

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP savings -- Rating and Valuation Department

Total value of EPP Savings: **\$8.907m**, equivalent to **2.28%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$2.072m savings already achieved in 1999-2000 through advance implementation of EPP and \$6.835m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE	1.303	<ul style="list-style-type: none"> • Generalise typing duties. Staff will use personal computers for typing in English, and for Chinese processing as far as practicable. Some clerical staff will handle Chinese processing as a main duty, on a rotation basis. They have been receiving training in the last 2 years. <p><i>Savings:</i> Deletion of the following posts in 1999-2000 –</p> <ul style="list-style-type: none"> 1 Supervisor of Typing Services 2 Personal Secretaries II 2 Senior Typists 1 Calligraphist 	We will be able to accommodate all deletions through natural wastage or internal redeployment. Approvals from relevant Heads of Grades have been obtained.
	0.769	<ul style="list-style-type: none"> • Computerise the Plans Section. Computer system will be used to substantially replace the present manual cartographic work. <p><i>Savings:</i> Deletion of 4 Technical Officer/Trainee posts in 1999-2000.</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	2.000	<ul style="list-style-type: none"> Review and streamline the procedures to reduce work and backlog, hence reducing allowance expenditure. 	
	4.072		
DE	4.835	<ul style="list-style-type: none"> Review the economic life of individual personal computers and equipment, and also their maintenance schedule to avoid wastage. Reduce cost in transportation and delivery by making good use of public transport and the central despatch system. Economise on the use in electricity, paper and other consumables. 	With regard to maintaining personal computers and related computer equipment, we will establish our own Helpdesk in 2000-01, with the aims that: (a) the performance of personal computers will be up to the required standard; (b) the economic life of equipment will be assessed with reference to its performance; and (c) servicing contracts for personal computers will only be renewed if cost-effectiveness is achieved.
Total	8.907		

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