

**Reply to supplementary question raised by Finance Committee Members in
examining the Draft Estimates of Expenditure 2002-03**

**[Bureau Secretary/Controlling Officer : Secretary for the Civil Service]
[Session No. : 13] [S-CSB-e3.doc]**

Reply Serial No.	Question Serial No.	Name of Member	Head	Programme
S-CSB001	Oral	CHEUNG Man-kwong	143	Human Resource Management

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

Reply Serial No.

S-CSB001

Question Serial No.

Oral

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

Programme : Human Resource Management

Controlling Officer : Secretary for the Civil Service

Bureau Secretary : Secretary for the Civil Service

Question :

For those allowances in Annex 1 to FB017 (1257) with increased expenditure in 2001-02 as compared with 2000-01, please provide reasons for the increases.

Asked by : Hon. CHEUNG Man-kwong

Reply :

As compared with the actual expenditure in 2000-01, the revised expenditure estimates for the allowances set out in Annex 1 to FB017 in 2001-02 have shown a reduction in expenditure in 21 items and an increase in expenditure in 15 items.

In overall terms, the estimated expenditure of these allowances in 2001-02 has shown a reduction of 7% compared with the actual expenditure in 2000-01 (i.e. \$1,559 million in 2001-02 compared to \$1,676 million in 2000-01).

The reasons for the increases or decreases in expenditure for individual allowances are provided in the attached table. There are a number of allowances where the increases/decreases are only minor year-to-year fluctuations.

Signature

Name in block letters

Joseph W P WONG

Post title

Secretary for the Civil Service

Date

8 April 2002

Changes in Expenditure on Allowances

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
I. Acting Allowance	384,714	381,604	385,019	+0.9 %	Acting allowance is granted in recognition of the additional duties and responsibilities shouldered by an officer after taking up an acting appointment. We reviewed and tightened up the grant of acting allowances in January 2000. As a result, the eligibility period triggering payment of acting allowances has been tightened from 14 days to 30 days. In addition, no acting allowances are paid in respect of doubling-down appointments. As such, the majority of the acting allowances are granted to officers who undertake acting appointments on long-term basis before substantive promotion. The revised rules have reduced the expenditure on acting allowances

* Increase or decrease in expenditure by comparing the actual expenditure in 2000-01 and the revised estimate for 2001-02.

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes[*] (%)	Reasons for changes in expenditure
					<p>by 33%, from \$574 million in 1998-99 to an estimate of 385 million in 2001-02.</p> <p>The slight increase in expenditure (\$3.4 million) represents a minor year-to-year fluctuation.</p>

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
II. Overtime and Related Allowances	590,352	670,275	581,504	-13.2%	
a. Overtime Allowance for civilian staff	302,902	343,255	285,039	-17.0%	Overtime Allowance (OTA) and Disciplined Services Overtime Allowance (DSOA) are only payable to eligible officers when time-off cannot be granted within one month of the date on which the overtime is worked. Actual expenditure depends on operational needs. CSB conducted a review on overtime and related allowances in December 2000 and promulgated revised guidelines to tighten up the administration and control of overtime. The expenditure on OTA and DSOA has been on the decrease in recent years.
b. Disciplined Services Overtime Allowance	216,996	253,664	209,333	-17.5%	

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes[*] (%)	Reasons for changes in expenditure
c. Standby Duty Allowance	62,951	65,671	78,053	+18.9%	<p>Standby Duty Allowance is granted to compensate officers who undertake stand-by duty at his place of work over and above their conditioned hours. Officers who perform stand-by duty should normally be compensated by time-off. Only when time-off is impracticable should the allowance be paid.</p> <p>The increase is mainly due to the change in operational arrangement in the Correctional Services Department (CSD). With effect from April 2001, CSD has extended their sleep-in standby duty to all land-based penal institutions, hence leading to an increase in the expenditure on stand-by duty allowance. This is, however, offset by a reduction in the expenditure on overnight on-call duty allowance. In overall terms, CSD's</p>

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
					expenditure on these two allowances has dropped by 5.6% after implementation of the new arrangement.
d. On-call Duty Allowance	5,759	5,934	6,110	+3.0%	Actual expenditure depends on operational needs. Fluctuations in expenditure from year to year are quite common.
e. Honorarium	1,744	1,751	2,969	+69.6%	Honorarium may be approved under specific circumstances on a case-by-case basis. Thus, the expenditure on this item may vary depending on the number of approved cases in a particular year. The substantial increase in expenditure in 2001-02 is mainly due to the honoraria paid in connection with the 2001 Census conducted by

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
					the Census and Statistics Department.
III. Job-related Allowances	357,643	367,920	349,804	-4.9%	JRAs are to compensate staff for work beyond the normal duties expected of their grade and rank and which have not been taken into account in the pay scales. A review on all JRAs is being undertaken by CSB.
a. Extraneous Duties Allowance for civilian staff	13,772	13,821	13,477	-2.5%	The allowance is to compensate staff for performing duties outside the scope of those normally performed by members of their grades or ranks. The actual expenditure may have minor yearly fluctuation depending on operational needs.
b. Extra Duties Allowance for	72,029	72,316	75,490	+4.4%	The allowance is to compensate staff for performing duties outside the scope of those

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
Disciplined Services					normally performed by members of their grades or ranks. Actual expenditure depends on operational needs.
c. Hardship Allowances					
(i) Dangerous Duties	12,733	12,639	11,429	-9.6%	The allowance is to compensate staff for performing exceptionally dangerous or hazardous duties which are not normal duties expected of the grade or rank of the concerned officer. Actual expenditure depends on operational needs.
(ii) Obnoxious Duties	85,127	84,787	77,970	-8.0%	The allowance is to compensate staff for performing exceptionally offensive, onerous and objectionable duties which are not normal duties expected of the grade or rank of the

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
					concerned officer. Actual expenditure depends on operational needs.
(iii) Management Consideration	5,024	5,001	5,026	+0.5%	Minor yearly fluctuation.
(iv) Typhoon	10	10	16,421	+164,110%	The expenditure depends on the number of times typhoon signal no. 8 was hoisted and the number of staff deployed on such occasions. No typhoon signal no.8 was hoisted in 2000-01 (the \$10,000 expenditure in 2000-01 was carried forward from the previous year). But typhoon signal no. 8 was hoisted on two occasions in 2001-02, lasting for a total of 3 days.
(v) Rainstorm Black	640	587	323	-45.0%	Payable to officers who have to report for duty during the periods when rainstorm black

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
Warning					warning is issued. Actual expenditure depends on the number of black rainstorms warning hoisted in that year and the number of staff deployed on such occasions.
d. Shift Duty Allowance	93,402	100,497	89,242	-11.2%	To recompense staff for shift duties not normally expected of staff in the same grade or rank. Actual expenditure depends on operational needs.
e. Special Allowances for civilian staff	7,599	8,467	8,548	+1.0%	Minor yearly fluctuation depending on operational needs.
f. Special Allowances for disciplined services					

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
(i) Detective Allowance	18,122	18,173	18,079	-0.5%	Minor fluctuation.
(ii) Police Special Duty Unit Allowance	2,891	2,890	2,787	-3.6%	Minor fluctuation.
(iii) Remote Station Allowance	17,688	17,692	17,575	-0.7%	Minor fluctuation.
(iv) Others	28,606	31,040	13,437	-56.7%	The decrease is mainly due to the reduction in expenditure on overnight on-call duty allowance paid to certain staff in Correctional Services Department arising from changes in operational arrangements.

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
IV. Subsistence Allowance	89,830	72,018	68,137	-5.4%	Minor fluctuation.
V. Travelling Allowances	103,703	104,905	94,015	-10.4%	
a. Supplementary Travel Allowance	44,761	44,209	37,207	-15.8%	This allowance was introduced in April 2000 to replace the Home to Office Travelling Expenses and Home-Office Mileage Allowance with features more in line with modern day circumstances. Expenditure in this regard has reduced as a consequence.

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
b. Duty Travelling Expenses	33,466	33,146	34,372	+3.7%	Provision for travelling for duty purposes. As officers claim either one of these for travelling on duty, we should look at them together. The total expenditure on these two items has decreased by 6.4% in 2001-02. It should also be noted that the overall expenditure under Travelling Allowances has decreased by 10.4% in 2001-02.
c. Duty Mileage Allowance	25,476	27,550	22,436	-18.6%	
VI. Allowances for Officers Posted Outside Hong Kong	61,194	57,448	57,452	+0.01%	
a. Rent Allowance	32,432	27,186	25,790	-5.1%	It is payable to officers posted outside Hong Kong for leasing accommodation in the city of posting. The allowance is payable on reimbursement basis subject to a ceiling. The

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
					ceiling applicable depends on the rank and family status of the officers. All these factors may affect the actual expenditure.
b. Special Posting Allowance (including Exchange Compensation Allowance)	17,881	18,922	19,216	+1.6%	The allowance is to compensate officers for the higher cost of living in the city of posting and is adjusted annually with reference to the inflation index of the city of posting. Actual expenditure on this item is also affected by the rank and family status of the concerned officers.
c. Leave Passage Allowance	1,490	1,518	2,134	+40.6%	Leave Passage Allowance is granted to assist officers posted outside Hong Kong to renew their family ties in Hong Kong or in their country of origin. The allowance is payable on an accountable basis subject to a ceiling.

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
					The increase in 2001-02 is partly attributable to the revision of leave passage allowance by 6.5% w.e.f. 1.4.2001. In addition, the actual expenditure on this item commonly fluctuates from year to year depending on when individual eligible officers make claims for the allowance.
d. Baggage Allowance	1,410	1,395	1,315	-5.7%	The allowance is payable on an accountable basis subject to a ceiling. Actual expenditure on this item also depends on the length of service and the family status of officers taking up or returning from an external posting.
e. Disturbance Grant	3,202	3,193	4,633	+45.1%	Disturbance Grant is payable when an officer takes up an external posting or returns to Hong

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes[*] (%)	Reasons for changes in expenditure
					<p>Kong from an external posting to cover various out-of-pocket expenses arising from the relocation.</p> <p>The increase in the expenditure in 2001-02 is mainly due to the completion of tenure in 2001-02 of a large number of officers posted to the Beijing Office, and the need to post other officers to replace the outgoing ones. Besides, as the rate of allowance is calculated by reference to the salary level of the recipients, the salary adjustment in 2001 also has an impact on the expenditure on this item.</p>
f. Expenses incurred by employers for employment of	4,779	5,234	4,364	-16.6%	Apart from officers posted from Hong Kong, we also have locally engaged staff in overseas offices. Actual expenditure depends mainly

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
locally engaged staff in offices outside HK for meeting local statutory requirements etc.					on factors like statutory requirements for employers and actual number of locally engaged staff.
VII. Other Allowances	22,113	22,143	23,398	+5.7%	
a. Post Allowance	2,606	2,601	2,563	-1.5%	Only payable to Survey Officers and Senior Survey Officers recruited before 1.7.1982. The allowance would fade out in the longer term.
b. Laundry Allowance	491	490	488	-0.4%	Minor yearly fluctuations are normal.
c. ICAC Post Allowance	8,783	8,767	8,396	-4.2%	The allowance ceased to be payable to new recruits appointed since June 2000. The allowance would fade out in the longer term.

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
d. Judicial Dress Allowance	103	110	116	+5.5%	<p>Judicial Dress Allowance is payable to Judges of the District Court on direct appointment; Judges of the High Court on direct appointment or on promotion; Justices of Appeal and officers of the Registrar, High Court grade who discharge judicial duties by sitting as Masters to reimburse them the cost of purchasing the required judicial attire on a one-off basis.</p> <p>The actual expenditure in 2001-02 was \$107,000. Compared to the actual expenditure in 2000-01, there was in fact a decrease of 2.7%.</p>
e. Flight Allowance for Senior Operations	504	502	315	-37.3%	Following a review in 2000, the FC has approved that this allowance should be ceased for new recruits from 2000. The allowance is

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
Officers (Flight Operations Inspector)					fading out.
f. Special Allowance for Judicial Officers	7,642	7,665	9,252	+20.7%	<p>Special Allowance payable to judges and judicial officers for discharging additional responsibilities in taking up temporary appointments as Deputy Judges of the Court of First Instance of the High Court; and Deputy Judges of the District Court.</p> <p>The increased expenditure in 2001-02 as compared with 2000-01 is attributable to an increase in the appointments of Deputy Judges of Court of First Instance of the High Court and Deputy District Judges to meet the operational needs of the Judiciary.</p>

Allowances	2000-2001 Expenditure (Revised Estimate) (\$'000)	2000-2001 Actual Expenditure (\$'000)	2001-2002 Expenditure (Revised Estimate) (\$'000)	Changes* (%)	Reasons for changes in expenditure
g. Others	1,984	2,008	2,268	+12.9%	<p>These include allowances incurred for external postings such as subsistence allowances payable on commencement and at end of an external posting, posting passage etc.</p> <p>The increase in 2001-02 is mainly due to the completion of tenure in 2001-02 of a large number of officers posted to the Beijing Office and the need to post other officers to replace the outgoing ones.</p>
Grand Total:	1,609,549	1,676,313	1,559,329	-7.0%	
