



Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><i>Savings :</i> Deletion of 1 Clerical Assistant post in 1999-2000.</p> <ul style="list-style-type: none"> <li>• Discard the maintenance of unnecessary records and shorten the processing path and redistribute the duties in the Accounts and Supplies Section.</li> </ul> <p><i>Savings :</i> Deletion of 1 Clerical Assistant post on 1.4.2000.</p> <ul style="list-style-type: none"> <li>• Rationalise the provision of library service in the Department</li> </ul> <p><i>Savings :</i> Deletion of 1 Assistant Clerical Officer on 1.4.2000.</p>	<p>Upon deletion of the post, a Clerical Assistant will be returned to the Director of General Grades (DGG). We have obtained the agreement from DGG.</p> <p>Other duties of the Clerical Assistant post to be deleted will be absorbed by the Assistant Clerical Officer and the remaining Clerical Assistant.</p> <p>Upon deletion of the post, a Clerical Assistant will be returned to DGG. We have obtained the agreement-in-principle from DGG.</p> <p>The essential service required for the smooth operation of the Department will be maintained. We shall make use of other service available in other related departments or the public libraries, as appropriate.</p> <p>Upon deletion of the post, an Assistant Clerical Officer will be returned to DGG. We have obtained the agreement-in-principle from DGG.</p>
	0.978	<ul style="list-style-type: none"> <li>• Re-engineer the existing workflow and division of labour to maximise the utilisation of resources in the Legal Aid Assistant Teams, the Training Unit and the Administration Unit of the Kowloon Branch Office.</li> </ul>	<p>The workload of the Law Clerk post in the Training Unit has been shared out by the Senior Training Officer as well as the Assistant Clerical Officer deployed from the Personal Registry.</p>

Category	\$m	EPP Measures	Safeguards for Quality Service
		<p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p>2 Legal Aid Assistants 1 Law Clerk</p> <p>Deletion of 1 Assistant Clerical Officer post in 2000-01.</p> <ul style="list-style-type: none"> <li>• Redeploy posts from other sections to the Insolvency, Costing &amp; Enforcement Section to maintain acceptable standard of service and to meet the performance pledge on processing time in light of the upsurge of applications.</li> </ul> <p><i>Savings :</i> Redeployment of the following posts in 1999-2000 -</p> <p>2 Law Clerks 1 Assistant Clerical Officer</p>	<p>Upon deletion of the post, an Assistant Clerical Officer will be returned to DGG. We have obtained the agreement-in-principle from DGG.</p> <p>Where there is a change in the process of service delivery, suitable on-the-job training has been/ will be provided to the staff so as to ensure that they can adapt to the changes.</p>
<b>Total</b>	<b>2.611</b>		

Note

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| 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                             |