

Table 1

**Staff establishment of the Chief Executive's Office (CEO)
on 1 July 1997**

Rank	No.	Pay Scale *	Duties
Directorate, Administrative Officer, Staff Grade B1	1	D4 (1-2)	Private Secretary to the Chief Executive (CE), to assist CE in daily office work, official engagements and overseas duty visits.
Directorate, Administrative Officer, Staff Grade C	1	D2 (1-3)	Deputy Private Secretary to CE.
Senior Administrative Officer	2	45-49	Assistant Private Secretary to CE.
Executive Officer I	1	28-33	To provide administrative support.
Clerical Officer I (later renamed as Clerical Officer)	1	16-21	To provide clerical support.
Clerical Officer II (later renamed as Assistant Clerical Officer)	3	3-15	To provide clerical support.
Clerical Assistant	1	1-10	To provide clerical support.
Office Assistant	4	1-6	To provide general support.
Senior Personal Assistant **	1	34-39	Personal Assistant to CE.
Senior Personal Secretary	1	22-27	To perform secretarial duties.
Personal Secretary I	2	16-21	To perform secretarial duties.
Personal Secretary II	2	4-15	To perform secretarial duties.
Social Secretary	1	30-32	To provide social support for CE and his wife.
Assistant Social Secretary	1	24-26	To provide social support for CE and his wife.
Housekeeper	1	26-31	To provide housework support for CE.
Domestic Staff I	2	17-19	To provide housework support for CE.
Domestic Staff II	4	13-16	To provide housework support for CE.
Domestic Staff III	3	11-12	To provide housework support for CE.
Domestic Staff IV	12	8-10	To provide housework support for CE.
Domestic Staff V	9	4-7	To provide housework support for CE.

Rank	No.	Pay Scale *	Duties
Senior Personal Chauffeur	1	13-14	Personal driver for CE.
Personal Chauffeur	4	11-12	Driver for CEO's fleet.
Communication Controller	4	4-13	To handle public enquiries and communication.
Total	62		

* Directorate Pay Scale for D2 and D4, and Master Pay Scale for the rest.

** Filled by civil servants or officers under special appointments.

Remarks:

- (1) The above civil service establishment did not include the 24 posts under the Political Adviser's Office before the establishment of the Hong Kong Special Administrative Region (HKSAR). Between 7 June 1996 and the period shortly after the establishment of HKSAR, the posts were put under CEO's establishment until they were deleted upon exhaustion of final leave of the relevant officers.
- (2) The benefits (e.g. leave and allowances entitlement, etc.) of the officers listed in the above table were provided in accordance with the then Civil Service Regulations.
- (3) Apart from the civil service establishment listed above, CEO also employed 4 non-civil servants under special appointments, including Senior Special Assistant, Special Assistant, Personal Assistant and Personal Chauffeur.