

2016 Policy Outlines of Tainan City Government

◎Administration affairs:

Promoting comprehensive quality services and enhancing operational effectiveness of dual civic centers

- A. Improve e-document efficiency: Counseling subordinate units to complete e-document operations and continuously promoting paper scanning and exchanges of e-documents and increasing online authorization and approval ratio to reach targets of e-documents and energy and paper saving.
- B. Improve file management quality and service effectiveness: Counseling subordinate units for more comprehensive unit file management, tracing full text images of e-documents of archived files canned, providing more comprehensive online real-time viewing services, serving file functions, promoting file application services, conducting archive file exhibitions and applications, and creating file values.
- C. Build a high quality office environment: Effectively utilizing office spaces to organize civic affairs promotion, social education, cultural and art exhibition events and enhancing promotion for authorized operation of public spaces by the private sector to vitalize effectiveness of dual civic centers.
- D. Actively promote energy conservation and environmental protection: Increasing types of energy saving public vehicles and utilization efficiency, implementing energy conservation and environmental policies, and actively counseling and auditing “four conservation” measures for building comfortable and energy saving office environments.
- E. Implement downsizing policy: Effectively managing and controlling the number of manual workers (including technicians and drivers), adopting the principle of retrenchment, and enhancing employment, management, and appraisal system of temporary workers for more effective management and control of human resources.
- F. Enhance monitoring of procurement of governmental agencies and schools: Continuously promoting educational training, improving quality and professionalism of procurement personnel, strengthening auditing, monitoring, counselling, and investigation mechanism, and fairly arbitrating and negotiating procurement disputes between governmental agencies and suppliers.