

布政司署
公務員事務科
香港下亞厘畢道



CIVIL SERVICE BRANCH
GOVERNMENT SECRETARIAT
LOWER ALBERT ROAD
HONG KONG

本署檔號 Our Ref.:
CC 23/1 II
來函檔號 Your Ref.:

4 August 1995

To : Branch Secretaries and Heads of Departments

Dear Colleague,

Use of Entertainment Expenses

I am writing to you about restrictions on the use of your Entertainment Vote for entertaining civil servants.

Use of entertainment expenses is governed by CSRs 750 and 751 and CSB Circulars No. 20/81 and 7/91. The two CSRs set out the use of public funds for entertaining non-civil servants in the course of duty and the two CSB Circulars set out the use of public funds for other purposes, including the entertainment of other civil servants, which is primarily confined to entertaining representatives of staff associations and other staff groups.

We have occasionally received requests from Branch Secretaries and Heads of Department for reimbursement of expenses arising from occasions on which they have entertained civil servants exclusively. We are aware that there may be occasions which merit a degree of flexibility, particularly in the pursuit of good human resource management and have tried to be helpful where possible. However, public funds are involved and it is important to avoid any suggestion that we are lavishing entertainment on each other at taxpayers' expense. Moreover, public funds can already be used to show appreciation for a number of achievements : staff motivation schemes; long and meritorious service awards; and rewards related to performance pledges.

The possibility of relaxing the rules has been discussed between the resource branches at some length and has been decided not to go for a general relaxation. However it has been agreed that CSB should expand the criteria and consider cases sympathetically for special approval.

In considering such cases Civil Service Branch will take account of the following criteria :

- (a) The use of the funds should be restricted to the purpose of expressing appreciation to staff for exceptional achievements, significantly beyond the normal call of duty, e.g. consistent and/or collective attainment of results beyond that set out in the performance pledge and for which no award was previously given; or for the purpose of expressing appreciation to staff for outstanding achievement in special campaigns/activities undertaken by the department or the government.
- (b) Reimbursement should be limited to reasonable expenditure on food and drinks and should not be more than \$150 per head per occasion.
- (c) Not more than 10% or \$20,000 (whichever is the less) of the vote should be used for such purposes.
- (d) Each case should be supported by the Branch Secretary or the Head of Department concerned.

We hope the above arrangements will strike a balance between flexibility on the one hand and public accountability on the other. If you come across occasions where you feel use of public funds would be justified, please feel free to write to us with the details. We undertake to give a reply within five working days, at the most.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'C I C Jackson', with a long horizontal flourish extending to the right.

(C I C Jackson)
Secretary for the Civil Service