



Republic of Mauritius

Government Printing Department

ANNUAL REPORT

JULY 2019 - JUNE 2020





GOVERNMENT PRINTING | **ANNUAL REPORT**
DEPARTMENT | JULY 2019 - JUNE 2020



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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 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* publications)



Our **Main Customers** ►

- Attorney General's Office
- Central Informatics Bureau
- Central Information Systems Division
- Corporate and Business Registration Department
- Department of Civil Aviation
- Director of Public Prosecutions
- Employment Relations Tribunal
- Equal Opportunities Commission
- Independent Police Complaint Commission
- Local Government Service Commission
- Mauritius Civil Service Mutual Aid Association Ltd
- Mauritius Fire and Rescue Services
- Mauritius Prison Service
- Meteorological Services
- Ministry of Agro-Industry and 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 Defence, Home Affairs and External Communications
- 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 Financial Services 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, SMEs and Cooperatives
- Ministry of Information Technology, Communication and Innovation
- Ministry of Labour, Human Resource Development and Training
- Ministry of Land Transport and Light Rail
- Ministry of Local Government and Disaster Risk Management
- Ministry of National Infrastructure and Community Development
- Ministry of Public Service, Administrative 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
- National Audit Office
- National Land Transport Authority
- Occupational Safety and Health Division
- Office of the Director of Public Prosecutions
- Office of the Electoral Commissioner
- Office of the Ombudsman
- Office of the President
- Ombudsperson for Children
- Ombudsperson for Financial Services
- 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
- Registrar General Department
- Rodrigues Regional Assembly
- Statistics Mauritius
- The Judiciary
- Treasury
- Valuation Department



Government Printer's Statement

I am delighted to be introducing the Government Printing Department (GPD)'s Annual Report for the fiscal year 2019-2020.

As a general introduction, in addition to being the authority for the publication of the Government Gazette, GPD is a One-stop service, providing Design, Printing and Binding works to Government.

Looking back over the past months, I can say 2020 was a year like no other as Covid-19 struck the world with full force. The global pandemic presents a crisis on a scale the country has never experienced before and Government has recourse to confinement to control the spread of Covid-19, yet some works still need to be done. GPD reacted quickly. There was no blueprint to deal with a crisis like this, but within just a few days we had adjusted our operations to address the situation at hand. GPD has responded positively to each important assignments during the confinement, its Staff serving the country and honouring their mandate for the timely publication of Government Gazettes among others.

Throughout the financial year 2019-2020, this Department has published 230 Government Gazettes, processed a total of 340 jobs for 35,032,778 units of work from which a total of 30,027,724 units were completed.

The Department has also processed 275 urgent assignments including confidential works during the same period. All the urgent works have been successfully completed within its deadline.

The Department caters for the staffs' work-life balance through the Government Printing Staff Welfare Association which not only organises various activities but they also participate in other activities organised by the Public Officers' Welfare Council. The promotion of wellbeing is an important aspect of a healthy working environment which we have at the Department. It motivates the staff and as a result, productivity increases. The input of each and every one at this Department enables the Department to meet stakeholders' expectation and we are able to deliver the work in time.

I am proud to witness the on-going construction of our new building which will further the Department's strategy of gearing for enhanced and higher volume prints as well as accommodate our staff in a better conducive work environment. I strongly believe that all these investments will bear their fruits as we are well equipped to take on new challenges which lies ahead.

On a concluding note, I am seizing this opportunity to convey my sincere thanks to ministries, parastatal bodies, suppliers and all our stakeholders for their cooperation and ease of doing business. I also 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.

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: Port-Louis: 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.





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 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 Management Information System. 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

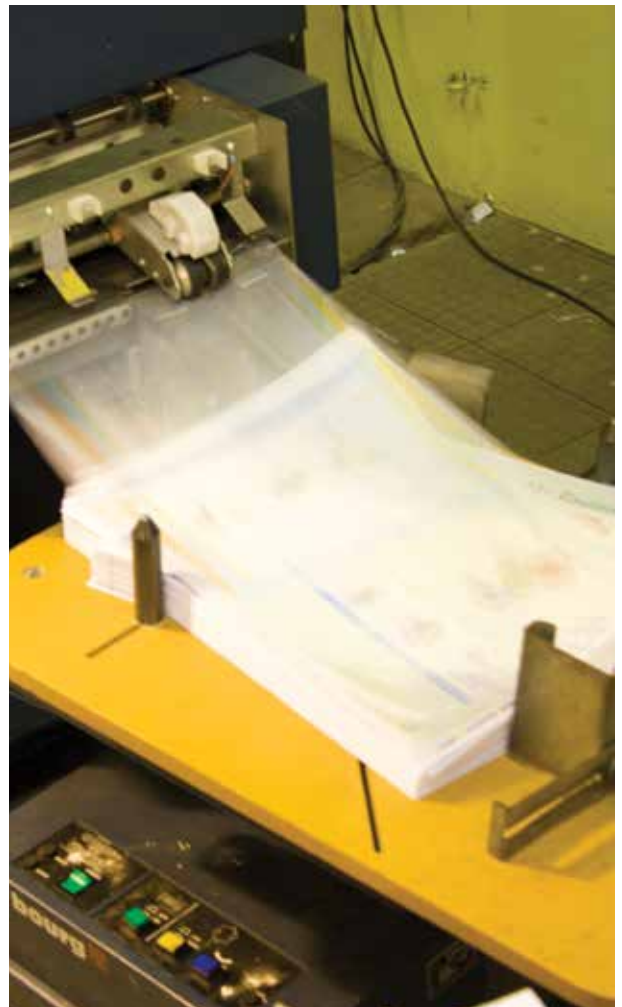
1. Training and Development activities are ongoing so that all staff working within the department meet the needs for quality service and professional and personal growth.
2. Appropriate staff development programs are provided which ultimately ensure that continued education occurs in order for the staff to remain knowledgeable in their respective fields and acquire relevant skills to be applied in the performance of their duties.
3. 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.
4. 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.
5. 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 used 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

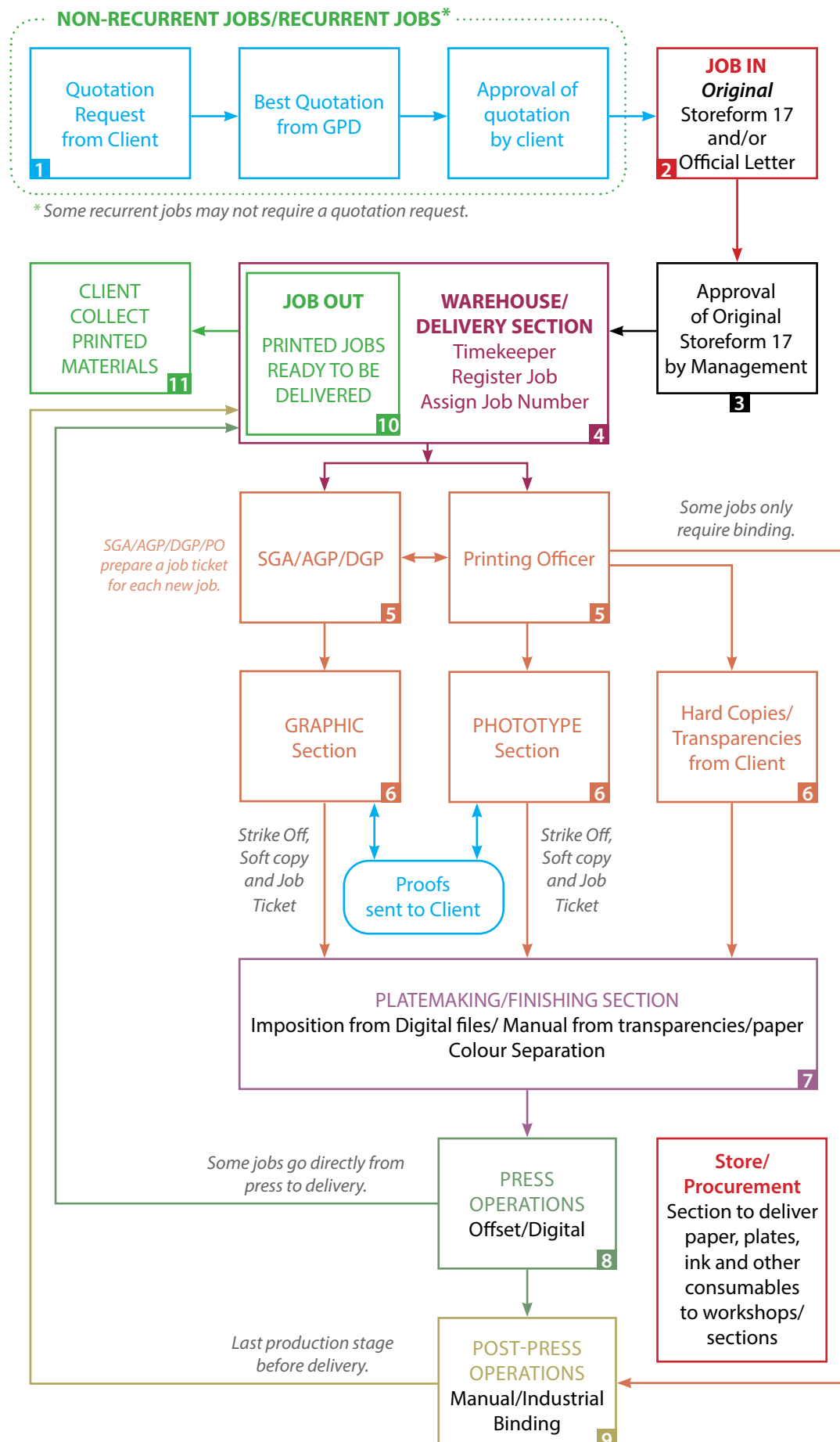
The actual finishing is executed in the binding section. Printed sheets from the press are transformed into finished books, magazines, leaflets, bags and full-bound books. This is done both manually and by the use of out of the line machineries such as Collating Machines, Hot Adhesive Machines, Sewing 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



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	1. Implementing MIS with Store management, job tracking and costing modules 2. Training programs 3. Acquisition of state of the art technology to better serve our customers 4. Aimed at ISO certified to ensure quality in service delivery

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 2019 to 30 June 2020)

NAME	STATUS
Ms. Geneviève Taryn KNUBLEY	Government Printer
Mr. Mohamad Reza MOHAMUDALLY	Deputy Government Printer w.e.f. 1.10.2019 (Ag. Deputy Government Printer up to 30.09.2019)
Ms. Sanjini TEEROOVENGADUM	Printing Officer (Assigned duties of Assistant Government Printer)

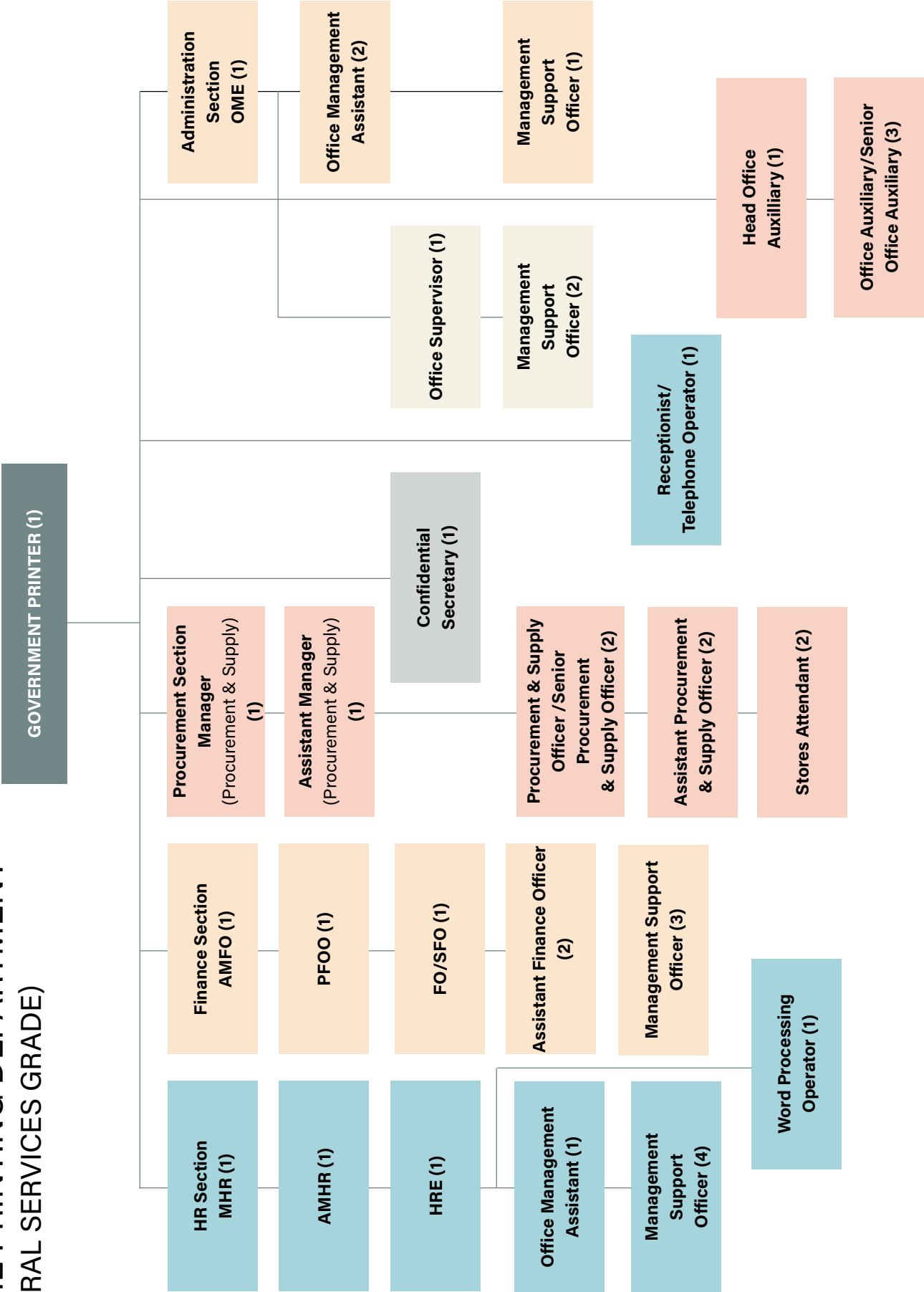
Printing Section	
Ms. Rajalakshmi RAMGOOLAM	Senior Graphic Artist w.e.f. 26.07.19 (Ag. Senior Graphic Artist up to 25.07.19)
Mr. Sadj Djaad RUSSUN	Printing Officer w.e.f. 6.8.2019 (Ag. Printing Officer up to 5.8.2019)
Mr. Nasrat RUSSUN	Ag. Printing Officer
Ms. Amla RAMJEET	Assistant Printing Officer (on roster)
Mr. Georges Desiré Eric DOMINGUE	Assistant Printing Officer (on roster) (w.e.f. 17.09.2019)
Mr. Leung Chen Yin LEUNG SUI FUNG	Temporary Assistant Printing Officer (on roster)
Mr. Jwala REKHAYE	Production Supervisor (on roster) (Binding Section) (Retired on 7 October 2019)
Mr. Darmalingum RUNGIEN	Production Supervisor (on roster) (Binding Section)
Mr. Clency Victoir GERY	
Mr. Oomaduth BOOTNA	
Mr. Dorsamy Pillay MARDAY	Production Supervisor (on roster) (Binding Section) (w.e.f. 31.10.2019)
Mr. Jean Pierre APOLLON	Production Supervisor (on roster) (Press Section) (Retired on 1 September 2019)
Mr. Gassen Neeliah MAISTRY	Production Supervisor (on roster) (Press Section)
Mr. Mario Louis AGATHE	
Mr. Yusuf Khan KHODABOCUS	
Mr. Jean Clovis SOLEIL	Production Supervisor (on roster) (Press Section) (w.e.f. 18.11.2019) (Ag. Production Supervisor (on roster) from 2.9.2019 to 17.11.2019)
Mr. Georges Rudy Daniel MOMPLE	Production Supervisor (on roster) (Phototype Setting Section)

Mrs Veemla RAMIAH-PILLY POTIAH	Production Supervisor (on roster) (Phototype Setting Section)
Mr. Weershun BHUWAJEE	Production Supervisor (on roster) (Reprographic Section)
Mr. Ehambaram Nayedoo SOOBEN	Production Supervisor (on roster) (Printing Stores Section)
Mr. Salim NUCKCHEDDY	
Mr. Sanjiv RAMBHUUJO	Production Supervisor (on roster) (Platemaking/Finishing Section)
Mr. Gerald Yannick LIMKEE	
Mr. Purwez BADOORALLY	Senior Printer's Mechanic (on roster)
Mr. Nazeer Hossen RAMJANE	
Mr. Jean Joseph Denis DUPRAT	Assistant Production Supervisor (on roster) (Printing Stores Section)
Mr. Marie Désiré Clency LEBON	
Mr. Michel Gerald Eddy LEOVILLE	
Mr. Louis Julian RITTA	
Mr. Dorsamy Pillay MARDAY	Assistant Production Supervisor (on roster) (Binding Section) (up to 30.10.2019)
Mr. Wilson Christian JANVIER	Assistant Production Supervisor (on roster) (Binding Section)
Mr. Pran SUNTOO	
Mr. Rajenrao RUGJEE	
Mr. Luc Charles Reginald NARAINSING	Assistant Production Supervisor (on roster) (Binding Section) (w.e.f. 31.10.2019)
Mr. Jean Clovis SOLEIL	Assistant Production Supervisor (on roster) (Press Section) (up to 1.9.2019)
Mr. Sandiren TANDRAYEN	Assistant Production Supervisor (on roster) (Press Section)
Mr. Louis Philippe Mario BARDOU	
Mr. Brij Mahendra RAMBHUUJO	
Mr. Parmasiven TANDRAYEN	
Mr. Louis Richard Benjamin LAVERDURE	Assistant Production Supervisor (on roster) (Press Section) (w.e.f. 22.07.2019)
Mr. Mohammad Dilshaad KARRIMBOCCUS	Assistant Production Supervisor (on roster) (Press Section) (w.e.f. 18.11.2019)
Mr. Rajendranath ELLIAH	Head Printing Assistant (on roster)
Mr. Jean Claude MAMODE	

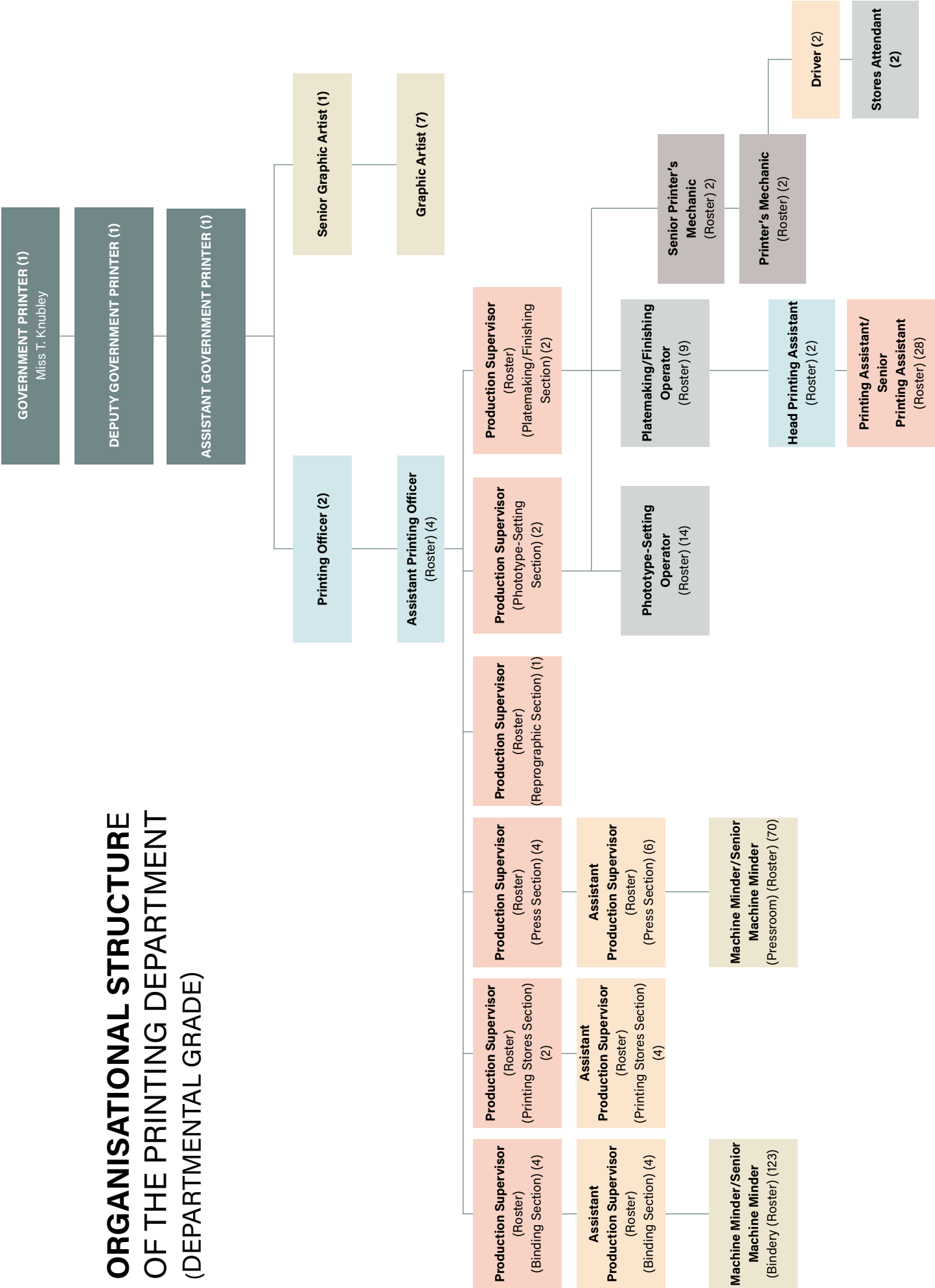


Accommodation Section	
Mr. Moostafiz AUCKBURALLY	Office Management Executive
Mrs. Minatchee CURPEN NAICK	Office Management Executive (posted to department w.e.f. 20.12.2019)
Procurement and Supply Section	
Mr. Abdool Wahed Bhye MASARDY	Manager, Procurement and Supply
Mr. Devprasad BOOTNA	Assistant Manager, Procurement and Supply
Human Resource Section	
Mrs. Nahleenee BISMOHUN	Manager, Human Resources
Mrs. Bibi Rosida ROOJEE	Assistant Manager, Human Resources
Finance Section	
Mr. Chew Sen YAN MUK	Assistant Manager, Financial Operations (posted to department up to 9 July 2019)
Mr. Vidianand NAUGLOO	Assistant Manager, Financial Operations w.e.f. 27.11.2019 (Assumed duty at department on 10.7.2019) (Ag. Assistant Manager, Financial Operations up to 26.11.2019)
Registry	
Ms. Dolores Erika PECHEUR	Ag. Office Supervisor (up to 4.7.2019)
Mrs. Linda Pearlie DAHAREE	Office Supervisor (Assumed duty on 5.7.2019)
Head Office Auxiliary (Attached to Administration)	
Mr. Prem Hurryduth DABY	Head Office Auxiliary

ORGANISATIONAL STRUCTURE OF THE PRINTING DEPARTMENT (GENERAL SERVICES GRADE)



**ORGANISATIONAL STRUCTURE
OF THE PRINTING DEPARTMENT
(DEPARTMENTAL GRADE)**



Human Resource Section

The Human Resource (HR) Section of the Department makes optimum use of its human resource in order to achieve its strategic objectives. This Section is considered as the backbone of the department as it is expected to add value, enhance stature, competencies and credibility of staffs and proactively positioning the staff agenda for sustainable results.

The Human Resource Section is typically responsible for a number of activities such as: -

- Recruitment, Appointment, Confirmation, Promotion & Retirement
- HR Planning
- Manage employee relations
- Establish '*Discipline Work Culture*' in the department
- Ensure equal opportunities

When an employee is recruited officers of the human resource explain the department's code of conduct and ensures that the employee understands what is acceptable workplace behaviour. Like in other Ministries/ Departments newly recruits have to sign the Official Secret Act.

Statement of vacancies as at 30 June 2020

SN.	Grade	No. on Establishment	In Post	Funded Vacancy	Funded Position
1.	Graphic Artist	7	5	2	7
2.	Phototype Setting Operator (on roster)	14	4	6	10
3.	Plate Making/Finishing Operator (Roster)	9	6	2	8
4.	Machine Minder/Senior Machine Minder (Bindery) (Roster)	123	67 (38 Printing & 29 in other Mins/Depts)	31 (23 Printing and 8 in other Mins/Depts)	98 (61 Printing & 37 in other Mins/Depts)
5.	Machine Minder/Senior Machine Minder (Pressroom) (Roster)	70	45	13	58
6.	Printer's Mechanic (on roster)	2	Nil	2	2
7.	Printing Assistant/Senior Printing Assistant (on roster)	28	22	1	23

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

1. Once employees are recruited, the department ensures that they are not only trained to do the job but also continue to grow and develop new skills in their job. This results in higher productivity for the department. Training is also a key component in employee motivation. Employees who feel they are developing their skills tend to be happier in their jobs, which results in increased employee retention.
2. Training is an ongoing process in the department. On acquiring new machines, staff are given training so as to have the required skills to operate and handle them.
3. In view of the Covid-19 pandemic outbreak, the training calendar was disturbed. The team building exercise scheduled yearly for all staff of the department as well as the industrial related course for production staff could not be held.
4. 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 2019 to 30 June 2020

Period	Section	No of officers who have followed Courses	Courses followed	Institution
1 July 2019 – 31 December 2019	PRODUCTION	27	DENSITOMETER	On the Job Training
		13	Fire Safety Awareness and Preparedness	
1 July 2019 – 31 December 2019	ADMINISTRATION	2	Training Courses in Tea Making and Service	Civil Service College Mauritius
		1	Advanced Course in Effective Office Management & Supervision (OMA)	
1 January 2020 – 30 June 2020	PRODUCTION	4	RISO FW 1230	On the Job Training
		13	Horizon Collating	
1 January 2020 – 30 June 2020	ADMINISTRATION	2	Induction Courses for newly recruited Management Support Officer	Civil Service College Mauritius
		1	(i) Basic Communication Skills (online)	

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 2019 to 30 June 2020

SN	Name of Trade Union	No. of days granted
1	FEDERATION OF CIVIL SERVICE & OTHER UNION (FCSOU)	33
2	GOVERNMENT SERVICES EMPLOYEES ASSOCIATION (GSEA)	15
3	Government Printing Workers Union (GPWU)	5

Time off granted to officers for Co-operative Activities for period 1 July 2019 to 30 June 2020

SN	Name of Co-operative	No. of days granted
1	Government Printing Workers' Co-operative Credit Union Limited (GPWCCU)	17

Time off granted to officers for Welfare Activities for period 1 July 2019 to 30 June 2020

SN	Name of Welfare	No. of days granted
1	GOVERNMENT PRINTING STAFF WELFARE ASSOCIATION (KERMESSE + FOOTBALL)	12

Safety and Health at the Government Printing Department

The Government Printing Department aims at continuously improving the occupational safety and health standards to ensure better working conditions and environment and therefore promote higher employee morale. The different types of workplace hazards and concerns such as chemicals, physical hazards, biological agents, psychological fallout, ergonomic issues and accidents have been addressed by carrying out risk assessments, which have allowed hazards to be identified, categorized and the risk assessed. Measures have been taken to eliminate the hazards or at least to minimize them to an acceptable level.

Employees are provided with personal protective equipment to a standard approved by the Mauritius Standard Bureau to reduce their exposure to residual hazards. Moreover, an effective health surveillance programme is implemented so as to monitor any health effect the hazards may have on the employees so that prompt action can be taken if ever any discrepancies has been noted. The training and education of all grades of employees is also constantly reinforced.

Regular safety and health committees are held, promoting consultation and cooperation between employer and employees on safety and health matters.

With the emergence of the new pandemic, a guidance on COVID-19 prevention program has also been implemented to mitigate and prevent the spread of COVID-19 in the workplace. The control measures put in place include changing the use of common spaces and transport vehicles, staggered work shifts, split teams, 'work from home' concept and other measures to reduce social mixing at the workplace, to protect the employees.



MAJOR ACHIEVEMENTS

Government Gazette

This department has published 230 *Government Gazettes* and has received 1,448 Government notices and 3, 847 legal notices which have been successfully gazetted and delivered within its deadline for one fiscal year 2018-2019.

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)
School Textbooks	118, 275	118, 275
File Covers	578, 441	575, 483
Parking Coupons	725, 000	725, 000
Casualty Cards	3,000,000	3,000,000

Production analysis for the year July 2019 to June 2020

The following tables show that the Government Printing Department has processed a total of 3440 jobs for 35,032,778 units of work from which a total of 30,027,724 units were completed.

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

SN	Ministries/Department	No. of jobs	Quantity Requested (units)	Quantity Completed (units)
1	Attorney General's Office	62	11,323	11,299
2	Central Informatics Bureau	1	4	4
3	Central Information Systems Division	4	906	906
4	Corporate and Business Registration Department	14	136,352	126,370
5	Department of Civil Aviation	15	10,378	10,378
6	Director of Public Prosecutions	15	91,577	91,478
7	Employment Relations Tribunal	9	118	118
8	Equal Opportunities Commission	1	200	200
9	Independent Police Complaint Commission	3	6,000	3,000
10	Local Government Service Commission	1	1,000	1,000
11	Mauritius Civil Service Mutual Aid Association Ltd	1	3	3
12	Mauritius Fire and Rescue Services	13	37,955	37,955
13	Mauritius Prison Service	78	264,925	230,750
14	Meteorological Services	13	6,930	6,730
15	Ministry of Agro-Industry and Food Security	65	150,321	147,152
16	Ministry of Arts and Cultural Heritage	64	105,971	92,061
17	Ministry of Blue Economy, Marine Resources, Fisheries and Shipping	47	21,339	21,108
18	Ministry of Commerce and Consumer Protection	42	45,215	34,975
19	Ministry of Defence, Home Affairs and External Communications	5	180	180
20	Ministry of Education, Tertiary Education, Science and Technology	120	612,641	610,896
21	Ministry of Energy and Public Utilities	26	64,710	59,510
22	Ministry of Environment, Solid Waste Management and Climate Change	43	23,493	22,068
23	Ministry of Financial Services and Good Governance	97	37,482	37,157
24	Ministry of Foreign Affairs, Regional Integration and International Trade	57	40,259	32,459
25	Ministry of Gender Equality and Family Welfare	84	72,675	71,275
26	Ministry of Health and Wellness	371	22,706,784	19,922,515
27	Ministry of Housing and Land Use Planning	28	40,189	39,770
28	Ministry of Industrial Development, SMEs and Cooperatives	65	27,063	25,642
29	Ministry of Information Technology, Communication and Innovation	18	4,081	3,881
30	Ministry of Labour, Human Resource Development and Training	123	212,395	210,095
31	Ministry of Land Transport and Light Rail	24	734,950	734,944
32	Ministry of Local Government and Disaster Risk Management	35	41,573	41,423
33	Ministry of National Infrastructure and Community Development	97	106,331	106,331
34	Ministry of Public Service, Administrative and Institutional Reforms	53	110,781	99,481
35	Ministry of Social Integration, Social Security and National Solidarity	100	388,047	387,270
36	Ministry of Tourism	38	12,861	12,100
37	Ministry of Youth Empowerment, Sports and Recreation	12	12,620	12,420

SN	Ministries/Department	No. of jobs	Quantity Requested (units)	Quantity Completed (units)
38	National Archives Department	2	11	11
39	National Assembly	97	41,250	35,670
40	National Audit Office	36	12,065	11,801
41	National Land Transport Authority	17	72,500	69,500
42	Occupational Safety and Health Division	2	3,200	3,200
43	Office of the Director of Public Prosecutions	1	500	500
44	Office of the Electoral Commissioner	438	505,521	497,969
45	Office of the Ombudsman	17	11,663	11,663
46	Office of the President	59	40,729	40,379
47	Ombudsperson for Children	9	2,617	2,517
48	Ombudsperson for Financial Services	9	1,306	1,306
49	Pay Research Bureau	24	4,934	4,934
50	Police Department	173	5,639,587	3,604,515
51	Prime Minister's Office - All Offices	382	1,477,435	1,441,338
52	Probation and Aftercare Service	9	18,125	16,125
53	Public Bodies Appeal Tribunal	2	2,002	2,002
54	Public Service Commission and Disciplined Forces Service Commission	27	140,371	140,371
55	Registrar General Department	13	5,934	5,934
56	Rodrigues Regional Assembly	15	277,250	277,250
57	Statistics Mauritius	73	27,638	27,535
58	The Judiciary	37	432,767	427,567
59	Treasury	59	62,071	62,071
60	Valuation Department	4	5,000	5,000
TOTAL		3,349	34,924,108	29,934,062

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

SN	Parastatal and Other Bodies	No. of jobs	Quantity Requested (units)	Quantity Completed (units)
1	Beach Authority	10	3,146	3,138
2	Civil Service Family Protection Scheme Board	16	71,802	56,803
3	Competition Commission of Mauritius	2	2,000	2,000
4	Gambling Regulatory Authority	1	1	1
5	Independent Broadcasting Authority	2	4,000	4,000
6	Le Morne Heritage Trust Fund	1	310	310
7	Mauritius Film Development Film Corporation	1	10	10
8	Mauritius Museums Council	2	130	130
9	Mauritius Oceanography Institute	1	1	1
10	Mauritius Revenue Authority	3	10,015	10,015
11	Mauritius Tourism Authority	3	76	76
12	National Children's Council	4	26	26
13	National Computer Board	1	50	50
14	National Empowerment Foundation	1	50	50
15	National Library	2	5,000	5,000

SN	Parastatal and Other Bodies	No. of jobs	Quantity Requested (units)	Quantity Completed (units)
16	National Women Entrepreneur Council	4	2,001	2,001
17	National Women's Council	4	1,048	1,048
18	Public Officers' Welfare Council	9	4,500	4,500
19	Rajiv Ghandhi Science Centre	1	10	10
20	Road Development Authority	5	3,400	3,400
21	Seafarers Welfare Fund	4	5	4
22	Sir Seewoosagur Ramgoolam Botanic Garden Trust	5	1,056	1,056
23	Small Medium Enterprise Development Authority (SMEDA)	1	6	6
24	Sugar Industry Labour Welfare Fund	2	6	6
25	Sugar Insurance Fund Board	1	1	1
26	Sugar Storage Handling Unit	1	6	6
27	University of Technology, Mauritius	1	1	1
28	Vallée d'Osterlog	3	13	13
Total		91	108,670	93,662

Urgent Jobs

The department has processed 275 urgent assignments (including confidential works) from 1st July 2019 to 30 June 2020.

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 2017-18	Achievements 2017 - 2018	Remarks
Timely printing services by maintaining average delivery time to 11 weeks	Average delivery time (weeks)	11	79%	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.

Swot Analysis

Table 8: 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"> ▪ 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"> ▪ 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

Total Voted Provision for Financial 2019/2020 under Vote 2-5 for the Government Printing Department was Rs 336 M of which:

Recurrent Expenditure: Rs 135,800,000

Capital Expenditure: Rs 200,200,000

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

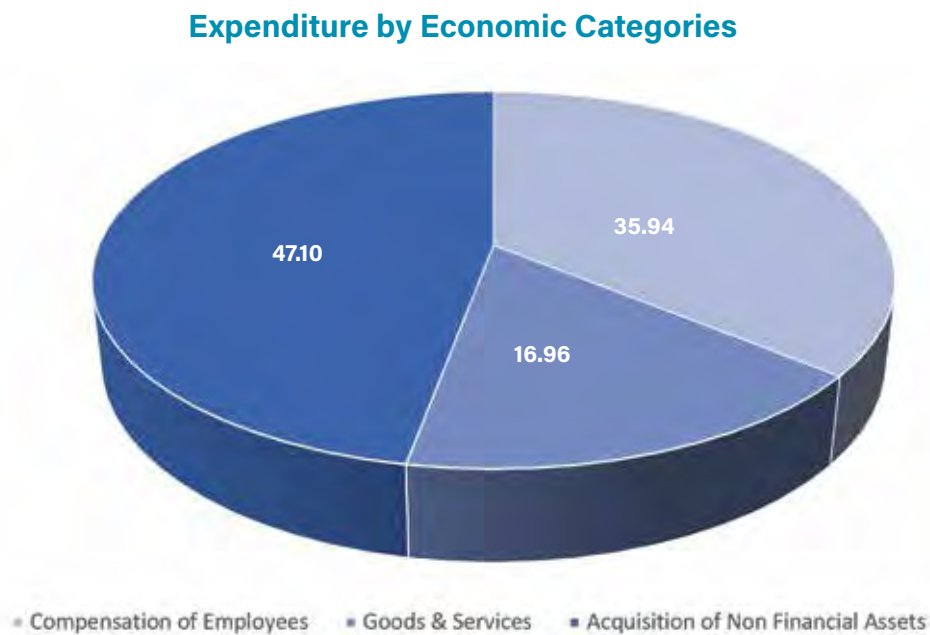


Figure 1

Table 1 below provides a Summary of Expenditure incurred by GPD for FY 2019/2020 from data captured in the Treasury Accounting System.

Economic Categories	Actual 2018/19	Estimates 2019/20	Actual 2019/20
Compensation of Employees	82,028,064	91,960,000	82,407,980
Goods and Services	51,355,487	43,840,000	38,883,196
Acquisition of Non-Financial assets	57,132,521	200,200,000	108,003,564

Table 1

Expenditure for 2019/2020 comprised mainly of Salaries and Allowances, Overtime, Salary compensations, Cash in lieu of Leave, End of Year Bonus, Travelling, NSF, 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, Construction costs of New Building, and acquisition of IT / Printing / Air Conditioning Equipment.

Total Actual Expenditure for FY 2019/2020 amounted to Rs 229,294,740 compared to Rs 190,516,072 in 2018/2019. Also, compared to the total estimated amount, there was an underspending of Rs 106,705,260 in 2019-20 less by twelve percent (12%).

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

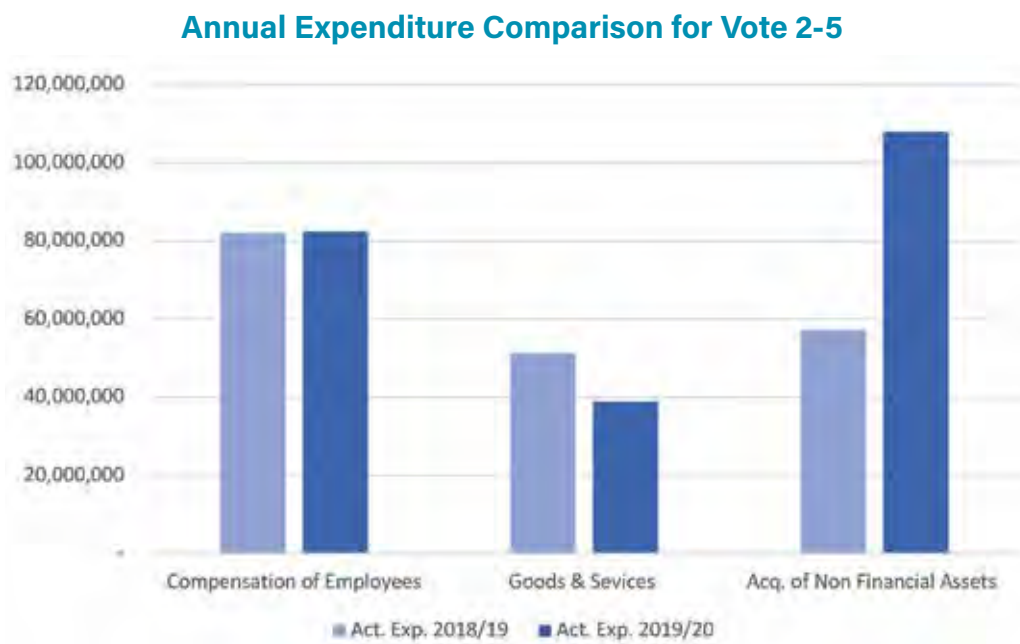


Figure 2

Acquisition of Non-Financial Assets:

- **Printing Equipment**

A total amount of Rs 9,642,152 was spent for the acquisition of 2 Units Techkon Spectro Densitometer, Heavy Duty Collating Machine, Heavy Duty Industrial Press, 24 Units Heavy Duty Hand Numbering Machines and Spare Parts /Consumables for Printing Machines.

- **I.T. Equipment**

A total amount of Rs 862, 309.53 was spent for the purchase of A3 Heavy Duty Printers, 5 PCs, 2 Heavy Duty Photocopy Machines.

- **Construction of New Building. (Project value Rs 467.78 M)**

A total amount of Rs 93,369,451.60 M was spent under the Capital Item for payments to Contractor and Consultant for the construction of the New Government Printing Department.

- **Acquisition of Air Conditioning Equipment**

An amount of Rs 4,129,650 was spent under the Item for the upgrading of the Air-conditioning System in the Bindery Section.

STATEMENT OF REVENUE

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

Revenue (Rs million)	2018/2019 Actual	2019/2020 Estimates	2019/2020 Actual
Sales of Publications consisting of fees for Publications of Notices and printing works for Ministries / Departments and Parastatal Bodies.	20.25	16.40	27.40
Miscellaneous Revenues consisting of sale of paper waste and used plates.	0.28		0.30
Total Revenue	20.53		27.70

Table 2

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

Revenue Collection by Categories

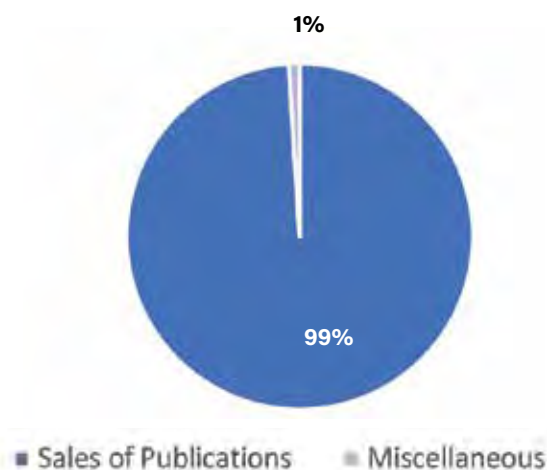


Figure 3

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

Details	FY 2018/2019	FY 2019/2020
Subscription fees	1,283,884	1,342,500
Publication of Notices	2,781,092	2,410,530
Publication Works from Parastatal Bodies	1,554,058	1,155,401
Printing Works from Ministries/Departments (SF6/ Departmental Warrants)	14,630,966	22,540,153
TOTAL	20,250,000	27,448,584

Table 3



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

Annual Revenue Comparison for Sale of Publication

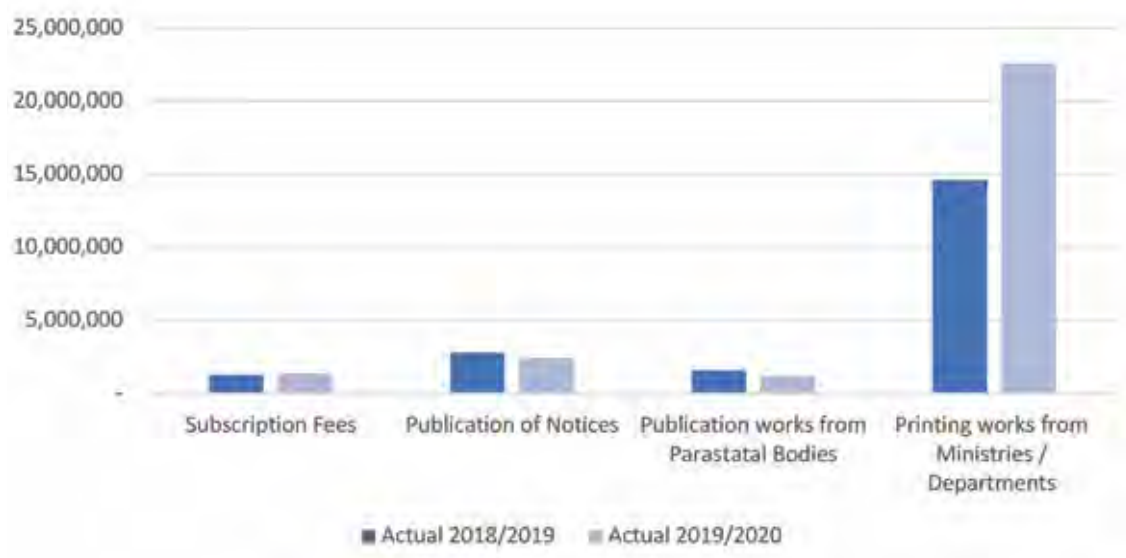


Figure 4

Return on Procurement Activities for period July 2019 - June 2020

1. Formal Quotations

SN	Procurement Reference No.	Procurement Description	Suppliers	Contract Amount (Rs)
1	PRG/PROC/53/18-19	Upgrading of Air Conditioning System at the Government Printing Department in the Binding Sections	Proace Engineering Ltd	3,990,000.00
2	PRG/PROC/66/18-19	Supply of Solenoid Valve	Visitation Trading Ltd	124,800.00
3	PRG/PROC/68/18-19	Supply of CTP Printing Plates for SORM Machine	Intergraph Ltée	155,000.00
4	OAB/PRG/PROC/01/19-20	Procurement of Papers and Materials	Ramtoola Papers Ltd	5,475,420.00
			Raffray Brothers Co. Ltd	2,610,000.00
			Master Printing & Stationery	4,710,000.00
			Wisdom Management Consultancy (Mauritius) Ltd	1,328,247.83
5	PRG/PROC/02/19-20	Supply of Spare Parts for GTO	Intergraph Ltée	343,640.00
6	PRG/PROC/03/19-20	Procurement of Hand Numbering Machine	Psion Ltd	346,800.00
7	PRG/PROC/08/19-20	Renting of Digital Printing Machine	Central Business Equipment Ltd	1,100,000.00
8	PRG/PROC/09/19-20	Supply of Toners for Heavy Duty Industrial Colour Digital Press Xerox Versant 3100	EO Solutions Ltd	186,600.00
9	PRG/PROC/10/19-20	Procurement of Spare Parts for GTO 52 Printing Machines	Intergraph Ltée	155,720.00



SN	Procurement Reference No.	Procurement Description	Suppliers	Contract Amount (Rs)
10	PRG/PROC/18/19-20	Supply, Installation & Commissioning of one A3 Colour Heavy Duty Laser Printer	Central Business Equipment Ltd	125,000.00
11	PRG/PROC/20/19-20	Supply of Gilted Edge Cards and Enveloppes	Master Printing & Stationery	416,500.00
			Ramtoola Papers Ltd	64,000.00
12	PRG/PROC/24/19-20	Supply of Yellow Bristol Paper 160 gsm	Master Printing & Stationery	193,125.00
13	PRG/PROC/27/19-20	Removal of Wooden Palette from the GPD	Fezal Rujub	144,000.00
14	PRG/PROC/28/19-20	Procurement of consumables for Digital Press	Psion Ltd	235,500.00
			Marie Chouette Ltd	78,000.00
15	PRG/PROC/35/19-20	Supply of Isopropyl Alcohol	Coroi Maurice Ltée	176,000.00
16	PRG/PROC/36/19-20	Supply, Installation & Commissioning of one Heavy Duty Industrial Black and White Digital Press	Central Business Equipment Ltd	1,200,000.00

SN	Procurement Reference No.	Procurement Description	Suppliers	Contract Amount (Rs)
17	PRG/PROC/38/19-20	Request for Sealed Quotations for the Supply of Ordinary and CTP Plates for Printing Machines	Intergraph Ltée	1,113,200.00
18	PRG/PROC/39/19-20	Supply, Installation & Commissioning of Personal Computers	Leal Communications & Informatics Ltd	130,000.00
19	PRG/PROC/41/19-20	Subscription of Adobe Creative Cloud Software Licences to be installed on Apple Mac for a period of two years	Ispace Technologies Ltd	1,033,500.00
20	PRG/PROC/54/19-20	Supply of Luxury Papers	Psion Ltd	217,500.00
			Ramtoola Papers Ltd	819,500.00
21	PRG/PROC/49/19-20	Supply, Installation and Commissioning of Two Heavy Duty Monochrome Copier, Printer & Scanner	Central Business Equipment Ltd	126,000.00
22	PRG/PROC/51/19-20	Supply, Installation and Commissioning of Heavy Duty Collating Machine	DSI Ltd	3,382,800.00
23	PRG/PROC/56/19-20	Supply, Installation and Commissioning of a Laminating Machine	Central Business Equipment Ltd	120,000.00
24	PRG/PROC/62/19-20	Supply of Isopropyl Alcohol	Coroi Maurice Ltée	360,000.00
25	PRG/S/345/INF/111/19-20	Procurement of Spare Parts	Intergraph Ltée	111,000.00
26	PRG/F/341/4	Colour Digital Press Xerox Versant 80 STD	EO Solutions Ltd	348,640.00
27	PRG/F/332 V4	Spare Parts for Machine PM 74-4/SN: PM741774	Intergraph Ltée	116,015.00
28	PRG/F/341/8	Spare Parts for Xerox 10001-SN: 3130791696	EO Solutions Ltd	308,590.00

2. Informal Quotations:-

A total of 180 procurement exercises through the Informal Quotations method have been carried out during the period.

WAY FORWARD

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	Modern new Government Printing Building	Funded by Government and monitored by Consultant, PMO, MPI and Management
2	Modernization of the work process and operation	Management Information System to increase tracking and monitoring of jobs
3	Asset renewal strategy/plan	To be updated annually
4	Human Resource Alignment Strategy	Indepth Analysis for PRB, Human Resource Planning
5	Cost Recovery Strategy	Reinforcing the Department Maintenance Unit
6	Maintaining/Acquiring an Efficient and Professional Workforce	Capacity building
7	Quality Management	Aiming at ISO Certification



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