Technical Support Services (TSS) Entitlement

This memo is to inform you of the TSS entitlement of your school.

2. The TSS Provisions to schools will be adjusted by –3.1% according to the change in the Composite Consumer Price Index. In this connection, the TSS entitlement of your school, which we informed you earlier in our memo of 30.5.2003, will be adjusted to HK<SubTotal_Provision142004_3182004> for the period from 1.4.2004 to 31.8.2004. The fund will be disbursed to your school in April 2004 under Subhead 149. Please arrange virement of fund between SH106 and SH149 for recruitment of TSS Officers or hire of services from service providers anytime by following the procedures laid down in PAS(Fin)’s memo ref (45) in Fin/BA/624/02 Part III.

3. To enhance schools’ flexibility in using the TSS provisions, the provisions will be allocated to schools in a lump sum instead of dividing into basic and additional provision. For the provision of TSS fund in 2004-05 School Year, we are reviewing the funding model. You will be informed of the future arrangement as soon as possible.

4. Please plan well in advance regarding the use of TSS provisions on a need basis. For recruitment/reappointment of TSS personnel, schools are advised to offer contracts to the TSS personnel in accordance with the above provision of TSS fund. There are no changes to the employment packages for TSSO I & II used in 2003-04F.Y. except the revised salary ceiling (as shown in the table below) for new appointees and re-appointed TSS Officers. Suitable provision for adjustment of salary / termination of contract, as necessary, should be laid down in the employment contract for the TSS Officers to cater for the change in TSS fund.

**Revised Salary Ceiling**

<table>
<thead>
<tr>
<th>Post Title (NCSC Post)</th>
<th>TSSO I</th>
<th>Up to $9,628 per month</th>
</tr>
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<tbody>
<tr>
<td>TSSO II</td>
<td></td>
<td>Up to $8,752 per month</td>
</tr>
</tbody>
</table>

**Gratuity:** Nil

**Annual Leave:** 7 days

(Employee will be entitled to a maximum of 8 days paid annual leave after having been employed by the school under a continuous contract for 3 years)

**Sickness Allowance:** Full Pay

Please seek approval from PAS(SD) for appointment/re-appointment of TSS Officers and consult the Appointment and Personnel Section on necessary adjustment of salary which should be on par with the civil servant pay adjustment before conducting recruitment and offering appointment to TSS personnel. As new delegation of authority for employment of NCSC staff has been promulgated vide EMB Internal Circular No.5/2003, the above monthly salary may be lowered in accordance with the market trend subject to PAS(SD)’s approval in respect of government schools.
5. Apart from the merging of the basic and additional provisions, other arrangement on TSS remains unchanged. You may wish to visit our website at www.ited.emb.gov.hk and download a copy of the “Procurement Guideline on Self-Arrangement of Technical Support Services” and “Supplementary Information Sheet for Government Schools” for reference.

6. For enquiries, please contact Miss KWONG Wai-ming on 3123 8111.

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cc Bureau Accounts Section
School Audit Section
School file