

Examination of Estimates of Expenditure 2002-03  
**CONTROLLING OFFICER'S REPLY TO  
WRITTEN/SUPPLEMENTARY QUESTION**

Reply Serial No.

CSB002

Question Serial No.

0028

Head : 143 – Government Secretariat : Subhead (No. & title) : 001 Salaries  
Civil Service Bureau

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

Why should the 18 directorate posts be retained and the 6 non-directorate posts be reduced? Please list in detail the respective divisions and grades and the expenditure involved in respect of each post.

Asked by : Hon. CHAN Kwok-keung

Reply :

The number of directorate posts in the Civil Service Bureau remains at 18 in 2002-03. There are functional needs to maintain the existing establishment of directorate posts for the continued operation of the Bureau.

There will be a net reduction of 6 non-directorate posts (deletion of 7 posts, offset by creation of 1 post) in 2002-03 as compared with 2001-02. The posts will be deleted as a result of enhanced productivity through streamlining of organization structure and work processes and enhanced office automation, effective redeployment of manpower or upon completion of time-limited tasks. Details of the posts involved are as follows -

**Creation**

| Post                                      | Number | Reasons for creation   |
|---|--------|--|
| Administrative Officer                    | 1      | To study the feasibility of developing a new medical and dental benefits scheme for new recruits |
| <hr style="width: 20%; margin: 0 auto;"/> |        |  |
| 1   |        |  |

**Deletion**

| Post                              | Number | Reasons for deletion  |
|-----------------------------------|--------|---|
| <b>Chief Executive Officer</b>    | 1      | Merging of the Quartering Office with the Civil Service Housing Section           |
| <b>Personal Secretary II</b>      | 1      | "   |
| <b>Assistant Clerical Officer</b> | 1      | Streamlining of work processes in Qualifications Section                          |
| Typist                            | 2      | Diminished functional needs as a result of enhanced office automation             |
| Clerical Officer                  | 1      | Redeployment of manpower in Appointments (Special Duties) Division                |
| Data Preparation Supervisor       | 1      | Time-limited post lapsed on completion of task in Administrative Service Division |
| 7                                 |        |   |

The decrease in number of posts under this Head will result in savings of \$1.2m in 2002-03 and of \$1.6m in 2003-04 onwards having taken into account the full year effect.

We take vigorous and proactive steps to contain the size of the Civil Service, including the directorate establishment. We initiated a review on the staffing structure in the Secretariats of the Standing Commission on Civil Service Salaries and Conditions of Service and the Standing Committee on Disciplined Services Salaries and Conditions of Service. As a result of the review, we deleted a senior directorate post (D3) upon the amalgamation of the Secretariats on 1.12.2001. We will delete a post, irrespective of rank, if there is no longer a functional need for it.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

20 March 2002