

**“Enhanced Productivity Programme: 2002-03” Booklet**  
**Report on EPP Savings -- Department of Justice**

Total value of EPP savings in 2002-03 : **\$16.227 m**, equivalent to **1.9%** 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%**.

<b>Category</b>	<b>Savings (\$m)</b>	<b>EPP Measures in 2002-03</b>	<b>Safeguards for Quality Service</b>
<b>PE/PRE</b>	4.797	<ul style="list-style-type: none"> <li>• Re-allocate and streamline the work of existing staff so as to achieve better utilisation of resources and enhance effectiveness.</li> </ul> <p><i>Savings:</i>            Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> <li>1 Senior Chinese Language Officer</li> <li>3 Chinese Language Officer I</li> <li>1 Chinese Language Officer II</li> <li>1 Assistant Clerical Officer</li> <li>8 Clerical Assistant</li> <li>1 Typist</li> <li>3 Office Assistant</li> </ul> <p>Net savings upon deletion and creation of a number of posts in 2001-02.</p>	<p>We will maintain service quality through more flexible use of human resources and streamlining of office procedure.</p> <p>The proposal is implemented through deletion of vacant posts, release of surplus staff through the Voluntary Retirement Scheme or redeployment of surplus staff. No staff redundancy will arise. Agreements have been sought from relevant Heads of Grades on the deletion of posts.</p> <p>Suitable training and guidance will be provided where necessary.</p>
<i>Subtotal</i>	4.797		

Category	Savings (\$m)	EPP Measures in 2002-03	Safeguards for Quality Service
DE/OC	0.680	<ul style="list-style-type: none"> <li>Adjust downward the rates of honoraria payable to legal trainees in accordance with the lowering of the benchmark and the starting pay point for the Government Counsel grade.</li> </ul>	Maintain the internal pay relativity within the Department of Justice.
	3.835	<ul style="list-style-type: none"> <li>Promote wider application of information technology and office automation with a view to streamlining the procedures and systems and to better utilise the available resources.</li> </ul>	<p>Continue to enhance the existing control measures.</p> <p>Provide more training to staff so as to keep them abreast of the current development of information technology.</p>
	6.915	<ul style="list-style-type: none"> <li>Strengthen the control over briefing out legal and related professional work to outside professionals.</li> </ul>	Maintain the service quality through more flexible use of available resources.
<i>Subtotal</i>	<i>11.430</i>		
<b>Total</b>	<b>16.227</b>		

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