

“Enhanced Productivity Programme: 2000-01” Booklet

Report on EPP Savings -- Student Financial Assistance Agency

Total value of EPP Savings: **\$0.826m**, equivalent to **1%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.100	<ul style="list-style-type: none"> • Reduce overtime allowances by compensating staff for overtime work with time-off in lieu as far as practicable. 	We will carefully monitor the workload and time-off roster to ensure that time-off in lieu is granted during non-peak periods and service delivery will not be affected.
DE/OC	0.148	<ul style="list-style-type: none"> • Contract out the packing and delivery of forms to schools for the Kindergarten Fee Remission Section. 	We have stipulated the service standard in the service contracts and will closely monitor the contractor’s performance accordingly.
	0.578	<ul style="list-style-type: none"> • Centralise and re-align the deployment of contract assistant clerks among the various sections and maximise the cost-effectiveness of resources through better planning and co-ordination. 	Every effort is made to ensure that operational requirements are fully met and service standard would not be affected. No staff redundancy will arise as only contract staff are involved.
	<i>0.726</i>		
Total	0.826		

Note

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| 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 |

