

## “Enhanced Productivity Programme: 2001-02” Booklet

### Report on EPP Savings – Official Receiver’s Office

Total value of EPP savings in 2001-02 : **\$2.710m**, equivalent to **2.0%** of total recurrent baseline expenditure in that year that is subject to EPP. Total EPP savings achieved by 2001-02 on a **cumulative** basis is **3.0%**.

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
<b>PE/PRE</b>	0.842	<ul style="list-style-type: none"> <li>● Redistribute work and redesign work scope within the Legal Services Division.</li> </ul> <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <p style="margin-left: 40px;">1 Solicitor 1 Personal Secretary II</p>	The redistribution of work and redesigning of work scope have led to better and more efficient use of human resources and time within the Legal Services Division. The solicitor’s post proposed to be deleted has been vacant. The Personal Secretary II is linked to the deleted solicitor’s post and is no longer required as a consequence thereof. No staff redundancy will arise. The Personal Secretary II will be redeployed to other departments and we have already obtained the agreement of the Director of General Grades.
	0.693	<ul style="list-style-type: none"> <li>● Reorganise teams under Case Management Division into specialised winding-up and bankruptcy teams and centralise release work (with streamlined procedures) in a special task force formed by pooling together clerical staff handling release in the various teams to work under the close supervision of a designated Insolvency Officer.</li> </ul> <p style="margin-left: 40px;">Corresponding reduction in overtime allowance.</p>	The reorganisation and the set up of the special task force have enhanced division of labour resulting in greater efficiency in terms of output and thus reducing overtime work.
<i>Subtotal</i>	<i>1.535</i>		

Category	Savings (\$m)	EPP Measures in 2001-02	Safeguards for Quality Service
DE/OC	1.175	<ul style="list-style-type: none"> <li>Reduce hiring of temporary officers, training and other departmental expenses.</li> </ul>	This can be achieved through the above reorganisation and the outsourcing of part of the summary winding-up cases to private insolvency practitioners selected by tender, who will act as provisional liquidators in place of Official Receiver in accordance with the <i>Companies Ordinance</i> .
<i>Subtotal</i>	<i>1.175</i>		
<b>Total</b>	<b>2.710</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