

“Enhanced Productivity Programme : 2001-02” Booklet

Report on EPP Savings – Student Financial Assistance Agency

Total value of EPP Savings: **\$1.692m**, equivalent to **2.0%** of total recurrent baseline expenditure in 2001-02 which 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 **3.0%**.

Category	Savings (\$m)	EPP Measures 2001-02	Safeguards for Quality Service
PE/PRE	0.235	<ul style="list-style-type: none"> Reduce overtime allowance by compensating staff for overtime work with time-off as far as practicable. 	We will carefully monitor the workload and time-off roster to ensure that time-off is granted during non-peak periods and service delivery will not be affected.
	0.523	<ul style="list-style-type: none"> Reduce acting allowance by staggering the leave taken by officers in the same division. 	Both the supervisor as well as other team members will share out the work of the officers on leave whenever possible.
	<i>Subtotal</i>	<i>0.758</i>	
DE/OC	0.150	<ul style="list-style-type: none"> Contract out the packing and delivery of application forms to schools for various financial assistance schemes for primary / secondary students. 	The service standard of the contractors will be closely monitored.
	0.400	<ul style="list-style-type: none"> Flexibly deploy contract staff between various sections / units to cope with seasonal fluctuation in their workload. 	The deployment of contract staff would be centrally co-ordinated and monitored by the Administration Section to ensure that adequate manpower support is provided to the various sections.
	0.100	<ul style="list-style-type: none"> Reduce the use of paper through office automation. 	The wider use of information technology will not only save paper but will also lead to more effective and efficient dissemination of information.

Category	Savings (\$m)	EPP Measures 2001-02	Safeguards for Quality Service
	0.284	<ul style="list-style-type: none"> Reduce printing expenditure through stocking fewer forms and printing some simple forms in-house. 	We will closely monitor the stock of forms to ensure availability of sufficient copies for distribution .
<i>Subtotal</i>	0.934		
Total	1.692		

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