

PC/540/000/69 Pt.3

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10 February 2003

Clerk to Finance Committee
Legislative Council
(Attn : Mr Matthew Loo)

Dear Mr Loo,

**Finance Committee Meeting on 20 December 2002
Issue requiring follow-up actions by the Administration**

I refer to your letter of 23 December 2002 to the Secretary for Financial Services and the Treasury.

As undertaken at the above meeting, we have sought information from the works departments on whether their contracts require the contractors to provide transport for site visits by government officers. We have been advised that this requirement is included in some works contracts. Where cars are provided under a works contract for use by government officers, government officers are required to use these cars for duties related to the contract concerned as far as possible. Only when the contract cars are not available (e.g. the contract cars are fully booked, when transportation is required outside office hours or in emergency situations, etc.) may the concerned officers take other modes of transport. In such circumstances, if an officer has obtained prior approval in principle from the departmental management, he may drive his private vehicle for such duty journeys and claim Duty Mileage Allowance (DMA). In processing these DMA claims, the departmental management has to be satisfied that the journeys undertaken are necessary for the performance of the officer's duties and that the use of private vehicle is the most appropriate mode of transport in terms of efficiency and economy. The departmental management is

also required to check the claims against the log books of the contract cars to verify that the officer did not use the contract cars for the journeys concerned.

Yours sincerely,

(Eddie Mak)
for Secretary for the Civil Service

c.c. Secretary for Financial Services and the Treasury
(Attn : Mr Manfred Wong)