

14.3 GOVERNMENT PRINTING

- 14.3.1 The Government Printing Department (GPD) operates under the aegis of the Prime Minister's Office and it provides a one-stop service to the general public and Government/Parastatal Bodies. Its services include, among others, insertion of legal and other notices in the Government gazette; publication of as well as subscription to Government Gazette; graphic design services; printing; security printing; binding services; and short-run Digital Printing Services.
- 14.3.2 The mission of the Department is to advise its customers on their priority needs; conceive, print and bind all types of jobs required by its customers and deliver them to their satisfaction. In so doing, the GPD envisions becoming a cost efficient and most performing government department.
- 14.3.3 The Government Printer, as Accounting and Responsible Officer, is responsible for the proper administration and management of the GPD and for the provision of efficient and quality printing services to stakeholders. In the performance of her duties she is assisted by a Deputy Government Printer and an Assistant Government Printer. Technical, supporting as well as workmen's grades also form part of the establishment of the GPD.
- 14.3.4 In the context of this Review, Unions have made representations for the alignment of salaries; restyling of grades; creation of additional levels; payment of risk allowance and provision of protective equipment; and abolition of the grade of Pre-Press Operator. On the other hand, Management has requested for the upgrading of salaries of all the grades; amending of qualifications requirements of certain grades to enable recruitment of qualified candidates from both the market and in-service; and alignment of salaries.
- 14.3.5 During consultations, both parties were informed that the issue of alignment of salaries would be examined by the Bureau on the basis of its Job Evaluation Schemes and taking into consideration, among others, the nature and scope of activities and level of responsibility. They were apprised that grades are created depending on the functional and operational needs of the organisation and the onus of amending qualification requirements in schemes of service rests with Management after consultation with the parties concerned. It was highlighted that grades which are urgently required, would be graded by the Bureau on an *ad hoc* basis outside the Report in line with established procedures. As regards the provision of protective equipment, parties were advised to channel their request to the Standing Committee on Uniforms at the Ministry of Civil Service and Administrative Reforms. On the issue of risk allowance which pertains to general Conditions of Service, parties were signaled that a firm recommendation would be made for organisations to conduct a Risk Assessment exercise as per provision of paragraph 18.15.23 of Volume 1 of this Report.

14.3.6 After a thorough examination of all the representations, we are in this Report, while maintaining the present organizational structure, reframing the scheme of service of certain grades. However, to address issues relating to increased establishment and other HR related issues, **it is recommended that Management should conduct a Human Resource Planning exercise.**

Phototype Setting Operator

Platemaking/Finishing Operator

Machine Minder/Senior Machine Minder (Roster)

14.3.7 At present appointment to the grades of Phototype Setting Operator, Platemaking/Finishing Operator and Machine Minder/Senior Machine Minder (Roster) are made from among qualified officers on the establishment of the GPD. Management has highlighted that this measure has been implemented in the past due to unavailability of candidates holding the relevant qualifications from the market and this is no longer the case since the MITD is offering courses in the relevant field to the public. Management has therefore requested, with the support of the parent Ministry, that posts in these grades should be filled from both internal and external candidates to give a fair and equitable treatment to all stakeholders.

Recommendation 1

14.3.8 We recommend that the GPD carries out an indepth analysis of the proposals for amendments, assesses the related implications on the overall staff structure, smooth running and effectiveness of the service before submitting the proposed scheme of service to the Bureau for grading purposes.

Assistant Printing Officer (Roster)

14.3.9 The qualifications requirement of the grade of Assistant Printing Officer (Roster) has been amended in the EOAC Report 2013 with the waiving of the Cambridge School Certificate such that appointment thereto should be made by selection from among serving officers of the Department reckoning at least 10 years' service in a substantive capacity and possessing a Certificate in Printing Technology, Printing Administration, or the NTC 3 in Printing or an equivalent qualification.

14.3.10 In view of the nature of duties and responsibilities devolving at this level, Management has requested that the number of years of service be reduced and officers should possess the Cambridge School Certificate to enable them to pursue higher studies for career growth. Staff side as well as the Parent Ministry are agreeable.

14.3.11 We are recommending accordingly.

Recommendation 2

14.3.12 We recommend that appointment to the grade of Assistant Printing Officer (Roster) should be made by selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and possessing a Cambridge School Certificate with credit in English Language, French and Mathematics or Principles of Accounts and a Certificate in Printing Technology, Printing Administration or the NTC 3 in Printing or an equivalent qualification.

Qualification Bar (QB)

14.3.13 Presently, provisions exist for officers who have acquired experience of at least 15 years in the relevant field to be allowed to proceed incrementally beyond the QB provided in their respective salary scales. **We are maintaining same.**

Training of Serving Officers

14.3.14 We are maintaining the present provisions regarding Training of officers of the GPD.

Recommendation 3

14.3.15 We recommend that Printing Assistants/Senior Printing Assistants (Roster) should be provided facilities to follow courses leading to the NTC3 in Printing or equivalent. Upon successful completion of same, the Printing Assistants/Senior Printing Assistants (Roster) should be given priority of consideration for appointment to the grade of Machine Minder/Senior Machine Minder (Roster).

14.3.16 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

14.3.17 Printing Officers who regularly work over and above their normal working hours are presently being granted a monthly allowance equivalent to two increments at the point reached in the salary scale.

14.3.18 As this provision is meeting its purpose, we recommend that same be maintained.

Roster System

14.3.19 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 Printing Assistant
 Machine Minder/Senior Machine Minder (Bindery)
 Machine Minder/Senior Machine Minder (Pressroom)
 Phototype Setting Operator
 Plate Making/Finishing Operator
 Production Supervisor
 Production Supervisor (Plate Making/Finishing)
 Printer's Mechanic
 Printing Assistant/Senior Printing Assistant
 Reprographic Machine Operator (Personal)
 Senior Machine Minder (Personal)
 Senior Printer's Mechanic

Specific Conditions of Service

Health Surveillance

14.3.20 Staff of the Government Printing Department, by nature of their work, are regularly exposed to or are liable to be exposed to substances which are hazardous to their health.

14.3.21 Provision has been made in our previous Reports for the Government Printing Department to make necessary arrangements with the Health Authorities for a medical surveillance, free of charge, and at regular interval for its staff. **We are maintaining this provision.**

GOVERNMENT PRINTING SALARY SCHEDULE

Salary Code	Salary Scale and Grade
16 000 100	Rs 101000 Government Printer
16 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Deputy Government Printer
16 068 082	Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075 Assistant Government Printer

Salary Code	Salary Scale and Grade
16 061 077	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 QB 48425 x 1525 – 49950 Printing Officer
16 061 077	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 Senior Graphic Artist
16 044 072	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Graphic Artist
16 027 030	Rs 14050 x 275 – 14875 Trainee Graphic Artist
16 051 070	Rs 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575 Assistant Printing Officer (Roster)
16 051 070	Rs 23200 x 775 – 32500 x 925 – 34350 QB 35275 x 925 – 37125 x 1225 – 39575 Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)
16 043 067	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200 Pre-Press Operator (Roster)
16 043 066	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 Senior Printer's Mechanic (Roster)
16 043 067	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 QB 31725 x 775 – 32500 x 925 – 36200 Assistant Production Supervisor (Roster)

Salary Code	Salary Scale and Grade
16 043 066	Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30950 QB 31725 x 775 – 32500 x 925 – 35275 Phototype Setting Operator (Roster) Plate Making/Finishing Operator (Roster) Reprographic Machine Operator (Roster) (Personal)
16 040 062	Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 Senior Machine Minder (Roster) (Personal)
16 025 062	Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725 Machine Minder/Senior Machine Minder (Bindery) (Roster) Machine Minder/ Senior Machine Minder (Pressroom) (Roster)
16 025 054	Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Printer's Mechanic (Roster)
16 030 053	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750 Head Printing Assistant (Roster)
16 019 049	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 Printing Assistant/Senior Printing Assistant (Roster)
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
24 016 043	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200 Stores Attendant
