

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP Savings – Offices of the Chief Secretary for Administration and the Financial Secretary

Total value of EPP savings in 2002-03 : **\$3.760m**, equivalent to **1.3%** 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   |
|---------------|---------------|---|--|
| <b>PE/PRE</b> | 1.567         | <ul style="list-style-type: none"> <li>• Review staffing and rationalise deployment of duties in the Administration Wing.</li> </ul> <p style="margin-left: 20px;"><i>Savings :</i><br/>Deletion of the following posts in 2000-01-</p> <p style="margin-left: 40px;">1 Office Assistant<br/>2 Workman II</p> <p style="margin-left: 20px;">Deletion of the following posts in 2001-02-</p> <p style="margin-left: 40px;">1 Chief Executive Officer<br/>1 Personal Secretary II</p>                     | <p>The rationalisation of deployment of duties has achieved greater efficiency. The reduction of staff will not affect the quality of service.</p> |
|               | 0.770         | <ul style="list-style-type: none"> <li>• Hire private security service for the Central Government Offices instead of providing the service with in-house staff.</li> </ul> <p style="margin-left: 20px;"><i>Savings :</i><br/>Deletion of the following posts in 2000-01-</p> <p style="margin-left: 40px;">4 Property Attendant</p> <p style="margin-left: 20px;">Deletion of the following posts in 2001-02-</p> <p style="margin-left: 40px;">1 Head Property Attendant<br/>1 Property Attendant</p> |  |

| Category        | Savings (\$m) | EPP Measures in 2002-03  | Safeguards for Quality Service  |
|-----------------|---------------|--|---|
|                 |               |  | <p>We have accommodated all deletion of posts through deletion of vacant posts, natural wastage or release of staff through the Voluntary Retirement Scheme. No staff redundancy is involved.</p> <p>Affected staff are adequately briefed on the changes in work schedule brought about by the initiatives to prepare for a smooth transition.</p> |
| <i>Subtotal</i> | 2.337         |  |   |
| <b>DE/OC</b>    | 1.423         | <ul style="list-style-type: none"> <li>Plan and control the procurement of stores and services to economise the use of departmental expenses.</li> </ul> | The initiative will be implemented with due regard to the operational and resource requirements of respective Units/Offices to ensure that there is no deterioration in the quality of service.   |
| <i>Subtotal</i> | 1.423         |  |   |
| <b>Total</b>    | <b>3.760</b>  |  |   |

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