

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Printing Department

Total value of EPP Savings: **\$4.744m** equivalent to **1.9%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$3.364m savings already achieved in 1999-2000 through advance implementation of EPP and \$1.380m additional savings in 2000-01.

| Category | \$m | EPP Measures | Safeguards for Quality Service | |
|---------------|-------|---|--------------------------------|---|
| PE/PRE | 1.500 | <ul style="list-style-type: none"> ● Reduce overtime allowances by revising shift duty patterns. The original 15-minute job handover in between the two shifts was shortened to 5 minutes, resulting in an increase in production hours. | | |
| | 0.050 | <ul style="list-style-type: none"> ● Stop Extraneous Duty Allowance (Non-standard) payment to Printing Technicians I for operating 2-colour and 4-colour printing presses. | | |
| | 1.250 | <ul style="list-style-type: none"> ● Reduce overtime allowance and acting allowance by exercising more stringent control and administration of these two allowances. | | |
| | 0.182 | <ul style="list-style-type: none"> ● Delete 1 Personal Secretary II post upon return of the supernumerary Chief Executive Officer post to General Grades Office and re-organisation of duties in Administration Division. | | The incumbent was transferred out of the department in early August 1999. |
| | 0.252 | <ul style="list-style-type: none"> ● Delete 3 Craft Apprentice posts. | | The three apprentices had already completed their apprenticeship in the department in March 1999. |

| Category | \$m | EPP Measures | Safeguards for Quality Service |
|--------------|--------------|---|--|
| | 0.130 | <ul style="list-style-type: none"> Install combination locks with intercom facilities, resulting in savings of two Property Attendant posts. <p><i>Savings:</i> Deletion of 1 Property Attendant post.</p> <p>Redeployment of 1 Property Attendant to take up a vacant Workman I's duties on a trial basis.</p> | The incumbent had already left service after his pre-retirement leave in late July 1999. |
| | 3.364 | | |
| DE/OC | 1.380 | <ul style="list-style-type: none"> Hand over Stationery Store and Government Forms /Government Envelops management to the Government Supplies Department in October 1999. <p><i>Savings:</i> The transfer would free up the space now occupied by the department in the Wang Cheong Depot in Cheung Sha Wan for storage of papers.</p> <p>Transportation cost to be saved in 2000-01 for moving papers from Wang Cheong Depot to the department's own paper store.</p> | |
| Total | 4.744 | | |

Note

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