

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Home Affairs Department

Total value of EPP savings in 2002-03 : **\$17.914 m**, equivalent to **2.0%** 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
PE/PRE	2.196	<ul style="list-style-type: none"> ● Review the manpower need for language services <p style="margin-left: 20px;"><i>Savings:</i> Deletion of 7 Chinese Language Officer IIs</p>	Sufficient manpower will be maintained based on the findings of the review.
	6.383	<ul style="list-style-type: none"> ● Re-distribute duties <p style="margin-left: 20px;"><i>Savings:</i> Deletion of the following posts in 2002-03 – 18 Liaison Officer IIs 1 Clerical Officer 4 Typists 1 Property Attendant</p>	Duties will be absorbed by existing staff as productivity gains.
	3.339	<ul style="list-style-type: none"> ● Close down the sub-treasuries in New Territories District Offices <p style="margin-left: 20px;"><i>Savings :</i> Deletion of 19 Assistant Clerical Officers</p>	Revenue collection service has been contracted out to Hong Kong Post.
	0.485	<ul style="list-style-type: none"> ● Rationalise the supplies services <p style="margin-left: 20px;"><i>Savings:</i> Deletion of 6 Supplies Supervisor IIs to be offset by the creation of 1 Assistant Supplies Officer and 1 Supplies Supervisor I</p>	A Central Supplies Unit will be set up to provide support service to the Headquarters and District Offices.

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	1.650	<ul style="list-style-type: none"> Rationalise the translation services <p><i>Savings:</i> Deletion of 11 Chinese Language Officer IIs to be offset by the creation of 1 Senior Chinese Language Officer and 2 Chinese Language Officer Is</p>	A Central Translation Support Unit will be set up to handle translation work for the Headquarters and District Offices.
	0.815	<ul style="list-style-type: none"> Deletion of posts in 2001-02 <p><i>Savings:</i> Deletion of following posts in 2001-02 - 7 Chinese Language Officer IIs 3 Calligraphists</p>	
<i>Subtotal</i>	<i>14.868</i>		
DE/OC	2.716	<ul style="list-style-type: none"> Reduce expenditure on equipment maintenance, contracting out of service and sourcing of additional suppliers for more competitive quotations. 	The performance of the service contractors is closely monitored under the terms of agreement. Service contracts with shorter duration are awarded for performance monitoring.
<i>Subtotal</i>	<i>2.716</i>		
Subventions	0.330	<ul style="list-style-type: none"> Identify savings from subventions to NT organizations as a result of reduction in rates payment and reduced amount of financial assistance required. 	Wider use of computer enhances communication and reduces operational expenses of the subvented organisations.
<i>Subtotal</i>	<i>0.330</i>		
Total	17.914		

- 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