

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Immigration Department

Total value of EPP Savings: **\$21.492m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE	6.473	<ul style="list-style-type: none"> Reduce the training reserve owing to lower training needs for new recruits. The Department’s recruitment action has been scaled down in the advent of EPP. <p><i>Savings :</i> Deletion of the following posts in April 2000-</p> <p>2 Immigration Officers 30 Immigration Assistants</p> <p>Corresponding post-related DE savings: \$234,000 (see 1st bullet under DE below)</p>	The staff so released will be redeployed to fill new posts created for manning additional kiosks at Lok Ma Chau Control Point. We will regularly monitor and review the situation to ensure that all staff will be adequately trained to meet the operational requirement.
	3.085	<ul style="list-style-type: none"> Reduce the staffing level corresponding to the decrease in the demand for HKSAR passports. <p><i>Savings:</i> Deletion of the following posts in June 2000-</p> <p>2 Assistant Clerical Officers 22 Clerical Assistants 1 Confidential Assistant</p> <p>Corresponding post-related DE savings: \$68,333 (see 1st bullet under DE below)</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	2.418	<ul style="list-style-type: none"> • Trim the service that will no longer be required – the Special Duties Sub-division is tasked to handle transitional matters. Its specific task will be completed by early 2000 therefore the Sub-division can be dissolved by mid 2000 after clearing the residual work. <p><i>Savings:</i> Deletion of the following posts in October 2000-</p> <ul style="list-style-type: none"> 1 Assistant Principal Immigration Officer 1 Chief Immigration Officer 2 Senior Immigration Officers 3 Immigration Officers 1 Personal Secretary II 1 Confidential Assistant 1 Clerical Assistant <p>Corresponding post-related DE savings : \$87,500 (see 1st bullet under DE below)</p>	
	1.098	<ul style="list-style-type: none"> • Review and streamline existing work process and enhance office automation in the Administration Division and Visa Control (Administration) Division. <p><i>Savings :</i> Deletion of the following posts in April 2000-</p> <ul style="list-style-type: none"> 5 Typists 3 Workmen I <p>Corresponding post-related DE savings : \$35,300 (see 2nd bullet under DE below)</p>	<p>The subject officers and clerical staff have been given adequate training and equipment for office automation, thereby reducing the requirements for typing and despatch services.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.259	<ul style="list-style-type: none"> Re-group duties to achieve staff savings. <i>Savings :</i> Deletion of the following posts in June 2000- 1 Assistant Clerical Officer 1 Property Attendant Corresponding post-related DE savings : \$5,000 (see 2nd bullet under DE below) 	<p>The workload of the deleted posts will be shared out by the existing staff in the same work units.</p>
	16.540	<ul style="list-style-type: none"> Reduce the staffing level of the Operation Support Unit by transferring part of the functions such as anti-illegal immigrant operations to the Investigation Division and the Vietnamese Section. <i>Savings</i> Deletion of the following posts in June 2000- 12 Immigration Assistants 1 Assistant Clerical Officer 10 Clerical Assistants Corresponding post-related DE savings: \$97,500 (see 2nd bullet under DE below) 	<p>Enhanced productivity is achieved through the regrouping of functions among the operational work units.</p> <p><u>Overall Remarks</u></p> <p>No staff redundancy will arise from the implementation of proposed EPP initiatives. The staff released from the deletion of posts will be absorbed through natural wastage or new creation of posts. Where general grade posts are planned for deletion we have already obtained the agreement from the Director of General Grades.</p> <p>The above EPP plans have been devised in consultation with Section/Division Heads. Staff at all levels have also been consulted through established consultative mechanism such as the Departmental Consultative Committee and internal staff meetings.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
DE/OC	0.390	<p>The two bullets below refer to savings in post-related DE</p> <ul style="list-style-type: none"> • Critically re-assess service demands <p><u>Leave and Training Reserves</u> 2 Immigration Officers 30 Immigration Assistants</p> <p><u>Documents Division</u> 2 Assistant Clerical Officers 22 Clerical Assistants 1 Confidential Assistant</p> <p><u>Special Duties Sub-division</u> 1 Assistant Principal Immigration Officer 1 Chief Immigration Officer 2 Senior Immigration Officers 3 Immigration Officers 1 Personal Secretary II 1 Confidential Assistant 1 Clerical Assistant</p>	
	0.138	<ul style="list-style-type: none"> • Re-engineer process <p><u>Administration Division and Visa Control (Adm.) Division</u> 5 Typists 3 Workmen I</p> <p><u>Administration Division</u> 1 Assistant Clerical Officer 1 Property Attendant</p> <p><u>Harbour Division</u> 12 Immigration Assistants 1 Assistant Clerical Officer 10 Clerical Assistants</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	3.032	<ul style="list-style-type: none"> Manoeuvre stock level. In view of the decreasing number of identity card applications, and after careful review of the stock level of photographic materials for production of identity cards, the quantity of each order for the materials will be carefully controlled to avoid over stocking. 	We shall review the stock of photographic materials regularly and place order to replenish the stock at quarterly interval.
	1.392	<ul style="list-style-type: none"> Adopt new method to store records of HKSAR passport applications. Under the new process for the production of HKSAR passports, one set of imaged digital records of applications are now kept in the computer. This process replaces the former method of keeping the records by microfilming. The back-up copy of the applications are now kept by more advanced microfilming technology which can store information three times of the former method. The expenditure on this item has therefore been reduced significantly. 	
	4.952		
Total	21.492		

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