

For discussion  
on 16 December 2013

## **Legislative Council Panel on Public Service**

### **Employment Situation of Non-Civil Service Contract Staff**

#### **Purpose**

This paper updates Members on the employment of Non-Civil Service Contract (NCSC) staff as at end June 2013.

#### **Non-Civil Service Contract Staff Scheme**

##### *Scope of the Scheme*

2. The NCSC Staff Scheme, introduced in 1999, aims at providing Permanent Secretaries and Heads of Departments (hereafter shortened as HoDs) with a flexible means of employment to respond more promptly to changing operational and service needs of Bureaux/Departments/Offices (hereafter shortened as 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.

It is not appropriate to create civil service posts to cover these specific service needs as they are not of a permanent nature and in some cases, there are no comparable civil service grades performing the required tasks.

##### *Guiding Principles*

3. Civil service and NCSC appointments are two distinct types of employment. The purposes and circumstances of employment are entirely different and so are the terms of employment. HoDs have full discretion to determine the appropriate employment package for their NCSC staff subject to the guiding principles that the terms and conditions of service for NCSC staff should be overall speaking no less favourable than those prescribed

under the Employment Ordinance (EO) (Cap. 57) and no more favourable than those applicable to civil servants in comparable civil service ranks or with comparable levels of responsibilities.

4. Separately, HoDs have the full discretion to decide whether to offer end-of-contract gratuity and the percentage rate of gratuity. As a general guideline, the gratuity, plus the government's Mandatory Provident Fund (MPF) contributions in respect of the NCSC staff<sup>1</sup>, is as follows –

- (a) if the NCSC staff is required to perform skilled job (i.e. requiring skills in managerial, professional, technical, or other specialised fields), the percentage rate should not be more than 15% of the total basic salary drawn during the contract period;
- (b) if the NCSC staff is required to perform non-skilled job, the percentage rate should not be more than 10%.

### ***Management of NCSC Staff***

5. Given the nature of the NCSC Staff Scheme, and in order to maintain flexibility of the Scheme, it is our policy not to micro manage B/Ds in the employment of NCSC staff. That said, the Civil Service Bureau (CSB) has issued guidelines on the scope, terms of employment, remuneration package, recruitment procedures etc. for HoDs to follow in the employment of NCSC staff. For the purpose of overall monitoring of the implementation of the Scheme, we collect statistics from B/Ds on the number of NCSC staff employed, contract duration and the range of salaries offered from time to time.

6. At the departmental level, the employment of NCSC staff must be approved by a directorate officer with delegated authority from HoDs and there should be a directorate officer not below the deputy head level or equivalent to control and monitor the implementation of the Scheme. It is incumbent upon HoDs to ensure that the use of NCSC staff fits the ambit of the Scheme and to review from time to time whether the service needs should better be met by other means.

---

<sup>1</sup> Pursuant to section 12A of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) and sections 31I and 31Y of the EO, the severance payment and the long service payment that an NCSC staff is eligible for may be offset by the staff's accrued MPF benefits attributable to the MPF contributions made by the Government in respect of the years of service for which the severance payment or the long service payment is payable.

## **Replacement of NCSC Positions by Civil Service Posts**

7. CSB, in conjunction with B/Ds, conducted a special review on the employment situation of NCSC staff in 2006. The number of full-time<sup>2</sup> NCSC staff employed by B/Ds was 16 488 as at 31 March 2006 when the review was conducted. We advised Members in December 2006 that the review had identified some 4 000 NCSC positions which would gradually be replaced by civil service posts as the work involved should more appropriately be performed by civil servants. As at 30 June 2013, about 3 920 such positions have been phased out upon expiry of the employment contracts of the concerned NCSC staff and the recruitment of replacement civil servants.

8. Between March 2006 and June 2013, B/Ds separately identified about 2 280 NCSC positions which involved work with permanent service needs that should more appropriately be carried out by civil servants. As at 30 June 2013, 1 975 positions have been phased out and replaced by civil service posts. The remaining 300 odd positions will be phased out as and when the corresponding civil service posts are created and filled. B/Ds will continue to keep their employment of NCSC staff under regular review and, where appropriate, seek necessary resources to replace NCSC positions with civil service posts.

9. As a general practice, when B/Ds identify specific NCSC positions for phasing out, the concerned staff are advised well in advance so that they may plan and seek alternative employment in good time. B/Ds also offer employment assistance to outgoing NCSC staff where necessary. We welcome interested NCSC staff to apply for civil service jobs. Towards this end, B/Ds have put in place arrangements to ensure that information relating to open recruitment to civil service vacancies is drawn to the attention of their serving NCSC staff. Since relevant working experience is one of the factors taken into account in the recruitment of civil servants, NCSC staff who meet the basic entry requirements of specific civil service ranks should generally enjoy a competitive edge over other applicants because of their working experience in the Government.

## **Position of NCSC Staff as at 30 June 2013**

10. The number of NCSC staff employed by B/Ds varies from time to time having regard to their changing service and operational requirements.

---

<sup>2</sup> "Full-time" means the employment is on a "continuous contract" as defined by the EO, namely an employee who works continuously for the same employer for four weeks or more, with at least 18 hours in each week.

The employment of NCSC staff has been under very stringent control to ensure that they are only engaged as appropriate in accordance with the prescribed ambit of the NCSC Staff Scheme as set out in paragraph 2. For NCSC positions with established long-term service needs, B/Ds will seek to replace them by civil service posts subject to the availability of resources. Through the concerted efforts of the B/Ds, the number of staff has been reduced over the years. As at 30 June 2013, there were 12 900 full-time NCSC staff employed by B/Ds as compared with 14 535 one year before.

11. A breakdown of the employment situation by B/Ds is at **Annex A**. The number is typically higher during the summer season when more NCSC staff are employed to enhance support at aquatic venues, or during peak seasons of work for certain departments such as those for processing tax assessment and returns, applications for student financial assistance, etc.

12. As shown in **Annex B**, almost two-third (some 63%) of the NCSC staff were employed for less than five years as at 30 June 2013 as compared with 67% one year before. About 90% of the staff were employed on contracts of less than two years (please see **Annex C**). As set out in **Annex D**, about 63% received monthly pay between \$8,000 to \$15,999 and another 20% were remunerated between \$16,000 and \$29,999 while 12% received monthly pay of \$30,000 or over. Among the 12 900 full-time NCSC staff, 8 875 (69%) served on gratuity-bearing contracts. The amount of gratuity disbursed to full-time NCSC staff by each B/D in the past five years is at **Annex E**. The amount of employer's contribution made by B/Ds to MPF schemes in respect of their NCSC staff in the past five years is set out in **Annex F**.

13. A breakdown of the reasons for employing NCSC staff by the eight largest NCSC staff-user B/Ds is provided in **Annex G**. These eight B/Ds together employed some 66% (or 8 557) full-time NCSC staff as at 30 June 2013. A brief analysis of the situation in each of these B/Ds is provided in the ensuing paragraphs.

**(I) *Hongkong Post (PO)***

14. PO employed 2 048 full-time NCSC staff. Half of them, who carried out sorting and loading/unloading of mails, worked less than the conditioned hours required of civil servants. The remaining half were mainly engaged to undertake mail processing and despatch, enquiry and over-the-counter service, which fluctuated according to changes in market demand from time to time or the required expertise is not readily available in the Civil Service, such as staff engaged in sales, marketing and IT staff engaged for the management of specialised computer systems. Having

regard to PO operating as a trading fund, there is a practical need for PO to engage an NCSC workforce to augment the core complement of civil service staff in order to cope with seasonal, monthly and daily fluctuations in mail traffic under the prevailing volatile and price-sensitive market conditions as well as wide application of electronic mail, whereby changes in the mail volume are difficult to predict and are beyond its control. As an illustration, mail volume dropped by 15.9% in Q3 of 2013 over the same period in 2012. The upsurge in local mail traffic in Q3 of 2012 was due to the Legislative Council Election. The monthly traffic for local mail surged by 35.9% in March over February 2013 was partly attributable to a lower mail traffic during the Chinese New Year holidays in February 2013 and partly an increase in local mail towards end March 2013, i.e. before the new provision relating to direct marketing under the Personal Data (Privacy)(Amendment) Ordinance 2012 became effective on 1 April 2013. The said Amendment Ordinance requires data users to notify data subjects and obtain their consent before using their personal data in direct marketing activities. Separately, there was a surge of 71.7% in the daily traffic for local mail on 28 March 2013, which was the last working day before the said Amendment Ordinance came into effect, compared to the average daily traffic of the other weekdays in March 2013.

***(II) Leisure and Cultural Services Department (LCSD)***

15. LCSD employed 1 908 full-time NCSC staff. Around 67% were employed mainly to meet service needs which were time-limited or seasonal in nature, such as seasonal lifeguards and filtration plant room operators for aquatic venues. The remaining were employed mainly to provide various services where the mode of service delivery was, at the time when the employment contracts were entered into, under review or likely to be changed, such as the management of public libraries. LCSD decided in 2011 to adopt a mixed mode of service delivery at public libraries, i.e. deploying civil servants of both Clerical and Cultural Services Assistant grades in delivering frontline and support services in public libraries, augmented by more automation and self-service as well as engagement of part-time non-civil service staff at peak hours.

***(III) Electrical and Mechanical Services Department (EMSD)***

16. EMSD employed 1 336 full-time NCSC staff. Around 78% were employed to deliver services in the Department's trading fund arm (e.g. ad hoc or time-limited consultancy work, project management, maintenance, etc.) which fluctuated according to changes in market demand. The remaining 22% were employed mainly as apprentices for training purpose

on a time-limited basis, in collaboration with the Vocational Training Council.

**(IV) Education Bureau (EDB)**

17. EDB employed 1 190 full-time NCSC staff. Around 76% were employed by government schools under the school-based management initiative. Under this initiative, government schools, as with aided schools, need the flexibility to hire the appropriate mix of supporting staff to dovetail with their operational needs at different times. Another 21% were employed to support various time-limited education reform initiatives (e.g. language support projects, development of an on-line depository of curriculum-based e-Learning resources, school construction and improvement projects, etc.). The remaining 3% were employed mainly to provide services where the long-term need or the mode of service delivery was under review, or where there is a need to tap market expertise (e.g. planning, implementation and evaluation of the Basic Competency Assessment Project).

**(V) Department of Health (DH)**

18. DH employed 760 full-time NCSC staff. Around 83% were employed mainly to deliver services which were under review, including health surveillance measures at immigration control points, and registration and enforcement work related to proprietary Chinese medicines and Chinese medicines traders. Around 16% were employed to meet ad hoc and time-limited service requirements (e.g. Health Care Voucher Scheme, development of the Communicable Disease Information System, increased service requirement on child health arising from the Year of Dragon effect and various healthcare projects). The remaining 1% were employed mainly to meet service needs which required staff to work less than the conditioned hours required of civil servants.

**(VI) Student Financial Assistance Agency (SFAA)**

19. SFAA employed 469 full-time NCSC staff. Some 68% were employed to undertake work which would undergo fundamental process re-engineering upon the implementation of a new integrated information technology system, the funding of which was approved by the Finance Committee of the Legislative Council in May 2010. System development is now underway and the system is to be implemented by phases. In parallel, the Government is examining ways to enhance the provision of financial assistance to students in need. SFAA will continue to review and

determine the manpower requirement and preferred complement of staff that will best suit its operational needs. Another 32% NCSC staff were employed to cope with time-limited or seasonal peaks of work (e.g. the seasonal influx of applications under various student financial assistance schemes).

***(VII) Buildings Department (BD)***

20. BD employed 451 full-time NCSC staff. Almost all of them (99%) were employed to deliver services where the mode of delivery was under review or likely to be changed, such as supporting the implementation of various building safety initiatives and the operation of the Joint Office operated by the Food and Environmental Hygiene Department and BD to handle water seepage complaints. The remaining 1% NCSC staff were mainly employed to meet time-limited service needs.

***(VIII) Home Affairs Department (HAD)***

21. HAD employed 395 full-time NCSC staff. Half of them (50%) were employed on behalf of District Councils to support the Councils to undertake community involvement activities as well as promotion of recreational and cultural activities within the respective districts. The other half were engaged for meeting the Department's operational needs. These include staff engaged in providing services which were under review (19%), such as those assisting in implementing various programmes and providing support for administering the Free Legal Advice Scheme. Also, NCSC staff were employed to meet ad hoc and time-limited service requirements (18%), such as organising rural elections, implementing the Signature Projects Scheme in 18 districts, coordinating anniversary ceremonies and related celebrations activities and implementing support services for ethnic minorities. The remaining 13% were engaged to tap market expertise, such as IT staff engaged for launching new IT initiatives.

**Way Forward**

22. We will continue to work with B/Ds to replace the NCSC positions by civil service posts according to the established procedures if the work involved is of a permanent nature.

**Views Sought**

23. Members are invited to note the information in this paper.

Civil Service Bureau  
December 2013

**Employment of Full-time NCSC Staff  
by Bureau/Department/Office  
(Position as at 30.6.2013)**

<b>Bureau/Department/Office</b>	<b>Number of NCSC Staff</b>
Agriculture, Fisheries and Conservation Department	295
Architectural Services Department	30
Buildings Department	451
Census and Statistics Department	164
Chief Executive's Office	6
Chief Secretary and Financial Secretary's Office	29
Civil Aviation Department	20
Civil Engineering and Development Department	69
Civil Service Bureau	1
Commerce and Economic Development Bureau	33
Companies Registry	67
Constitutional and Mainland Affairs Bureau	8
Correctional Services Department	3
Customs and Excise Department	137
Department of Health	760
Department of Justice	45
Development Bureau	42
Drainage Services Department	66
Education Bureau	1 190
Efficiency Unit	373
Electrical and Mechanical Services Department	1 336
Environment Bureau	6
Environmental Protection Department	106
Financial Services and the Treasury Bureau	72
Fire Services Department	36
Food and Environmental Hygiene Department	291
Food and Health Bureau	19
Government Flying Service	13
Government Laboratory	31
Government Logistics Department	42
Government Property Agency	8
Highways Department	41
Home Affairs Bureau	26
Home Affairs Department	395
Hong Kong Observatory	15

<b>Bureau/Department/Office</b>	<b>Number of NCSC Staff</b>
Hong Kong Police Force	82
Hongkong Post	2 048
Immigration Department	43
Information Services Department	17
Inland Revenue Department	166
Innovation and Technology Commission	39
Intellectual Property Department	18
Invest Hong Kong	57
Judiciary	88
Labour and Welfare Bureau	27
Labour Department	195
Land Registry	154
Lands Department	225
Legal Aid Department	4
Leisure and Cultural Services Department	1 908
Marine Department	9
Office of the Communications Authority	132
Office of the Government Chief Information Officer	21
Official Receiver's Office	42
Planning Department	23
Radio Television Hong Kong	278
Rating and Valuation Department	60
Registration and Electoral Office	71
Security Bureau	18
Social Welfare Department	144
Student Financial Assistance Agency	469
Trade and Industry Department	84
Transport and Housing Bureau	3
Transport Department	84
Treasury	29
University Grants Committee Secretariat	20
Water Supplies Department	116
<b>Total</b>	<b>12 900</b>

**Employment of Full-time NCSC Staff**

**(Position as at 30.6.2013)**

**Length of Continuous Service\***

<b>Length of continuous service</b>	<b>No. of NCSC staff (and percentage to total)</b>	
Less than 3 years	6 660	(51.6%)
3 years to less than 5 years	1 494	(11.6%)
5 years or more	4 746	(36.8%)
<b>Total</b>	<b>12 900</b>	<b>(100%)</b>

- \* "Continuous service", as used in this Annex, includes 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**

**(Position as at 30.6.2013)**

**Contract Duration**

<b>Length of current contract</b>	<b>No. of NCSC staff (and percentage to total)</b>	
< 1 year	2 658	(20.6%)
1 - < 2 years	8 829	(68.4%)
2 - ≤ 3 years	1 413	(11.0%)
<b>Total</b>	<b>12 900</b>	<b>(100%)</b>

**Employment of Full-time NCSC Staff**

**(Position as at 30.6.2013)**

**Salary Range**

<b>Monthly salary</b>	<b>No. of NCSC staff (and percentage to total)</b>	
\$30,000 or above	1 484	(11.5%)
\$16,000 - \$29,999	2 556	(19.8%)
\$8,000 - \$15,999	8 066	(62.5%)
\$5,000 - \$7,999*	794	(6.2%)
<b>Total</b>	<b>12 900</b>	<b>(100%)</b>

\* They were mainly NCSC staff remunerated on hourly/daily rate and hence their monthly salary varied according to the number of hours/days actually worked. Majority of them worked in Hongkong Post.

**Amount of gratuity disbursed to full-time NCSC staff  
by Bureau/Department/Office  
(2008-09 to 2012-13)**

<b>Bureau/Department/Office</b>	<b>2008-09 (HK\$'000)</b>	<b>2009-10 (HK\$'000)</b>	<b>2010-11 (HK\$'000)</b>	<b>2011-12 (HK\$'000)</b>	<b>2012-13 (HK\$'000)</b>
Agriculture, Fisheries and Conservation Department	173	215	278	132	185
Architectural Services Department	2,956	1,373	2,732	1,895	1,624
Audit Commission	44	0	0	0	0
Auxiliary Medical Service	0	22	0	7	0
Buildings Department	14,394	15,559	18,416	8,722	7,616
Census and Statistics Department	1,465	1,599	2,865	3,028	2,408
Chief Executive's Office	98	44	70	86	190
Chief Secretary and Financial Secretary's Office	493	1,283	1,946	1,378	2,746
Civil Aviation Department	1,349	572	996	521	2,048
Civil Engineering and Development Department	3,847	2,909	2,814	2,562	2,143
Civil Service Bureau	38	22	0	0	0
Commerce and Economic Development Bureau	523	546	1,003	636	1,201
Companies Registry	830	949	894	909	809
Constitutional and Mainland Affairs Bureau	241	272	286	322	307
Correctional Services Department	441	329	262	264	51
Customs and Excise Department	132	46	51	153	47
Department of Health	9,084	5,660	5,476	3,947	2,993
Department of Justice	635	743	619	1,141	1,474
Development Bureau	607	472	1,751	1,524	2,386
Drainage Services Department	4,441	2,732	2,021	2,391	1,849
Education Bureau	10,222	8,806	9,464	7,747	10,460
Efficiency Unit	2,777	3,842	4,215	4,911	5,638
Electrical and Mechanical Services Department	24,954	26,419	26,047	35,905	33,290
Environment Bureau	44	116	130	21	56
Environmental Protection Department	1,927	2,100	3,478	2,665	3,215
Financial Services and the Treasury Bureau	462	475	777	1,730	2,767
Fire Services Department	745	247	965	507	1,121
Food and Environmental Hygiene Department	4,520	2,008	1,945	4,386	2,746
Food and Health Bureau	204	788	345	130	570
Government Flying Service	279	841	317	701	694
Government Laboratory	8	34	51	15	0
Government Logistics Department	209	210	139	67	113
Government Property Agency	118	165	83	181	129
Highways Department	5,229	3,485	2,094	1,946	966
Home Affairs Bureau	575	299	520	702	553
Home Affairs Department	2,262	3,431	4,142	5,395	3,735
Hong Kong Observatory	620	698	726	654	466
Hong Kong Police Force	3,635	4,302	3,918	3,779	3,445
Hongkong Post	6,317	6,079	9,950	8,749	7,576
Immigration Department	453	1,263	999	949	832
Independent Police Complaints Council	43	0	0	0	0
Information Services Department	1,249	1,258	1,240	1,138	1,302
Innovation and Technology Commission	1,419	1,145	1,788	1,867	4,184
Intellectual Property Department	394	322	317	180	185
Invest Hong Kong	2,841	3,866	5,324	3,090	5,174
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	510	106	0	0	0
Judiciary	1,353	861	959	1,073	1,078
Labour and Welfare Bureau	329	380	984	950	851
Land Registry	1,161	1,539	2,326	1,796	1,795
Lands Department	4,631	4,439	6,378	5,540	6,160
Legal Aid Department	145	32	31	24	31
Leisure and Cultural Services Department	22,507	18,095	20,605	18,601	19,994
Marine Department	1,322	611	186	331	455
Office of the Communications Authority <sup>Note</sup>	1,428	2,679	2,020	2,842	2,290

<b>Bureau/Department/Office</b>	<b>2008-09 (HK\$'000)</b>	<b>2009-10 (HK\$'000)</b>	<b>2010-11 (HK\$'000)</b>	<b>2011-12 (HK\$'000)</b>	<b>2012-13 (HK\$'000)</b>
Office of the Government Chief Information Officer	318	190	1,073	700	440
Official Receiver's Office	451	808	1,067	1,087	1,377
Planning Department	655	504	559	765	480
Radio Television Hong Kong	6,817	8,244	8,696	8,692	8,882
Rating and Valuation Department	931	1,464	1,419	1,198	1,412
Registration and Electoral Office	1,897	657	1,224	2,871	3,447
Security Bureau	328	261	351	306	350
Social Welfare Department	1,605	568	689	1,162	1,423
Student Financial Assistance Agency	2,861	3,342	3,857	3,921	4,266
Trade and Industry Department	310	1,173	1,372	2,250	1,964
Transport and Housing Bureau	18	54	31	63	32
Transport Department	2,803	2,276	2,187	2,065	1,762
Treasury	2,892	3,168	2,356	1,689	1,729
University Grants Committee Secretariat	275	872	436	506	604
Water Supplies Department	3,787	1,972	1,406	1,620	2,002
<b>Total</b>	<b>172,631</b>	<b>161,841</b>	<b>181,666</b>	<b>177,085</b>	<b>182,118</b>

**Note**

With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). The figures in 2008-09 to 2011-12 reflect the aggregate amount of gratuities disbursed by OFTA and TELA.

**Amount of contributions made by Bureau/Department/Office to  
MPF Schemes in respect of their full-time NCSC staff  
(2008-09 to 2012-13)**

<b>Bureau/Department/Office</b>	<b>2008-09 (HK\$'000)</b>	<b>2009-10 (HK\$'000)</b>	<b>2010-11 (HK\$'000)</b>	<b>2011-12 (HK\$'000)</b>	<b>2012-13 (HK\$'000)</b>
Agriculture, Fisheries and Conservation Department	1,979	2,246	2,143	2,366	2,629
Architectural Services Department	459	460	657	442	530
Audit Commission	9	0	0	0	0
Auxiliary Medical Service	10	4	4	1	0
Buildings Department	7,062	6,926	5,238	4,021	4,355
Census and Statistics Department	1,351	1,989	3,028	3,115	2,048
Chief Executive's Office	41	43	60	73	60
Chief Secretary and Financial Secretary's Office	303	329	380	416	478
Civil Aviation Department	144	136	233	256	301
Civil Engineering and Development Department	1,453	1,176	1,124	987	919
Civil Service Bureau	21	16	12	12	14
Commerce and Economic Development Bureau	243	354	366	363	444
Companies Registry	474	417	463	593	592
Constitutional and Mainland Affairs Bureau	109	133	161	114	125
Correctional Services Department	126	130	108	86	59
Customs and Excise Department	374	187	178	119	123
Department of Health	7,700	8,562	5,464	5,924	6,412
Department of Justice	376	334	408	575	602
Development Bureau	237	282	384	428	570
Drainage Services Department	1,521	909	812	787	873
Education Bureau	7,434	7,546	7,999	8,664	9,527
Efficiency Unit	1,935	2,326	2,426	2,888	3,084
Electrical and Mechanical Services Department	14,023	14,994	16,167	16,349	16,986
Environment Bureau	76	81	79	59	65
Environmental Protection Department	1,361	1,408	1,382	1,441	1,518
Financial Services and the Treasury Bureau	228	227	458	602	857
Fire Services Department	459	450	596	1,046	1,090
Food and Environmental Hygiene Department	5,316	4,217	3,564	2,821	2,842
Food and Health Bureau	174	190	270	148	205
Government Flying Service	128	139	131	163	178
Government Laboratory	318	225	249	208	270
Government Logistics Department	255	267	182	180	148
Government Property Agency	83	82	79	92	101
Highways Department	1,087	735	530	374	405
Home Affairs Bureau	241	247	291	892	506
Home Affairs Department	2,401	3,208	3,703	3,103	3,472
Hong Kong Observatory	227	228	252	267	300
Hong Kong Police Force	1,516	1,476	1,325	1,155	1,261
Hongkong Post	11,523	10,993	10,986	11,372	11,973
Immigration Department	1,251	1,205	1,010	801	614
Independent Police Complaints Council	60	0	0	0	0
Information Services Department	241	227	230	194	233
Inland Revenue Department	1,006	974	970	949	1,064
Innovation and Technology Commission	353	429	559	645	664
Intellectual Property Department	222	221	180	124	189
Invest Hong Kong	629	656	678	679	842
Joint Secretariat for the Advisory Bodies on Civil Service and Judicial Salaries and Conditions of Service	98	17	0	0	0
Judiciary	1,252	1,041	1,125	1,134	943
Labour and Welfare Bureau	238	284	285	297	380
Labour Department	1,645	1,576	1,484	1,688	1,937
Land Registry	978	978	955	975	1,026
Lands Department	1,834	2,140	2,273	2,052	2,283
Legal Aid Department	40	36	35	38	40
Leisure and Cultural Services Department	13,607	13,669	13,167	12,461	12,884

Bureau/Department/Office	2008-09 (HK\$'000)	2009-10 (HK\$'000)	2010-11 (HK\$'000)	2011-12 (HK\$'000)	2012-13 (HK\$'000)
Marine Department	299	161	128	173	184
Office of the Communications Authority <sup>Note</sup>	1,173	1,163	1,158	1,246	1,383
Office of the Government Chief Information Officer	170	198	226	204	250
Official Receiver's Office	298	375	462	461	480
Planning Department	271	291	356	370	331
Radio Television Hong Kong	3,170	3,459	3,604	3,728	3,809
Rating and Valuation Department	496	603	673	637	735
Registration and Electoral Office	2,213	421	1,194	3,236	3,922
Security Bureau	159	186	190	169	195
Social Welfare Department	3,081	2,429	2,103	1,968	1,811
Student Financial Assistance Agency	3,348	3,734	3,993	3,911	3,761
Trade and Industry Department	351	873	929	890	971
Transport and Housing Bureau	34	41	45	42	40
Transport Department	1,320	1,470	1,319	1,284	1,078
Treasury	769	812	579	644	581
University Grants Committee Secretariat	163	179	176	220	256
Water Supplies Department	1,567	946	780	1,102	1,117
<b>Total</b>	<b>115,113</b>	<b>114,466</b>	<b>112,758</b>	<b>114,824</b>	<b>119,925</b>

**Note**

With effect from 1 April 2012, the Office of the Communications Authority has been set up by merging the Office of the Telecommunications Authority (OFTA) and the relevant divisions of the Television and Entertainment Licensing Authority (TELA). The figures in 2008-09 to 2011-12 reflect the aggregate amount of MPF contributions made by OFTA and TELA.

**Annex G (1)**

**Hongkong Post**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that require staff to work less than the conditioned hours required of civil servants	1 060
(2)	To meet service needs that are subject to market fluctuation	913
(3)	To tap the latest expertise in the market	75
<b>Total :</b>		<b>2 048</b>

Leisure and Cultural Services Department

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	1 286
(2)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	585
(3)	To tap the latest expertise in the market	37
<b>Total :</b>		<b>1 908</b>

**Annex G (3)**

**Electrical and Mechanical Services Department**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	297
(2)	To meet service needs that are subject to market fluctuation	1 036
(3)	To tap the latest expertise in the market	3
<b>Total :</b>		<b>1 336</b>

**Education Bureau**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	244
(2)	To meet service needs that require staff to work less than the conditioned hours required of civil servants	6
(3)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	12
(4)	To meet the unique operational needs in government schools under the school-based management initiative	909
(5)	To tap the latest expertise in the market	19
<b>Total :</b>		<b>1 190</b>

**Annex G (5)**

**Department of Health**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	123
(2)	To meet service needs that require staff to work less than the conditioned hours required of civil servants	6
(3)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	631
<b>Total :</b>		<b>760</b>

**Student Financial Assistance Agency**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	152
(2)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	317
<b>Total :</b>		<b>469</b>

**Annex G (7)**

**Buildings Department**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature	4
(2)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	447
<b>Total :</b>		<b>451</b>

**Home Affairs Department**

<b>Reasons of employment</b>		<b>No. of full-time NCSC staff as at 30.6.2013</b>
(1)	To meet service needs that are time-limited or seasonal in nature*	270
(2)	To meet service needs where the mode of delivery of the service is under review or likely to be changed	76
(3)	To tap the latest expertise in the market	49
<b>Total :</b>		<b>395</b>

\* They were mainly NCSC staff employed on behalf of District Councils.