

**Table 3**

**(A) Posts that have been filled on leaving vacant for a long period of time before June 2006 in the Chief Executive's Office (CEO)**

<b>Post</b>	<b>Master Pay Scale</b>	<b>Duties</b>	<b>Remarks</b>
Senior Personal Assistant	34-39	Personal Assistant to the Chief Executive (CE)	Between July 1997 and June 2005, the post was left vacant and its duties were taken up by non-civil servant under special appointment.
Social Secretary	30-32	To provide social support for CE and his wife	Since 2003, the post has been left vacant while duties taken up by Assistant Social Secretary, and a supernumerary post of Personal Secretary II has been created to provide support for Assistant Social Secretary.
Domestic Staff III	11-12	To provide housework support for CE	Since 2006, the post has been left vacant and a supernumerary post of Domestic Staff V has been created to meet operational needs.

**(B) Post created and upgraded in the Chief Executive Office (CEO)  
since June 2006**

<b>Post</b>	<b>No. of posts created</b>	<b>No. of posts deleted</b>	<b>Master Pay Scale</b>	<b>Reasons</b>
Assistant Secretary	2		45-49	To assist in research, policy assignments and administrative functions for CEO and to help track the status of various commitments which CE has made.

Clerical Assistant	1		1-10	To enhance clerical support, the posts were upgraded from Office Assistant to Clerical Assistant.
Office Assistant		1	1-6	
Confidential Assistant	1		9-17	To enhance clerical support in handling confidential files.
Senior Personal Secretary	2		22-27	To provide secretarial services.
Personal Secretary I	1		16-21	The post was upgraded from Personal Secretary II to Personal Secretary I to meet operational needs.
Personal Secretary II		1	4-15	
Senior Executive Officer (Support Service)	1		34-44	To enhance administrative support, including handling invitations and requests to CE from local and overseas institutions and organisations.
Executive Officer (Support Service)	1		28-33	To enhance support in handling public enquiries, complaints and petitions to CE and CEO.
Executive Officer (Support Service)	1	1	28-33	The post was upgraded from Executive Officer II

<b>Post</b>	<b>No. of posts created</b>	<b>No. of posts deleted</b>	<b>Master Pay Scale</b>	<b>Reasons</b>
				to Executive Officer I to enhance support in handling public enquiries, complaints and petitions to CE and CEO.
Clerical Officer (Support Service)	1		16-21	The post was upgraded from Assistant Clerical Officer to Clerical Officer in 2010 to enhance support in handling public enquiries and complaints.
Assistant Clerical Officer (Support Service)		1	3-15	
Assistant Clerical Officer (Support Service)	2		3-15	To enhance support in handling public enquiries and complaints.
Motor Driver	1		5-8	To provide transport services.
<b>Total</b>	<b>14</b>	<b>4</b>		

**Remarks:**

- (1) The benefits (e.g. leave and allowances entitlement, etc.) of the officers listed in the above table were provided in accordance with the Civil Service Regulations.