

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Civil Service Bureau

Total value of EPP Savings: **\$1.885m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.3m savings already achieved in 1999-2000 through advance implementation of EPP and \$1.585m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	1.664	<ul style="list-style-type: none"> • Reorganise the existing three typing pools into two consequent upon the enhancement of office automation. <p><i>Savings:</i> Deletion of the following posts-</p> <ul style="list-style-type: none"> 1 Personal Secretary II in October 1999 3 Typist in October 1999 2 Personal Secretary II in 2000-01 1 Supervisor of Typing Services in November 2000 <ul style="list-style-type: none"> • Review the workload and reshuffle the duties of staff in Quartering Office consequent upon the decrease in number of government quarters. <p><i>Savings:</i> Deletion of the following posts in 2000-01-</p> <ul style="list-style-type: none"> 1 Clerical Assistant 1 Office Assistant 	<p>We shall be able to accommodate all deletions of posts through natural wastage or internal redeployment. No staff redundancy will arise. Where redeployment outside of bureau is involved, we have also obtained the agreement of the Head of Grade. Suitable training, especially on office automation, has also been provided to staff so as to reduce their reliance to the typing pools.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<ul style="list-style-type: none"> Reorganise the Staff Management & Discipline Registry upon the setting up of the Secretariat on Civil Service Discipline. <p><i>Savings:</i> Deletion of 1 Clerical Officer post</p>	
DE/OC	0.221	<ul style="list-style-type: none"> Economise on general expenses by introducing measures (such as sending documents through facsimile machine, internet e-mail, etc.) to cut down the number of postal items so as to reduce the expenditure on postage. Make use of in-house resources in some projects (e.g. artwork design for Civil Service Reform Newsletter) instead of hiring outside services. 	
Total	1.885		

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