

**“Enhanced Productivity Programme: 2000-01” Booklet**

**Report on EPP Savings -- Buildings Department**

Total value of EPP Savings : **\$4.905m** equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>PE/RE</b>	1.636	<ul style="list-style-type: none"> <li data-bbox="402 680 927 920">● Rationalisation of duties in the Development Division and the Legal and Management Division. Streamline and re-schedule work procedures of the Site Monitoring Section.</li> </ul> <p data-bbox="448 965 571 1003"><i>Savings:</i></p> <p data-bbox="448 1005 922 1081">Deletion of the following posts on 1.4.2000:</p> <p data-bbox="469 1128 770 1205">1 Structural Engineer 1 Technical Officer</p> <ul style="list-style-type: none"> <li data-bbox="402 1294 927 1491">● Review and streamline work process and increase delegation of duties in the Development Division and Drawing Office.</li> </ul> <p data-bbox="448 1536 571 1574"><i>Savings:</i></p> <p data-bbox="448 1576 922 1653">Deletion of the following posts on 1.4.2000:</p> <p data-bbox="469 1700 871 1776">1 Building Surveyor 2 Survey Officers (Building)</p>	<p data-bbox="954 680 1457 1122">We have managed to delete the posts through natural wastage, internal redeployment of resources and restructuring of the staff establishment. Only 3 Clerical Assistants are to be returned to the Director of General Grades for redeployment. All the concerned Heads of Grades have no objection to the deletion of posts within their areas of responsibility.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.940	<ul style="list-style-type: none"> <li data-bbox="405 253 924 573">● Computerise and streamline the procedures of the booking and usage system of departmental vehicles, thus releasing clerical staff of all registries from the present time-consuming booking work. The system also helps optimise utilisation of vehicles.  <i>Savings:</i> Deletion of the following posts on 1.4.2000:  1 Assistant Clerical Officer 1 Motor Driver</li> <li data-bbox="405 947 924 1223">● Enhance the bar-coding system to replace physical search for files and manual recording of file movements. More intensive use of electronic mail to reduce document volume and file movement.  <i>Savings:</i> Deletion of the following posts on 1.4.2000:  1 Assistant Clerical Officer 1 Clerical Assistant</li> <li data-bbox="405 1608 924 1765">● Set up a database to replace the manual system of locating old files in Government repositories.  <i>Savings:</i> Deletion of 2 Clerical Assistant posts on 1.4.2000.</li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.688	<ul style="list-style-type: none"> <li>● Review secretarial services and reshuffle the workload of the Personal Secretaries.  <i>Savings:</i> Deletion of 1 Personal Secretary II post on 1.4.2000.</li> <li>● Reorganise and co-locate registries to set up joint clerical force to optimise the use.  <i>Savings:</i> Deletion of the following posts on 1.4.2000:  2 Assistant Clerical Officer 1 Clerical Assistant</li> </ul>	
	0.142	<ul style="list-style-type: none"> <li>● Increase delegation suitably and pool staff resource. Relatively simple tasks of folding plans and wrapping old files/records will be delegated to Office Assistants and Workmen II through the forming of a central pool.  <i>Savings:</i> Deletion of 1 Clerical Assistant post on 1.4.2000:</li> </ul>	
	1.064	<ul style="list-style-type: none"> <li>● Reduce overtime allowance through co-location of registries and pooling of staff to optimise their uses. Review procedures and workload of clerical grades staff to delete tedious steps. Computerise work processes to reduce the requirement for clerical staff to work overtime.</li> </ul>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	4.470		
<b>DE/OC</b>	0.435	<ul style="list-style-type: none"> <li>• Corresponding decrease in departmental expenses due to the deletion of the above 16 posts</li> <li>• Explore more sources of supply in the procurement of goods and services to obtain more competitive bids.</li> </ul>	These DE/OC savings have no adverse effect on the quality of service.
<b>Total</b>	<b>4.905</b>		

Note

PE : Personal Emoluments

i.e. Staff salaries and allowances

PRE : Personnel Related Expenses

i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing

DE: Departmental Expenses

i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture

OC: Other Charges

i.e. Significant expenditure peculiar to a particular department's operation