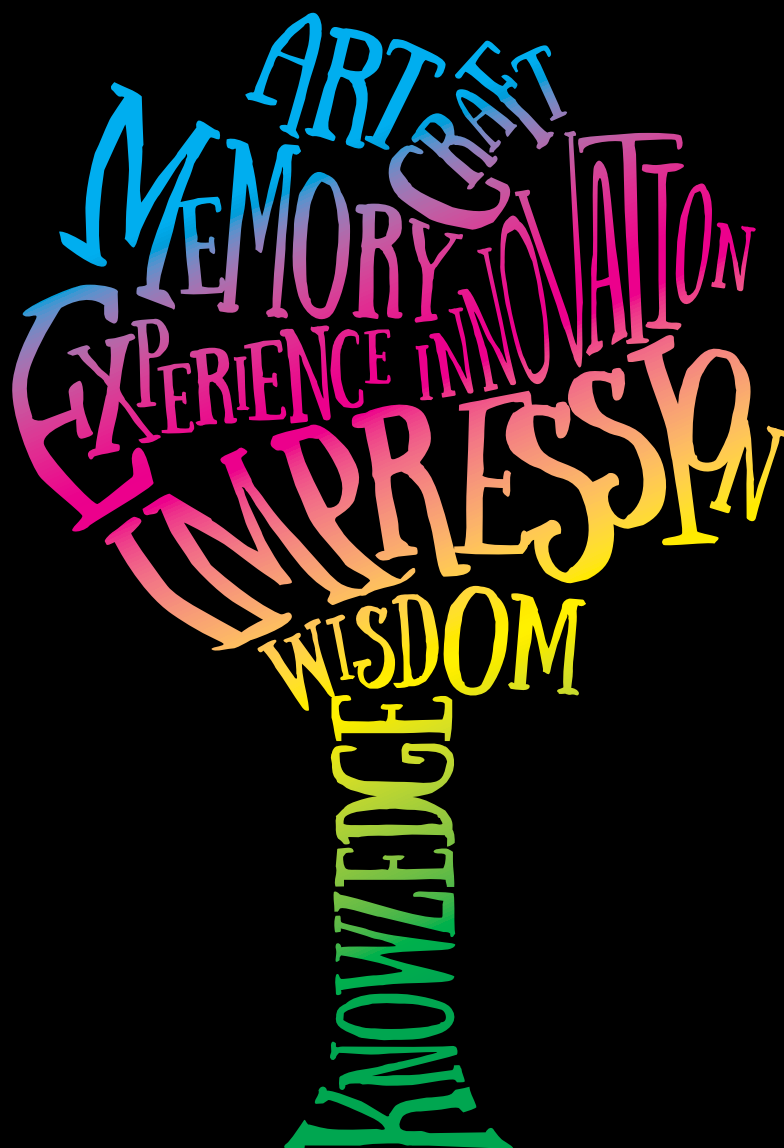




Republic of Mauritius












THE GOVERNMENT
PRINTING DEPARTMENT

ANNUAL REPORT JUNE 2016-JUNE 2017



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MISSION AND VISION

Our Vision

A modern and efficient Printing Service Provider

Vision (Human Resource)

To have the right person/competencies at the right place

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

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 determine if we are meeting those needs through the use of customer surveys and feedback.
- 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 and Publications)

List of our main Customers

Ministry of Arts and Culture
National Transport Authority
Corporate & Business Registration
Energy & Public Utilities
Environment & Sustainable Development
Finance and Economic Development
Police Department
Education and Human Resources
Civil Service and Administrative Reforms
Industrial Relations, Employment and Training
Ministry of Public Infrastructure and Land Transport
Mauritius Prison Service
Prime Minister Office
Public Service Commission
Social Security
The Judiciary
Beach Authority
Gambling Regulation Authority
Le Monde Heritage Trust Fund
Manufacturing Sector Workers Welfare Fund
Mauritius Lotteries
Mauritius Revenue Authority
National Computer Board
S M E D A
SSR Botanic Garden Trust



SUPERVISING OFFICER'S STATEMENT

It is with great pleasure that I am presenting the first Annual Report of the Government Printing Department. The Report is a mechanism of accountability in relation to the resources provided by the National Assembly and services delivered thereon. It also provides information for our stakeholders and the public at large. First of all, I would like to express my sincere thanks to all my colleagues/staff for their support and collaboration. It is through a constructive teamwork that we have been able to meet our objectives and respond to the changing demand of our customers.

The Printing Department aims at being a modern and efficient Printing Service provider. In so doing, we are implementing majors projects like the MIS and ISO certification as well as the construction of the new Government Printing Building. We are embarking on the bandwagon of change as the need to modernize grows each and everyday. A modern Printing factory is one whose order may be tracked through an elaborate Information System wherever it is in the workflow. Certainly the right infrastructure and machineries are needed but more important to the Printing Department is its People, it's well trained, experienced and willing workforce which give it a competitive edge.

Significant development in 2016/2017 include massive training programs targeting all staff, the award of contract for consultancy for the construction of the New Government Printing Department, the acquisition of a new machineries based on our Asset Renewal Plan and the increase in urgent and or security-enhanced assignments.

The GPD has produced in the year 2016-2017:

- 4 149 821 units of work from 4524 orders
- 490 075 units of security enhanced jobs
- Ballot papers for various elections including Rodrigues Regional Assembly
- An average of 2 urgent jobs per day
- 68 editions of the Government Gazettes, passed 231 Government Notices, 16 Acts, 22 Bills, 1630 General Notice and 7006 legal notices
- 41 250 000 lottery tickets

I take this opportunity to thank our stakeholders and wish that we may further collaborate and successfully work together.

T.G. Knubley
Ag. 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'Hopital, Port Louis. Shortly after the French revolution, it was transferred at the corner of the 'rue de la Pompe and rue du Rempart'".

Source: PortLouis. Deux siècles d'histoire

Technological timeline of the Printing Industry

The Printing Industry is a forever advancing frontier. Over the years as technology has evolved its speed has increased to meet emerging demands.

Evolution of the Printing Industry - General background:

70s: In the seventies, the first presses used for printing was the Platen/Cylinder, Letterpress or Mechanical Flat Presses that used lead type composition as well as wooden type blocks.

80s: During the eighties, the first Personal Computers were already used in the developed countries. As such lead type composition and letterpress were already being gradually replaced by Offset Presses that used plates prior to film making.

90s: Colour printing emerged and with it a wave of new technologies such as Computer to Film (CTF) for colour separations and 4-colour Offset Presses.

2000 to date: The era of Digital Press, Job personalisation (variable text), complex value-added high quality printing products with die-cuts, varnish and personalised features.

Technological timeline - Government Printing Department:

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, rotting 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 Dept.

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 Phototypesetting Operator was effected and later on the Photomechanics were renamed as Plate Making and 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 CTF was replaced by the 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.



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 GN 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, Government Lotteries tickets, 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.

Photo Type Setting

Legal Notices, General Notices, Bills and Acts for publication are typed and 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 Photo Type Setting section liaise closely with customers to ensure the final artwork is valid for printing.

Plate-making section

The Platemaking 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) from Platemaking Section and produces printed sheets of paper either on Offset or Digital press. On an Offset Press, Machine Minders (Pressman) install and adjust the printing plate on the press, mix fountain solution, adjust pressure, ink the printing presses, load paper, and adjust the press to paper size. Operators also correct any problems that might occur during a press run.

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.

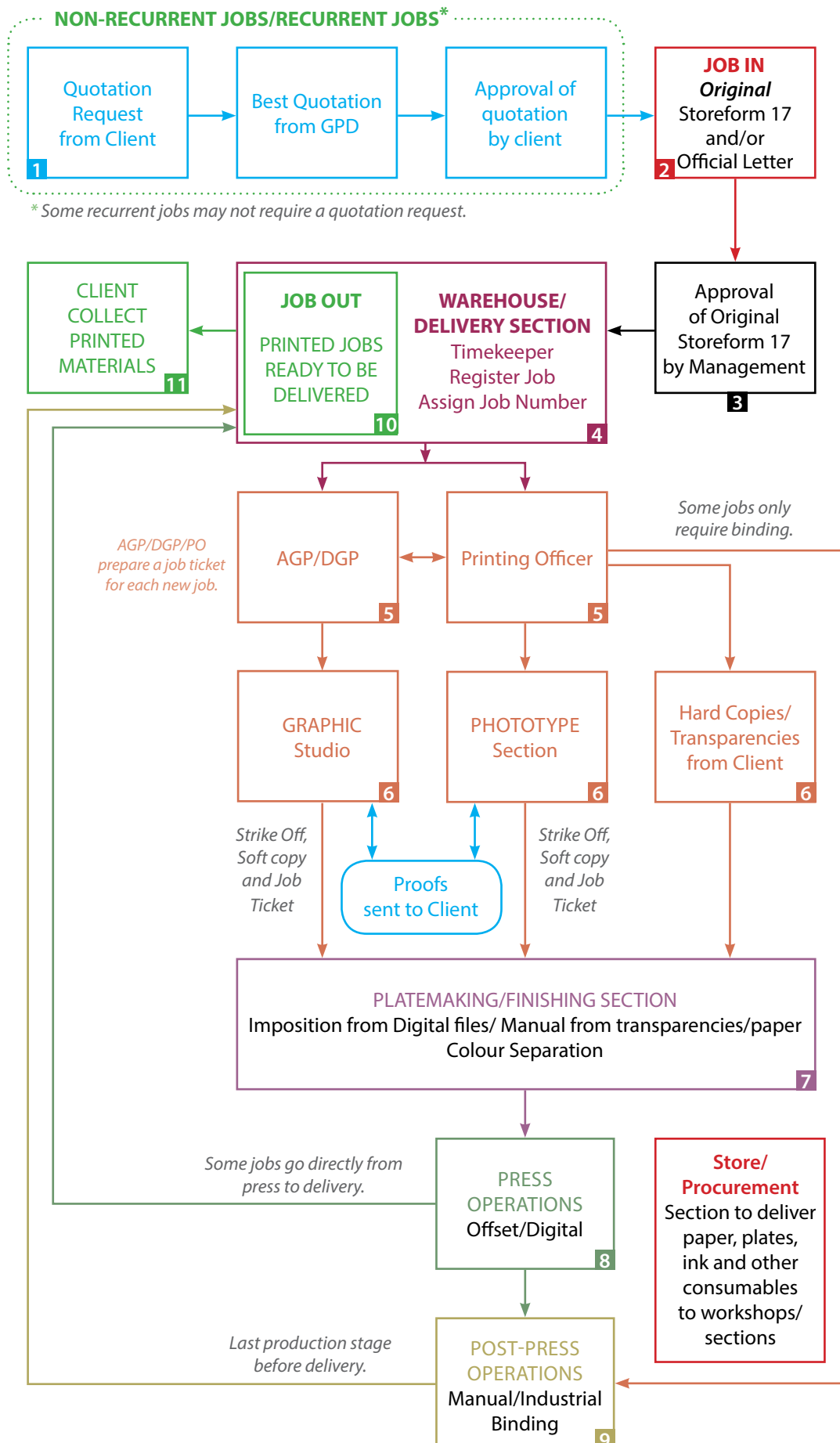
Binding section

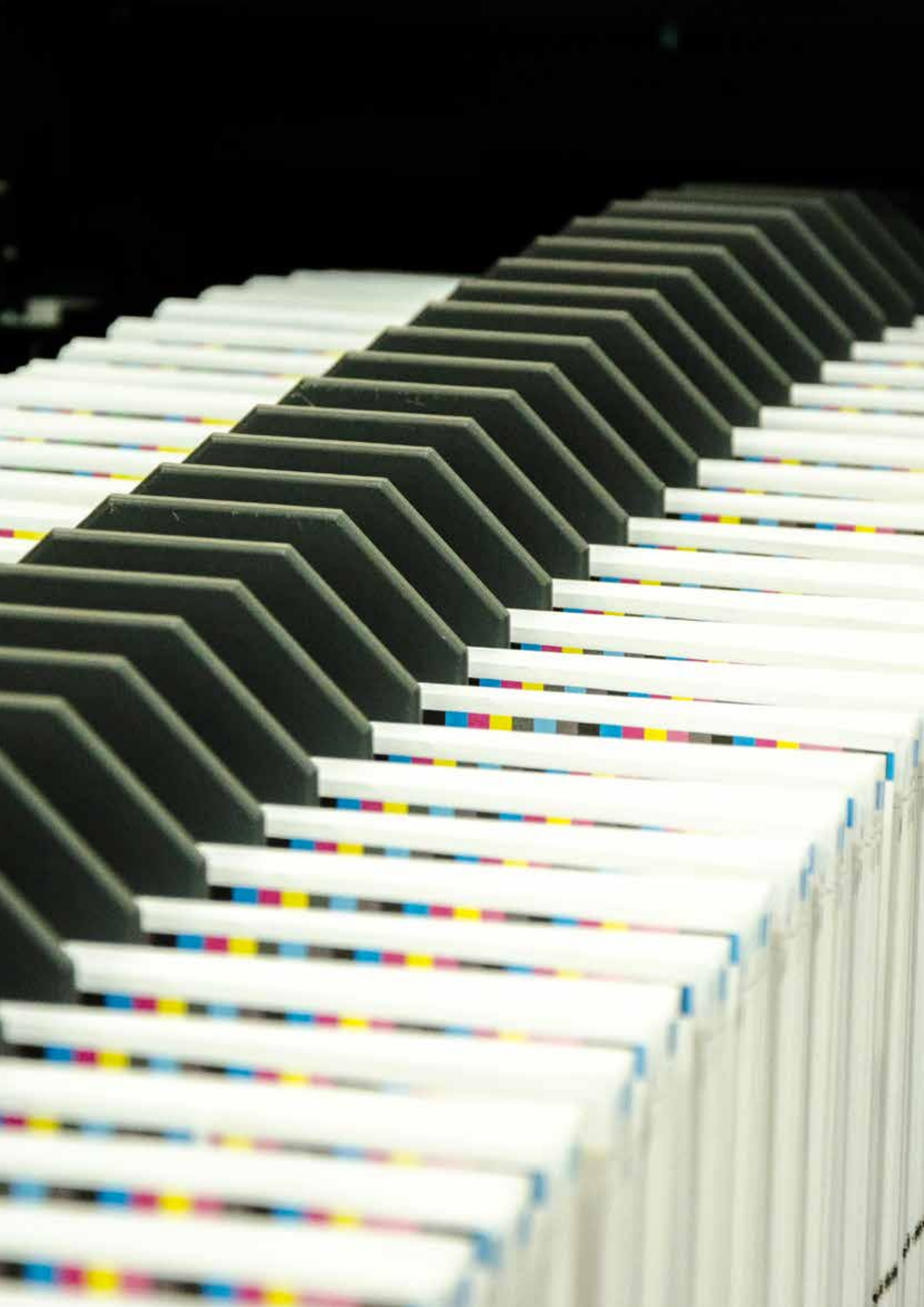
The actual finishing is executed in the binding section. Printed sheets from the press are transformed into finished books, magazines, leaflets, bags and full-bound books. The binding of books often require experienced craftsmanship for hardcovers, foiling, decorations and lettering.

Delivery

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 fill a Storeform 6 prior to delivery. A receipt voucher is issued upon reception of the products.

THE GOVERNMENT PRINTING PRODUCTION WORKFLOW OVERVIEW





Links between the Department objectives and those of Government

The Department has ensured that its strategies and objectives revolve around Government policies and objectives as illustrated in table 1. Moreover the strategies are deployed in such a way that it gives a clear direction and a comprehensive roadmap for the Department to meet its objective. As a recall, the Department aims at a modern and efficient printing factory ensuring excellency in service delivery.

Table 1: Links between the Department objectives and those of Government

Item	Government objective	Printing Department objective	Ways
1	Growth enablers: <i>Government effectiveness</i>	Modern and efficient Printing Department	<ol style="list-style-type: none"> 1. Implementing MIS with Store management, job tracking and costing modules 2. Aimed at ISO certified to ensure quality in service delivery 3. Training programs 4. Acquisition of state of the art technology to better serve our customers

ABOUT OUR PEOPLE

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 and officers from other cadres, namely Graphic, Printing, Procurement and Supply, Human Resource Management, Financial Operations as well as officers belonging to the General Services. The Government Printer is responsible for the overall administration and general supervision of the Department.

Having as vision to be a modern and efficient service provider, the Department's strategic goals and objectives have been targeted towards the new and modern printing factory which is in the pipeline and the modernisation of the work process and operations by the introduction of the Management Information System, which would improve the quality of its service delivery in line with the latest technological development.

CORE TEAM OF THE GOVERNMENT PRINTING DEPARTMENT

NAME	STATUS
Ms. Genevieve Taryn KNUBLEY	Ag. Government Printer
Administrative Section	
Mr. Mohamad Reza MOHAMUDALLY	Ag. Deputy Government Printer
Mr. Jean-Michel Sebastien LANGEVIN	Ag. Assistant Government Printer (as from December 2017)
Mr James Dada	Ag. Assistant Government Printer (Retired on July 2017)
Mr Kaviraj Bhoojedhun	Ag. Assistant Government Printer (July to November 2017)
Printing Section	
Mr. Jean Pierre APOLLON	Ag. Printing Officer
Mr. Philippe Mario Jocelyn ISBESTER	
Ms. Rajalakshmi RAMGOOLAM	Ag. Senior Graphic Artist
Mr. Jwala REKHAYE	Production Supervisor (Roster) (Binding Section)
Mr. Darmalingum RUNGIEN	
Mr. Appanah Rajoogopal BUNGAREE	
Mr. Gassen Neeliah MAISTRY	Production Supervisor (Roster) (Press Section)
Mr. Mario Louis AGATHE	
Mr. Georges Rudy Daniel MOMPLE	Production Supervisor (Roster) (Phototype Setting Section)
Mr. Marie Joseph Guy LAVERDURE	
Mr. Weershun BHUWAJEE	Production Supervisor (Roster) (Reprographic Section)
Mr. Ehambaram Nayedoo SOOBEN	Production Supervisor (Roster) (Printing Stores Section)
Mr. Salim NUCKCHEDDY	
Mr. Sanjiv RAMBHUUJOO	Production Supervisor (Roster) (Plate Making/Finishing)
Mr. Gerald Yannick LIMKEE	
Mr. Purwez BADOORALLY	Senior Printer's Mechanic (Roster)
Mr. Nazeer Hossen RAMJANE	
Mr. Jean Noel KISSOON	Assistant Production Supervisor (Roster) (Printing Stores Section)
Mr. Prem Chandra SEERAS	
Mr. Jean Joseph Denis DUPRAT	
Mr. Marie Désiré Clency LEBON	

NAME	STATUS
Mr. Gerard Jacques SALOMON	Assistant Production Supervisor (Roster) (Binding Section)
Mr. Clency Victor GERY	
Mr. Oomaduth BOOTNA	
Mr. Dorsamy Pillay MARDAY	
Mr. Yusuf Khan KHODABOCUS	Assistant Production Supervisor (Roster) (Press Section)
Mr. Jean Clovis SOLEIL	
Mr. Sandiren TANDRAYEN	
Mr. Louis Philippe Mario BARDOU	
Mr. Brij Mahendra RAMBHUUJO	
Mr. Ajayn BETCHOO KISSOONDYAL	
Accomodation Section	
Mrs S. Malliaté	Office Management Executive, Retired on July 2017
Ms. Soba Devi JHUMMUN	Office Management Executive
Production and Supply Section	
Mr. Abdool Wahed Bhye MASARDY	Manager, Procurement & Supply
Mr. Atmaran CRUSTNA	Assistant Manager, Procurement & Supply
Human Resource Section	
Mrs. Nahleenee BISMOHUN	Manager, Human Resources
Mrs. Bibi Rozida ROOJEE	Assistant Manager, Human Resources
Finance Section	
Miss Danielle CHEE MAN SHING	Assistant Manager, Financial Operations
Mrs. Leelawtee RAMCHURN	Financial Operations/Senior Financial Operations
Mrs. Stephanie DADA-LEFADE	
Registry	
Ms. Erika Dolores PECHEUR	Management Support Officer
Acting Office Supervisor	

STATEMENT OF VACANCIES AS AT NOVEMBER 2017

SN.	Grade	No. on Establishment	In Post	Funded Vacancy	Funded Position
1.	Government Printer	1	Nil	1	1
2.	Assistant Government Printer	1	Nil	1	1
3.	Assistant Printing Officer (Roster)	4	Nil	4	4
4.	Graphic Artist	6	5	1	6
5.	Production Supervisor (Roster)	13	12	1	13
6.	Plate Making/Finishing Operator (Roster)	9	7	1	8
7.	Printing Assistant/Senior Printing Assistant (Roster)	28	20	3	23
8.	Machine Minder/Senior Machine Minder (Binding) (Roster)	123	78 (49 Printing & 29 in other Mins)Depts	19 (12 Printing & 7 in other Mins)Depts	61 (Printing & 36 in other Mins)Depts.
9.	Machine Minder/Senior Machine Minder (Pressroom) (Roster)	70	52	6	58

Development of Staff

- 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 has approached 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.

Workforce Planning

- Each financial year, the department make its HR 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

1. Much emphasis is laid on Training and development of employees to ensure upgrading of knowledge, up-skilling and acquisition of new skills and competencies for continuous improvement in service delivery.
2. 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 as follows:-

Table 4 : Number of officers having followed course offered by the CSCM

Period	Sector	Number of officers who have followed the course	Number of staff	Percentage
(a) June to December 2016	Production	145	169	85%
	Administration	21	43	48%
(b) January to mid June 2017	Production	61	169	36%
	Administration	14	43	32.5%

Table 5 : Percentage of officers who have followed courses relating to operation of machines

Period	Sector	Number of officers who have followed courses relating to operation of machines	Number of staff in post	Percentage
(b) January to June 2017	Press Section	28	58	48%
	Binding + Printing Stores + Printer's Mechanic Sections	19	64	30%
	Platemaking and Finishing + Phototype + Graphic Sections	18	24	75%

3. The moreso, funds have been provided in the Budget 2017/2018 for a one day session on Team Building to be held for all the staff of the Department, at the latter's request. The training session was conducted by the CSCM in two batches, on the 16 and 23 October 2017.

Health and Safety and Welfare of Staff

As regards to health and safety of the employees, personal protective equipment as well as wear and tear allowances, as per the established norms, are being issued/granted to different categories of staff and who, by virtue of their duties, are required to wear protective clothing.

In addition, arrangements have been made with the Ministry of Health & Quality of Life (Occupational Health Unit) for medical surveillance, free of charge and at regular interval for the staff to be released to attend the medical check up accordingly. This is done in line with PRB recommendations. So far, majority of officers have already been examined by the Occupational Health Physician.

Welfare of Staff

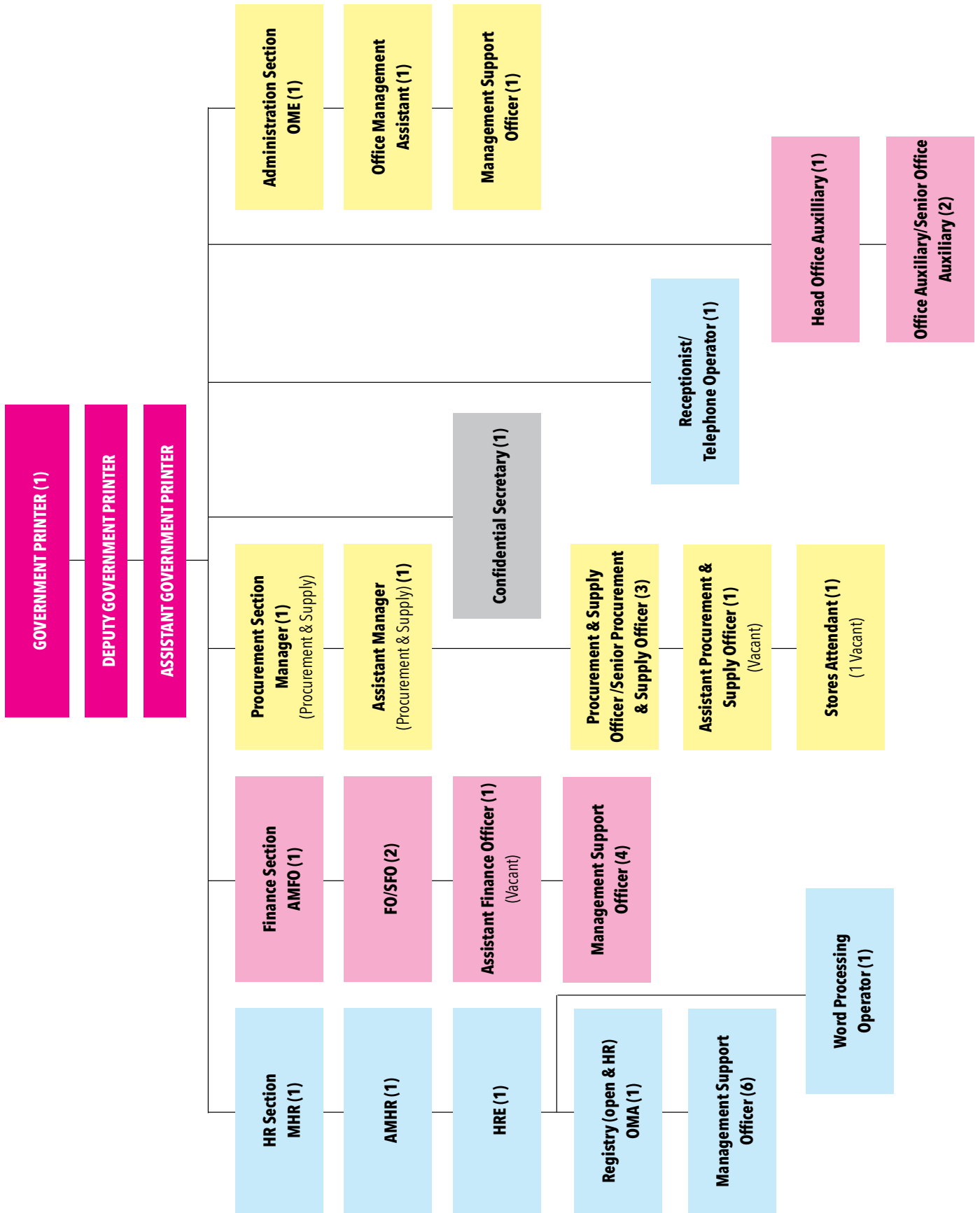
1. Staff of the Department are being granted release, subject to the exigencies of the service and as and when required, to participate in various activities organised by the Public Officers' Welfare Council (POWC) such as the Logo Competition, Silver Jubilee Scrabble Competition, Volleyball/Badminton Tournaments, amongst others.
2. The Staff Welfare Association of the Department plays an active role and organises many activities for the officers viz Carome/ Domino/ Scrabble/Football tournaments, amongst others, at the level of the Department .
3. The welfare activities which have been organised in collaboration with the Government Printing Staff Welfare Association are listed below:-

Table 6 : List of Activities

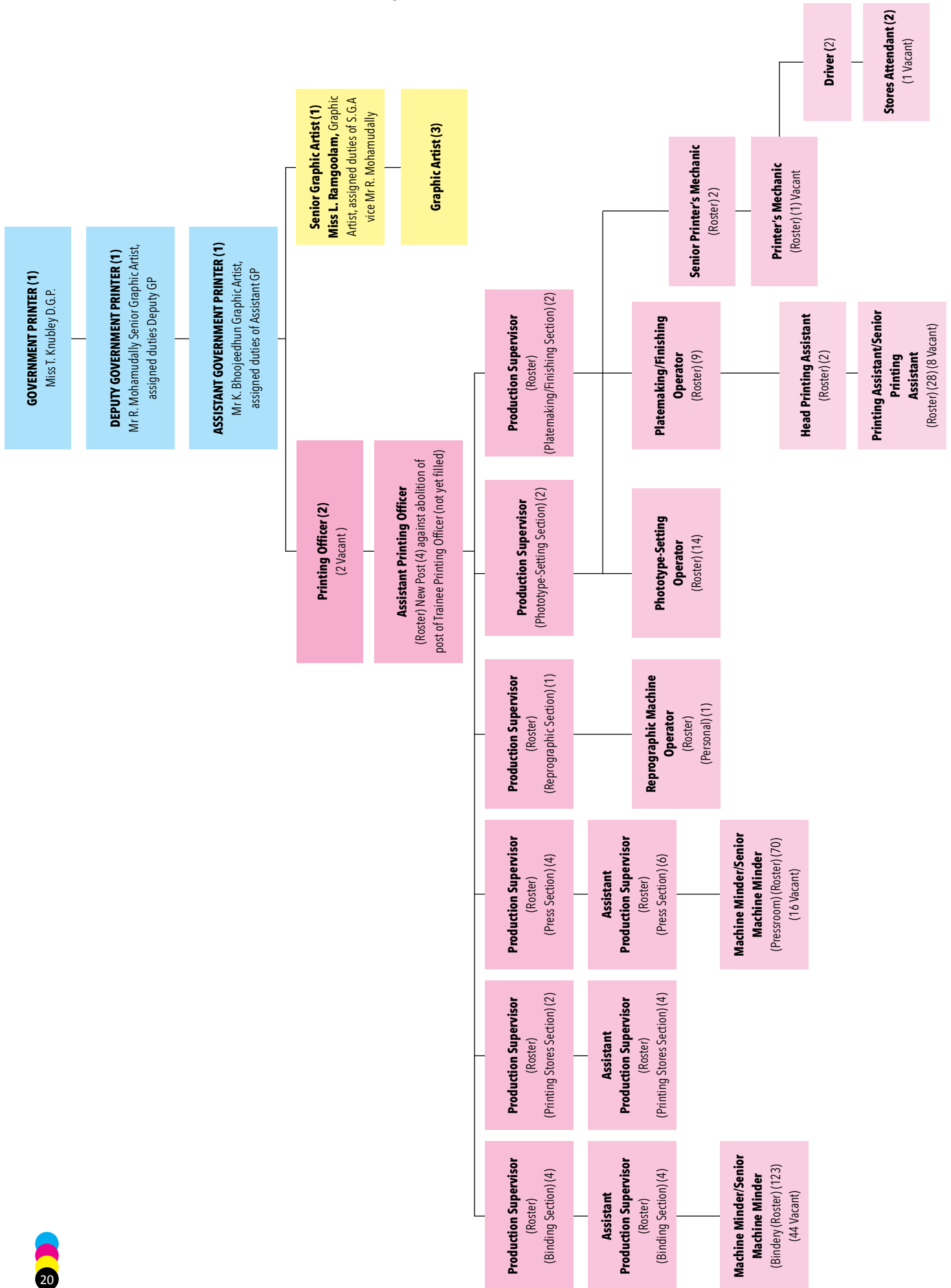
SN	Activity	Date held
(i)	Music Day 2016	27 June 2016
(ii)	Volley Ball Tournament	July 2016
(iii)	Annual Badminton Tournament	August 2016
(iv)	Annual Public Officers Welfare Kermesse	November 2016
(v)	Annual Football Tournament	February 2017
(vi)	Music Day 2017	29 June 2017

4. The Staff Welfare Association also participates regularly in the Kermesse organised by the POWC.

Organisational structure of the Printing Department (General Services Grade)



Existing Organisational structure of the Government Printing Department (Departmental Grade)



MAJOR ACHIEVEMENTS

Government Gazette

This department has published 68 Government Gazettes and has received 231 Government notices, 16 Acts, 22 bills, 1630 General notices and 7006 legal notices which have been successfully gazetted and delivered within its deadline.

Major Production

The GPO provides a full suit of printing services in which table 7 shows some of the major production that has been delivered during the year.

Table 7 depicts major product printed during the year

Product	Quantity requested (units)	Quantity Delivered (units)
School text books	421,933	401,947
File covers	786,068	727,432
Parking Coupons	1,300,000	595,000
Casualty cards	2,000,000	1 000, 000
Lottery tickets	41, 250,000	41, 250,000

Production analysis for the year July 2016 to June 2017

Table 8 shows that the Government Printing Department has processed a total of 4524 jobs for 41,498,621 units of work from which a total of 28,919,061 units were delivered excluding lottery tickets.

Table 8: Total jobs requested and delivered (units and number of jobs)

MIN/DEPT	Quantity Required (units)	Quantity Delivered (Units)	No. Of Jobs
Agro Industry and Food Security	51,188	29,466	56
Arts & Culture	116,740	90,350	105
Attorney General's Office	24,856	22,357	52
Business Enterprise and Co-Operatives	21,636	16,936	34
Central Informatics Bureau/Central Information System	3,722	3,720	10
Commission of Inquiry on Drug	500	500	1
Central Procurement Board	9,813	5,203	13
Civil Aviation	15,630	13,630	19
Civil Service and Administration Reforms	71,218	61,868	76
Civil Service Family Protection scheme Board	55,000	55,000	9
Corporate & Business Registration Department	250,059	211,559	38
Education and Human Resources	726,694	657,309	194
Electoral	108,300	108,187	699
Employment Relation Tribunal	200	200	1
Energy & Public Utilities	71,384	67,239	55
Equal Opportunities Commission	3,400	3,400	2
Environment & Sustainable Development	32,341	29,441	79
Finance and Economic Development	65,130	39,435	92
Financial Services Good Governance & Ins: Reforms	30,877	15,627	42
Fisheries	1,300	900	4
Foreign Affairs Regional Integration and International Trade	56,212	49,877	98
Gender Equality C.D. & F.W.	61,004	58,330	75
Health and Quality of Life	28,388,663	18,259,680	348
Housing and Lands	107,308	91,808	45
Industry Commerce & Consumer Protection/Div:	35,731	30,060	79
Labour, Industrial Relations, Employment and Training	281,689	262,719	97
Land & Transport Division	100	100	1
Local Government and Outer Islands	55,184	55,078	22
M.B.E.C Co-Operative Division	43,127	40,213	59

MIN/DEPT	Quantity Required (units)	Quantity Delivered (Units)	No. Of Jobs
MPI	1,451,603	690,543	79
Mauritius Fire Rescue Service	72,570	58,320	33
Mauritius Meteorological Services	6,919	6,919	11
Mauritius Prison Service	266,067	252,980	81
National Archives Department	3,609	3,609	10
National Assembly	29,186	25,435	74
National Audit Office	7,794	7,725	23
National Employment Foundation	4,500	4,500	3
National Human Rights Commission	10,500	9,800	11
National Transport Authority	163,248	149,247	52
National Women`s Council	514	314	10
Ocean Economy Marine Resources Fisheries Sip: O/L	30,683	27,383	63
Office of the Director of Public Prosecution	3,000	2,150	8
Office of President/Vice President	51,895	50,451	151
Ombudsperson for children	21,071	18,071	31
PMO -ALL depts.	1,078,181	869,843	425
Police Service	4,148,197	3,806,515	188
Public Officers Welfare Council	6,950	7,000	14
PSC	313,380	304,780	26
Radiation Protection Authority	300	300	1
Registrar General Department	2,469	2,254	9
Rodrigues Regional Assembly	471,611	239,711	87
Social Integration and Economic Empowerment	66,362	19,460	30
Social Security	543,054	529,410	134
State House	220	220	4
Statistics Mauritius	154,359	140,466	121
Technology Communication & Innovation	35,339	30,039	44
The Judiciary	897,508	842,283	43
Treasury	145,293	144,593	76
Tourism & External Communications External Com: Div	33,361	26,501	60
Valuation Department	11,553	9,303	12
Youth & Sports	31,470	26,740	39
Government Printing	520,628	11,304	57

MIN/DEPT	Quantity Required (units)	Quantity Delivered (Units)	No. Of Jobs
Parastatal Bodies			
Beach Authority	1,522	217	14
Gambling Regulation Authority	60	-	1
Financial Intelligence Unit	1,300	1,300	2
Independent Broadcasting Authority	4,000	4,000	2
Le Monde Heritage Trust Fund	1,500	1,500	3
Manufacturing Sector Workers Welfare Fund	3,600	3,600	5
Mauritius Lotteries	66,020	163,520	35
Mauritius Revenue Authority	20,010	20,010	2
National Computer Board	22,203	22,203	3
S M E D A	2,014	2,014	6
SSR Botanic Garden Trust	100,558	100,052	7
Total	41,498,621	28,919,061	4524

Security Printing

The department has produced a total of 490,075 various documents with security features excluding 41,250,000 lottery tickets and various ballot papers

Urgent Jobs

The department has processed 940 urgent assignments (including confidential works) from 1st July to December 2016. All urgent jobs have been successfully completed within its deadline.

Status of Key Actions

Table 10: Key actions and Performance Indicator

Key Action	Key Performance Indicator	Target 2016/17	Achievements as at 30 June 2017	Remarks
Timely printing services by maintaining average delivery time to 11 weeks	Average delivery time (weeks)	11	77%	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.
Completion of design work for construction of the new Government Printing Building	Percentage of design work completed	100%	90%	Contract awarded on 4 July 2017. Design expected to be completed in December 2017

Swot Analysis

Table 11: SWOT Analysis of the Printing Department

Strengths	Consolidating Strengths
<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 	<ul style="list-style-type: none"> • Maintain high standard quality products • Improve staff skills through training
Weaknesses	Isolating Weaknesses
<ul style="list-style-type: none"> • Costly equipment – high maintenance cost • Some Outdated technology • Lack of communication between sections • Lack of suitable candidate to fill existing vacancies. • 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"> • Build effective communication skills through training • Introduction to New technology • Implementation of ISO
Opportunities	Exploiting Opportunities
<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 	<ul style="list-style-type: none"> • Digital press for short run jobs • Recycle paper • MIS
Threats	Overcoming Threats
<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 acceding to Online application forms 	<ul style="list-style-type: none"> • Offer quality print and value added products (5th color) • Evolve to new service like personalize printing



Financial Performance

PART III - FINANCIAL PERFORMANCE

The Government Printing Department has been allocated with an amount of Rs. 159.40M for FY 2016/2017 to provide effective and efficient printing services and timely dissemination of information to Government bodies.

FINANCIAL HIGHLIGHTS

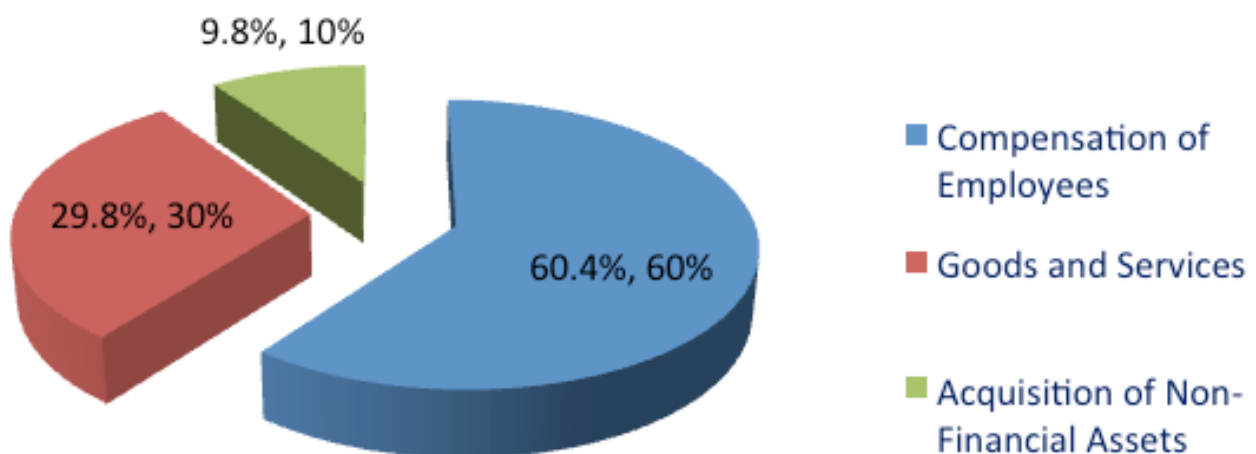
EXPENDITURE: Vote 2-4 – Government Printing

Expenditure Classified by Economic Categories

Table 12: Expenditure 2016/2017 (% by Category)

Compensation of Employees	$79.89/132.28 \times 100 =$	60.4%
Goods and Services	$39.44/132.28 \times 100 =$	29.8%
Acquisition of Non-Financial assets	$12.95/132.28 \times 100 =$	9.8%

Figure 4: Expenditure 2016/2017



Percentage is based on Actual Expenditure FY 2016/2017 category wise over Total Expenditure FY 2016/2017.

- The total expenditure for Financial Year 2016/2017 amounts to Rs. 132.28 Million out of the Budgeted amount of Rs. 159.40 Million.
- Compensation of Employees which accounted in itself for 60.4% of total expenditure, comprises of Basic Salary and Compensation, Allowances, Cash in Lieu of Leave, End of Year Bonus, Wages, Travelling and Transport, Overtime, Staff Welfare and Social Contributions.
- Goods and Services which accounted for 29.8% of total expenditure, consist of recurrent expenses incurred and include cost of Utilities, Fuel and Oil, Office Equipment & Furniture, Office Expenses, Maintenance costs, Cleaning and Security Services, Publications and Stationery, Fees for Committees and Training and other Goods and Services such as Uniforms and Miscellaneous Expenses.
- Acquisition of Non-Financial Assets accounted for 9.8% of total expenditure consists of Capital Expenditure incurred and includes Acquisition of I.T. Equipment (Rs. 0.64M) and Printing Equipment (Rs. 12.31M) such as 1 Automatic Hot Gluing Machine and 1 Computer to Plate (CTP) Machine.

Acquisition for Non-Financial Assets:

In general, provision for Acquisition of Printing and I.T. Equipment is based on the Department Asset Management Plan which is regularly be reviewed annually according to the proposals received from the Committee of Needs.

Thus for year 2015/2016 the following Printing /I.T. Equipment/Vehicle were purchased for a total sum of Rs. 7.26M:

- (i). Printing Equipment:**
1 Colour Digital Press for Rs. 2.71M and 1 Platform Stacker Truck for Rs. 0.50M.
- (ii). I.T. Equipment:**
PCs and Printers for Rs. 0.395M.
- (iii).** Air-Conditioning System at Security Press Section for Rs. 2.48M and final payment for generator for Rs. 0.17M.
- (iv). Acquisition of Vehicle: Rs. 1M.**

The total Capital Expenditure for the FY 2016/2017 amounts to Rs. 12.95M, of which Rs. 12.32M refers to Acquisition of Printing Equipment., namely:

- 1 Hot Melt Gluing Machine for Rs. 4.15M,
- 1 Computer to Plate Machine for Rs. 6.88M,
- 1 Electric Round Cornering Machine for Rs. 0.87M and
- 1 Digital Stamping Machine for Rs. 0.42M.

Table 13: STATEMENT OF REVENUE

Revenue (Rs million)	2015 - 2016 Actual	2016 - 2017 Estimates	2016 - 2017 Actual
Property Income			
Sales of Goods and Services (Sales of Publications) - 14230030	17.95	13.50	15.44
Fines, Penalties and Forfeits			
Miscellaneous Revenues - 14599999	0.28		0.36
Total Revenue from Property Income, User Fees and Other Sources	18.23	13.50	15.80

Revenue of the Government Printing Department comprises of the following:

- Sales of Publication, which includes Subscription fees and Publication of Notices in the Government Gazettes, Cost of Printing works from Ministries/Departments and Para-statal bodies; such as Ledgers, Log Books, Registers, File Covers, Annual Reports, Parking Coupons, Pamphlets, Ballot Paper, Electoral Registers, etc.
- Miscellaneous Revenue, which includes Sales of Paper Wastes and used Printing Plates.

Revenue collected from Sales of Publication detailed as below:

Table 14: SALES OF PUBLICATION

Details	FY 2015/2016	FY 2016/2017
Subscription fees	1,071,430	1,398,500
Publication of Notices	2,059,200	2,488,848
Publication Works from Parastatal Bodies	963,648	782,512
Printing Works from Ministries/ Departments (SF6 / Departmental Warrants)	13,859,827	10,767,097
TOTAL	17,954,105	15,436,957



WAYFORWARD
PART IV

Strategic Direction

The overall strategies have been summarised in **Table 15**.

Table 15: Strategic direction and ways to achieve goals

Item	Strategies	Ways to achieve objective
1	Restructuring at Operational level	Team of Assistant Printing Officers to be recruited
2	Restructuring at Job Management/ Administration level	<ol style="list-style-type: none"> 1. Introduction of MIS 2. Introduction of ISO 3. Modernizing the Delivery Stores with the digitalization of job orders and job tracking enabled through MIS
3	Enhancing the maintenance and repair Capabilities of the Department	<ol style="list-style-type: none"> 1. Creation of Maintenance Unit Recruiting of Printers Mechanics with reviewed scheme of service to service both new and old technology
4	An efficient and professional workforce	<ol style="list-style-type: none"> 1. Yearly team building session 2. Continuous industry related training 3. Training on new acquired technologies

“ LES PAROLES S’ENVOLENT MAIS LES ÉCRITS RESTENT, SAGEMENT
IMPRIMÉS SUR DES FEUILLES ASSEMBLÉES DANS DU CUIR ORNÉ DE
LETTRES D’OR, RELIÉS PAR LES MAINS AGILES DE L’ARTISANT DU LIVRE,
SCÉLLÉS DANS LE TEMPS ET TRAVERSANT LES AGES POUR LA POSTÉRITÉ.
NOUS SOMMES LES GARDIENS DES ÉCRITS; NOUS SOMMES UNE IMPRIMERIE.”



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