

“Enhanced Productivity Programme : 2000-01” Booklet

Report on EPP Savings -- Treasury

Total value of EPP Savings: **\$16.859m**, equivalent to **5.08%** of total Recurrent Baseline Expenditure in 2000-01 which is subject to EPP, made up of \$9.773m savings already achieved in 1999-2000 through advance implementation of EPP and \$7.086m additional savings in 2000-01.

Category	\$m	EPP Measures	Safeguards for Quality Service
PE/PRE	0.151	<ul style="list-style-type: none"> ● Return a government van to the Government Land Transport Agency for redeployment due to rationalisation of operational need. <p><i>Savings :</i> Deletion of 1 Motor Driver post in 1999-2000.</p> <p>Corresponding reduction in DE of \$0.025m for savings in petrol and maintenance (see first bullet under DE below).</p>	We shall be able to accommodate all deletion of posts through natural wastage or staff redeployment. The agreement of relevant Heads of Grades has been obtained.
	1.733	<ul style="list-style-type: none"> ● Decentralise the responsibilities for procurement of government air passages to departments. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 –</p> <p style="padding-left: 40px;">1 Accounting Officer I 1 Senior Clerical Officer 1 Clerical Officer 3 Assistant Clerical Officer</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	4.420	<ul style="list-style-type: none"> ● Dispense with the double checking of payment vouchers in the Treasury. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 –</p> <p style="padding-left: 40px;">1 Senior Clerical Officer 8 Clerical Officer 7 Assistant Clerical Officer 3 Clerical Assistant</p>	<p>Where there are changes involving decentralisation of responsibilities to individual departments, we have provided/will provide adequate guidelines and training to staff in departments to ensure that the revised procedures are complied with.</p>
	1.375	<ul style="list-style-type: none"> ● Re-organise the Postal Remittance Office. Achieve the best value for money in view of the continuous drop in workload caused by the change of payment method of the general public for settlement of government bills from mail/over-the-counter to more automated means. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 -</p> <p style="padding-left: 40px;">6 Assistant Clerical Officer 2 Clerical Assistant</p>	<p>For changes involving re-organisation of work or streamlining of work process, we will provide suitable training/guidance to staff to ensure that they can adapt to the transition.</p> <p>To ensure that the service provided by the temporary staff is up to the standard required, we will provide proper training/guidance to them and closely monitor their performance.</p>
	0.142	<ul style="list-style-type: none"> ● Re-organise the Sub-Treasuries to allow for better use of resources. <p><i>Savings :</i> Deletion of 2 Clerical Assistant posts in 2000-01 (on 1.10.2000)</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	1.578	<ul style="list-style-type: none"> ● Review and streamline existing work process in the Passages & Education Allowances Division. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 –</p> <p style="padding-left: 40px;">2 Clerical Officer 4 Assistant Clerical Officer 1 Clerical Assistant</p> <p>Deletion of 1 Office Assistant post in 2000-01 (on 1.4.2000).</p>	
	0.324	<ul style="list-style-type: none"> ● Review and streamline existing work process in the Security Division and Financial Management Services Division. <p><i>Savings :</i> Deletion of the following posts in 1999-2000 –</p> <p style="padding-left: 40px;">1 Assistant Clerical Officer 1 Clerical Assistant</p>	
	0.292	<ul style="list-style-type: none"> ● Review and streamline existing work process in the Internal Audit Section. <p><i>Savings :</i> Deletion of 1 Clerical Officer post in 1999-2000.</p>	

Category	\$m	EPP Measures	Safeguards for Quality Service
	0.142	<ul style="list-style-type: none"> Review and streamline existing work process in the Administration Branch. <p><i>Savings :</i> Deletion of 2 Clerical Assistant posts in 2000-01 (on 1.10.2000).</p>	
	2.283	<ul style="list-style-type: none"> Reduce overtime work by existing staff through better utilisation of resources and employ temporary staff to cope with the increased workload during peak periods. <p><i>Additional requirements :</i> DE of \$0.606m (see second bullet under DE below).</p>	
	<i>12.440</i>		
DE/OC	0.025	<ul style="list-style-type: none"> Please refer to the first bullet under PE/PRE above. 	
	(0.606)	<ul style="list-style-type: none"> Please refer to the last bullet under PE/PRE above. 	
	5.000	<ul style="list-style-type: none"> Use a new security service contract on cash transportation service. 	We have stipulated the service standard in the service contract and will closely monitor the contractor's performance.
	<i>4.419</i>		
Total	16.859		

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