

“Enhanced Productivity Programme: 2001-02” Booklet

Report on EPP Savings – Civil Service Bureau

Total value of EPP savings in 2001-02: **\$3.492 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	1.150	<ul style="list-style-type: none"> ● Re-organise the existing three typing pools into two consequent upon the enhancement of office automation. <p><i>Savings:</i> Deletion of 1 Supervisor of Typing Services post in 2000-01 (7months).</p> <p>Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 20px;">3 Personal Secretary II 3 Typist</p>	We shall be able to accommodate all deletions of posts through natural wastage or redeployment. No staff redundancy will arise. Where redeployment outside of bureau is involved, we have obtained the agreement of the Head of Grade. Suitable training, especially on information technology, has also been provided to staff to enable them to carry out their duties effectively.
	0.652	<ul style="list-style-type: none"> ● Rationalise the provision of clerical and office assistant service in divisions. <p><i>Savings:</i> Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 20px;">1 Assistant Clerical Officer 2 Clerical Assistant (10 months) 1 Clerical Officer (6months) 1 Office Assistant (6months) 1 Office Assistant (4months)</p>	
	0.351	<ul style="list-style-type: none"> ● Rationalise the ranking of an Assistant Secretary post. 	

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
		<i>Savings:</i> Regrading a Senior Administrative Officer post to Administrative Officer(11months).	
<i>Subtotal</i>	2.153		
DE/OC	1.339	<ul style="list-style-type: none"> Economise on general expenses by introducing measures such as sending documents through electronic means to cut down the expenditure on postage and printing. Optimise the use of existing furniture and equipment to avoid wastage. Make use of in-house resources in some projects, for example, updating of WebPages, artwork design for Civil Service Reform Newsletter instead of hiring outside services. 	
<i>Subtotal</i>	1.339		
Total	3.492		

- 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