

**Service Unit Information –
Half-yearly Report on Variance
on Output and/or Outcome Standards (OSs/OCs) in 2011-12**

*(To be submitted to Subventions Section by Service Operator on or before 20th October 2011
for service unit having OS(s)/OC(s) with variance in the middle of the financial year)*

Important Note : *This Report on Variance is to facilitate Service Operator to make early detection and timely improvement of potential OS/OC underachievement. Service Operator with variance identified should carry out improvement measures with a view to achieving the concerned OS(s)/OC(s) at the end of the financial year.*

Name of Service Operator: _____

Name of Service Unit : _____

Name of Funding and Service Agreement: _____

OS/OC with Variance <i>(Note 1)</i> (i.e. when b < a)	Description of OS/OC	Agreed Level	Level to be reached <u>for Apr – Sept</u> (a)	Actual Performance of the Service Unit <u>for Apr – Sept</u> (b)	% of Variance $\frac{(a - b)}{a} \times 100\%$

*Note 1 : If the OS has been under-performed in previous financial year, please also complete **the Progress Report on Action Plan**.*

Note 2 : For OS of accumulative nature (e.g. 200 cases in a year), the level to be reached for Apr – Sept is half of the Agreed Level (i.e. 100 cases). For OS of average nature (e.g. enrolment rate at 90%), the level to be reached for Apr – Sept is the same as the annual Agreed Level (i.e. 90%).

Service Unit Manager				
Name [English]:		[Chinese]:		Signature:
Post & Rank [English & Chinese]:				
Contact Phone No.:	Fax No.:	E-mail Address:	Date:	