

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Inland Revenue Department

Total value of EPP Savings : **\$11.838m**, 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/PRE	1.527	<ul style="list-style-type: none"> ● Merge the Field Audit Group with the Investigation Unit to achieve better utilisation of staff resources. <i>Savings :</i> Deletion of the following posts in 2000-01 - 1 Senior Taxation Officer 1 Taxation Officer 1 Assistant Clerical Officer Reduction in overtime allowance. ● Merge the clerical support functions of various working teams within the special groups handling property dealing and service companies, etc. in Unit 2. <i>Savings :</i> Deletion of 1 Clerical Assistant post in 2000-01. 	<p>We shall step up staff training on procedural and technical matters and provide counselling to them before they are required to take on additional duties in order to ensure that the quality of service will be maintained. Staff can also voice their feedback and proposals on EPP through existing communication channels such as Departmental Consultative Committee, General Grades Consultative Committee and Meet-the-Staff Programme.</p> <p>No staff redundancy will arise. We have already obtained the agreement from the Director of General Grades for the deletions and downgrading of posts held by general grade staff. For departmental staff, we shall be able to accommodate all deletions and downgrading of posts through natural wastage or internal redeployment.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	2.780	<ul style="list-style-type: none"> • Simplify working procedures to allow for redistribution of duties to lower rank staff in the Estate Duty Office. <p><i>Savings :</i> Downgrading of 1 Assistant Clerical Officer post to Clerical Assistant in 2000-01.</p> <ul style="list-style-type: none"> • Enhance computer functions relating to the processing of employers' returns of emoluments paid to employees, the identification of straightforward cases among returns for individuals for rapid assessment action and the updating of property ownership records; and introduce various electronic payment methods like payment via bank ATMs and on internet. <p><i>Savings :</i> Deletion of the following posts in 2000-01 :</p> <p style="padding-left: 40px;">3 Assistant Clerical Officer 2 Clerical Assistant</p> <p>Reduction in overtime allowance.</p>	<p>We shall closely monitor staff performance in terms of both quality and quantity. Applications for overtime work will be assessed critically. Relevant Units / Sections of the department will be required to submit reports on the work done during overtime period for the purpose of counter-checking with the original applications to ensure the best utilisation of overtime allowances.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.858	<ul style="list-style-type: none"> • Enhance work efficiency and smoothen work process through redesigning of workflow and better co-ordination of work among different divisions in Profits Tax Unit; and re-shuffling of duties among staff of the Inspection Section. <p><i>Savings :</i> Deletion of 2 Tax Inspector II posts on 2.5.2000 and 2.6.2000 respectively.</p> <p>Reduction in overtime allowance.</p>	
	3.506	<ul style="list-style-type: none"> • Streamline work procedures relating to the processing of tax returns, including those for taxpayers with marginal tax liabilities. <p><i>Savings :</i> Deletion of 2 Assistant Clerical Officer posts in 2000-01.</p> <p>Reduction in overtime allowance.</p>	
	9.671		
DE/OC	1.670	<ul style="list-style-type: none"> • Conduct a comprehensive review of existing office equipment maintenance schedule to avoid wastage. Contracts for maintenance service for computer equipment lining up for replacement will not be renewed upon expiry. 	The delivery of customer service under Performance Pledge Programme and the provision of administration support will be closely monitored at regular intervals.

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.497	<ul style="list-style-type: none"> Revise work schedules to allow for even distribution of workload throughout the year, thus reducing requirement for temporary staff in the Collection (Enforcement) Section, the Business Registration Office, the checking team of the Assignment Sub-section of the Stamp Office and the Departmental Administration. 	<p>Revise work schedules to minimise seasonal fluctuation of workload. We shall update staff handbook incorporating these changes on work schedule and provide briefing to ensure that all staff concerned understand the arrangement.</p> <p>In order to achieve cost effectiveness, ad hoc maintenance service will be called for on a need basis for computer equipment to be phased out. It enables maintenance service requirements to tie in well with actual wear and tear of the equipment.</p>
	2.167		
Total	11.838		

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