

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP Savings -- Information Services Department

Total value of EPP savings in 2002-03: **\$7.279 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	3.949	<ul style="list-style-type: none"> <li>• Streamline systems and procedures and re-distribute duties and responsibilities.</li> </ul> <p><i>Savings:</i> Deletion/Re-grading of the following posts –</p> <p><u>2001-02</u> 2 Senior Information Officer 1 Assistant Clerical Officer 1 Office Assistant 1 Confidential Assistant 3 Calligraphist 3 Clerical Assistant 2 Personal Secretary II</p> <p><u>2002-03</u> 3 Information Officer 1 Property Attendant 2 Clerical Assistant (half-year provision) 1 Supplies Supervisor II (half-year provision) 2 Supplies Attendant (half-year provision)</p> <p><i>Additional Requirements:</i> Creation of 2 Clerical Assistant posts in 2001-02 Creation of 1 Senior System Manager in 2002-03</p>	<p>The deletions are resulted from a review of manpower requirement. Systems and procedures are streamlined to ensure that the same level of service is maintained. No staff redundancy had arisen / will arise as the posts had been / will be vacant through natural wastage or release of surplus staff through the Voluntary Retirement Scheme or redeployment.</p>
	0.586	<ul style="list-style-type: none"> <li>• Bring in alternative mode of operation, i.e. employment of contract staff, to enhance</li> </ul>	<p>The deletions are resulted from a review of manpower requirement. Sufficient number of contract staff</p>

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
	0.020	<p>efficiency</p> <p><i>Savings :</i>  Deletion of the following posts in 2002-03 (saving of half-year provision):  2 Assistant Clerical Officer  4 Clerical Assistant  2 Office Assistant</p> <ul style="list-style-type: none"> <li>Reduction in the expenditure of overtime allowance as a result of deletion of the above posts</li> </ul>	<p>will be employed to ensure the same level of service is maintained. The Heads of Grades will arrange release of surplus staff through re-deployment prior to the actual deletion.</p> <p>Close monitoring and regular reviews will be conducted to ensure that the same level of service is maintained.</p>
<i>Subtotal</i>	4.555		
<b>DE/OC</b>	2.724	<ul style="list-style-type: none"> <li>Same as 2001-02, proportional reduction has been applied to all expenditure items under DE and OC to further inculcate the positive culture in better utilisation of resources. Savings continue to be achieved by, among others, wider use of information technology including the use of internet and intranet which will lead to reduced expenditure on IDD fax, photocopying and equipment maintenance. Savings in equipment maintenance is also achieved by non-renewal of maintenance contracts for selected types of computer equipment. Other measures include better control on printing requirement on saleable and non-saleable publications and better control on postal and courier expenses.</li> </ul>	<p>Close monitoring and regular reviews will be conducted to ensure that the same level of service is maintained.</p>
<i>Subtotal</i>	2.724		
<b>Total</b>	<b>7.279</b>		

PE : Personal Emoluments i.e. Staff salaries and allowances  
PRE : Personal 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.

OC :	Other Charges	fuel, travelling expenses and furniture 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