

‘Enhanced Productivity Programme: 2001-02’ Booklet

Report on EPP Savings – Printing Department

Total value of EPP savings in 2001-02: **\$4.161 m**, equivalent to **1.7%** 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 **3.5%**.

| Category | Savings (\$m) | EPP Measures in 2001-02 | Safeguards for Quality Service |
|-----------------|---------------|---|---|
| PE/PRE | 3.885 | <ul style="list-style-type: none"> • Re-distribute workload and responsibilities in various divisions to achieve optimal deployment of staff resources. <p><i>Savings :</i> Deletion of the following posts in 2001-02 –</p> <ul style="list-style-type: none"> 2 Printing Officer 3 Printing Technician I 11 Printing Technician II 1 Proofreader 1 Artisan 1 Property Attendant 4 Workman I 1 Office Assistant | We shall be able to accommodate the deletion of the 24 posts through deletion of existing vacancies, internal redeployment, improvement of machinery and gradual outsourcing. No staff redundancy will arise as a result. |
| <i>Subtotal</i> | 3.885 | | |
| DE/OC | 0.276 | <ul style="list-style-type: none"> • Minimise overtime work of the resident staffs of Electrical and Mechanical Services Trading Fund (EMSTF). | We have asked the resident staff of EMSTF to streamline their operations with a view to reducing the weekly overtime work while maintaining the quality of service at the present level. |
| <i>Subtotal</i> | 0.276 | | |
| Total | 4.161 | | |

PE : Personal Emoluments

PRE : Personnel Related Expenses

DE: Departmental Expenses

OC: Other Charges

Subventions

i.e. Staff salaries and allowances

i.e. Costs related to the employment of staff other than pay and allowances e.g. pensions, staff housing

i.e. The day to day operating expenses of departments e.g. fuel, travelling expenses and furniture

i.e. Significant expenditure peculiar to a particular department's operation

i.e. Recurrent payment to non-government bodies in support of their on-going expenses