



Republic of Mauritius



GOVERNMENT PRINTING DEPARTMENT

ANNUAL PERFORMANCE REPORT

JULY 2021 - JUNE 2022





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Our Mission

Our mandate is to contribute to the promotion of educational democracy and welfare of the country by providing effective and efficient printing services and timely dissemination of information.

Our Vision

A modern and efficient Printing Service Provider

Vision (Human Resource)

To have the right person/competencies at the right place

Values

To earn the respect and trust of our customers, we adhere to the following values:

- Honesty and Integrity
- Dignity and Respect
- Excellence and Quality
- Collaboration and Partnership
- Zero Tolerance of corruption practice

Quality Values

Excellence is our standard. To achieve excellence we:

- Exceed our customer's expectations.
- Identify our customers' needs and meeting those needs
- Ensure that each employee partners in the production concept of every job being "right and on time"
- Maximize the use of technology to support internal and external quality service.

Who We Serve

- Ministries and their Departments
- Government and Parastatal Bodies
- The Public (for Government Gazette publications)





Our Main Customers



- Attorney General's Office
- Central Informatics Bureau
- Central Information Systems Division
- Central Procurement Board
- Civil Aviation Department
- Commission for Conciliation and Mediation
- Corporate and Business Registration Department
- Electoral Commissioner's Office
- Employment Relations Tribunal
- Government Information Service
- Government Printing Department
- Independent Police Complaint Commission
- Judiciary of Mauritius
- Land Drainage Authority
- Law Reform Commission
- Local Government Service Commission
- Mauritius Fire & Rescue Service
- Mauritius Meteorological Service
- Mauritius Prison Service
- Ministry of Agro Industry & Food Security
- Ministry of Arts and Cultural Heritage
- Ministry of Blue Economy, Marine Resources, Fisheries and Shipping
- Ministry of Commerce and Consumer Protection
- Ministry of Education, Tertiary Education, Science and Technology
- Ministry of Energy and Public Utilities
- Ministry of Environment, Solid Waste Management and Climate change
- Ministry of Finance, Economic Planning and Development
- Ministry of Financial Service and Good Governance
- Ministry of Foreign Affairs, Regional Integration and International Trade
- Ministry of Gender Equality and Family Welfare
- Ministry of Health and Wellness
- Ministry of Housing and Land Use Planning
- Ministry of Industrial Development SME's and Cooperatives
- Ministry of Information Technology, Communication & Innovation
- Ministry of Labour, Human Resource Development and Training
- Ministry of Land Transport And Light Rail
- Ministry of Local Government, Disaster and Risk Management
- Ministry of National Infrastructure & Community Development
- Ministry of Public Service Administration and Institutional Reforms
- Ministry of Social Integration, Social Security and National Solidarity
- Ministry of Tourism
- Ministry of Youth Empowerment, Sports and Recreation
- National Archives Department
- National Assembly (Mauritius)
- National Audit Office
- National Human Rights Commission
- National Land Transport Authority
- Occupational Safety And Health Division
- Office Of The Director of Public Prosecutions
- Office of the Ombudsman
- Office of the President
- Office Of The Vice President
- Ombudsperson For Children
- Pay Research Bureau
- Police Department
- Prime Minister's Office-All Offices
- Probation And Aftercare Service
- Public Bodies Appeal Tribunal
- Public Service Commission and Disciplined Forces Service Commission
- Radiation Safety and Nuclear Security Authority
- Registrar General's Department
- Rodrigues Regional Assembly
- Statistics Mauritius
- The Treasury
- Valuation Department

GOVERNMENT PRINTING DEPARTMENT





Government Printer's Statement



It is a privilege to be leading the Government Printing Department (GPD) and presenting its Annual Performance Report for the fiscal year 2021-2022. The GPD falls under the aegis of the Prime Minister's Office and in addition to being the authority for the publication of the Government Gazette is a one-stop service, providing design, printing and binding services to Government.

This year was special for my staff and I as the keys of the new GPD building were handed over to us. We may say that a new chapter has started as our machineries were being transferred with the full collaboration of all staff and other stakeholders. The transfer exercise was successfully completed 12 weeks afterwards with printing works least disturbed.

Throughout the financial year 2021-2022, this Department has published 189 Government Gazettes including 140 Extraordinary issues containing 340 Government Notices and 1976 General Notices, processed a total of 3284 jobs for 36,488,763 units of work from which a total of 15,919,279 units were completed.

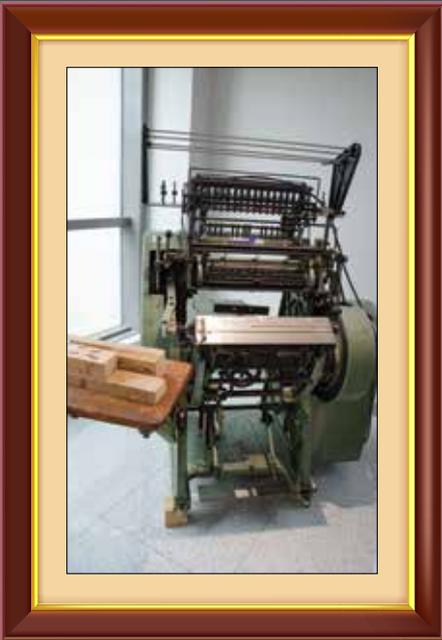
The Department has also processed 421 urgent assignments including confidential works during the same period. All the urgent works have been successfully completed within its deadline.

One of the key strengths which has enabled GPD to post such results is its consistent focus on its staff, customers and digital technologies. This combination has been determinant to delivering the best service for customers and enabling them to meet their printing requirement.

This year again, I would like to convey my sincere thanks to ministries, parastatal bodies, suppliers and all our stakeholders for their cooperation and ease of doing business. A special thanks also for the consultant and contractor of the new GPD building for their support and collaboration.

Finally, I wish to express my warmest gratitude to our technical staff for being the backbone of this Department and to the administrative and non-administrative staff for their unflinching support, with which, I very much look forward to continue working in 2022-2023 and beyond to deliver our long-term priorities and meet our objectives.

Ms. Geneviève Taryn KNUBLEY
Government Printer





History of the Government Printing Department

*"The Press, known from the beginning as **Imprimerie Royale** or **Imprimerie du Roy**, was in rue de l'Hôpital, Port Louis. Shortly after the French revolution, it was transferred to the corner of the rue de la Pompe and rue du Rempart."*

Source PortLouis Deux Siècles d'Histoire





Technological Timeline



70s:

In the seventies, together with the Press and Binding sections, there existed also 5 different sections prior to Letterpress printing. The 5 sections may be referred to what nowadays we call the prepress, but formerly they were referred as Typography sections and were separated into 5 units namely: Display Section, Job Section, Book Section, Linotype Section and Monotype Section using lead type for page layout for Letterpress/cylinder/Platen printing presses. The Sedwick Report in 1974 has brought a change to the appellation of Typographer who were then referred as Compositors while keeping the tasks and techniques used alike. Shortly before the 80s, the department acquired automated equipments for binding tasks that has resulted in the splitting of the Binding section into 2 sections namely: Manual and Industrial Binding.

By the end of the 70s, the Display section, Job Section and Book Section merged to form the Photomechanic Section. Photomechanic operators composed their layout through the use of transparencies, rotring pens and rulers coupled with lead type composition. At that time it was discovered that the use of lead type composition was a health hazard and it was further decided to depart from this technology progressively because of the large number of existing Letterpresses requiring lead composition in the Printing Department.

80s:

With the 80's came an alternative to Letterpress – Offset presses. The Government Printing Department acquired its first one-colour Offset press-SORM in the early 80s.

90s:

In the early 90s, the Press Section was split into 2 sections.

The department gradually shifted to Offset printing and it was only in 1996 that the Letterpresses were being completely replaced by offset presses such as SORM and GTO. Around these years the Linotype and Monotype sections merged to form the Reprographic Section (industrial photocopying).

The Photomechanic section was separated into two and the Computer Room was created for page layout of publications including the Government Gazette. The Photomechanic section specialised in imposition and platemaking.

With the advent of Offset Printing, colour separations, film making and plate making became a prerequisite. As such by 1996, a Computer to Film (CTF), image processor was purchased for colour separations and film making. Equipments for platemaking, developments and insolation of plates were also acquired around this period. In the 90s, a change in the appellation for the Computer Room Operator to that of Phototype Setting Operator was effected and later on the Photomechanics were renamed as Plate Making/Finishing Operator.

The year 1996 also witnessed the creation of a new section 'Graphic Section' where artistic skills and creativity are required from those officers to meet new demands.

2000 to date:

Acquisition of the first 4 colour press-Speed Master (SM)74 in 2002. At present, the department has 3 Colour Presses; 2 SM74 and 1 Print Master (PM)74. The purchase of additional equipments for the binding tasks was also done within this period.

In 2009, the Computer-to-Film (CTF) was replaced by the Computer-to-Plate (CTP) although traditional platemaking is still being performed by the use of transparencies. It is estimated that the traditional methods will be completely replaced in the coming years.

In 2010 this department embarked in its first color digital press Xerox DC252. Due to the increase in demand for short run colored job, over the following years, this department acquired 5 more digital presses namely Xerox D125 (2013), Ricoh (2014), Xerox 1000i (2018), Xerox 3100 (2019) and Riso Black and White in 2020.

Acquisition of one Senator Schneider guillotine (cutting) machine in 2018 to replace Guillotines in Main Press which is over 22 years old. In the same period one heavy duty Folding Machine (MBO) for Binding Section to fold school text books was purchased.

In 2020 two Horizon Collating machine VAC 600 were purchased and in 2021 one heavy duty industrial stitching machine make Hohner was purchased to replace old one.



About Us



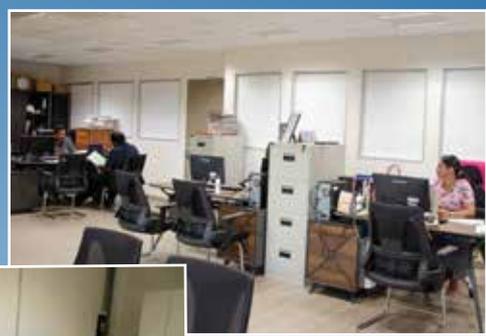
The Government Printer is the administrative Head of the Government Printing Department. She is assisted in her functions and duties by the Deputy Government Printer, the Assistant Government Printer, the Printing Officers and a pool of specialised and dedicated public officers coming from different cadres, namely Graphic, Production Unit, Procurement and Supply, Human Resource, Finance as well as officers belonging to the General Services Grades. The Government Printer is responsible for the proper and overall administration, management and general supervision of the department. The Government Printer also aims to build and maintain an inclusive working environment where the officers feel highly valued, motivated and encouraged to reach their full potential.

Having as vision a modern and efficient Printing Service Provider, the department's strategic goals and objectives have been targeted towards the new Printing Factory which is in the pipeline and the modernisation of its work process and operations through the introduction of the Manufacturing Enterprise Resource Planning (MERP). It is believed that such measures would improve the quality of its service delivery in line with the latest technological development and better equip its workforce in this information age era.

The department also envisions at having the right type of people/competencies in the right number at the right place and aims at retaining a committed workforce to provide excellence in the delivery of services to the utmost satisfaction of our customers, with a smarter way of doing things.

A motivated workforce is vital to every organisation's success. The aim to build a common high-performance culture throughout the department is our "motto". The department thus pursues continuous improvement and high performance in line with our values and creating a great place to work with the highest possible employee engagement. It is not organisations that make our world so great, it is the people in those organisations that do.

The management of the department also aims at providing a strategic and comprehensive approach to managing the staff and the workplace culture and environment. This enables the officers within the department to contribute effectively and productively to the overall department's direction and the accomplishment of its goals and objectives.





The Government Printing Department Staff



DEVELOPMENT OF STAFF

Training and Development activities are ongoing so that all staff working within the department meet the needs for quality service and professional and personal growth. Appropriate staff development programs are provided which ultimately ensure that continued education occurs in order for the staff to remain knowledgeable in their respective fields and acquire relevant skills to be applied in the performance of their duties.

Staff development can be viewed as the activities and programs (formal or informal) on and off the job, that help the staff to learn about their responsibilities, develop required skills and competencies necessary to prepare themselves for advancement in the department.

Development planning departmentalwise does not necessarily have to be complicated or costly. At its core, it's mostly a matter of taking the employer-to-employee time to understand the employee, recognising his skills and needs and guiding him to fill in the gaps. If it's done well, the payoff can be substantial in terms of long-term loyalty. The department thus dedicates much attention on this aspect.

An overview on development of staff is:-

- On joining the service, newly appointed officers are being mentored and coached by their Senior Officers.
- They are also being given on the job training.
- On acquisition of new machines/equipments, management sees to it that appropriate training course are being given for good service delivery.
- The department also approaches the Civil Service College of Mauritius to mount training courses so as to keep officers abreast with new techniques in management and to enhance their performance at work like team building, leadership, communication, motivation, public service reforms, amongst others.



Roles and Functions of the Department



Key functions:

Our Key functions is to provide printing services to our customer. As such, the department provides for a one-stop service at a single location including the Design and Prepress, Printing and Binding (Finishing) workshops.

Key legislation

The Government Printing Department falls under the aegis of the Prime Minister's Office and one of its major functions is the publication of the official gazette of the country, namely the Government Gazette. The price of the Government Gazette and related services opened to the public are fixed and has been gazetted bearing the General Notice No. 2015 of 2015.

Overview of activities

The Government Printing Department is organized into three fields of operation namely: Graphic and Prepress (Phototype and Platemaking Section), Press (Main and Security Section), and Postpress (Industrial and Manual Binding Section).

Job flow

The management receives job requests from ministries, departments and parastatal bodies by email or letter. Upon approval of request by both parties, an Original Storeform 17 (with job full description and liaison officer's contact details) is then needed to officially start the job. For non-recurrent jobs, a quotation is sent to ministries/parastatal bodies for approval.

A job ticket containing job name and description, a job number, storeform 17 number, job specifications, delivery timeframe and other important technical information is sent to various concerned sections at different stages of production.

The printing officers track the various processes of production and act as liaison between clients and technicians. They also ensure customers' satisfaction with the timely delivery of a high quality end product.

Graphic Section

The Graphic Section is specialised in the realisation of creative artwork such as posters, pamphlets, magazines, logos, annual reports, etc. Furthermore, high-security jobs such as Ballot Papers, Parking Coupons, Driving Licence and international certificates are designed here. A brainstorming session is scheduled with the client prior to starting the creative process. Graphic artists then issue proofs that meet the client's needs until strike off.

Phototype Setting Section

Legal Notices, General Notices, Bills and Acts for publication are formatted to be published in the Government Gazette. Additionally, some page layouts for visiting cards, menu cards, forms and programmes are executed in this section.

The Phototype Setting section liaise closely with customers to ensure the final artwork is valid for printing.

Plate Making/Finishing Section

The Plate Making and Finishing section converts artworks into plates for printing press. The main task of the section is to prepare imposition and plates through generated computer software and Computer-to-plate (CTP) technology. CTP is an imaging technology used in modern printing processes where an image is created in a Desktop Publishing (DTP) application and is output directly to a printing plate.

Press Section

The Press section takes the output (Plates or Digital document files) from Platemaking Section and produces printed sheets of paper either on Offset or Digital press.

Offset printing is predominantly used to print longrun full colour and black jobs, posters, annual reports, school text books and forms.

Digital printing is mainly use for short run full colour or black & white jobs. It is also used for production of variable data (no two documents are the same), personalisation of documents such as certificates and badges. Digital printing is transforming prepress operations as well as the printing process. It eliminates much of the lengthy process in transferring print files to the printing press by directly transferring digital files to an electronically driven output device bypassing most prepress operations.

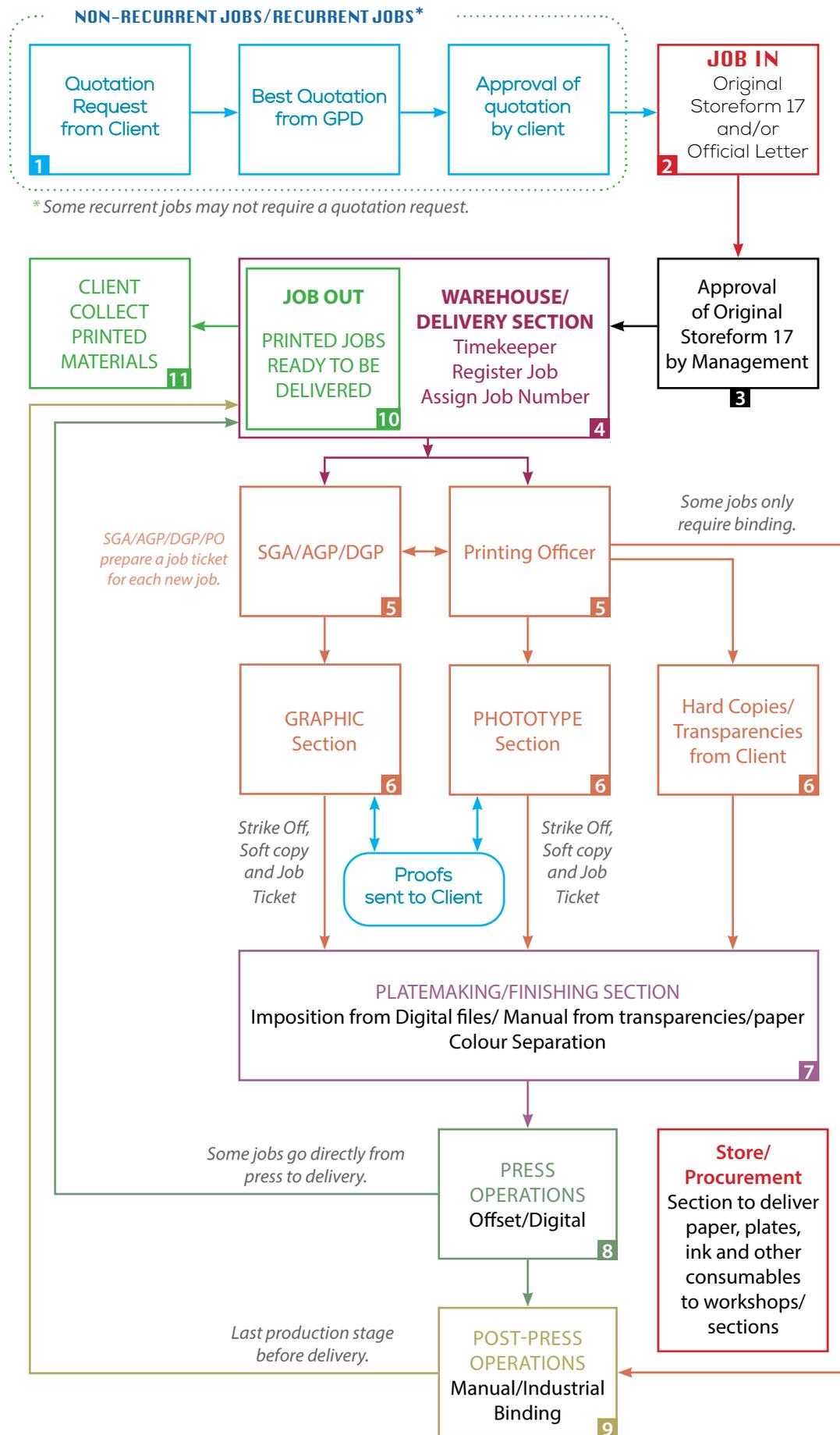
Binding Section

The actual finishing is executed in the binding section. Printed sheets from the press are transformed into finished books, magazines, leaflets, bags and full-bound books. This is done both manually and by the use of out of the line machineries such as Collating Machines, Hot Adhesive Machines, Sewing Machines, Line Stitching Machine, and Folding Machines coupled with IT control. The binding of books often require experienced craftsmanship for hardcovers, foiling, decorations and lettering.

Delivery Store

Finished products are then sent to the delivery store. The client is eventually called to pick up their requested products within a determined delay. For each quoted jobs, the customers from ministries should submit a Storeform 6 prior to delivery. A receipt voucher is issued upon reception of the products.

PRODUCTION WORKFLOW Overview





Gender Statement



The Government Printing Department commits to ensure equal opportunities for all persons, regardless of gender, ethnicity, or sexual orientation.

The Government Printing Department is tacking its gender sensitive approach by devising a gender statement, which includes five primary objectives:

1. To ensure that all our internal publications is gender impartial.
2. To ensure that all department grades are gender neutral.
3. To create a comfortable and inclusive workplace for all, where all technologies used is gender neutral, oriented towards gender equity.
4. To support all staff that has caring responsibilities and special arrangement is made to nursing female staffs.
5. To address for behaviors that perpetuate gender stereotypes, through training and development.





Core Team

of the Government Printing Department

(1 July 2021 to 30 June 2022)



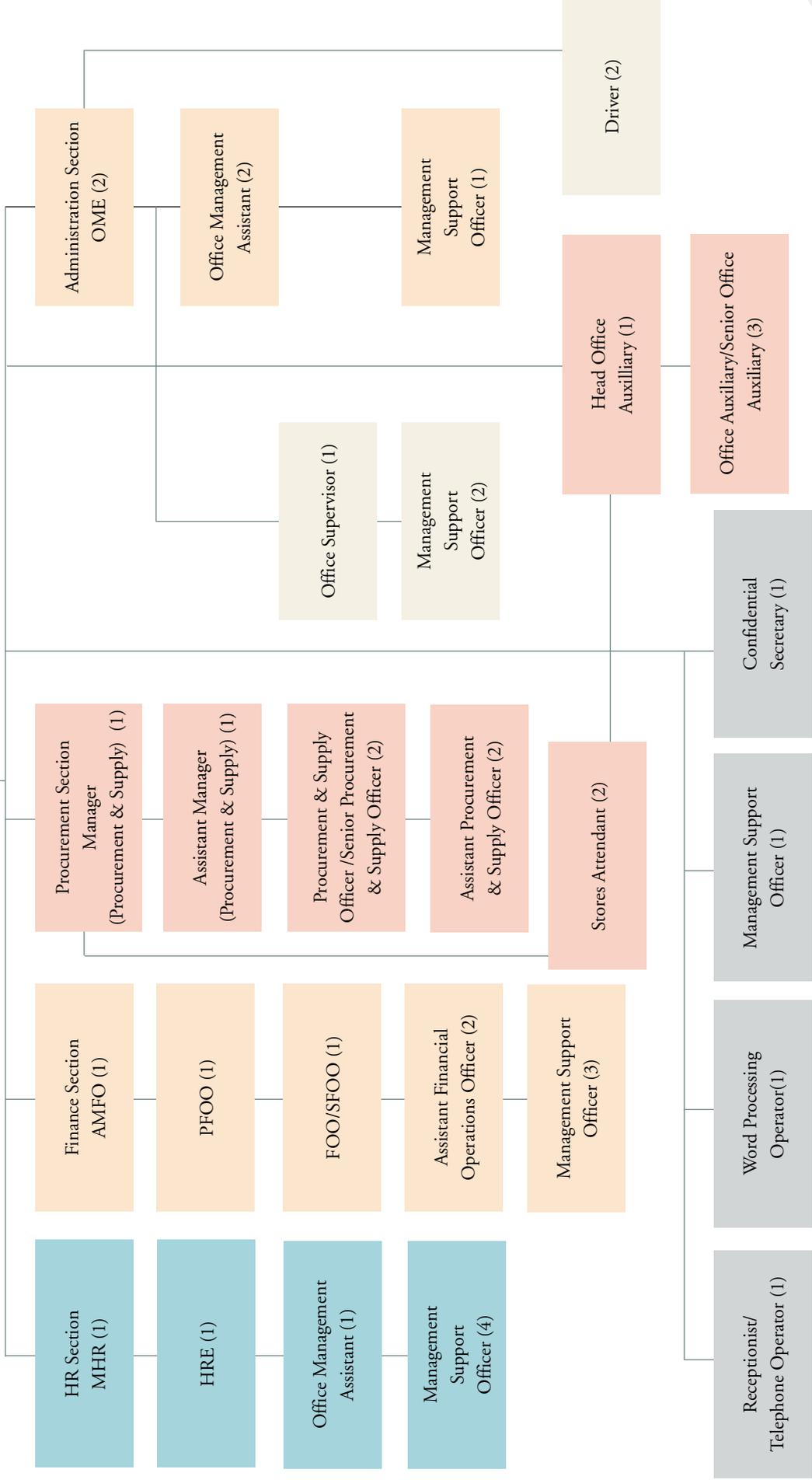
NAME	STATUS
Ms. Geneviève Taryn KNUBLEY	Government Printer
Administrative Section	
Mr. Mohamad Reza MOHAMUDALLY	Deputy Government Printer
Ms. Sanjini TEEROOVENGADUM	Printing Officer. Assigned duties of Assistant Government Printer
Printing Section	
Mr. Sadj Djaad RUSSUN	Printing Officer
Ms. Rajalakshmi RAMGOOLAM	Senior Graphic Artist
Mr. Nasrat RUSSUN	Ag. Printing Officer
Ms. Amla RAMJEET	Assistant Printing Officer (on roster)
Mr. Georges Desiré Eric DOMINGUE	
Mr. Leung Chen Yin LEUNG SUI FUNG	
Mr. Dorsamy Pillay MARDAY	Production Supervisor (on roster) in the Binding Section. (Passed away on 14 October 2021)
Mr. Darmalingum RUNGIEN	Production Supervisor (on roster) in the Binding Section
Mr. Clency Victoir GERY	
Mr. Oomaduth BOOTNA	Production Supervisor (on roster) in the Binding Section (Retired on 1 March 2022)
Mr. Wilson Christian JANVIER	Production Supervisor (on roster) in the Binding Section (w.e.f. 18 March 2022)
Mr. Pran SUNTOO	Acting Production Supervisor (on roster) in the Binding Section (w.e.f. 1 March 2022)

Mr. Mario Louis AGATHE	Production Supervisor (on roster) in the Press Section
Mr. Yusuf Khan KHODABOCUS	Production Supervisor (on roster) in the Press Section (Retired on 1 April 2022)
Mr. Jean Clovis SOLEIL	Production Supervisor (on roster) in the Press Section
Mr. Sandiren TANDRAYEN	
Mr. Brij Mahendra RAMBHUUJOO	Acting Production Supervisor (on roster) in the Press Section (w.e.f. 1 April 2022)
Mrs. Veemla RAMIAH-PILLY POTIAH	Production Supervisor (on roster) (Phototype Setting Section)
Mr. Vinitising RAGHOO	
Mr. Weershun BHUWAJEE	Production Supervisor (on roster) (Repro-graphic Section)
Mr. Ehambaram Nayedoo SOOBEN	Production Supervisor (on roster) in the Printing Stores Section (Retired on 27 December 2021)
Mr. Salim NUCKCHEDDY	Production Supervisor (on roster) in the Printing Stores Section
Mr. Jean Joseph Denis DUPRAT	Production Supervisor (on roster) in the Printing Stores Section (w.e.f. 13 April 2022)
Mr. Sanjiv RAMBHUUJOO	Production Supervisor (on roster) (Platemaking/Finishing Section)
Mr. Gerald Yannick LIMKEE	
Mr. Purwez BADOORALLY	Head, Machine Maintenance Unit (on roster)
Mr. Nazeer Hossen RAMJANE	
Mr. Jean Joseph Denis DUPRAT	Assistant Production Supervisor (on roster) in the Printing Stores Section (up to 12 April 2022)
Mr. Marie Désiré Clency LEBON	Assistant Production Supervisor (on roster) in the Printing Stores Section)
Mr. Michel Gerald Eddy LEOVILLE	
Mr. Louis Julian RITTA	
Mr. Wilson Christian JANVIER	Assistant Production Supervisor (on roster) in the Binding Section (up to 17 March 2022)
Mr. Pran SUNTOO	Assistant Production Supervisor (on roster) in the Binding Section
Mr. Rajenrao RUGJEE	
Mr. Luc Charles Reginald NARAINING	Assistant Production Supervisor (on roster) in the Binding Section (Retired on 20 July 2021)
Mr. Richard Guy TALECK	Assistant Production Supervisor (on roster) in the Binding Section (w.e.f. 30 August 2021)

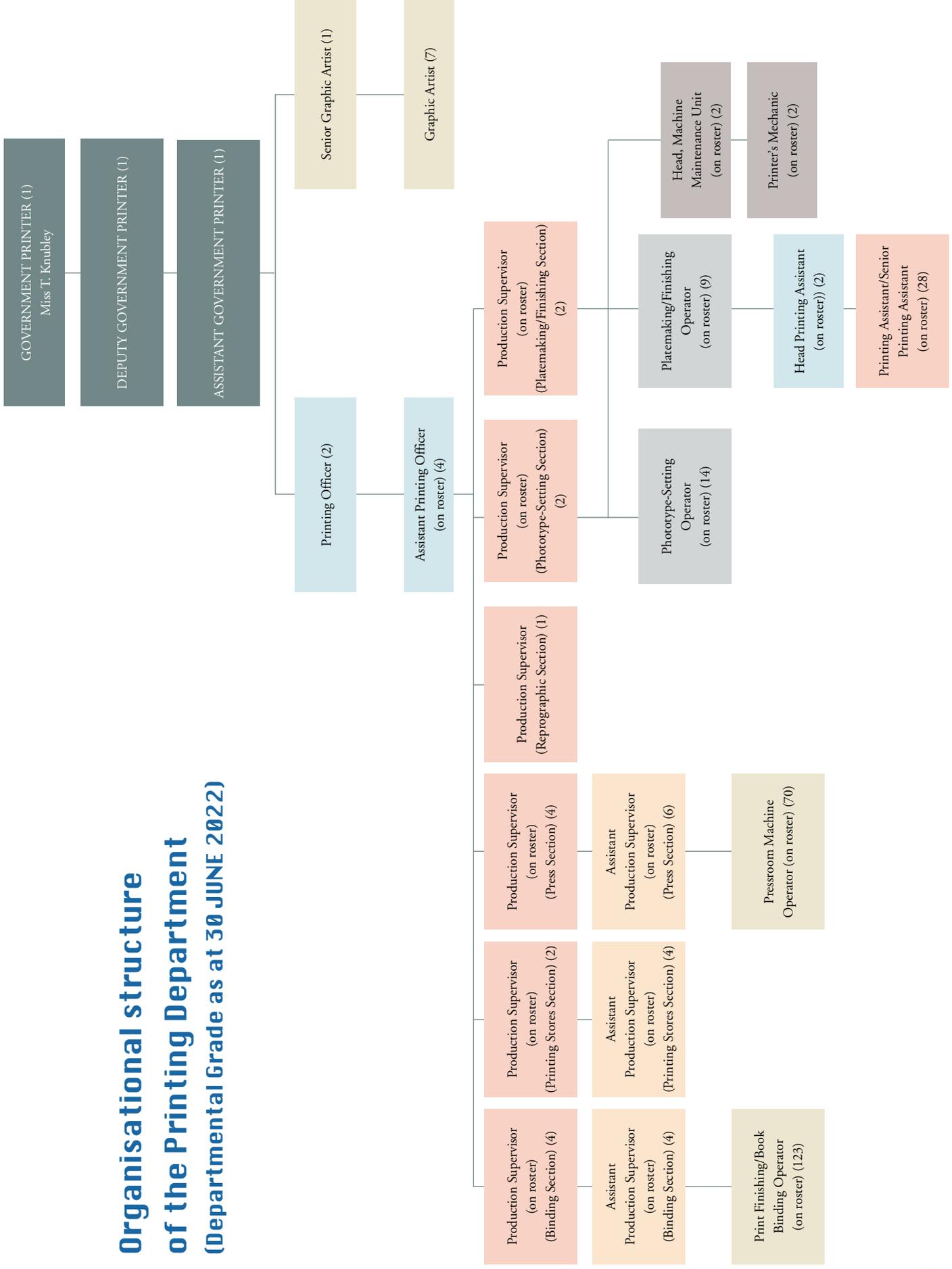
Mr. Louis Gino Noel AH - HON	Assistant Production Supervisor (on roster) in the Binding Section (w.e.f. 18 March 2022)
Mr. Moise MERCIER	Acting Assistant Production Supervisor (on roster) in the Binding Section (w.e.f. 4 January 2022)
Mr. Brij Mahendra RAMBHUUJOO	Assistant Production Supervisor (on roster) in the Press Section
Mr. Parmasiven TANDRAYEN	
Mr. Louis Richard Benjamin LAVERDURE	
Mr. Mohammad Dilshaad KARRIMBOCCUS	
Mr. Jean - Marie George Steeve PHILOGENE	
Mr. Mohammad Parwez EMMAMBOKUS	Acting Assistant Production Supervisor (on roster) in the Press Section (w.e.f. 1 April 2022)
Mr. Ghanasan CHULAN	Head Printing Assistant (on roster)
Mr. Mamad Rafick MADARBUX	Acting Head Printing Assistant (on roster). (Retired on 1 June 2022)
Mr. Shah Ahmad Mukhtar ALLYBOKUS, O.S.K	Head Printing Assistant (on roster) (w.e.f. 27 June 2022)
Accommodation Section	
Mr. Moostafiz AUCKBURALLY	Office Management Executive
Mrs. Minatchee CURPEN NAICK	
Procurement and Supply Section	
Mr. Mohammad Salim NAUZEER	Manager, Procurement and Supply
Mr. Subhir Sen HOOLASH	Assistant Manager, Procurement and Supply
Human Resource Section	
Mr. Vijaye Prakash BUNDHUN	Manager, Human Resources
Finance Section	
Mr. Vidianand NAUGLOO	Assistant Manager, Financial Operations
Registry	
Mrs. DAHAREE Linda Pearlie	Office Supervisor
Head Office Auxiliary (Attached to Administration)	
Mr. Prem Hurryduth DABY	Head Office Auxiliary

Organisational structure of the Printing Department (General Services Grade as at 30 JUNE 2022)

GOVERNMENT PRINTER (1)



Organisational structure of the Printing Department (Departmental Grade as at 30 JUNE 2022)



Human Resource Section

The role of the Human Resource Section is to ensure that the department's most important asset – its human capital is being nurtured and supported by means of the creation and management of policies/procedures and by fostering a positive work environment through effective employee-employer relations.

The concept behind this principle is that employees who are subject to effective Human Resource Management are able to move effectively and contribute productively to the department's overall direction thereby ensuring its goals and objectives are accomplished.

On joining the service, new recruits are given a good orientation on what is expected of them at the workplace, the vision/mission of the department and on how their roles and functions will help towards achieving its strategic objectives. With these objectives clear in their mind, officers are in a better position to deliver fully and eventually help to enhance overall performance.

The Human Resource Section has also to counsel officers on their benefits, conditions of service, any change affecting their work and other queries.

As a whole the role of the Human Resource is to maintain a conducive working environment in the interest of both the employees and the department.

Statement of vacancies as at 30 June 2022

SN	Grade	No. on Establishment	In post	Funded Vacancy	Funded Position
1.	Assistant Production Supervisor (on roster)	14	12	2	14
2.	Phototype Setting Operator (on roster)	14	7	3	10
3.	Plate Making/Finishing Operator (on roster)	9	6	2	8
4.	Print Finishing/Book Binding Operator (on roster)	123	72 (46 Printing & 26 in other Mins/Depts)	18 (6 Printing & 12 in other Mins/Depts)	98 (61 Printing & 37 in other Mins/Depts)
5.	Pressroom Machine Operator (on roster)	70	41	17	58
6.	Printer's Mechanic (on roster)	2	1	1	2
7.	Head Printing Assistant (on roster)	2	1	1	2
8.	Printing Assistant/Senior Printing Assistant (on roster)	28	21	1	22
9.	Driver	2	2	Nil	2

Workforce Planning

Each financial year, the department makes its Human Resource proposals taking into consideration existing vacancies, new vacancies that will arise during the year vice officers who will retire/will get promoted as well as for new service delivery.

Training & Development

The department has the responsibility to equip its officers with the required skills and competencies in order to be more efficient and effective in their job and to enhance their motivation towards a performance based oriented culture.

During each Financial year, proposal is made to the Ministry of Finance, Economic Planning and Development for funds to be made available for the training and development of staff.

The outbreak of the second wave of the Covid-19 has again disturbed the training calendar of the department and courses already planned to be mounted had to be rescheduled.

The statistics on the number of Production and Administrative staff having followed courses offered by the Civil Service College Mauritius (CSCM) and on the number of Production staff who have followed courses on machines are as follows:

Number of Officers from Administration and Production Sections who have followed courses for period 1 July 2021 to 30 June 2022

Period	Section	Number of officers who have followed courses	Courses followed	Institution
1 July 2021 – 30 June 2022	Production	25	Refresher Course on Performance Management System	Civil Service College Mauritius
	Administration	1		
1 July 2021 – 30 June 2022	Administration	1	Training Course in Tea Making & Service	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Administration	1	Training Courses in Safety & Health at work	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Administration	1	Training Course in Essential of Psychology & Counselling Skills/ Techniques an HR perspective	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Production	2	NC Level 3 in Print Finishing	Mauritius Institute of Training & Development
1 July 2021 – 30 June 2022	Production	4	Training on XEROX 1000i	On the job
			Induction Course OA/SOA (1)	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Administration	2	Newly appointed Confidential Secretary	Ministry of Public Service
			Foundation Course for Newly recruited Management Support Officer	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Administration	1	Advanced Procurement & Supply Management	Ministry of Finance
1 July 2021 – 30 June 2022	Administration	4	Risk Management	Civil Service College Mauritius
1 July 2021 – 30 June 2022	Production	8	Heavy Duty Semi-Automatic Wire Stitching machine	On the Job Training at GPD

Welfare of Staff

STATISTICS ON TIME OFF GRANTED TO OFFICERS FOR VARIOUS ACTIVITIES

Time off granted to officers to attend Trade Union Activities for period 1 July 2021 to 30 June 2022

SN	Name of Trade Union	No. of days granted
1	Federation of Civil Service & Other Union (FCSOU)	4
2	Government Services Employees Association (GSEA)	15
3	Government Printing Workers Union (GPWU)	18

Time off granted to officers for Co-operative Activities for period 1 July 2021 to 30 June 2022

SN	Name of Co-operative	No. of days granted
1	Government Printing Workers' Co-operative Credit Union Limited (GPWCCU)	40

Time off granted to officers for Welfare Activities for period 1 July 2021 to 30 June 2022

SN	Name of Welfare	No. of days granted
1	Government Printing Staff Welfare Association (POWC + Badminton)	5

Safety and Health at the Government Printing Department

The management of the Government Printing Department shows great commitment towards safety and health and fosters the discipline of dealing with the prevention of work-related injuries and diseases as well as the protection of the health of the employees. In this context, new digital machines and equipment have been introduced in the organisation, thus largely reducing the occupational risks.

Whilst Mauritius was in the grips of a devastating second wave of the COVID-19 virus, the Government Printing Department managed to create a culture of safety with clear coordination and communication between management and the employees. This involved a combination of measures to prevent the spread of COVID-19 in the workplace, such as social distancing, hand hygiene, roaster system for all grades of employees, regular disinfection of common areas, 'work from home' concept was again adopted and amongst others, which is now the new normal.

Prioritizing workplace safety is further demonstrated by the construction of a new building where all the aspects of safety and health norms and standards have been entailed. This will enable the department to safeguard its employees against a wide range of workplace dangers and ensures that the employees get the support they need to protect themselves against these risks.

Employees are very concerned with safety, health and welfare. Thus, they are very cooperative with management. This has, over the years, allowed to progressively uplift the standard of safety and health at the Government Printing Department.



Major Achievements



Government Gazette

This department has published 189 Government Gazettes (including 140 Extraordinary issues) and has received 340 Government notices and 1,976 General Notices which have been successfully gazetted and delivered within its deadline for the fiscal year July 2021 - June 2022.

Major Production

The following table depicts some of the major products printed at the Government Printing Department during the financial year.

Product	Quantity Requested (units)	Quantity Completed (units)
File Covers	383,450	324,575
Parking Coupons	4,125,000	2,425,000
Learning Packs	261,600	261,600

Production analysis

for the year July 2021 to June 2022

The following tables show that the Government Printing Department has processed a total of 3284 jobs for 36,488,763 units of work from which a total of 15,919,279 units were completed.

Total jobs requested and delivered (units and number of jobs):

SN	Ministries/Department	No of jobs	Quantity Required (Units)	Quantity Delivered (Units)
1	Attorney General's Office	81	5,814	4,434
2	Central Informatics Bureau	3	300	300
3	Central Information Systems Division	3	410	410
4	Central Procurement Board	2	2,200	2,200
5	Civil Aviation Department	25	25,477	25,477
6	Commission for Conciliation and Mediation	2	4	4
7	Corporate and Business Registration Department	17	250,520	250,520
8	Electoral Commissioner's Office	469	192,103	151,320
9	Employment Relations Tribunal	6	510	510
10	Government Information Service	7	12	12
11	Government Printing Department	60	801,565	22,517
12	Independent Police Complaint Commission	4	11,025	11,025
13	Judiciary of Mauritius	89	2,338,554	2,293,353
14	Land Drainage Authority	1	5	5
15	Law Reform Commission	3	9	9
16	Local Government Service Commission	13	10,922	10,922
17	Mauritius Fire & Rescue Service	12	29,008	29,008
18	Mauritius Meteorological Service	22	7,761	7,361
19	Mauritius Prison Service	48	235,205	167,690
20	Ministry of Agro Industry & Food Security	59	39,574	26,312
21	Ministry of Arts and Cultural Heritage	17	24,845	14,845
22	Ministry of Blue Economy, Marine Resources, Fisheries and Shipping	52	23,765	23,765
23	Ministry of Commerce and Consumer Protection	34	9,485	9,485
24	Ministry of Education, Tertiary Education, Science and Technology	98	617,156	533,686
25	Ministry of Energy and Public Utilities	24	39,421	38,877
26	Ministry of Environment, Solid Waste Management and Climate change	62	29,956	26,526
27	Ministry of Finance, Economic Planning and Development	59	14,428	12,828
28	Ministry of Financial Service and Good Governance	41	14,977	14,989
29	Ministry of Foreign Affairs, Regional Integration and International Trade	53	31,157	29,562
30	Ministry of Gender Equality and Family Welfare	74	71,876	55,326
31	Ministry of Health and Wellness	415	22,020,011	5,333,409
32	Ministry of Housing and Land Use Planning	21	57,857	56,857
33	Ministry of Industrial Development SME's and Cooperatives	86	21,436	17,141
34	Ministry of Information Technology, Communication & Innovation	31	58,499	58,498

35	Ministry of Labour, Human Resource Development and Training	54	181,988	181,988
36	Ministry of Land Transport and Light Rail	39	3,226,113	1,525,745
37	Ministry of Local Government, Disaster and Risk Management	29	24,489	21,489
38	Ministry of National Infrastructure & Community Development	70	177,131	175,631
39	Ministry of Public Service Administration and Institutional Reforms	37	109,333	106,333
40	Ministry of Social Integration, Social Security and National Solidarity	84	678,521	678,521
41	Ministry of Tourism	37	29,133	29,133
42	Ministry of Youth Empowerment, Sports and Recreation	11	6,604	6,524
43	National Archives Department	2	6	6
44	National Assembly (Mauritius)	16	3,851	3,651
45	National Audit Office	23	2,981	2,698
46	National Human Rights Commission	10	2,729	2,729
47	National Land Transport Authority	20	98,268	95,668
48	Occupational Safety and Health Division	1	100	100
49	Office of the Director of Public Prosecutions	13	26,412	26,412
50	Office of the Ombudsman	9	9,105	8,105
51	Office of the President	69	15,835	14,582
52	Office of the Vice President	2	1,200	1,200
53	Ombudsperson for Children	7	2,402	2,402
54	Pay Research Bureau	10	1,150	440
55	Police Department	60	2,606,499	1,853,940
56	Prime Minister's Office-All Offices	227	1,344,815	1,031,978
57	Probation and Aftercare Service	6	14,000	14,000
58	Public Bodies Appeal Tribunal	4	510	510
59	Public Service Commission and Disciplined Forces Service Commission	19	66,364	66,300
60	Radiation Safety and Nuclear Security Authority	1	100	100
61	Registrar General's Department	5	1,408	1,408
62	Rodrigues Regional Assembly	16	16,758	16,483
63	Statistics Mauritius	43	596,758	565,740
64	The Treasury	50	64,818	64,270
65	Valuation Department	4	1,071	1,071
TOTAL		2,971	36,296,299	15,728,340

(Source: As per digital records of Printing Stores - 30 June 2022)

Total jobs requested and delivered for parastatal and other bodies (units and number of jobs):

SN	Parastatal and Other Bodies	No of Jobs	Quantity Required (Units)	Quantity Delivered (Units)
1	Aapravasi Ghat Trust Fund	1	505	505
2	Agricultural Marketing Board Employees' Union (PRB Report)	2	2	2
3	Beach Authority	6	1,462	1,462
4	Bus Industry Employees Welfare Fund	2	2	2
5	Central Water Authority	3	6	6
6	Civil Service College Mauritius	1	5,000	5,000
7	Civil Service Family Protection Scheme Board	19	30,066	30,066
8	Civil Service Workmens' Group Worker (PRB Report)	3	3	3
9	Conservatoire National de Musique Francois Mitterrand Trust Fund	2	2	2
10	District Council of Black River	2	16	16

11	District Council of Moka	2	44	22
12	District Council of Flacq	1	36	36
13	District Council of Pamplemousses	6	28	28
14	District Council of Riviere du Rempart	5	24	24
15	District Council of Savanne	3	12	12
16	Early Childhood Care & Education Authority	4	26	26
17	Employees' Welfare Fund	3	3	3
18	Fashion And Design Institute	4	11	11
19	Federation Of Progressive Unions (PRB Report)	5	5	5
20	Federation of Public Sector & Other Union (PRB Report)	2	2	2
21	Financial Intelligence Unit	5	3,007	3,007
22	Financial Reporting Council	3	3	3
23	Fishermen Welfare Fund	2	2	2
24	Food and Agricultural Research & Extension Institute	10	22	11
25	Gambling Regulatory Authority	11	814	414
26	Government General Service Union (PRB Report)	2	2	2
27	Higher Education Commission	3	9	9
28	Human Resource Development Council	5	24	24
29	Irrigation Authority	4	6	6
30	Loreto College Rose-Hill (PRB Report)	2	2	2
31	Mahatma Gandhi Institute	3	24	24
32	Manufacturing Sector Workers Welfare Fund	10	9,510	9,510
33	Mauritius Co-operative Agricultural Federation Ltd (PRB Report)	1	5	5
34	Mauritius Education Development Company Ltd (PRB Report)	2	2	2
35	Mauritius Examination Syndicate	1	20	20
36	Mauritius Film Development Corporation	3	7	7
37	Mauritius Institute of Education	1	30	30
38	Mauritius Institute of Health	2	2	2
39	Mauritius Institute of Training and Development.	3	3	3
40	Mauritius Meat Authority	2	2	2
41	Mauritius Museums Council	2	22	22
42	Mauritius Oceanography Institute	3	9	1
43	Mauritius Ports Authority	1	2	2
44	Mauritius Qualifications Authority	1	5	5
45	Mauritius Research And Innovation Council	2	2	2
46	Mauritius Revenue Authority	5	15	15
47	Mauritius Tourism Promotion Authority	3	9	9
48	Mauritius Trade Union Congress (PRB Report)	1	5	0
49	Municipal Council of Beau Bassin -Rose Hill	3	22	22
50	Municipal Council Of Curepipe	2	8	8
51	Municipal Council Port Louis	4	20	20
52	Municipal Council of Vacoas Phoenix	7	53	29
53	National Art Gallery	2	2	2
54	National Children's Council	3	28	28
55	National Computer Board	2	28,200	28,200
56	National Co-operative College	3	3	3
57	National Productivity and Competitiveness Council	2	500	500
58	National Transport Corporation	2	5	5
59	National Women Entrepreneur Council	2	2	2
60	National Women's Council	14	5,655	4,700
61	Nursing & Other Professions Provident Fund (PRB Report)	3	5	5
62	Nursing Association (PRB Report)	2	2	2
63	Open University of Mauritius	6	37	37
64	Outer Islands Development Corporation	2	2	2
65	Private Secondary Education Authority	5	21	21

66	Public Officers' Welfare Council	11	4,590	4,590
67	Rajiv Gandhi Science Centre Trust Fund	3	4	4
68	Road Development Authority	5	214	114
69	Seafarers' Welfare Fund	1	300	300
70	Small Farmers Welfare Fund	3	5	5
71	SSR Botanic Garden Trust	9	100,262	100,262
72	State Investment Corporation	1	25	25
73	State Trading Corporation	1	2	2
74	Sugar Industry Labour Welfare Fund	3	23	23
75	Tourism Authority	7	1,508	1,508
76	Tourism Employees Welfare Fund	2	5	5
77	Town and Country Planning Board	1	5	5
78	Union Of Municipalities' Workers (PRB Report)	1	25	25
79	Union Of Non-Teaching Staff Of Aided Secondary School (PRB Report)	4	4	4
80	University Of Mauritius	2	33	33
81	University Of Technology, Mauritius	3	15	15
82	Vallée d' Osterlog Endemic Garden Foundation	8	20	20
83	Wastewater Management Authority	2	8	8
84	Others (Miscellaneous)	13	31	31
Grand Total		313	192,464	190,939

(Source: As per digital records of Printing Stores - 30 June 2022)

Urgent jobs from July 2021 to June 2022

The department has processed 421 urgent assignments (including confidential works and Government Gazette) from July 2021 to June 2022.

All urgent jobs have been successfully completed within its deadline.

Status of Key Actions

Key actions and Performance Indicator

Key Action	Key Performance Indicator	Target 2020-21	Achievements 2020-21	Remarks
Timely printing services by maintaining average delivery time to 11 weeks	Average delivery time (weeks)	11	78%	All the remaining jobs have not been delivered as we have not received strike off for production yet or request have been dropped by the client.

Table 8: SWOT Analysis of the Printing Department

Swot Analysis			
<h2>S</h2> <p>trengths</p>		<h2>O</h2> <p>pportunities</p>	
<ul style="list-style-type: none"> • Willingness to work after normal working hours (for production) • Commitment to work • Good relationship with Customers • Ongoing need for print • Quality product • Keep pace with new technology 	<h2>W</h2> <p>eaknesses</p>	<ul style="list-style-type: none"> • Demand for short run jobs • Demand for environment orientated goods • Variable and personalize printing • E-commerce development (web ordering) • Security printing • Packaging • New Building 	<h2>T</h2> <p>hreats</p>
	<ul style="list-style-type: none"> • Lack of staff due to lengthy recruitment process • Costly equipment – high maintenance cost • Lack of communication between sections • Some Outdated technology • Lack of suppliers of Printing Equipment and consumables – Few such players in the local Printing Industry • No local exposure on the evolving printing possibility • High cadre (Printing related) trainers are not available locally 		<ul style="list-style-type: none"> • Green Movement paperless policy • New media – advertising, e brochure, magazine, invitation are all available through web • High convenience of accessing to Online application forms
<h2>C</h2> <p>onsolidating</p> <h2>S</h2> <p>trengths</p>		<h2>E</h2> <p>xploiting</p> <h2>O</h2> <p>pportunities</p>	
<ul style="list-style-type: none"> • Maintain high standard quality products • Improve staff skills through training 	<h2>W</h2> <p>Isolating</p> <h2>W</h2> <p>eaknesses</p>	<ul style="list-style-type: none"> • Digital press for short run jobs • Recycle paper which are suitable for Industrial Printing • MERP 	<h2>O</h2> <p>vercoming</p> <h2>T</h2> <p>hreats</p>
	<ul style="list-style-type: none"> • Build effective communication skills through training • Introduction to New technology • Implementation of ISO 		<ul style="list-style-type: none"> • Offer enhanced Print Quality and value added products like hotfoil, numbering, etc. • Evolve to new service like personalize printing



Financial Performance



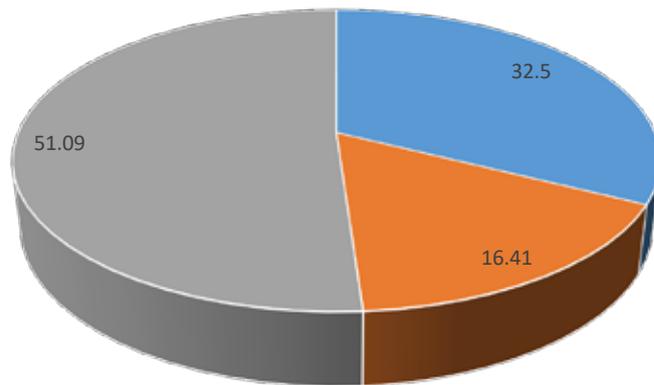
Total Voted Provision for Financial 2021/2022 under Vote 2-4 for the Government Printing Department was **Rs 281.5 M** of which:

Recurrent Expenditure: Rs 133.5 M (After Reallocation (Rs 138.16)

Capital Expenditure: Rs 148 M (After Reallocation (Rs 143.34)

Total expenditure incurred during the year is illustrated below in **Figure 1** by economic categories.

Expenditure by Economic Categories



■ Compensation of Employees ■ Goods & Services ■ Acquisition of Non Financial Assets

Figure 1

Table 1 below provides a Summary of Expenditure incurred by GPD for FY 2021/2022 from data captured in the Treasury Accounting System.

Economic Categories	Actual 2020/2021	Estimates 2021/2022	Actual 2021/2022
Compensation of Employees	80,710,309	91,170,000	90,523,464
Goods and Services	30,869,241	46,990,000	45,696,042
Acquisition of Non-Financial Assets	218,642,077	143,340,000	142,288,081

Table 1

Expenditure under **Compensation of Employees** includes Salaries and Allowances, Overtime , Salary compensations, Cash in lieu of Leave, End of Year Bonus, Travelling, NSF, **Goods and Services**, Utility Bills, Fuel, Office Expenses, Cleaning and Security Services, Maintenance of Machinery and Equipment , Uniform Allowance, Training for staff, Purchase of Office Equipment and Furniture, Spare Parts , Paper & Materials, **Acquisition of Non-Financial Assets**, Construction of New Building, Acquisition of IT and Printing Equipment and Acquisition of Software.

Total Actual Expenditure for **FY 2021/2022** amounted to **Rs 278,507,587** compared to **Rs 330,221,627** in **2020/2021** due to a reduction in the approved estimates.

An annual comparison of expenditure incurred by GPD under Vote 2-4 is shown in **Figure 2** below.

Annual Expenditure Comparison for Vote 2-4

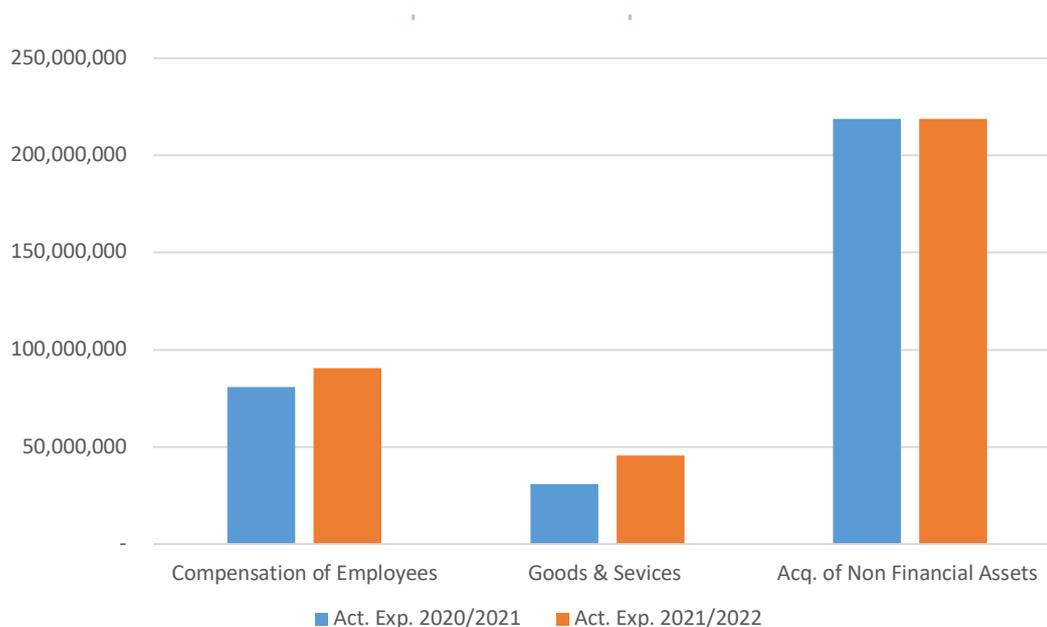


Figure 2

Acquisition of Non-Financial Assets:

- **Construction of New Building. (Rs 136 M, After Reallocation Rs 138.9 M)
Project value Rs 512.8 M)**

Approved Provision under the Item amounted to Rs 136 M and payments totaling Rs 138.6 M effected mainly to Contractor HYVEC LTD and Consultant DESIGN FORUM LTD.

Total Expenditure on the Project amounted to Rs 501.6 M

- **Acquisition of IT Equipment (Rs 2 M)**

Approved Provision under the Item amounted to Rs 2 M and payments totaling Rs 1.69 M effected mainly to suppliers ISPACE LTD CBE LTD for acquisition of MONOCHROME PRINTER MAC BOOK AND ADOBE CREATIVE CLOUD SOFTWARE LICENCES.

- **Acquisition of Software (Rs 8 M)**

Approved Provision under the item amounted to Rs 8 M mainly to cater for the digitization of the processes of the GPD. However this Project has been delayed due to non-responsive bid exercises. Same will be re- launched in the next FY.

- **Acquisition of Printing Equipment (2 M)**

Approved Provision under the Item amounted to Rs 2 M and Payments totaling Rs 1.93 M were effected mainly to Supplier DSI LTD for the acquisition OF SEMI AUTOMATIC WIRE STITCHING MACHINE

STATEMENT OF REVENUE

Revenue by Categories is given in **Table 2** below.

Revenue (Rs million)	2020/2021 Actual	2021/2022 Estimates	2021/2022 Actual
Sales of Publications consisting of fees for Publications of Notices and printing works for Ministries / Departments and Parastatal Bodies.	25.90	15.00	19.9
Miscellaneous Revenues consisting of sale of paper waste and used plates.	0.28		0.18
Total Revenue	26.18		20.08

Table 2

Revenue Collection by Categories is shown below in **Figure 3**.

Revenue Collection by Categories

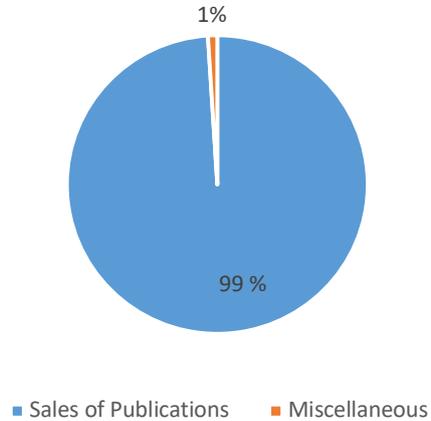


Figure 3

Breakdown of Revenue for Sales of Publications is given in **Table 3** below:

Details	FY 2020/2021	FY 2021/2022
Subscription fees	1,187,500	1,154,279
Publication of Notices	2,523,037	3,114,436
Publication Works from Parastatal Bodies	1,517,492	2,520,417
Printing Works from Ministries/Departments (SF6/ Departmental Warrants)	20,665,247	13,147,559
TOTAL	25,893,276	19,936,691

Table 3

Annual comparison of Revenue for Sales of Publications is shown in **Figure 4** below.

Annual Revenue Comparison for Sale of Publication

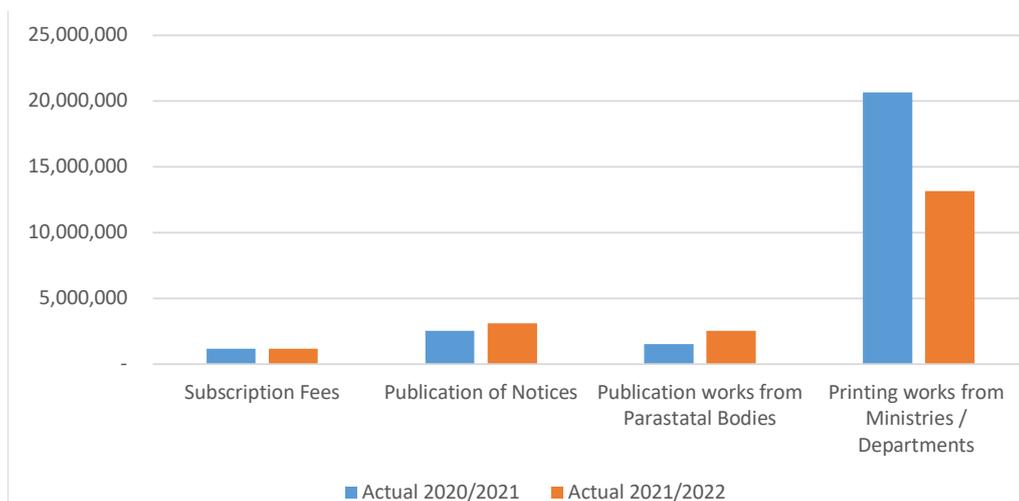


Figure 4



Achievements of the Procurement Section during Financial Year 2021 - 2022



A. Formal Quotations

SN	Procurement Reference No	Procurement Description	Suppliers	"Contract Amount (without vat)(Rs)"
1	PRG/PROC/01/21-22	Provision of Security Services to the New Building of the GPD	RSL Security Services Ltd	"1,260,000 (Yearly)"
2	PRG/PROC/02/21-22	Provision of Cleaning Services to the new building of the GPD	Mauriclean Ltd	"688,500 (5 Months)"
3	PRG/PROC/03/21-22	Procurement of Tools	"(i) Motorex; and (ii) Imexco Ltd"	"(i) Motorex: @ 28,125 (ii) Imexco Ltd: @ 18,000"
4	PRG/PROC/04/21-22	Procurement of Spare Parts and Consumables	Integrgraph Ltee	233,500
5	PRG/PROC/05/21-22	Procurement of Papers	"(i) Ramtoolah Papers Ltd; and (ii) Raffray Brothers "	"(i) Ramtoolah Papers Ltd @ 7,102,910; and (ii) Raffray Brothers @ 10,687,800"
6	PRG/PROC/06/21-22	Procurement of Ready-made Overcoats and Two pieces Blue Drill	M.T Uniforms Ltd	81,600
7	PRG/PROC/07/21-22	Procurement of PPE (Respiratory masks, Heat Resistant Gloves, Safety Shoes)	"(i) Pro Safe & Co Ltd; (ii) Knight Trading Agency Co Ltd; and (iii) Integrgraph Ltee"	(i) ProSafe & Co Ltd: @ 27,000; (ii) Knight Trading Agency Co Ltd: @ 52,900; and (iii) Intergraph Ltee: @ 24,550
8	PRG/PROC/08/21-22	Supply, Intallation and Commissioning of one Heavy Duty Semi Automatic Wire stitching machine	DSI Ltd	1,680,000
9	PRG/PROC/09/21-22	Procurement of Lockers	Neetoo Industries Ltd	387,310
10	PRG/PROC/10/21-22	Procurement of Papers	(i) Raffray Brothers; and (ii) Ramtoola Papers Ltd	(i) Raffray Brothers: @ 460,500; and (ii) Ramtoola Papers: @ 1,196,575

11	PRG/PROC/11/21-22	Provision of Femine Hygiene Services at the New Government Printing Department	Mauriclean Ltd	" 81,648 (Yearly) "
13	PRG/PROC/13/21-22	Supply, Intallation and Commissioning of IT Equipment	Central Business Equipment Ltd	84,000
14	PRG/PROC/14/21-22	Supply, Intallation and Commissioning of IMAC PRO, MACBOOK AIR, IPAD AIR	(i) Ispace Technologies Ltd	(i) 81,600 & 35,700
16	PRG/PROC/16/21-22	Procurement of Rodent and Pest Control at the NEW GPD	Alpha Pest Mangement	" 73,200 (Yearly) "
17	PRG/PROC/17/21-22	Procurement of White Bond Paper 80/90 gsm	Ramtoolah Papers Ltd	2,195,500
18	PRG/PROC/18/21-22	Procurment of Toners	"(i) E. O Solutions Ltd; (ii) Elinex Stationary Co Ltd; (iii) PSION Ltd; and (iv) Lacer Marketing"	"(i) E. O Solutions Ltd @ 248,000; (ii) Elinex Stationary Co Ltd @ 30,777; (iii) PSION Ltd @ 28,600; and (iv) Laser Marketing @ 93,075"
19	PRG/PROC/19/21-22	Procurement of Spare Parts and Consumables	"(i) Integrgraph Ltee; and (ii) DSI Ltd "	"(i) Intergraph Ltee @ 737,140; and (ii) DSI Ltd @ 125,100"
20	PRG/PROC/20/21-22	Procurement of Isopropyl Alcohol	COROI Maurice LTEE	500,000
21	PRG/PROC/21/21-22	Provision of Services for the Transfer of Paper Materials, etc from Warehouse Old Bldg to New Bldg	Perfect Logistics Ltd	750,000
23	PRG/PROC/23/21-22	Procurement of Plates for Printing Machines	Integrgraph Ltee	1,388,600
25	PRG/PROC/25/21-22	Procurement of White Bond Papers 80 gsm	Ramtoolah Papers Ltd	1,484,000
26	PRG/PROC/26/21-22	Procurement of Double Sided Paper White Glossy 250 gsm	Ramtoolah Papers Ltd	1,031,560
27	PRG/PROC/27/21-22	Sales of Used Offset Printing Plates and Paper Waste	"(i) FIVEWAYS Ltd; and (ii) E.Essan Company Ltd;"	"(i) 41/kg; and (ii) 3.50/kg"
29	PRG/PROC/29/21-22	Procurement of Compressor and Hand Pallet truck	Buffalo Development Ltd	46,000
30	PRG/PROC/30/21-22	Supply, Intallation and Commissioning of a Photocopy Machine	Happy World Ltd	76,585
31	PRG/PROC/31/21-22	Supply, Intallation and Commissioning of IT Equipment	Ispace Technologies Ltd	"(i) Ispace Technologies Ltd @ 229,300 (ii) LCI Ltd @ 105,906 (iii) PCS Ltd @ 35,508.68 "

32	PRG/PROC/32/21-22	Procurement of one Adobe Creative Cloud Software License & Renewal of subscription of 14 others	Ispace Technologies Ltd	1,272,000
33	PRG/PROC/33/21-22	Procurement of Transport Services for the Conveyance of Staff (Night Shift)	Alouette Bus Transport and Multipurpose Cooperative Society	15,725 (Daily:- Day & Night)
34	PRG/PROC/34/21-22	Procurement of Two pieces Blue Drill	KooSeeLin Ltd	364,000
35	PRG/PROC/35/21-22	Procurement of Blinds	Ideco Ltd	196,600
36	PRG/PROC/36/21-22	Provision of Cleaning and Gardening Services	Keep Clean Ltd	" 2,484,000 (Yearly) "
37	PRG/PROC/37/21-22	Auction Sales of Unserviceable Items	Mr. N. Tulloo	"(i) 5000 (Associated Cost); (ii) 3% of Total Gross Proceed"
38	PRG/PROC/38/21-22	Procurement of Toners for Digital Printing Machines	"(i) E. O Solutions Ltd; and (ii) Central Business Equipment Ltd"	"(i) E. O Solutions Ltd @ 299,800; and (ii) Central Business Equipment Ltd @ 138,000"

B. Informal Quotations

"A total of 76 procurement exercise through the Informal Quotations method have been carried out during the period to the tune of a total of Rs. 8,867,512.21"

Strategic Direction

The overall strategies have been summarised in Table H.

Table H: Strategic direction and ways to achieve goals

Sn	Strategies	Means to achieve objective
1	<ul style="list-style-type: none"> Modernization of work process and operation. 	<ul style="list-style-type: none"> Introduction of MERP System to digitalize our job orders, streamline processes of the Government Gazette and tracking of orders among others.
2	<ul style="list-style-type: none"> Asset renewal strategy 	<ul style="list-style-type: none"> Gradual replacement of our ageing machineries and technology and acquisition of new machines including software license. For FY 2022-2023, Cutting Machines, Digital Press and Raised text machines. Replacement of ageing government vehicle
3	<ul style="list-style-type: none"> Cost-effectiveness strategy 	<ul style="list-style-type: none"> Applying payment for all printing works for enhanced control and curb wastage of printing requirement of our customer. Request for the posting of 3 AFOs for cost estimate of Printing Jobs has been made. Timely renewal of high maintenance ageing machines. Reinforcing the maintenance section with sufficient and skillful staff for the repairs of the printing machineries as far as technically possible. Timely Maintenance and Servicing of Production Machineries and Services incorporated in the New GPD Building to enhance their performance/lifetime and reduce breakdowns.
4	<ul style="list-style-type: none"> Acquiring and maintaining an efficient and effective professional work force 	<ul style="list-style-type: none"> Continuous Industry related Programs and training on new acquired technologies and software for production staff. Other training programmes run by Civil Service College. The requested additional staff will contribute and work towards the achievement of the Department's goals and priorities.

DESIGN & PRINT

Government Printing Department

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31 October 2022