

16.2 GOVERNMENT PRINTING DEPARTMENT

- 16.2.1 The key function of the Government Printing Department (GPD) is the provision of printing services to the general public as well as to the Government and Parastatal Bodies. The GPD is also the authority for the publication of the Government Gazette wherein enactments and other notices are inserted. A variety of printing related services offered by the GPD to its customers are graphic design services; printing (offset); security printing; binding services; and short-run Digital Printing Services.
- 16.2.2 To attain its vision of being a modern and efficient printing service provider, the strategic goals and objectives of the GPD are targeted towards the modernisation of its work processes and operations to better equip its workforce and improve the quality of its service delivery.
- 16.2.3 The administration and management of the GPD devolves upon the Government Printer who is at the helm of the organisation and is assisted by the Deputy Government Printer and Assistant Government Printer as well as technical, support and Workmen's grades.
- 16.2.4 In the context of this review exercise, many common representations were received from the two main Unions and these issues were discussed thoroughly during consultative meetings. For requests pertaining to Travelling and Car Benefits, Unions were informed that they will be based on the general policy of the Bureau. As regards issues relating to salary upgrading/waiving of qualifications requirement for different grades, a study was carried out wherein the Job Description Questionnaires of the relevant grades were examined.
- 16.2.5 Another pertinent request made was to amend the scheme of service for the grade of Assistant Government Printer such that only Printing Officers be eligible for appointment to the grade of Assistant Government Printer. Unions were apprised that amendments to scheme of service may have associated implications. Consequently, they were informed that procedures may be initiated by Management.
- 16.2.6 Proposals from Management side were prepared in consultation with the two main Unions and more or less same representations as mentioned in the foregoing paragraphs were submitted and discussed during meeting held at the Bureau. To the extent possible, Management was communicated of the reasons for not acceding to certain requests and also about others that had to be dealt with at its level. For instance, the proposal to create an Operation Management Section needs to be addressed by Management. Whereas, for the proposal concerning duty free facilities for certain grades, decision thereto related would be taken within the parameters set. Regarding the change in appellation of the grade of Senior Printer's Mechanic to Head, Maintenance Unit, the issue is discussed in the ensuing paragraphs.

- 16.2.7 Request was also made for a site visit to be carried out at the GPD to have a *constat de visu* of the present work situation particularly in view of the reported complexities and new production processes. It was observed, among others, that most of the Units are equipped with new digitalised and highly automated machines which are operated by the employees.
- 16.2.8 Based on the observations made during the site visit effected and taking into consideration the proposals submitted, requests which could be retained, hereafter, follow.

Head, Machine Maintenance Unit (Roster)
formerly Senior Printer's Mechanic (Roster)

- 16.2.9 As the use of new equipment and technology are means to improve efficiency, the GPD has acquired several digital machines, namely the Digital Press, Digital Hot Foils, Offset Press with IT components, Thermal Computer to Plate Technology and other machines equipped with electronic circuits.
- 16.2.10 For the maintenance thereof, Management has proposed the setting up of a Maintenance Unit. The staff side proposed the restyling of the grade of Senior Printer's Mechanic and it was supported by Management which proposed the appellation of Head, Maintenance Unit. In view of the duties devolved on the incumbents, the Bureau does not have any objection.

Recommendation 1

- 16.2.11 We recommend that the grade of Senior Printer's Mechanic (Roster) be restyled Head, Machine Maintenance Unit (Roster).**

Pressroom Machine Operator (Roster)
formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)

Print Finishing/Book Binding Operator (Roster)
formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)

- 16.2.12 In view of the evolution in the printing sector, the use of new machines coupled with computer technologies have been introduced at the GPD. Machine Minder/Senior Machine Minders are required to handle and control these types of equipment and possess computer knowledge. To this end, both Management and Unions have requested for a change in appellation of the grades of Machine Minder/Senior Machine Minder (Pressroom) (Roster) and Machine Minder/Senior Machine Minder (Bindery) (Roster) as these appellations have become obsolete and do not reflect the actual duties performed by incumbents. The Bureau is, therefore, making appropriate recommendations in this respect.

Recommendation 2

16.2.13 We recommend that the following grades be restyled as hereunder:

Grade	Restyled to
Machine Minder/Senior Machine Minder (Pressroom) (Roster)	Pressroom Machine Operator (Roster)
Machine Minder/Senior Machine Minder (Bindery) (Roster)	Print Finishing/Book Binding Operator (Roster)

Job Delivery Officer (New Grade)

16.2.14 Management has proposed the creation of a dedicated grade specific to the Job Management/Delivery Section (*formerly Delivery Stores Section*) for the proper monitoring of storage and delivery of printed jobs.

16.2.15 However, the Bureau is of the view that instead of appointing Production Supervisors to carry out a job which does not require knowledge in printing, recruitment may be made from outside candidates having knowledge in stores activities. We are, therefore, making the appropriate recommendation.

Recommendation 3

16.2.16 We recommend the creation of a grade of Job Delivery Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Procurement and Supply or an equivalent qualification.

16.2.17 The Job Delivery Officer would be required, among others, to keep an Order Book for job entry and assignation of job number to be recorded for work received, performed and delivered, and to prepare a monthly return of the work performed in the Section; perform warehousing, stock control operations and maintain updated statistics of Job Order for report making and for their submissions to Management; distribute Store Forms to appropriate Sections and liaise with the Finance Section for payment of job orders through Store Form 6; and deliver accomplished work to all clients including members of the public.

Specific Provision for Movement Beyond Qualification Bar

16.2.18 Presently, incumbents in the grades of Pressroom Machine Operator (Roster) *formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)*, Print Finishing/Book Binding Operator (Roster) *formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)*, Phototype-Setting Operator (Roster), Plate Making/Finishing Operator (Roster), Assistant Production Supervisor (Roster), Production Supervisor (Roster) and Production Supervisor (Plate Making/Finishing) (Roster) are allowed to move beyond Qualification Bar (QB) on possession of the relevant qualifications or on reckoning experience of at least 15 years in the relevant field.

16.2.19 With the exception of the grades of Phototype-Setting Operator (Roster) and Plate-Making/Finishing Operator (Roster), the schemes of service for all the other grades have been amended to include the relevant qualifications requirement. Nevertheless, the provision for movement beyond QB for those officers having at least 15 years' experience in the relevant field is being maintained though not possessing the required qualifications.

Recommendation 4

16.2.20 We recommend that officers in post who do not possess the required qualifications to cross the QB but who have acquired at least 15 years' experience in the relevant field, should be allowed to move beyond the QB.

Training of Serving Officers

16.2.21 The fact that the provisions in respect of training of officers of the GDP is meeting its purpose, we are recommending that these provisions be continued.

Recommendation 5

16.2.22 We recommend that Printing Assistant/Senior Printing Assistants (Roster) should be provided facilities to follow courses leading to the NTC 3 in Printing or equivalent qualification.

16.2.23 We also recommend that Management should make necessary arrangements with the MITD for mounting appropriate courses for serving officers of the Department to enable them to upgrade their technical qualifications.

Allowance to Printing Officers

16.2.24 For work being regularly performed over and above normal working hours, Printing Officers are presently paid a monthly allowance equivalent to two increments at the point reached in the salary scale. We are maintaining this provision.

Recommendation 6

16.2.25 We recommend that Printing Officers should continue to be paid a monthly allowance equivalent to two increments at the point reached in their respective salary scale for regularly working over and above normal working hours.

Roster System

16.2.26 Officers in the grades listed below are required to work on a roster system and this element has been taken into account in arriving at the recommended salaries of the corresponding grades:

Assistant Printing Officer

Assistant Production Supervisor

Head, Machine Maintenance Unit

formerly Senior Printer's Mechanic (Roster)

Head Printing Assistant
 Pressroom Machine Operator
formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)
 Print Finishing/Book Binding Operator
formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)
 Phototype-Setting Operator
 Plate Making/Finishing Operator
 Production Supervisor
 Production Supervisor (Plate Making/Finishing)
 Printer's Mechanic
 Printing Assistant/Senior Printing Assistant

Specific Conditions of Service

Health Surveillance

16.2.27 In our previous Reports, provision has been made for the GPD to make necessary arrangements with the Health Authorities for a medical surveillance, free of charge, and at regular intervals for its staff. **This provision should continue.**

GOVERNMENT PRINTING DEPARTMENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
16 000 107	Rs 110125 Government Printer
16 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Government Printer
16 072 089	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Government Printer
16 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 QB 54200 x 1700 - 55900 Printing Officer

Salary Code	Salary Scale and Grade
16 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Senior Graphic Artist
16 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Graphic Artist
16 030 033	Rs 16785 x 260 - 17565 Trainee Graphic Artist
16 054 078	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Assistant Printing Officer (Roster)
16 054 077	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 QB 40300 x 950 - 42200 x 1300 - 44800 Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)
16 046 074	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Head, Machine Maintenance Unit (Roster) <i>formerly Senior Printer's Mechanic (Roster)</i>
16 046 074	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 QB 36550 x 900 - 37450 x 950 - 41250 Assistant Production Supervisor (Roster)
16 046 073	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 QB 36550 x 900 - 37450 x 950 - 40300 Phototype-Setting Operator (Roster) Plate Making/Finishing Operator (Roster)

Salary Code	Salary Scale and Grade
16 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Job Delivery Officer (New Grade)
16 028 070	Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 QB 30700 x 825 - 35650 x 900 - 37450 Pressroom Machine Operator (Roster) <i>formerly Machine Minder/ Senior Machine Minder (Pressroom) (Roster)</i> Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i>
16 028 061	Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 Printer's Mechanic (Roster)
16 033 060	Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050 Head Printing Assistant (Roster)
16 022 056	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 Printing Assistant/Senior Printing Assistant (Roster)
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver
24 020 050	Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Handy Worker (Roster - day and night)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant

