

## “Enhanced Productivity Programme: 2002-03” Booklet

### Report on EPP Savings -- Treasury

Total value of EPP savings in 2002-03 : **\$9.139m**, equivalent to **2.6%** 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 2002-03 on a **cumulative** basis is **7.8%**.

| Category      | Savings (\$m) | EPP Measures in 2002-03   | Safeguards for Quality Service   |
|---------------|---------------|---|--|
| <b>PE/PRE</b> | 0.421         | <ul style="list-style-type: none"> <li>• Downsize the Sub-Treasuries in line with reduced public demand.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 20px;">1 Assistant Clerical Officer<br/>1 Office Assistant<br/>1 Property Attendant</p> | <p>In view of the continuous drop in workload caused by the change of payment methods for settlement of government bills by the general public from over-the-counter/ by mail to more automated means, the Sub-Treasuries and Postal Remittance Office can be downsized to achieve the best value for money.</p> |
|               | 0.612         | <ul style="list-style-type: none"> <li>• Downsize the Postal Remittance Office in line with reduced public demand.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 20px;">1 Assistant Clerical Officer<br/>3 Clerical Assistant</p>              |  |
|               | 0.475         | <ul style="list-style-type: none"> <li>• Rationalize the clerical support for the Small &amp; Medium Sized Enterprises Scheme.</li> </ul> <p><i>Savings:</i><br/>Deletion of the following posts in 2001-02 –</p> <p style="padding-left: 20px;">1 Clerical Officer<br/>1 Assistant Clerical Officer</p>    |  |
|               | 0.145         | <ul style="list-style-type: none"> <li>• Rationalize the clerical support for the Receiving &amp; Despatching Office</li> </ul> <p><i>Savings:</i></p>  |  |

| Category | Savings (\$m)   | EPP Measures in 2002-03   | Safeguards for Quality Service  |
|----------|---|---|---|
|          | <p>1.345</p> <p>1.859</p> <p>0.173</p> <p><i>Subtotal</i> 5.029</p> | <p>Deletion of the following post in 2001-02 –</p> <p>1 Clerical Assistant</p> <p>• Streamline the operational procedures in the Salaries &amp; Allowances Division.</p> <p><i>Savings:</i><br/>Deletion of the following posts in 2001-02 –</p> <p>1 Senior Clerical Officer<br/>2 Clerical Officer<br/>2 Assistant Clerical Officer</p> <p>• Downsize the Voluntary Retirement Scheme Pension Computation and Payment Section in line with reduced workload.</p> <p><i>Savings:</i><br/>Deletion of the following posts in 2002-03 (on 1.8.2002) –</p> <p>1 Accounting Officer I<br/>2 Senior Clerical Officer<br/>2 Clerical Officer<br/>5 Assistant Clerical Officer</p> <p>• Reduce acting allowances through sharing the work of officers on leave.</p> | <p>Through streamlining of the existing operational procedures, the staff complement in the Salaries &amp; Allowances Division can be re-organized for better utilization of resources.</p> <p>Having regard to the current progress of processing the voluntary retirement scheme pension cases, the Voluntary Retirement Scheme Pension Computation and Payment Section can be downsized to achieve greater cost-effectiveness.</p> <p>Deletion of all the above posts will not affect the quality of service of the Treasury. We shall be able to accommodate all deletion of posts through redeployment of surplus staff, release of surplus staff under the voluntary retirement scheme or deletion of vacant posts. No staff redundancy will arise.</p> |

| Category        | Savings (\$m) | EPP Measures in 2002-03   | Safeguards for Quality Service   |
|-----------------|---------------|---|--|
| <b>DE/OC</b>    | 2.110         | <ul style="list-style-type: none"> <li>Use a new contract for security cash transportation services and reduce the number of security guard trips due to the closure of the collection offices of the Treasury and the New Territories District Offices.</li> </ul> | We will closely monitor the contractor's performance to ensure that the quality of service will not be undermined. |
|                 | 2.000         | <ul style="list-style-type: none"> <li>Replace the leased communication lines by dial-up facilities.</li> </ul>   | We will closely monitor the situation to ensure that the standard of service will not be affected.                 |
| <i>Subtotal</i> | <i>4.110</i>  |   |  |
| <b>Total</b>    | <b>9.139</b>  |   |  |

- 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