

“Enhanced Productivity Programme: 2002-03” Booklet

Report on EPP Savings – Official Receiver’s Office

Total value of EPP savings in 2002-03 : **\$2.777m**, 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 2002-03 on a **cumulative** basis is **5.0%**.

Category	Savings \$m	EPP Measures in 2002-03	Safeguards for Quality Service
PE/PRE	0.662	<ul style="list-style-type: none"> Redesign work scope and redistribute work within the Legal Services Division <p><i>Savings :</i> Deletion of the following post in 2002-03 -</p> <p>1 Solicitor</p>	The redesign of work scope and redistribution of work will lead to more efficient and better use of human resources and time within the Legal Services Division.
	0.372	<ul style="list-style-type: none"> Reshuffle duties of all personal secretaries. <p><i>Savings :</i> Deletion of the following posts in 2002-03 -</p> <p>2 Personal Secretary II</p>	The completion of Local Area Network Expansion project and the installation of confidential mail and phone mail systems in late 2001 have reduced the need for personal secretaries’ service.
	0.097	<ul style="list-style-type: none"> Review the ranking of the Officer-in-charge of the Tsuen Wan Store critically <p><i>Savings :</i> Downgrading of 1 Senior Clerical Officer post to Clerical Officer in 2001-02.</p>	The number of seized documents kept in Tsuen Wan Store has come down following the contracting out of winding-up cases. Hence, the downgrading will not affect the quality of service.
	0.363	<ul style="list-style-type: none"> Reorganise the structure of the Financial Services Division. <p><i>Savings :</i> Deletion of 1 Treasury Accountant post offset by creation of 1 Clerical Officer post in 2002-03</p>	The streamlined work arrangements results in enhanced productivity.

Category	Savings \$m	EPP Measures in 2002-03	Safeguards for Quality Service
	0.100	<ul style="list-style-type: none"> Streamline the procedures in the Case Management Division according to the review results of the special task force. <p>Corresponding reduction in overtime allowance.</p>	<p>Deletion of the above posts will not give rise to staff redundancy. Where redeployment outside of department is involved, we have already obtained the agreement of the relevant Heads of Grades.</p> <p>The streamlining has enhanced division of labour resulting in greater efficiency in terms of output and reducing overtime work.</p>
	0.181	<ul style="list-style-type: none"> Rationalise outdoor investigation work of clerical officers to reduce the number of outdoor working days. <p>Corresponding reduction in hardship allowance.</p>	<p>Despite the reduced number of outdoor working days, the same number of sites can be visited through better co-ordination of outdoor investigation work. There is no deterioration in the quality of service.</p>
<i>Subtotal</i>	<i>1.775</i>		
DE/OC	1.002	Reduce departmental expenses including search fees for land property and companies.	It will be achieved through the streamlining of procedures for bankruptcy administration and the outsourcing of part of the summary winding-up cases to private insolvency practitioners.
<i>Subtotal</i>	<i>1.002</i>		
Total	2.777		

- 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