

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Department of Justice

Total value of EPP Savings: **\$8.689m**, equivalent to **1.07%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE	4.216	<ul style="list-style-type: none"> • Continue to exercise stringent control over the payment of overtime allowances. • Tighten up the existing policy on acting appointments. 	<p>Section Heads are advised to better plan and organise the work/projects to avoid regular or excessive overtime work required.</p> <p>Where it is unavoidable for staff to undertake overtime work, they would be recompensed by time-off in lieu as far as practicable.</p> <p>Payment of acting allowances would only be arranged when the approving authorities are satisfied that the officers concerned have to work extra hours and that the sharing of the additional work by other officers is not a feasible option. In any cases, we would ensure that the operation of the office would not be affected.</p>
DE/OC	0.873	<ul style="list-style-type: none"> • Strengthen the control over the procurement of publications and better utilize the general departmental expenses. 	<p>Enhancing service quality through better coordination. Divisional representatives met at the Departmental Administration Committee Meeting every month to review the use of existing resources.</p> <p>Through better co-ordination and tighter control, fewer copies of publications would be procured.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
	3.600	<ul style="list-style-type: none"> Strengthen the control over briefing out legal work to outside professionals. 	We will be able to maintain the service quality through more flexible use of human resources to reduce the amount of work to be briefed out.
	4.473		
Total	8.689		

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