

18.2 GOVERNMENT PRINTING DEPARTMENT

- 18.2.1 The Government Printing Department (GPD) falls under the *aegis* of the Prime Minister's Office and provides printing services to the Government, Parastatal Bodies, Local Authorities and the general public.
- 18.2.2 Being at the apex, the Government Printer is the administrative Head of the GPD and is assisted in her functions by officers in the grades of Deputy Government Printer, Assistant Government Printer, Printing Officer, officers from the Graphic Unit and Production Unit and those belonging to the Procurement and Supply Cadre, General Services grades as well as employees of the Workmen's Group.
- 18.2.3 Numerous requests were received from both Unions of the GPD which pertain to: restyling/creation of several grades, salary upgradation/alignment; review of qualifications requirement, provision of training, loan facilities for motorcycle, eligibility for travel grant, allowances for being called back to work and special recommendations for pregnant women, among others. Furthermore, exemption from mechanical tasks during machine servicing, placing the grade of Printing Officer on roster, addressing administrative issues, and increasing the number of posts for certain grades were made to streamline the operations of the Department. Members have also pointed out that some recommendations from the Bureau's previous Report, such as changes in appellation, have not been implemented by Management. **In this regard, the Bureau considers that it is incumbent upon Management to implement these recommendations as well as update the schemes of service.**
- 18.2.4 Proposals from Management were mainly for: a review of the qualifications requirement of entry level grades; creation of two grades at 'Operator' level; revision of salary; payment of a Risk Allowance; and refund of unutilised casual leaves. Other demands include: upgrading the grades of Deputy Government Printer and Assistant Government Printer; reviewing of salaries and placing the grade of Job Delivery Officer on roster.
- 18.2.5 As part of its assessment and in response to requests from both Unions, staff of the Bureau undertook a site visit at the GPD, to have an insight on key operational and personnel-related concerns. Furthermore, an examination of the duly filled-in Job Description Questionnaires has further enhanced the understanding of the roles, responsibilities and functional needs across various grades.
- 18.2.6 It is to be noted that all representations relating to the general Conditions of Service have been holistically addressed in Volume 1 of this Report. Furthermore, the concerned parties have been duly informed of the proposals that could not be retained, together with the corresponding justifications.

- 18.2.7 After analysis of all representations, the Bureau noted three specific priorities which necessitate immediate actions from Management, namely: Human Resource Planning (HRP), succession planning, and proper training arrangements. **In this regard, the Bureau holds that Management should consider undertaking a comprehensive Human Resource Planning exercise, conducting a Succession Planning and arranging for relevant Training and Development.**
- 18.2.8 Having considered all requests, the Bureau is, thus, making the appropriate recommendations.

Deputy Government Printer

Assistant Government Printer

- 18.2.9 Management has expressed concern that the workload of incumbents in the grades of Deputy Government Printer and Assistant Government Printer has substantially increased and has accordingly requested an upgrading in their salaries. After examination, the Bureau holds that the issue is that of workload balance.

Printing Officer Cadre

- 18.2.10 Request has been received from both Management and Unions to place the grade of Printing Officer on a roster basis as incumbents are already scheduled to work on a roster pattern of work against payment of an allowance. The Printing Officer Cadre has been reassessed and we are recommending, accordingly.

Printing Officer (Roster)

Recommendation 1

- 18.2.11 **We recommend that officers in the grade of Printing Officer should:**
- (i) **be required to work on a roster basis; and**
 - (ii) **be granted two additional increments on conversion at the salary point reached in their salary scale.**
- 18.2.12 **We also recommend that the monthly allowance equivalent to two increments at the point reached in their salary scale payable to Printing Officers for regularly working over and above normal working hours should lapse.**

Assistant Operator (Printing Department) (Roster) (New Grade)

- 18.2.13 Both Unions and Management have expressed serious concerns regarding the acute staff shortage at the GPD, particularly in the recruitment of several base grades. The core issue stems from a misalignment in qualifications requirement.

- 18.2.14 Currently, to be appointed to these base grades, candidates should hold a School Certificate with at least two credits along with an NTC Level 3 qualification. However, the School of Printing under the Mauritius Institute of Training and Development (MITD) which is the sole body offering NTC Level 3 training in printing, only requires applicants to have a Form III and not SC with two credits. As a result, most job seekers who hold the NTC Level 3 qualification do not meet the full recruitment criteria set by GPD, which has made hiring extremely difficult.
- 18.2.15 In response, Unions have further urged the Bureau to come up with a firm recommendation such that Management should liaise with MITD to organise targeted training programs which would aim to specifically equip current employees in the Printing Assistant Cadre with the necessary qualifications to advance to higher grades. Whilst, Management has requested the creation of two grades, namely, Desktop Publishing Operator (Roster) and Computer to Plate/Imposition Operator (Roster).
- 18.2.16 Following an assessment and an on-site visit to the GPD, the Bureau is bringing forth appropriate measures to address this issue.

Recommendation 2

- 18.2.17 **We recommend that the grade of Printing Assistant/Senior Printing Assistant (Roster) be made evanescent.**
- 18.2.18 **We also recommend the creation of a grade of Assistant Operator (Printing Department) (Roster). Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least two subjects or an equivalent qualification.**
- 18.2.19 Incumbents in the new grade of Assistant Operator (Printing Department) (Roster) would be called upon to undergo on-the-job training for a period of at least two years.
- 18.2.20 **We additionally recommend that, in the first instance, officers in the grade of Printing Assistant/Senior Printing Assistant (Roster) (Personal) should be given the option to join the new grade of Assistant Operator (Printing Department) (Roster) and on joining the grade be granted one additional increment on conversion at the salary point reached in their respective salary scale, subject to the top salary of the grade.**
- 18.2.21 Assistant Operator (Printing Department) (Roster) would be required to assist the Operators of the different sections of the Production Unit of the GPD, viz, Printing Stores Section; Press Section; Binding Section; Phototype-Setting Section; Plate Making/Finishing Section and so forth, to, among others: operate relevant machines, Printing Press Offset/Digital Press and binding

equipment; prepare layout of document based on specifications/sample; prepare impositions; and collate and verify all works.

18.2.22 We further recommend that consequential amendments should be made to the schemes of service of the grades of Pressroom Machine Operator (Roster) and Print Finishing/Book Binding Operator (Roster) such that appointment thereto should, henceforth, be made by selection from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant section/field.

18.2.23 We concurrently recommend that Management should make the necessary arrangement with the relevant Training Institution for the Assistant Operators (Printing Department) (Roster) to follow a course leading to a National Trade Certificate (Level 3) or National Certificate (Level 3) in the relevant field to better equip them to perform their duties effectively.

Handy Worker (Roster – day and night)

18.2.24 Our assessment has also revealed that the core duties outlined in the scheme of service of the grade of Printing Assistant/Senior Printing Assistant (Roster) (Personal) are reflected in the scheme of service of the grade of Handy Worker (Roster – day and night).

Desktop Publishing Operator (Roster) (New Grade)

Recommendation 3

18.2.25 We recommend the creation of a grade of Desktop Publishing Operator (Roster). Appointment thereto should be made by selection from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant field.

18.2.26 Incumbent would, *inter alia*, be required to: prepare layout and creation of diverse document based on specifications or sample; do minor editing graphics; ensure that proofs/notices are typed according to manuscripts; finalise documents and convert to PDF or any other relevant format for Offset/Digital printing and/or electronic publication; and work according to information system in place for input, creation of file in hard copies and electronically prior to submission to relevant production unit.

Computer to Plate/Imposition Operator (Roster) (New Grade)

Recommendation 4

18.2.27 We recommend the creation of a grade of Computer to Plate/Imposition Operator (Roster). Appointment thereto should be made by selection

from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant field.

- 18.2.28 Incumbent would, among others, be required to: prepare impositions both manually and through software applications for digital and offset presses; verify image and text quality (density) and layouts specifications (geometry) prior to imposition; place unexposed film or sensitised paper in photographic element of machine; insulate and prepare plates for Press Printing; process and retouch negative/positive lithographic plates; and ensure regular maintenance including cleaning of equipment.

Phototype-Setting Operator (Roster)

Plate Making/Finishing Operator (Roster)

Recommendation 5

- 18.2.29 **We recommend that the grades of Phototype-Setting Operator (Roster) and Plate Making/Finishing Operator (Roster) be made evanescent.**

Consequential amendments to Schemes of Service

- 18.2.30 With the creation of the grades of Desktop Publishing Operator (Roster) and Computer to Plate/Imposition Operator (Roster), consequential amendments to the schemes of service of the grades of Assistant Production Supervisor (Roster), Production Supervisor (Roster) and Production Supervisor (Plate Making/Finishing) (Roster) need to be made.

Assistant Production Supervisor (Roster)

Recommendation 6

- 18.2.31 **We recommend that, in future, appointment to the grade of Assistant Production Supervisor (Roster) should also be made by promotion, on the basis of experience and merit, of officers in the grade of:**
- (i) Desktop Publishing Operator (Roster), possessing the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification, to serve the Phototype-Setting Section; and**
 - (ii) Computer to Plate/Imposition Operator (Roster), possessing the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification, to serve the Plate Making/Finishing Section.**

Production Supervisor (Roster)**Recommendation 7**

- 18.2.32** We recommend that, upon the complete phasing out of the grade of Phototype-Setting Operator (Roster) (Personal), appointment to the grade of Production Supervisor (Roster) for the Phototype-Setting Section should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Production Supervisor (Roster) who possess the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification and reckon at least two years' experience in the duties of Phototype-Setting Section.

Production Supervisor (Plate Making/Finishing) (Roster)**Recommendation 8**

- 18.2.33** We recommend that, upon the complete phasing out of the grade of Plate Making/Finishing Operator (Roster) (Personal), appointment to the grade of Production Supervisor (Plate Making/Finishing) (Roster) should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Production Supervisor (Roster) who possess the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification and reckon at least two years' experience in the duties of Plate Making/Finishing.

Special Allowance

- 18.2.34** During the site visit to the GPD, it was observed that officers posted in the Production Unit are continuously exposed to high levels of mechanical noise, constituting a serious form of noise pollution. Certain officers are required to wear personal protective equipment (PPE) such as respirators and ear protection for long hours. While this equipment is essential for safety, it adds physical strain and restricts verbal communication. Several officers have reported experiencing hearing difficulties linked to prolonged noise exposure. In light of these challenging and hazardous working conditions, the Bureau considers that there is need to support the wellbeing of these officers and so recommends.

Recommendation 9

- 18.2.35** We recommend that officers posted in the Production Unit of the Government Printing Department, who are constantly exposed to excessive noise levels and toxic chemicals which may adversely affect their health, should be paid a monthly Special Allowance equivalent to one and half increments at the initial of their respective salary scale.

Specific Provision for Movement Beyond Qualification Bar

18.2.36 Pressroom Machine Operators (Roster), Print Finishing/Book Binding Operators (Roster), Phototype-Setting Operators (Roster) (Personal), Plate Making/Finishing Operators (Roster) (Personal), Assistant Production Supervisors (Roster), Production Supervisors (Roster), and Production Supervisors (Plate Making/Finishing) (Roster) are, currently, eligible to progress beyond the Qualification Bar (QB) either by obtaining the relevant qualifications or on having at least 15 years of experience in the respective field. Except for the grades of Phototype-Setting Operator (Roster) (Personal) and Plate Making/Finishing Operator (Roster) (Personal), the schemes of service for the other positions have been updated to include qualification requirements. However, the provision allowing those with a minimum of 15 years of experience to move beyond QB is still effective, even for those who do not meet the qualification criteria.

Recommendation 10

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

Roster System

18.2.38 Officers in the grades mentioned underneath are required to work on a roster basis according to a plan specifying the commencing and finishing times of turns of duty which may include night duty. This element has been taken into account in arriving at the recommended salaries of the corresponding grades:

Printing Officer (Roster)

Assistant Printing Officer (Roster)

Production Supervisor (Roster)

Production Supervisor (Plate Making/Finishing) (Roster)

Assistant Production Supervisor (Roster)

Phototype-Setting Operator (Roster) (Personal)

Plate Making/Finishing Operator (Roster) (Personal)

Pressroom Machine Operator (Roster)

Print Finishing/Book Binding Operator (Roster)

Desktop Publishing Operator (Roster) (New Grade)

Computer to Plate/Imposition Operator (Roster) (New Grade)

Assistant Operator (Printing Department) (Roster) (New Grade)

Head, Machine Maintenance Unit (Roster)

Printer's Mechanic (Roster)

Head Printing Assistant (Roster)

Printing Assistant/Senior Printing Assistant (Roster) (Personal)

Job Delivery Officer (Roster)

Specific Conditions of Service**Health Surveillance**

- 18.2.39 According to the current provision, the GPD is required to make necessary arrangements with the Health Authorities for a health surveillance, free of charge, and at regular intervals for its staff. During the course of the site visit, officers of the Bureau observed that the ventilation as well as the degree of temperature are controlled in the Stores Section with a view to ensuring a secured storage of printing materials. This issue should be looked into by the Departmental Safety and Health Committee to ensure a conducive working environment thereat. **The Bureau, therefore, considers that Management should ensure that all staff at the Department be provided with health surveillance, free of charge and at regular intervals.**

GOVERNMENT PRINTING DEPARTMENT**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
16 000 109	Rs 138000 Government Printer
16 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Deputy Government Printer
16 074 091	Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000 Assistant Government Printer
16 069 089	Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800 QB 71700 x 1900 - 75500 Printing Officer (Roster)

Salary Code	Salary Scale and Grade
16 056 081	Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Assistant Printing Officer (Roster)
16 067 086	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800 Senior Graphic Artist
16 049 081	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Graphic Artist
16 032 035	Rs 25745 x 300 - 26645 Trainee Graphic Artist
16 056 080	Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 QB 52300 x 1100 - 54500 x 1450 - 58850 Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)
16 048 077	Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 QB 47950 x 1050 - 49000 x 1100 - 54500 Assistant Production Supervisor (Roster)
16 048 076	Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 Head, Machine Maintenance Unit (Roster)
16 048 076	Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 QB 47950 x 1050 - 49000 x 1100 - 53400 Phototype-Setting Operator (Roster) (Personal) Plate Making/Finishing Operator (Roster) (Personal)
16 045 074	Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Job Delivery Officer (Roster)

Salary Code	Salary Scale and Grade
16 030 072	Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000 Computer to Plate/Imposition Operator (Roster) (New Grade) Desktop Publishing Operator (Roster) (New Grade) Pressroom Machine Operator (Roster) Print Finishing/Book Binding Operator (Roster)
16 030 063	Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 Printer's Mechanic (Roster)
16 035 062	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Head Printing Assistant (Roster)
16 024 059	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565 Assistant Operator (Printing Department) (Roster) (New Grade)
16 024 058	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 Printing Assistant/Senior Printing Assistant (Roster) (Personal)
24 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver
24 022 052	Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Handy Worker (on roster – day and night)
24 021 052	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Stores Attendant

