

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Electrical and Mechanical Services Department

Total value of EPP savings in 2002-03: **\$4.242 m**, equivalent to **2.0%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings (as a percentage of recurrent baseline expenditure subject to EPP) achieved by 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	0.145	<ul style="list-style-type: none"> • Implement the new legislation for protecting the gas pipes from third parties damages which results in reduced incident rate as well as savings in resources. <p style="margin-left: 40px;"><i>Savings :</i> Deletion of the following post in 2002-03 -</p> <p style="margin-left: 80px;">1 Clerical Assistant</p>	<p>We shall publish leaflets for the general public and the construction industry to promote the relevant gas safety regulation.</p> <p>Release of surplus through the Voluntary Retirement Scheme.</p>
	0.473	<ul style="list-style-type: none"> • Optimise the deployment of professional inputs in the Energy Efficiency Office to achieve rational utilization of manpower and achieve savings. <p style="margin-left: 40px;"><i>Savings :</i> Deletion of the following post in 2002-03 -</p> <p style="margin-left: 80px;">1 Building Services Engineer/Assistant Building Services Engineer</p>	<p>Better pooling of resources to bring about productivity gain.</p> <p>We shall be able to accommodate the deleted post through internal re-deployment. No redundancy of staff will arise.</p>
	0.291	<ul style="list-style-type: none"> • Use the personal digital assistant devices in conducting the site inspection works by the gas inspectors which results in reduction of manual input 	<p>We shall provide appropriate training to all the inspectorate officers to ensure smooth discharge of duties through the use of the personal digital assistant devices.</p> <p>We shall be able to accommodate all</p>

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		of data	the deletion of posts through internal
	0.145	<p><i>Savings :</i> Deletion of the following posts in 2002-03 -</p> <p>2 Clerical Assistant</p> <ul style="list-style-type: none"> • Computerise the application procedures for the registration of electrical worker/contractor and endorsement of the periodic test certificate. <p><i>Savings :</i> Deletion of the following post in 2002-03 –</p> <p>1 Clerical Assistant</p>	<p>re- deployment and natural wastage. No staff redundancy will arise.</p> <p>Training has been provided to all the front line staff for processing the applications. We shall be able to accommodate the deleted post through internal re- deployment and no redundancy of staff will arise.</p>
	0.475	<ul style="list-style-type: none"> • Streamline the inspecting procedures for mechanical safety of builders’ lift, tower working platforms and amusement rides etc. in order to improve efficiency. <p><i>Savings :</i> Deletion of the following post in 2002-03 -</p> <p>1 Mechanical Inspector</p>	<p>The adoption of the personal digital assistant devices will further enhance the inspecting procedures. We shall be able to accommodate the deleted post through internal re- deployment and no redundancy of staff will arise.</p>
	0.804	<p>Dissolute the typing pool due to decrease in demand of typing services.</p> <p><i>Savings :</i> Deletion of the following posts in 2002-03 -</p> <p>1 Senior Typist 4 Typist</p>	<p>The effective use of technological know-how assists in providing an efficient and user friendly environment in discharging duties. The post holders have been posted to other departments which require typing services.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.144	<ul style="list-style-type: none"> Re-engineer and review the work process and procedures for processing payments and revenue collection in the Accounting Services Unit. <p><i>Savings :</i> Deletion of the following posts in 2002-03 -</p> <p>1 Accounting Officer II 2 Assistant Clerical Officer</p> <p><i>Additional requirements :</i> Creation of the following post in 2002-03 -</p> <p>1 Accounting Officer I</p>	<p>The enhanced accounting procedures are documented for easy compliance by all the staff in the Accounting Services Unit.</p> <p>We shall be able to accommodate all the deletion of posts through internal re-deployment and natural wastage. No staff redundancy will arise.</p>
	0.176	<ul style="list-style-type: none"> Contract out the calligraphy works when requires. <p><i>Savings :</i> Deletion of the following post in 2002-03 -</p> <p>1 Calligraphist</p>	<p>We shall review the requirement within the department regularly. Release of surplus staff through the Voluntary Retirement Scheme.</p>
Subtotal	2.653		
DE/OC	0.268	<ul style="list-style-type: none"> Reduce the usage of the simultaneous interpretation services by user departments and the expenses of overtime allowances claimed by Reach Networks Hong Kong Limited. 	<p>Regular performance review meeting will be held with Reach Networks Hong Kong Limited in order to reduce overtime and operating expenses.</p>
	1.321	<ul style="list-style-type: none"> Re-assess the training needs to match demand; further reduce expenditure on fax, photocopying paper, equipment maintenance etc., through wider application of 	<p>We shall tighten the control over recurrent expenditure on consumable and energy consumption. Wider use of information technology will lead to more effective and efficient</p>

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		information technology	dissemination of information and
		.including Lotus Note, Internet and Government Office Automation and reduce the consumption on electricity through promotion of conservation campaign.	hence reduce cost.
<i>Subtotal</i>	<i>1.589</i>		
Total	4.242		

- 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
- Subventions i.e. Recurrent payment to non-government bodies in support of their on-going expenses