

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Transport Bureau

Total value of EPP Savings: **\$0.719m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$0.332m savings already achieved in 1999-2000 through advance implementation of EPP and \$0.387m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.474	<ul style="list-style-type: none"> • Rationalise general support services. <p style="margin-left: 40px;"><i>Savings :</i> Non-creation of the following posts -</p> <p style="margin-left: 80px;">1 Clerical Officer in 1999-2000 1 Personal Secretary II in 2000-01.</p>	Staff redundancy will not arise as the posts have not yet been created. Workload is/will be absorbed by the existing staff without affecting the standard of the general supporting services.
DE/OC	0.165	<ul style="list-style-type: none"> • Improve maintenance to reduce expenses on replacement of office furniture, stationery, and equipment. 	Through more frequent maintenance, the serviceable life span of office furniture and equipment is extended, thereby reducing the expenses for replacing them. Control on issuing stationery to staff is also tightened to avoid wastage.
	0.080	<ul style="list-style-type: none"> • Reduce expenses on hiring vehicles by encouraging the use of public transport. 	Officers have to critically assess the need for hiring vehicles. They are encouraged to use public transport where possible.
	0.245		
Total	0.719		

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