

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings – Management Services Agency

Total value of EPP savings in 2001-02: **\$1.111 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 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
PE/PRE	0.292	<ul style="list-style-type: none"> Review and reorganise the secretarial support services. <p><i>Savings:</i> Deletion of 1 Personal Secretary I post in 2001-02.</p>	<p>After the reorganisation, the remaining secretarial staff will share the duties of the departing officer. We have already obtained the agreement of the Director of General Grades for the deletion of the post. The officer concerned will be deployed to other bureau/department. No staff redundancy will arise.</p> <p>We shall ensure the effective deployment of duties among the officers acting in the posts so that the service will not suffer.</p>
	0.300	<ul style="list-style-type: none"> Control over the acting appointments for officers relieving others on leave and hence reduce acting allowances correspondingly. 	
<i>Subtotal</i>	<i>0.592</i>		
DE/OC	0.519	<ul style="list-style-type: none"> Reduce expenditure on office equipment, machine, stationary and consumables. 	<p>The quality of service will be maintained through wider use of IT, streamlining operational procedures, optimising use of machine and economising the use of consumables.</p>
	<i>Subtotal</i>	<i>0.519</i>	
Total	1.111		

- 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