

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Companies Registry Trading Fund

Total value of EPP savings in 2002-03: **\$0.147 m**, equivalent to **0.1%** of total extrapolated operating expenditure* in that year that is subject to EPP. Total EPP savings (as a percentage of extrapolated operating expenditure in 2002-03 that is subject to EPP) achieved by 2002-03 on a **cumulative** basis is **9.2%**.

Category	Savings (\$M)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	0.147	<p>Rectify the establishment in the light of the development of the Strategic Change Plan projects and provide greater flexibility in the use of manpower resources.</p> <p><i>Savings:</i> To leave the following post vacant in 2002-03 — 1 Clerical Assistant</p> <p><i>Additional Requirements :</i> Provision of non-civil service contract staff to meet short-term service needs — 1 Search Assistant</p>	<p>No redundancy will arise. The clerical grade officer concerned will be released through the Voluntary Retirement Scheme.</p> <p>Arrangement will be made with the General Grades Office to dispose of the surplus clerical post.</p> <p>The fluctuation in workload is closely monitored. Contract staff will be employed as necessary to meet short-term service needs.</p> <p>The performance of the division will be closely monitored to ensure that the services delivered will meet the performance pledges.</p>
Total	0.147		

* Extrapolated operating expenditure means projected recurrent expenditure for 2002-03 to meet the expected increases/decreases in business volume since 1998-99.

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| 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 |