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**Replies to initial written questions raised by Finance Committee Members in examining the Estimates of Expenditure 2015-16**

**Director of Bureau : Secretary for the Civil Service**

**Session No. : 1**

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2356)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (000) Operational expenses  
Programme: (-) Not Specified  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

In this regard, would the Civil Service Bureau provide in the table below details of the duty visits made by the Secretary for the Civil Service in the past 3 years (2012-13, 2013-14 and 2014-15), including the date of visit, place of visit, size of entourage, purpose of visit, expenses on hotel accommodation, air tickets and meals and total expenditure for each visit? Please provide the amounts and the names of the sponsors of the sponsorships received (if any) of each visit.

Date of visit	Place of visit	Size of entourage	Purpose of visit	Hotel accommodation expenses	Air ticket expenses	Meal expenses	Total expenditure

Asked by: Hon CHAN Chi-chuen (Member Question No. 12)

Reply:

Expenditure incurred by the Secretary for the Civil Service for official duty visits over the past three years (i.e. 2012-13 to 2014-15) is provided below –

<b>Date of duty visit</b>	<b>Location</b>	<b>Number of entourage members</b>	<b>Purpose of duty visit</b>	<b>Hotel accommodation expenses</b>	<b>Air ticket expenses</b>	<b>Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)</b>	<b>Total expenses</b>
				<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(a) + (b) + (c)</b>
2012-13 (1 trip) (3-4.12.2012)	Beijing	3	To attend meetings and visits/to have exchange of views	\$8,556	\$29,090	\$5,117	\$42,763
2013-14 (1 trip) (9-14.9.2013)	Beijing and Jiangsu Province	2	To lead a delegation to attend programmes and visits/ to have exchange of views	\$9,913	\$14,817	\$26,949	\$51,679
2014-15 (2 trips) (22-23.5.2014)	Beijing	3	To attend commemorative events and visits/ to have exchange of views	\$5,637	\$30,079	\$6,375	\$42,091
(22.11.2014)	Macao	--					

- End -

**CSB002**

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2382)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned that an estimated 595 non-directorate posts as at 31 March 2015 will rise by one post to 596 posts as at 31 March 2016 and that there are 21 directorate posts in the Civil Service Bureau. What are the type and job nature of the new non-directorate post? Will the Government inform this Committee of the type, salary, allowance and job nature in respect of the 21 directorate posts, as well as the type, number, salary, allowance and job nature in respect of the 596 permanent non-directorate posts?

Asked by: Hon CHAN Chi-chuen (Member Question No. 38)

Reply:

In 2015-16, there will be a net increase of one non-directorate post to strengthen the executive support to the operation of Civil Service Bureau (CSB).

There are 21 directorate posts in CSB. The ranks of the 21 directorate posts include Administrative Officer Staff Grade A1, Administrative Officer Staff Grade B1, Administrative Officer Staff Grade B, Director of General Grades, Administrative Officer Staff Grade C, Senior Principal Executive Officer, Principal Training Officer, Principal Executive Officer, Principal Official Languages Officer and Assistant Principal Training Officer.

The ranks of the 596 non-directorate posts include Senior Administrative Officer, Chief Executive Officer, Senior Executive Officer, Executive Officer I, Executive Officer II, Chief Training Officer, Senior Training Officer, Training Officer I, Chief Official Languages Officer, Senior Official Languages Officer, Official Languages Officer I, Official Languages Officer II, Chief Simultaneous Interpreter, Simultaneous Interpreter, Senior Systems Manager, Systems Manager, Analyst/Programmer I, Analyst/Programmer II, Computer Operator II, Senior Clerical Officer, Clerical Officer, Assistant Clerical Officer, Personal Assistant, Senior Personal Secretary, Personal Secretary I, Personal Secretary II, Senior Confidential Assistant, Confidential Assistant, Senior Calligraphist,

Calligraphist, Statistical Officer I, Statistical Officer II, Typist, Clerical Assistant, Office Assistant, Personal Chauffeur, Chauffeur, Supplies Supervisor I, Supplies Supervisor II, Workman II and Motor Driver.

Staff in CSB assist the Secretary for the Civil Service in the formulation and implementation of policies on the management of the civil service, including such matters as appointments, pay and conditions of service, staff management, manpower planning, training, discipline and use of official languages in the civil service.

In 2015-16, the total estimated expenditure on salaries, allowances and personnel-related expenses of all directorate and non-directorate officers under CSB is around \$428.9 million.

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**CSB003**

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2383)**

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 (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned under this Programme that the Office of the Secretary for the Civil Service is responsible for providing administrative support to the Secretary for the Civil Service in carrying out his duties. The work includes the planning, co-ordination and implementation of all arrangements for the Secretary's public, media and community functions. Please provide information concerning the dates, places, number of accompanying officers, expenditure and details of the functions in respect of the public and community functions attended by the Secretary for the Civil Service in the past three years in table form.

Asked by: Hon CHAN Chi-chuen (Member Question No. 39)

Reply:

The Secretary for the Civil Service attends from time to time various functions to cultivate contacts with different sectors of the community. We have not kept statistics on past events attended by the Secretary. Hence, we are unable to provide the requested information. Expenditure incurred, if any, in connection with the attendance of such events has already been reflected in the operating expenses of the Civil Service Bureau.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1049)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In financial year 2015-16, one of the matters requiring special attention regarding Civil Service Training and Development is to “provide national studies training programmes for civil servants at different levels and make national studies part and parcel of the development plans for senior civil servants”. What are the main features of the national studies training programmes? Have civil servants taken part in such programmes before? If yes, how effective have the programmes been?

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 27)

Reply:

The Civil Service Bureau organises national studies programmes for civil servants at various ranks, including training programmes and thematic visits in the Mainland and seminars held locally. Topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social and cultural aspects, etc.

Civil servants at various ranks have been actively participating in national studies training. The related programmes enable civil servants to understand national affairs and the latest developments in the Mainland, and enhance collaboration between government departments and their Mainland counterparts.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1391)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The expenditure on civil service training and development has been increasing in recent years. Please advise on the followings:

- a. What are the expenses for organising national studies programmes in the past 3 years, i.e. from 2012 to 2014?
- b. Please provide the number of civil servants participating in national studies programmes in the past 3 years, i.e. from 2012 to 2014, broken down by ranks.
- c. The number of trainees of national studies programmes in 2014 has increased by 300 compared with 2013. What are the reasons for the increase and what are the expenses involved?
- d. Please list out the staff exchange programme organised with major Mainland cities in 2014, indicating the expenses involved.

Asked by: Hon FAN Kwok-wai, Gary (Member Question No. 7)

Reply:

- a. The actual expenditure for organising national studies programmes in 2012-13 and 2013-14 was \$19 million and \$19.3 million respectively. The revised estimate in 2014-15 is \$18.5 million.
- b. In 2012 and 2013, 12 700 civil servants at various ranks participated in national studies programmes in each of the two years, while 13 000 civil servants participated in 2014. Every year, the Civil Service Bureau (CSB) organises over 100 training programmes and activities for civil servants of more than 1 000 ranks from all bureaux/departments. Given the large number of civil servants and ranks involved, we are unable to break down the number of trainees by ranks.

- c. CSB organised more local thematic seminars on national studies in 2014. The number of trainees increased by 300 compared with 2013. The expenditure involved was about \$50,000.
  
- d. In 2014, CSB organised the staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. Participants included 5 civil servants from Hong Kong and 22 from the Mainland. All the participants from Hong Kong were officers on Master Pay Scale Point 45 or above (or equivalent) while the Mainland participants were mostly at division director or deputy division director level. Arrangement of hosting departments was made according to the nature of work of the participants. The areas of exchange included city planning, traffic management, public housing, health and food safety, trade and commerce, information technology, culture and arts, etc. The revised estimate for organising the staff exchange programme in 2014-15 is \$330,000. It covers mainly the expenses incurred by Hong Kong civil servants in travelling between Hong Kong and the Mainland participating cities, their accommodation and living expenses in the Mainland during the attachment period, and the expenses on the orientation programme held in Hong Kong for the Mainland participants.

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2831)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the civil service establishment and non-civil service contract (NCSC) staff, please advise this Committee on the followings, providing actual figures for the past 2 years and estimates for the coming year: numbers of additional posts in the civil service establishment; numbers of additional civil service posts for replacing existing NCSC positions; numbers of NCSC staff; numbers of NCSC staff with a length of service of 3 years or more at similar posts; and respective numbers of NCSC staff with a length of continuous service of 3 years to less than 5 years, and more than 5 years.

Asked by: Hon FUNG Kin-kee, Frederick (Member Question No. 37)

Reply:

According to the draft Estimates of Expenditure of 2013-14, 2014-15 and 2015-16, the increase in the number of civil service posts (i.e. the Estimate of civil service establishment of the respective year as compared with the Revised Estimate of the previous financial year), and the number of civil service posts to be created for replacing non-civil service contract (NCSC) positions is set out below:

<b>Year</b>	<b>Increase in the number of civil service posts (Number of civil service posts to be created for replacing NCSC positions)</b>
2013-14	1 708 (460)
2014-15	2 556 (677)
2015-16	2 540 (607)

A breakdown of the number of full-time<sup>(Note 1)</sup> NCSC staff as at 30 June 2013 and 30 June 2014 by length of continuous service<sup>(Note 2)</sup> is set out below:

As at 30 June	No. of NCSC staff			
	with less than three years of continuous service	with three years to less than five years of continuous service	with five years or more of continuous service	Total
2013	6 660	1 494	4 746	12 900
2014	6 338	1 276	4 533	12 147

Civil Service Bureau does not collect breakdown of the number of NCSC staff with continuous service of less than five years in the same or different positions. Among the 4 746 NCSC staff with five years or more of continuous service as at 30 June 2013, 3 341 have remained in the same position and 1 405 have served in different positions in the same bureau/department (B/D). Among the 4 533 NCSC staff with five years or more of continuous service as at 30 June 2014, 3 111 have remained in the same position and 1 422 have served in different positions in the same B/D.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full 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. In view of the nature of the service needs, B/Ds are unable to project the number of NCSC staff (be they new or serving) to be employed, nor their respective years of continuous service, in the 2015-16 financial year before it begins.

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 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

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**CSB007**

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2832)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding retirement and wastage of civil servants, please inform this Committee of the followings, providing actual figures for the past two years and estimates for the coming year respectively: wastage figures and wastage rates of civil servants; numbers of retired civil servants; and distribution of expenditure on civil service pensions (including lump sum payment upon retirement and lifelong monthly pension).

Asked by: Hon FUNG Kin-kee, Frederick (Member Question No. 38)

Reply:

Figures on wastage, wastage rate and retirement of civil servants in 2013-14 and 2014-15, as well as the corresponding estimated figures for 2015-16 are at **Annex I**. The expenditure / estimated expenditure on public and judicial service pensions (including pension gratuity and monthly pension) for the period concerned are at **Annex II**.

**Wastage and Retirement of Civil Servants in 2013-14 to 2015-16** <sup>Note 1</sup>

	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b> (Estimated number)
<b>Strength</b> <sup>Note 1</sup> (at the beginning of the year)	160 663	162 835	163 517 <sup>Note 3</sup>
<b>Wastage</b> <sup>Note 2</sup> (Retirement)	6 694 (5 268)	6 474 <sup>Note 3</sup> (5 205 <sup>Note 3</sup> )	6 511 <sup>Note 4</sup> (6 511)
<b>Wastage Rate</b>	4.2%	4.0%	4.0%

Note

- <sup>1</sup> Excluding judges and judicial officers, locally-engaged staff in the Mainland and overseas Economic and Trade Offices and officers in the Independent Commission Against Corruption.
- <sup>2</sup> Including officers leaving on retirement, resignation and completion of agreement, etc., unless specified otherwise.
- <sup>3</sup> Position as at 31 January 2015.
- <sup>4</sup> Reflecting only the estimated number of retirement.



**Expenditure on Public and Judicial Service Pensions in 2013-14 to 2015-16**

	<b>2013-14</b>	<b>2014-15</b> (Revised Estimate)	<b>2015-16</b> (Estimate)
Pension gratuity	\$8,528 million	\$9,502 million	\$11,595 million
Monthly pension	\$14,284 million	\$15,832 million	\$16,785 million

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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1605)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In 2015-16, 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. In this connection, please advise this Committee on the followings:

1. As outlined in the Policy Address, the work of the Government relating to infrastructure development, housing and land, transport etc. will increase significantly. What does the Government see as a justified increase in the civil service establishment for 2015-16?
2. What is the estimated wastage rate of civil servants for 2015-16? Among those leaving the civil service, how many will be retirees?
3. Regarding the implementation of the proposed initiative to raise the retirement age of civil servants in 2015-16, what is the estimated financial commitment?
4. Further to the above, what is the Government's plan to allocate additional resources to ensure the fair processing of applications from serving civil servants, in particular those who joined the Government after 2000, for raising their retirement age?

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 38)

Reply:

1. To address the manpower need for implementing new policies and improving existing services, additional manpower will be provided to bureaux/departments (B/Ds) in 2015-16. The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various B/Ds, representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. As a matter of policy, additional civil service posts will be created 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.

2. Retirement is the primary reason for departure of civil servants from the Civil Service. The estimated number of officers retiring in 2015-16 is around 6 500, representing a wastage rate of about 4% of the strength as at end January 2015.
3. The Civil Service Provident Fund (CSPF) design is characterised by progressive contribution rates by the Government depending on the civil servants' completed years of continuous service. We will adjust the CSPF contribution scale for new recruits who are subject to higher retirement age by lengthening the years of service in order to jump to the next contribution scale.

With the aforesaid adjustment to the contribution scale, the Government's long-term financial commitment in respect of Mandatory Provident Fund/CSPF contributions will be maintained at 18% of the overall salary cost as at present.

4. As one of the initiatives for extending the service of civil servants as announced by the Government on 14 January 2015, we will make suitable adjustments to the further employment mechanism so that management would flexibly retain staff beyond retirement age in the light of operational needs, succession planning and recruitment situation, which vary from grade to grade and from time to time. Among other things, we will institutionalise a selection process such that the openings for further employment will be determined in a reasonable and objective manner. We will also draw up detailed guidelines by making reference to the modus operandi for promotion and recruitment under which selection boards will be convened to consider applications for further employment through a fair and objective process. The adjusted further employment mechanism will cover civil servants appointed on pensionable terms and New Permanent Terms.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3122)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Under the programme of Human Resource Management, the main responsibilities of the Civil Service Bureau are to retain persons of a high caliber and to adopt good human resource management practices to improve service quality. In this connection, please advise this Committee on the followings:

1. What are the latest figures relating to non-civil service contract (NCSC) staff?
2. Further to the above, what is the number of NCSC staff who have been working in various bureaux/departments (B/Ds) continuously for 3 years or more? Of these, how many have been in the same position during their service and how many have been in different positions in the same B/D without a break in service?
3. What is the number of NCSC positions that can be replaced by civil service posts in financial year 2015-16? What is the estimated financial commitment involved?
4. Has the Government issued any guidelines to B/Ds regarding the pay level, promotion prospects, employee benefits and job security for NCSC staff? If yes, what are the details?

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 39)

Reply:

1. The number of full-time<sup>(Note 1)</sup> non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) as at 30 June 2014 is 12 147.
2. The number of full-time NCSC staff with continuous service<sup>(Note 2)</sup> of three years or more as at 30 June 2014 is 5 809. This includes 1 276 NCSC staff with continuous service of three years up to less than five years and 4 533 NCSC staff with continuous service of five years or more. Among these 4 533 NCSC staff, 3 111 have remained in

the same position and 1 422 have served in different positions in the same B/D. The Civil Service Bureau (CSB) does not collect breakdowns of the number of NCSC staff with continuous service of three years up to less than five years in the same or different positions.

3. The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various B/Ds, including some 600 posts for replacing NCSC positions the long term need for which has been established. 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. In view of the above, CSB does not have information on B/Ds' estimated expenditure of creating civil service posts for replacing NCSC positions in 2015-16.
4. CSB has issued guidelines on the employment of staff under the NCSC Staff Scheme. The guidelines provide for, inter alia, that Heads of Bureaux/Departments (HoDs) may determine the level of pay offered to NCSC staff, having regard to the employment market, pay of comparable jobs in the market, recruitment results and cost of living, etc. Under normal circumstances, the pay of NCSC staff should not exceed the mid-point salaries of comparable civil service ranks or ranks of comparable level of responsibilities. Also, B/Ds will conduct periodic reviews on the pay of their NCSC staff and make adjustments where appropriate. As NCSC staff are not civil servants, they are not eligible for promotion. They are however provided with benefits no less than those provided for under the Employment Ordinance (EO) (Cap 57), including rest days, statutory holidays, paid annual leave, maternity leave, paternity leave, paid sick leave, long service payment, severance payment, etc. As regards job security, HoDs are given full discretion to determine the employment package for their NCSC staff under the Scheme, including contract duration, subject to the terms and conditions being no less favourable than those provided for under the EO and that the provisions of other employment legislation which binds the Government, including the Employees' Compensation Ordinance (Cap 282), must be fully met. HoDs may offer employment contracts to their NCSC staff for any duration up to three years, having regard to their service or operational needs. The employment relationship between a department and an NCSC staff ends upon expiry of the contract. The offer of any further contract is solely at the discretion of the HoD concerned and subject to the prevailing terms and conditions as may be offered.

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 : "Continuous service" means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3123)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In financial year 2015-16, the Civil Service Bureau will commission the 2015 Starting Salaries Survey in accordance with the Improved Civil Service Pay Adjustment Mechanism and provide support to the Standing Commission on Civil Service Salaries and Conditions of Service for undertaking this task. In this connection, please advise this Committee on the followings:

1. What specific improvements has the Improved Civil Service Pay Adjustment Mechanism achieved?
2. What are the Government's specific measures in response to the withdrawal of staff sides' representatives from the Pay Trend Survey Committee?
3. What is the Government's plan as to when to conduct grade structure reviews for the disciplined service grades, and what is the estimated financial commitment involved?

Asked by: Hon IP LAU Suk-ye, Regina (Member Question No. 40)

Reply:

1. The Government started the development of the Improved Civil Service Pay Adjustment Mechanism (the Improved Mechanism) in 2003, with ample staff participation during the process. The Improved Mechanism was established and implemented in 2007. It involves the regular conduct of three different surveys, i.e. the pay trend survey (PTS), the starting salaries survey and the pay level survey (PLS). With the implementation of the Improved Mechanism, the Government compares civil service and private sector pay on a regular basis so as to ascertain whether they remain broadly comparable. The information gathered from the three surveys under the Improved Mechanism also serve as one of the factors for the Government to decide whether and how civil service pay should be adjusted. All in all, the Improved

Mechanism enables the Government to implement its civil service pay adjustment policy in a more systematic and objective manner.

Since the implementation of the Improved Mechanism, the Government has made continuous improvement to the surveys under the mechanism with active and ample staff participation. Each year, before the conduct of the PTS, the PTS Committee<sup>1</sup> reviews and, where necessary, modifies the survey methodology. In the 2014 PTS, for example, the PTS Committee made several improvements to the survey methodology, including the exclusion of new recruits who are not subject to pay adjustment decision as a result of company policy, and the arrangement of not inviting companies which opt out of the survey in a certain year without justifiable reasons to join the survey for the next two years. After detailed study, the PTS Committee has completed the new round of review and recommended the adoption of the 2014 PTS methodology for the 2015 PTS. This recommendation has been accepted by the Government. Regarding the PLS, the Government has agreed that a review of various relevant issues, including its methodology and frequency of survey, etc. should be conducted before the commencement of the next survey.

2. After the 2013-14 Civil Service Pay Adjustment, some staff bodies have decided not to participate in the PTS Committee. Despite their withdrawal, the Government has maintained communications with all civil service bodies and discussed civil service-related matters (including pay adjustment matters) with them through various channels. Efforts have also been made to persuade the relevant staff representatives to return to the PTS Committee. Meanwhile, the PTS Committee Secretariat has continued to send meeting invitations, papers and minutes of meetings to all PTS members, including those who have withdrawn. Their views on the discussion items, if any, have always been welcomed.

The PTS is a long-established mechanism. Over the years, the PTS has objectively reflected the year-on-year pay movements of the private sector organisations, which is one of the factors considered by the Chief Executive (CE)-in-Council in making the annual civil service pay adjustment decision. While some staff representatives are not participating in the Committee for the time being, other remaining members, including representatives of the two advisory bodies<sup>2</sup> and other staff representatives, have continued to work in the Committee. With years of on-going efforts, the PTS Committee has developed a mechanism and a survey methodology which are representative and credible. The 2014 PTS was completed in accordance with the established mechanism and survey methodology. Its findings continued to be one of the factors considered by the CE-in-Council in making the 2014-15 Civil Service Pay Adjustment decision. In 2015-16, the PTS Committee and the Government will continue to follow the established mechanism to conduct the PTS and the annual civil service pay adjustment exercise. The Government will also continue its effort in persuading the relevant staff representatives to return to the PTS Committee.

3. The Government has clear policy as to under what circumstances a grade structure review (GSR) should be conducted for the disciplined services. The CE-in-Council decided in October 2009 that GSRs should only be conducted for the disciplined services as and when necessary in view of significant changes in the job nature, responsibilities, proven recruitment and retention problems, etc. of the disciplined services. Seeing no such circumstances in the disciplined services at present, we have

no plan to conduct GSRs for them. The Government will continue to consider the need for conducting GSRs for the disciplined services based on the above criteria.

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- 1 The PTS Committee is a tripartite committee comprising representatives from the staff sides, the Government and relevant advisory bodies to oversee the conduct of the PTS and advise on the survey methodology.
  - 2 The two advisory bodies are the Standing Commission on Civil Service Salaries and Conditions of Service and the Standing Committee on Disciplined Services Salaries and Conditions of Service.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2204)**

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 (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide a breakdown of the actual expenditure on salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to the Secretary in 2014-15, as well as the estimate for salaries, regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to the Secretary in 2015-16.

Asked by: Hon KWOK Ka-ki (Member Question No. 2)

Reply:

In 2014-15, the expenditure on salary for the Secretary for the Civil Service (SCS) was about \$3.42 million. For budgetary purposes, the provision for the salary for the post of SCS for 2015-16 is \$3.58 million.

In 2014-15 and 2015-16, no expenditure or estimate has been made by the Civil Service Bureau for regularly-paid allowances, job-related allowances and non-accountable entertainment allowances payable to SCS.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0311)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (4) Civil Service Training and Development  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Regarding "Financial and Staffing Provision", it is mentioned under Programme (4) that "Provision for 2015-16 is \$8.0 million (6.1%) higher than the revised estimate for 2014-15". In this connection, will the Government advise this Committee on the followings:

- a. In the context of "the increased salary provision for filling of vacancies in 2015-16", what are the vacancies to be filled and the emolument expenditure involved?
- b. In the context of "a projected increase in training expenses", what are the justifications for the Government's projections and what are the additional expenses?

Asked by: Hon KWOK Wai-keung (Member Question No. 22)

Reply:

- a. It is anticipated that four Training Officer Grade and one Clerical Assistant Grade vacancies will be filled in 2015-16. The expenses on salaries are \$2.6 million; and
- b. The increased expenditure of \$4.3 million on training programmes and activities includes programme and trainers' fees (\$2.5 million), and expenses for the biennial Civil Service Outstanding Service Award Scheme (\$1.8 million).

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0469)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this programme, it is mentioned under Matters Requiring Special Attention that the Government 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”. In this connection, will the Government inform this Committee of the followings:

- (a) Is the employment of full-time and part-time non-civil service contract (NCSC) staff one of the initiatives to achieve the above objective? Will the numbers of such staff be increased in the year?
- (b) What are the numbers of full-time and part-time NCSC staff employed by various government departments in the past year and the numbers of such staff anticipated to be employed in 2015-16? Please provide the information in table form.

Asked by: Hon KWOK Wai-keung (Member Question No. 20)

Reply:

The Non-Civil Service Contract (NCSC) Staff Scheme, introduced in 1999, aims at providing Heads of Bureaux/Departments (HoDs) with a flexible means of employment to respond more promptly to changing operational and service needs of bureaux/departments (B/Ds) (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. Since the nature and purposes of civil service and NCSC appointments are different, the employment of NCSC staff is not one of the measures to control the size of civil service establishment.

The number of full-time<sup>(Note 1)</sup> and part-time<sup>(Note 2)</sup> NCSC staff employed by B/Ds in 2014 are set out at the Annex.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full discretion to employ NCSC staff to meet the above-mentioned changing operational and service needs. In view of the nature of the service needs, B/Ds are unable to project the number of full-time or part-time NCSC staff (be they new or serving) to be employed in the 2015-16 financial year before it begins.

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

Note 2 : “Part-time” NCSC staff refers to those NCSC staff whose number of working hours is less than the “continuous contract” as defined by the EO. The number of part-time NCSC staff set out at Annex refers to those with employment contractual relations with the user B/Ds as at 30 June 2014 and only some of them were called upon to perform duty on that date.

**Employment of full-time and part-time NCSC staff  
in Bureaux / Departments / Offices  
(as at 30 June 2014)**

Bureau / Department / Office	No. of full-time NCSC staff	No. of part-time NCSC staff
Agriculture, Fisheries and Conservation Department	252	116
Architectural Services Department	46	23
Buildings Department	358	-
Census and Statistics Department	178	-
Chief Executive's Office	7	-
Chief Secretary and Financial Secretary's Offices	42	2
Civil Aviation Department	20	60
Civil Engineering and Development Department	71	-
Civil Service Bureau	-	6
Commerce and Economic Development Bureau	33	5
Companies Registry	64	-
Constitutional and Mainland Affairs Bureau	8	1
Correctional Services Department	2	37
Customs and Excise Department	127	19
Department of Health	581	230
Department of Justice	60	2
Development Bureau	43	3
Drainage Services Department	63	-
Education Bureau	1 178	79
Efficiency Unit	436	63
Electrical and Mechanical Services Department	1 009	-
Environment Bureau	6	-
Environmental Protection Department	100	117
Financial Services and the Treasury Bureau	78	2

<b>Bureau / Department / Office</b>	<b>No. of full-time NCSC staff</b>	<b>No. of part-time NCSC staff</b>
Fire Services Department	31	188
Food and Environmental Hygiene Department	273	-
Food and Health Bureau	18	-
Government Flying Service	10	2
Government Laboratory	26	1
Government Logistics Department	42	-
Government Property Agency	1	-
Highways Department	55	-
Home Affairs Bureau	52	1
Home Affairs Department	499	165
Hong Kong Observatory	15	-
Hong Kong Police Force	73	6
Hongkong Post	1 971	-
Immigration Department	36	-
Information Services Department	19	1
Inland Revenue Department	176	5
Innovation and Technology Commission	34	2
Intellectual Property Department	13	5
Invest Hong Kong	59	-
Judiciary	74	7
Labour and Welfare Bureau	30	1
Labour Department	179	-
Land Registry	127	-
Lands Department	243	-
Legal Aid Department	7	-
Leisure and Cultural Services Department	1 776	5 622
Marine Department	11	17

<b>Bureau / Department / Office</b>	<b>No. of full-time NCSC staff</b>	<b>No. of part-time NCSC staff</b>
Office of the Communications Authority	131	-
Office of the Government Chief Information Officer	19	-
Official Receiver's Office	40	-
Planning Department	30	1
Radio Television Hong Kong	287	370
Rating and Valuation Department	62	-
Registration and Electoral Office	75	-
Security Bureau	17	-
Social Welfare Department	137	156
Student Financial Assistance Agency	403	-
Trade and Industry Department	91	-
Transport and Housing Bureau	3	1
Transport Department	73	35
Treasury	30	-
University Grants Committee Secretariat	26	-
Water Supplies Department	111	-
<b>Total</b>	<b>12 147</b>	<b>7 351</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0771)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this programme, it is mentioned under Matters Requiring Special Attention in 2015-16 that the Government will “continue to work with the management and staff sides of the disciplined services to refine the proposed amendments to the subsidiary regulations on discipline to the Disciplined Services Legislation (DSL) concerning defence representatives and other improvements to the disciplinary proceedings under DSL”. In this connection, will the Government inform this Committee of:

- (a) the progress of the amendments concerning defence representatives; and
- (b) the specific direction and progress of the work concerning other improvements to the disciplinary proceedings under DSL?

Asked by: Hon KWOK Wai-keung (Member Question No. 25)

Reply:

Regarding the amendments concerning defence representatives and disciplinary proceedings under the Discipline Services Legislation, the management of the disciplined services departments is actively liaising with their staff sides on proposed amendments. The direction of the amendments is to formulate a more refined mechanism and procedures to process applications for legal or other form of representations from civil servants subject to disciplinary hearings (hereafter referred to as “accused officers”) where fairness so requires, and to ensure that accused officers are subject to fair hearings. Upon drawing up the details of the proposed amendments, we shall report to the Legislative Council Panel on Public Service.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0776)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this programme, it is mentioned under Matters Requiring Special Attention in 2015-16 that the Government will “raise the retirement age of new recruits joining the civil service from around mid-2015 and formulate flexible measures for extending the service of serving civil servants”. In this connection, please inform this Committee of the followings:

- (a) What are the specific details of the above initiatives and will additional expenditure be involved?
- (b) Do the flexible measures for extending the service of serving civil servants include an extension of the retirement age of serving civil servants, including disciplined services staff, on a voluntary basis? If yes, what are the details? If no, what are the reasons?
- (c) Do such measures allow sufficient flexibility for departments to decide on matters relating to extension of service according to actual needs? If yes, what are the details and specific criteria? If no, what are the reasons?
- (d) What is the progress of the formulation of the above measures?

Asked by: Hon KWOK Wai-keung (Member Question No. 23)

Reply:

As announced in the Policy Address and the Policy Agenda on 14 January 2015, the Government will raise the retirement age of the civil service new recruits and formulate flexible measures for extending the service of serving civil servants so as to enable the Government, as an employer, to take early actions to address the challenges arising from an ageing population in the coming years and provide flexibility for meeting the manpower needs of bureaux/departments (B/Ds), taking into account their different operational and succession needs. Specifically –

- (a) the Government will raise the retirement age of new recruits joining the Civil Service from around mid-2015 to –
  - (i) 65 in respect of the civilian grades;
  - (ii) 60 in respect of the disciplined services grades, regardless of their ranks;
- (b) in connection with the implementation of the new retirement age in (a) above, the scale of the Government's contributions to the Civil Service Provident Fund (CSPF) Scheme for new recruits joining the Civil Service will be revised to keep the Government's long-term financial commitment within 18% of the salary cost;
- (c) the present mechanism for further employment of civil servants beyond retirement age will be adjusted by –
  - (i) institutionalising the selection process by reference to the modus operandi for promotion and recruitment such that openings for further employment will be determined in a reasonable and objective manner and that applications for further employment will be assessed through a fair and objective process;
  - (ii) allowing a longer period of further employment up to a maximum of five years beyond the normal/prescribed retirement age;
  - (iii) relaxing the approval criteria for further employment; and
  - (iv) extending the coverage of further employment to officers appointed on New Permanent Terms in the form of extension of CSPF service;
- (d) a new Post-retirement Service Contract Scheme will be introduced for B/Ds to engage retired civil servants on contract terms, on a targeted basis, to undertake ad hoc duties (including time-limited or part-time ones) which require specific civil service expertise or experience; and
- (e) the blanket permission for taking up post-service outside work after retirement will be extended to cover some 150 junior ranks of non-directorate civil servants whose maximum pay points do not exceed Master Pay Scale Point 20 or equivalent.

The current exercise seeks to introduce measures for the Civil Service, as part of the entire working population, to take early action in responding to demographic challenges which are forthcoming in future years while ensuring operational effectiveness of B/Ds in the meantime. For new recruits who will retire several decades later, there is a clear case to raise their retirement age given the latest population forecasts. The considerations for serving officers are more complicated, especially where there will be no anticipated significant succession or recruitment problems across-the-board over the coming decade or so. The management problems that may come with automatic extension of the service of serving officers without corresponding expansion of establishment and reference to performance and skill set, including manpower mismatch, promotion blockage and lack of healthy turnover, should be avoided. These concerns are fully shared by bureau/departmental management.

The challenges brought about by an ageing population to B/Ds require a flexible solution to deal with. Instead of delineating which categories of serving officers (say, by grades or terms of appointment) should be subject to a higher retirement age or merely leaving the choice of extension of service to individual serving officers which is considered inappropriate and may give rise to the management problems mentioned above, it is advisable to devise a mechanism through which management could flexibly retain staff beyond retirement age in the light of operational needs, succession planning and recruitment situation, which vary from grade to grade and from time to time. In this regard, we will, as mentioned above, make suitable adjustments to the further employment mechanism.

The Government has announced that it will adopt higher retirement age for new recruits with effect from 1 June 2015. As regards the remaining initiatives, the Civil Service Bureau is hammering out the implementation details and will maintain close dialogue with the grade/departmental management, staff sides and other relevant parties.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1539)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Estimates that the civil service establishment will reach 176 448 in 2015-16, representing an increase of 2 540 posts over the figure of 171 000 in 2014-15. Which grades and departments will need to recruit? What are their respective target numbers of recruitment? Does the Government plan to convert, as a matter of priority, existing contract staff to civil servants on permanent terms? Have estimates been prepared for the related expenses?

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 24)

Reply:

The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. The growth in civil service establishment includes some 600 posts for replacing non-civil service contract (NCSC) positions for which the long term need has been established. 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. In this light, the Civil Service Bureau does not have information on the estimated number and expenditure of civil servants to be recruited by individual B/Ds or grades in 2015-16.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. In this regard, B/Ds will not accord priority to employing NCSC staff as civil servants. That said, 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 working experience in the Government.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1548)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the pay rise for non-civil service contract (NCSC) staff in 2014-15, please inform this Committee of the respective rates of pay increase for high, middle and low ranking NCSC staff. How do these rates compare with those for civil servants? How much provision has been set aside for the pay adjustment for NCSC staff in 2015-16?

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 37)

Reply:

Under the non-civil service contract (NCSC) Staff Scheme, Heads of Bureaux/Departments (HoDs) are given the authority and discretion to determine the employment package for their NCSC staff. HoDs are accountable for the employment of their NCSC staff and the funding required. They have 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, including the expenditure on pay adjustment. Since HoDs are responsible for the management and the funding required for the employment of NCSC staff, CSB does not collect data in respect of the pay adjustment of all NCSC staff.

HoDs may determine whether pay adjustment should be implemented for their NCSC staff, and if so, the level of adjustment. Apart from making reference to the rate of applicable civil service pay adjustment, HoDs would also take into account other factors such as the change in cost of living since the NCSC pay package was last reviewed, the need for staff retention and market conditions for the job in question, and the need to source special expertise in the market. In view of the above, direct comparison of the pay adjustment level for NCSC staff and that for civil servants would not be appropriate. We understand that the rate of pay adjustment of NCSC staff in major NCSC user bureaux/departments is close to that of civil servants.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2119)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the discussion with the management and staff sides of the disciplined services to refine the proposed amendments to the subsidiary regulations on discipline under the Disciplined Services Legislation (DSL) concerning defence representatives and other improvements to the disciplinary proceedings under DSL, what are the details of the proposed amendments concerning defence representatives and the other proposed improvements to the disciplinary proceedings?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 14)

Reply:

Regarding the amendments concerning defence representatives and disciplinary proceedings under the Discipline Services Legislation, the management of the disciplined services departments is actively liaising with their staff sides on proposed amendments. The direction of the amendments is to formulate a more refined mechanism and procedures to process applications for legal or other form of representations from civil servants subject to disciplinary hearings (hereafter referred to as "accused officers") where fairness so requires, and to ensure that accused officers are subject to fair hearings. Upon drawing up the details of the proposed amendments, we shall report to the Legislative Council Panel on Public Service.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2123)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (4) Civil Service Training and Development  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the training programmes on national studies, what are the actual, revised and estimated expenses in 2013-14, 2014-15 and 2015-16 respectively?
2. Which grade is responsible for compiling the teaching materials for the national studies and what are the major contents?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 18)

Reply:

1. The actual expenditure for organising national studies programmes in 2013-14 was \$19.3 million. The revised estimate in 2014-15 is \$18.5 million. The estimated expenditure in 2015-16 is \$19 million.
2. The Civil Service Bureau, in response to civil servants' training needs, designs national studies programmes in partnership with universities, training institutions, experts and scholars. Major topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social and cultural aspects, etc.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1227)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the use of Chinese and English in official business within bureaux and departments, please advise:

- (a) The respective number of officers currently providing translation and interpretation services for bureaux and departments. What are the percentage shares of different languages involved in the translation and interpretation services?
- (b) It is stated under Programme (3) of Analysis of Financial and Staffing Provision that "Provision for 2015-16 is \$8.4 million (6.6%) higher than the revised estimate for 2014-15. This is mainly due to the increased salary provision for filling of vacancies in 2015-16, partly offset by a decrease of two posts in 2015-16". Why will the filling of vacancies in this financial year result in an increase of the salary provision? Why are the starting salaries in respect of the vacancies concerned different from those of the original posts?

Asked by: Hon LEUNG Che-cheung (Member Question No. 43)

Reply:

- (a) CSB provides translation and interpretation services to government bureaux/departments (b/ds) through members of the Official Languages Officer (OLO) and the Simultaneous Interpreter (SI) Grades. As at 28.2.2015, the number of OLOs working in CSB was 116 (while 346 OLOs were deployed to various b/ds) and the number of SIs was 13. OLOs provide translation service from English to Chinese and vice versa, as well as consecutive interpretation service in English, Cantonese and/or Putonghua. SIs are responsible for providing simultaneous interpretation service in English, Cantonese and/or Putonghua. The percentages for respective services in 2014 are tabulated below (Note: Percentages related to translation service are calculated by

number of words, and those for consecutive and simultaneous interpretation are counted by number of meetings):

OLO Grade	Translation		Consecutive Interpretation		
	English to Chinese	Chinese to English	Cantonese/ English	Putonghua/ English	Cantonese/ Putonghua
	68%	32%	55%	6%	39%
SI Grade	Simultaneous Interpretation				
	Cantonese/ English	Putonghua/ English	Cantonese/ Putonghua	Cantonese/ English/ Putonghua	
	93.4%	1%	0.3%	5.3%	

- (b) All vacancies planned to be filled in 2015-16 relate to existing posts vacated/to be vacated upon the retirement/resignation of the incumbents. As retiring/resigning officers will continue to receive their pay during their period of pre-retirement/pre-resignation leave, an increase in salary provision is necessary for paying both the retiring/resigning officers and their replacements.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1230)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The Government will raise the retirement age of new recruits joining the civil service from mid-2015 and formulate flexible measures for extending the service of serving civil servants. Please advise this Committee on the Government's estimation as to the impact on the civil service establishment upon implementation of the initiative of raising the retirement age of new recruits joining the civil service.

Asked by: Hon LEUNG Che-cheung (Member Question No. 46)

Reply:

The implementation of higher retirement age for future new recruits to the Civil Service will not affect the civil service establishment.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1231)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise on the followings:

- (a) What is the number of retired civil servants currently employed by various departments?
- (b) What are the expenses involved (including insurance, medical examination etc.) in employing these retired civil servants?

Asked by: Hon LEUNG Che-cheung (Member Question No. 46)

Reply:

According to the information available to the Civil Service Bureau (CSB), the number of approved cases involving re-employment after retirement of civil servants was 454 in 2014. These civil servants continued to fill civil service posts upon re-employment and were eligible for the relevant civil service allowances/benefits. CSB does not have information on the expenses involved in re-employing these civil servants.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2169)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please advise the Committee, in tabular form, on the estimated expenditure in respect of the following units in 2015-16, with information on staff establishment, ranks, salaries, relevant allowances and the amount of personnel related expenses:

1. Office of the Secretary for the Civil Service
2. Administrative Service Division
3. Civil Service Training and Development Institute and its six units (Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)
4. Conduct and Discipline Division and Conduct and Discipline Registry
5. Housing and Establishment Division and its three sections
6. Management Division and its three units
7. Pensions and Provident Fund Section
8. Secretariat on Civil Service Discipline
9. Staff Relations Division

Asked by: Hon LEUNG Kwok-hung (Member Question No. 515)

Reply:

Information on staff establishment, ranks, salaries, allowances and personnel related expenses in respect of the Civil Service Bureau is shown in the Annex.

Unit	Rank	Total staff establishment of the Programme	Total amount of salaries of the Programme (\$'000)	Total amount of allowances of the Programme (\$'000)	Total amount of personnel related expenses of the Programme (\$'000)
Programme (1) Director of Bureau's Office :  Office of the Secretary for the Civil Service	Administrative Officer Staff Grade C, Personal Assistant, Personal Secretary I and Personal Chauffeur	4	3,178	123	0
Programme (2) Human Resource Management:  Administrative Service Division  Conduct and Discipline Division (including Conduct and Discipline Registry)  Housing and Establishment Division (including its three sections)  Management Division (including its three units)  Pensions and Provident Fund Section  Secretariat on Civil Service Discipline	Administrative Officer Staff Grade A1, Administrative Officer Staff Grade B1, Administrative Officer Staff Grade B, Director of General Grades, Administrative Officer Staff Grade C, Senior Administrative Officer, Senior Principal Executive Officer, Principal Executive Officer, Chief Executive Officer, Senior Executive Officer, Executive Officer I, Executive Officer II, Senior Systems Manager, Systems Manager, Analyst/Programmer I, Analyst/Programmer II, Computer Operator II, Senior Clerical Officer, Clerical Officer, Assistant Clerical Officer, Senior Personal Secretary, Personal Secretary I, Personal Secretary II, Senior Confidential Assistant, Confidential Assistant, Statistical Officer I, Statistical Officer II, Clerical Assistant, Office Assistant, Chauffeur and Supplies Supervisor II	322	221,128	3,396	4,168

<b>Unit</b>	<b>Rank</b>	<b>Total staff establishment of the Programme</b>	<b>Total amount of salaries of the Programme (\$'000)</b>	<b>Total amount of allowances of the Programme (\$'000)</b>	<b>Total amount of personnel related expenses of the Programme (\$'000)</b>
<p>Staff Relations Division</p> <p>Other divisions (including Appointments Division, Pay and Leave Division, Conditions of Service Division, General Grades Office, Manpower Division and Complaints Unit)</p>					
<p>Programme (4) Civil Service Training and Development :</p> <p>Civil Service Training and Development Institute (including its six units: Human Resources Management Advisory Unit 1, Human Resources Management Advisory Unit 2, Divisional Administration Unit, Senior Management Development Unit, National Studies and Training Services Unit and E-learning Unit)</p>	<p>Principal Training Officer, Assistant Principal Training Officer, Chief Training Officer, Senior Training Officer, Training Officer I, Senior Executive Officer, Executive Officer I, Executive Officer II, Clerical Officer, Assistant Clerical Officer, Personal Secretary I, Personal Secretary II, Clerical Assistant, Office Assistant, Typist, Supplies Supervisor I and Motor Driver</p>	107	61,278	611	2,357

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0330)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in paragraph 165 of the Budget Speech that the civil service establishment is expected to expand by 2 540 posts in 2015-16. This has to do with manpower increase in government departments for implementing new policies and improving existing services.

- (a) Please provide a breakdown by departments in respect of the numbers and posts of the additional staff, and the expenditures involved for implementing new policies, as well as the details of the related new policies.
- (b) Please provide a breakdown by departments in respect of the numbers and posts of the additional staff, and the expenditures involved for improving existing services, as well as the details of the related service items.

Asked by: Hon LIAO Cheung-kong, Martin (Member Question No. 13)

Reply:

The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. The changes in civil service establishment of B/Ds in 2015-16 are set out at Annex. The additional civil service posts are to address manpower needs of B/Ds in implementing new policies or improving existing services.

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 actual number and grade of civil service posts to be created. In this light, the Civil Service Bureau does not have information on the estimated number, ranks, expenditure and details of the policies or services involved for civil service posts to be created by individual B/Ds or grades in 2015-16.



## Change in Civil Service Establishment by Bureaux/Departments in 2015-16

Bureau/Department/Organisation	Change in Establishment
Agriculture, Fisheries and Conservation Department	20
Architectural Services Department	4
Audit Commission	1
Auxiliary Medical Service	-
Buildings Department	152
Census and Statistics Department	-5
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	-3
Civil Aid Service	-
Civil Aviation Department	-27
Civil Engineering and Development Department	15
Civil Service Bureau	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	5
Commerce and Economic Development Bureau (Communications and Technology Branch)	9
Companies Registry	8
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	3
Customs and Excise Department	61
Department of Health	87
Department of Justice	8
Development Bureau (Planning and Lands Branch)	2
Development Bureau (Works Branch)	4
Drainage Services Department	37
Education Bureau	40
Electrical and Mechanical Services Department	29
Environment Bureau	-1
Environmental Protection Department	27
Financial Services and the Treasury Bureau (Financial Services Branch)	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-
Fire Services Department	146
Food and Environmental Hygiene Department	3
Food and Health Bureau (Food Branch)	2
Food and Health Bureau (Health Branch)	8
Government Flying Service	1
Government Laboratory	10
Government Logistics Department	1
Government Property Agency	-
Highways Department	33
Home Affairs Bureau	19
Home Affairs Department	24
Hong Kong Monetary Authority	-5
Hong Kong Observatory	7
Hong Kong Police Force	603
Hospital Authority	-139

<b>Bureau/Department/Organisation</b>	<b>Change in Establishment</b>
Housing Authority	264
Immigration Department	106
Independent Commission Against Corruption	-8
Information Services Department	3
Inland Revenue Department	1
Innovation and Technology Commission	-
Intellectual Property Department	-
Invest Hong Kong	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-2
Judiciary	52
Labour and Welfare Bureau	1
Labour Department	75
Land Registry	15
Lands Department	16
Legal Aid Department	1
Legal Aid Services Council	-
Leisure and Cultural Services Department	202
Marine Department	4
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	7
Office of the Government Chief Information Officer	3
Official Receiver's Office	-
Overseas Economic and Trade Offices	4
Planning Department	8
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	3
Rating and Valuation Department	5
Registration and Electoral Office	45
Secretariat, Commissioner on Interception of Communications and Surveillance	3
Security Bureau	5
Social Welfare Department	29
Trade and Industry Department	1
Transport and Housing Bureau (Transport Branch)	12
Transport Department	22
Treasury	4
University Grants Committee	3
Vocational Training Council	-2
Water Supplies Department	27
Working Family and Student Financial Assistance Agency	434
<b>Total</b>	<b>2 540</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0577)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (2) Human Resource Management  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Please inform this Committee of the followings, with actual figures for the past two years (i.e. 2013-14 and 2014-15) and estimates for 2015-16 in respect of various departments:

- a) the numbers of non-civil service contract (NCSC) staff ;
- b) the numbers of NCSC staff converted to civil servants; and
- c) the numbers of NCSC staff having been working in the same department for less than 5 years, 5 to 10 years, and more than 10 years respectively.

Asked by: Hon POON Siu-ping (Member Question No. 8)

Reply:

- a)&c) The number of full-time<sup>(Note 1)</sup> non-civil service contract (NCSC) staff employed by bureaux/departments (B/Ds) in 2013 and 2014 are set out at Annex A.

The breakdown of the number of full-time NCSC staff as at 30 June 2013 and 30 June 2014 by B/Ds and by length of continuous service<sup>(Note 2)</sup> are attached at Annexes B and C respectively.

Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full 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. In view of the nature of the service needs, B/Ds are unable to project the number of NCSC staff (be they new or serving) to be employed, nor their years of service, in the 2015-16 financial year before it begins.

- b) It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. Since there is no direct appointment of NCSC staff to civil servant, we are not able to provide such information.

That said, 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 working experience in the Government.

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 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

### Employment of full-time NCSC staff by Bureaux/Departments/Offices

Bureau/Department/Office	Number of NCSC Staff	
	as at 30.6.2013	as at 30.6.2014
Agriculture, Fisheries and Conservation Department	295	252
Architectural Services Department	30	46
Buildings Department	451	358
Census and Statistics Department	164	178
Chief Executive's Office	6	7
Chief Secretary and Financial Secretary's Offices	29	42
Civil Aviation Department	20	20
Civil Engineering and Development Department	69	71
Civil Service Bureau	1	-
Commerce and Economic Development Bureau	33	33
Companies Registry	67	64
Constitutional and Mainland Affairs Bureau	8	8
Correctional Services Department	3	2
Customs and Excise Department	137	127
Department of Health	760	581
Department of Justice	45	60
Development Bureau	42	43
Drainage Services Department	66	63
Education Bureau	1 190	1 178
Efficiency Unit	373	436
Electrical and Mechanical Services Department	1 336	1 009
Environment Bureau	6	6
Environmental Protection Department	106	100
Financial Services and the Treasury Bureau	72	78
Fire Services Department	36	31

Bureau/Department/Office	Number of NCSC Staff	
	as at 30.6.2013	as at 30.6.2014
Food and Environmental Hygiene Department	291	273
Food and Health Bureau	19	18
Government Flying Service	13	10
Government Laboratory	31	26
Government Logistics Department	42	42
Government Property Agency	8	1
Highways Department	41	55
Home Affairs Bureau	26	52
Home Affairs Department	395	499
Hong Kong Observatory	15	15
Hong Kong Police Force	82	73
Hongkong Post	2 048	1 971
Immigration Department	43	36
Information Services Department	17	19
Inland Revenue Department	166	176
Innovation and Technology Commission	39	34
Intellectual Property Department	18	13
Invest Hong Kong	57	59
Judiciary	88	74
Labour and Welfare Bureau	27	30
Labour Department	195	179
Land Registry	154	127
Lands Department	225	243
Legal Aid Department	4	7
Leisure and Cultural Services Department	1 908	1 776
Marine Department	9	11
Office of the Communications Authority	132	131

Bureau/Department/Office	Number of NCSC Staff	
	as at 30.6.2013	as at 30.6.2014
Office of the Government Chief Information Officer	21	19
Official Receiver's Office	42	40
Planning Department	23	30
Radio Television Hong Kong	278	287
Rating and Valuation Department	60	62
Registration and Electoral Office	71	75
Security Bureau	18	17
Social Welfare Department	144	137
Student Financial Assistance Agency	469	403
Trade and Industry Department	84	91
Transport and Housing Bureau	3	3
Transport Department	84	73
Treasury	29	30
University Grants Committee Secretariat	20	26
Water Supplies Department	116	111
<b>Total</b>	<b>12 900</b>	<b>12 147</b>

**Breakdown of full-time NCSC staff by years of continuous service  
(position as at 30 June 2013)**

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Agriculture, Fisheries and Conservation Department	199	81	15	<b>295</b>
Architectural Services Department	30	-	-	<b>30</b>
Buildings Department	321	96	34	<b>451</b>
Census and Statistics Department	156	8	-	<b>164</b>
Chief Executive's Office	3	1	2	<b>6</b>
Chief Secretary and Financial Secretary's Offices	24	4	1	<b>29</b>
Civil Aviation Department	19	-	1	<b>20</b>
Civil Engineering and Development Department	49	5	15	<b>69</b>
Civil Service Bureau	1	-	-	<b>1</b>
Commerce and Economic Development Bureau	26	7	-	<b>33</b>
Companies Registry	55	11	1	<b>67</b>
Constitutional and Mainland Affairs Bureau	6	2	-	<b>8</b>
Correctional Services Department	3	-	-	<b>3</b>
Customs and Excise Department	137	-	-	<b>137</b>
Department of Health	349	381	30	<b>760</b>
Department of Justice	44	1	-	<b>45</b>
Development Bureau	41	1	-	<b>42</b>
Drainage Services Department	53	11	2	<b>66</b>
Education Bureau	945	216	29	<b>1 190</b>
Efficiency Unit	241	99	33	<b>373</b>
Electrical and Mechanical Services Department	671	394	271	<b>1 336</b>
Environment Bureau	6	-	-	<b>6</b>



<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Environmental Protection Department	98	8	-	<b>106</b>
Financial Services and the Treasury Bureau	63	9	-	<b>72</b>
Fire Services Department	23	11	2	<b>36</b>
Food and Environmental Hygiene Department	206	62	23	<b>291</b>
Food and Health Bureau	18	1	-	<b>19</b>
Government Flying Service	11	2	-	<b>13</b>
Government Laboratory	25	5	1	<b>31</b>
Government Logistics Department	29	13	-	<b>42</b>
Government Property Agency	7	1	-	<b>8</b>
Highways Department	38	-	3	<b>41</b>
Home Affairs Bureau	22	4	-	<b>26</b>
Home Affairs Department	344	39	12	<b>395</b>
Hong Kong Observatory	15	-	-	<b>15</b>
Hong Kong Police Force	35	41	6	<b>82</b>
Hongkong Post	631	815	602	<b>2 048</b>
Immigration Department	10	31	2	<b>43</b>
Information Services Department	6	5	6	<b>17</b>
Inland Revenue Department	148	18	-	<b>166</b>
Innovation and Technology Commission	25	10	4	<b>39</b>
Intellectual Property Department	14	2	2	<b>18</b>
Invest Hong Kong	19	25	13	<b>57</b>
Judiciary	54	26	8	<b>88</b>
Labour and Welfare Bureau	25	2	-	<b>27</b>
Labour Department	115	67	13	<b>195</b>
Land Registry	94	40	20	<b>154</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Lands Department	218	7	-	<b>225</b>
Legal Aid Department	4	-	-	<b>4</b>
Leisure and Cultural Services Department	1 440	141	327	<b>1 908</b>
Marine Department	9	-	-	<b>9</b>
Office of the Communications Authority	77	23	32	<b>132</b>
Office of the Government Chief Information Officer	17	4	-	<b>21</b>
Official Receiver's Office	31	7	4	<b>42</b>
Planning Department	18	3	2	<b>23</b>
Radio Television Hong Kong	165	64	49	<b>278</b>
Rating and Valuation Department	48	8	4	<b>60</b>
Registration and Electoral Office	48	12	11	<b>71</b>
Security Bureau	15	3	-	<b>18</b>
Social Welfare Department	86	39	19	<b>144</b>
Student Financial Assistance Agency	288	135	46	<b>469</b>
Trade and Industry Department	67	9	8	<b>84</b>
Transport and Housing Bureau	2	1	-	<b>3</b>
Transport Department	53	21	10	<b>84</b>
Treasury	23	2	4	<b>29</b>
University Grants Committee Secretariat	14	5	1	<b>20</b>
Water Supplies Department	77	14	25	<b>116</b>
<b>Total</b>	<b>8 154</b>	<b>3 053</b>	<b>1 693</b>	<b>12 900</b>

**Breakdown of full-time NCSC staff by years of continuous service  
(position as at 30 June 2014)**

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Agriculture, Fisheries and Conservation Department	200	13	39	<b>252</b>
Architectural Services Department	45	1	-	<b>46</b>
Buildings Department	230	77	51	<b>358</b>
Census and Statistics Department	167	11	-	<b>178</b>
Chief Executive's Office	4	1	2	<b>7</b>
Chief Secretary and Financial Secretary's Offices	39	1	2	<b>42</b>
Civil Aviation Department	17	2	1	<b>20</b>
Civil Engineering and Development Department	58	3	10	<b>71</b>
Commerce and Economic Development Bureau	28	5	-	<b>33</b>
Companies Registry	57	7	-	<b>64</b>
Constitutional and Mainland Affairs Bureau	6	2	-	<b>8</b>
Correctional Services Department	2	-	-	<b>2</b>
Customs and Excise Department	127	-	-	<b>127</b>
Department of Health	178	381	22	<b>581</b>
Department of Justice	58	2	-	<b>60</b>
Development Bureau	42	1	-	<b>43</b>
Drainage Services Department	49	11	3	<b>63</b>
Education Bureau	925	196	57	<b>1 178</b>
Efficiency Unit	298	99	39	<b>436</b>
Electrical and Mechanical Services Department	321	435	253	<b>1 009</b>
Environment Bureau	5	1	-	<b>6</b>
Environmental Protection Department	86	14	-	<b>100</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Financial Services and the Treasury Bureau	70	6	2	<b>78</b>
Fire Services Department	21	9	1	<b>31</b>
Food and Environmental Hygiene Department	191	46	36	<b>273</b>
Food and Health Bureau	16	2	-	<b>18</b>
Government Flying Service	6	4	-	<b>10</b>
Government Laboratory	21	4	1	<b>26</b>
Government Logistics Department	29	13	-	<b>42</b>
Government Property Agency	1	-	-	<b>1</b>
Highways Department	51	1	3	<b>55</b>
Home Affairs Bureau	47	5	-	<b>52</b>
Home Affairs Department	433	57	9	<b>499</b>
Hong Kong Observatory	15	-	-	<b>15</b>
Hong Kong Police Force	40	18	15	<b>73</b>
Hongkong Post	694	706	571	<b>1 971</b>
Immigration Department	7	22	7	<b>36</b>
Information Services Department	10	4	5	<b>19</b>
Inland Revenue Department	158	17	1	<b>176</b>
Innovation and Technology Commission	19	11	4	<b>34</b>
Intellectual Property Department	11	-	2	<b>13</b>
Invest Hong Kong	19	18	22	<b>59</b>
Judiciary	39	29	6	<b>74</b>
Labour and Welfare Bureau	27	3	-	<b>30</b>
Labour Department	104	52	23	<b>179</b>
Land Registry	61	46	20	<b>127</b>
Lands Department	242	1	-	<b>243</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Legal Aid Department	7	-	-	<b>7</b>
Leisure and Cultural Services Department	1 330	158	288	<b>1 776</b>
Marine Department	11	-	-	<b>11</b>
Office of the Communications Authority	76	22	33	<b>131</b>
Office of the Government Chief Information Officer	16	3	-	<b>19</b>
Official Receiver's Office	26	10	4	<b>40</b>
Planning Department	24	4	2	<b>30</b>
Radio Television Hong Kong	180	62	45	<b>287</b>
Rating and Valuation Department	46	13	3	<b>62</b>
Registration and Electoral Office	61	5	9	<b>75</b>
Security Bureau	11	6	-	<b>17</b>
Social Welfare Department	99	21	17	<b>137</b>
Student Financial Assistance Agency	233	120	50	<b>403</b>
Trade and Industry Department	64	19	8	<b>91</b>
Transport and Housing Bureau	2	1	-	<b>3</b>
Transport Department	40	26	7	<b>73</b>
Treasury	22	5	3	<b>30</b>
University Grants Committee Secretariat	18	7	1	<b>26</b>
Water Supplies Department	74	12	25	<b>111</b>
<b>Total</b>	<b>7 614</b>	<b>2 831</b>	<b>1 702</b>	<b>12 147</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0590)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The Government will raise the retirement age of new recruits joining the Civil Service from around mid-2015 and formulate flexible measures for extending the service of serving civil servants. In this connection, please inform this Committee of the followings, with actual figures for the past 3 years and estimates for 2015-16 in respect of civil servants in various departments, including the disciplined services:

1. the numbers of staff granted “final extension of service” beyond retirement age;
2. the numbers of staff “re-employed” after retirement;
3. the numbers of lower-ranking staff (with maximum pay points not exceeding Master Pay Scale Point 20 or equivalent) allowed to take up outside work after retirement.

Asked by: Hon POON Siu-ping (Member Question No. 29)

Reply:

- 1 & 2. According to the information available to the Civil Service Bureau, the number of approved cases for “final extension of service” beyond retirement age and “re-employment after retirement” in the past three years are as follows -

<b>Year in which approval was given</b>	<b>Number of cases approved</b>	
	<b>Final extension of service</b>	<b>Re-employment after retirement</b>
2012	72	414
2013	113	352
2014	171	454

Since applications for re-employment after retirement and final extension of service are considered on a case-by-case basis, having regard to relevant factors including exigencies of service, we are not able to estimate the caseload for 2015-16.

3. In 2012, 2013 and 2014, the Government approved 227, 275 and 306 non-directorate civil servants at ranks with maximum pay points not exceeding Master Pay Scale (MPS) Point 20 or equivalent to take up post-retirement outside work respectively.

For 2015-16, we are unable to estimate the number of non-directorate civil servants at ranks with maximum pay points not exceeding MPS Point 20 or equivalent who will be allowed to take up post-retirement outside work, as such outside work is not initiated by the Government.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3252)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (2) Human Resource Management  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

1. Please provide a breakdown of the following, with actual figures for 2014-15 and estimates for 2015-16 in respect of various departments:
  - a. the numbers of staff working 44 hours net per week and 45 hours gross per week; and
  - b. the numbers of Model Scale (MOD) 1 staff working 44 hours net per week and 45 hours gross per week.
2. If the working hours of all government staff working 44 hours net per week are to be reduced to 45 hours gross per week in the estimates for 2015-16, what will be the estimated number of additional staff required?
3. If the working hours of MOD 1 staff working 44 hours net per week are to be reduced to 45 hours gross per week in the estimates for 2015-16, what will be the estimated number of additional staff required?

Asked by: Hon POON Siu-ping (Member Question No. 9)

Reply:

1. There are two different systems of conditioned hours of work for civil servants: gross and net. The gross conditioned hours system incorporates the time for meal breaks in the stipulated conditioned hours of work; the net system excludes the time for meal breaks in the stipulated conditioned hours of work.

In this connection, we have not compiled breakdown statistics in respect of individual departments or estimated the figures for 2015-16. The following is an overall position of the civil service : As at 31 December 2014, around 23 400 civil servants (i.e. around 14%), including a total of some 7 000 staff of MOD 1 grades, were on a net conditioned hours system, working 45 hours per week. Meanwhile,



around 139 100 civil servants (i.e. around 86%) were on a gross conditioned hours system, working 44, 48 or 54 hours per week.

- 2 & 3. As the reduction of conditioned hours of work for civil servants are subject to prerequisites, two of which being cost-neutrality and no additional manpower, the Government has not estimated the number of additional staff required for the purpose of reduction of conditioned hours of work.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2477)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (2) Human Resource Management  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Civil service disciplinary matters have all along been a major area of work of the Civil Service Bureau. What specific work plans does the Bureau have in this respect in 2015-16?

Asked by: Hon TAM Yiu-chung (Member Question No. 30)

Reply:

In 2015-16, we will continue to work with the management and staff sides of the disciplined services to refine the arrangements concerning defense representatives and other improvements to the disciplinary proceedings under the Disciplined Services Legislation. We will also continue to collaborate with the Independent Commission Against Corruption in sustaining and strengthening an ethical culture in the civil service under the Ethical Leadership Programme.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2478)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

What specific plans does the Government have for continuing to maintain and enhance the morale of the civil service in 2015-16? What are the estimated expenditures on various commendation schemes?

Asked by: Hon TAM Yiu-chung (Member Question No. 31)

Reply:

The Government believes that a robust commendation system enhances staff morale and helps 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 2015-16 :

(i) Secretary for the Civil Service (SCS)'s Commendation Award Scheme

Through this Scheme, SCS, on behalf of the Government, gives recognition to selected civil servants for their consistently outstanding performance. An award recipient should be an exceptionally meritorious officer 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) set out in item (iii) below 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 2015-16 is about \$2.82 million.

(ii) Commendation Letter Scheme

Heads of Bureau/Department (HoB/D) 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. HoB/D will issue commendation letters to selected officers after considering the recommendations of their bureau/departmental commendation committees. In recent years, on average around 1 900 commendation letters were issued annually.

(iii) Long and Meritorious Service Travel Award Scheme

The objective of this 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 award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards is determined on the basis of one award for every 27 officers meeting the length of service requirement. Permanent Secretaries and Heads of Department/Grade will appoint selection committees to recommend suitable officers for the awards. The estimated expenditure for this Scheme in 2015-16 is about \$125.26 million.

(iv) Civil Service Outstanding Service Award Scheme

The objective of this 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 2015 Scheme, 116 submissions were received from 33 bureaux and departments and the results will be announced in end 2015. The estimated expenditure for the Scheme in 2015-16 is \$2.5 million.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0950)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, will the Government inform this Committee of the following:

- a. The provision for 2015-16 is \$8.4 million (6.6%) higher than the revised estimate for 2014-15. What are the reasons for this?
- b. It is stated under "Matters Requiring Special Attention in 2015-16" that the Bureau will facilitate the effective use of Chinese and English in official business by providing a wide range of support services. What are the specific services?
- c. Have sufficient resources been deployed for improving continuously civil servants' capabilities of using Chinese in official business? What are the specific measures?

Asked by: Hon TANG Ka-piu (Member Question No. 34)

Reply:

- a. The provision for 2015-16 is \$8.4 million (6.6%) higher than the revised estimate for 2014-15. This is mainly due to the increased salary provision for filling of vacancies in 2015-16.
- b. Apart from delivering translation, interpretation, draft-vetting and drafting services to bureaux and departments, the Civil Service Bureau (CSB) also provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. These include operating telephone hotlines to answer civil servants' enquiries on the use of English and Chinese; compiling reference materials on Chinese and English official writing and language use as well as glossaries of terms commonly used in the Government; advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets and government buildings; and providing Putonghua coaching and Pinyin services.

- c. To help civil servants further enhance their capabilities of using Chinese in official business, CSB continues to provide a wide range of support and training services. Support services include operating telephone hotlines to answer civil servants' enquiries on language usage; producing reference materials on official writing and language use as well as glossaries of terms commonly used in the Government; publishing *Word Power*, a quarterly on Chinese and English languages and cultures; and vetting Chinese drafts prepared by civil servants. As for training, we organise language training programmes for civil servants, including Chinese language courses, thematic seminars and e-learning programmes.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3129)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this programme, it is stated under Matters Requiring Special Attention in 2015-16 that the Government will continue to promote occupational safety and health in the civil service. In this connection, please advise this Committee on the followings:

- a. What were the methods used and projects launched by the Government in carrying out the promotion work in the past year?
- b. What are the plans for the promotion work for the coming year? What are the manpower and expenditure involved?

Asked by: Hon TANG Ka-piu (Member Question No. 31)

Reply:

- a. In 2014-15, the Civil Service Bureau (CSB) organised a total of 19 seminars on occupational safety and health (OSH) to promote OSH messages among government employees. The topics covered included "Occupational Health for Office Workers" (twice), "Prevention of Musculoskeletal Disorders" (twice), "First Aid Care in the Workplace" (twice), "Safety at Work under Inclement and Hot Weather" (twice), "Prevention and Handling of Workplace Violence" (twice), "Work Stress Management" (twice), "Smart Work, Exercise and Healthy Lifestyle" (once), "Prevention of Upper and Lower Limb Disorders" (once), "Health Hints on the Use of Display Screen Equipment" (once), "Chemical Safety in the Workplace and Personal Protective Equipment" (once), "Air Quality Health Index" (once), "Influence of Indoor Air Quality on Occupational Health" (once) and "Occupational Safety Management System" (once). We also organised roving exhibitions on occupational safety management system in 9 government office buildings to introduce the elements of the system, benefits and model of its implementation.

To enhance the understanding of the responsible staff in bureaux/departments (B/Ds) on OSH, in 2014-15, CSB organised training courses on “General Training Course on OSH” and “Specialised Training Course on Safety Review” for them and arranged an annual experience sharing seminar, as well as a benchmark visit to the Hong Kong Jockey Club to learn and draw on the successful experience of other organisations. Furthermore, CSB, the Labour Department and the staff side representatives of the Working Group on OSH in the Civil Service pay goodwill visits to government departments from time to time to understand their latest efforts in promoting and implementing OSH measures, and to share experience and exchange views with departmental OSH personnel. In 2014-15, the Education Bureau was visited.

- b. In 2015-16, CSB will continue to organise the above seminars on OSH for government employees and increase the number and/or enhance the contents of the seminars on topics of special concern to staff, including “Manual Handling Operations: Prevention of Upper and Lower Limb Disorders”, “Safety at Work under Inclement and Hot Weather”, “Chemical Safety in the Workplace and Personal Protective Equipment”, “Health Hints on the Use of Display Screen Equipment”, “Work Stress Management” and “Prevention and Handling of Workplace Violence”, to enhance colleagues’ awareness of job-related hazards and to encourage their adoption of precautionary measures against potential hazards at work.

For safety officers in B/Ds, apart from continuing to organise OSH training programmes including “General Training on OSH” and “Specialised Training on Safety Review”, CSB also plans to organise seminars on “Occupational Safety Management System” and “Accident Investigation” to assist them in handling OSH issues in their respective B/Ds. CSB will continue to arrange visits to B/Ds and/or private/public organisations with good OSH practices and organise experience sharing seminars for colleagues to share experience and exchange knowledge.

Besides, CSB will revamp the website on Occupational Safety and Health in the Civil Service to provide colleagues with more of the latest information and news on OSH. CSB also plans to organise roving exhibitions on OSH in various government office buildings to enhance colleagues’ knowledge about OSH.

CSB has appointed a Principal Executive Officer to develop and implement OSH promotion initiatives. In addition, a Chief Executive Officer, an Senior Executive Officer, an Executive Officer I and an Assistant Clerical Officer have been assigned to organise various OSH promotional activities. In 2015-16, the estimated expenditure involved in implementing the above OSH initiatives by the CSB is about \$360,000.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0406)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

According to the Budget Speech, the Government plans to increase the short-term internship places provided by government departments for 2015-16 to 3 000, an increase of 30 per cent over the last financial year, so that more young people will have a deeper understanding of different areas of work in Government. This measure will cost \$21 million. In this regard, will the Government inform this Committee of:

- (1) the government departments to be allocated with short-term internship places and their respective numbers of such places;
- (2) the breakdown of the expenditure of \$21 million; and
- (3) whether the effectiveness of this measure has been assessed? If yes, what are the details? If no, what are the reasons?

Asked by: Hon TIEN Pei-chun, James (Member Question No. 4)

Reply:

- (1) In 2015-16, 54 bureaux/departments (B/Ds) involved in public healthcare, labour and social services, engineering projects, survey and statistics, etc. will offer internship places to young people. The number of internship places in B/Ds varies depending on their individual operational needs.
- (2) The expenditure of \$21 million is to cover the allowance for additional interns employed under this initiative. Expenses incurred by respective B/Ds will depend on the types and number of internship places offered.
- (3) The objectives of offering short-term internship places to young people are to provide them with work experience in their field of studies or interests, to familiarize them with different areas of work in the Government, and to raise their interest in joining the

civil service. B/Ds offer different types of internship having regard to their operational needs. They also evaluate the effectiveness of each internship programme to determine the types and number of internship places offered in the following year.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2583)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is mentioned in the Budget Speech that \$21 m will be allocated for the provision of 3 000 short-term internship places in government departments. In this connection, please advise on the followings:

- (1) In which government departments will these interns work? What will be their duties? When and how will recruitment be conducted? What will be the academic qualifications of the recruited students?
- (2) Will the academically lower achievers be particularly given priority for internship opportunities to enhance their employability?

Asked by: Hon TONG Ka-wah, Ronny (Member Question No. 33)

Reply:

- (1) In 2015-16, 54 bureaux/departments (B/Ds) involved in public healthcare, labour and social services, engineering projects, survey and statistics, etc. will offer internship places to young people. The number of internship places in B/Ds and their respective job content vary depending on their individual operational needs. B/Ds will conduct their own recruitment exercises and determine the time of recruitment. Applicants are mainly students from tertiary institutions.
- (2) The objectives of offering short-term internship places to young people are to provide them with work experience in their field of studies or interests, to familiarize them with different areas of work in the Government, and to raise their interest in joining the civil service. B/Ds offer different types of internship having regard to their operational needs, and determine the job content and the target candidates for respective internship programmes. Selection criteria depend on the knowledge, skills and work experience required for individual internship placements.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1131)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In 2015-16, the Civil Service Bureau (CSB) 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. In this connection, please advise this Committee on the following:

- (a) As outlined in the Policy Address, the workload of the Government relating to planning, infrastructure development, poverty alleviation, etc. will increase significantly. To meet the manpower needs brought about by new and improved services, what will be the increase in the total establishment of the civil service in 2015-16? Please provide a breakdown of the number of additional posts by department.
- (b) As the consultation process for land planning and development becomes increasingly long, causing ever more controversies and uncertainties, the workload of various departments has been on the rise. Apart from expanding the civil service establishment, what initiatives will the Government take to alleviate the workload and pressure on the civil service? What are the specific details, the estimates of expenditure, the manpower arrangements and the implementation timetables of these initiatives?

Asked by: Hon TSE Wai-chuen, Tony (Member Question No. 28)

Reply:

- (a) To address the manpower needs of bureaux and departments (B/Ds) in implementing new policies or improving existing services, the 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various B/Ds, representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. The changes in civil service establishment of B/Ds in 2015-16 are set out at Annex.

- (b) Apart from expanding the civil service establishment, the CSB has commissioned professional bodies to provide hotline counselling service on stress management to help staff cope with stress from work and other personal problems. Such service, available to staff from some 60 B/Ds, includes telephone and face-to-face counselling and referral services. The estimated expenditure in 2015-16 is about \$0.3 million. Separately, 11 departments provide their own counselling services to their staff. In addition, the CSB has been organising training programmes on managing stress, managing change, building resilience, etc. for civil servants at various ranks so as to enhance individual and team's abilities to manage stress. These programmes are part of the overall training for civil servants. We do not have breakdown on the manpower and expenditure incurred.

### Change in Civil Service Establishment by Bureaux / Departments in 2015-16

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Agriculture, Fisheries and Conservation Department	20
Architectural Services Department	4
Audit Commission	1
Auxiliary Medical Service	-
Buildings Department	152
Census and Statistics Department	-5
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	-3
Civil Aid Service	-
Civil Aviation Department	-27
Civil Engineering and Development Department	15
Civil Service Bureau	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	5
Commerce and Economic Development Bureau (Communications and Technology Branch)	9
Companies Registry	8
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	3
Customs and Excise Department	61
Department of Health	87
Department of Justice	8
Development Bureau (Planning and Lands Branch)	2
Development Bureau (Works Branch)	4
Drainage Services Department	37
Education Bureau	40
Electrical and Mechanical Services Department	29
Environment Bureau	-1
Environmental Protection Department	27
Financial Services and the Treasury Bureau (Financial Services Branch)	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-
Fire Services Department	146

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Food and Environmental Hygiene Department	3
Food and Health Bureau (Food Branch)	2
Food and Health Bureau (Health Branch)	8
Government Flying Service	1
Government Laboratory	10
Government Logistics Department	1
Government Property Agency	-
Highways Department	33
Home Affairs Bureau	19
Home Affairs Department	24
Hong Kong Monetary Authority	-5
Hong Kong Observatory	7
Hong Kong Police Force	603
Hospital Authority	-139
Housing Authority	264
Immigration Department	106
Independent Commission Against Corruption	-8
Information Services Department	3
Inland Revenue Department	1
Innovation and Technology Commission	-
Intellectual Property Department	-
Invest Hong Kong	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-2
Judiciary	52
Labour and Welfare Bureau	1
Labour Department	75
Land Registry	15
Lands Department	16
Legal Aid Department	1
Legal Aid Services Council	-
Leisure and Cultural Services Department	202
Marine Department	4
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	7
Office of the Government Chief Information Officer	3

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Official Receiver's Office	-
Overseas Economic and Trade Offices	4
Planning Department	8
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	3
Rating and Valuation Department	5
Registration and Electoral Office	45
Secretariat, Commissioner on Interception of Communications and Surveillance	3
Security Bureau	5
Social Welfare Department	29
Trade and Industry Department	1
Transport and Housing Bureau (Transport Branch)	12
Transport Department	22
Treasury	4
University Grants Committee	3
Vocational Training Council	-2
Water Supplies Department	27
Working Family and Student Financial Assistance Agency	434
<b>Total</b>	<b>2 540</b>

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1132)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

- (a) According to the Financial Secretary, the civil service establishment "is expected to expand by 2 556 posts" as compared to the previous year. Please provide a breakdown by department in respect of the number of posts created in 2015-16, the grades concerned and the expenditure involved. How many of these are non-civil service contract (NCSC) positions that can be converted to civil service posts? Please provide a breakdown by department in respect of the number of such additional posts, the grades concerned and the expenditure involved.
- (b) Among the additional posts compared to 2014-15, how many are for filling existing vacancies, and what is the longest duration of such vacancies? Again, are any of such additional posts involved in the conversion of NCSC positions to civil service posts? If yes, what is the number of such posts and what departments and posts are involved?

Asked by: Hon TSE Wai-chuen, Tony (Member Question No. 29)

Reply:

The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. The additional civil service posts are for implementing new policies or improving existing services. The changes in civil service establishment of B/Ds in 2015-16 are set out at Annex A. The growth in civil service establishment includes some 600 posts for replacing non-civil service contract (NCSC) positions for which the long term need has been established, a breakdown of these posts by B/Ds is at Annex B. 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. Hence, the Civil Service Bureau does not have information on the estimated

number and expenditure of civil servants to be recruited by individual B/Ds or grades in 2015-16.

### Change in Civil Service Establishment by Bureaux / Departments in 2015-16

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Agriculture, Fisheries and Conservation Department	20
Architectural Services Department	4
Audit Commission	1
Auxiliary Medical Service	-
Buildings Department	152
Census and Statistics Department	-5
Chief Executive's Office	-
Chief Secretary and Financial Secretary's Offices	-3
Civil Aid Service	-
Civil Aviation Department	-27
Civil Engineering and Development Department	15
Civil Service Bureau	1
Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	5
Commerce and Economic Development Bureau (Communications and Technology Branch)	9
Companies Registry	8
Constitutional and Mainland Affairs Bureau	3
Correctional Services Department	3
Customs and Excise Department	61
Department of Health	87
Department of Justice	8
Development Bureau (Planning and Lands Branch)	2
Development Bureau (Works Branch)	4
Drainage Services Department	37
Education Bureau	40
Electrical and Mechanical Services Department	29
Environment Bureau	-1
Environmental Protection Department	27
Financial Services and the Treasury Bureau (Financial Services Branch)	4
Financial Services and the Treasury Bureau (The Treasury Branch)	-
Fire Services Department	146

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Food and Environmental Hygiene Department	3
Food and Health Bureau (Food Branch)	2
Food and Health Bureau (Health Branch)	8
Government Flying Service	1
Government Laboratory	10
Government Logistics Department	1
Government Property Agency	-
Highways Department	33
Home Affairs Bureau	19
Home Affairs Department	24
Hong Kong Monetary Authority	-5
Hong Kong Observatory	7
Hong Kong Police Force	603
Hospital Authority	-139
Housing Authority	264
Immigration Department	106
Independent Commission Against Corruption	-8
Information Services Department	3
Inland Revenue Department	1
Innovation and Technology Commission	-
Intellectual Property Department	-
Invest Hong Kong	-
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	-2
Judiciary	52
Labour and Welfare Bureau	1
Labour Department	75
Land Registry	15
Lands Department	16
Legal Aid Department	1
Legal Aid Services Council	-
Leisure and Cultural Services Department	202
Marine Department	4
Office for Film, Newspaper and Article Administration	-
Office of the Communications Authority	7
Office of the Government Chief Information Officer	3

<b>Bureau / Department / Organisation</b>	<b>Change in Establishment</b>
Official Receiver's Office	-
Overseas Economic and Trade Offices	4
Planning Department	8
Post Office	-
Public Service Commission Secretariat	-
Radio Television Hong Kong	3
Rating and Valuation Department	5
Registration and Electoral Office	45
Secretariat, Commissioner on Interception of Communications and Surveillance	3
Security Bureau	5
Social Welfare Department	29
Trade and Industry Department	1
Transport and Housing Bureau (Transport Branch)	12
Transport Department	22
Treasury	4
University Grants Committee	3
Vocational Training Council	-2
Water Supplies Department	27
Working Family and Student Financial Assistance Agency	434
<b>Total</b>	<b>2 540</b>

**A Breakdown by Bureaux / Departments of the civil service posts  
to be created for replacing NCSC positions**

<b>Bureau / Department / Office</b>	<b>Number of posts</b>
Agriculture, Fisheries and Conservation Department	16
Buildings Department	145
Census and Statistics Department	1
Chief Secretary and Financial Secretary's Offices	1
Customs and Excise Department	1
Department of Health	20
Development Bureau (Works Branch)	5
Drainage Services Department	2
Education Bureau	28
Electrical and Mechanical Services Department	3
Environmental Protection Department	5
Food and Environmental Hygiene Department	2
Food and Health Bureau (Food Branch)	1
Food and Health Bureau (Health Branch)	2
Government Laboratory	12
Home Affairs Department	12
Hong Kong Police Force	4
Judiciary	5
Labour and Welfare Bureau	1
Labour Department	37
Land Registry	12
Lands Department	13
Legal Aid Department	1
Leisure and Cultural Services Department	136
Office of the Communications Authority	2
Office of the Government Chief Information Officer	4
Planning Department	1
Radio Television Hong Kong	3
Rating and Valuation Department	5
Registration and Electoral Office	1
Security Bureau	2
Social Welfare Department	28

<b>Bureau / Department / Office</b>	<b>Number of posts</b>
Trade and Industry Department	1
Transport Department	1
Treasury	4
University Grants Committee Secretariat	3
Water Supplies Department	17
Working Family and Student Financial Assistance Agency	70
<b>Total</b>	<b>607</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0393)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding civil service establishment, will the Government inform this Committee of the followings:

- (a) Among the 2 540 additional posts to be created in the civil service establishment as mentioned in the Budget Speech, how many will be filled by open recruitment and how many by conversion of non-civil service contract (NCSC) staff? Please provide the information in table form.
- (b) What is the target number of NCSC staff to be recruited in the year, and what are the posts and contract period involved? Please provide the information in table form.

Asked by: Hon WONG Kwok-hing (Member Question No. 25)

Reply:

- (a) The 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various bureaux and departments (B/Ds), representing an increase of about 1.5% over the 2014-15 Revised Estimate of the civil service establishment. The growth in civil service establishment includes some 600 posts for replacing non-civil service contract (NCSC) positions for which the long term need has been established. 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. In view of this, 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 2015-16.

It is the Government's policy to select the most suitable persons to fill civil service vacancies through an open, fair and competitive process. As such, regardless of



whether the civil service posts to be created are for conversion of NCSC positions or not, B/Ds would normally conduct open recruitment to cast the widest net for candidates. 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 working experience in the Government.

- (b) Under the NCSC Staff Scheme, Heads of Bureaux/Departments (HoDs) are given full discretion to employ NCSC staff to meet changing operational and service needs, which (a) 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. In view of the nature of the service needs, B/Ds are unable to project the number of NCSC staff (be they new or serving) to be employed, nor their respective positions and contract periods, in the 2015-16 financial year before it begins.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0394)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the employment of non-civil service contract (NCSC) staff, will the Government inform this Committee of the followings:

- (a) What are the respective numbers of full-time NCSC staff employed by bureaux/departments with a length of continuous service of less than 3 years, 3 years to less than 5 years, 5 years to less than 10 years, and 10 years or more, and what is the total? Please provide the information in table form.
- (b) For those positions which have been held by full-time NCSC staff continuously for more than 3 years, will the Government consider converting them to posts in the permanent establishment? If yes, what are the details? If no, what are the reasons?

Asked by: Hon WONG Kwok-hing (Member Question No. 23)

Reply:

- (a) A breakdown of the number of full-time<sup>(Note 1)</sup> non-civil service contract (NCSC) staff as at 30 June 2014 by bureaux/departments (B/Ds) and by length of continuous service<sup>(Note 2)</sup> is attached at the Annex.
- (b) The nature and purposes of civil service and NCSC appointments are different. 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 2015-16 Draft Estimates of Expenditure provide for 2 540 additional civil service posts in various B/Ds, including some 600 posts for replacing NCSC positions the long term need for which has been established. The Government 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.

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 : “Continuous service” means service in the same NCSC position, as well as service in different NCSC positions in the same department but without a break in service.

**Breakdown of full-time Non-Civil Service Contract (NCSC) staff  
by years of continuous service  
(position as at 30 June 2014)**

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than three years of continuous service</b>	<b>No. of NCSC staff with three years to less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Agriculture, Fisheries and Conservation Department	178	22	13	39	<b>252</b>
Architectural Services Department	40	5	1	-	<b>46</b>
Buildings Department	225	5	77	51	<b>358</b>
Census and Statistics Department	157	10	11	-	<b>178</b>
Chief Executive's Office	3	1	1	2	<b>7</b>
Chief Secretary and Financial Secretary's Offices	29	10	1	2	<b>42</b>
Civil Aviation Department	9	8	2	1	<b>20</b>
Civil Engineering and Development Department	50	8	3	10	<b>71</b>
Commerce and Economic Development Bureau	19	9	5	-	<b>33</b>
Companies Registry	46	11	7	-	<b>64</b>
Constitutional and Mainland Affairs Bureau	5	1	2	-	<b>8</b>
Correctional Services Department	2	-	-	-	<b>2</b>
Customs and Excise Department	127	-	-	-	<b>127</b>
Department of Health	109	69	381	22	<b>581</b>
Department of Justice	49	9	2	-	<b>60</b>
Development Bureau	33	9	1	-	<b>43</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than three years of continuous service</b>	<b>No. of NCSC staff with three years to less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Drainage Services Department	42	7	11	3	<b>63</b>
Education Bureau	789	136	196	57	<b>1 178</b>
Efficiency Unit	239	59	99	39	<b>436</b>
Electrical and Mechanical Services Department	86	235	435	253	<b>1 009</b>
Environment Bureau	3	2	1	-	<b>6</b>
Environmental Protection Department	80	6	14	-	<b>100</b>
Financial Services and the Treasury Bureau	53	17	6	2	<b>78</b>
Fire Services Department	21	-	9	1	<b>31</b>
Food and Environmental Hygiene Department	139	52	46	36	<b>273</b>
Food and Health Bureau	12	4	2	-	<b>18</b>
Government Flying Service	6	-	4	-	<b>10</b>
Government Laboratory	14	7	4	1	<b>26</b>
Government Logistics Department	24	5	13	-	<b>42</b>
Government Property Agency	1	-	-	-	<b>1</b>
Highways Department	51	-	1	3	<b>55</b>
Home Affairs Bureau	43	4	5	-	<b>52</b>
Home Affairs Department	390	43	57	9	<b>499</b>
Hong Kong Observatory	14	1	-	-	<b>15</b>
Hong Kong Police Force	37	3	18	15	<b>73</b>
Hongkong Post	580	114	706	571	<b>1 971</b>
Immigration Department	4	3	22	7	<b>36</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than three years of continuous service</b>	<b>No. of NCSC staff with three years to less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Information Services Department	8	2	4	5	<b>19</b>
Inland Revenue Department	157	1	17	1	<b>176</b>
Innovation and Technology Commission	10	9	11	4	<b>34</b>
Intellectual Property Department	10	1	-	2	<b>13</b>
Invest Hong Kong	13	6	18	22	<b>59</b>
Judiciary	26	13	29	6	<b>74</b>
Labour and Welfare Bureau	24	3	3	-	<b>30</b>
Labour Department	94	10	52	23	<b>179</b>
Land Registry	51	10	46	20	<b>127</b>
Lands Department	209	33	1	-	<b>243</b>
Legal Aid Department	6	1	-	-	<b>7</b>
Leisure and Cultural Services Department	1 244	86	158	288	<b>1 776</b>
Marine Department	8	3	-	-	<b>11</b>
Office of the Communications Authority	51	25	22	33	<b>131</b>
Office of the Government Chief Information Officer	11	5	3	-	<b>19</b>
Official Receiver's Office	20	6	10	4	<b>40</b>
Planning Department	22	2	4	2	<b>30</b>
Radio Television Hong Kong	152	28	62	45	<b>287</b>
Rating and Valuation Department	43	3	13	3	<b>62</b>
Registration and Electoral Office	53	8	5	9	<b>75</b>
Security Bureau	8	3	6	-	<b>17</b>

<b>Bureau / Department / Office</b>	<b>No. of NCSC staff with less than three years of continuous service</b>	<b>No. of NCSC staff with three years to less than five years of continuous service</b>	<b>No. of NCSC staff with five years to less than ten years of continuous service</b>	<b>No. of NCSC staff with ten years or more of continuous service</b>	<b>Total</b>
Social Welfare Department	89	10	21	17	<b>137</b>
Student Financial Assistance Agency	165	68	120	50	<b>403</b>
Trade and Industry Department	48	16	19	8	<b>91</b>
Transport and Housing Bureau	2	-	1	-	<b>3</b>
Transport Department	28	12	26	7	<b>73</b>
Treasury	15	7	5	3	<b>30</b>
University Grants Committee Secretariat	15	3	7	1	<b>26</b>
Water Supplies Department	47	27	12	25	<b>111</b>
<b>Total</b>	<b>6 338</b>	<b>1 276</b>	<b>2 831</b>	<b>1 702</b>	<b>12 147</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2345)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, the Permanent Secretary for the Civil Service is responsible for overall resource control of the general expenses of the civil service, including passage expenses and personal allowances. In this connection, please advise the actual total expenditure of the allowances under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, as well as the leave passage allowance, school passage allowance, local education allowance and overseas education allowance; the highest and lowest amounts of allowance claimed; the numbers of claimants and the numbers of ineligible applicants in the past 3 financial years (2011-2014)? Please provide the information using the following tables.

2011-2012 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					
Non-accountable Cash Allowance Scheme					
Leave Passage Allowance					



School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

2012-2013 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					
Non-accountable Cash Allowance Scheme					
Leave Passage Allowance					
School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

2013-2014 :

	Actual total expenditure	Highest amount of allowance claimed	Lowest amount of allowance claimed	Number of claimants	Number of ineligible applicants
Home Purchase Scheme					
Home Financing Scheme					
Private Tenancy Allowance Scheme					
Accommodation Allowance Scheme					
Rent Allowance Scheme					
Non-accountable Cash Allowance Scheme					

Leave Passage Allowance					
School Passage Allowance					
Local Education Allowance					
Overseas Education Allowance					

Asked by: Hon CHAN Chi-chuen (Member Question No. 1)

Reply:

Information on the actual total expenditure, highest and lowest amount of allowance claimed per beneficiary and the numbers of claimants under the Home Purchase, Home Financing, Private Tenancy Allowance, Accommodation Allowance, Rent Allowance and Non-accountable Cash Allowance Schemes, as well as the leave passage allowance, school passage allowance, local education allowance and overseas education allowance in the past three financial years is set out in the Annex.

We do not have information on the number of ineligible applicants as only eligible officers' applications are forwarded by bureaux/departments to the Treasury for processing.

2011-12

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Scheme	747,550	12,900	1,400	14 736	
Home Financing Scheme	416,080	42,230	9,210	2 160	
Private Tenancy Allowance Scheme	164,268	31,470	13,120	607	
Accommodation Allowance Scheme	16,246	41,940	25,770	45	
Rent Allowance Scheme	516	17,420	15,100	3	
Non-accountable Cash Allowance Scheme	243,418	39,720	14,270	1 250	
		Per year			
Leave Passage Allowance	75,401	60,190	15,855	1 432	
		Per school year			
School Passage Allowance	78,815	23,600	11,800	4 244 <sup>(1)</sup>	
Local Education Allowance	443,163	53,025	210	19 287 <sup>(1)</sup>	
Overseas Education Allowance	267,993	113,950	15,475	2 820 <sup>(1)</sup>	

2012-13

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Scheme	755,931	12,900	1,400	14 644	
Home Financing Scheme	371,679	42,230	9,210	1 892	
Private Tenancy Allowance Scheme	169,090	32,130	13,120	580	

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
Accommodation Allowance Scheme	15,235	42,820	25,770	40	
		Per month			Not available
Rent Allowance Scheme	356	19,750	17,420	2	
Non-accountable Cash Allowance Scheme	341,106	41,810	4,840	1 736	
		Per year			
Leave Passage Allowance	73,833	66,030	17,395	1 408	
		Per school year			
School Passage Allowance	70,763	23,600	11,800	4 011 <sup>(1)</sup>	
Local Education Allowance	433,271	53,025	220	18 254 <sup>(1)</sup>	
Overseas Education Allowance	240,068	112,760	15,310	2 538 <sup>(1)</sup>	

2013-14

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per month			Not available
Home Purchase Scheme	777,548	12,610	1,400	14 593	
Home Financing Scheme	350,671	42,230	9,210	1 711	
Private Tenancy Allowance Scheme	169,807	32,580	15,670	539	
Accommodation Allowance Scheme	14,700	43,420	25,770	36	
Rent Allowance Scheme	237	19,750	19,750	1	
Non-accountable Cash Allowance Scheme	463,245	43,510	4,840	2 328	
		Per year			
Leave Passage Allowance	84,962	70,320	18,525	1 452	

	Actual total expenditure (\$'000)	Highest amount of allowance claimed (\$)	Lowest amount of allowance claimed (\$)	Number of claimants	Number of ineligible applicants
		Per school year			Not available
School Passage Allowance	70,153	23,600	11,800	3 929 <sup>(1)</sup>	
Local Education Allowance	431,125	53,025	220	17 605 <sup>(1)</sup>	
Overseas Education Allowance	225,022	111,575	15,150	2 415 <sup>(1)</sup>	

<sup>(1)</sup> The number of children of eligible officers receiving the relevant allowance.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2346)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable cash allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, it is estimated that there will be 4 000 recipients of non-accountable cash allowance in 2015, while the actual numbers of such recipients in 2013 and 2014 are only 2 112 and 2 909 respectively. In this connection, will the Government explain the reason for such a substantial increase in the estimated number of recipients and state the criteria and justifications for receiving such non-accountable cash allowance?

Asked by: Hon CHAN Chi-chuen (Member Question No. 2)

Reply:

Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary point for a maximum period of 120 months. Officers are not required to join the scheme immediately upon their attaining eligibility. They may join the scheme at anytime of their choice according to individual's preference. Due to the increasing number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment, the number of eligible recipients for non-accountable cash allowance is expected to continue to increase in 2015.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0292)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (039) Rent allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Expenditure on rent allowance will increase significantly from \$310,000 in this year to \$800,000 in the coming year, with the number of recipients estimated to increase from 1 to 3. What are the relevant eligibility criteria and why are there so few eligible recipients? Will the arrangement for this expenditure item be reviewed?

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 32)

Reply:

Only officers who were offered appointment on common agreement terms between 1.1.1999 and 31.5.2000 with salary on or above Master Pay Scale Point 34 or equivalent are eligible to apply for the Rent Allowance Scheme. Depending on the individual's preference, an officer eligible for the Rent Allowance Scheme may opt to join the Home Financing Scheme instead. As the Rent Allowance Scheme is no longer applicable to officers appointed to the civil service on or after 1.6.2000, there is no need to review the arrangement of this Scheme.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0293)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The number of candidates sitting for recruitment examinations conducted by the Civil Service Bureau will reach 72 650 in the coming year, representing an increase of nearly 10% from this year's 66 339. What is the reason for estimating a substantial increase in the number of candidates applying to join the Civil Service? Is this related to the Government's intention to recruit more civil servants? Please provide information on the number of civil servants to be recruited in the coming year and the types of posts involved.

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 33)

Reply:

There have been fluctuations in the number of candidates taking the Common Recruitment Examination and other examinations conducted by the Civil Service Bureau (CSB) over the years. In projecting the number in the coming year, we have taken into account the average number of candidates in the past three years to arrive at the estimated number of 72 650.

Regarding civil service recruitment exercises to be conducted in 2015-16, individual bureaux/departments would, having regard to relevant factors including the manpower need, determine the number and ranks of civil servants to be recruited. CSB does not have statistical information in this regard.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1041)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

The Government will allocate \$698m for the payment of local and overseas education allowances to those officers who were offered appointment before 1 June 2000 and 1 August 1996 respectively. How many officers' children are expected to be benefited by the allowances in the coming year? In addition, please provide the provisions and the numbers of officers' children benefited by the allowances in the past five years. Recently, the currency exchange rates for a number of favorite places of overseas studies (including the United Kingdom, Australia and Canada) have dropped significantly. Will this cause a decrease in the provisions required? If not, what are the reasons?

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 9)

Reply:

A total of 19 315 students are expected to receive the local and overseas education allowances in 2015-16. The expenditure of both education allowances and the numbers of students receiving the allowances in the past five years are as follows:

Local and Overseas Education Allowances	2010-11 Actual Expenditure	2011-12 Actual Expenditure	2012-13 Actual Expenditure	2013-14 Actual Expenditure	2014-15 Revised Estimate
Total Amount (\$m)	714.7	711.2	673.4	656.1	672.1
Number of Students	22 750	22 107	20 792	20 020	19 580

Exchanges rates may fluctuate from time to time. The 2015-16 Draft Estimate on overseas education allowance was compiled based on the exchange rates at the time of Estimates

preparation. The actual expenditure on the allowance will be subject to, amongst other things, the exchange rates at the time when the education expenses are incurred.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1042)**

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 (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The provision under Subhead (025) Long and Meritorious Service Travel Award Scheme for the coming year is 9.1% higher than the revised estimate for this year. The Government has explained that it is mainly due to the anticipated upward adjustment of the rate of travel allowance in accordance with the revision mechanism. Please give a brief description of the mechanism. In addition, please provide the annual numbers of officers receiving the award and the average amount of allowance per person in the past three years.

Asked by: Hon CHEUNG Wah-fung, Christopher (Member Question No. 10)

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 award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards is determined on the basis of one award for every 27 officers meeting the length of service requirement. Permanent Secretaries and Heads of Department/Grade will appoint selection committees to recommend suitable officers for the awards.

The Government adjusts the rate of travel allowance in each financial year in accordance with the established allowance revision mechanism, i.e. based on the rate of change in package tour charges in the Consumer Price Index (C) in the past 12-month period ending February. The information requested for the past 3 years is as follows :

Financial year	Officers reimbursed with travel allowance	Travel allowance rate
2012-13	2 169	\$22,960
2013-14	2 179	\$24,450
2014-15	2 326*	\$26,450

\*As at end-February 2015

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1533)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Under "General Expenses of the Civil Service", the estimate for 2015-16 is 9.9% higher than the revised estimate for 2014-15. 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 2015-16 over the corresponding revised estimate for 2014-15.

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 58)

Reply:

The estimate for 2015-16 for "General Expenses of the Civil Service" (Head 46) is 9.9% higher than the revised estimate for 2014-15. This is mainly due to the projected increase in the expenditure on housing allowances, education allowances and the Long and Meritorious Service Travel Award Scheme.

Expenses for civil service allowances, subsidies and passage account for 92.7% and 92.9% of the 2014-15 revised estimate and the 2015-16 draft estimate for Head 46 respectively. The 2015-16 estimate of these expenses represents an increase of 10.2% over the corresponding revised estimate for 2014-15.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2108)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (040) Non-accountable cash allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the non-accountable cash allowance, what are the numbers of recipients, actual and estimated, in 2013-14, 2014-15 and 2015-16?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 3)

Reply:

The actual number of recipients of non-accountable cash allowance for 2013-14 is 2 328 and the estimated numbers of recipients for 2014-15 and 2015-16 are 3 155 and 4 200 respectively.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2109)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (025) Long and Meritorious Service Travel Award Scheme

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

1. Regarding the Long and Meritorious Service Travel Award Scheme, what are the numbers of eligible recipients, both actual and estimated, in 2013-14, 2014-15 and 2015-16?
2. Since the travel allowance is expected to be adjusted upward in accordance with the adjustment mechanism, what are the details of the mechanism after adjustment?
3. What are the eligibility requirements for applying for this allowance, and whether the allowance can be applied for and claimed every year?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 4)

Reply:

1. & 3. 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 award is granted on a one-off basis and in the form of an accountable travel allowance. If the selected officer is married and will be travelling with his/her spouse, the same travel allowance will be provided to the spouse. The number of awards is determined on the basis of one award for every 27 officers meeting the length of service requirement. Permanent Secretaries and Heads of Department/Grade will appoint selection committees to recommend suitable officers for the awards.

The information requested for 2013-14, 2014-15 and 2015-16 is as follows :

<b>Financial year</b>	<b>Officers reimbursed with travel expenses</b>
2013-14	2 179 (actual number)
2014-15	2 326 (actual number as at the end of February 2015)
2015-16	approximately 2 440 (estimated number)

2. The Government adjusts the rate of travel allowance in each financial year in accordance with the established allowance revision mechanism, i.e. based on the rate of change in package tour charges in the Consumer Price Index (C) in the past 12-month period ending February.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2110)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (039) Rent allowance

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding rent allowance, the Government has specified in the Details of Expenditure that there is only one recipient of this allowance in 2014-15. What is the estimated number of eligible recipient(s) in 2015-16?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 5)

Reply:

Only officers who were offered appointment on common agreement terms between 1.1.1999 and 31.5.2000 with salary on or above Master Pay Scale Point 34 or equivalent are eligible to apply for the Rent Allowance Scheme. Depending on the individual's preference, an officer eligible for the Rent Allowance Scheme may opt to join the Home Financing Scheme instead. It is estimated that there will be eight eligible officers for Rent Allowance and two of them will join the Rent Allowance Scheme in 2015-16 thereby increasing the total number of recipients to three.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2479)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Under Subhead (013) Personal allowances, the approved estimate in 2014-15 is \$53.86 m higher than the actual expenditure in 2013-14, but the increase is cut down to \$15.75 m in the revised estimate. What are the reasons?

Asked by: Hon TAM Yiu-chung (Member Question No. 32)

Reply:

The 2014-15 revised estimate under Head 46 Subhead 013 Personal allowances is lower than the approved estimate mainly due to a smaller-than-expected number of eligible students receiving education allowances and a lower-than-expected average amount of allowance claimed by eligible students.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2480)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Director of Accounting Services (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

What are the numbers of recipients under Subhead (014) Home purchase allowance, Subhead (032) Accommodation allowance and Subhead (033) Home financing allowance respectively in 2015-16? What are the average, lowest and highest monthly amounts per recipient for each type of allowance in 2014-15?

Asked by: Hon TAM Yiu-chung (Member Question No. 33)

Reply:

The estimated number of recipients in 2015-16, the average, lowest and highest amounts of monthly allowance per recipient in 2014-15 in respect of the Subheads 014 Home purchase allowance, 032 Accommodation allowance and 033 Home financing allowance are as follows:

	2015-16	2014-15		
		<u>Estimated no. of recipients</u>	<u>Monthly allowance per recipient</u>	
		average	lowest	highest
		(\$)	(\$)	(\$)
Home purchase allowance	14 500	4,605	1,780	12,810
Accommodation allowance	32	35,415	33,500	44,720
Home financing allowance	1 580	17,700	10,480	36,450

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2481)**

Head: (46) General Expenses of the Civil Service  
Subhead (No. & title): (040) Non-accountable cash allowance  
Programme: General Expenses of the Civil Service  
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)  
Director of Bureau: Secretary for the Civil Service

Question:

The provision under Subhead (040) Non-accountable cash allowance for 2014-15 increased by \$200 m and it will further increase by \$210 m, or 33.4%, in 2015-16. What is the estimated number of recipients in 2015-16? What is the estimated increase in number of recipients? What will be the additional expenditures involved owing to salary progression, promotion and new appointment respectively?

Asked by: Hon TAM Yiu-chung (Member Question No. 34)

Reply:

Non-accountable cash allowance is payable to eligible officers offered appointment on or after 1 June 2000. Eligible officers who join the scheme will receive a monthly non-accountable cash allowance at specified rates appropriate to their salary point for a maximum period of 120 months. Officers are not required to join the scheme immediately upon their attaining eligibility. They may join the scheme at anytime of their choice according to individual's preference. The estimated number of recipients is 3 155 in 2014-15. Due to the increasing number of officers attaining eligibility for the scheme through salary progression, promotion and new appointment, the number of recipients is estimated to increase by 1 045 to 4 200 in 2015-16. The increase is estimated by reference to the overall past pattern of joining the scheme by all eligible officers yet to join the scheme. Hence, we do not have breakdown on the estimated expenditures of new joinees by salary progression, promotion and new appointment. As a general indication, based on the profile of the new joinees in past years, roughly 90% are new joinees by salary progression/promotion and the remaining 10% are new recruits.

- End -

<b>CSB051</b>
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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1549)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide information regarding pension payment to public and judicial officers in 2015-16:

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

Amount of monthly pension	Estimated no. of pensioners	Estimated average annual amount of pension per pensioner	Estimated total expenditure in 2015-16
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	Estimated no. of pensioners				
	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 50					
50-54					
55-59					
60-64					
65-69					

70-74					
75-79					
80-84					
85-89					
90-94					
95 or above					

Asked by: Hon LAM Kin-fung, Jeffrey (Member Question No. 38)

Reply:

A) The estimated number of retired public and judicial officers and the estimated amount of pension payment for 2015-16 are provided below :

Amount of monthly pension	Estimated no. of pensioners	Estimated average annual amount of pension per pensioner \$	Estimated total expenditure in 2015-16 \$ Million
Below \$5,000	44 485	33,505	1,490.5
\$5,000-\$10,000	26 793	87,242	2,337.5
\$10,001-\$30,000	43 038	194,479	8,370.0
\$30,001-\$50,000	7 108	439,152	3,121.5
\$50,001-\$100,000	1 951	719,786	1,404.3
Above \$100,000	45	1,359,970	61.2

B) The estimated number of retired public and judicial officers receiving monthly pension analysed by age groups in 2015-16 is provided below :

Age of retired public and judicial officers at present	Estimated no. of pensioners				
	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 50	946	113	3	-	-
50-54	2 468	867	57	4	-
55-59	8 964	11 235	1 100	214	3
60-64	18 803	13 440	1 989	468	8
65-69	14 905	9 070	1 912	694	23
70-74	7 679	2 867	936	302	11
75-79	7 099	2 919	614	138	-
80-84	5 529	1 695	316	79	-
85-89	3 359	564	137	37	-
90-94	1 263	189	39	15	-
95 or above	263	79	5	-	-

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1550)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the number of civil servants receiving pension gratuities in 2015-16:

Amount of pension gratuity	Estimated no. of new retiring officers		Estimated total expenditure in 2015-16
	Total no. of retiring officers	No. of retiring directorate officers	\$ Million
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 (Member Question No. 39)

Reply:

The estimated number of new retiring officers in 2015-16 analysed by the estimated amount of pension gratuity payable is shown in the table below.

Amount of pension gratuities	Estimated no. of new retiring officers		Estimated total expenditure in 2015-16
	Total no. of retiring officers	No. of retiring directorate officers	\$ Million
Below \$500,000	721	-	279.0
\$500,000 - \$1,000,000	1 882	6	1,378.4
\$1,000,001 - \$3,000,000	3 228	2	5,881.0
\$3,000,001 - \$5,000,000	584	18	2,232.6
Above \$5,000,000	205	122	1,299.4

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2482)**

Head: (120) Pensions  
Subhead (No. & title): (-) Not Specified  
Programme: (1) Public and Judicial Service Pension Benefits  
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)  
Director of Bureau: Secretary for the Civil Service

Question:

The actual number of public and judicial officers retiring and start receiving pensions in 2014 was a little less than estimated but the estimated number in 2015 will increase by 8.37% to 6 360. What is the estimated number of retiring officers in each department and the percentage it accounts for in the establishment of the respective department? What is the estimated number of retiring directorate officers in each department?

Asked by: Hon TAM Yiu-chung (Member Question No. 35)

Reply:

The estimated number of public and judicial officers retiring in 2015 analysed by bureau/department and the percentage it accounts for in the establishment of the respective bureau/department, as well as the estimated number of retiring directorate officers in each bureau/department are shown in the Annex.

**Estimated Number of Officers Retiring in 2015 by Bureau/Department**

Bureaux/Departments	Public and Judicial Officers Retiring in 2015		Estimated No. of Directorate Officers Retiring in 2015
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2016	
Chief Executive's Office	3	2.9	-
Agriculture, Fisheries and Conservation Department	85	4.1	1
Architectural Services Department	57	3.1	3
Audit Commission	6	3.1	1
Auxiliary Medical Service	7	7.1	-
Buildings Department	39	2.3	2
Census and Statistics Department	37	2.9	1
Civil Aid Service	7	6.8	-
Civil Aviation Department	22	3.0	2
Civil Engineering and Development Department	67	3.6	5
Companies Registry	8	2.5	-
Correctional Services Department	248	3.6	1
Customs and Excise Department	258	4.2	3
Department of Health	179	2.9	3
Department of Justice	44	3.4	9
Drainage Services Department	62	3.2	2
Electrical and Mechanical Services Department	10	2.3	1
Electrical and Mechanical Services Trading Fund	122	3.5	-
Environmental Protection Department	62	3.4	4
Fire Services Department	343	3.3	3
Food and Environmental Hygiene Department	611	5.5	4
Government Flying Service	12	5.2	-
Government Laboratory	6	1.2	-

<b>Bureaux/Departments</b>	<b>Public and Judicial Officers Retiring in 2015</b>		<b>Estimated No. of Directorate Officers Retiring in 2015</b>
	<b>Estimated No. of Retiring Officers</b>	<b>As a % of Estimated Establishment of 31.3.2016</b>	
Government Logistics Department	39	5.5	1
Government Property Agency	7	3.3	-
Government Secretariat (GS): Civil Service Bureau	13	2.1	1
GS: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	3	1.5	1
GS: Commerce and Economic Development Bureau (Communications and Technology Branch)	4	3.3	-
GS: Constitutional and Mainland Affairs Bureau	2	1.1	-
GS: Development Bureau (Planning and Lands Branch)	3	2.1	1
GS: Development Bureau (Works Branch)	4	1.7	-
GS: Education Bureau	169	3.0	2
GS: Financial Services and the Treasury Bureau (Financial Services Branch)	5	2.8	1
GS: Financial Services and the Treasury Bureau (The Treasury Branch)	4	2.2	-
GS: Food and Health Bureau (Food Branch)	1	2.0	-
GS: Food and Health Bureau (Health Branch)	1	0.8	-
GS: Home Affairs Bureau	4	1.5	1
GS: Innovation and Technology Commission	6	2.9	-
GS: Labour and Welfare Bureau	2	1.7	-
GS: Office of the Government Chief Information Officer	13	2.0	-
GS: Offices of the Chief Secretary for Administration and the Financial Secretary	12	2.2	2

Bureaux/Departments	Public and Judicial Officers Retiring in 2015		Estimated No. of Directorate Officers Retiring in 2015
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2016	
GS: Overseas Economic and Trade Offices	1	0.6	1
GS: Security Bureau	2	1.0	-
GS: Transport and Housing Bureau (Transport Branch)	3	1.6	-
Highways Department	71	3.3	5
Home Affairs Department	53	2.7	2
Hong Kong Monetary Authority*	4	22.2	-
Hong Kong Observatory	11	3.6	-
Hong Kong Police Force	711	2.1	13
Hospital Authority*	158	10.0	1
Housing Department	345	3.9	7
Immigration Department	196	2.7	1
Independent Commission Against Corruption	6	0.4	1
Information Services Department	11	2.5	1
Inland Revenue Department	78	2.8	2
Intellectual Property Department	3	2.2	1
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	1	3.0	1
Judiciary	55	3.0	3
Labour Department	51	2.1	2
Land Registry	17	3.1	-
Lands Department	149	3.6	4
Legal Aid Department	21	3.9	1
Leisure and Cultural Services Department	283	3.0	4
Marine Department	68	4.8	6
Office for Film, Newspaper and Article Administration	1	1.5	-

Bureaux/Departments	Public and Judicial Officers Retiring in 2015		Estimated No. of Directorate Officers Retiring in 2015
	Estimated No. of Retiring Officers	As a % of Estimated Establishment of 31.3.2016	
Office of the Communications Authority	5	1.5	-
Official Receiver's Office	6	2.5	-
Planning Department	24	2.8	1
Post Office	166	3.1	-
Public Service Commission Secretariat	2	7.1	-
Radio Television Hong Kong	22	3.1	3
Rating and Valuation Department	39	4.5	4
Registration and Electoral Office	2	0.8	-
Social Welfare Department	132	2.3	2
Trade and Industry Department	22	4.4	1
Transport Department	46	2.9	3
Treasury	22	4.5	1
University Grants Committee	2	3.0	-
Water Supplies Department	176	3.9	3
Working Family and Student Financial Assistance Agency	18	1.6	-
Ex-civil servants working in public bodies eligible for pension under the pension legislation upon retirement	190	-	4
Estimate to cater for unanticipated retirement cases	600	-	-
<b>Total</b>	<b>6 360</b>	<b>3.6</b>	<b>133</b>

\* For the Hong Kong Monetary Authority and the Hospital Authority, the figures include only officers who have retained civil servant status upon transfer to these bodies.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2134)**

Head: (174) Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service

Subhead (No. & title): (-) Not Specified

Programme: Secretariat services for the following advisory bodies on civil service and judicial salaries and conditions of service: Standing Commission on Civil Service Salaries and Conditions of Service, Standing Committee on Disciplined Services Salaries and Conditions of Service, Standing Committee on Directorate Salaries and Conditions of Service, Standing Committee on Judicial Salaries and Conditions of Service, 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 (Ms Winnie NG)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Advisory Committee on Post-service Employment of Civil Servants, how many meetings have been held in 2014-15 and how many applications have been discussed? What are the numbers of applications approved and disapproved respectively?

Asked by: Hon LAU Wai-hing, Emily (Member Question No. 29)

Reply:

In 2014, the Advisory Committee on Post-service Employment of Civil Servants (the Advisory Committee) considered a total of 84 applications for post-service outside work. Seven applications were deliberated through 5 meetings, while the remainder were considered by way of paper circulation.

The Advisory Committee recommended approval of 79 applications and rejection of 4 applications. One applicant withdrew his application before the Advisory Committee tendered its advice. The Advisory Committee's recommendations on each of the 83 applications were accepted by the Secretary for the Civil Service.

Note: Data are prepared on the basis of the date of approval/rejection of an application by the Secretary for the Civil Service after taking into account the recommendation of the Advisory Committee.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0648)**

Head: (37) Department of Health  
Subhead (No. & title): (-) Not Specified  
Programme: (7) Medical and Dental Treatment for Civil Servants  
Controlling Officer: Director of Health (Dr Constance CHAN)  
Director of Bureau: Secretary for the Civil Service

Question:

It is stated under Programme (7) of the Analysis of Financial and Staffing Provision that the increase in the provision estimated for 2015-16 is for enhancing the medical and dental services for civil service eligible persons and the creation of 61 posts to meet operational needs. In this connection,

1. please provide the respective numbers of civil service eligible persons receiving medical and dental services for the past three years;
2. the waiting time for eligible persons to receive orthodontic service for the past three years, and the anticipated waiting time following the creation of the posts.

Asked by: Hon CHIANG Lai-wan (Member Question No. 35)

Reply:

1. While the Department of Health (DH) does not keep statistics on the number of civil service eligible persons (CSEPs) receiving medical and dental services at DH's non-public clinics and dental clinics, the attendances of CSEPs at these clinics for the past three years were as follows -

	Non-public Clinics	Dental Clinics
2012	228 000	615 000
2013	229 760	632 000
2014	246 120	675 000

2. The average waiting time for CSEPs to receive orthodontic service for the past three years was as follows -

As at December of the year	First consultation (Number of months)	Treatment (Number of months)
2012	14	40
2013	14	37
2014	13	32

The 61 posts to be created under Programme (7) are for enhancing the non-public clinic service by setting up a new Families Clinic in New Territories East region and for enhancing the general dental services for CSEPs. As these posts are not related to the provision of orthodontic service, there will be no impact on the waiting time for orthodontic service in the coming year.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 1785)**

Head: (37) Department of Health  
Subhead (No. & title): (-) Not Specified  
Programme: (-) Not Specified  
Controlling Officer: Director of Health (Dr Constance CHAN)  
Director of Bureau: Secretary for the Civil Service

Question:

Regarding the “contracting out of dental prostheses” service:

- (a) please provide detailed breakdown of expenditure on major materials for 2012-13, 2013-14 and 2014-15
- (b) the target clients of the programme
- (c) the average cost per attendance
- (d) the number of attendees and their median age, as well as the number of attendances at non-public clinics and dental clinics
- (e) the median, 10th, 25th, 75th and 90th percentiles waiting time for new cases at non-public clinics and dental clinics. (Broken down by dental clinics in various districts)

Asked by: Hon LEUNG Ka-lau (Member Question No. 107)

Reply:

- (a) The actual expenditures of “contracting out of dental prostheses” for 2012-13 and 2013-14 were \$5.0 million and \$7.2 million respectively, and the estimated expenditure for 2014-15 is \$7.2 million. The Department of Health (DH) does not have further breakdown of the expenditure figures.
- (b) The target clients of dental prostheses services are mainly persons eligible for civil service medical and dental services.
- (c) Depending on its complexity, each case involving dental prostheses services normally requires more than one attendance and different types of dental prostheses may be used. DH does not keep statistics on the average cost per attendance.

- (d) While DH does not keep statistics on the number of attendees and their median age at non-public clinics and dental clinics, the attendances of civil service eligible persons at these clinics for 2012 - 2014 were as follows :

	Non-public Clinics	Dental Clinics
2012	228 000	615 000
2013	229 760	632 000
2014	246 120	675 000

- (e) DH does not keep statistics on the waiting time for new cases at non-public clinics. For dental service, DH was able to meet its target by giving appointment to 94% of new dental cases within six months in 2014.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 2058)**

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

1. Please list out the following for the past three years:
  - (a) attendances at each Families Clinic;
  - (b) numbers of telephone appointment at each Families Clinic;
  - (c) attendances at each dental clinic (excluding general public sessions);
  - (d) numbers of telephone appointment at each dental clinic (excluding general public sessions).
  
2. It is estimated that there will be an increase of 61 posts in connection with medical and dental treatment for civil servants in 2015-16. Would the Government advise this Committee on :
  - (a) the establishment and strength of the 61 posts by Programmes;
  - (b) as disclosed by the Honourable Paul TANG Kwok-wai, Secretary for the Civil Service, in his speech during the debate on the motion of thanks (Session 5: Governance, Constitutional Development and District Administration) in respect of the Chief Executive's Policy Address in the Legislative Council meeting on 13 February 2015, fitting-out works for the new Fanling Families Clinic has begun and it is expected to commence operation in the first quarter of 2016 at the earliest. As regards the above-mentioned increase of 61 posts in connection with medical and dental treatment for civil servants, how many of them will be created for the new Fanling Families Clinic?

Asked by: Hon POON Siu-ping (Member Question No. 30)

Reply:

- 1.(a) The attendances at each Families Clinics for the past three years were as follows:-

<b>Year</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Number of attendances</b>			
Chai Wan Families Clinic	64 000	62 000	63 000
Hong Kong Families Clinic	69 000	64 000	67 000
Kowloon Families Clinic	60 000	62 000	69 000
New Territories Families Clinic	35 000	41 000	48 000

*Note: The number of attendance is rounded to the nearest thousand*

- 1.(b) The Department of Health (DH) does not keep statistics of telephone appointment at Families Clinics.
- 1.(c) The attendances of civil service eligible persons at each dental clinic (excluding general public sessions) of DH for the past three years are attached at **Annex I**.
- 1.(d) DH does not keep statistics of telephone appointment at dental clinics.
- 2.(a) Details of the 61 posts under Programme (7) are at **Annex II**. These posts will be created and filled depending on the operational needs. The strength of these posts is not yet available at the moment.
- 2.(b) Of the 61 posts to be created under Programme (7), 42 of them are for the new Families Clinic. Please refer to **Annex II** for details.

**Attendances of Civil Service Eligible Persons at Dental Clinics/  
Oral Maxillofacial Surgery & Dental Units  
under Department of Health from 2012 to 2014**

Dental Clinics	Attendances <sup>^</sup>		
	2012	2013	2014
Aberdeen Jockey Club Dental Clinic	10 000	9 000	10 000
Argyle Street Government Dental Clinic <sup>#</sup>	10 000	3 000	-
Castle Peak Hospital Dental Clinic	10 000	11 000	12 000
Chai Wan Government Dental Clinic	20 000	19 000	20 000
Cheung Chau Dental Clinic*	1 000	1 000	1 000
Cheung Sha Wan Government Offices Dental Clinic	68 000	68 000	72 000
Fanling Health Centre Dental Clinic	26 000	27 000	28 000
Ha Kwai Chung Government Dental Clinic	13 000	14 000	14 000
Harbour Building Dental Clinic	20 000	26 000	29 000
Harbour Building Orthodontic Clinic	9 000	12 000	16 000
Hong Kong Police College Dental Clinic*	2 000	2 000	2 000
Kennedy Town Community Complex Dental Clinic	19 000	19 000	19 000
Kowloon City Dental Clinic	-	9 000	29 000
Kwai Chung Hospital Dental Clinic	3 000	3 000	3 000
Kwun Tong Dental Clinic <sup>@</sup>	10 000	9 000	7 000
Kwun Tong Yung Fung Shee Dental Clinic	-	5 000	13 000
Lee Kee Government Dental Clinic <sup>#</sup>	9 000	6 000	-
Li Po Chun Dental Clinic	15 000	16 000	17 000
Ma On Shan Dental Clinic	12 000	14 000	14 000
MacLehose Dental Centre 2/F	12 000	12 000	11 000
MacLehose Dental Centre 6/F	37 000	36 000	37 000
Madam Yung Fung Shee Dental Clinic	14 000	14 000	15 000
Mona Fong Dental Clinic	4 000	4 000	4 000
Pamela Youde Government Dental Clinic	22 000	22 000	25 000
Queensway Government Offices Dental Clinic	30 000	30 000	30 000
Sai Ying Pun Dental Clinic 3/F	3 000	4 000	4 000
Sai Ying Pun Dental Clinic 8/F	-	4 000	6 000
Tai O Dental Clinic*	Below 1 000	Below 1 000	Below 1 000
Tai Po Wong Siu Ching Dental Clinic	15 000	15 000	16 000
Tang Shiu Kin Dental Clinic	15 000	16 000	19 000
Tseung Kwan O Dental Clinic	18 000	21 000	23 000
Tsuen Wan Dental Clinic	14 000	14 000	13 000
Tsuen Wan Government Offices Dental Clinic	17 000	18 000	16 000
Tung Chung Dental Clinic	8 000	8 000	9 000
Victoria Road Dental Clinic	2 000	2 000	2 000

Dental Clinics	Attendances <sup>^</sup>		
	2012	2013	2014
Wan Chai Dental Clinic	40 000	40 000	40 000
Western Dental Clinic	4 000	4 000	4 000
Yan Oi Dental Clinic	9 000	10 000	10 000
Yau Ma Tei Dental Clinic**	33 000	34 000	34 000
Yau Ma Tei Orthodontic Clinic <sup>##</sup>	24 000	19 000	23 000
Yuen Long Jockey Club Dental Clinic	10 000	9 000	9 000

\* Operated on a part-time basis.

# Argyle Street Government Dental Clinic and Lee Kee Government Dental Clinic were closed in June and August 2013 respectively.

\*\* Yau Ma Tei Jockey Club Dental Clinic 6/F was renamed as Yau Ma Tei Dental Clinic with effect from November 2014.

## Yau Ma Tei Jockey Club Dental Clinic 7/F was renamed as Yau Ma Tei Orthodontic Clinic with effect from December 2014.

@ Kwun Tong Jockey Club Dental Clinic was renamed as Kwun Tong Dental Clinic with effect from January 2015.

<sup>^</sup> The number of attendances is rounded to the nearest thousand.

Oral Maxillofacial Surgery & Dental Units (OMS&DU) in Hospitals	Attendances <sup>^</sup>		
	2012	2013	2014
North District Hospital OMS&DU	2 000	2 000	2 000
Pamela Youde Nethersole Eastern Hospital OMS&DU	3 000	4 000	4 000
Prince of Wales Hospital OMS&DU	3 000	3 000	4 000
Princess Margaret Hospital OMS&DU	3 000	3 000	3 000
Queen Elizabeth Hospital OMS&DU	3 000	3 000	3 000
Queen Mary Hospital OMS&DU	4 000	4 000	3 000
Tuen Mun Hospital OMS&DU	2 000	2 000	2 000

<sup>^</sup> The number of attendances is rounded to the nearest thousand.

**Posts proposed to be created in 2015-16 under  
Programme 7– Medical and Dental Treatment for Civil Servants**

<u>Initiative/Rank</u>	<u>Number</u>
(a) Enhancing dental service for civil service eligible persons	
Senior Dental Officer	1
Dental Officer	6
Senior Dental Surgery Assistant	1
Dental Surgery Assistant	6
Assistant Clerical Officer	1
Clerical Assistant	2
Workman II	2
<b><i>Sub-total :</i></b>	<b><u>19</u></b>
(b) Enhancing medical service for civil service eligible persons by setting up a new Families Clinic in New Territories East region	
Senior Medical and Health Officer	3
Medical and Health Officer	7
Nursing Officer	2
Registered Nurse	13
Clinical Psychologist	1
Senior Dispenser	1
Dispenser	2
Assistant Clerical Officer	2
Clerical Assistant	7
Workman II	4
<b><i>Sub-total :</i></b>	<b><u>42</u></b>
<b><i>Total :</i></b>	<b><u>61</u></b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0929)**

Head: (37) Department of Health  
Subhead (No. & title): (-) Not Specified  
Programme: (7) Medical and Dental Treatment for Civil Servants  
Controlling Officer: Director of Health (Dr Constance CHAN)  
Director of Bureau: Secretary for the Civil Service

Question:

It is stated in the Programme that the Department of Health will provide medical and dental services for civil servants. In this regard, will the Government advise this Committee:

- a. of the number of civil service eligible persons who were able to use these services respectively;
- b. of the amount of payment and reimbursement of medical fees made by the Government in respect of civil service eligible persons last year, and the estimated expenditure this year; and
- c. of the factors that have been taken into account by the Government in estimating that the hospital charges in respect of these services are increasing?

Asked by: Hon TANG Ka-piu (Member Question No. 32)

Reply:

- a. The attendances of civil service eligible persons (CSEPs) at Department of Health (DH)'s non-public clinics and dental clinics for the past three years were as follows -

	Non-public Clinics	Dental Clinics
2012	228 000	615 000
2013	229 760	632 000
2014	246 120	675 000

- b. The revised estimate on payment and reimbursement of medical fees and hospital charges in respect of CSEPs for 2014-15 is \$402.0 million whilst the estimate for 2015-16 is \$460.0 million.



- c. DH draws reference to the actual expenditures over the past years in working out the estimate on the reimbursement of hospital charges.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 0949)**

Head: (37) Department of Health  
Subhead (No. & title): (-) Not Specified  
Programme: (7) Medical and Dental Treatment for Civil Servants  
Controlling Officer: Director of Health (Dr Constance CHAN)  
Director of Bureau: Secretary for the Civil Service  
Question:

Regarding the provision of medical and dental services for civil servants, will the Government advise this Committee:

- a. what measures will be taken by the Government to meet the target of “enhancing the medical and dental services for civil service eligible persons” as stated in the Programme; and
- b. it is stated in the Programme that there will be an increase of 61 posts in 2015-16. What are the reasons for creating these posts?

Asked by: Hon TANG Ka-piu (Member Question No. 33)

Reply:

- a. The Government will make preparation for setting up a new Families Clinic in the New Territories East region and operate additional general dental surgeries to enhance the service capacity of non-public clinics and dental clinics.
- b. The 61 posts to be created under Programme (7) in 2015-16 are for enhancing the clinic service through the setting up of a new Families Clinic in New Territories East region and for enhancing the general dental services for civil service eligible persons.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4950)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (1) Director of Bureau's Office, (2) Human Resource Management, (3) Translation and Interpretation Services and Use of Official Languages, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide in the table below details and estimates of research studies by consultants or research institutes commissioned by the Civil Service Bureau in the past three years.

Time of Research	Subject	Objective	Area of Study	Research Institute	Manpower Involved	Expenditure

Asked by: Hon CHAN Chi-chuen (Member Question No. 78)

Reply:

The studies conducted by consultancy firm or research institution commissioned by the Civil Service Bureau over the past 3 years are as follows –

Time	Study	Objective	Scope of study	Research Institution	Manpower involved	Expenditure
From August 2013 to January 2015	Survey on Occupational Safety and Health (OSH) in the Government	To review the implementation of safety management system in government bureaux/departments (B/Ds) and to assess the level of safety culture of government employees	Safety management system adopted in B/Ds and the safety culture among government employees	Occupational Safety and Health Council	Provided by the consultant	\$422,400
From June 2014 to January 2015	Actuarial study on the financial implications on the Government's contributions under the Mandatory Provident Fund (MPF) Scheme and the Civil Service Provident Fund (CSPF) Scheme	To study the financial implications on the Government's contributions under the MPF Scheme and CSPF Scheme arising from the extension of retirement age	MPF Scheme and CSPF Scheme of the Government	Towers Watson Hong Kong Limited	Provided by the consultant	\$1,400,000
August 2014	Country Report on France	To draw up the customised rent allowance (RA) rates and cost of living index for Hong Kong-based officers posted / seconded to Paris	(a) Residential districts and estates in Paris; (b) RA; and (c) Cost of living index	ECA International Ltd.	Provided by the consultant	\$23,322

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4968)**

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 (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

What are the estimated expenses on salaries and allowances for the Secretary for the Civil Service in 2015-16?

Asked by: Hon CHAN Chi-chuen (Member Question No. 96)

Reply:

For budgetary purposes, the provision for the salary for the post of Secretary for the Civil Service for 2015-16 is \$3.58 million.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 5407)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the number of employees with disabilities employed by various government departments in the past 5 years broken down by disability types.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 75)

Reply:

We compile the statistics on the number of persons with disabilities being employed in the Civil Service as at 31 March each year<sup>Note 1</sup>. According to available information, the number of persons with disabilities<sup>Note 2</sup> in the Civil Service in the past five years broken down by types of disability is set out at Annex.

Note

1. The statistics are compiled on the basis of information available to the management of bureaux/departments (e.g. through the requests of applicants who have declared their disabilities during the recruitment process for special arrangements for selection interview/test, or applications from serving officers with disabilities for fund to purchase technical aids to assist in their performance of duties).
2. Persons with colour blindness or defective colour perception in the Civil Service are not included in the statistics.

**Civil Servants with Disabilities from 2009-10 to 2013-14  
(By Types of Disability)**

<b>Year*</b>	<b>Visual impairment</b>	<b>Hearing impairment</b>	<b>Physical disability</b>	<b>Intellectual disability</b>	<b>Ex-mentally ill persons</b>	<b>Visceral disability</b>	<b>Others, e.g. autism, speech impairment, specific learning difficulties, etc.</b>	<b>Total</b>
2009-10	465	295	1 768	20	300	455	13	3 316
2010-11	456	302	1 739	18	309	481	12	3 317
2011-12	462	320	1 750	19	330	494	16	3 391
2012-13	456	320	1 729	19	348	511	18	3 401
2013-14	439	335	1 696	17	366	546	16	3 415

\* Position as at 31 March of the relevant year.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 5409)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (2) Human Resource Management  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

According to paragraph 112 of the Budget Speech, the Government will increase the internship places provided by departments. In this regard, has the Government considered the needs of persons with disabilities, and will they be accorded priority in joining the internship scheme?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 77)

Reply:

The objectives of offering short-term internship places to young people are to provide them with work experience in their field of studies or interests, to familiarize them with different areas of work in the Government, and to raise their interest in joining the civil service. B/Ds offer different types of internship having regard to their operational needs. B/Ds will ensure that applicants with disabilities, like other applicants, will have equal access to the internship opportunities.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 5411)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

It is stated in paragraph 165 of the Budget Speech that the civil service establishment is expected to expand by 2 540 posts in 2015-16 as compared with the previous year. Will the Government consider according priority to employing persons with disabilities and setting a percentage recruitment target for them?

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 79)

Reply:

As an equal opportunities employer, the Government is committed to eliminating all forms of discrimination, including disability in employment. We welcome persons with disabilities to apply for government jobs. In this connection, we have been implementing suitable policy and facilitating measures to ensure that persons with disabilities will continue to have equal access, like all other applicants, to job opportunities in the Government.

According to studies by the European Commission and the International Labour Organisation on promotion of employment of persons with disabilities, a mandatory employment quota system has not been proven successful overseas in helping persons with disabilities to secure employment, and some countries have abolished their quota system. To promote the employment of persons with disabilities, the prevailing trend is to formulate anti-discrimination legislation and enhanced support measures for persons with disabilities. Besides, under a mandatory employment quota system, persons with disabilities would be perceived as a liability, making them difficult to be accepted by their peers at work. This is not conducive to their integration into the community. We consider that persons with disabilities should be assisted to find suitable jobs based on their abilities rather than disabilities. As such, we see no need to set an upper or a lower limit for the percentage of persons with disabilities employed by the Government.

We will continue with our efforts in implementing the relevant policy and facilitating measures with a view to facilitating persons with disabilities who are interested in joining the Government in applying for government jobs.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3566)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the consultancy studies commissioned by the Civil Service Bureau and the departments under its purview for the purpose of formulating and assessing policies, please provide information about the studies in the following format.

- a. Please provide details of the public policy studies and strategic public policy studies commissioned with funds allocated from 2011-12 to 2014-15.

Name of consultant	Mode of award (open auction/tender/quotation/others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/in progress/completed (completion month and year))	The Government's follow-ups on the study report and their progress (if any)	For completed studies, have they been made public? If yes, through what channels? If no, why?

- b. Regarding the consultancy studies commissioned by the Civil Service Bureau and the departments under its purview for the purpose of formulating and assessing policies, are there any such projects for which funds have been reserved in 2015-16? If yes, what are the details?

Name of consultant	Mode of award (open auction/tender/quotation/others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/in progress/completed (completion month and year))	The Government's follow-ups on the study report and their progress (if any)	For completed studies, have they been made public? If

							yes, through what channels? If no, why?
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Asked by: Hon CHEUNG Kwok-che (Member Question No. 72)

Reply:

- a. Information on the consultancy study for the purpose of formulating and assessing public policy commissioned by the Civil Service Bureau and the departments under its purview, i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service and the Public Service Commission from 2011-12 to 2014-15 is set out below -

Name of consultant	Mode of award (open auction/ tender/ quotation/ others (please specify))	Title, content and objective of project	Consultancy fee (\$)	Start date	Progress of study (under planning/ in progress/ completed (completion month and year))	The Government's follow-ups on the study report and their progress (if any)	For completed studies, have they been made public? If yes, through what channels? If no, why?
Towers Watson Hong Kong Limited	Quotation	Actuarial study on the financial implications on the Government's contributions under the Mandatory Provident Fund Scheme and the Civil Service Provident Fund (CSPF) Scheme	1,400,000	June 2014	Completed (completed in January 2015)	Having regard to the outcome of the actuarial study and other relevant factors, the Government will adjust the CSPF contribution scale for new civil service recruits. Study outcome was presented to the Legislative Council Panel on Public Service at its meeting on 19 January 2015.	The report on the actuarial study has been uploaded to the Civil Service Bureau's website for public information.

- b. We have not reserved funds for conducting consultancy studies in 2015-16.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 6701)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

The Government will raise the retirement age of new recruits joining the civil service from around mid-2015 and formulate flexible measures for extending the service of serving civil servants so as to enable the Government, as an employer, to take early actions to address the challenges arising from an ageing population. However, extending the service of serving civil servants may hinder the promotion prospects of middle and lower ranking staff in the short and medium terms. Please inform this Committee whether the Government has formulated any measures to safeguard the upward mobility of serving civil servants. If yes, what are the details? If no, what are the reasons?

Asked by: Hon CHEUNG Kwok-che (Member Question No. 589)

Reply:

The current exercise seeks to introduce measures for the Civil Service, as part of the entire working population, to take early action in responding to demographic challenges which are known to be coming in future years while ensuring operational effectiveness of bureaux/departments (B/Ds) in the meantime. For new recruits who will retire several decades later, there is a clear case to raise their retirement age given the latest population forecasts. The considerations for serving officers are more complicated, especially where there will be no anticipated significant succession or recruitment problems across-the-board over the coming decade or so. The management problems that may come with automatic extension of the service of serving officers without corresponding expansion of establishment and reference to performance and skill set, including manpower mismatch, promotion blockage and lack of healthy turnover, should be avoided. These concerns are fully shared by bureau/departmental management.

The challenges brought about by an ageing population to B/Ds require a flexible solution to deal with. It is advisable to devise a mechanism through which management could flexibly retain staff beyond retirement age in the light of operational needs, succession planning and recruitment situation, which vary from grade to grade and from time to time. In this regard,

we will make suitable adjustments to the further employment mechanism. We believe that with the adjusted further employment mechanism, B/Ds could, having regard to the prevailing circumstances, better respond to the demographic challenges which are forthcoming in future years, while avoiding management problems including promotion blockage mentioned above. The Civil Service Bureau is hammering out the implementation details and will maintain close dialogue with the grade/departmental management, staff sides and other relevant parties (including the Public Service Commission).

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 6877)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

**Translation and Interpretation Services**

Owing to language barriers, very often ethnic minorities are unaware of information provided by government departments and encounter difficulties in seeking assistance, especially in accessing public services, such as healthcare, education, employment services and social services. The government departments concerned usually claim that they cannot provide translation services because of resource constraints. Will the Bureau advise on the number of occasions where translation and interpretation services are provided by government departments, in particular the Department of Health, the Hospital Authority, the Education Bureau, the Labour Department, the Social Welfare Department and the Home Affairs Department, as well as the cost involved? Is there a waiting list for the translation and interpretation services? If yes, how long is the waiting time?

To facilitate ethnic minorities' access to social services and information, will the Government provide free on-site simultaneous interpretation services as well as written translation services for non-profit making community service organisations?

Asked by: Hon CHEUNG Kwok-che (Member Question No. 803)

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 and English within the civil service. "Chinese and English" refer to written Chinese, written English, Cantonese, Putonghua and spoken English. Support services with regard to other languages are not within our policy purview and therefore we do not have relevant statistics. If bureaux/ departments need to provide translation or interpretation services for ethnic minorities, they may hire outside services. Government funding is provided to non-profit making organisations for delivering interpretation and translation services for ethnic minorities.

- End -

**CONTROLLING OFFICER'S REPLY**

**CSB068**

**(Question Serial No. 4698)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the records management work of your bureau and the departments under its purview over the past year:

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	Reasons for not having been transferred
-	-	-	-	-	-

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	Names 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 (Member Question No. 196)

Reply:

Information regarding records management work in the Civil Service Bureau (CSB) and departments under its purview, i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service (JSSCS) and the Public Service Commission (PSC) in 2014-15 is as follows:

1. 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.

Regarding JSSCS, a Senior Principal Executive Officer is designated to assume overall responsibility for the administration of records management in JSSCS. JSSCS has also appointed a Senior Executive Officer as the Departmental Records Manager to establish and implement the departmental records management programme in the office in accordance with the guidelines issued by GRS. In addition, two Assistant Departmental Records Managers (at the rank of Executive Officer I) have been appointed to oversee the day-to-day records management work in their respective unit/division, while daily filing and records management duties are performed by their clerical staff.

PSC Secretariat has designated a Senior Executive Officer as the Departmental Records Manager to establish and implement the Secretariat's records management programme according to the 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. The table below provides information on programme and administrative records which have been closed by CSB pending transfer to GRS for appraisal in 2014-15:

<b>Category of records</b>	<b>Years covered by the records</b>	<b>Number and Linear metres of records</b>	<b>Retention period approved by GRS</b>	<b>Are they confidential documents</b>	<b>Reasons for not having been transferred</b>
Programme records	1980 - 2015	261 records and 9.12 lm	1 - 30 years	13 are confidential records	Files within retention period
Administrative records	1999 - 2015	47 records and 2.46 lm	2 - 5 years	31 are confidential records	Files within retention period

JSSCS and PSC did not have any programme and administrative records which were closed pending transfer to GRS for appraisal in 2014-15.

3. The table below provides information on records of CSB and PSC which have been transferred to GRS for retention in 2014-15:

<b>Category of records</b>	<b>Years covered by the records</b>	<b>Number and Linear metres of records</b>	<b>Years that the records were transferred to GRS</b>	<b>Retention period approved by GRS</b>	<b>Are they confidential documents</b>
<b>(A) CSB</b>					
Programme records	1960 - 2005	112 records and 2.92 lm	2014 - 15	3 - 20 years	7 are confidential records
Administrative records	1946 - 1984	22 records and 0.70 lm	2014 - 15	permanent	No
<b>(B) PSC</b>					
Administrative records	2000 - 2007	2 records and 0.10 lm	2014 - 15	permanent	No

JSSCS did not have any programme and administrative records which were transferred to GRS for retention in 2014-15.

4. Information on records of CSB and PSC which have been approved for destruction by GRS in 2014-15 is at Annex. JSSCS did not have any programme and administrative records approved for destruction by GRS in 2014-15.

**Information on Records of CSB and PSC which have been approved for destruction by GRS in 2014-15 (up to 20 March 2015)**

Category of records	Names of Records	Years covered by the records	Number and linear meters of records	Years that the records were transferred to GRS (Note 1)	Retention period approved by GRS	Are they confidential documents
<b>(A) CSB</b>						
Programme records	1 Administration of training courses / seminars for general grades	1964 - 2011	698 records and 37.14 lm	Not applicable	2 - 20 years	202 are confidential records.
	2 Apothegms for Chief Executive / Chief Secretary for Administration / Secretaries / Government Departments (Excluding Home Affairs Department)					
	3 Application for Inclusion of Chinese Characters in Hong Kong Supplementary Character Set (HKSCS)					
	4 Appointments Matter and Statistics					
	5 Central courses					
	6 Chinese Character Set					
	7 Classified Records relating to Government Standard Examination (GSE) / Non-Specific Recruitment Examination / Recruitment Examinations No Longer Conducted by Civil Service Examinations Unit (CSEU)					
	8 Contracting out of Translation Services					
	9 Customised courses / training services					
	10 General Records Relating to Common Recruitment Examination (CRE) / GSE / Joint Recruitment Examination (JRE) / Non-Specific Recruitment Examination / Recruitment Examinations No Longer Conducted by CSEU					
	11 Glossaries from Other Organisations					
	12 Ideographic Rapporteur Group Meeting					
	13 List of Translation Firms & Freelance Translators 2002					
	14 Official Languages Division Newsletter					
	15 Performance Assessment of Translation Service Providers					
	16 Personal files for Officers in the Administrative Service					
	17 Printing of Guidelines on Official Chinese Writing					
	18 Programme Subject Files relating to Executive, Clerical & Secretarial Grades Officers					
	19 Publication of Samples of Official Chinese Writing					
	20 Recruitment of Officers to the Administrative Service					
	21 Royal Visit					
	22 The Asian-Pacific Workshop on Terminology 2002					

Category of records	Names of Records	Years covered by the records	Number and linear meters of records	Years that the records were transferred to GRS (Note 1)	Retention period approved by GRS	Are they confidential documents
Administrative records	<i>Schedule 1: Administration</i>	1951 - 2012	70 213 records and 132.42 lm (Note 2)	Not applicable	1 year - Retain until superseded or obsolete	2 are confidential records
	1 Appreciation and Condolences					
	2 Circulars and Directives					
	3 Committees, Councils, Commissions					
	4 Licences, Passes and Permits					
	5 Management Services					
	6 Reports and Statistics					
	7 Visits and Tours					
	8 Organisation					
	<i>Schedule 2: Accommodation and Facilities</i>					
	9 Accommodation					
	10 Accommodation - Building Management					
	<i>Schedule 3: Procurement and Supplies</i>					
	11 Equipment, Supplies and Services					
	12 Computer Equipment and Supplies					
	13 Furniture and Furnishings					
	14 Office Machines and Equipment					
	15 Printing					
	16 Stationery					
	<i>Schedule 4: Finance and Accounting</i>					
	17 Allowances					
	18 Budgets					
	19 Fees and Charges					
	<i>Schedule 5: Human Resources</i>					
	20 Appointments and Posting					
	21 Establishment					
	22 Recruitment					
	23 Recruitment - unsuccessful / waitlisted applicants / forms completed by candidates and any related information of the candidates					
	24 Health and Safety					
	25 Human Resources Planning					
	26 Performance and Appraisal					
	27 Staff Relations					
	28 Staff Relations -Appeals and Grievances					
	29 Staff Relations - Union					
	30 Training and Development					
31 Personal Case Records						
<i>Schedule 6: Management of Information, Information Services and Information Technology</i>						
32 Information Technology and Computer Systems						
33 Information Services						
34 Information Services - Books and Publications						
35 Library Services						

Category of records	Names of Records	Years covered by the records	Number and linear meters of records	Years that the records were transferred to GRS (Note 1)	Retention period approved by GRS	Are they confidential documents
<b>(B) PSC</b>						
Programme records	Appointment and Promotion	2003 - 2006	560 records and 5.60 lm	Not applicable	3 years	No
Administrative records	<i>Schedule 1: Administration</i>	1986 - 2012	231 records and 11.55 lm	Not applicable	3 - 5 years	No
	1 Appreciation and Condolences					
	2 Ceremonies and Celebrations					
	3 Charity					
	4 Circulars and Directives					
	5 Committees, Councils, Commissions					
	6 Conferences and Seminars					
	7 Intellectual Property					
	8 Office Services					
	9 Organisation					
	10 Plans & Programmes					
	11 Transportation					
	<i>Schedule 2: Accommodation and Facilities</i>					
	12 Accommodation					
	13 Utilities and Building Services Facilities					
	<i>Schedule 3: Procurement and Supplies</i>					
	14 Equipment, Supplies and Services					
	15 Office Machines and Equipment					
	16 Printing					
	<i>Schedule 4: Finance and Accounting</i>					
	17 Finance and Accounting					
	18 Accounts and Accounting					
	19 Expenditure					
	20 Revenue					
	21 Allowances					
	22 Audits					
	23 Banks and Banking					
	24 Budgets					
	25 Pension					
	26 Salaries					
	<i>Schedule 5: Human Resources</i>					
27 Appointments and Posting						
28 Awards and Honours						
29 Conduct and Discipline						
30 Recruitment						
31 Establishment						

Category of records	Names of Records	Years covered by the records	Number and linear meters of records	Years that the records were transferred to GRS ( <i>Note 1</i> )	Retention period approved by GRS	Are they confidential documents
Administrative records (cont'd)	32 Health and Safety					
	33 Hours of Work and Overtime					
	34 Human Resources Planning					
	35 Leave and Authorised Absence					
	36 Performance and Appraisal					
	37 Promotions and Examinations					
	38 Recreation and Welfare					
	39 Staff Relations					
	40 Termination of Service					
	41 Training and Development					
	<i>Schedule 6: Management of Information, Information Services and Information Technology</i>					
	42 Access					
	43 Information Technology and Computer Systems					
	44 Information Services					
	45 Information Services - Books and Publications					
46 Information Management and Records Management						

*Note 1: The records have been destructed after approved by GRS, and are therefore not required to be transferred to GRS.*

*Note 2: Among the 70 213 nos. of records, 68 153 nos. are recruitment records of unsuccessful / waitlisted applicants for Administrative Officer / Executive Officer / Clerical Assistant posts, forms completed by candidates and any related information of the candidates.*

- End -

<b>CSB069</b>
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**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4699)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

- Regarding the expenses on entertainment and gifts of your bureau and the departments under its purview over the 2 years of 2013-14 and 2014-15, please provide details using the table below:

Bureau/ branch/ department and year	Estimated expenses on entertainment and gifts in the year	Actual expenses on entertainment and gifts in the year	Cap on entertainment expenses (including beverages) per head for the year	Cap on gift expenses per guest for the year	Number of receptions held and total number of guests entertained in the year

- Regarding the expenses on entertainment and gifts of your bureau and the departments under its purview in 2014-15, please provide details using the table below:

Bureau/ branch/ department	Date of reception (day/ month/ year)	Departments/ organisations and titles of the guests entertained (grouped by department/ organisation and indicating the number of guests)	Food expenses incurred in the reception	Beverage expenses incurred in the reception	Gift expenses incurred in the reception	Venue of the reception (department office/ restaurant in government facilities/ private restaurant/ others)

						(please specify))

3. Please provide the estimated expenses on entertainment and gifts for 2015-16 using the table below:

Bureau/branch/ Department	Estimated provision for expenses on entertainment and gifts	Cap on entertainment expenses per guest	Cap on gift expenses per guest

Asked by: Hon HO Sau-lan, Cyd (Member Question No. 197)

Reply:

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips. The actual expenses in 2013-14 and 2014-15 and the estimated expenditure for 2015-16 on official entertainment incurred by Civil Service Bureau and its departments (i.e. Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service and Public Service Commission) are set out below:

	<u>2013-14</u>	<u>2014-15</u> (as at 12.3.2015)	<u>2015-16</u> Estimated expenditure
Civil Service Bureau	\$194,000	\$177,000	\$192,000
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	\$23,000	\$12,000	\$20,000
Public Service Commission	\$22,000	\$11,000	\$40,000

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of



gifts/souvenirs should only be made from organisation to organisation. As we do not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4700)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In regard to the growing co-operation between Hong Kong and the Mainland in recent years, please provide relevant information on Hong Kong/Mainland cross-boundary projects or programmes in which your bureau and the departments under your purview have been involved.

(a) For Hong Kong/Mainland cross-boundary projects or programmes, please provide information for 2013-14 and 2014-15 as per following table:

Project / Programme	Details, objective and whether it is related to the Framework Agreement on Hong Kong / Guangdong Co-operation (the Framework Agreement) or the National 13 <sup>th</sup> Five-year Plan	Expenditure involved	Mainland officials and department/ organisation involved	Has any agreement been signed and whether it has been made public? If not, what are the reasons?	Progress (% completed, commencement date, target completion date)	Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons?	Has public consultation on the cross-boundary project been conducted in Hong Kong?	Details of the legislative amendments or policy changes involved in the project/ programme

- (b) Has provision been earmarked for Hong Kong/Mainland cross-boundary projects or programmes in this year (2015-16)? If yes, please provide information in respect of Hong Kong/Mainland cross-boundary projects or programmes for 2015-16 as per following table:

Project / Programme	Details, objective and whether it is related to the Framework Agreement on Hong Kong / Guangdong Co-operation (the Framework Agreement) or the National 13 <sup>th</sup> Five-year Plan	Expenditure involved	Mainland officials and department/ organisation involved	Has any agreement been signed and whether it has been made public? If not, what are the reasons?	Progress (% completed, commencement date, target completion date)	Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons?	Will public consultation on the cross-boundary project be conducted in Hong Kong?	Details of the legislative amendments or policy changes involved in the project/ programme

- (c) Apart from the projects or programmes listed above, are there any other modes of Hong Kong/Mainland cross-boundary cooperation? If so, in what modes are they taken forward? What were the manpower and expenditure involved over the past 3 years? How much financial and manpower resources have been earmarked in the 2015-16 Estimates?

Asked by: Hon HO Sau-lan, Cyd (Member Question No.198)

Reply:

Required information is at Annex.

(a) From 2013-14 to 2014-15, the Civil Service Bureau participated in the following Hong Kong/Mainland cross-boundary cooperation projects:

Project / Programme	Details, objective and whether it is related to the Framework Agreement on Hong Kong / Guangdong Co-operation (the Framework Agreement) or the National 13th Five-year Plan	Expenditure involved	Mainland officials and department / organisation involved	Has any agreement been signed and whether it has been made public? If not, what are the reasons?	Progress (% completed, commencement date, target completion date)	Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons?	Has public consultation on the cross-boundary project been conducted in Hong Kong?	Details of the legislative amendments or policy changes involved in the project/ programme
Civil Service Exchange Programme between HKSARG and the Mainland	In 2013, the Civil Service Bureau (CSB) and the relevant authorities of Beijing, Shanghai,	About \$0.69 million for 2 years	Mainland government departments participating in the exchange programme include the	CSB has signed exchange agreements with the respective participating	A total of 57 HKSARG and Mainland civil servants participated in the exchange programme in	CSB reported this exchange programme to the Legislative Council Panel on Public Service in the	The exchange programme is organised to provide training and exchange	No legislative amendments or policy changes were involved in the exchange

	<p>Hangzhou, and Guangdong arranged their civil servants for attachment to government departments of the other side for about one month with a view to sharing experience and expertise, fostering communication, as well as widening civil servants' exposure and vision ("the exchange programme"). The agreement between HKSARG and Guangdong was related to the Framework Agreement. Starting from 2014, participating</p>		<p>Foreign Trade and Economic Cooperation Department, Environmental Protection Bureau, Health Bureau, Human Resources and Social Security Bureau, Planning and Land Resources Bureau, Water Authority, Transport Commission, Urban and Rural Construction Commission, Food Safety Commission, Science &amp; Technology Commission, Culture, Radio Broadcasting, Film and Television Administration, and Tourism Commission,</p>	<p>cities. The agreements have been uploaded to the webpage of Department of Justice.</p>	<p>2013-14 and 2014-15. The activities were completed in the corresponding years.</p>	<p>respective years. No additional manpower and expenditure was involved in the release of the above information.</p>	<p>activities for civil servants. The arrangement of public consultation is not applicable.</p>	<p>programme.</p>
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	Mainland cities are Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. The current exchange programme is neither related to the Framework Agreement nor the 13th Five-Year Plan.		etc.					
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The departments under the Civil Service Bureau, including the Public Service Commission and the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service, have not participated in any Hong Kong/Mainland cross-boundary co-operation project in 2013-14 and 2014-15.

(b) In 2015-16, the Civil Service Bureau will participate in the following Hong Kong/ Mainland cross-boundary cooperation projects:

Project / Programme	Details, objective and whether it is related to the Framework Agreement on Hong Kong / Guangdong Co-operation (the Framework Agreement) or the National 13th Five-year Plan	Expenditure involved	Mainland officials and department/ organisation involved	Has any agreement been signed and whether it has been made public? If not, what are the reasons?	Progress (% completed, commencement date, target completion date)	Have the details, objectives, amount involved or impact on the public, society, culture and ecology been released to the public? If so, through which channels and what were the manpower and expenditure involved? If not, what are the reasons?	Will public consultation on the cross-boundary project be conducted in Hong Kong?	Details of the legislative amendments or policy changes involved in the project/ programme
Civil Service Exchange Programme between HKSARG and the	CSB and the relevant authorities of Beijing, Shanghai, Chongqing, Hangzhou and	About \$0.4 million	Preparatory work for the 2015-16 exchange programme	CSB has signed exchange agreements with the respective	Implementation scheduled for 2015.	CSB reported this exchange programme to the Legislative	The exchange programme is organised to provide training and exchange	No legislative amendments or policy changes will be involved

Mainland	Wuhan will continue to arrange their civil servants for attachment to government departments of the other side. The objectives and arrangements of the exchange programme are basically the same as before. The exchange programme is neither related to the Framework Agreement nor the 13th Five-Year Plan.		is underway.	participating cities. The agreements have been uploaded to the webpage of Department of Justice.		Council Panel on Public Service on 16 February 2015. No additional manpower and expenditure was involved in the release of the above information.	activities for civil servants. The arrangement of public consultation is not applicable.	in the exchange programme.
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The Public Service Commission and the Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service will not participate in any Hong Kong/Mainland cross-boundary co-operation project in 2015-16.

- (c) Apart from those listed above, there is no other Hong Kong/Mainland cross-boundary co-operation project/programme administered by the Civil Service Bureau, Public Service Commission and Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service.

- End -



**CONTROLLING OFFICER'S REPLY**

**CSB071**

**(Question Serial No. 4701)**

Head: (143) Government Secretariat: Civil Service Bureau  
Subhead (No. & title): (-) Not Specified  
Programme: (1) Director of Bureau's Office  
Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Please provide the details of duty visits made by the Secretary and the Under Secretary in each of the past 5 years. In respect of each visit, please list by date the (a) purpose and destination, (b) post titles of the local officials met, (c) number and post titles of the Hong Kong officials in the entourage, (d) duration, (e) total expenditures involved and the respective expenses on (i) transportation (list out both the expenses on air tickets and local transportation), (ii) accommodation, (iii) meals, (iv) receptions or entertainment and (v) gifts.

Date	(a)	(b)	(c)	(d)	(e)	(i)	(ii)	(iii)	(iv)	(v)

Asked by: Hon HO Sau-lan, Cyd (Member Question No. 199)

Reply:

In the past 5 years (i.e. 2010-11 to 2014-15), details of duty visits undertaken by the Secretary for the Civil Service are listed in the table below. Ranking of entourage members were different depending on the purpose of respective visits.

<b>Date of duty visit</b>	<b>Location</b>	<b>Number of entourage members</b>	<b>Purpose of duty visit</b>	<b>Hotel accommodation expenses</b>	<b>Air ticket expenses</b>	<b>Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)</b>	<b>Total expenses</b>
				<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(a) + (b) + (c)</b>
2010-11 (1 trip, 8 days in total)	Beijing and Shanghai	2 officers	To lead a delegation to attend programmes and visits/to have exchange of views	\$42,857	\$19,319	\$25,221	\$87,397
2011-12 (2 trips, 4 days in total)	Beijing and Shanghai	1 officer for one trip, 2 officers for another trip	To attend meetings and visits/to have exchange of views	\$8,943	\$32,140	\$5,454	\$46,537
2012-13 (1 trip, 2 days in total)	Beijing	3 officers	To attend meetings and visits/to have exchange of views	\$8,556	\$29,090	\$5,117	\$42,763
2013-14 (1 trip, 6 days in total)	Beijing and Jiangsu Province	2 officers	To lead a delegation to attend programmes and visits/to have exchange of views	\$9,913	\$14,817	\$26,949	\$51,679
2014-15 (2 trips, 3 days in total)	Beijing	3 officers	To attend commemorative events and visits/to have exchange of views	\$5,637	\$30,079	\$6,375	\$42,091
	Macao	--					

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. As Civil Service Bureau does not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4702)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (000) Operational expenses

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide the details of the meetings, visits or exchanges held between the Department and the relevant Mainland authorities in the past 5 years, and list, by date, the following for each trip:

- (a) objective, venue;
- (b) titles of the Mainland officials met;
- (c) number and titles of the participating officers from Hong Kong;
- (d) duration of trip (days);
- (e) total expenditure incurred;
- (f) whether the trip was promulgated before departure; if not, what are the reasons for the confidentiality;
- (g) whether minutes of the meeting were filed; if not, what are the reasons;
- (h) whether agreement was reached; if so, what are the contents and implementation progress;
  - (i) transport (please list flight tickets and local transport at destinations separately);
  - (ii) accommodation;
  - (iii) meals;
  - (iv) banquets or entertainment; and
  - (v) expenses on gifts.

Date	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(ii)	(iii)	(iv)	(v)

Asked by: Hon HO Sau-lan, Cyd (Member Question No. 200)

Reply:

In the past 5 years (i.e. 2010-11 to 2014-15), details of duty visits to the Mainland undertaken by officers of the Civil Service Bureau (CSB) are listed in the table below. Ranking of participating officers were different depending on the purpose of respective visits. CSB has issued press release for events/meetings attended by the Secretary for the Civil Service.

<b>Date</b>	<b>Location</b>	<b>Number of participating officers</b>	<b>Purpose</b>	<b>Hotel accommodation expenses</b>	<b>Air ticket expenses</b>	<b>Other expenses (including in-town transportation, subsistence allowance and other reimbursable expenses)</b>	<b>Total expenses</b>
				<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(a) + (b) + (c)</b>
2010-11 (2 trips, 9 days in total)	Beijing, Shanghai, and Macao	1 officer for one trip, 3 officers for another trip	To attend events/meetings, visits/ to have exchange of views	\$42,857	\$19,319	\$25,701	\$87,877
2011-12 (6 trips, 17 days in total)	Beijing, Shanghai, Nanjing, Hangzhou, Wuhan and Guangzhou	Different number of officers for each trip, ranging from 1 to 7	To attend visits/ to have exchange of views, discuss/review programme design	\$34,649	\$81,273	\$34,734	\$150,656
2012-13 (7 trips, 17 days in total)	Beijing, Shanghai, Nanjing, Hangzhou, Chengdu, Wuhan and Guangzhou	Different number of officers for each trip, ranging from 2 to 4	To attend events/meetings, visits/ to have exchange of views, discuss/review programme design	\$23,389	\$88,313	\$30,063	\$141,765
2013-14 (2 trips, 9 days in total)	Beijing and Jiangsu Province	2 officers for one trip, 3 officers for another trip	To attend events/meetings, visits/ to have exchange of views	\$12,265	\$23,587	\$30,427	\$66,279
2014-15 (3 trips, 5 days in total)	Beijing and Macao	Different number of officers for each trip, ranging from 1 to 4	To attend events/meetings, visits/ to have exchange of views	\$7,498	\$48,556	\$8,780	\$64,834

As a general rule, all politically appointed officials and civil servants should observe the same principles and act in accordance with the relevant regulations and administrative guidelines when providing official entertainment in the form of meals. Government officers are required to exercise prudent judgement and economy when entertaining guest(s) for official purposes in order to avoid any public perception of extravagance. According to the existing general guidelines, the expenditure limits on official meals should not exceed \$450 per person for lunch or \$600 per person for dinner, inclusive of all expenses incurred on food and beverages consumed on the occasion, service charges and tips.

In line with the Government's green policy, public officers should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. According to the existing guidelines, where bestowal of gifts/souvenirs is necessary or unavoidable due to operational, protocol or other reasons, the gift/souvenir items should not be lavish or extravagant and the number should be kept to a minimum. Also, the exchange of gifts/souvenirs should only be made from organisation to organisation. As CSB does not maintain separate accounts for the expenses on the procurement of gifts and souvenirs, we do not have the relevant statistics.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3308)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the control of directorate establishment of the civil service, please inform this Committee of the number of posts at directorate rank or equivalent pay points under various Heads of Expenditure, and the corresponding notional annual mid-point salaries.

Asked by: Hon LEE Cheuk-yan (Member Question No. 53)

Reply:

The estimated number of civil service posts at directorate rank or equivalent pay points under various Heads of Expenditure and the corresponding notional annual mid-point salaries are set out in the Annex.

**Estimated Number and Notional Annual Mid-point Salaries of  
Civil Service Posts at Directorate Rank or Equivalent Pay Points**

	<b>Head of Expenditure</b>	<b>Number of Posts 2015-16 Estimates</b>	<b>Notional Annual Mid-point Salary (\$)</b>
21	Chief Executive's Office	5	11,052,600
22	Agriculture, Fisheries and Conservation Department	8	15,552,600
25	Architectural Services Department	39	64,423,200
24	Audit Commission	12	20,672,400
23	Auxiliary Medical Service	1	1,552,800
82	Buildings Department	32	52,972,800
26	Census and Statistics Department	7	13,862,400
27	Civil Aid Service	1	1,843,200
28	Civil Aviation Department	21	35,739,000
33	Civil Engineering and Development Department	57	97,774,200
30	Correctional Services Department	10	18,658,200
31	Customs and Excise Department	9	17,105,400
37	Department of Health	61	113,316,878
92	Department of Justice	91	172,923,600
39	Drainage Services Department	18	30,652,800
42	Electrical and Mechanical Services Department	15	25,704,000
44	Environmental Protection Department	36	62,253,000
45	Fire Services Department	19	33,214,200
49	Food and Environmental Hygiene Department	15	28,572,982
166	Government Flying Service	4	6,798,000
48	Government Laboratory	7	12,037,200
59	Government Logistics Department	7	12,410,400
51	Government Property Agency	7	11,968,200
143	Government Secretariat: Civil Service Bureau	21	40,053,600
152	Government Secretariat: Commerce and Economic Development Bureau (Commerce, Industry and Tourism Branch)	19	37,749,000



<b>Head of Expenditure</b>		<b>Number of Posts 2015-16 Estimates</b>	<b>Notional Annual Mid-point Salary (\$)</b>
55	Government Secretariat: Commerce and Economic Development Bureau (Communications and Technology Branch)	9	18,800,400
144	Government Secretariat: Constitutional and Mainland Affairs Bureau	21	43,126,800
138	Government Secretariat: Development Bureau (Planning and Lands Branch)	13	25,882,800
159	Government Secretariat: Development Bureau (Works Branch)	27	48,789,600
156	Government Secretariat: Education Bureau	32	58,529,400
137	Government Secretariat: Environment Bureau	6	11,577,000
148	Government Secretariat: Financial Services and the Treasury Bureau (Financial Services Branch)	18	35,616,600
147	Government Secretariat: Financial Services and the Treasury Bureau (The Treasury Branch)	18	34,449,000
139	Government Secretariat: Food and Health Bureau (Food Branch)	8	16,370,400
140	Government Secretariat: Food and Health Bureau (Health Branch)	12	24,045,600
53	Government Secretariat: Home Affairs Bureau	15	30,156,000
155	Government Secretariat: Innovation and Technology Commission	8	15,262,200
141	Government Secretariat: Labour and Welfare Bureau	14	27,726,000
47	Government Secretariat: Office of the Government Chief Information Officer	16	28,561,800
142	Government Secretariat: Offices of the Chief Secretary for Administration and the Financial Secretary	34	65,205,000
96	Government Secretariat: Overseas Economic and Trade Offices	18	36,408,000
151	Government Secretariat: Security Bureau	15	29,575,200

	<b>Head of Expenditure</b>	<b>Number of Posts 2015-16 Estimates</b>	<b>Notional Annual Mid-point Salary (\$)</b>
158	Government Secretariat: Transport and Housing Bureau (Transport Branch)	25	48,019,200
60	Highways Department	36	61,662,600
63	Home Affairs Department	28	52,422,600
168	Hong Kong Observatory	5	9,879,600
122	Hong Kong Police Force	73	124,309,200
70	Immigration Department	12	22,054,200
72	Independent Commission Against Corruption	17	32,239,200
74	Information Services Department	12	23,221,800
76	Inland Revenue Department	27	45,642,600
78	Intellectual Property Department	10	18,520,800
79	Invest Hong Kong	2	4,487,400
174	Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	4	7,600,200
80	Judiciary	200	397,650,000
90	Labour Department	16	29,782,964
91	Lands Department	46	77,924,400
94	Legal Aid Department	15	27,015,000
95	Leisure and Cultural Services Department	12	23,221,800
100	Marine Department	25	43,408,200
180	Office for Film, Newspaper and Article Administration	1	1,843,200
116	Official Receiver's Office	8	14,101,800
118	Planning Department	26	44,242,800
136	Public Service Commission Secretariat	1	1,843,200
160	Radio Television Hong Kong	9	16,683,600
162	Rating and Valuation Department	14	24,441,600
163	Registration and Electoral Office	2	3,396,000
169	Secretariat, Commissioner on Interception of Communications and Surveillance	1	1,552,800
170	Social Welfare Department	25	43,117,800
181	Trade and Industry Department	11	21,378,600
186	Transport Department	29	49,329,000

<b>Head of Expenditure</b>		<b>Number of Posts 2015-16 Estimates</b>	<b>Notional Annual Mid-point Salary (\$)</b>
188	Treasury	10	18,520,800
190	University Grants Committee	3	6,047,400
194	Water Supplies Department	23	39,135,000
173	Working Family and Student Financial Assistance Agency	4	7,088,400
<b><i>Government paid staff</i></b>		<b><i>1 538</i></b>	<b><i>2,830,728,224</i></b>
	Companies Registry Trading Fund	6	10,996,200
	Electrical and Mechanical Services Trading Fund	12	20,091,600
	Hong Kong Monetary Authority	2	3,686,400
	Hospital Authority	7	12,624,000
	Housing Authority	66	111,678,000
	Land Registry Trading Fund	4	7,600,200
	Office of the Communications Authority Trading Fund	14	25,456,200
	Post Office Trading Fund	11	19,492,800
<b><i>Staff working under other public bodies</i></b>		<b><i>122</i></b>	<b><i>211,625,400</i></b>
<b>Total</b>		<b>1 660</b>	<b>3,042,353,624</b>

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3703)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (3) Translation and Interpretation Services and Use of Official Languages, (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

- (a) Matters Requiring Special Attention in 2015-16 include “facilitate the effective use of Chinese and English in official business by providing a wide range of support services”. What support services will be provided by the Government in respect of written Chinese, written English, Cantonese, Putonghua and spoken English respectively? What is the commitment for the coming year?
- (b) In 2014, the Civil Service Bureau “organised a language-related thematic talk and a Putonghua Quiz for civil servants”. What were the expenditures involved? Why specifically was a Putonghua quiz organised? Has the Government organised other activities to enhance the English proficiency of civil servants?
- (c) What measures has the Government implemented to enhance the Chinese and English proficiency of civil servants over the past 3 years? What are the plans of the Government to enhance the Chinese and English proficiency of civil servants in the coming year? What is the expenditure involved?

Asked by: Hon MO Claudia (Member Question No. 53)

Reply:

- (a) Apart from delivering translation, interpretation, draft-vetting and drafting services to government bureaux and departments, the Civil Service Bureau (CSB) also provides other support services to facilitate the effective use of Chinese and English in official business within the civil service. The details are as follows:
1. operating telephone hotlines to answer enquiries on the use of written Chinese, written English, Cantonese, Putonghua and spoken English;
  2. compiling reference materials for civil servants. These include English-Chinese glossaries of terms commonly used in the Government and reference materials on Chinese and English official writing and language use, such as the *Guidebooks on*

*Official Chinese Writing, Easily Confused Chinese Words and Phrases, Guidelines on Chinese Apothegm Writing, Style Guide on Official Writing and English Spelling Guide;*

3. advising on the use of Chinese and English in official business, such as giving advice on the proposed names of streets and government buildings;
4. providing Putonghua coaching and Pinyin services to facilitate the effective use of Putonghua in official business within the civil service.

CSB will continue to provide the above support services with existing resources in the coming year.

- (b) In 2014, CSB organised a language-related thematic talk and a Putonghua Quiz for civil servants under Programme (3). The total expenditure incurred was about \$9,000. We organised the Putonghua Quiz mainly to enhance civil servants' interest in learning Putonghua. In parallel, to help civil servants further enhance their capabilities of using English in official business, CSB organised training activities in different modes and subject areas under Programme (4).
- (c) CSB helps civil servants enhance their Chinese and English proficiency mainly through the efforts of its Official Languages Division and Civil Service Training and Development Institute. Over the past 3 years, we offered Chinese and English training programmes for civil servants annually, including courses, thematic seminars and e-learning programmes. As for other initiatives, in addition to the support services mentioned in paragraph (a) above, we also publish *Word Power*, a quarterly on Chinese and English languages and cultures. In the coming year, CSB will continue to carry out related initiatives through the delivery of training and support services. For training, we will continue to organise language training programmes for civil servants. The estimated expenditure is about \$5 million. As for support services, we will continue to deploy in-house resources to operate telephone hotlines for answering civil servants' enquiries on the use of English and Chinese, update glossaries of terms commonly used in the Government, and produce new reference materials on language use.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3851)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In paragraph 46 of the Budget Speech, it is mentioned that from this year onwards, free online Government information will be released in digital formats.

- (1) Please provide in the table below details about the free online Government information released in digital formats by your bureau/department for download by the public:

Bureau/ Department	Free information/ data released to the public	Description of the information	Period of the information	Is it currently listed in Data.One?	Date of release and the updating frequency	Format of information available for download (please choose)			
						JSON, XML, or CSV	XLS, DOC	TIF, JPG, PDF, PNG	RSS

- (2) In 2015-16, what are the manpower and expenditure involved in releasing online Government information by your bureau/department?
- (3) Has your bureau/department reviewed all non-classified information that your bureau/department owns or possesses, drawn up priorities for its release, and compiled it into digital data formats to facilitate retrieval/inspection, research or application development, and the creation of more industries through innovative reuse of data? If so, what are the details? If not, what are the reasons?

Asked by: Hon MOK Charles Peter (Member Question No. 66)

Reply:

- (1) The government information released by the Civil Service Bureau (CSB) for public consumption is as follows:

Bureau/ Department	Free information/ data released to the public	Description of the information	Period of the information	Is it currently listed in Data.One?	Date of release and the updating frequency	Format of information available for download (please choose)			
						JSON, XML, or CSV	XLS, DOC	TIF, JPG, PDF, PNG	RSS
CSB	CSB and related websites (www.csb.gov .hk)	General information including the policies, organisational structure, latest news and related documents of CSB.	since 2000	No	N.A.	N.A.	XLS, DOC	JPG, PDF, PNG	N.A.
	Dedicated website on Service Excellence (www.service excellence.gov. hk)	Information on the services provided by the participants and awardees of the Civil Service Outstanding Service Award Scheme, including articles, photos and short films.	since 2009	No	N.A.	N.A.	N.A.	JPG, PDF, GIF, WMV, MP4	N.A.

- (2) The CSB and related websites are managed by an Analyst/Programmer (who is not dedicated to the task as his sole duty). The estimated expenditure on managing the websites and updating the information for 2015-16 is \$120,000. No additional financial resources and manpower are required for 2015-16.

The thematic website on Service Excellence is managed by a Training Officer (who is not dedicated to the task as his sole duty). The estimated expenditure on managing the website and updating the information for 2015-16 is \$180,000. No additional financial resources and manpower are required for 2015-16.

- (3) We have reviewed all non-classified information owned or possessed by CSB and published information that can be released as online information in digital data formats

to facilitate retrieval and inspection by the public. Details of the information are set out in Part 1 of this reply.

- End -



**CONTROLLING OFFICER'S REPLY**

**CSB076**

**(Question Serial No. 3852)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

In connection with the provision of public information and gathering of public opinions by means of the Internet, please advise of the particulars, in tabulated forms (see Annex 1), regarding the social media platforms set up and operated by your bureau/department/public bodies or their agents (such as out-sourced contractors or consultants) for the past year.

Commence- ment of operation (Month/Year)	Status (keeps on updating/ ceased updating) (as at 28 February 2015)	Government agencies (including bureaux/ departments/ public bodies/ government consultants)	Name	Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)	Purpose of establishment and no. of updates (as at 28 February 2015)	No. of “Likes”/ subscribers/ average monthly visits (as at 28 February 2015)	Compilation of summary of comments and follow- up on a regular basis (Yes/ No)	Rank and No. of officers responsible for the operation (as at 28 February 2015)	Financial resources involved in the establishment and daily operation (as at 28 February 2015)
			(1)...	(1)...					
			(2)...	(2)...					
			(3)...	(3)...					

Asked by: Hon MOK Charles Peter (Member Question No. 67)

Reply:

Information on the social media platform set up and operated by the Civil Service Bureau (CSB) for the past year is at Annex 1.

<b>Commencement of operation (Month/ Year)</b>	<b>Status (keeps on updating/ ceased updating) (as at 28 February 2015)</b>	<b>Government agencies (including policy bureaux/ departments/ public bodies/ government consultants)</b>	<b>Name</b>	<b>Social media (Facebook/ Flickr/ Google+/ LinkedIn/ Sina Weibo/ Twitter/ YouTube)</b>	<b>Purpose of establishment and no. of updates (as at 28 February 2015)</b>	<b>No. of “Likes”/ subscribers/ average monthly visits (as at 28 February 2015)</b>	<b>Compilation of summary of comments and follow-up on a regular basis (Yes/No)</b>	<b>Rank and No. of officers responsible for the operation (as at 28 February 2015)</b>	<b>Financial resources involved in the establishment and daily operation (as at 28 February 2015)</b>
12/2011	Pending updating	Civil Service Bureau	Administrative Service Summer Internship Programme (ASSIP)	Facebook	To promote ASSIP; the Administration will update the page from time to time to provide latest information, such as progress of processing applications and highlights of relevant activities	Number of “Likes”: about 6 440	No (the page is for promoting ASSIP. The Administration will follow up on any enquiries relating to the Programme)	1 Executive Officer I	N/A

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4824)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (-) Not Specified

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the Bureau's expenditure on the procurement of computer software and hardware, will the Government advise this Committee of the following issues:

- (a) Does the Government have any standard internal procurement guidelines which set out the criteria for the purchase or upgrade of computer software and hardware by departments? If so, what are the details? Do the guidelines require that departments should upgrade its computer software and hardware in a timely manner?
- (b) Microsoft, the computer software and hardware supplier, will terminate its support service for its operating platform Windows XP. Please provide, in light of this, the respective numbers of mainframe computers in the departments under the Bureau's purview which are using (1) the operating platform of Microsoft Windows XP; (2) the operating platforms released by Microsoft before 2001; and (3) other operating platforms (please specify the version), as well as the respective percentages of the departments' total numbers of mainframe computers these 3 types of operating systems account for. Do the departments under the Bureau's purview have any plan to upgrade these operating platform versions which are now obsolete?
- (c) What are the expenditure on and criteria for the procurement of tablet computers by the Bureau? What are the model numbers and uses of the tablet computers? Is there any classified information saved on the tablet computers? If so, what are the details? Is there any information security software installed in the tablet computers used by the departments under the Bureau's purview? What is the expenditure involved?
- (d) How many mainframe computers of departments under the Bureau's purview are operating offline and what are the versions of their operating platforms? Are there any uniform standards for the use of information security or anti-virus software by departments under the Bureau's purview? If so, what is the type of software used? If not, what are the respective types of software used?

Asked by: Hon MOK Charles Peter (Member Question No. 111)

Reply:

- (a) According to the existing guidelines, bureaux/departments (b/ds) must develop a 3-year-plan of IT projects and the planning of IT-related projects annually to ensure that operational needs can be met effectively. In the planning of IT projects for update purposes, b/ds should review and evaluate a wide range of potential risks in technology, including product compatibility, maintenance support, replacement products as well as market supply, and set in place mitigation measures.

In purchasing or updating computer hardware and software, we will adopt the most cost-effective way amongst fair and open market competitions in compliance with the government's procurement guidelines. We will also consider the importance and priorities of our IT projects in handling the updating issues as and when appropriate.

- (b) According to the figures as at 16 March 2015, the major operating platforms running on the computers of the Bureau and departments under Bureau's purview are as follows:

	(i) The operating platform of Microsoft Windows XP	(ii) The operating platforms released by Microsoft before 2001	(iii) Other operating platforms		
			The operating platform of Windows 8	The operating platform of Windows 7	The operating platform of Windows Vista
Civil Service Bureau	0	0	4	1287	2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	0	0	44	0
Public Service Commission	0	0	0	34	1
Total	0	0	4	1365	3

number of computers					
Percentage	0%	0%	0.29%	99.49%	0.22%

All computers of the Bureau and departments under Bureau's purview were upgraded to the Windows 8, 7 and Vista.

- (c) We make purchases of tablet computers in the most cost-effective way amongst fair and open market competitions in compliance with the government's procurement guidelines. Civil Service Bureau and departments under Bureau's purview have six models of tablet computers, namely, Apple iPad, Lenovo ThinkPad, Lenovo Mii, Microsoft Surface Pro, Samsung Galaxy Note and Sony Xperia with the total cost being around \$330,000. They are used to serve various operational needs, such as emails, SMS and Internet browsing; giving support to the work of the Recruitment Board; as well as the development and function test of various mobile web and programs of the Bureau.

We do not store classified information on our mobile devices (including tablet computers). In management of the mobile devices, we have taken security measures as appropriate, such as power-on passwords for mobile devices, device wipe after specified number of failed login attempts and activation of the detection and recovery system against virus and malicious code. As most of the tablet computers that we have purchased are equipped with an information security function, only a small number of them have to be installed with information security software. The expenditure involved is \$3,170.

- (d) According to the figures as at 16 March 2015, the major operating platforms running on the offline computers of the Bureau and departments under Bureau's purview are as follows:

	The operating platform of Windows 8	The operating platform of Windows 7	The operating platform of Windows Vista
Civil Service Bureau	4	205	2
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	0	4	0
Public Service Commission	0	3	1
Total number of computers	4	212	3

Percentage	1.83%	96.80%	1.37%
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According to the existing guidelines, the offline computers should be installed with anti-virus software to detect and clean the downloaded files against virus and malicious code. The anti-virus software used is Symantec Endpoint Protection.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3375)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

According to 2015 Policy Agenda, the Administration will continue to implement measures to ensure that Ethnic Minorities (EMs) will have equal access, like other applicants, to job opportunities in the Government. In this connection, will the Administration inform this Committee of the details of these measures and whether it has regular reviews on the effectiveness of these measures. Please provide the number of applications for Government jobs by EM applicants received in each of the past 5 years with a breakdown by department/bureau, job nature and the number of EMs employed in the respective department/bureau.

Asked by: Hon SHEK Lai-him, Abraham (Member Question No. 75)

Reply:

Appointments to the Civil Service are based on the principle of open and fair competition. All candidates in an open recruitment exercise are assessed on the basis of their ability, performance and character, and having regard to the stipulated entry requirements (including language proficiency) set according to the job requirements of the grade concerned. Race is not a relevant consideration in the selection process. Candidates need not declare their ethnic origins in the applications for government jobs. The Civil Service Bureau (CSB) does not have statistics of job applicants or newly recruited civil servants who are ethnic minorities.

It is the Government's policy to maintain a fully biliterate (English and Chinese) and trilingual (English, Cantonese and Putonghua) Civil Service to ensure effective communication with the general public. Given the importance of maintaining effective bilingual communications, it is necessary to specify appropriate English and Chinese language proficiency requirements (LPRs) for appointments to different grades in the Civil Service.

In setting the LPRs for recruitment to the Civil Service, the job nature and operational requirements of the grade concerned are the prime considerations. Under the prevailing guidelines, individual civil service grade management should ensure that the LPRs specified are relevant to and commensurate with the satisfactory performance of the duties of the grades concerned. This arrangement is in line with the guidance of the Equal Opportunities Commission as set out in the Code of Practice on Employment under the Race Discrimination Ordinance, which provides that an employer must ensure that any language requirement for a job is relevant to and should be commensurate with the satisfactory performance of a job. The heads of department/grade are responsible for stipulating the LPRs for their respective grades and reviewing the LPRs from time to time taking into account the changing operational needs. For example, there have been a total of 20 grades which have relaxed the Chinese LPRs upon review since 2010.

To facilitate non-ethnic Chinese (NEC) candidates in applying for civil service jobs, the Government accepts Chinese language results of specified non-local public examinations in addition to local qualifications as meeting the LPRs. Specifically, Chinese language results in the United Kingdom International General Certificate of Secondary Education (IGCSE)/ General Certificate of Secondary Education (GCSE)/ General Certificate of Education (GCE) 'Ordinary' ('O') Level as well as GCE 'Advanced'/'Advanced Subsidiary' ('A'/'AS') Levels are accepted for the purpose of appointments to the Civil Service. CSB has promulgated guidelines to B/Ds with a view to ensuring consistent application of the aforementioned acceptance arrangements in all civil service recruitment exercises.

Also, some departments have made suitable adjustments to the recruitment selection process, particularly the part concerning tests of communication ability. For example, applicants of Police Constable who meet the basic academic qualifications and prescribed English language proficiency standard but do not meet the required Chinese LPRs would be arranged to sit for the Government Standard Examination. At the Group Interview stage, applicants will be arranged to participate in a job-related "Practical Incident Handling Test", under which candidates are required to give a simple account of the incidents as shown in the videos to them in written English and Chinese respectively. This has replaced the previous requirement for candidates to answer questions in Chinese. In addition, applicants who possess foreign language skills are awarded extra marks in the selection process. As regards Assistant Officer II of the Correctional Services Department, a Group Interview has replaced the previous Chinese written test.

The Government will continue to implement suitable measures (which include reviewing and adjusting the Chinese LPRs and recruitment formats of relevant government jobs on the basis that the adjusted requirements/formats will continue to allow satisfactory performance of duties) with a view to ensuring that ethnic minorities will have equal access, like other applicants, to job opportunities in the Government.

- End -



**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3345)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

As regards sustaining and strengthening an ethical culture in the civil service, what is the Bureau's specific work plan for 2015-16?

Asked by: Hon TAM Yiu-chung (Member Question No. 60)

Reply:

Throughout the years, the Civil Service Bureau (CSB) and the Independent Commission Against Corruption (ICAC) have been working closely with Bureaux/Departments (B/Ds) to promote and enhance the core value of integrity in the civil service through 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. Besides, CSB/ICAC representatives will visit senior management of selected B/Ds to facilitate their implementation of integrity management. 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.

Apart from the above on-going efforts, CSB and ICAC plan to roll out an e-learning programme for civil servants on corruption prevention and integrity in 2015-16. The programme will be launched at the "Cyber Learning Centre Plus", a learning portal managed by the Civil Service Training and Development Institute of CSB, to further provide integrity education to civil servants.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3346)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (2) Human Resource Management

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

What are the work procedures and timetable for the 2015 Starting Salaries Survey?

Asked by: Hon TAM Yiu-chung (Member Question No. 61)

Reply:

According to the timeframe under the Improved Civil Service Pay Adjustment Mechanism, the next Starting Salaries Survey (SSS) should be conducted in 2015. With the support of the staff representatives, the Government has invited the Standing Commission on Civil Service Salaries and Conditions of Service (Standing Commission) to conduct the 2015 SSS, and to advise on how the survey findings should be applied to the concerned grades of the civil service.

The Standing Commission has accepted the Government's invitation and has commenced preparatory work for the survey. It advised that it would, as in the past, fully consult staff representatives and other relevant stakeholders in the course of the survey. The Standing Commission initially considers that 1 April 2015 may be adopted as the survey reference date, but will need to consult staff representatives on this. The Standing Commission targets to submit its report within one year from the survey reference date. The actual progress will however depend on various factors such as the progress of consultation with staff representatives on relevant issues and collection of data from private sector organisations, etc.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3348)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the estimated 13 000 participants of national studies programmes in 2015, what are the details of the programmes? What are the respective numbers of middle managers and senior ranking civil servants among these participants? What is the provision for this programme in 2015?

Asked by: Hon TAM Yiu-chung (Member Question No. 63)

Reply:

National studies programmes include training programmes and thematic visits in the Mainland and seminars held locally. Topics covered include the Basic Law, and policies and developments of the Mainland on political, economic, social and cultural aspects, etc. Programmes and visits conducted in the Mainland are provided for directorate civil servants and civil servants on Master Pay Scale (MPS) Point 34 or above (or equivalent). Local seminars are provided for civil servants of different grades and ranks from bureaux and departments. The Civil Service Bureau (CSB) has also set up a dedicated website to provide information on national affairs, which is accessible to all civil servants. In addition, CSB also organises a staff exchange programme with Beijing, Shanghai, Chongqing, Hangzhou and Wuhan. For 2015, it is estimated that a total of 13 000 civil servants at various ranks will participate in national studies programmes. Among them, about 3 600 are middle managers and 2 800 are senior ranking civil servants. For 2015-16, the estimated expenditure for provision of related programmes is \$19 million.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3349)**

Head: (143) Government Secretariat: Civil Service Bureau

Subhead (No. & title): (-) Not Specified

Programme: (4) Civil Service Training and Development

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Are Basic Law courses included in the national studies programmes in 2015? Besides, what other programmes involving the Basic Law are included in civil service training? What is the relevant provision in 2015? What are the respective numbers/numbers of attendance of civil service new recruits, middle ranking civil servants and senior ranking civil servants participating in these programmes in 2014?

Asked by: Hon TAM Yiu-chung (Member Question No. 64)

Reply:

The national studies programmes planned by the Civil Service Bureau (CSB) for 2015 include the Basic Law training courses. Apart from local courses and thematic seminars, the national studies programmes jointly organised by CSB and Mainland institutions also include a module on the Basic Law. Online resources are also available for all civil servants at the Basic Law e-learning portal. These resources include web courses, online seminars, presentation materials of course speakers, judgments of major court cases relating to the Basic Law, articles and speeches. The estimated expenditure for organising national studies programmes in 2015-16 is \$19 million. In 2014, about 6 000 civil servants attended the Basic Law training programmes, including 3 900 new recruits, 1 200 middle ranking and 900 senior ranking civil servants.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 4788)**

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 (Raymond H.C. Wong)  
Director of Bureau: Secretary for the Civil Service

Question:

Please advise on the estimated expenditure on salaries, allowances and related expenses for civil servants providing support to the Secretary, Under Secretary and Political Assistant in 2015-16.

Asked by: Hon WONG Yuk-man (Member Question No. 142)

Reply:

For 2015-16, the estimated expenditure on salaries, allowances and related expenses for civil servants providing support to the Secretary for the Civil Service (SCS) in the SCS's Office is about \$3.3 million.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3826)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

A provision of \$698.3 million is earmarked in the Estimate for payment of local and overseas education allowances. Please provide information on the following:

1. the expenditure on the various allowance items under the overseas education allowance (such as school fees, school allowance and day school allowance) from 2011-12 till now;
2. the number of beneficiary children who received overseas education allowance from 2011-12 till now and the average number of years during which they received the allowance;
3. the number of beneficiaries who are children of directorate civil servants, officers on Master Pay Scale Point 40 or above, and officers on Master Pay Scale Point 39 or below, as well as the total amount and percentage of allowances received by them from 2011-12 till now.

Asked by: Hon MA Fung-kwok (Member Question No. 21)

Reply:

1. The expenditure on the various allowance items under overseas education allowance from 2011-12 to 2014-15 is as follows:

	2011-12 (\$m)	2012-13 (\$m)	2013-14 (\$m)	2014-15 (up to 28.2.2015)(\$m)
Boarding School Allowance	266.9	239.3	224.3	195.4
Day School Allowance	1.1	0.8	0.7	1.0
<b>Total</b>	<b>268.0</b>	<b>240.1</b>	<b>225.0</b>	<b>196.4</b>

2. The number of students and the average number of years during which they received overseas education allowance from 2011-12 to 2014-15 are as follows:

	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15 (up to 28.2.2015)</u>
Number of students	2 820	2 538	2 415	2 040
Average number of years during which they received the allowance	3.4	3.3	3.1	3.2

3. In respect of local and overseas education allowances, the number of beneficiaries who are children of directorate civil servants, officers on Master Pay Scale (MPS) Point 40 or above, and officers on MPS Point 39 or below, as well as the total amount of allowance received by the respective groups as compared to the overall figures from 2011-12 to 2014-15 are set out in the Annex.

**Education allowances  
(2011-12 to 2014-15)**

**Annex**

	2011-12		2012-13		2013-14		2014-15 (up to 28.2.2015)	
	% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved	
<b>Local Education Allowance</b>								
Amount received by directorate officers	\$14.7m	3.3%	\$14.5m	3.3%	\$14.3m	3.3%	\$13.2m	3.4%
<i>Number of children involved</i>	<i>401</i>	<i>2.1%</i>	<i>390</i>	<i>2.1%</i>	<i>371</i>	<i>2.1%</i>	<i>389</i>	<i>2.3%</i>
Amount received by non-directorate officers on MPS Point 40 or above	\$95.8m	21.6%	\$91.2m	21.1%	\$88.1m	20.4%	\$77.7m	20.2%
<i>Number of children involved</i>	<i>3 246</i>	<i>16.8%</i>	<i>2 962</i>	<i>16.2%</i>	<i>2 826</i>	<i>16.1%</i>	<i>2 718</i>	<i>16.0%</i>
Amount received by officers on MPS Point 39 or below	\$332.7m	75.1%	\$327.6m	75.6%	\$328.7m	76.3%	\$294.9m	76.4%
<i>Number of children involved</i>	<i>15 640</i>	<i>81.1%</i>	<i>14 902</i>	<i>81.7%</i>	<i>14 408</i>	<i>81.8%</i>	<i>13 875</i>	<i>81.7%</i>
<b>Total expenditure on the allowance</b>	\$443.2m		\$433.3m		\$431.1m		\$385.8m	
<b><i>Total number of children involved</i></b>	<i>19 287</i>		<i>18 254</i>		<i>17 605</i>		<i>16 982</i>	
<b>Overseas Education Allowance</b>								
Amount received by directorate officers	\$13.8m	5.1%	\$11.5m	4.8%	\$12.4m	5.5%	\$9.6m	4.9%
<i>Number of children involved</i>	<i>127</i>	<i>4.5%</i>	<i>118</i>	<i>4.6%</i>	<i>116</i>	<i>4.8%</i>	<i>96</i>	<i>4.7%</i>



Amount received by non-directorate officers on MPS Point 40 or above	\$52.8m	19.7%	\$49.4m	20.6%	\$44.0m	19.6%	\$38.4m	19.5%
<i>Number of children involved</i>	<i>567</i>	<i>20.1%</i>	<i>514</i>	<i>20.3%</i>	<i>468</i>	<i>19.4%</i>	<i>404</i>	<i>19.8%</i>
Amount received by officers on MPS Point 39 or below	\$201.4m	75.2%	\$179.2m	74.6%	\$168.6m	74.9%	\$148.4m	75.6%
<i>Number of children involved</i>	<i>2 126</i>	<i>75.4%</i>	<i>1 906</i>	<i>75.1%</i>	<i>1 831</i>	<i>75.8%</i>	<i>1 540</i>	<i>75.5%</i>
<b>Total expenditure on the allowance</b>	\$268.0m		\$240.1m		\$225.0m		\$196.4m	
<b><i>Total number of children involved</i></b>	<i>2 820</i>		<i>2 538</i>		<i>2 415</i>		<i>2 040</i>	

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3828)**

Head: (46) General Expenses of the Civil Service  
Subhead (No. & title): (022) Passages  
Programme: General Expenses of the Civil Service  
Controlling Officer: Director of Accounting Services (Martin M.T. SIU)  
Director of Bureau: Secretary for the Civil Service

Question:

A provision of \$72.6 million is earmarked in the Estimate for payment of school passage. Please provide a breakdown of the number of beneficiaries who are children of directorate civil servants, officers on Master Pay Scale Point 40 or above, and officers on Master Pay Scale Point 39 or below, as well as the total amount and percentage of allowances received by them from 2011-12 till now.

Asked by: Hon MA Fung-kwok (Member Question No. 23)

Reply:

In respect of school passage allowance, the number of beneficiaries who are children of directorate civil servants, officers on Master Pay Scale (MPS) Point 40 or above, and officers on MPS Point 39 or below, as well as the total amount of allowance received by the respective groups as compared to the overall figures from 2011-12 to 2014-15 are set out in the Annex.

**School passage allowance  
(2011-12 to 2014-15)**

	2011-12		2012-13		2013-14		2014-15 (up to 28.2.2015)	
	% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved		% in respect of the total expenditure/ total no. of children involved	
Amount received by directorate officers	\$3.1m	3.9%	\$1.9m	2.7%	\$2.0m	2.9%	\$1.5m	2.4%
<i>Number of children involved</i>	152	3.6%	97	2.4%	94	2.4%	76	2.1%
Amount received by non-directorate officers on MPS Point 40 or above	\$15.9m	20.2%	\$14.1m	19.9%	\$13.9m	19.8%	\$12.1m	19.7%
<i>Number of children involved</i>	877	20.7%	803	20.0%	794	20.2%	728	20.4%
Amount received by officers on MPS Point 39 or below	\$59.8m	75.9%	\$54.8m	77.4%	\$54.2m	77.3%	\$47.8m	77.9%
<i>Number of children involved</i>	3 215	75.7%	3 111	77.6%	3 041	77.4%	2 775	77.5%
<b>Total expenditure on the allowance</b>	\$78.8m		\$70.8m		\$70.1m		\$61.4m	
<b><i>Total number of children involved</i></b>	4 244		4 011		3 929		3 579	

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3328)**

Head: (46) General Expenses of the Civil Service

Subhead (No. & title): (-) Not Specified

Programme: General Expenses of the Civil Service

Controlling Officer: Permanent Secretary for the Civil Service (Raymond H.C. Wong)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the expenses for recruitment and civil service examinations for ethnic minority, please provide :

- (a) the list of civil service grades or posts for which the Chinese language requirement has been adjusted since 2012, when the requirement was adjusted and from which level of written and spoken Chinese to which level was it adjusted;
- (b) the number of ethnic minority applicants employed for each of the posts in (a) since the Chinese language requirement was adjusted;
- (c) the list of civil service grades or posts for which alternative Chinese language qualifications (e.g. the GCSE (Chinese)) are accepted;
- (d) the list of civil service grades or posts for which Applied Learning Chinese (for non-Chinese speaking students) qualifications are accepted;
- (e) the number of ethnic minority civil servants recruited in each of the year from 2010 to 2015 disaggregated by ethnicity;
- (f) has any additional resources been allocated or will be allocated for expenses for recruitment and civil service examinations for ethnic minority and if not, what are the reasons.

Asked by: Hon TO Kun-sun, James (Member Question No. 71)

Reply:

To ensure that the heads of department/grade make continuous efforts in reviewing and where appropriate, adjusting the language proficiency requirements (LPRs), the Civil Service Bureau (CSB) conducts, in consultation with bureaux/departments (B/Ds), reviews of LPRs of all civil service grades from time to time. Since 2010, there have been a total of 20 grades which have relaxed the Chinese LPRs upon review. They include some grades which, taking into account prevailing operational needs, consider it no longer necessary to

require the same level of proficiency in English and Chinese and therefore have made suitable adjustments to the LPRs. For example, the Veterinary Officer grade of the Agriculture, Fisheries and Conservation Department has lowered the Chinese LPRs from Level 1 in the Use of Chinese paper in the Common Recruitment Examination to Level 2 in Chinese Language in the Hong Kong Diploma of Secondary Education Examination (HKDSEE) / Hong Kong Certificate of Education Examination (HKCEE) or equivalent; the Air Crewman Officer grade of the Government Flying Service (GFS) has adjusted the LPRs from “Level 2 in English Language and Chinese Language in the HKDSEE/HKCEE or equivalent” to “Level 2 in English Language in the HKDSEE/HKCEE and Form 3 standard for Chinese, or equivalent”; the Pilot grade of GFS has removed the Chinese LPRs while maintaining only the English LPRs; and the Workman grade has adjusted the written language proficiency to “able to write simple Chinese or simple English”, instead of requiring written proficiency in both languages. The Government will continue with the efforts in reviewing and where appropriate, adjusting the Chinese LPRs of civil service grades going forward.

Appointments to the Civil Service are based on the principle of open and fair competition. All candidates in an open recruitment exercise are assessed on the basis of their ability, performance and character, and having regard to the stipulated entry requirements (including language proficiency) set according to the job requirements of the grade concerned. Race is not a relevant consideration in the selection process. Candidates are not required to declare their ethnic origins in their applications for government jobs. CSB does not have information on the statistics of job applicants or newly recruited civil servants who are ethnic minorities or the recruitment expenses involved in recruiting ethnic minorities.

To facilitate non-ethnic Chinese candidates in applying for civil service jobs, the Government accepts Chinese language results of specified non-local public examinations in addition to local qualifications as meeting the LPRs. Specifically, Chinese language results in the United Kingdom International General Certificate of Secondary Education (IGCSE)/ General Certificate of Secondary Education (GCSE)/ General Certificate of Education (GCE) ‘Ordinary’ (‘O’) Level as well as GCE ‘Advanced’/ ‘Advanced Subsidiary’ (‘A’/ ‘AS’) Levels are accepted for the purpose of appointments to the Civil Service. CSB has promulgated guidelines to B/Ds with a view to ensuring consistent application of the aforementioned acceptance arrangements in all civil service recruitment exercises.

In addition, the Education Bureau introduced Applied Learning Chinese (for non-Chinese speaking students) (ApL(C)) as a new Applied Learning subject in the senior secondary curriculum in the 2014-15 school year. The first batch of students is expected to complete their studies in 2017. For the purpose of civil service appointments, “Attained” and “Attained with Distinction” results in ApL(C) will be accepted as meeting the Chinese LPRs of Level 2 and Level 3 in Chinese Language in HKDSEE respectively.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3347)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Under Subhead 013 Personal allowances, what will be the respective amounts of payment of local education allowance and overseas education allowance in 2015-16?

Asked by: Hon TAM Yiu-chung (Member Question No. 62)

Reply:

The amounts of local education allowance and overseas education allowance to be paid in 2015-16 are estimated to be \$462.5 million and \$235.8 million respectively.

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 5439)**

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 (Martin M.T. SIU)

Director of Bureau: Secretary for the Civil Service

Question:

Please provide a breakdown of the expenditure on pension payments for all directorate posts of government departments for the past 5 years and a breakdown of the estimated expenditure for the next financial year.

Asked by: Hon CHEUNG Chiu-hung, Fernando (Member Question No. 109)

Reply:

Breakdown of the expenditure on pension payments for all directorate officers retired in the past 5 years and estimated expenditure in this respect for 2015-16 are provided below -

Year of Retirement	Total pension gratuity payment for directorate officers retired in the respective year of retirement	Estimated expenditure on pension payments in 2015-16 for the directorate officers retired in the respective year of retirement
	\$ Million	\$ Million
2010-11	525.0	62.2
2011-12	702.4	75.6
2012-13	705.7	90.5
2013-14	660.9	80.1
2014-15 (revised estimate)	636.3	76.1

- End -

**CONTROLLING OFFICER'S REPLY**

**(Question Serial No. 3669)**

Head: (37) Department of Health  
Subhead (No. & title): (-) Not Specified  
Programme: (7) Medical and Dental Treatment for Civil Servants  
Controlling Officer: Director of Health (Dr Constance CHAN)  
Director of Bureau: Secretary for the Civil Service

Question:

Regarding this Programme, will the Government inform this Committee:

- (1) What are the operating expenses, staff establishment and estimated full-year expenditure of non-public clinics for 2015-16?
- (2) What are the operating expenses, staff establishment and estimated full-year expenditure of dental clinics for 2015-16?
- (3) Among the attendances of those aged 65 and above at dental clinics in 2014-15, please list the number of attendances which involved extractions, fillings and scaling.
- (4) Please list the number of attendances at each dental clinic in 2014-15.
- (5) It is stated there will be an increase of 61 posts under this Programme in 2015-16 to meet operational needs. Will the Administration inform this Committee the titles, functions and full-year estimated expenditure on salaries of these posts?

Asked by: Hon CHAN Wai-yip, Albert (Member Question No. 78)

Reply:

- (1) In 2015-16, the number of approved posts for supporting and provision for non-public clinics under Programme (7) are 174 and \$144.6 million respectively.
- (2) In 2015-16, the number of approved posts for supporting and provision for dental clinics under Programme (7) are 793 and \$627.8 million respectively.
- (3) DH does not keep statistics on attendances with breakdown by age or treatment at dental clinics.
- (4) The number of attendances at each dental clinic (excluding general public sessions) in 2014 is at **Annex I**.
- (5) Details of the 61 new posts are at **Annex II**.



**Attendances of Civil Service Eligible Persons at Dental Clinics/  
Oral Maxillofacial Surgery & Dental Units  
under Department of Health in 2014**

<b>Dental Clinics</b>	<b>Attendances in 2014<sup>^</sup></b>
Aberdeen Jockey Club Dental Clinic	10 000
Castle Peak Hospital Dental Clinic	12 000
Chai Wan Government Dental Clinic	20 000
Cheung Chau Dental Clinic*	1 000
Cheung Sha Wan Government Offices Dental Clinic	72 000
Fanling Health Centre Dental Clinic	28 000
Ha Kwai Chung Government Dental Clinic	14 000
Harbour Building Dental Clinic	29 000
Harbour Building Orthodontic Clinic	16 000
Hong Kong Police College Dental Clinic*	2 000
Kennedy Town Community Complex Dental Clinic	19 000
Kowloon City Dental Clinic	29 000
Kwai Chung Hospital Dental Clinic	3 000
Kwun Tong Dental Clinic <sup>@</sup>	7 000
Kwun Tong Yung Fung Shee Dental Clinic	13 000
Li Po Chun Dental Clinic	17 000
Ma On Shan Dental Clinic	14 000
MacLehose Dental Centre 2/F	11 000
MacLehose Dental Centre 6/F	37 000
Madam Yung Fung Shee Dental Clinic	15 000
Mona Fong Dental Clinic	4 000
Pamela Youde Government Dental Clinic	25 000
Queensway Government Offices Dental Clinic	30 000
Sai Ying Pun Dental Clinic 3/F	4 000
Sai Ying Pun Dental Clinic 8/F	6 000
Tai O Dental Clinic*	Below 1 000
Tai Po Wong Siu Ching Dental Clinic	16 000
Tang Shiu Kin Dental Clinic	19 000
Tseung Kwan O Dental Clinic	23 000
Tsuen Wan Dental Clinic	13 000
Tsuen Wan Government Offices Dental Clinic	16 000
Tung Chung Dental Clinic	9 000
Victoria Road Dental Clinic	2 000
Wan Chai Dental Clinic	40 000
Western Dental Clinic	4 000
Yan Oi Dental Clinic	10 000
Yau Ma Tei Dental Clinic**	34 000

<b>Dental Clinics</b>	<b>Attendances in 2014<sup>^</sup></b>
Yau Ma Tei Orthodontic Clinic <sup>#</sup>	23 000
Yuen Long Jockey Club Dental Clinic	9 000

\* Operated on a part-time basis.

\*\* Yau Ma Tei Jockey Club Dental Clinic 6/F was renamed as Yau Ma Tei Dental Clinic with effect from November 2014.

# Yau Ma Tei Jockey Club Dental Clinic 7/F was renamed as Yau Ma Tei Orthodontic Clinic with effect from December 2014.

@ Kwun Tong Jockey Club Dental Clinic was renamed as Kwun Tong Dental Clinic with effect from January 2015.

<sup>^</sup> The number of attendances is rounded to the nearest thousand.

<b>Oral Maxillofacial Surgery &amp; Dental Units (OMS&amp;DU) in Hospitals</b>	<b>Attendances in 2014<sup>^</sup></b>
North District Hospital OMS&DU	2 000
Pamela Youde Nethersole Eastern Hospital OMS&DU	4 000
Prince of Wales Hospital OMS&DU	4 000
Princess Margaret Hospital OMS&DU	3 000
Queen Elizabeth Hospital OMS&DU	3 000
Queen Mary Hospital OMS&DU	3 000
Tuen Mun Hospital OMS&DU	2 000

<sup>^</sup> The number of attendances is rounded to the nearest thousand.

**Posts proposed to be created in 2015-16 under  
Programme (7) : Medical and Dental Treatment for Civil Servants**

<u>Function/Rank</u>	<u>No. of posts to be created</u>	<u>Annual recurrent cost of civil service posts (\$)</u>
<b>Dental/Para-dental support</b>		
Senior Dental Officer	1	1,222,560
Dental Officer	6	5,139,720
Senior Dental Surgery Assistant	1	411,660
Dental Surgery Assistant	6	1,576,080
<b>Medical support</b>		
Senior Medical and Health Officer	3	3,667,680
Medical and Health Officer	7	6,544,020
<b>Nursing Support</b>		
Nursing Officer	2	1,243,800
Registered Nurse	13	5,096,520
<b>Professional support</b>		
Clinical Psychologist	1	819,000
<b>Technical support</b>		
Senior Dispenser	1	494,400
Dispenser	2	614,400
<b>Administrative and general support</b>		
Assistant Clerical Officer	3	698,760
Clerical Assistant	9	1,635,660
Workman II	6	866,880
	<b><u>61</u></b>	<b><u>30,031,140</u></b>

- End -

**CONTROLLING OFFICER'S REPLY****CSB090****(Question Serial No. 5365)**

Head: (37) Department of Health

Subhead (No. & title): (-) Not Specified

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

Controlling Officer: Director of Health (Dr Constance CHAN)

Director of Bureau: Secretary for the Civil Service

Question:

Regarding the medical services for civil servants, would the Government please advise on the number of cases of various groups of eligible persons (including monthly paid civil servants and their dependents; daily rated staff who are injured in the course of their duty; retired civil servants living in Hong Kong and in receipt of a pension or an annual allowance and their dependents living in Hong Kong; dependents of civil servants killed on duty and living in Hong Kong; and dependents of civil servants who died while in service or after retirement and living in Hong Kong) receiving the services and the resources involved for the past three years?

Asked by: Hon KWOK Ka-ki (Member Question No. 184)

Reply:

While the Department of Health (DH) does not keep statistics on the number of cases of various groups of eligible persons receiving medical services at DH's non-public clinics, the attendances of civil service eligible persons (CSEPs) at these clinics for the past three years were as follows -

	Non-public Clinics
2012	228 000
2013	229 760
2014	246 120

The actual expenditures of non-public clinics for 2012-13 and 2013-14 were \$86.2 million and \$99.5 million respectively, and the revised estimate for 2014-15 is \$99.9 million.

- End -