

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Immigration Department

Total value of EPP savings in 2002-03 : **\$44.868 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	2.228	<ul style="list-style-type: none"> ● Pool all Immigration Assistant staff of the China Ferry Terminal to produce economy of scale and flexibility in deployment on guard, escort and patrol duties, thereby achieving manpower savings. <p><i>Savings :</i> Deletion of 12 Immigration Assistant posts in 2002-03.</p> <p>Corresponding post-related DE savings: \$96,000 (see first entry under DE/OC below).</p>	<p>The deployment of Immigration Assistant staff and service standard are closely supervised by senior officers and aided by electronic devices. No staff redundancy will arise as the incumbents will be redeployed to other work units.</p>
	0.556	<ul style="list-style-type: none"> ● Enhance office automation to reduce manpower requirements for manual data entry and despatch services in Computer Operations Section, General Section, Personnel Section and Visa Control (Administration) Section. <p><i>Savings :</i> Deletion of the following posts in 2002-03 –</p> <p>2 Clerical Assistant 1 Office Assistant 1 Typist</p> <p>Corresponding post-related DE savings: \$16,000 (see first entry under DE/OC below).</p>	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	17.497	<ul style="list-style-type: none"> • Reduce the staffing level corresponding to decreased demand for: <ul style="list-style-type: none"> (i) HKSAR Passports; (ii) replacement of Hong Kong Identity Cards; (iii) births, deaths and marriage registrations; and (iv) worker/extension of stay visas. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p>1 Clerical Officer 5 Assistant Clerical Officer 6 Clerical Assistant 1 Workman II</p> <p><i>Savings :</i> Deletion of the following posts in 2002-03 –</p> <p>6 Senior Immigration Officer 4 Immigration Officer 2 Clerical Officer 27 Assistant Clerical Officer 29 Clerical Assistant 1 Office Assistant</p> <p>Corresponding post-related DE savings: \$372,000 (see first entry under DE/OC below).</p>	<p>We will monitor closely the staffing levels in relation to changing demands. No redundancy will arise as the incumbents have either been redeployed to other work units or retired under the Voluntary Retirement Scheme. We have obtained the agreement of the Director of General Grades on the deletion of clerical posts.</p>
	11.757	<ul style="list-style-type: none"> • Delete project posts upon the completion of the following tasks: <ul style="list-style-type: none"> (i) Clearing the backlog of Certificate of Entitlement applications; (ii) Preparatory work for launching the Smart Identity Card Project; and (iii) Planning for EPP. 	<p>The manpower involved is no longer required. No staff redundancy has resulted as service grade staff have been redeployed to other work units while the general grades staff either have been returned to the Director of General Grades for reposting or have left the civil service through the Voluntary Retirement Scheme.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.321	<p><i>Savings :</i> Lapse of the following posts in 2001-02 –</p> <p>1 Chief Immigration Officer 7 Senior Immigration Officer 1 Clerical Officer 1 Assistant Clerical Officer</p> <p><i>Savings :</i> Lapse of the following posts in 2002-03 –</p> <p>1 Assistant Principal Immigration Officer 1 Chief Immigration Officer 3 Senior Immigration Officer 3 Immigration Officer 1 Executive Officer I 1 Personal Secretary II</p> <p>Corresponding post-related DE savings: \$293,000 (see first entry under DE/OC below).</p> <p>• Re-distribute the duties within the Investigation Administration Unit to enhance the productivity of the registry staff.</p> <p><i>Savings :</i> Deletion of the following posts in 2002-03 –</p> <p>1 Assistant Clerical Officer 1 Clerical Assistant</p> <p>Corresponding post-related DE savings: \$7,000 (see first entry under DE/OC below).</p>	<p>The duties of the deleted posts will be redistributed among the remaining staff in the registry. The Section Head will closely monitor the office efficiency. The agreement of the Director of General Grades has been obtained on the deletion of clerical posts.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	2.520	<ul style="list-style-type: none"> ● Rationalise the general and secretarial support service in the Airport Division, Harbour Division, Investigation Division, Information Systems (Production) Division, Finance Sub-division, Personnel Sub-division, Registration of Persons Sub-division, Staff Relations & General Sub-division and Supplies Section. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 1 Assistant Clerical Officer 1 Senior Typist 1 Head Property Attendant 2 Workman II 5 Photographer II <p><i>Savings :</i> Deletion of the following posts in 2002-03 –</p> <ul style="list-style-type: none"> 3 Assistant Clerical Officer 1 Clerical Assistant 1 Motor Driver 1 Workman II 1 Photographer II <p>Corresponding post-related DE savings: \$54,000 (see first entry under DE/OC below).</p>	<p>The duties of the deleted posts will be redistributed among the remaining staff of the respective offices with due reference to their operational requirements. No staff redundancy will arise as the incumbents have left the civil service through the Voluntary Retirement Scheme.</p>
	0.667	<ul style="list-style-type: none"> ● Group the East Kowloon Marriage Registry under the command of the Section Head of Tsim Sha Tsui Marriage Registry to achieve manpower savings. <p><i>Savings :</i> Deletion of 1 Senior Immigration Officer post in 2002-03.</p>	<p>The restructuring initiative was made with due reference to the workload and the distance between the two Marriage Registries. The Section Head will monitor closely the quality of supervision to ensure no adverse impact on service delivery.</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	<p>0.415</p> <p>3.889</p> <p>Subtotal 39.850</p>	<p>Corresponding post-related DE savings: \$12,000 (see first entry under DE/OC below).</p> <ul style="list-style-type: none"> • Enhance the efficiency of the Travel Document Information System (TDIS) Control Section by reprioritising administrative duties to be undertaken during slackened time slots of the TDIS Control operation. <p><i>Savings :</i> Deletion of 1 Immigration Officer post in 2002-03.</p> <p>Corresponding post-related DE savings: \$12,000 (see first entry under DE/OC below).</p> <ul style="list-style-type: none"> • Thin out staffing level during non-peak traffic hours at the Airport Control Point. <p><i>Savings :</i> Deletion of the following posts in 2000-01 –</p> <p>8 Chief Immigration Assistant</p> <p><i>Savings :</i> Deletion of the following posts in 2002-03 –</p> <p>2 Immigration Officer 2 Senior Immigration Assistant</p> <p>Corresponding post-related DE savings: \$120,000 (see first entry under DE/OC below).</p>	<p>The Section Head will monitor closely the service standard provided to TDIS users.</p> <p>Shift commanders will monitor the staffing levels with due reference to fluctuating passenger volume and ensure that the performance pledge is met.</p>
DE/OC	0.982	<ul style="list-style-type: none"> • Achieve savings in post-related DE from the deletion of 151 posts. Please refer to the bullets under PE/PRE above. 	

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	2.000	<ul style="list-style-type: none"> Achieve savings in hardware maintenance cost : Following the Central Processing Unit Mainframe Upgrade of departmental systems, a more favourable maintenance contract was obtained from the service providers. 	The Information Systems (Production) Division will ensure that the saving is achieved without lowering the maintenance service standard.
	2.036	<ul style="list-style-type: none"> Reduce the expenditure on purchasing 'KCR concession tickets' for staff working at Lo Wu Control Point as the concession tickets were replaced by 'Personalised Octopus'. 	An alternative is made available by KCRC to all staff working at Lo Wu Control Point to travel to and from work at a lower fare.
<i>Subtotal</i>	<i>5.018</i>		
Total	44.868		

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