

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Companies Registry Trading Fund

Total value of EPP Savings: **\$12.049m**, equivalent to **6.6%** of total Extrapolated Recurrent Expenditure* in 2000-01, made up of \$10.874m savings already achieved in 1999-2000 through advance implementation of EPP and \$1.175m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Services
PE/PRE	2.534	<ul style="list-style-type: none"> • Review and streamline existing work process, rectify the establishment in the light of fluctuating workload and provide greater flexibility in the use of manpower resources. <p><i>Savings:</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">3 Assistant Clerical Officer 1 Clerical Assistant 4 Office Assistant 1 contract Workman</p> <p>Deletion of the following posts in 2000-01 -</p> <p style="padding-left: 40px;">1 Clerical Officer 1 Assistant Clerical Officer</p> <p><i>Additional requirements:</i> Provision of 3 contract Assistant Clerk to cope with fluctuating workload when necessary</p>	<p>The performance of all services provided and the fluctuation in workload are closely monitored. Operation procedures have been streamlined and flexible staff deployments are made from time to time so as to ensure that the services delivered at least meet or even exceed the pledged standard. Computer programmes are also enhanced to improve the work process and increase work efficiency.</p> <p>No redundancy will arise. The posts will not be deleted unless they are vacant or the staff can be redeployed.</p> <p>The General Grades Office has agreed to absorb the surplus clerical grade staff (with the exception of the Office Assistant grade). Arrangements are being made to post the surplus clerical staff out of the department.</p>

* Extrapolated Recurrent Expenditure means projected recurrent expenditure for 2000-01 to meet the expected increases/decreases in business volume since 1998-99.

Category	\$m	EPP Measures	Safeguards for Quality Services
	4.530	<ul style="list-style-type: none"> ● Restructure organisation. Cessation of S.290A striking-off exercise and redeployment of staff to cater for new deregistration service. <p><i>Savings:</i> Deletion of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 3 Assistant Clerical Officer 1 Office Assistant 1 Temporary Companies Registration Officer II 1 Temporary Clerical Assistant <p>Redeployment of the following posts in 1999-2000 -</p> <ul style="list-style-type: none"> 1 Companies Registration Officer I 1 Companies Registration Officer II 1 Clerical Officer 2 Assistant Clerical Officer 3 Clerical Assistant 1 Temporary Companies Registration Officer II 	<p>Staff redeployment is being arranged to ensure that staff are gainfully employed and that there is no wastage of resources.</p> <p>All the staff are fully aware of the need to respond to fluctuation in workload and to contribute towards EPP. There are adequate communication channels in the department for staff to voice out any feed back.</p> <p>Where staff redeployment is made, the management has ensured that the staff is capable of taking up the new post. Training will also be given to the staff who will take up the new services where necessary.</p>
	0.846	<ul style="list-style-type: none"> ● Re-rank posts to allow for redistribution of data entry duties. <p><i>Savings:</i> Downgrading of 16 Assistant Clerical Officer posts to Clerical Assistant in 2000-01.</p>	

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