## "Enhanced Productivity Programme: 2000-01" Booklet

## **Report on EPP Savings -- Finance Bureau**

Total value of EPP Savings: **\$2.0m**, equivalent to **1.7%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.30m savings already achieved in 1999-2000 through advance implementation of EPP and \$1.70m additional savings in 2000-01.

| Category | \$m   | EPP Measures  | Safeguards for Quality Service  |
|----------|-------|---|---|
| PE/PRE   | 0.541 | • Rationalise the internal resource management work of the Finance Bureau by transferring the department-specific resource management functions to the respective concerned policy divisions. | No staff redundancy will arise. We have obtained the agreement of the relevant Heads of Grades for deletion of the posts and arranged re-postings of the concerned staff. |
|          |       | Savings: Deletion of the following posts before 1.4.2000-   |   |
|          |       | 1 Management Service Officer I<br>2 Executive Officer I   |   |
|          |       | Offset by creation of 1 Senior Administrative Officer.  |   |
|          | 0.509 | <ul> <li>Streamline the procedures of the Estimates Central Support Team</li> <li>Savings:         <ul> <li>Deletion of 1 Executive Officer I post before 1 April 2000</li> </ul> </li> </ul> | No staff redundancy will arise as<br>the post was vacant. We have<br>obtained the agreement of the<br>concerned Head of Grade for<br>deletion of the post.                |

| Category | \$m   | EPP Measures   | Safeguards for Quality Service  |
|----------|-------|--|---|
|          | 0.130 | Reduce overtime work by re-distributing duties and streamlining procedures in the Bureau Management Unit and Legislative Council Unit.   |   |
| DE/OC    | 0.300 | <ul> <li>Streamline messengerial service and circulation of documents with better use of office automation to achieve savings in photocopying and paper costs from 1999-2000 onwards</li> <li>Economise on the use of other departmental expenses in 2000-01-         <ul> <li>Expenses in overseas duty visits</li> <li>Local entertainment expenses</li> <li>Training expenses and stationery</li> </ul> </li> </ul> | We have exercised more stringent housekeeping control and employed wider use of office automation to enhance productivity whilst achieving savings. Measures include electronic distribution of documents through Government Communication Network and Finance Bureau's Local Area Network (LAN) and provision of computer training packages on LAN, etc. |
|          | 0.820 |  |   |
| Total    | 2.000 |  |   |

## **Note**

DE:

OC:

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

i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture

i.e. Significant expenditure peculiar to a particular department's operation

Other Charges

Departmental Expenses