

## “Enhanced Productivity Programme: 2000-01” Booklet

### Report on EPP Savings -- Home Affairs Department

Total value of EPP Savings: **\$8.958m**, equivalent to **1%** of the total Recurrent Baseline Expenditure in 2000-01, which is subject to EPP, made up of \$2.935m saving already achieved in 1999-2000 through advance implementation of EPP and \$6.023m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
<b>DE/OC</b>	8.175	<ul style="list-style-type: none"> <li>• A review was carried out to streamline and rationalise procedures with a view to encouraging the further economic use of the provisions for departmental expenses and other charges. Savings are identified in the purchase of office stationery &amp; materials, furniture &amp; equipment and workshop service and contract maintenance. Moreover, savings are achieved by revising the mechanism of contracting out the employment of security guards for community halls/centres. Stringent control is exercised to limit the number of temporary staff to be employed and the number of hours to be worked to achieve productivity gains.</li> </ul>	<p>The following measures are adopted to ensure there is no deterioration in service quality:-</p> <ul style="list-style-type: none"> <li>(a) More competitive rates are obtained from suppliers.</li> <li>(b) Better coordination in processing subvention applications and requests for financial assistance.</li> <li>(c) More economic utilisation of resources in the purchase of office stationery and materials, office furniture and equipment etc.</li> <li>(d) Suppliers' list from various sources are obtained for wider circulation in inviting quotations.</li> </ul>
<b>Subventions</b>	0.783	<ul style="list-style-type: none"> <li>• A review of subventions to New Territories Organisations was conducted. Savings are identified through economic use of subventions.</li> </ul>	
<b>Total</b>	<b>8.958</b>		

## 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
Subventions		i.e. Recurrent payment to non-government bodies in support of their on-going expenses