

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Civil Service Bureau

Total value of EPP savings in 2002-03: **\$3.822m**, 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	0.703	<ul style="list-style-type: none"> • Rationalise the provision of clerical and office assistant service in divisions through streamlining of existing work procedures, additional use of information technology and centralisation of receive and despatch service within the bureau. <p><i>Savings:</i></p> <p>Deletion of the following posts in 2001-02 –</p> <p>2 Clerical Assistant in June 2001 (2 months)</p> <p>1 Clerical Officer in October 2001 (6 months)</p> <p>1 Office Assistant in October 2001 (6 months)</p> <p>1 Office Assistant in December 2001 (8 months)</p> <p>1 Assistant Clerical Officer and 1 Clerical Assistant in end March 2002</p> <p>Deletion of the following posts in 2002-03 –</p> <p>1 Assistant Clerical Officer in January 2003 (3 months)</p>	<p>Equitable deployment of staff among different work units and staff training on information technology ensure that service needs are fully met.</p> <p>We shall be able to accommodate all staff released from 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.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.033	<ul style="list-style-type: none"> Rationalise the ranking of an Assistant Secretary post <p><i>Savings:</i></p> <p>Regrading a Senior Administrative Officer post to Administrative Officer in May 2001 (1 month)</p>	
	1.221	<ul style="list-style-type: none"> Consequent upon the decrease in the number of government quarters, the Quartering Office has been subsumed under the Civil Service Housing Section <p><i>Savings:</i></p> <p>Deletion of the following posts in 2002-03 –</p> <p>1 Chief Executive Officer and 1 Personal Secretary II</p>	
<i>Subtotal</i>	<i>1.957</i>		
DE/OC	1.865	<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. 	
<i>Subtotal</i>	<i>1.865</i>		
Total	3.822		

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