

CONTROLLING OFFICER'S REPLY**SB176****(Question Serial No. 1969)**

Head: (30) Correctional Services Department

Subhead (No. & title): (000) Operational Expenses

Programme: (-) Not Specified

Controlling Officer: Commissioner of Correctional Services (SIN Yat-kin)

Director of Bureau: Secretary for Security

This question originates from: Estimates on Expenditure Volume 1 Page 135

Question (Member Question No. 92):

Please list out:

- (a) the amount of the non-accountable entertainment allowances of the Commissioner in the past three years;
- (b) in table form the details regarding the number of time the Commissioner using public money to send gifts to government officials of various countries and the actual expenses involved on each occasion in the past three years;
- (c) regarding the luncheons/dinners hosted by the Commissioner in the past three years, the details of the guests and their posts, dates, places, number of accompanying staff of the Department and the expenses involved.

Asked by: Hon. LAU Wai-hing, Emily

Reply:

- (a) Non-accountable entertainment allowances are not granted in the Correctional Services Department (CSD).
- (b) The Government of the current term upholds the principles of honesty and simplicity. It generally does not accept or exchange souvenirs or gifts in functions and activities. If there is a need to go through the protocol for exchanging souvenirs or gifts, appropriate souvenirs or gifts would be procured having regard to the capacity of the guests and the occasions to ensure proper use of public funds. The procurement of supplies (including gifts or souvenirs) must be in compliance with the Stores and Procurement Regulations of the Government. CSD does not maintain a separate account in respect of the expenses for the procurement of souvenirs. Hence, we do not have the relevant statistics.
- (c) According to the Civil Service Regulations, Heads of Departments and officers authorised by their Heads of Departments may have their expenditure on entertainment charged to public funds. Such expenditure should be directly related to the discharge of an officer's duties or a necessary part of making or maintaining contacts in his official capacity. The status of the guests and the standard of entertainment appropriate to the occasion must be taken into account when deciding the place and scale of entertainment. In addition, according to the Government's internal guidelines, the expenses for entertaining guests should not exceed \$450 per person for lunch and \$600 for dinner. In discharging their duties, civil servants must strictly adhere to the relevant expenditure guidelines and approval

mechanism if entertainments such as meals are involved. Where the circumstances require that the expenses exceed the expenditure guidelines, full justifications must be given and approval must be sought. This set of procedures is applicable to all government departments, including the disciplined services.

CSD does not maintain a separate account in respect of the expenses for official entertainment of individual officers. The expenses for local entertainment by CSD in the past three years are as follows:

2011-12: HK\$342,000

2012-13: HK\$354,000

2013-14: HK\$224,000 (as at 12 March 2014)