

## Head 142 — GOVERNMENT SECRETARIAT: OFFICES OF THE CHIEF SECRETARY FOR ADMINISTRATION AND THE FINANCIAL SECRETARY

**Controlling officer:** the Director of Administration will account for expenditure under this Head.

Estimate 2021–22 .....	<b>\$7,704.2m</b>
Establishment ceiling 2021–22 (notional annual mid-point salary value) representing an estimated 519 non-directorate posts as at 31 March 2021 reducing by four posts to 515 posts as at 31 March 2022 .....	<b>\$310.7m</b>
In addition, there will be an estimated 30 directorate posts as at 31 March 2021 rising by one post to 31 posts as at 31 March 2022.	
Commitment balance .....	<b>\$6,600.0m</b>

### Controlling Officer’s Report

#### Programmes

<p><b>Programme (1) Policy Innovation and Co-ordination Office</b></p> <p><b>Programme (2) Government Records Service</b></p> <p><b>Programme (3) CSO-Administration Wing</b></p> <p><b>Programme (4) Protocol Division</b></p> <p><b>Programme (5) Subvention: Duty Lawyer Service and Legal Aid Services Council</b></p>	<p>These programmes contribute to Policy Area 27: Intra-Governmental Services (Director of Administration).</p> <p>This programme contributes to Policy Area 20: Legal Aid (Director of Administration).</p>
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#### Detail

##### Programme (1): Policy Innovation and Co-ordination Office

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)	128.1	170.9	144.4 (–15.5%)	<b>134.2</b> (–7.1%)
				(or –21.5% on 2020–21 Original)

#### *Aim*

2 The aim of the Policy Innovation and Co-ordination Office is to enhance policy innovation through collaboration on evidence-based policy research, support the senior leadership of the Government to focus on Hong Kong’s strategic positioning in the global economic arena, co-ordinate major policies and programmes across bureaux and departments, and provide “first-stop and one-stop” project consultation and co-ordination services to innovative projects to help maximise benefits to society.

#### *Brief Description*

- 3 The Policy Innovation and Co-ordination Office’s main responsibilities under this programme are to:
- provide secretariat support to the Chief Executive’s Council of Advisers on Innovation and Strategic Development;
  - co-ordinate the preparatory work for the Chief Executive’s Policy Address;
  - co-ordinate major cross-bureau policies selected by the senior leadership of the Government;
  - provide “first-stop and one-stop” project consultation and co-ordination services for innovative projects;
  - administer public policy research funding schemes;
  - promote evidence-based policy research and foster a policy research community; and
  - promote public participation in the policy formulation process.

4 In 2020–21, the Policy Innovation and Co-ordination Office assisted the Chief Executive and the Secretary for Labour and Welfare in administering the Employment Support Scheme under the Anti-epidemic Fund.

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*Indicators*

	2019 (Actual)	2020 (Actual)	2021 (Estimate)
studies funded under the Public Policy Research Funding Scheme (PPRFS) and the Strategic Public Policy Research Funding Scheme			
no. of proposals received .....	341 <sup>^</sup>	139	139
no. of projects granted.....	64 <sup>^</sup>	82 <sup>^</sup>	34 <sup>^</sup>
amount of grants approved (\$m).....	45.8 <sup>^</sup>	44.3 <sup>^</sup>	33.0 <sup>^</sup>
no. of projects completed .....	18	111 <sup>^</sup>	34 <sup>^</sup>
“first-stop and one-stop” project consultation and co-ordination services for innovative projects			
no. of projects received .....	10	6	— <sup>Ω</sup>
no. of projects completed .....	3	4	— <sup>Ω</sup>

<sup>^</sup> A special round of applications under the PPRFS was launched in November 2019 to support research studies on topics relating to the underlying causes of the social incidents taken place in the second half of 2019, as well as important political, economic, cultural and societal issues relating to the deep-seated problems of society. A total of 210 proposals were received in December 2019, of which 79 were approved in March and April 2020. All the approved projects were completed within 2020. As no special round of PPRFS will be launched in 2021, the number of projects granted, amount of grants approved and number of projects completed in 2021 are expected to be similar to that in a normal year without the special round.

<sup>Ω</sup> It is not possible to estimate the numbers of projects received/completed as the service is provided on demand.

***Matters Requiring Special Attention in 2021–22***

5 During 2021–22, the Policy Innovation and Co-ordination Office will continue to administer the PPRFS and the Strategic Public Policy Research Funding Scheme, and develop closer networks with the policy research community to promote evidence-based policy research.

**Programme (2): Government Records Service**

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	2021–22 (Estimate)
Financial provision (\$m)	87.6	111.7	93.9 (–15.9%)	117.7 (+25.3%)
				(or +5.4% on 2020–21 Original)

***Aim***

6 The aim of the Government Records Service (GRS) is to administer government records efficiently by formulating and implementing policies and plans for records management and archives administration.

***Brief Description***

7 The GRS’ main responsibilities under this programme are to:

- formulate and implement government records management policies and programmes;
- advise and support bureaux and departments on issues and solutions related to records management;
- provide storage and disposal services for inactive records;
- identify and preserve records of archival value, valuable government publications and printed materials; and
- enhance public awareness of Hong Kong’s documentary heritage, and provide research and reference services.

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8 The key performance measures are:

### *Targets*

	Target	2019 (Actual)	2020 (Actual)	2021 (Plan)
departmental records management studies/reviews.....	2	2	2	2
records management training for government officers (no. of trainees)¶.....	10 000¶	2 744	6 890¶	10 000

¶ Pursuant to the initiative in the Chief Executive's 2019 Policy Address Supplement, the Government plans to increase the target number of records management trainees to 10 000 in 2021. In 2020, the target was 7 500, which included government officers trained directly by the GRS as well as those trained by bureaux and departments with GRS' input. However, due to the cancellation of training events under the COVID-19 pandemic and the reduced class size as a result of the social distancing measures, the actual number of trainees was lower than the target.

### *Indicators*

	2019 (Actual)	2020 (Actual)	2021 (Estimate)
archival records acquired (linear metres).....	610	620	620
reference and research services rendered to the public			
no. of visitors.....	6 059	3 654Φ	5 000Φ
no. of enquiries.....	11 016	11 011	11 000
records management manuals, handbooks and newsletters published.....	2	2	2
intermediate storage facilities for inactive government records in terms of			
storage capacity (linear metres) .....	116 000	103 000@	103 000
percentage utilised.....	94.5	97.3	95.0
records microfilmed for other government departments (no. of images) .....	2 764 401	2 166 656#	2 750 000

Φ The decrease in the number of visitors in 2020 was due to the COVID-19 pandemic and consequential adjustment of Search Room and public programme services of the Public Records Office. The estimated number of visitors for 2021 is based on the average for the years of 2019 and 2020.

@ To facilitate the renovation work commencing in 2021 for converting 3/F and 4/F of the Tuen Mun Government Storage Centre (TMGSC) from inactive records repositories into temporary archives repositories to meet operational needs, spaces on other floors of TMGSC were reserved to accommodate around 13 000 linear metres of inactive records on 3/F and 4/F in 2020. As the reserved spaces have not been used for storing inactive records, the storage capacity for inactive records has been reduced from 116 000 to 103 000 linear metres from 2020 onward.

# The decrease in records microfilmed in 2020 was due to the COVID-19 pandemic and consequential suspension of the microfilming service at the Government Microfilm Centre for 12.5 weeks in total.

### *Matters Requiring Special Attention in 2021–22*

9 During 2021–22, the GRS will continue to:

- promote electronic records management in the Government and assist in the system development for rolling out the electronic recordkeeping system to all bureaux and departments in collaboration with the Office of the Government Chief Information Officer and Efficiency Office;
- implement public education and publicity programme on Hong Kong's documentary heritage;
- undertake work relating to appraisal of records and accessioning of archival records to facilitate disposal of time-expired records and public access to archival records; and
- enhance records management work in the Government, including strengthening records management training for newly-recruited government officers, and follow up on the subject of archives law after the Law Reform Commission has submitted a report to the Government.

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### Programme (3): CSO-Administration Wing

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)	30,518.2	602.4	132,850.8 (+21953.6%)	<b>7,217.9</b> (–94.6%)
				(or +1098.2% on 2020–21 Original)

#### *Aim*

**10** The Administration Wing seeks to ensure that policies and services within the purview of the Chief Secretary for Administration's Office and the Financial Secretary's Office are delivered effectively; facilitates the smooth and efficient conduct of government business in the Legislature; co-ordinates legal aid policy matters and liaises with the Judiciary, the Independent Commission Against Corruption and the Office of The Ombudsman on matters that require input from the Government.

#### *Brief Description*

**11** The Administration Wing's main responsibilities under this programme are to:

- provide support to the Chief Secretary for Administration and the Financial Secretary in monitoring progress in the development and implementation of government policies and programmes;
- provide administrative support to the Chief Secretary for Administration and the Financial Secretary in co-ordinating the Government's day-to-day interactions with the Legislature;
- formulate and develop legal aid policy, undertake housekeeping functions for the Legal Aid Department (LAD) and implement a procedural advice scheme for unrepresented litigants;
- act as the contact point between the Judiciary and the Government;
- act as the contact point in the Government for the Independent Commission Against Corruption;
- act as the contact point in the Government for the Office of The Ombudsman;
- act as the contact point between the Consular Corps and the Government on issues related to the Hong Kong Special Administrative Region (HKSAR);
- provide secretariat support for the Administrative Appeals Board and the Municipal Services Appeals Board;
- administer the Justices of the Peace system;
- provide centralised support for common services and accommodation in the Central Government Offices; and
- provide timely, quality and strategic economic advice to support the formulation of the Government's policies and programmes including budgetary policies.

### Programme (4): Protocol Division

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)	50.5	56.7	52.3 (–7.8%)	<b>57.1</b> (+9.2%)
				(or +0.7% on 2020–21 Original)

#### *Aim*

**12** The aim of the Protocol Division is to maintain an efficient protocol service for the Government.

#### *Brief Description*

**13** The Protocol Division's main responsibilities under this programme are to:

- maintain close liaison with the Office of the Commissioner of the Ministry of Foreign Affairs of the People's Republic of China (PRC) in the HKSAR on matters related to Consular Corps in the HKSAR;
- maintain close liaison with and provide host government services to the Consular Corps in the HKSAR;
- extend courtesies to visiting national leaders and international dignitaries;

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- advise on matters related to national and regional flags/emblems, protocol matters and etiquette;
- ensure the provision of an efficient and cost-effective government VIP service at the Hong Kong International Airport;
- plan and co-ordinate visits to the HKSAR by national leaders and overseas senior officials and arrange delivery of their visit programmes;
- administer the local honours and awards system; and
- organise commemorative ceremonial events.

### *Matters Requiring Special Attention in 2021–22*

**14** During 2021–22, the Protocol Division will continue to:

- liaise with the Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR and the Consular Corps in the HKSAR;
- deliver visit programmes for national leaders and overseas senior officials;
- monitor the government VIP service provided by the Airport Authority Hong Kong and related matters; and
- administer the local honours and awards system.

### **Programme (5): Subvention: Duty Lawyer Service and Legal Aid Services Council**

	2019–20 (Actual)	2020–21 (Original)	2020–21 (Revised)	<b>2021–22 (Estimate)</b>
Financial provision (\$m)				
Duty Lawyer Service	165.5	182.1	148.5 (–18.5%)	<b>170.2</b> (+14.6%)  (or –6.5% on 2020–21 Original)
Legal Aid Services Council	7.2	7.5	6.8 (–9.3%)	<b>7.1</b> (+4.4%)  (or –5.3% on 2020–21 Original)
Total	172.7	189.6	155.3 (–18.1%)	<b>177.3</b> (+14.2%)  (or –6.5% on 2020–21 Original)

### *Aim*

**15** The aims are to enable the Duty Lawyer Service (DLS) to implement legal assistance schemes to complement the legal aid services provided by the LAD, and to enable the Legal Aid Services Council (LASC) to carry out its statutory duties of overseeing the provision of legal aid services by the LAD and advising the Chief Executive on legal aid policy.

### *Duty Lawyer Service*

### *Brief Description*

**16** The DLS implements three legal assistance schemes subvented under this programme to complement the legal aid services provided by the LAD. These schemes are the Duty Lawyer Scheme, the Free Legal Advice Scheme and the Tel-Law Scheme. The DLS is managed by the Hong Kong Bar Association and the Law Society of Hong Kong through a governing council.

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17 The Duty Lawyer Scheme provides legal representation to any defendant in Magistrates' Courts where the interests of justice require, and without payment by the defendant in any such case if he does not have sufficient means to pay for it. The Scheme also provides, either with the agreement or at the request of the Government, other forms of legal assistance and advice, e.g. assigning lawyers to advise and represent defendants facing extradition, and persons who are at risk of criminal prosecution as a result of giving incriminating evidence in Coroner's inquest. The Free Legal Advice Scheme provides free legal advice without means testing at evening centres at nine District Offices. The Tel-Law Scheme is a 24-hour free telephone enquiry service which provides members of the public with basic information on the legal aspects of everyday problems. The website of the DLS provides comprehensive information on its services to members of the public.

18 The key performance measures of the DLS are:

### *Targets*

	Target	2019 (Actual)	2020 (Actual)	2021 (Plan)
taking instructions from the client at least 18 calendar days prior to the trial day under normal circumstances (%) .....	95	98	100	<b>100</b>
assigning trial duty lawyer at least seven working days prior to the hearing day under normal circumstances (%) .....	95	100	100	<b>100</b>
arranging pre-trial conference between the assigned trial duty lawyer and their respective clients at least three working days prior to trial day under normal circumstances (%).....	95	100	100	<b>100</b>
responding within seven working days after receiving applications of waiving the means test (%).....	95	100	100	<b>100</b>
giving decision within seven working days after receiving necessary supporting documents and/or clarifications by applicants of waiving the means test (%).....	95	100	100	<b>100</b>

### *Indicators*

	2019 (Actual)	2020 (Actual)	2021 (Estimate)
persons who received legal advice and representation from the Duty Lawyer Scheme .....	18 594	17 064	<b>21 279</b>
cost per defendant under the Duty Lawyer Scheme (\$).....	7,713	8,134	<b>7,921</b>
cases handled by the Free Legal Advice Scheme .....	7 256	5 605 $\Delta$	<b>7 318</b>
cost per case under the Free Legal Advice Scheme(\$) .....	222	597 $\Delta$	<b>577</b>
cases handled by the Tel-Law Scheme through telephone and website .....	632 209	473 889 $\Delta$	<b>473 889</b>
cost per call or website hit under the Tel-Law Scheme (\$).....	0.06	0.08	<b>0.08</b>

$\Delta$  The decrease in the number of cases and increase in the cost per case under the Free Legal Advice Scheme, as well as the decrease in the number of cases handled by the Tel-Law Scheme in 2020 were mainly due to the COVID-19 pandemic and consequential adjustment to the services of the Free Legal Advice Scheme, and lowered demand for the services of the Tel-Law Scheme.

### *Matters Requiring Special Attention in 2021–22*

19 The DLS will continue to provide quality and cost-effective services to the public.

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### *Legal Aid Services Council*

#### ***Brief Description***

**20** The LASC, established under the Legal Aid Services Council Ordinance (Cap. 489) in September 1996, comprises a chairman and eight other members, with the Director of Legal Aid as an ex-officio member. Its main functions are to oversee the provision of legal aid services by the LAD and to advise the Chief Executive on legal aid policy.

#### ***Matters Requiring Special Attention in 2021–22***

**21** During 2021–22, the LASC will continue to review and advise on the legal aid services provided by the LAD.

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**ANALYSIS OF FINANCIAL PROVISION**

<b>Programme</b>	<b>2019–20 (Actual) (\$m)</b>	<b>2020–21 (Original) (\$m)</b>	<b>2020–21 (Revised) (\$m)</b>	<b>2021–22 (Estimate) (\$m)</b>
(1) Policy Innovation and Co-ordination Office .....	128.1	170.9	144.4	<b>134.2</b>
(2) Government Records Service .....	87.6	111.7	93.9	<b>117.7</b>
(3) CSO-Administration Wing .....	30,518.2	602.4	132,850.8	<b>7,217.9</b>
(4) Protocol Division .....	50.5	56.7	52.3	<b>57.1</b>
(5) Subvention: Duty Lawyer Service and Legal Aid Services Council .....	172.7	189.6	155.3	<b>177.3</b>
	<u>30,957.1</u>	<u>1,131.3</u>	<u>133,296.7</u> (+11682.6%)	<u><b>7,704.2</b></u> (-94.2%)
				<b>(or +581.0% on 2020–21 Original)</b>

**Analysis of Financial and Staffing Provision**

**Programme (1)**

Provision for 2021–22 is \$10.2 million (7.1%) lower than the revised estimate for 2020–21. This is mainly due to the lapse of the one-off provision for meeting the grants approved under the special round of PPRFS provided in 2020–21, partly offset by the anticipated increase in general departmental expenses and staff changes.

**Programme (2)**

Provision for 2021–22 is \$23.8 million (25.3%) higher than the revised estimate for 2020–21. This is mainly due to the anticipated increase in general departmental expenses and expenditure for hire of services, staff changes and filling of vacancies, as well as increased provision for replacement of minor plant and equipment. There will be a decrease of four posts in 2021–22.

**Programme (3)**

Provision for 2021–22 is \$125,632.9 million (94.6%) lower than the revised estimate for 2020–21. This is due to the reduced provision for the Anti-epidemic Fund and replacement of minor plant and equipment, partly offset by the anticipated increase in general departmental expenses, expenditure for hire of services, staff changes and filling of vacancies, as well as increase of one post in 2021–22.

**Programme (4)**

Provision for 2021–22 is \$4.8 million (9.2%) higher than the revised estimate for 2020–21. This is mainly due to the anticipated increase in expenditure for hire of services, staff changes and filling of vacancies.

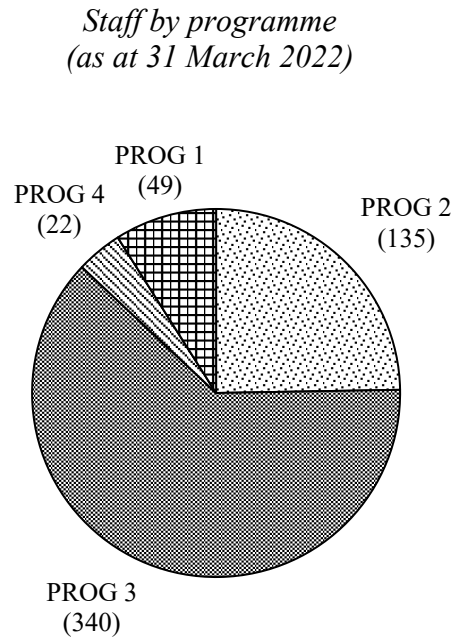
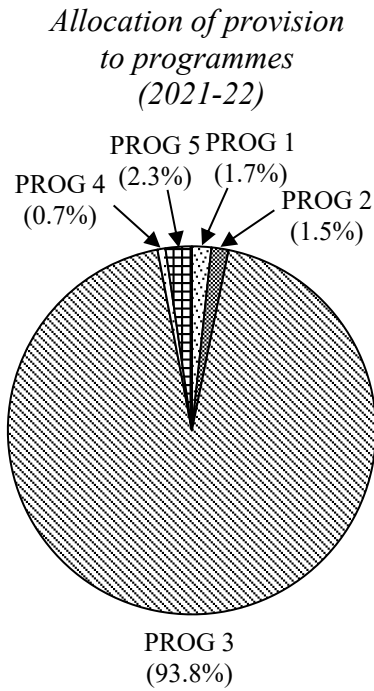
**Programme (5)**

Provision for 2021–22 is \$22.0 million (14.2%) higher than the revised estimate for 2020–21. This is mainly due to the increased provision to DLS for meeting the anticipated increase in duty lawyer fees and expected resurge of caseload.

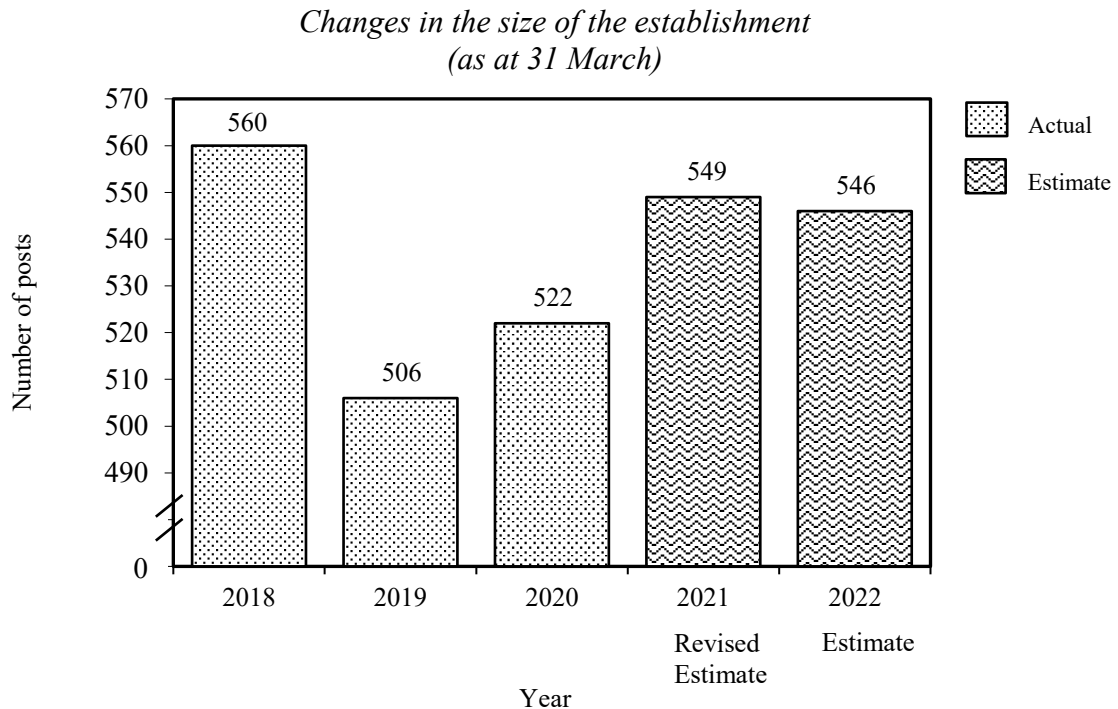


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(No government staff under PROG 5)



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Sub-head (Code)	Actual expenditure 2019–20	Approved estimate 2020–21	Revised estimate 2020–21	<b>Estimate 2021–22</b>	
	\$'000	\$'000	\$'000	<b>\$'000</b>	
<b>Operating Account</b>					
Recurrent					
000	Operational expenses .....	928,847	1,111,144	976,541	<b>1,089,467</b>
	Total, Recurrent.....	928,847	1,111,144	976,541	<b>1,089,467</b>
Non-Recurrent					
700	General non-recurrent .....	30,000,000	—	132,300,000	<b>6,600,000</b>
	Total, Non-Recurrent.....	30,000,000	—	132,300,000	<b>6,600,000</b>
	Total, Operating Account .....	30,928,847	1,111,144	133,276,541	<b>7,689,467</b>
<b>Capital Account</b>					
Plant, Equipment and Works					
661	Minor plant, vehicles and equipment (block vote).....	28,259	20,129	20,129	<b>14,704</b>
	Total, Plant, Equipment and Works.....	28,259	20,129	20,129	<b>14,704</b>
	Total, Capital Account.....	28,259	20,129	20,129	<b>14,704</b>
	Total Expenditure .....	30,957,106	1,131,273	133,296,670	<b>7,704,171</b>

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### Details of Expenditure by Subhead

The estimate of the amount required in 2021–22 for the salaries and expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary is \$7,704,171,000. This represents a decrease of \$125,592,499,000 against the revised estimate for 2020–21 and \$23,252,935,000 against the actual expenditure in 2019–20.

#### Operating Account

##### Recurrent

**2** Provision of \$1,089,467,000 under *Subhead 000 Operational expenses* is for the salaries, allowances and other operating expenses of the Offices of the Chief Secretary for Administration and the Financial Secretary. The increase of \$112,926,000 (11.6%) over the revised estimate for *Subhead 000 Operational expenses* for 2020–21 is mainly due to the anticipated increase in general departmental expenses, staff changes and filling of vacancies, as well as increased subventions for the Duty Lawyer Service.

**3** The establishment as at 31 March 2021 will be 549 posts including two supernumerary posts. It is expected that there will be a net decrease of three posts in 2021–22. The establishment as at 31 March 2022 will be 546 posts including three supernumerary posts. Subject to certain conditions, the controlling officer may under delegated power create or delete non-directorate posts during 2021–22, but the notional annual mid-point salary value of all such posts must not exceed \$310,706,000.

**4** An analysis of the financial provision under *Subhead 000 Operational expenses* is as follows:

	2019–20 (Actual) (\$'000)	2020–21 (Original) (\$'000)	2020–21 (Revised) (\$'000)	<b>2021–22 (Estimate) (\$'000)</b>
Personal Emoluments				
- Salaries .....	324,680	344,948	331,908	<b>358,530</b>
- Allowances .....	12,802	18,184	15,792	<b>19,186</b>
- Job-related allowances.....	16	20	21	<b>21</b>
Personnel Related Expenses				
- Mandatory Provident Fund contribution .....	1,329	1,306	1,258	<b>1,269</b>
- Civil Service Provident Fund contribution .....	17,639	21,768	20,092	<b>25,015</b>
Departmental Expenses				
- Remuneration for special appointments .....	12,446	12,850	11,750	<b>12,350</b>
- Honoraria for members of committees.....	1,766	2,341	2,649	<b>1,918</b>
- Hire of services and professional fees .....	174,821	254,077	219,774	<b>223,987</b>
- General departmental expenses .....	210,670	266,001	218,021	<b>269,887</b>
Subventions				
- Duty Lawyer Service .....	165,486	182,138	148,515	<b>170,215</b>
- Legal Aid Services Council.....	7,192	7,511	6,761	<b>7,089</b>
	928,847	1,111,144	976,541	<b>1,089,467</b>

#### Capital Account

##### Plant, Equipment and Works

**5** Provision of \$14,704,000 under *Subhead 661 Minor plant, vehicles and equipment (block vote)* represents a decrease of \$5,425,000 (27%) against the revised estimate for 2020–21. This is mainly due to reduced provision for replacement of plant and equipment.

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**Commitments**

Sub- head (Code)	Item (Code)	Ambit	Approved commitment	Accumulated expenditure to 31.3.2020	Revised estimated expenditure for 2020–21	Balance
			<u>\$'000</u>	<u>\$'000</u>	<u>\$'000</u>	<u>\$'000</u>
<b><i>Operating Account</i></b>						
700		<i>General non-recurrent</i>				
	803	Anti-epidemic Fund§.....	168,900,000§	30,000,000	132,300,000	6,600,000
		Total .....	<u>168,900,000</u>	<u>30,000,000</u>	<u>132,300,000</u>	<u>6,600,000</u>

§ The commitment for the item, as approved in 2019–20 and 2020–21, was \$162.3 billion. An increase in the commitment is sought in the context of the Appropriation Bill 2021 to enable the creation of more temporary jobs.