

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.130	<ul style="list-style-type: none"> Reduce overtime work by re-distributing duties and streamlining procedures in the Bureau Management Unit and Legislative Council Unit. 	
	<i>1.180</i>		
DE/OC	0.300	<ul style="list-style-type: none"> 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 	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.
	0.520	<ul style="list-style-type: none"> Economise on the use of other departmental expenses in 2000-01- <ul style="list-style-type: none"> Expenses in overseas duty visits Local entertainment expenses Training expenses and stationery 	
	<i>0.820</i>		
Total	2.000		

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