, 2012-13 and 2013-14 respectively. In addition, what payment criteria and allowance rates have been adopted and what account for the changes in expenditure?

Asked by: Hon. LAU Wai-hing, Emily

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 each allowance related to performance of duties for 2011-12 and 2012-13 is set out in Annex I. As these allowances are funded by the votes of the concerned bureaux/departments, the Treasury does not have estimates for these allowances for 2012-13 and 2013-14. The 2012-13 figures shown in Annex I are projected based on the actual expenditure and the number of recipients from April to December 2012.

Information on the actual/estimated expenditure and the number of recipients for each allowance provided as fringe benefits for the years from 2011-12 to 2013-14 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.

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 28.3.2013

ALLOWANCES RELATED TO PERFORMANCE OF DUTY¹

Allowance	2011-12		2012-13 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	376,451	21 533	405,925 (+7.8%)	18 980	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. The total expenditure varies from year to year, depending on the actual circumstances which necessitate acting appointments.
II. Overtime and Related Allowances	561,003		648,039 (+15.5%)			

Allowance	2011-12		2012-13 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. Overtime Allowance for civilian staff	232,102	19 048	254,586 (+9.7%)	15 569	Hourly rate: 1/140 of an officer's monthly salary. (1/210 for the first 4 hours in a week for officers whose conditioned hours are 44 gross per week)	<p>Time-off in lieu (TOIL) is the normal recompense for overtime work performed. Overtime Allowance (OTA) is only payable when TOIL cannot be granted within one month of the overtime 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 –</p> <ul style="list-style-type: none"> (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. <p>Actual expenditure depends on operational needs.</p>

Allowance	2011-12		2012-13 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	269,457	18 613	331,160 (+22.9%)	16 689	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>

Allowance	2011-12		2012-13 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. Standby Duty Allowance	49,686	2 543	53,605 (+7.9%)	2 493	Hourly rate: 1/210 of an officer's monthly salary	TOIL is the normal recompense for standby duty performed. Standby Duty Allowance is only payable when TOIL cannot be granted within a reasonable period of the standby 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. Actual expenditure depends on operational needs.
d. On-call Duty Allowance	6,783	4 523	6,988 (+3.0%)	3 936	\$257 per month for at least 96 and up to 250 hours of on-call duty performed in a calendar month; and \$513 per month for 251 hours or more of on-call duty performed in a calendar month	The allowance is payable to compensate officers required to be on call either at home or in another location or through a pager beyond conditioned hours. Actual expenditure depends on operational needs.

Allowance	2011-12		2012-13 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
e. Honorarium	2,975	177	1,700 (-42.9%)	84	(a) Rate determined on a case-by-case basis; or (b) Hourly rate: 1/210 of an officer's salary.	Honoraria may be paid to officers in the following circumstances: (a) those who have undertaken special duties outside their conditioned hours and outside their normal scope of work; or (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. Actual expenditure depends on operational needs. The high actual expenditure in 2011-12 was attributable to the honorarium paid for the 2011 Population Census.

Allowance	2011-12		2012-13 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)	304,865		334,038 (+9.6%)			
a. Extraneous Duties Allowance for civilian staff	4,299	894	3,906 (-9.1%)	791	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	86,405	12 222	91,055 (+5.4%)	11 424	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.

Allowance	2011-12		2012-13 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. Hardship Allowances	44,502	6 980	45,932 (+3.2%)	6 624	Allowance rates are set according to the nature of the duties performed.	The allowance compensates for duties performed in work environment which may render staff liable to bodily harm or physical impairment of a degree not normally expected of staff in the same grade or rank. Actual expenditure depends on operational needs.
d. Typhoon / Rainstorm Black Warning Allowance	3,626	3 462	9,844 (+171.5%)	5 676	Hourly rate: 1/140 of an officer's monthly salary	The allowance is payable to officers who are required to report for duty / work under specific weather conditions when typhoon signal No. 8 or above or the rainstorm black warning signals are issued. Actual expenditure depends on operational needs. The increase in projected expenditure in 2012-13 reflects the longer duration of typhoon signal no. 8 or above in the year. Typhoon signal no. 8 or above was hoisted for 11.5 hours in 2011. Typhoon signal no. 8 or above was hoisted for 28.9 hours in 2012.
e. Shift Duty Allowance	71,035	11 570	74,659 (+5.1%)	11 537	\$517 per month for at least 25 and up to 49 irregular hours of shift duty performed in a calendar month; and	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.

Allowance	2011-12		2012-13 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		
					\$1,025 per month for 50 irregular hours or more of shift duty performed in a calendar month	Actual expenditure depends on operational needs.
f. Special Allowances for disciplined services	94,700	16 645	108,309 (+14.4%)	17 386	Allowance rates are set according to the nature of the duties performed.	The allowances are payable to officers in the disciplined services who are required to work in special and unique circumstances. Actual expenditure depends on operational needs.
g. Uniform (and Kit) Allowance	298	79	333 (+11.7%)	80	Range from \$3,710 to \$8,760 per month	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. The increase in the projected expenditure in 2012-13 is mainly due to increase in the rate of the allowance.
IV. Subsistence Allowance⁴	84,947	N.A.⁵	92,848 (+9.3%)	N.A.⁵	Range from \$55 to \$105 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.

Allowance	2011-12		2012-13 ²		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Projected Expenditure (\$'000)	No. of Recipients ³		
V. Travelling Allowances	78,384	N.A.⁵	72,863 (-7.0%)	N.A.⁵	<p>Supplementary Travel Allowance: \$4.9 or \$15.2 per single journey depending on the location of office.</p> <p>Duty Mileage Allowance: \$2.89 or \$1.07 per kilometre for motor car and motor cycle/scooter respectively.</p> <p>Duty Travelling Expenses: Depending on the actual expenses incurred.</p>	<p>Supplementary Travel Allowance subsidises the home-workplace travelling expenses incurred by officers who are required to work in offices in relatively inaccessible locations or in locations to which the cost of travel is high. In performing duties, officers are eligible for Duty Mileage Allowance in respect of their travelling by authorised private vehicles or reimbursement of Duty Travelling Expenses in respect of travelling by public transport. Officers are required to use the most appropriate mode of public transport having regard to operational needs and cost-effectiveness.</p> <p>Actual expenditure depends on operational needs.</p>
VI. Allowances for Officers Posted Outside Hong Kong	69,270		71,615 (+3.4%)			
a. Rent Allowance	34,743	118	36,795 (+5.9%)	120	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</p>

Allowance	2011-12		2012-13 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		
						status, whether they are accompanied by their family members, and the actual rent of their rented accommodation.
b. Special Posting Allowance	25,723	127	28,851 (+12.2%)	125	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>
c. Exchange Compensation Allowance (ECA)	3,812	67	2,068 (-45.8%)	72	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.	<p>The allowance is payable to officers for protection against currency fluctuations.</p> <p>Actual expenditure depends on a number of factors including the number of the officers opted to join the ECA Scheme, whether the concerned foreign currencies appreciate or depreciate and the extent. The high expenditure in 2011-12 was due to the appreciation of a number of foreign currencies.</p>

Allowance	2011-12		2012-13 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. Disturbance Grant	4,992	86	3,901 (-21.9%)	64	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.
VII. Other Allowances	12,322		9,891 (-19.7%)			
a. ICAC Post Allowance	5,730	727	5,476 (-4.4%)	690	\$200 - \$1,000 per month depending on the officer's salary	The allowance has ceased for recruits from April 2000. The allowance will be phased out in the long run.
b. Others	6,592	N.A. ⁵	4,415 (-33.0%)	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 postings, etc.	Actual expenditure depends on operational needs.
Total	1,487,242		1,635,219 (+9.9%)			

Notes

1. *Duty-related allowances are paid under the respective items of individual heads of expenditure.*
2. *For duty-related allowances, the 2012-13 expenditure figures are projected expenditure calculated by the Treasury based on the actual expenditure from April to December 2012. The percentage change is a comparison of the 2012-13 projected expenditure with the 2011-12 actual expenditure.*
3. *The number of recipients is the actual headcount as at 31.12.2012, assuming that the same officers continue to receive the allowances during the months of January to March 2013.*
4. *The expenditure figures under “Subsistence Allowance” cover local subsistence allowance only. Expenditure in respect of overseas subsistence allowance is subsumed under expenditure in various 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	2011-12		2012-13		2013-14		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	711,156		698,550 (-1.8%)		733,760 (+5.0%)			
a. Local Education Allowance (LEA)	443,163	19 287 ²	445,370 (+0.5%)	18 350 ²	466,300 (+4.7%)	18 125 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 2013-14 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 secondary schools and schools under the Direct Subsidy Scheme, which charge higher school fees.</p>

Allowance	2011-12		2012-13		2013-14		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	267,993	2 820 ²	253,180 (-5.5%)	2 690 ²	267,460 (+5.6%)	2 680 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 2013-14 estimate is mainly due to the projected increase in the average OEA per student.</p>

Allowance	2011-12		2012-13		2013-14		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	1,613,933		1,718,539 (+6.5%)		1,928,666 (+12.2%)			
a. Home Purchase Allowance	747,550	14 736	769,000 (+2.9%)	14 950	803,000 (+4.4%)	15 370	\$1,950 - \$18,210 per month	<p>The allowance is payable to officers offered appointment before 1.6.2000; and</p> <p>(c) 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>(d) 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 in the order of their priority on a priority list.</p> <p>The increase in the estimated expenditure in 2013-14 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	2011-12		2012-13		2013-14		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	416,080	2 160	385,000 (-7.5%)	1 970	375,000 (-2.6%)	1 890	\$15,890 - \$44,010 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 2013-14 is mainly due to the decreasing number of recipients.</p>
c. Private Tenancy Allowance	164,268	607	177,100 (+7.8%)	590	188,000 (+6.2%)	585	<p>Single Rates: \$8,440 - \$30,530 per month</p> <p>Married Rates: \$9,490 - \$34,350 per month</p> <p>Family Rates: \$10,540 - \$38,160 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 2013-14 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>

Allowance	2011-12		2012-13		2013-14		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	16,246	45	16,000 (-1.5%)	40	17,000 (+6.3%)	40	\$19,600 - \$64,200 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 2013-14 is mainly due to the projected increase in the average amount of allowance claimed through salary progression.</p>
e. Rent Allowance	516	3	420 (-18.6%)	2	800 (+90.5%)	4	\$15,890 - \$44,010 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 2013-14 is mainly due to the projected increase in the number of recipients due to salary progression and promotion.</p>

Allowance	2011-12		2012-13		2013-14		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	243,418	1 250	347,000 (+42.6%)	1 785	520,000 (+49.9%)	2 670	<p>For officers who commence to receive the allowance on or above MPS Pt 34 (or equivalent): \$15,100 - \$41,810 per month</p> <p>For officers who commence to receive the allowance below MPS Pt 34 (or equivalent): \$1,850 - \$17,300 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>

Allowance	2011-12		2012-13		2013-14		Allowance Rates	Payment Criteria and Reasons for the Changes in Expenditure
	Actual Expenditure (\$'000)	Actual No. of Recipients	Revised Estimate (\$'000)	Estimated No. of Recipients	Estimate (\$'000)	Estimated No. of Recipients		
								<p>Officers offered appointment before 1.6.2000 and 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 2013-14 is due to the increasing number of officers attaining eligibility through salary progression, promotion and new appointment.</p>
g. Air-conditioning Allowance	3	1 ⁴	10 (+233.3%)	3 ⁴	10 (0%)	3 ⁴	<p>Up to \$3,135 for each of two air-conditioners that may be claimed every five years.</p>	<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>

Allowance	2011-12		2012-13		2013-14		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		
h. House Allowance, Furniture and Domestic Appliances Allowances	16,625	13 437	16,700 (+0.5%)	13 540	16,800 (+0.6%)	13 640	<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 they are debarred from claiming Private Tenancy Allowance. The allowance has ceased to be provided for officers offered appointment on or after 1.10.1990.</p> <p>The Furniture and Domestic Appliances Allowances are payable to officers -</p> <p>(a) who are eligible for non-departmental quarters; or</p> <p>(b) who were offered appointment on local or common terms before 1.5.1999, receiving a substantive salary on MPS Pt 17 to 44 (or equivalent) and are occupying departmental quarters; or</p>

Allowance	2011-12		2012-13		2013-14		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>(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 2012-13 and 2013-14 is estimated to remain at about the same level.</p>

Allowance	2011-12		2012-13		2013-14		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	9,227		7,309 (-20.8%)		8,056 (+10.2%)			
(i) Hotel Subsistence Allowance ^{3&5}	6	4	3 (-50.0%)	1	0 (-100.0%)	0	<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 was 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.</p> <p>The estimated 2013-14 expenditure is zero as all officers posted / seconded outside Hong Kong are not eligible for the allowance.</p>

Allowance	2011-12		2012-13		2013-14		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	3,527	193	1,908 (-45.9%)	104	2,484 (+30.2%)	136	<p>The allowance payable is equivalent to the rent payable by the relevant officer to the Hong Kong Housing Authority, (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 2013-14 estimate is mainly due to the lower than normal expected expenditure in 2012-13 as a result of the Government's rent waiver and rates concession to PRH tenants and the increase in the projected number of eligible officers.</p>

Allowance	2011-12		2012-13		2013-14		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	154	10	161 (+4.5%)	13	159 (-1.2%)	11	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.</p>

Allowance	2011-12		2012-13		2013-14		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 decrease in 2013-14 estimate is mainly due to a projected decrease in the number of recipients.
(iv) Removal Allowance	5,540	415	5,237 (-5.5%)	366	5,413 (+3.4%)	367	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 increase in 2013-14 estimate is mainly due to the fact that in 2013-14 a number of senior officers will be eligible for the removal allowance under the 122 Pokfulam Road disposal programme.</p>

Allowance	2011-12		2012-13		2013-14		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	154,216		154,500 (+0.2%)		166,660 (+7.9%)			
a. Leave Passage Allowance (including expenditure on Sea Passage) ³	71,971	1 432	75,800 (+5.3%)	1 530	82,900 (+9.4%)	1 565	Leave Passage Allowance: \$17,395 to \$66,030 per person per year depending on the eligible officer's terms of appointment and rank.	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.

Allowance	2011-12		2012-13		2013-14		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		
							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.	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. The increase in the 2013-14 estimate is mainly due to the projected increase in the number of eligible officers claiming the allowance and the average amount of allowance claimed.
b. School Passage Allowance	78,521	4 244 ²	76,160 (-3.0%)	4 125 ²	80,990 (+6.3%)	4 100 ²	\$11,800 to \$23,600 per student per school year.	The allowance has 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. The increase in the 2013-14 estimate is mainly due to the projected increase in the amount of allowance claimed.

Allowance	2011-12		2012-13		2013-14		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. Baggage Allowance ³	3,629	716 ⁴	2,410 (-33.6%)	828 ⁴	2,628 (+9.0%)	828 ⁴	<p>The amount of allowance is determined by the cost of transportation of baggage up to the officer's maximum volume / weight entitlement.</p>	<p>The allowance is payable to -</p> <p>(c) 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>(d) children of officers eligible for School Passage Allowance when they start or cease education outside Hong Kong.</p> <p>The allowance has 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 2013-14 estimate is mainly due to the projected increase in the amount of allowance claimed.</p>

Allowance	2011-12		2012-13		2013-14		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	95	31 ⁴	130 (+36.8%)	45 ⁴	142 (+9.2%)	45 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>(c) officers on overseas terms and their families eligible for government passage when they travel in their country of origin; and</p> <p>(d) children of officers eligible for School Passage Allowance when they travel in the country of study.</p> <p>The allowance has 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	2011-12		2012-13		2013-14		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 2013-14 estimate is mainly due to the projected increase in the amount of travelling expenses claimed.
Total	2,479,305		2,571,589 (+3.7%)		2,829,086 (+10.0%)			

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.

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

CSB040

Question Serial No.

4240

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:

- (a) Please list the training courses which were best provided by a central training agency for civil servants for the past five years (i.e. 2008-09 to 2012-13). What were the expenditures, ranks of the civil servant trainees, training dates, trainee-days and contents in relation to these courses?
- (b) What are the training courses best provided by a central training agency for civil servants in 2013-14? What are the estimates involved, ranks of the prospective civil servant trainees and course details?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

- a) The expenditure for the provision of training programmes by the Civil Service Training and Development Institute (CSTDI) in 2008-09 to 2012-13 are as follows :

2008-09 (Actual) (\$m)	2009-10 (Actual) (\$m)	2010-11 (Actual) (\$m)	2011-12 (Actual) (\$m)	2012-13 (Revised Estimate) (\$m)
46.0	46.4	46.5	51.2	57.8

The number of trainee-days from 2008 to 2012 are as follows:

2008	2009	2010	2011	2012
74 900	76 700	79 300	82 500	85 300

The CSTDI organises over 1 000 training programmes and activities annually for civil servants at various ranks. Major topics include leadership and management, language and communication, national studies and the Basic Law, etc. Given the large numbers of training programmes and participants, we are unable to list out the ranks of the participants and the training dates in detail.

(b) In 2013-14, the CSTDI will continue to provide over 1 000 training programmes and activities for civil servants at various ranks. Topics will include leadership and management, language and communication, national studies and the Basic Law, etc. Besides, as stated by the CE in the 2013 Policy Address, the Administration will also boost the innovation and drive of civil servants so that they can better support the Government in serving the public. To this end, the CSTDI plans to strengthen the following training programmes in 2013-14 :

- (i) organising new workshops on innovative problem solving, leading change, positive psychology and managing adversity, etc.;
- (ii) holding seminars on social and political developments in Hong Kong, public engagement, use of new media in communicating with the public, and communication with the media, etc.; and
- (iii) enriching the existing flagship leadership development programmes in the themes of public engagement, innovative leadership and thinking, and communicating with the public and the media.

The estimated expenditure for the provision of training programmes by the CSTDI in 2013-14 is \$63.5 million.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB041

Question Serial No.

4241

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:

With regard to “National Studies Programmes” offered in 2013-14, what are the course details, estimated number of civil service trainees, ranks and estimated expenditure involved?

Asked by: Hon CHAN Ka-lok, Kenneth

Reply:

In 2013-14, the Civil Service Bureau (CSB) will continue to organise national studies programmes for civil servants at various ranks, including training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Programmes and visits conducted in the Mainland are provided for directorate civil servants and civil servants on Master Pay Scale Point 34 or above (or equivalent). Local seminars are provided for civil servants of different grades and ranks from bureaux and departments. Besides, CSB has set up a dedicated website to provide information on national affairs, which is accessible to all civil servants. National studies programmes cover the Basic Law and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. In addition, CSB also organises a staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. Participating Hong Kong civil servants are officers on Master Pay Scale Point 45 or above (or equivalent). In 2013-14, it is estimated that a total of 12 700 civil servants at various ranks will participate in national studies programmes and the staff exchange programme. The estimated expenditure for provision of national studies training is \$23.1 million.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 5.4.2013

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

CSB042

Question Serial No.

4242

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:

With regard to the “Senior Management Development Programme” offered in 2013-14, what are the course details, estimated number of civil servant trainees, ranks and estimated expenditure involved?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

In 2013-14, the Civil Service Bureau (CSB) will continue to organise a variety of senior management development programmes for directorate officers and officers on Master Pay Scale Point 45 or above (or equivalent). These include leadership development programmes that last for a few weeks and workshops or seminars that last for half a day to two days, covering topics such as the latest social and economic developments in the global environment and Hong Kong, public policy formulation and management, communication with the public and the media, and innovative thinking. The CSB will also sponsor selected civil servants to attend executive development programmes at renowned overseas institutions. The estimated number of trainees is 2 600 and the expenditure is about \$11 million.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB043

Question Serial No.

4243

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:

It is stated that the Bureau 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 2013-14. What are the details and the estimated expenditures?

Asked by: Hon CHAN Ka-lok, Kenneth

Reply:

National studies training is an important element in the development plans for civil servants (senior civil servants in particular). In 2013-14, the Civil Service Bureau (CSB) will continue to organise national studies programmes for civil servants at various ranks, including training programmes conducted in the Mainland, thematic visits to the Mainland and thematic seminars held locally. Programmes and visits conducted in the Mainland are provided for directorate civil servants and civil servants on Master Pay Scale Point 34 or above (or equivalent). Local seminars are provided for civil servants of different grades and ranks from bureaux and departments. Besides, CSB has set up a dedicated website to provide information on national affairs, which is accessible to all civil servants. National studies programmes cover the Basic Law and policies and developments of the Mainland on political, economic, social, cultural aspects, etc. In addition, CSB also organises a staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. Participating Hong Kong civil servants are officers on Master Pay Scale Point 45 or above (or equivalent). In 2013-14, the estimated expenditure for provision of national studies training is \$23.1 million.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 5.4.2013

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

CSB044

Question Serial No.

4244

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:

It is stated that the Bureau will run a staff exchange programme with major Mainland cities so that civil servants may be sent to the Governments of these cities for attachment and training for about 1 month, in exchange for inbound attachment of civil servants from these cities. What are the details and the expenditures involved?

Asked by: Hon. CHAN Ka-lok, Kenneth

Reply:

The Civil Service Bureau currently organises a staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. Participating Hong Kong civil servants are officers on Master Pay Scale Point 45 or above (or equivalent). Mainland participants are mostly at division director or deputy division director level. According to the current plan, about 35 Hong Kong and Mainland civil servants will join the programme in 2013-14. The estimated expenditure is about \$580,000. Arrangement of hosting departments will be made according to the nature of work of the participants. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB045

Question Serial No.

4949

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title): 000 Operational expenses

Programme: (1) Director of Bureau's Office

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the expenditure incurred by duty visits by Director of Bureau over the past 5 years (i.e. 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13)? Please list out the details in the following table:

Date of overseas visit	Purpose of overseas visit	Number of entourage members	Hotel and expenditure	Class and price of flight ticket	Total expenditure

Asked by: Hon. FAN Kwok-wai, Gary

Reply:

Expenditure incurred by the Director of Bureau (DoB) of the Civil Service Bureau for duty visits over the past 5 years (i.e. 2008-09, 2009-10, 2010-11, 2011-12 and 2012-13) is listed at below.

Date of overseas visit	Purpose of overseas visit	Number of entourage members	Hotel and expenditure (for all members of delegation) (a)	Class ^{Note} and price of flight ticket (for all members of delegation) (b)	Total expenditure (a) + (b)
30 Sep – 2 Oct 2009	To attend the celebrations of the 60 th Anniversary of the Founding of the People's Republic of China	-	Swissotel Beijing (cost borne by the Central Government)	\$9,591	\$9,591

Date of overseas visit	Purpose of overseas visit	Number of entourage members	Hotel and expenditure (for all members of delegation) (a)	Class ^{Note} and price of flight ticket (for all members of delegation) (b)	Total expenditure (a) + (b)
16 – 19 Sep 2010	To lead a delegation of Permanent Secretaries to Shanghai Expo and government departments	6	Le Royal Meridien, Shanghai \$35,683	\$35,048	\$70,731
30 – 31 Oct 2011	To attend the Opening Ceremony of Hong Kong and Macao Training Centre of the Chinese Academy of Governance	1	Shangri-la Hotel, Beijing \$4,800	\$16,062	\$20,862
5 – 6 Jan 2012	To attend the Second Plenary Session of Hong Kong/Shanghai Economic and Trade Cooperation Conference	2	Grand Central Hotel, Shanghai \$4,143	\$16,078	\$20,221
3 – 4 Dec 2012	To review national studies programmes with Mainland institutions	3	The Ritz Carlton, Beijing \$8,556	\$29,090	\$37,646

Note: Class of flight tickets in accordance with relevant regulations.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 3.4.2013

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

CSB046

Question Serial No.

3832

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Will the Administration inform this Committee how common “5-day week” is in the civil service and public sector, the number of staff in the civil service and in public organisations who worked and are expected to work on a 5-day week work pattern in the past 2 years (2011-12 to 2012-13) and in the coming 2 years (from 2013-14 onwards), and the percentage they account for?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

Figures on the implementation of the five-day week work pattern in the Government as at 31 December 2010 and 30 September 2012 respectively are as follows –

	Number of staff (% of civil service strength)	
	as at 31 December 2010	as at 30 September 2012
Number of staff on a five-day week work pattern	104 500 (70%)	106 800 (71%)
Number of staff not on a five-day week work pattern	44 500 (30%)	44 600 (29%)

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

Since the Government’s final phase of implementation of the five-day week in July 2007, the overall migration position has remained relatively steady and we expect that this situation would remain largely the same in the coming two years.

We will continue to encourage Government departments that are unable to fully migrate to a five-day week work pattern to explore possible ways to enable more staff to work five days a week without affecting the service to the public or the need for additional resources, including allowing staff to rotate to five-day week posts within the same department where operational circumstances permit.

The Civil Service Bureau does not keep statistics on the implementation of five-day week in public organisations.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 27.3.2013

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

CSB047

Question Serial No.

3833

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Will the Administration inform this Committee of the existing policy on and the actual situation of the employment of persons with disabilities in the government, the numbers of employees with disabilities and the percentage they accounted for in the total number of staff in the past 2 years (2011-12 to 2012-13), broken down by lower, middle and higher ranks (i.e. the banding used in salary adjustment), and the expenditures involved for improving facilities or upgrading equipment in the past 2 years to facilitate employees with disabilities to carry out their work?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The Government is committed to providing employment opportunities for persons with disabilities through enabling government job applicants with disabilities to compete with other able-bodied applicants on equal grounds. Specifically, in the recruitment process, candidates with disabilities who meet the basic entry requirements for a post will not be subject to any shortlisting criteria and will be automatically invited to a selection interview/written examination. In addition, if any candidates with disabilities request special arrangements to attend an interview or a test in the recruitment exercise, departments concerned will consider their request and make appropriate arrangements. Also, candidates with disabilities may be given an appropriate degree of preference for appointment if they are found suitable for taking up the government posts.

We compile statistics on the number of persons with disabilities being employed in the Civil Service as at 31 March each year. According to available information, we set out below the number of persons with disabilities in the Civil Service with breakdown by the lower and middle ranks and the higher ranks as at 31 March for the years of 2011 and 2012 –

Group	As at 31 March 2011		As at 31 March 2012	
	No. of persons with disabilities in the Civil Service	% of strength in that group	No. of persons with disabilities in the Civil Service	% of strength in that group
Lower and middle ranks ^{Note} (Covers ranks with maximum salary below Master Pay Scale (MPS) Point 34 or equivalent)	3 162	2.30%	3 230	2.32%

Upper ranks (Covers ranks with maximum salary between MPS Point 34 to 49 and on Directorate Pay Scale or equivalent)	155	0.79%	161	0.81%
Total	3 317	2.11%	3 391	2.13%

Note: We do not collect breakdown figures specifically for the lower ranks.

As far as serving officers are concerned, the Government provides on-the-job assistance to officers with disabilities to facilitate them in carrying out their duties. Such assistance may take the form of modifications of work areas and facilities, appropriate changes to job design or work schedules, provision of necessary equipment, etc. However, we do not have consolidated information on expenditures incurred by government departments for improving facilities or upgrading equipment for officers with disabilities in the past two years.

In line with the Government's commitment to promoting the employment of persons with disabilities, a central fund has been established under the Civil Service Bureau to provide departments with financial support to purchase technical aids for officers with disabilities to perform their duties in the workplace since April 1996. Breakdown of the disbursement from the fund from 2010-11 to 2012-13 (as at 19 March 2013) is as follows-

<u>Financial Year</u>	<u>Amount (\$'000)</u>
2010-11	28
2011-12	126
2012-13	49
(as at 19 March 2013)	

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

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

CSB048

Question Serial No.

3834

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:

It is mentioned under Matters Requiring Special Attention in 2013-14 that the Civil Service Bureau 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.” Will the Administration inform this Committee of the detailed breakdown of the above expenditures for the past 2 years (i.e. 2011-12 to 2012-13) and for the coming year of 2013-14, including the expenditures on organising visits, inviting relevant Mainland officials to Hong Kong for exchange activities and organising seminars?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The expenditure for provision of national studies training programmes and the staff exchange programme by the Civil Service Bureau in 2011-12, 2012-13 and 2013-14 are set out below:

	2011-12 (Actual) (\$'000)	2012-13 (Revised Estimate) (\$'000)	2013-14 (Estimate) (\$'000)
Programmes conducted by Mainland institutions	13,550	16,740	19,950
Thematic visits to the Mainland	680	900	1,000
Local seminars	240	300	450
Basic Law programmes	510	640	700
Dedicated website on national affairs	560	540	420
Staff exchange programme	440	450	580
Total expenditure	15,980	19,570	23,100

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB049

Question Serial No.

3835

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 under Matters Requiring Special Attention in 2013-14 that the Civil Service Bureau will “continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services.” Will the Administration inform this Committee of the civil service establishment/estimated establishment and the number of non-civil service contract staff for the past 2 years and for the coming year of 2013-14, and the number of civil servants who were/will be re-employed after retirement or offered extension of service?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The civil service establishment from 2011-12 to 2013-14 is set out below.

Year	Civil service establishment
2011-12	167 011 (actual)
2012-13	169 714 (revised estimate)
2013-14	171 422 (estimate)

The total number of full-time Non-civil Service Contract (NCSC) staff employed by bureaux/departments (B/Ds) in 2011 and 2012 is provided below.

Year (as at end June)	Number of full-time NCSC staff
2011	14 818
2012	14 535

Heads of Bureaux/Departments (HoDs) are given the authority and discretion to employ NCSC staff to meet changing operational and service needs provided that the engagement of NCSC staff fits the ambit of the NCSC Staff Scheme. HoDs may recruit additional NCSC staff and extend / terminate contracts of serving NCSC staff in the light of operational needs in a year. In this connection, the Administration is unable to project the number of NCSC staff (be they new or serving) to be employed in the 2013-14 financial year before it begins. HoDs are required to meet from their own resources the entire cost for the employment as well as any operating expenditure arising from or in connection with the employment of these staff.

The number of civil servants who were re-employed after retirement or offered extension of service in 2011-12 and 2012-13 is set out below.

Year	Staff on extension of service / re-employment after retirement
2011-12	407
2012-13	410

Estimated figures for 2013-14 are not available, as applications for re-employment after retirement and extension of service are considered on a case-by-case basis, subject to exigencies of service and other relevant considerations.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 5.4.2013

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

CSB050

Question Serial No.

3836

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 under Matters Requiring Special Attention in 2013-14 that the Civil Service Bureau will “consider and take forward as appropriate the recommendations to be made by the Standing Commission on Civil Service Salaries and Conditions of Service following the 2012 Starting Salaries Survey”, and “keep in view the progress of the Pay Level Survey undertaken by the Standing Commission on Civil Service Salaries and Conditions of Service”. Will the Administration inform this Committee of the details of the above work, including the work and timetable in relation to the civil service salary adjustment in the coming year, and the provisions earmarked for the civil service salary adjustment?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

Regarding the 2012 Starting Salaries Survey, the Chief Executive in Council decided at its meeting on March 19 this year to accept the recommendation made by the Standing Commission on Civil Service Salaries and Conditions of Service (“SC”) and the Standing Committee on Disciplined Services Salaries and Conditions of Service that the starting salaries of all civil service grades should remain unchanged.

As for the Pay Level Survey (“PLS”), the SC accepted the Administration’s invitation in early 2012 to conduct the survey. We understand that the SC has commissioned a consultant to carry out the PLS, and is seeking the views of concerned stakeholders (including civil service staff sides and the grade/departmental management) on the survey methodology proposed by the consultant. As far as we know, the SC’s initial plan is to submit the PLS report to the Administration in the first half of 2014. Upon receipt of SC’s report, the Administration will fully consult all stakeholders and take into consideration their views before arriving at a decision.

The timetable in relation to the civil service salary adjustment in 2013-14 will remain more or less the same as in previous years. The Pay Trend Survey Committee is now conducting the 2013 Pay Trend Survey, which is expected to be completed in May 2013.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 3.4.2013

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

CSB051

Question Serial No.

3837

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:

It is mentioned under Matters Requiring Special Attention in 2013-14 that the Civil Service Bureau will “run a staff exchange programme with major Mainland cities. Under this programme, civil servants may be sent to the Governments of these cities for attachment and training for about one month, in exchange for inbound attachment of civil servants from these cities”. Will the Administration inform this Committee of the details of the above programme, the numbers of participants of the above exchange programme in the past 2 years (2011-12 to 2012-13), the estimated number of participants in 2013-14 and the expenditures involved?

Asked by: Hon. FUNG Kin-kee, Frederick

Reply:

The Civil Service Bureau (CSB) currently organises a staff exchange programme with Beijing, Shanghai, Hangzhou and Guangdong Province. In 2011-12 and 2012-13, a total of 28 and 33 Hong Kong and Mainland civil servants participated in the programme respectively. Participating Hong Kong civil servants were officers on Master Pay Scale Point 45 or above (or equivalent). Mainland participants were mostly at division director or deputy division director level. Direct expenses for the exchange programme in 2011-12 and 2012-13 were \$440,000 and \$450,000 respectively.

In 2013-14, the CSB will continue to organise the staff exchange programme with the four province/cities mentioned above. According to the current plan, about 35 Hong Kong and Mainland civil servants will join the programme. The estimated expenditure is about \$580,000. Arrangement of hosting departments will be made according to the nature of work of the participants. The areas of exchange in the past included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB052

Question Serial No.

4678

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the estimated numbers of recruits to directorate and non-directorate civil service posts and supernumerary posts in various government departments (including disciplined services) for 2013-14, broken down by grade and post. What are the expenditures involved?

Asked by: Hon. KWOK Wai-keung

Reply:

To meet manpower and operational need, bureaux and departments (B/Ds) may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to operational need and other considerations, decide on their own the number of civil servants to be employed by individual grades. In this connection, they would plan and conduct recruitment exercises taking into account the new posts approved to be created or vacancies arising and other relevant considerations including operational need. The Civil Service Bureau does not keep information on the estimated number of recruits for individual grades or the recruitment expenditures involved in 2013/14.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

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

CSB053

Question Serial No.

4679

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 stated under Programme (2) that the Civil Service Bureau will adopt and promote good human resource management practices to improve efficiency and quality of service. In this connection, please advise this Committee on the following:

1. Since the rollout of a number of civil service reform measures in 2000, there exist two entirely different benefits systems in the civil service. The big disparity in this regard between the “iron bowl holders” who joined the Government in the past and the subsequently employed contract staff is affecting morale and team spirit. Has the Administration conducted studies on this issue and reviewed the benefits systems with a view to boosting morale? If yes, please provide the details of the studies? If no, what are the reasons?
2. Has the Administration discussed with civil service staff unions to gauge their views on the morale issue?
3. There is a view that the high-ranking and high-paid posts offered by non-governmental public bodies have become the best options for senior civil servants to change their jobs, making it difficult for the Government to retain veteran talent and thus leading to the succession problem. Has the Administration studied the issue? Will appropriate arrangements be made to reduce the wastage rate of meritorious staff?

Asked by: Hon. KWOK Wai-keung

Reply:

- 1.&2. The Administration values good staff relations in the civil service and has strived to foster a close partnership between the management and staff sides through two-way communication with a view to boosting staff morale. The Administration and departmental management consult and engage staff on issues of mutual concern through the established staff consultative machinery both at the central and departmental levels.

The current remuneration package, which is applicable to all new recruits offered appointment on or after 1 June 2000, was introduced following the civil service reform undertaken in 1999 to restructure the administration of the civil service so as to make it more flexible and better prepare civil servants to cope with the changes and challenges ahead and meet the demands of society. The package was drawn up having regard to private sector practices and feedback received from the staff sides and departments/grade managements, and subsequently approved by the Finance Committee.

The Civil Service Bureau (CSB) conducted a comprehensive review in 2005-06 to further rationalise the provision of fringe benefits type of allowances. Staff unions/associations and advisory bodies were consulted during the review and the revised proposals were approved by the Finance Committee. All change measures have since been fully implemented.

As the existing civil service fringe benefits package is in line with present day circumstances, and there have generally been no recruitment or retention difficulties, we have at present no plans to conduct another overall review of the package. We shall keep the matter in view and consider the need for a review if and when there are significant new developments or changes in circumstances.

3. Retirement is the primary reason for the departure of civil servants from the Civil Service and resignation only accounts for a small number. Over the last decade, the percentage of resignees has consistently remained at less than 0.5% of the strength of the Civil Service (or an average of around 480 resignees per annum), reflecting that civil service jobs remain attractive.

To facilitate ongoing development of civil servants and in tandem with the succession planning efforts, the Administration is committed to providing training and development opportunities for civil servants at all levels so as to enrich their exposure, enable them to acquire the necessary knowledge and skills for the discharge of their duties, and prepare them for higher responsibilities. Apart from 'in-house' training provided by individual bureaux and departments (B/Ds), the Civil Service Training and Development Institute of CSB has put in place a structured training and development framework to assist B/Ds in the grooming and development of civil servants with potential for advancement for succession planning purpose.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 3.4.2013

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

CSB054

Question Serial No.

5004

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 establishment of the government, how many directorate posts cannot be promoted from the civil service establishment? What selection methods are adopted for these posts? What are the details of the relevant emolument arrangements? Does the government plan to allocate additional resources to examine the ways to open the promotion ladder of these directorate posts to members of the civil service with a view to enhancing their morale and providing them with a clear promotion target? If yes, what are the details? What are the effectiveness indicators?

Asked by: Hon. MOK, Charles Peter

Reply:

As at March 2013, there were 19 directorate posts in one-rank grades that are not filled by promotion. By design, posts in one-rank grades are posts without related grades in the Civil Service from which eligible candidates could be drawn to fill the vacancies by promotion. To meet operational needs and the specific circumstances of individual grades, heads of department/grade concerned may consider ways other than promotion to fill such posts. The relevant filling arrangements may include appointment from within the Civil Service and/or open recruitment. The selected candidate will be appointed on terms governed by the prevailing conditions of service for the Civil Service that are applicable to the rank of the post concerned, including those concerning emolument.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 3.4.2013

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

CSB055

Question Serial No.

3506

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 3 years (up to 2012-13)?

Asked by: Hon. TAM Yiu-chung

Reply:

In 2010-11, 2011-12 and 2012-13 (up to 31 December 2012), 144, 119 and 83 misconduct cases were respectively handled under the Public Service (Administration) Order (“PS(A)O”) with punishment imposed. In the same period, 180, 189 and 100 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 2010-11, 2011-12 and 2012-13 (up to 31 December 2012), seven, six and seven cases relating to persistent under-performance were processed under section 12 of the PS(A)O with one, one and two 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.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 20.3.2013

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

CSB056

Question Serial No.

3507

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

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

What is the progress of the 2012 Pay Level Survey? When does the Civil Service Bureau (CSB) expect to decide on whether to accept the recommendations of the Standing Commission on Civil Service Salaries and Conditions of Service (“Standing Commission”) in this regard? Also, when will the CSB decide on whether to implement the recommendations regarding the 2012 Starting Salaries Survey already submitted by the Standing Commission?

Asked by: Hon. TAM Yiu-chung

Reply:

The Standing Commission accepted the Administration’s invitation in early 2012 to conduct the Pay Level Survey (“PLS”). We understand that the Standing Commission has commissioned a consultant to carry out the PLS, and is now seeking the views of concerned stakeholders (including civil service staff sides and the grade/departmental management) on the survey methodology proposed by the consultant.

As far as we know, the Standing Commission’s initial plan is to submit the PLS report to the Administration in the first half of 2014. Upon receipt of the Standing Commission’s report, the Administration will consult and take into full consideration the views of stakeholders before arriving at a decision.

As regards the 2012 Starting Salaries Survey, the Chief Executive in Council decided at its meeting on March 19 this year to adopt the recommendation made by the Standing Commission and the Standing Committee on Disciplined Services Salaries and Conditions of Service that the starting salaries of all civil service grades should remain unchanged.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB057

Question Serial No.

3508

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 2013-14 for continuing to maintain and enhance the morale of the civil service?
What are the estimated expenses for 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 due recognition to civil servants for their exemplary performance through the following award schemes in 2013-14:

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. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the Long and Meritorious Service Travel Award Scheme (i.e. a continuous service of 20 years or more) and has not received any Government travel award before. About 80 commendations are awarded under this Scheme annually. The estimated expenditure for this Scheme in 2013-14 is \$2.44 million.

Commendation Letter Scheme

Heads 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.

Heads of Bureau/Department will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In recent years, on average around 1 700 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 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 awards for each year 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 officer is married and will be travelling with his/her spouse, the same amount of travel allowance will be provided to the spouse. In 2013-14, the estimated expenditure is \$97.30 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 panel 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. All bureaux and departments are invited to participate in the Scheme. For the 2013 Scheme, 93 submissions were received from 30 bureaux and departments and the results will be announced in September 2013. The estimated expenditure for the Scheme in 2013-14 is \$2.35 million.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB058

Question Serial No.

5048

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 stated under Programme (2) that the Civil Service Bureau endeavours to recruit and retain persons of a high caliber. In this connection, please advise this Committee on:

1. the numbers of government employees recruited from overseas for filling civil service / supernumerary posts in the past 3 years (2010-11 to 2012-13), broken down by department; and
2. whether there is any plan to recruit from overseas this year (2013-14), and if yes, the departments, grades and posts involved. What is the reserved provision for this purpose?

Asked by: Hon. TANG Ka-piu

Reply:

Appointment to the Civil Service is done by recruiting the most suitable person for the job through an open, fair and competitive process. Individual heads of department/grade may consider the need for conducting recruitment exercise outside Hong Kong according to their own operational needs. The Civil Service Bureau does not have consolidated information on the number of overseas recruits or the expenditures involved.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 28.3.2013

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

CSB059

Question Serial No.

5094

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 manpower situation in the civil service, which government departments are facing persistent difficulties in recruiting sufficient staff and are with the most vacancies? Please list out the relevant posts and ranks and state the causes of the problem. Does the Administration have any measures to tackle the problem? Will the Administration consider conducting structure reviews on the relevant grades?

Asked by: Hon. TANG Ka-piu

Reply:

According to the findings of a recent survey conducted by the Civil Service Bureau, for the 2011-12 financial year, there were, on average, 52 qualified applications for each civil service job opening, involving a total of 330 recruitment exercises. In general, we have not encountered recruitment difficulties and competition for civil service jobs remains keen.

Notwithstanding the above, we have put in place measures to help heads of department / grade trawl for suitable candidates in case any particular grades face recruitment difficulties in individual recruitment exercises. For instance, if a recruiting department has a specific need to recruit people with relevant experience for the grade concerned and at the same time there is difficulty in recruiting sufficient qualified candidates in that recruitment exercise, it could offer incremental credits for experience to new recruits possessing the relevant experience.

As regards grade structure reviews, the Administration will conduct such reviews for individual non-directorate civilian grades under the following circumstances –

- (a) there are proven and persistent (as opposed to temporary or transitory) recruitment and retention difficulties encountered by the concerned grades, and such grade-specific difficulties cannot be resolved through the service-wide pay surveys; and
- (b) there are fundamental changes in the job nature, level of responsibilities and job complexity of the concerned grades, to the extent that a root-and-branch revamping of its purpose, positioning and structure is called for in order to enable it to function properly and effectively on a sustainable basis.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 8.4.2013

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

CSB060

Question Serial No.

5095

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 under Programme (2) that the Civil Service Bureau (CSB) will continue to collaborate with the Independent Commission Against Corruption (ICAC) in sustaining and strengthening an ethical culture in the civil service under the Ethical Leadership Programme. In this connection, please advise this Committee on:

- (a) the numbers of civil servants/retired civil servants prosecuted by ICAC in the past 5 years (2008-09 to 2012-13) and the details of these cases;
- (b) the numbers of corruption cases involving civil servants/retired civil servants and the numbers of civil servants/retired civil servants involved in such cases in the past 5 years (2008-09 to 2012-13), broken down by department, grade, post and case category;
- (c) the arrangement for handling corruption cases involving civil servants in the past 5 years (2008-09 to 2012-13) and whether disciplinary actions have been taken against the civil servants concerned, and if yes, the details;
- (d) the details of how the Administration will enhance the self-consciousness of civil servants, given that quite a number of corruption cases involving former civil servants have come to light in recent years.

Asked by: Hon. TANG Ka-piu

Reply:

- (a)&(b) Based on the available information provided by ICAC, we have set out in the Annex figures for the period from 1 January 2008 to 31 December 2012 showing public officers involved in corruption complaints/reports received by ICAC, and prosecution and conviction cases for corruption related offences. The figures also cover referrals from ICAC to bureaux/departments (B/Ds) for cases where no prosecution was made or where an officer was acquitted or had his/her conviction quashed on appeal but possible misconduct or malpractice had been revealed during criminal investigation or proceedings. These referrals were made on the advice of the Operations Review Committee of ICAC to B/Ds for consideration of disciplinary or administrative action.
- (c) The Administration takes a serious view of any corruption cases involving civil servants. For civil servants convicted of corruption related offences, B/Ds will, after studying the records of court proceedings, take disciplinary action against the officers concerned. The numbers of civil servants who were imposed disciplinary punishment for corruption related offences during the 5-year period from 2008-09 to 2012-13 (up to 31 December 2012) are 7, 4, 7, 2 and 5 respectively.

- (d) Throughout the years, CSB and ICAC have been working closely with B/Ds to promote and enhance the core value of integrity in the civil service under a three-pronged approach, namely, prevention, education and training, and sanction. On prevention, CSB has issued and put under regular review service-wide regulations and guidelines on conduct and disciplinary matters to provide clear guidance to civil servants. These regulations and guidelines are circulated to all staff on a regular basis to remind them of the requirements. Regarding education and training, sustained efforts have been made to entrench the culture of integrity and honesty in the civil service through the arrangement of workshops and seminars, issue of publications and sharing of online resources under the Ethical Leadership Programme. Corruption prevention and integrity courses are also conducted for all levels of staff on a regular basis. As for sanction, disciplinary punishments will be strictly administered upon finding a civil servant guilty of misconduct after fair proceedings in order to achieve punitive and deterrent effect.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 2.4.2013

Public officers alleged of or involved in corruption cases

(on a calendar year basis)

	2008	2009	2010	2011	2012
(a) No. of alleged corruption complaints/reports against public officers received by ICAC	960	1 061	1 057	1 117	1 192
➤ No. of pursuable complaints/reports	675	704	747	762	774
➤ % of pursuable complaints/reports	70%	66%	71%	68%	65%
(b) No. of public officers prosecuted for corruption related offences	12	21	26	19	11
➤ No. of public officers convicted	8	17	18	16	5
➤ % of convicted cases	67%	81%	69%	84%	45%
(c) No. of public officers referred on the advice of the Operations Review Committee of ICAC to bureaux/departments for consideration of disciplinary or administrative action	105	66	139	78	126

Source: ICAC

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

CSB061

Question Serial No.

4262

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:

The Bureau states that it will “continue to keep the size of the civil service establishment under control, while maintaining effectiveness and allowing a justified increase to address manpower needs including those arising from new and improved services”. The Chief Executive also stated in this year’s Policy Address that “I will honour my pledges in the Manifesto and increase (civil service) manpower in light of the actual operational needs in the next financial year to cope with the extra work.” Will the Government inform this Committee of the following:

1. What are the criteria for “allowing a justified increase” as mentioned by the Bureau?
2. How will the Bureau meet the requirement of increasing civil service manpower as stated in the Policy Address? Have bureaux and departments reserved funds for recruiting additional manpower?
3. If manpower is to be increased, please provide a breakdown by departments of the staff, ranks and expenditures needed. Subject to the availability of such a breakdown, when will the Administration confirm the actual staff, ranks and expenditures needed?

Asked by: Hon. WONG Kwok-hing

Reply:

In line with the principle of prudent management of public resources, we have been keeping the civil service establishment under control to maintain a lean and efficient civil service. At the same time, with a view to ensuring that bureaux/departments (B/Ds) have the necessary manpower to deliver new and improved public services, we will support creation of new civil service posts when the operational need is fully justified, when the work involved cannot be undertaken by re-deployment of existing staff, and when alternative modes of service delivery (e.g. automation, outsourcing, etc.) are considered inappropriate. In 2013-14, the civil service establishment is expected to increase from 169 714 in end-March 2013 to 171 422 in end-March 2014 (i.e. an increase of 1 708 posts). The estimated establishments for individual B/D are set out in the Summary of Establishment in the Estimates (reproduced at Annex). Funds for the creation of posts by B/Ds have been included in the respective Director of Bureau’s expenditure envelope.

To allow flexibility in meeting their staffing needs, B/Ds may create or delete posts in existing non-directorate ranks provided that their respective establishment ceiling is not exceeded. They may also, having regard to the operational need and other considerations, decide on their own the number and grade of civil servants to be recruited. The Civil Service Bureau does not have information on the estimated number of civil servants to be recruited by individual B/D in 2013-14, and the relevant costs incurred by B/Ds.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

Summary of Establishment

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
21 Chief Executive's Office	101	103
22 Agriculture, Fisheries and Conservation Department	2 040	2 042
25 Architectural Services Department	1 789	1 795
24 Audit Commission	187	187
23 Auxiliary Medical Service	96	96
82 Buildings Department	1 232 (2)	1 319 (2)
26 Census and Statistics Department	1 218	1 225
27 Civil Aid Service	103	103
28 Civil Aviation Department	780 (1)	761
33 Civil Engineering and Development Department...	1 746 (3)	1 760 (3)
30 Correctional Services Department	6 883	6 899
31 Customs and Excise Department	5 849	5 948
37 Department of Health	5 944	6 050
92 Department of Justice	1 210 (2)	1 239 (3)
39 Drainage Services Department	1 858	1 869
42 Electrical and Mechanical Services Department ...	377	382
44 Environmental Protection Department	1 715	1 732
45 Fire Services Department	9 965	10 130
49 Food and Environmental Hygiene Department	11 142	11 153
46 General Expenses of the Civil Service	359	359
166 Government Flying Service	236	236
48 Government Laboratory	453	459
59 Government Logistics Department	713	713
51 Government Property Agency	204	214
143 Government Secretariat: Civil Service Bureau	606	613
152 Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	187 (1)	192 (1)
55 Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)	106	109
144 Government Secretariat: Constitutional and Mainland Affairs Bureau	147 (2)	163 (1)
138 Government Secretariat: Development Bureau (Planning and Lands Branch)	131	131
159 Government Secretariat: Development Bureau (Works Branch)	232 (2)	230 (2)
156 Government Secretariat: Education Bureau	5 481 (1)	5 448 (1)
137 Government Secretariat: Environment Bureau	41	45
148 Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch)	164 (5)	167 (5)
147 Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch)	178	179
139 Government Secretariat: Food and Health Bureau (Food Branch)	47 (1)	45

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
140 Government Secretariat: Food and Health Bureau (Health Branch).....	117 (4)	117 (4)
53 Government Secretariat: Home Affairs Bureau.....	230 (3)	244 (3)
155 Government Secretariat: Innovation and Technology Commission.....	190 (1)	190 (1)
141 Government Secretariat: Labour and Welfare Bureau.....	105 (1)	105
47 Government Secretariat: Office of the Government Chief Information Officer.....	637	641
142 Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	515	533 (4)
96 Government Secretariat: Overseas Economic and Trade Offices	149	149
151 Government Secretariat: Security Bureau	189	190 (1)
158 Government Secretariat: Transport and Housing Bureau (Transport Branch).....	180 (3)	180 (3)
60 Highways Department	2 112 (5)	2 125 (5)
63 Home Affairs Department	1 912 (1)	1 937 (1)
168 Hong Kong Observatory	298	301
122 Hong Kong Police Force	33 208	33 234
70 Immigration Department.....	6 817	6 971
72 Independent Commission Against Corruption	1 409 (1)	1 432 (1)
74 Information Services Department	431	432
76 Inland Revenue Department	2 818 (1)	2 826 (1)
78 Intellectual Property Department.....	123	129
79 Invest Hong Kong.....	35	35
174 Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	34	34
80 Judiciary.....	1 690	1 738
90 Labour Department.....	2 206	2 257 (1)
91 Lands Department.....	3 944	3 970
94 Legal Aid Department	542	542
95 Leisure and Cultural Services Department	8 781	9 034
100 Marine Department.....	1 372	1 372
180 Office for Film, Newspaper and Article Administration.....	55	55
116 Official Receiver's Office.....	233	235
118 Planning Department	805 (2)	820 (2)
136 Public Service Commission Secretariat.....	27	27
160 Radio Television Hong Kong	560 (1)	665 (1)
162 Rating and Valuation Department	856	859
163 Registration and Electoral Office	186 (1)	139
169 Secretariat, Commissioner on Interception of Communications and Surveillance	20	20

HEAD OF EXPENDITURE	ESTABLISHMENT (NUMBER OF POSTS) AS AT	
	31.3.2013 Revised estimate	31.3.2014 Estimate
170 Social Welfare Department.....	5 506	5 622
173 Student Financial Assistance Agency.....	605	673
181 Trade and Industry Department.....	499	498
186 Transport Department.....	1 402	1 438
188 Treasury.....	487	486
190 University Grants Committee.....	59	62
194 Water Supplies Department.....	4 491	4 501
Government paid staff	149 355 (44)	150 914 (46)
Companies Registry.....	292 (1)	309 (1)
Electrical and Mechanical Services Trading Fund ..	3 533	3 533
Hong Kong Monetary Authority.....	30	25
Hospital Authority	2 085	1 946
Housing Authority	8 243 (2)	8 487
Land Registry.....	495	518
Legal Aid Services Council.....	4	4
Office of the Communications Authority	314	326
Post Office	5 347	5 347
Vocational Training Council	16	13
Staff working under other public bodies ..	20 359 (3)	20 508 (1)
TOTAL	169 714 (47)	171 422 (47)

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

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

CSB062

Question Serial No.

5376

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title): 000 Operational expenses

Programme:

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 (up-to-date situation)
Number of staff working 5 days a week	()
Number of staff working 6 days a week	()

() Figures in brackets indicate the year-on-year percentage change compared with 2011-12

Asked by: Hon. WONG Kwok-hing

Reply:

Statistics on the implementation of the five-day week work pattern in the Government as at 30 September 2012 are as follows –

	Number of staff [as at 30 September 2012]
Number of staff on a five-day week work pattern	106 800 (+2.2%)
Number of staff not on a five-day week work pattern	44 600 (+0.2%)

() As we did not compile five-day week statistics in 2011, figures in brackets indicate the percentage change compared with the position as at 31.12.2010.

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 and the Hong Kong Monetary Authority, etc.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 27.3.2013

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

CSB063

Question Serial No.

5377

Head: 143 – Government Secretariat: Civil Service Bureau Subhead (No. & title): 000 Operational expenses

Programme:

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 (up-to-date situation)
Number of staff entitled to “paid meal break”	()
Number of staff not entitled to “paid meal break”	()

() Figures in brackets indicate the year-on-year percentage change compared with 2011-12

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 gross system and the net system in 2012-13 are provided below :

	2012-13 [Position as at 31.12.2012]
Number of civil servants under the gross system (conditioned hours including meal breaks)	135 000 (+0.8%)
Number of civil servants under the net system (conditioned hours not including meal breaks)	24 000 (-2.8%)

() Figures in brackets indicate the percentage change compared with the position as at 31.12.2011

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 26.3.2013

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

CSB064

Question Serial No.

4946

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 025 Long and Meritorious Service Travel Award Scheme

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding Subhead 025 “the Long and Meritorious Service Travel Award Scheme” (the Scheme) under the General Expenses of the Civil Service, please inform this Committee of:

- (a) the numbers of civil servants and their spouses who were granted the allowance under the Scheme and the annual expenditure involved in the past 3 years (i.e. 2010-11, 2011-12 and 2012-13); and
- (b) the rank of officer(s) who determine the recipients of the Scheme in each government department and the staffing establishment for handling the issue.

Asked by: Hon. FAN Kwok-wai, Gary

Reply:

- (a) The objective of the 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 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 awards for each year is determined on the basis of one award for every 30 civil servants who have continuous service of 20 years or more. If a selected officer is married and will be travelling with his/her spouse, the same amount of travel allowance will be provided to the spouse. The required information for the past three years are as follows :

Financial year	No. of civil servants received the travel allowance	No. of spouse received the travel allowance	Actual expenditure (\$ million)
2010-11	2 063	1 671	67.62
2011-12	2 119	1 730	78.49
2012-13*	2 047	1 687	81.62

*Position up to 28 February 2013.

- (b) Permanent Secretaries and Heads of Department/Grade (HoDs/HoGs), who are allocated the award quotas, will appoint selection committees which are responsible for recommending officers for the awards. The relevant Permanent Secretaries and HoDs/HoGs or their Deputies should personally consider the recommendations of the committees. In general, existing staff in the personnel section of Bureaux/Departments are responsible for handling the work of the Scheme.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 22.3.2013

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

CSB067

Question Serial No.

3499

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 (up to 2012-13) under Subhead 028 Legal assistance? How many cases incurring larger amount of expenditure in 2012-13 have been completed? 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 2010-11, 2011-12 and 2012-13 (up to 28 February 2013) are 55, 38 and 35 respectively. For the 2012-13 financial year, three cases incurring larger amount of expenditure (i.e. over \$100,000 for each case) were completed. Among the applications approved in the past three financial years, legal proceedings of 60 cases have yet to be concluded as at 28 February 2013.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 21.3.2013

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

CSB069

Question Serial No.

4313

Head: 46 – General Expenses of the Civil Service Subhead (No. & title): 010 Recruiting Expenses

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the recruitment of civil servants of the “Administrative Officer grade, Executive Officer grade, and Clerical and Secretarial grades”, what are the estimated number of recruits, the expenditures involved and the number of recruits required by various departments for 2013-14?

Department	Administrative Officer grade	Executive Officer grade	Clerical and Secretarial grades (Clerical)	Clerical and Secretarial grades (Secretarial)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Asked by: Hon. WONG Kwok-hing

Reply:

In 2013-14, the recruitment exercises for the Administrative Officer (AO) grade and the Executive Officer (EO) grade will begin in the latter half of 2013. As the AO and EO grades are general grades, officers in the two grades will be posted to different bureaux and departments regularly to take up various positions. The Administration will consider the number of vacancies in different bureaux and departments at that time as well as the new manpower needs before deciding the exact recruitment target. The expenditure involved is estimated to be around \$690,000. For reference, in 2012-13, the recruitment exercises for AO and EO grades commenced in September 2012, with a target intake of about 40 AOs and 140 EOs. Most of these new recruits will report for duty and be posted to bureaux and departments in the latter half of 2013.

As regards the Clerical grades, the Administration has launched the recruitment exercises for Assistant Clerical Officer (ACO) and Clerical Assistant (CA) in August 2012, with a target intake of about 1 500 ACOs and 1 000 CAs. Both recruitment exercises will last till end 2013-14. Therefore, there is no plan to launch another recruitment exercise in 2013-14. In respect of Secretarial grades, there is no plan to launch a recruitment exercise in 2013-14.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 22.3.2013

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

CSB070

Question Serial No.

5211

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:

Please provide a breakdown of the expenditure on pension payment for all the directorate posts in individual government departments in the past 5 years (i.e. 2008-09 to 2012-13) and the estimated expenditure for the next financial year in this respect.

Asked by: Hon. CHEUNG Chiu-hung, Fernando

Reply:

Breakdown of the estimated expenditure on pension payment for all the directorate officers retired in the past 5 years and estimated expenditure in this respect for 2013-14 are provided below –

Financial Year	Total gratuity payment in the year of retirement \$ Million	Estimated expenditure on pension payments for 2013-14 \$ Million
2008-09	490.4	48.0
2009-10	512.0	57.2
2010-11	525.0	57.2
2011-12	702.4	68.6
2012-13	744.4	83.3

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 9.4.2013

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

CSB071

Question Serial No.

3509

Head: 120 – Pensions

Subhead (No. & title):

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

The original estimated number of public and judicial officers retiring and receiving pension in 2012 was 5 660 but the actual figure was 5 194. What were the reasons for this? The estimated number of officers retiring in 2013 hits a record high of 5 770. What are the reasons for this? Please show in tables the 10 departments which have the largest percentage of retiring officers in relation to establishment, and the 10 departments which have the largest percentage of retiring directorate officers, and specify the respective number and percentage of retiring officers.

Asked by: Hon. TAM Yiu-chung

Reply:

The decrease in actual number of public and judicial officers retiring in 2012 is mainly due to rescheduling of retirement dates of the officers taking into account their actual pre-retirement leave balance.

The increase of the estimated number of officers retiring in 2013 reflects that more officers are reaching their normal retirement age in the year.

The 10 bureaux/departments which have the largest percentage of estimated number of retiring officers and the 10 bureaux/departments which have the largest percentage of estimated retiring directorate officers in relation to establishment of the bureaux/departments concerned in 2013 are shown in the Annex.

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 2.4.2013

**10 Bureaux/Departments with the Largest Percentage of
Estimated Number of Officers Retiring in 2013**

Bureaux/Departments	Public and Judicial Officers Retiring in 2013	
	Estimated No. of Retiring Officers	% of Estimated Establishment of 31.3.2014
Civil Aid Service	7	6.8
Food and Environmental Hygiene Department	565	5.1
Water Supplies Department	226	5.0
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	5	4.6
Government Logistics Department	32	4.5
Information Services Department	19	4.4
Marine Department	58	4.2
GS: Innovation and Technology Commission	8	4.2
Agriculture, Fisheries and Conservation Department	80	3.9
GS: Development Bureau (Works Branch)	9	3.9

**10 Bureaux/Departments with the Largest Percentage of
Estimated Number of Directorate Officers Retiring in 2013**

Bureaux/Departments	Directorate Officers Retiring in 2013	
	Estimated No. of Retiring Directorate Officers	% of Estimated Directorate Establishment of 31.3.2014
Government Logistics Department	3	42.9
Customs and Excise Department	3	33.3
Fire Services Department	5	27.8
Hong Kong Observatory	1	20.0
Civil Aviation Department	4	19.0
Architectural Services Department	7	17.9
Companies Registry	1	16.7
Immigration Department	2	16.7
Information Services Department	2	16.7
Civil Engineering and Development Department	8	15.7

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

CSB072

Question Serial No.

4295

Head: 120 – Pensions

Subhead (No. & title):

Programme: (1) Public and Judicial Service Pension Benefits

Controlling Officer: Director of Accounting Services

Director of Bureau: Secretary for the Civil Service

Question:

Under Programme (1), the estimated provision for 2013–14 has increased by \$3,456.8 million (15.7%), and the main reason is an anticipated increase in payment of pension gratuities to new retirees in 2013–14. In this connection, will the Administration inform this Committee of:

- (a) the estimated number of civil servants retiring in 2013-14 and the expenditure involved; and
- (b) the percentage of these retirees in respect of the total number of pensionable civil servants?

Asked by: Hon. WONG Kwok-hing

Reply:

The estimated number of pensionable public and judicial officers retiring in 2013-14 is 5 899, representing about 5% of the total number of pensionable public and judicial officers. The estimated expenditure involved in payment of pension gratuities and monthly pensions to these new retirees in 2013-14 is about \$10,300 million.

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 5.4.2013

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

CSB073

Question Serial No.

4296

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:

Under Programme (2), it is mentioned that the Civil Service Bureau will recruit and retain persons of a high caliber. In this connection, will the Administration inform this Committee of:

- (a) the estimated numbers of officers retiring in all the departments in 2013-14, their percentages in respect of the total number of retirees, and the details of the grades and posts involved;
- (b) the Administration's approach in addressing the retirement-related problems faced by the departments, and specifically the detailed arrangements in the five departments with most retiring officers;
- (c) the number of civil servants delaying their retirement in the past 5 years (2008-09 to 2012-13), and the reasons and duration of delay in details; and
- (d) the number of civil servants seeking early retirement in the past 5 years (2008-09 to 2012-13), and the details of the early retirement.

Asked by: Hon. WONG Kwok-hing

Reply:

- (a) The estimated number of civil servants retiring on pensionable terms in 2013-14 in individual bureau/department with the percentage in respect of the estimated total number of retirees analysed by salary bands as provided by the Director of Accounting Services is shown in Annex.
- (b) On succession planning, the Secretary for the Civil Service regularly meets with Permanent Secretaries and Heads of Departments to discuss the succession situation in respective departments and grades, with a view to ensuring early identification of any succession problems and advance planning and timely implementation of measures. In tandem with the succession planning efforts, a structured training and development framework is in place for providing training and development opportunities for civil servants at all levels so as to enrich their exposure, enable them to acquire the necessary knowledge and skills for the discharge of their responsibilities, and prepare them for higher responsibilities.

In addition, measures are in place to ensure that bureaux and departments will be able to bring in new blood to fill government vacancies in order to meet their operational needs and facilitate succession in the longer run. Specifically, bureaux and departments will continue to conduct recruitment exercises when in need and expedite the processes in accordance with the streamlined procedures promulgated by the Civil Service Bureau.

- (c) According to the information provided by the Director of Accounting Services, the number of civil servants who were re-employed after retirement or offered extension of service in 2008-09 to 2012-13 is set out below.

	2008-09	2009-10	2010-11	2011-12	2012-13
Staff on extension of service / re-employment after retirement	669	685	418	407	410

The re-employment or extension cases were approved on fully justified operational grounds to ensure the smooth delivery of quality public service. Duration of the re-employment or extension cases in the past five years ranged from three days to about three and a half years.

- (d) According to the information provided by the Director of Accounting Services, the number of civil servants who retired early in 2008-09 to 2012-13 is set out below.

	2008-09	2009-10	2010-11	2011-12	2012-13
No. of officers	1 353	1 281	1300	1 388	1400

In the past five years, 90% of the early retirement cases involved pre-mature retirement before the officer reached their normal retirement age as stipulated under the pensions legislation. The other 10% were early retirement on medical grounds.

Name in block letters: Raymond H.C. Wong

Post Title: Permanent Secretary for the Civil Service

Date: 10.4.2013

Estimated Number of Civil Servants Retiring on Pensionable Terms in 2013-14 by Bureau/Department

Bureaux/Departments (Based on Expenditure Heads)	Estimated No. of Retiring Officers				% of Estimated Total No. of Retiring Officers
	Below MPS ¹ 10	MPS ¹ 10 to 33	Above MPS ¹ 33	Total	
Agriculture, Fisheries and Conservation Department	40	52	1	93	1.6
Architectural Services Department	0	22	20	42	0.7
Audit Commission	1	3	4	8	0.1
Auxiliary Medical Service	2	2	1	5	0.1
Buildings Department	4	8	15	27	0.5
Census and Statistics Department	2	39	0	41	0.7
Chief Executive's Office	2	2	0	4	0.1
Civil Aid Service	5	4	0	9	0.2
Civil Aviation Department	1	8	19	28	0.5
Civil Engineering and Development Department	9	18	24	51	0.9
Companies Registry	1	2	1	4	0.1
Correctional Services Department	8	161	62	231	3.9
Customs and Excise Department	4	101	45	150	2.5
Department of Health	69	69	32	170	2.9
Department of Justice	0	16	7	23	0.4
Drainage Services Department	28	34	6	68	1.2
Electrical and Mechanical Services Department	0	4	4	8	0.1
Electrical and Mechanical Services Trading Fund	38	106	21	165	2.8
Environmental Protection Department	6	20	18	44	0.7
Fire Services Department	17	273	55	345	5.9
Food and Environmental Hygiene Department	309	236	14	559	9.5
General Expenses of the Civil Service	0	1	1	2	0
Government Flying Service	1	2	3	6	0.1
Government Laboratory	2	1	3	6	0.1
Government Logistics Department	10	15	7	32	0.5
Government Property Agency	1	4	3	8	0.1
GS: Civil Service Bureau	0	8	10	18	0.3
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	0	0	1	1	0
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	1	4	0	5	0.1
GS: Constitutional and Mainland Affairs Bureau	0	1	2	3	0.1
GS: Development Bureau (Planning and Lands Branch)	1	1	0	2	0
GS: Development Bureau (Works Branch)	0	7	1	8	0.1

Bureaux/Departments (Based on Expenditure Heads)	Estimated No. of Retiring Officers				% of Estimated Total No. of Retiring Officers
	Below MPS ¹ 10	MPS ¹ 10 to 33	Above MPS ¹ 33	Total	
GS: Education Bureau	29	58	61	148	2.5
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	0	0	2	2	0
GS: Food and Health Bureau (Health Branch)	0	0	1	1	0
GS: Home Affairs Bureau	1	2	0	3	0.1
GS: Innovation and Technology Commission	0	2	5	7	0.1
GS: Office of the Government Chief Information Officer	0	7	2	9	0.2
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	2	4	5	11	0.2
GS: Overseas Economic and Trade Offices	0	0	2	2	0
GS: Security Bureau	1	1	0	2	0
GS: Transport and Housing Bureau (Transport Branch)	0	0	1	1	0
Highways Department	12	21	26	59	1.0
Home Affairs Department	6	26	9	41	0.7
Hong Kong Monetary Authority	0	0	3	3	0.1
Hong Kong Observatory	1	5	1	7	0.1
Hong Kong Police Force	63	527	133	723	12.3
Hospital Authority	71	238	39	348	5.9
Housing Authority	42	180	67	289	4.9
Immigration Department	10	61	79	150	2.5
Information Services Department	4	7	7	18	0.3
Inland Revenue Department	4	52	21	77	1.3
Intellectual Property Department	0	1	0	1	0
Invest Hong Kong	1	0	0	1	0
Judiciary	5	30	5	40	0.7
Labour Department	1	27	12	40	0.7
Land Registry	1	10	2	13	0.2
Lands Department	39	65	24	128	2.2
Legal Aid Department	0	4	3	7	0.1
Leisure and Cultural Services Department	160	72	14	246	4.2
Marine Department	13	39	13	65	1.1
Office for Film, Newspaper and Article Administration	0	1	0	1	0
Office of the Communications Authority	1	0	6	7	0.1
Official Receiver's Office	0	4	2	6	0.1

Bureaux/Departments (Based on Expenditure Heads)	Estimated No. of Retiring Officers				% of Estimated Total No. of Retiring Officers
	Below MPS ¹ 10	MPS ¹ 10 to 33	Above MPS ¹ 33	Total	
Planning Department	3	5	9	17	0.3
Post Office	1	156	1	158	2.7
Radio Television Hong Kong	3	13	9	25	0.4
Rating and Valuation Department	0	8	7	15	0.3
Registration and Electoral Office	1	1	1	3	0.1
Social Welfare Department	26	61	13	100	1.7
Student Financial Assistance Agency	0	6	0	6	0.1
Trade and Industry Department	0	16	1	17	0.3
Transport Department	2	25	9	36	0.6
Treasury	1	12	1	14	0.2
Vocational Training Council	0	5	2	7	0.1
Water Supplies Department	117	92	25	234	4.0
Estimate to cater for unanticipated retirement cases				640	10.8
Total				5 894	100.0

Note -

1. *MPS denotes Master Pay Scale. Equivalent pay points also apply.*
2. *The above estimated number of retiring officers have excluded judges/ judicial officers who are not civil servants.*

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

CSB074

Question Serial No.

3661

Head: 136 - Public Service Commission Secretariat

Subhead (No. & title): 000 Operational expenses

Programme: Secretariat services for the Public Service Commission

Controlling Officer: Secretary, Public Service Commission

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the records management work over the past three years (2010-11, 2011-12, 2012-13):

1. Please provide information on the number and rank of officers designated to perform such work. If there is no officer designated for such work, please provide information on the number of officers and the hours of work involved in records management duties, and the other duties they have to undertake in addition to records management;

2. Please list in the table below information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal:

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents

3. Please list in the table below information on programme and administrative records which have been transferred to GRS for retention:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

4. Please list in the table below information on records which have been approved for destruction by GRS:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents

Asked by: Hon. HO Sau-lan, Cyd

Reply:

1. The Public Service Commission Secretariat has designated a Senior Executive Officer as the Departmental Records Manager to establish and implement the Secretariat's records management programme according to government's internal record management instructions and guidelines. In addition, a Senior Clerical Officer has been appointed as the Assistant Departmental Records Manager to monitor records management routines. The day-to-day filing and records management work are carried out by two Clerical Assistants under the supervision of a Clerical Officer.

2. Below is the table showing information on programme and administrative records which have been closed pending transfer to the Government Records Service (GRS) for appraisal during 2010-13:

Category of records	Years covered by the records	Number and linear metres of records	Retention period approved by GRS	Are they confidential documents
Nil				

3. Below is the table showing information on programme and administrative records which have been transferred to GRS for retention during 2010-13:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Nil					

4. Below is the table showing information on records which have been approved for destruction by GRS during 2010-13:

Category of records	Years covered by the records	Number and linear metres of records	Years that the records were transferred to GRS	Retention period approved by GRS	Are they confidential documents
Nil					

Name in block letters: Ms Candice Ho

Post Title: Secretary, Public Service Commission

Date: 3.4.2013

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

CSB075

Question Serial No.

4681

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:

Under Programme (7), the Department of Health will effect payment for medical fees and hospital charges incurred by eligible persons in authorised cases. In this regard, would the Administration advise this Committee on:

1. the numbers of cases of civil servants' application for payment for medical fees and hospital charges, the numbers of cases of unsuccessful application and the reasons, and any follow-ups such as appeals for these cases in the past three years (2010-11, 2011-12, 2012-13);
2. the numbers of complaints related to civil servants' application for payment for medical fees and hospital charges in the past three years (2010-11, 2011-12, 2012-13);
3. the distribution of serving and retired civil servants and other eligible persons in using medical and dental services, the sex ratio and age distribution (under the age of 30, 31-50, 51-65 and 66 or above) in the past three years (2010-11, 2011-12, 2012-13);
4. the attendances of various services (e.g. general out-patient services, chronic diseases, specialists, emergency cases and physiotherapy treatments, etc.) by civil servants in the past three years (2010-11, 2011-12, 2012-13).

Asked by: Hon. KWOK Wai-keung

Reply:

1. The number of approved cases for "Payment and reimbursement of medical fees and hospital charges" and the number of unsuccessful applications broken down by reasons are provided in the following tables. For those rejected cases, applicants can appeal and follow-up actions will be taken.

	2010-11	2011-12	2012-13 (up to 28.2.2013)
Number of approved cases	40 164	42 648	40 278

Reasons for rejection		No. of Rejected Cases		
		2010-11	2011-12	2012-13 (up to 28.2.2013)
(i)	Applications for expenses in respect of diagnostic examinations and other tests/services that were available in Hospital Authority (HA) but conducted in private facilities; or expenses incurred in consulting private doctors.	94	77	54
(ii)	Applications for items not for medical treatment purposes.	60	60	54
(iii)	Applications for drugs / equipment not certified by doctors as medical necessity.	8	39	66
(iv)	Applications for drugs / equipment which were available in HA but the patient purchased them from outside; or duplicate claims; or applications without proper supporting documents; or applications from non-eligible persons.	26	16	25
(v)	Applications for vaccinations, elective medical procedures and regular dental check-ups incurred by officers (and their eligible dependants) posted to offices outside Hong Kong.	6	2	8
Total		194	194	207

2. Department of Health received one complaint case concerning application for reimbursement of medical expenses in 2010-11. There have been no complaints for 2011-12 and 2012-13 (up to 28.2.2013).
3. Department of Health does not have breakdown statistics of attendances of serving and retired civil servants and their dependents, the sex ratio and age distribution of its clients.

Hospital Authority (HA) has provided the utilisation of HA services by civil service eligible persons (i.e. civil servants, pensioners and their eligible dependants) for different gender and age groups in 2010-11, 2011-12 and 2012-13 (up to 31 December 2012) at the Annex.

4. The attendance statistics of the families clinics and dental clinics of the Department of Health is as follows:

	Attendances of families clinics	Attendance of dental clinics
2010-11	220 236	613 209
2011-12	225 658	602 563
2012-13	209 308 (up to February 2013)	512 016 (up to January 2013)

For the attendances of HA's services by civil service eligible persons, details are provided at the Annex.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 5.4.2013

**Utilisation of Hospital Authority services
by civil service eligible persons for different gender and age groups
in 2010-11, 2011-12 and 2012-13 (up to 31 December 2012)**

2010-11

Service	Sex	Age Group				Total
		30 or below	31-50	51-65	66 or above	
Number of patient days (inpatient only)	Female	18 479	30 386	34 713	57 678	141 256
	Male	17 761	20 419	51 651	104 781	194 612
Number of daypatient discharges & deaths	Female	1 876	7 263	7 111	3 432	19 682
	Male	1 617	3 575	8 882	6 315	20 389
Number of accident & emergency attendances	Female	15 586	21 607	18 161	11 246	66 600
	Male	21 107	24 414	21 636	19 062	86 219
Number of specialist outpatient attendances	Female	33 561	122 646	124 648	64 092	344 947
	Male	34 314	74 308	122 915	89 011	320 548
Number of family medicine specialist clinic attendances	Female	318	4 102	6 110	3 473	14 003
	Male	285	3 617	7 338	5 225	16 465
Number of general outpatient attendances	Female	34 020	108 620	126 224	49 131	317 995
	Male	39 685	133 567	154 580	72 579	400 411
Number of day service attendances	Female	699	2 441	3 117	6 117	12 374
	Male	2 635	1 799	4 932	9 580	18 946
Number of allied health outpatient attendances	Female	14 917	71 095	83 771	24 207	193 990
	Male	21 155	56 061	53 678	19 442	150 336

2011-12

Service	Sex	Age				Total
		30 or below	31-50	51-65	66 or above	
Number of patient days (inpatient only)	Female	18 954	29 511	38 303	61 064	147 832
	Male	16 323	19 392	55 861	104 567	196 143
Number of daypatient discharges & deaths	Female	1 894	7 717	8 415	3 608	21 634
	Male	1 725	3 570	10 198	6 860	22 353
Number of accident & emergency attendances	Female	15 081	20 064	18 678	11 365	65 188
	Male	20 014	22 642	22 033	19 059	83 748
Number of specialist outpatient attendances	Female	33 548	116 510	131 823	67 962	349 843
	Male	34 485	69 841	130 319	94 077	328 722
Number of family medicine specialist clinic attendances	Female	295	4 016	6 479	3 717	14 507
	Male	253	3 395	7 799	5 596	17 043
Number of general outpatient attendances	Female	33 561	104 866	130 456	51 030	319 913
	Male	39 041	128 351	159 677	74 547	401 616
Number of day service attendances	Female	1 109	1 680	3 628	7 129	13 546
	Male	3 861	2 097	4 588	10 012	20 558
Number of allied health outpatient attendances	Female	14 490	68 669	87 722	25 578	196 459
	Male	20 907	51 667	57 416	20 834	150 824

2012-13 (Apr – Dec 2012) [Provisional Figures]

Service	Sex	Age				Total
		30 or below	31-50	51-65	66 or above	
Number of patient days (inpatient only)	Female	14 805	22 102	29 893	46 495	113 294
	Male	13 583	13 752	41 326	80 612	149 273
Number of daypatient discharges & deaths	Female	1 463	5 901	7 004	3 010	17 379
	Male	1 282	2 210	7 600	4 891	15 982
Number of accident & emergency attendances	Female	10 890	14 427	14 794	8 907	49 018
	Male	14 394	15 700	17 232	14 711	62 037
Number of specialist outpatient attendances	Female	25 895	85 893	106 460	53 466	271 713
	Male	26 433	49 164	103 817	74 761	254 176
Number of family medicine specialist clinic attendances	Female	294	2 818	5 050	2 919	11 081
	Male	182	2 233	6 194	4 408	13 017
Number of general outpatient attendances	Female	27 013	78 484	106 271	39 971	251 739
	Male	30 918	92 459	127 824	58 180	309 381
Number of day service attendances	Female	846	881	2 675	5 807	10 209
	Male	3 152	1 555	3 879	8 174	16 760
Number of allied health outpatient attendances	Female	11 590	46 579	70 381	20 387	148 938
	Male	16 762	37 628	46 264	17 077	117 731

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

CSB076

Question Serial No.

4682

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:

Under Programme (7), it states that the Department of Health (DH) will provide medical services to eligible persons at non-public clinics. In this regard, would the Administration advise this Committee on the following:

In the past five years (2008-09 to 2012-13), what is the percentage of the expenditure spent on medical services provided at non-public clinics used by serving and retired civil servants and other eligible persons against the total Government expenditure on health?

Asked by: Hon. KWOK Wai-keung

Reply:

The expenditure on medical services provided at non-public clinics (i.e. Families Clinics) used by serving and retired civil servants and other eligible persons is subsumed under Programme 7 (Medical and Dental Treatment for Civil Servants) of Head 37 Department of Health. The percentage of expenditure on non-public clinics against the total Government expenditure on health in the past five years (2008-09 to 2012-13) is as follows:

	2008-09 Actual (\$ million)	2009-10 Actual (\$ million)	2010-11 Actual (\$ million)	2011-12 Actual (\$ million)	2012-13 Revised Estimate (\$ million)
(a) Expenditure on non-public clinics subsumed under Programme 7 of Head 37	58	62	69	77	85
(b) Total Government Expenditure on Health	36,706	38,387	39,890	45,297	59,491
(c) = (a) / (b) x 100%	0.16%	0.16%	0.17%	0.17%	0.14%

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 5.4.2013

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

CSB077

Question Serial No.

3612

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:

Under this Programme, there will be an increase of 75 posts in the Department of Health in 2013-14. Please advise on the nature, ranks, remunerations and job nature of the posts involved.

Asked by: Hon. LEE Kok-long, Joseph

Reply:

Details of the increase of 75 posts under this Programme are at the Annex.

Name in block letters: Dr. Constance CHAN

Post Title: Director of Health

Date: 2.4.2013

**Creation of Posts in 2013-14 under
Programme (7) – Medical and Dental Treatment for Civil Servants**

<u>Major scope of responsibilities/Rank</u>	<u>No. of posts to be created</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
(a) Enhancing the dental services for civil service eligible persons		
Senior Dental Officer	2	2,250,240
Dental Officer	15	11,825,100
Senior Dental Surgery Assistant	2	756,600
Dental Surgery Assistant	15	3,620,700
Dental Hygienist	1	255,960
Executive Officer I	1	598,440
Assistant Clerical Officer	1	214,020
Clerical Assistant	9	1,502,280
Supplies Supervisor II	1	214,020
Laboratory Attendant	2	355,800
Workman II	5	663,600
<i>Sub-total :</i>	<i>54</i>	<i>22,256,760</i>
(b) Expansion of Kowloon Families Clinic		
Senior Medical and Health Officer	1	1,125,120
Medical and Health Officer	2	1,720,680
Nursing Officer	1	571,560
Registered Nurse	3	1,080,900
Dietitian	1	475,680
Dispenser	4	865,800
Assistant Clerical Officer	1	214,020
Clerical Assistant	3	500,760
Workman II	2	265,440
<i>Sub-total :</i>	<i>18</i>	<i>6,819,960</i>

<u>Major scope of responsibilities/Rank</u>	<u>No. of posts to be created</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
(c) Conversion of non-civil service contract positions to civil service posts for strengthening the provision of dental services for civil service eligible persons		
Laboratory Attendant	3	533,700
<i>Sub-total :</i>	3	533,700
<i>Total :</i>	75	29,610,420

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

CSB078

Question Serial No.

5212

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 information on the expenditure for salaries and benefits (including housing benefits, education allowances for children and leave passage allowances) of all the directorate posts in government departments in the past 5 years (i.e. from 2008-09 to 2012-13).

Asked by: Hon. CHEUNG Chiu-hung, Fernando

Reply:

The expenditure for salaries, housing allowances, educational allowances for children and passages of all the directorate officers in Government departments in the past five years (i.e. from 2008-09 to 2012-13) is as follows -

	2008-09 Actual Expenditure (\$ million)	2009-10 Actual Expenditure (\$ million)	2010-11 Actual Expenditure (\$ million)	2011-12 Actual Expenditure (\$ million)	2012-13 Actual Expenditure (up to 28.2.2013) (\$ million)
Salaries	2,133.4	2,170.4	2,159.5	2,310.2	2,201.3
Housing Allowances	39.5	29.0	22.7	18.8	18.1
Education Allowances for Children	28.2	26.1	26.2	28.5	23.6
Passages	49.1	49.3	56.0	58.2	51.4

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 28.3.2013

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

CSB079

Question Serial No.

3590

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:

For 2013, it is estimated that the number of participants in various housing benefit schemes is 21 480, which is 1 328 higher than that in 2012; the number of pensioners paid is 121 830, which is 5 691 higher than that in 2012; the number of passage applications processed is 22 400, which is 1 145 higher than that in 2012; and the number of participants in Civil Service Provident Fund (CSPF) Scheme is 26 910, which is 4 732 higher than that in 2012. With regard to the above figures, would the Administration advise on the following:

- (a) The ranks of civil servants participating in various housing benefit schemes and their respective numbers, the type of housing benefit schemes and the expenditure involved.
- (b) Why is it estimated that the number of pensioners paid in 2013 will be more than that in 2012? Please provide information on the pre-retirement ranks of pensioners paid in 2012 and the expenditure involved.
- (c) Please explain why it is estimated that the number of passage applications processed in 2013 will be more than that in 2012. Please provide information on the number of passage applications processed in 2012, the ranks of participating civil servants, the purpose and destinations of their trips, the ratings of the hotels that they stayed and the expenditure involved.
- (d) Please provide information on the ranks of the participants in CSPF Scheme in 2012 and the expenditure involved.

Asked by:

Hon. TONG Ka-wah, Ronny

Reply:

- (a) The number of officers participating in various civil service housing benefit schemes administered by the Treasury is estimated to be 21 480 in 2013. Annex I sets out the number of participants estimated for 2013 (based on the number of participants in 2012) and the estimated expenditure in 2013-14.
- (b) The increase in the estimated number of pensioners in 2013 reflects that more officers are reaching their normal retirement age in the year.

Our centralised pensions system started to record the retired civil servants' previous employment with the Government including the rank information before retirement from 1 April 1987 when the system was introduced. Thus, we do not have an analysis of their employment with the Government before retirement for pensioners paid in 2012, as some of them retired before April 1987. The estimated expenditure for pensions in 2012-13 have been provided under Head 120 as follows –

	<u>Subhead</u>	Estimated Expenditure in 2012-13 \$ million
015	Public and judicial service pension benefits and compensation	21,124.2
017	Surviving spouses' and children's pensions and widows' and orphans' pensions	462.3
018	Volunteer and defence force pensions, allowances and grants	27.0
021	Ex-gratia pensions, awards and allowances	0.2

- (c) There are three types of passage allowances: Leave Passage Allowance (LPA), School Passage Allowance (SPA) and travel award schemes.

The number of passage applications is estimated to increase by 1 145 in 2013. It is because the actual number of applications processed in 2012 was relatively low when compared to those in previous years. It is anticipated that more eligible officers comparing with 2012 will apply for passage allowances in 2013.

Annex II sets out the number of applications processed in 2012 and the estimated expenditure in 2012-13.

- (d) All officers who join the civil service on or after 1 June 2000 and progress onto permanent terms of appointment are eligible to join Civil Service Provident Fund (CSPF) Scheme. Annex III sets out the number of participants of CSPF Scheme in 2012 and the estimated expenditure in 2012-13.

Name in block letters: Mrs Lesley Y C WONG

Post Title: Director of Accounting Services

Date: 10.4.2013

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated No. of Participants in 2013				Estimated Expenditure in 2013-14 \$ million
		MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
1) Accommodation Allowance Scheme	The allowance is payable to officers offered appointment on overseas terms between 1.10.1990 and 31.12.1998.	40	-	-	40	17.0
2) Home Financing Scheme	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).	1 900	-	-	1 900	375.0
3) Home Purchase Scheme	The allowance is payable to officers offered appointment before 1.6.2000; and (e) 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 (f) with salary on or below MPS Pt 33 (or equivalent) with 20 years' continuous service. The allowance is given out upon application according to a quota system to eligible officers in the order of their priority on a priority list.	389	7 421	7 340	15 150	803.0

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated No. of Participants as in 2013				Estimated Expenditure in 2013-14 \$ million
		MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
4) Non-accountable Cash Allowance Scheme	<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>	2 363	52	-	2 415	520.0
5) Private Tenancy Allowance	<p>The allowance is payable to officers offered appointment on local terms before 1.10.1990 and with salary on or above MPS Pt 34 (or equivalent), or officers offered appointment on overseas terms before 1.10.1990.</p>	590	-	-	590	188.0

Civil Service Housing Benefit Schemes	Eligibility Criteria	Estimated No. of Participants in 2013				Estimated Expenditure in 2013-14 \$ million
		MPS ¹ 34 and above	MPS ¹ 22 to 33	Below MPS ¹ 22	Total	
6) Rent Allowance Scheme	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).	4	-	-	4	0.8
7) Housing Loans under the Loan Fund	Officers participating in the Home Purchase Scheme, Home Financing Scheme or Housing Loan Scheme may apply for downpayment loans or housing loans under the terms of the respective schemes. Housing Loan Scheme is applicable to officers offered appointment before 1.10.1990 and have 10 years' service which qualifies them for pension benefits.	492	476	413	1 381	337.0 ²
	Total	5 778	7 949	7 753	21 480	

Notes –

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

Passages and travel award schemes	Eligibility criteria and the purpose of the trips	No. of passage applications processed in 2012 for			Estimated Expenditure in 2012-13 \$ million
		Directorate officers	Non-directorate officers	Total	
1) Leave Passage Allowance	<p>a) The allowance is granted to directorate officers and all officers on overseas terms, and their eligible family members, at a rate appropriate to appointment terms and ranks, to cover travel-related expenses incurred outside Hong Kong.</p> <p>b) There is no restriction on the purpose and destination of journeys, as well as the class of hotel accommodation taken during the journeys. The Treasury does not have such information.</p>	5 555	1 331	6 886	78.0
2) School Passage Allowance	<p>a) The allowance is for payment of passages only in respect of children of eligible officers receiving full-time education overseas. Eligible officers refer to those offered appointment before 1.8.1996, who are employed either on local terms or on overseas terms irrespective of ranks.</p> <p>b) According to the claims processed in 2012, students receiving SPA have been studying in the United Kingdom, Australia, New Zealand and Denmark.</p> <p>c) No hotel cost is involved.</p>	334	11 744	12 078	76.5

Passages and travel award schemes	Eligibility criteria and the purpose of the trips	No. of passage applications processed in 2012 for			Estimated Expenditure in 2012-13 \$ million
		Directorate officers	Non-directorate officers	Total	
3) Travel award schemes	<p>a) The Long and Meritorious Service Travel Award Scheme (“LMSTAS”) aims 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 consistently very good performance and have not received any Government travel award before, are eligible for consideration.</p> <p>b) The Secretary for the Civil Service’s Commendation Award Scheme (“SCSCAS”) aims to give recognition to selected civil servants for their consistently outstanding performance. Each recipient is awarded a certificate and a gold pin, and granted a travel award if he/she satisfies the length of service required under the LMSTAS and has not received any Government travel award before.</p> <p>c) A selected officer granted a travel award under the LMSTAS or SCSCAS is eligible for a travel allowance to cover travel-related expenses, which is fully accountable (i.e. it only covers actual expenses supported with evidence). Reimbursement of expenses must not exceed the maximum amount of the travel allowance. Each recipient can only make one round trip of recreational travel outside Hong Kong. As there is no specified requirement on the destination of trip and the class of hotel, the Treasury does not record such information.</p>	Not applicable	2 291	2 291	91.7

	No. of Participants in 2012				Estimated Expenditure in 2012-13 \$ million
	Above MPS ¹ 33	MPS ¹ 10 to 33	Below MPS ¹ 10	Total	
Civil Service Provident Fund (CSPF) Scheme	2 211	17 798	2 169	22 178	1,177.4

Note –

- 1. MPS denotes Master Pay Scale. Equivalent pay points also apply.*