



TRAINING *need* ANALYSIS



Printing Department
2021

TRAINING NEED ANALYSIS REPORT PRINTING DEPARTMENT GOVERNMENT OF KERALA

**Prepared by
THE TNA CORE GROUP**

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SUMMARY OF RECOMMENDATIONS

The Government press is a prestigious organization of Government of Kerala. The highly qualified and experienced technical personnel with modern printing equipments made it as one of the state of the art publishing facility in the state. However, for various reasons, the potential of the Government press is not fully utilized by the Government and various organizations coming under the Government. The activities, the press has been professionally executing for ages, have assigned to other organizations over a period of time. The press has the capacity and willingness to undertake all publishing works, paper as well electronic mode, of Government or even on commercial basis to private organizations. It is in this context that a study has been carried out to evaluate the functioning of Government press and to suggest training as well as non training measures to strengthen the functioning of the organizations. The following are the major suggestions:—

1. Technological up-gradation should take place in tune with the changes that have been taking place in the printing and publishing industry.
2. Initiate steps to enhance the competitiveness of the organization.
3. Non-availability/non-supply of quality printing materials is one of the major hazards in ensuring quality printing. Immediate steps may be taken either to supply to quality printing materials to press or give autonomy to press to procure printing materials while undertaking professional works.
4. Printing works related Government should be given to press. Since Government extends huge budgetary support for the maintenance of the press, its potentials should be fully exploited to justify its existence and amount spent on its maintenance.
5. The work distribution of the organization should be professionally organized.
6. Incentives should be offered for commitment and dedicated services.
7. Work supervision and monitoring should be strengthened.
8. The rules and procedures of Government press are obsolete. The Government press manual should be modified at the earliest.
9. The training interventions as suggested in the performance report should be executed in a phased manner.

PRINTING DEPARTMENT

Brief History and Development

'Travancore Government Press', the first Government Press in Kerala was established in Thiruvananthapuram in 1836 by the ruler of Travancore Kingdom, Maharaja Swathi Thirunal who was popularly known as 'GarbhaShriman'. The establishment of the institution has contributed to the modernisation of the kingdom of Travancore. Even though it was started with a limited aim of printing the official Panchangam (Almanac), gradually it becomes the official printer of government. This small press which later transformed into the prestigious Government Central Press and now is the prominent institution of Printing Department. Following this, Ernakulam Government Press was established in Kochi Kingdom in 1847. Later in 1901, Poojappura Central Prison Press was established in Travancore. During the rule of Maharajas, the important publications and books such as Travancore Gazette, State Manual etc were printed in the Travancore Government Press.

When the Democratic Government started functioning in 1957, Printing Department had only these three presses under its control. Later Shoranur Government Press was established in 1960 to print text books. Even though the Stamp Manufacturing Press at Thiruvananthapuram near General Hospital which was established to print the coins, stamp papers and stamps of Travancore Kingdom, was under Revenue Department, it was given to Printing Department in 1964. Later Kannur Government Press in 1967, Kozhikode Government Press in 1983, Mannanthala Government Press in 1984, Vayanad Government Press in 1985, Vazhoor Government Press in 1994 and Kollam Government Press in 2001 were established.

At present, a total of eleven Government Presses are functioning under the Printing Department. Also there are twelve District Form Stores in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad and Kannur functioning under the Printing Department for the distribution of printed forms, registers and Government publications for the Government offices and distribution of Government publications for retail agents and general public from the respective districts.

The Directorate of Printing Department is functioning at the campus of Government Central Press, Thiruvananthapuram. The Printing Department functions under the control of the Secretary for Printing and Stationery and comes under the Higher Education (H) Department of Kerala Government. The Director of Printing is an Additional/Joint Secretary to the

Government from the Secretariat. The Director of Printing (DP) functions as the head of Department and exercises the overall control of all Government Presses and District Forms Stores. The Superintendent of Government Presses (SGP) functions under the Director of Printing and controls all matters relating to Printing and Publishing. SGP also render technical advice in Printing and allied subjects.

The Department now operates through 11 Government Presses as mentions below :—

1. Government Central Press, Thiruvananthapuram (*Established in 1836*)
2. Government Stamp Manufactory Press, Thiruvananthapuram (*Transferred from Revenue in 1964*)
3. Government Press Mannanthala, Thiruvananthapuram (*Established in 1984*)
4. Government Central Prisons Press, Thiruvananthapuram (*Transferred from Central Prison on 1954*)
5. Government Press, Kollam (*Established in 2001*)
6. Government Press Vazhoor, Kottayam (*Established in 1994*)
7. Government Press, Ernakulam (*Established in 1847*)
8. Government Press Shoranur, Palakkad (*Established in 1960*)
9. Government Press, Kozhikkode (*Established in 1983*)
10. Government Press, Wayanad (*Established in 1985*)
11. Government Press, Kannur (*Established in 1967*)

Apart from the Government Presses, the following 12 District Forms Offices are functioning for the distribution of forms and Government Publications like Government Calendar, Department text books and Codes etc.

List of District Forms Stores :—

1. District Forms Office, Thiruvananthapuram (*Established in 1980*)
2. District Forms Office, Kollam (*Established in 1980*)
4. District Forms Office, Pathanamtitta (*Established in 1997*)
3. District Forms Office, Alappuzha (*Established in 1986*)
5. District Forms Office, Kottayam (*Established in 1980*)
6. District Forms Office, Ernakulam (*Established in 1996*)
7. District Forms Office, Thrissur (*Established in 1986*)
9. District Forms Office, Palakkad (*Established in 1996*)
8. District Forms Office, Malappuram (*Established in 1996*)
10. District Forms Office, Kozhikkode (*Established in 1980*)
11. District Forms Office, Wayanadu (*Established in 2008*)
12. District Forms Office, Kannur (*Established in 1980*)

The standard of the printing in the Government Presses are not high as in the printing industry. The reason for this is due to the partial modernisation of the Government Presses. The technical employees are not trained to use the modern technologies and processes. This is due to the absence of a Technical Training Centre for the Printing Department.

In June 2019 Printing Department has been ventured into e-publishing. Extra-ordinary Gazettes in electronic format is available in the department website, **www.printing.kerala.gov.in**. Kerala Gazettes could be accessed from the website **www.egazette.kerala.gov.in**.

SWOT ANALYSIS

STRENGTH	WEAKNESS
<ol style="list-style-type: none"> 1. Around 2000 qualified and skilled workforce at all levels 2. Official printer and publisher of the Government 3. Controlled by Government Funding 4. Using modern machinery in phased manner 5. Own infrastructure spread all over Kerala on prominent locations 6. Regular and permanent work orders 7. Brand name with a reputed historical background 8. Hierarchical system of management 9. Strong trade unions 10. Mini security press 11. ISO Certification 12. Capacity for e-publishing 	<ol style="list-style-type: none"> 1. Slow phase adaption of modern technology 2. Technical wing of the department has fewer management positions; there are only 21 such positions for 1218 technical wing employees 3. Unable to function on a competitive manner 4. Non availability of quality materials and consumables 5. Unequal promotion opportunities in different divisions 6. Lack of monopoly in printing work of Government 7. Inability to function on a competitive manner (want of modern machinery) 8. Unsystematic work distribution 9. Primitive networking of IT equipments (LAN, WAN& KSWAN) 10. Non creation of sufficient posts in lieu of the abolished/obsolete posts 11. Lack of safety measures and procedures 12. Unscientific management of hazardous chemicals 13. Inability to undertake highly technical tasks (software and hardware) 14. Lack of motivated employees and stakeholders 15. Lack of transportation (materials, finished goods) 16. Lack of incentives (overtime allowance etc.) 17. Unscientific space management 18. Improper waste management 19. Ineffective monitoring and evaluation 20. Obsolete rules and procedures 21. Lack of recognition as a major service department 22. Lack of co-ordination between units/sections (inter/intra) 23. Delay in sufficient fund appropriation 24. Delay in execution of work orders 25. Delay in placing orders by stake holders 26. Existing financial power of various authorities is highly inadequate 27. Non availability of in-house technical training facilities

<p style="text-align: center;">OPPORTUNITY</p>	<p style="text-align: center;">THREATS</p>
<ol style="list-style-type: none"> 1. Scope for technology upgradation 2. Capable of quality printing works 3. Scope for up gradation and widening of the security press 4. Scope for e-publishing 5. Functioning of printing and stationary department under single HOD as a major service department (<i>as in pre 1993</i>) 6. Scope for expansion by using available space (<i>Training centre, Modern machines</i>) 7. Modern post press activities 	<ol style="list-style-type: none"> 1. Outsourcing of Major works to other agencies 2. Insufficient budget allocation 3. Establishment of printing presses by other departments 4. e-Governance - Resulted in less requirement of print materials 5. e-Forms, e-Books - Resulted in less requirement of print materials 6. External interventions

ENVIRONMENTAL, MOTIVATIONAL, BEHAVIOURAL ANALYSIS (EMB)

ENVIRONMENTAL FACTORS

1. Press buildings not suitable to install and function large modern printing machines
2. Unscientific system to dispose waste and scrap
3. Unscientific material management
4. Unscientific floor and land utilization
5. Low capacity utilization
6. Absence of required safety measures
7. Slow adaptation of modern technology and delay in acquisition of modern machines
8. No facility for providing training on repair of old machines
9. Non-functioning of incinerators
10. Absence of quality control systems
11. Outdated Press Manual
12. Non-existence of LAN or WAN
13. Entrusting of government printing works to other agencies
14. Non-updating of job description
15. Supply of inferior quality materials from Stationary Department
16. Absence of quarters facility in major centres
17. Absence of medical facility to attend emergency
18. Absence of subsidized canteen
19. Absence of crèche
20. Encroachment of press land

MOTIVATIONAL FACTORS

1. Job expectations are not clear
2. More work to employee who work hard
3. No consequence for non-performance
4. No recognition for excellence
5. Outdated designation to job positions
(eg:- Designation as 'Computer' for a job position)

BEHAVIOURAL FACTORS

1. Administration Staff (Clerk – Junior Superintendent)

1. Service Rules (KSR & KSSR)
2. Special Rules
3. Management of Govt. Press
4. MDP
5. Operation of SPARK
6. Malayalam Computing
7. RTI
8. Supervisor capacity
9. Decision making
10. Conflict resolution
11. Communication
12. COMPOSE software operation
13. Noting & Drafting
14. Time Management
15. Store Purchase Manual
16. Financial Code Vol. 1
17. e-Tender&
18. e-Procurement (GEM, CRPCS etc.)
19. Kerala Budget Manual
20. Financial Code
21. Annual Budget
22. Preparation of Annual Plan and Budget
23. Operation of PLANSAPCE software
24. Monitoring of Plan implementation
25. Kerala Account Code
26. Bill Information Management System (BIMS)
27. Income Tax Act, TDS
28. E-Filing
29. Operation of BIMS, BAMS
30. E-Filing of IT return and issue of Form-16
31. Stock Register Maintenance
32. Inventory Management

33. Operation of COMPOSE software

34. Team Coordination

35. Interpersonal abilities

36. Positive & Proactive approach

2. *Supervisors Technical (General Foreman/HC/HR/Offset Supervisor/Plate making supervisor/ Senior, Asst, Junior Foreman/ Computing Supervisor)*

1. Maintaining effective interpersonal relations

2. Modern trends in printing technology

3. Information and Communication Technologies (ICT)

4. Exposure in modern printing environment

5. Planning and co-ordination

6. Leadership and supervision

7. Time Management

8. Office Suite

9. Updation of ICT skills

10. Operation of COMPOSE software Commitment

11. Public Relations

12. Punctuality

13. Team work

14. Interpersonal relations

3. *Operating Staffs (All technical sections)*

1. Modern trends in printing

2. Awareness in handling consumables and hazardous chemicals

3. Awareness of quality control in printing

4. Awareness on safety procedures

5. Graphic design and pre-press softwares

6. Office Suite

7. Handling modern machines and equipments

8. Operation of COMPOSE software

9. Commitment

10. Public Relations

11. Punctuality

12. Team work

13. Interpersonal relations

4. *Repairing and Maintenance Staff (Mechanical, Electrical, Electronics)*

1. Awareness about modern machinery and equipments
2. Basic awareness about printing
3. Awareness of safety procedures
4. Repair and servicing of all types of machinery
5. Troubleshooting and minor repairing of all types of equipments
6. Communication
7. Commitment
8. Public Relations
9. Punctuality
10. Team work
11. Interpersonal relations

5. *Supporting Staff (OA, Lascar, Counter, Packer)*

1. Basic awareness about printing
2. Awareness of safety procedures
3. Awareness in handling consumables and hazardous chemicals
4. Time Management
5. Commitment
6. Punctuality
7. Interpersonal relations
8. Team work

FUNCTIONAL ANALYSIS

Administration Staff (Clerk – Junior Superintendent)

Key Function – Administration Management

Sub Function – Scrutiny and approval of files

Required Competencies

(KNOWLEDGE- GAP)

- Service Rules (KSR & KSSR)
- Special Rules
- Management of Govt. Press
- MDP
- Operation of SPARK
- Malayalam Computing
- RTI

(SKILL- GAP)

- Supervisor capacity
- Decision making
- Conflict resolution
- Communication
- COMPOSE software operation
- Noting & Drafting
- Time Management

(ATTITUDINAL ISSUES)

- Team Coordination
- Interpersonal abilities
- Positive & Proactive approach

Sub Function – Procurement

Required Competencies

(KNOWLEDGE - GAP)

- Store Purchase Manual
- Financial Code Vol. 1
- e-Tender& e-Procurement (GEM, CRPCS etc.)

(SKILL - GAP)

- Operation of software (GEM, CRPCS, e-Tender, Digital Signature)

(ATTITUDINAL ISSUES)

- Team Coordination
- Interpersonal abilities
- Positive & Proactive approach

Sub Function – Budgeting
Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none"> • Kerala Budget Manual • Financial Code • Annual Budget 	<ul style="list-style-type: none"> • Preparation of Annual Plan and Budget • Operation of PLANSAPCE software • Monitoring of Plan implementation 	<ul style="list-style-type: none"> • Team Coordination • Interpersonal abilities • Positive & Proactive approach

Sub Function – Accounts (Preparation of Bills)
Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none"> • Kerala Account Code • Bill Information Management System (BIMS) • Income Tax Act, TDS • E-Filing 	<ul style="list-style-type: none"> • Operation of BIMS, BAMS • E-Filing of IT return and issue of Form-16 	<ul style="list-style-type: none"> • Team Coordination • Interpersonal abilities • Positive & Proactive approach

Sub Function – General Store & Publication Store (Maintenance of stock register)
Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none"> • Stock Register Maintenance • Inventory Management 	<ul style="list-style-type: none"> • Operation of COMPOSE software 	<ul style="list-style-type: none"> • Team Coordination • Interpersonal abilities • Positive & Proactive approach

FUNCTIONAL ANALYSIS: —

Supervisors Technical (General Foreman/HC/HR/Offset Supervisor/Plate making supervisor/ Senior, Asst, Junior Foreman/ Computing Supervisor)

Key Function – Management of print production and supply

Sub Function – supervision and monitoring of production activity

Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none">• Maintaining effective interpersonal relations• Modern trends in printing technology• Information and Communication Technologies (ICT)• Exposure in modern printing environment	<ul style="list-style-type: none">• Planning and co-ordination• Leadership and supervision• Time Management• Office Suite• Updation of ICT skills• Operation of COMPOSE software	<ul style="list-style-type: none">• Commitment• Public Relations• Punctuality• Team work• Interpersonal relations

FUNCTIONAL ANALYSIS: —

Operating Staffs (All technical sections)

Key Function – Print production, supply and billing activities

Sub Function – Production/Planning/Pre-Press/Press/Post Press activities

Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none">• Modern trends in printing• Awareness in handling consumables and hazardous chemicals• Awareness of quality control in printing• Awareness on safety procedures	<ul style="list-style-type: none">• Graphic design and pre-press softwares• Office Suite• Handling modern machines and equipments• Operation of COMPOSE software	<ul style="list-style-type: none">• Commitment• Public Relations• Punctuality• Team work• Interpersonal relations

FUNCTIONAL ANALYSIS: —

Repairing and Maintenance Staff (Mechanical, Electrical, Electronics)

Key Function – Maintenance and upkeep of equipments

Sub Function – Proactive maintenance

Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none">• Awareness about modern machinery and equipments• Basic awareness about printing• Awareness of safety procedures	<ul style="list-style-type: none">• Repair and servicing of all types of machinery• Troubleshooting and minor repairing of all types of equipments• Communication	<ul style="list-style-type: none">• Commitment• Public Relations• Punctuality• Team work• Interpersonal relations

FUNCTIONAL ANALYSIS: —

Supporting Staff (OA, Lascar, Counter, Packer)

Key Function – Assisting production and office administration

Sub Function – Delivery of files and other materials as directed by supervisory staff

Required Competencies

(KNOWLEDGE - GAP)	(SKILL - GAP)	(ATTITUDINAL ISSUES)
<ul style="list-style-type: none">• Basic awareness about printing• Awareness of safety procedures• Awareness in handling consumables and hazardous chemicals	<ul style="list-style-type: none">• Time Management	<ul style="list-style-type: none">• Commitment• Punctuality• Interpersonal relations• Team work

PERFORMANCE PROBLEM (PP)

Performance Problem (PP) — Administration Staff

Delay in execution of administrative tasks

Symptoms

Slow administrative procedures

Causes

1. Disproportionate staff – task ratio
2. Inadequate orientation in office automation software
3. Different job requirements, incidental to job rotation, without orientation
4. Difficulty in following store purchase rules due to technical nature of printing equipments
5. Difficulty in arranging maintenance contracts due to cumbersome rules and procedures
6. Difficulty in procurement of quality materials
7. Lack of awareness in service rules, store purchase manual, e-tender, financial rules etc.
8. Inadequate interpersonal, team building skills
9. Frequent transfer of administrative personnel

Training	Non Training
Inputs on SPARK, BIMS, BAMS, e-Office etc.	Conducting of work study to assess staff requirement
Inputs on e-Tendering	Follow scientific transfer norms
Inputs on store purchase rules/manual, GEM etc.	Permission/Financial sanction to procure quality materials (paper etc.) in case of emergency/special works
Inputs on factories Act/rules	Institute an internal audit wing
Inputs on service rules, Special rules, Financial rules	Ensure networking of all Computer terminals
Inputs on Government Press Manual	Bifurcation of Directorate and Branch Office (Govt. Central Press)
Inputs on interpersonal skills, Team building	
Communication, Stress, Time Management etc.	
Inputs on Income Tax, TDS, GST	
Inputs on COMPOSE software	

Performance Problem (PP)— Operating wing Supervisory Staff

Difficulty in executing quality printing work

Symptoms

No demand for quality printing works from clients

No satisfactory reply on work completion to clients

Causes

1. Insufficiency of modern machines
2. Non-procurement of modern machines
3. Non-availability of quality printing papers, consumables etc.
4. Inadequate quality control system
5. No system to troubleshoot urgent repairs
6. Delay in taking delivery of finished materials by clients
7. Inadequate exposure in supervising the operation of modern printing machines
8. Inadequate Interpersonal, Supervisory, Leadership skills
9. Inadequate Information Technology skills
10. Non maintenance of standard environment for quality printing
11. Delay in receipt of material from stationery department

Training	Non Training
Exposure in the operation of modern printing machines	Ensure timely procurement of modern printing machines
Inputs on IT skills (COMPOSE, Office Suite etc.)	Ensure effective convergence in procurement of paper between printing and stationery departments
Inputs on Leadership, Motivational, Interpersonal, Stress, Team Building skills	Institute quality control system in the organisation
Inputs on supervisory skills	Impose penalty to clients for not taking delivery of printed materials in time
Inputs on Waste Management	

Performance Problem (PP) — Operating Staff

Delay in execution of quality printing

Symptoms

No demand for quality printing works from clients

Causes

1. Insufficiency of modern machines
2. Non-procurement of modern machines
3. Non-availability of quality printing papers, consumables etc.

4. Inadequate quality control system
5. No system to troubleshoot urgent repairs
6. Delay in taking delivery of finished materials by clients
7. Inadequate exposure in operation of modern equipments
8. No exposure in safe dress code and handling hazardous materials/machines
9. Ineffective operation of store. (Person in charge of the store has no technical know-how about printing parts)
10. Non operation of store beyond store office hours (10.15am to 5.15pm)
11. Exposure in Interpersonal, Team building, Stress and Time management

Training	Non Training
Exposure in operation of modern printing machines	Ensure timely procurement of modern printing machines
Exposure in IT skills (COMPOSE, Office Suite etc.)	Ensure effective convergence in procurement of paper between printing and stationery departments
Exposure in Motivational, Interpersonal, Stress and Team Building skills	Institute quality control system in the organisation
	No mechanism to impart training on repair of machines
	Impose penalty to clients for not taking delivery of printed materials in time

Performance Problem (PP) — Maintenance Staff

Difficulty in effective maintenance of printing machines

Symptoms

Frequent shutdown of machines

Causes

1. Employees join without any skill/experience in maintenance of printing machines
2. Employees placed without induction training
3. No clause in procurement contract for training of in-house maintenance staff
4. Delay in procurement and supply of spare parts necessary for maintenance
5. Delayed procedure in the procurement of costly parts
6. Delay in supply of branded items of specific vendor manufacturer

7. Ineffective operation of store. (Person in charge of the store has no technical know-how about printing parts)
8. Non operation of store beyond store office hours (10.15am to 5.15pm)
9. Absence of proactive maintenance system
10. No exposure in safe dress code and handling hazardous materials/machines
11. Exposure on Interpersonal, Team building, Stress and Time management

Training	Non Training
Provide induction training to all newly recruited staffs	Insist on the job training facility in all procurement contracts with supplies
Exposure in the operation of modern printing machines	Ensure timely supply of spare parts for maintenance
Exposure in IT skills	Procure locally popular machines to ensure the availability of spare parts
Exposure in Motivational, Interpersonal, Stress, Team Building skills	Appoint a technical person in charge of store
Skill in repair of all types of machines	Ensure proactive periodical maintenance of machines

Performance Problem (PP) — Supporting Staff

Delay in executing support services

Symptoms

Delay in production due to delayed supply of materials.

Accumulation of produced items in the production area

Causes

1. Non consequences for non-performance
2. Shortage of staff
3. Absenteeism
4. Complacency due to over qualification
5. No skill in sorting and packing of produced items
6. Manual transportation of heavy materials
7. Hazardous passages for transfer of materials
8. Disparity in promotion among various categories of supporting staff
9. Inadequate commitment to work
10. Absence of organised policy on job orientate

Training	Non Training
Additional inputs on duties and responsibilities	Institute organisational policy for job rotation
Awareness in handling of hazardous Materials, Machines, Dress code	Form quality circles at section level
Knowledge/Skill in time management, team work, interpersonal relations, stress management	Work study to assess staff requirement
Basic awareness related to printing	Automobilization of materials transfer
	Remove hazardous passages/Construct ramps
	Re-designation of supporting staff as per changes in job requirement
	Ensure dress code to avoid accidents to those who work close to machines

Performance Problem (PP) — Senior Officers

Difficulty in the overall management of Govt Press

Symptoms

Non availability/delayed supply of essential materials/equipments. Delayed execution of work order

Causes

1. Inadequate exposure in administration duties
2. Inadequate exposure in modern technology
3. Inadequate skill in stating technical specification and other technical details
4. Inadequate exposure in leadership and management skills
5. Inadequate IT skills
6. Less knowledge in conduct rules and disciplinary procedures
7. Insufficient financial authority
8. Inadequate leadership, supervisory and interpersonal skills
9. Non participation in National/International Exhibitions of printing machines

Training	Non Training
Inputs on decision making and negotiations	Enhance financial delegation powers of senior officers (Head of offices/Units)
Inputs on leadership and supervision	Facilitate officers to visit and participate in National/International exhibitions
Inputs on modern technological aspects (Technical specifications etc.)	
Input on IT skills (COMPOSE, Office Suite etc.)	
Input on conduct rules and disciplinary procedures	

COURSE DESIGN

COURSE DESIGN: — ADMINISTRATION STAFF

Title - Orientation for Administrators

Duration – 6 days

Objective –At the end of the course, participants will be able to describe salient features of administrative procedures

Day/ Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction		CD/CC	
	2	Procurement Rules	Lecture/Discussion	GF	1
	3&4	KS & SSR	Exercise	GF	2
2	1&2	KSR-An overview	Lecture/Discussion	GF	3
	3&4	Communication & Inter personal relations	Lecture/Discussion	GF	4
3	1	SPARK	Demonstration/ Practice	GF	5
	2	BIMS & BAMS	”	GF	6
	3	Orientation on COMPOSE	”	GF	7
	4	MOP, Noting & Drafting	”	GF	8
4	1&3	e-Tendering	Demonstration/ Practice	GF	2
	4	GEM	”	GF	2
5	1	Inventory Management	Lecture/Discussion	GF	10
	2	Income Tax & TDS	”	GF	11
	3	Good governance & Service delivery	”	GF	12
	4	Factories Act	”	GF	13
6	1	Kerala Government Press Manual	Lecture/Discussion	GF	14
	2	Budget Preparation	”	GF	15
	3	Goods and Service Tax, TDS	”	GF	16
	4	Disciplinary Procedures Evaluation and Validation	”	GF	17

Enabling Objectives

- E01 – To demonstrate the procedures to be followed for e-Tendering and describe the norms of procurement through GEM
- E02 – To describe the important provisions of KS&SSR
- E03 – To describe the important provisions of KSR
- E04 – To explain the effective techniques of communication and interpersonal skills
- E05 – To manage payroll administration and SPARK software
- E06 – To manage treasury transactions using BIMS, BAMS software
- E07 – To describe different facilities available in COMPOSE software
- E08 – To describe various procedures to be followed in the management of files and registers
- E10 – Explain various systems/procedures in management of inventory.
- E11 – Describe various procedures to be followed in the assessment of income tax and tax deducted at the source
- E12 – To illustrate various aspects of good governance and service delivery
- E13 – To describe different provisions of factories act
- E14 – Discuss salient features of government press manual
- E15 – Explain the aspects to be considered in the preparation of budget purpose
- E16 – Explain the procedures to be followed in the collection and remittance of GST
- E17 – Describe the different aspects to be followed in the initializing disciplinary action

COURSE OUTLINE

Procurement Rules, E01 (*Various types of procurement, Store purchase manual, AMC etc.*)

KS & SSR, E02 (*Lien, Joining Time, Probation, Promotion etc.*)

KSR-An overview, E03 (*General Conditions Leave, Pay including fixation, TA and pension*)

Communication & Inter personal relations, E04 (*Organizational image and Communication, Positive behaviour, Types of communication, Process of Communication, One way & Two way, Effective and difficult communication, Active listening and Passive listening, Telephone Manners, Different stages of ego, building good interpersonal skills*)

MOP, Noting & Drafting, E05 (*Noting and Drafting in Malayalam, Procedure from Tapal to Records including maintenance and record destruction*)

e-Tendering, E01 (*Vendor/Supplier Management, Indent Management, e-Tendering, Contract Management, Catalogue Management, Management Information System*)

GEM, E01 (*Introduction to GEM, Buyer Registration, Procurement and Payment Function*)

Inventory Management, E010 (*Basic concepts, Introduction to warehousing, Basic warehousing decisions, Warehouse operations, Types of warehouses, Functions, Centralized & Decentralized, Inventory control*)

Income Tax & TDS, E011 (*Income tax provisions on salary, Assessment of total Income Tax, Tax Deducted from Source*)

Good Governance and Service Delivery, E012 (*Citizen Centricity, Citizen first, Basic elements of good governance*)

Factories Act, E013 (*Objectives of factories Act, Working hours, Health, Safety, Welfare, Penalties*)

Kerala Government Press Manual, E014 (*Introduction, General discipline, Overtime, Out-turn, Duties and responsibilities*)

Budget Preparation, E015 (*Annual plan preparation, Preparation of internal budget, Internal budget monitoring, Upload data in planspace*)

Goods and Service Tax, E016 (*Introduction, Central GST, State GST, Rate, TDS, E-way bill, GST Returns*)

Disciplinary Procedures, E017 (*Memo & Charges, Penalty provisions, Suspension, Enquiry, Appeal*)

COURSE DESIGN: — SUPPORTING STAFF

Title –Training programme for supporting staff

Duration – 2 days

Objective –Enable the participants to effectively render support services

Day/Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction		CD/CC	
	2	Duties and Responsibilities of supporting staff	Lecture/Discussion	GF	1
	3&4	Time & Stress Management	Lecture/Exercise	GF	2
2	1	Dress code and safety measures	Lecture/Discussion	GF	3
	2	Basic awareness on printing	”	GF	4
	3&4	Team work & Interpersonal skills	”	GF	5
		Evaluation and Validation			

Enabling Objectives

E01 – List out duties and responsibilities of supporting staff

E02 – Describe the technique of time management and coping up with stress

E03 – Describe the aspect of dress code to be followed and safety aspects while handling hazardous materials/machines

E04 – Explain basic aspects in Printing (Pre-press, Press and Post-press)

E05 – Explain the importance of team work and the need for maintaining conducive interpersonal relations

COURSE OUTLINE

Duties and Responsibilities of supporting staff, E01 (*Understand their duties and responsibilities-basic etiquettes in office-support production and print line staff-transportation of materials within sections-introduction with public*)

Time & Stress Management, E02 (*Time planning-effective utilization of time-punctuality-tips for time management-stress-causes of stress-managing/avoiding stress-physical and mental activities to reduce stress*)

Dress code and safety measures, E03

Basic awareness on printing, E04 (*History of printing, Government presses, Types of printing, Basics of Printing Technology*)

Team work & Interpersonal skills, E05 (*Team building-characteristics of effective team members-Different ego stages-managing self*)

COURSE DESIGN: —OPERATING WING SUPERVISORY STAFF

Title – Orientation training for operating supervisory staff

Duration – 3 days

Objective – Enable the participants to effectively supervise the tasks of the operating staff

Day/Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction		CD/CC	
	2	Leadership and motivation	Games/Exercise	GF	1
	3	Information technology skills	Demo Practice	GF	2
	4	Interpersonal skills	Exercise	GF	3
2	1&2	Exposure in modern trends in Printing Technology	Field Visit	CC	4
	3&4	Time& Stress management	Lecture/Exercise	GF	5
3	1&2	KSR	Lecture/Discussion	GF	
	3&4	Government Press Manual Evaluation and Validation	Lecture/Discussion	GF	

Enabling Objectives

- E01 – Explain different effective leadership roles and techniques to motivate staff member
- E02 – Illustrate how to carry out various printing related tasks using IT and softwares
- E03 – Explain how to maintain healthy interpersonal skills
- E04 – Describe the salient aspects and advantages modern printing machines and process
- E05 – Explain techniques to cope up with stress and effective management of time

COURSE OUTLINE

Leadership and motivation, E01 (*Basic aspects of leadership-different leadership styles-mange others-build teams-persuasion skills-motivating subordinates*)

Information technology skills, E02 (*Basics ICT skills, Fundamentals of Computer, Word processing (Basic), Spreadsheet (Basic), Email messaging (Basic), Overview of COMPOSE*)

Interpersonal skills, E03 (*Different CSO stages-managing others-managing self-understanding self-building good interpersonal skills*)

Exposure in modern trends in Printing Technology, E04 (*Visit of local press where modern technology is used*)

Time & Stress management, E05(*Time planning-effective utilization of time-punctuality-tips for time management-stress-causes of stress-managing/avoiding stress-physical and mental activities to reduce stress*)

KSR (*General conditions, Leave, Pay including fixation, TA and Pension*)

Government Press Manual (*Introduction, General discipline, Duties and Responsibilities, Out-turn, Overtime*)

COURSE DESIGN: — OPERATING STAFF

Title – Orientation training for operating staff

Duration – 5 days

Objective – Enable the participants to effectively carry out tasks related to pre-press, printing and post printing activities

Day/ Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction		CD/CC	
	2	Modern trends in Printing Technology	Lecture/Discussion	GF	1
	3&4	Interpersonal skills	Exercise	GF	2
2	1&2	Exposure on modern trends in printing	Field Visit	CC	
	3	Dress code & safety aspects	Lecture/Discussion	GF	3
	4	Kerala Government Press Manual	Lecture/Discussion	GF	4
3	1&2	Time & Stress Management	Exercise	GF	5
	3&4	KSR an overview	Lecture/Discussion	GF	6
4	1	Factories Act	Lecture/Discussion	GF	7
	2	Workmen's compensation Act	Lecture/Discussion	GF	7
	3&4	Introduction to Graphic Design	Demo	GF	
5	1&2	Team Building	Games/Exercise	GF	
	3&4	Environmental Hygiene Evaluation and Validation	Lecture/Discussion	GF	

Enabling Objectives

- E01 – Explain the availability aspect and advantage of modern printing facility
- E02 – Describe the need for maintaining conducive inter personal relations
- E03 – Explain the needs for safe dress code and other safety practices
- E04 – Describe the important aspects of press manual relating to operating staff
- E05 – Describe different techniques of time and stress management
- E06 – Explain salient aspects of KSR
- E07 – Explain salient aspects of Factories Act and Workmen compensation Act

COURSE OUTLINE

Modern trends in Printing Technology, E01 (*Recent technological developments in printing, Digital pre-press, an overview of printing and publishing industry in India, Digital printing, New trends in pre, printing, post press, Managing wastage, Green printing*)

Interpersonal skills, E02

Dress code & safety aspects, E03

Government Press Manual, E04 (*Introduction, General discipline, Duties and Responsibilities, Out-turn, Overtime*)

Exposure in modern trends in Printing Technology (*Visit of local press where modern technology is used*)

Time & Stress Management, E05

KSR an overview, E06

Factories Act, E07 (*Objectives, Working hours, Health, Safety, Welfare, Penalties*)

Workmen's compensation Act, E08 (*Objectives, Overview*)

Introduction to Graphic Design (*Introduction, Layout, Typography, Colours, Image, Logo Design*)

Team Building

Environmental Hygiene

COURSE DESIGN: — MAINTENANCE STAFF

Title – Training programme for Maintenance staff

Duration – 2 days

Objective – Enable the participants to effectively carry out maintenance and service

Day/Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction		CD/CC	
	2	Team work for organisational effectiveness	Games/Exercise	GF	1
	3	Dress code and safety aspects	Lecture/Discussion	GF	3
	4	Stress & time management	Exercise	GF	4
2	1&2	Exposure in modern printing systems	Field visit	CC	2
	3&4	Interpersonal skill Evaluation and Validation	Exercise	GF	5

Enabling Objectives

- E01 – Explain the need and importance of team work
E02 – Describe the salient features of modern printing system
E03 – Explain the basic aspect of dress code and precautions while dealing with hazardous machine/material
E04 – Explain the techniques of time/stress management
E05 – Describe the need for maintaining conductive IP skills

COURSE OUTLINE

Team work for organisational effectiveness, E01 (*Team building-characteristics of effective team members-Different ego stages-managing self*)

Exposure in modern printing systems, E02 (*Recent technological development in printing technology, Overview of modern printing machines*)

Dress code and safety aspects, E03

Stress & time management, E04 (*Time planning-effective utilization of time-punctuality-tips for time management-stress-causes of stress-managing/avoiding stress-physical and mental activities to reduce stress*)

Interpersonal skill, E05 (*Organizational image and Communication, Positive behaviour, Types of communication, Process of Communication, One way & Two way, Effective and difficult communication, Active listening and Passive listening, Telephone Manners, Different stages of ego, building good interpersonal skills*)

COURSE DESIGN: —SENIOR OFFICERS

Title – Management development programme for senior officers

Duration – 2 days

Objective – Enable the officers to effectively manage/supervise unit offices

Day/ Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1	Introduction Manual of office procedure, noting & drafting	Lecture/Exercise	CD/CC GF	1
	2	Effective decision making	Role play	GF	2
	3&4	Leadership & supervisory skills	Exercises	GF	3
2	1	Modern trends in printing and technical aspects of modern machines	Lecture/Discussion	GF	4
	2	e-Governance Conduct rules and	Demonstration	GF	5
	3&4	disciplinary procedures Evaluation and Validation	Lecture/Discussion	GF	6

Enabling Objectives

E01 – Explain basic aspects of MOP

E02 – Explain different aspects to be followed for effective decision making

E03 – Describe different leadership styles for effective work/unit supervision

E04 – Explain modern trends in printing and different technical aspects of modern machines

E05 – Explain the IT aspects in the administration of unit offices

E06 – Describe aspects of conduct rules and disciplinary action

COURSE OUTLINE

Manual of office procedure, noting & drafting, E01 (*Noting and Drafting in Malayalam, Procedure from Tapal to Records including maintenance and record destruction*)

Effective decision making, E02 (*Types of decision-routing and non routine decisions-characteristics of effective decision making*)

Leadership & supervisory skills, E03 (*Basic concepts-different styles of leadership-management grid-leader as team leaders-effective supervision-effective persuasion skills*)

Modern trends in printing and technical aspects of modern machines, E04 (*Recent technological developments in printing, Digital pre-press Digital printing, New trends in pre-press, printing, post press, Technical Specifications of new machines*)

e-Governance, E05 (*An overview of e-Governance in India and Kerala, State Data Centre, KSWAN, Mission mode projects, NeGP, COMPOSE project*)

Conduct rules and disciplinary procedures, E06 (*Rules on Property, Social Media, Public Policy, Personal involvement in social issues, Discipline, Memo and charges, Penalty provisions, Suspension, Enquiry, Appeal*)

EXPOSURE VISIT

Objective – Expose the participants on modern trends in printing by visiting most modern printing presses inside/outside the state

Duration – 3 working days (excluding travel time)

Proposed places of visit: Various modern printing units in Kerala and outside. (eg – Anaswara Printers, KBPS, Manipal Technologies Ltd, ITC Press, Thomson Press etc.)

Approximate number of participants: 15+1 co-ordinator

Combination of participants: 11 operating personnel and 4 maintenance staff

Criteria: Minimum 5 years' service left for retirement. Minimum qualifying service will be 5 years. Representation from all major branch presses. Representation from pre-press, press, post-press press. Find selection through an aptitude test.

Expected outcome: The participants, on completion of the exposure visit have to submit a comprehensive report on learning from the exposure visit and the best practices that can be replicated in Government Presses.

COURSE DESIGN: —PREPRESS OPERATING STAFF

Title – Training programme on Graphic Design

Duration – 1 day

Objective – Enable the participants to effectively execute graphic design tasks

Day/ Date	Session	Topic	Methodology	Resource Person	Enabling Objective (EO)
1	1 to 4	Graphic Design	Demonstration, Practise	GF	1

Enabling Objectives

E01 – Demonstrate design of print matters using graphic design software

COURSE OUTLINE

Graphic Design (Introduction, Image editing techniques, Layout techniques, Adobe InDesign, Photoshop, CorelDraw, Adobe Acrobat Professional, Using Fonts)

STAFF STRENGTH – TOP MANAGEMENT

<i>Name of Post</i>	<i>Directorate/ Govt. Central Press</i>	<i>Stamp Manufactory Press</i>	<i>Central Prison Press</i>	<i>Govt. Press, Mannanthala</i>	<i>Govt. Press, Kollam</i>	<i>Govt. Press, Vazhoor</i>	<i>Govt. Press, Ernakulam</i>	<i>Govt. Press, Shoranur</i>	<i>Govt. Press, Kozhikkode</i>	<i>Govt. Press, Wayanadu</i>	<i>Govt. Press ,Kannur</i>	<i>Remarks</i>	<i>Total</i>
Director	1	-	-	-	-	-	-	-	-	-	-	-	1
Superintendent of Government Presses	1	-	-	-	-	-	-	-	-	-	-	-	1
Deputy Superintendent	3	1	-	1	-	1	1	1	1	1	-	-	10
Assistant Superintendent	2	-	1	3	-	-	1	2	-	-	1	-	10
Controller of Forms	1	-	-	-	-	-	-	-	-	-	-	-	1
Administrative Officer	1	-	-	-	-	-	-	-	-	-	-	-	1
Administrative Assistant	1	-	-	-	-	-	1	1	-	-	-	-	3
Accounts Officer	1	-	-	-	-	-	-	-	-	-	-	-	1
Finance Officer	1	-	-	-	-	-	-	-	-	-	-	-	1
Law (Nodal) Officer	1	-	-	-	-	-	-	-	-	-	-	-	1
Senior Superintendent	1	-	-	1	-	1	-	-	-	1	-	-	4
Office Manager	1	-	-	-	-	-	-	-	-	-	-	-	1
Publication Assistant	1	-	-	-	-	-	-	-	-	-	-	-	1
District Forms Officer	TVM 1	KLM 1	PTTA 1	KTM 1	ALP 1	EKM 1	TSR 1	PKD 1	MPM 1	KKD 1	KNR 1	-	11
Labour welfare officer	1	-	-	-	-	-	-	-	-	-	-	-	1
Asst. Executive Engineer/Asst. Engineer Electrical & Electronics	1	-	-	1	-	-	-	-	-	-	-	-	2
Total	19	1	1	6	-	2	3	4	1	2	1	-	50

STAFF STRENGTH – MINISTERIAL WING

<i>Name of Office</i>	<i>Name of Post</i>												<i>Remarks</i>	
	<i>Jr. Supdt.</i>	<i>Head Clerk</i>	<i>Sr. Clerk</i>	<i>Clerk</i>	<i>Fair Copy Supdt.</i>	<i>Selection Grade Typist</i>	<i>Senior Grade Typist</i>	<i>UD Typist</i>	<i>LD Typist</i>	<i>Confidential Assistant</i>	<i>Office Attendant Gr1</i>	<i>Office Attendant GrII</i>		<i>Watchman</i>
Directorate/Govt Central Press	11	4	31	36	1	0	2	2	2	2	4	8	0	
Stamp Manufactory Press	1	1	4	6	-	0	0	1	-	-	1	2	0	
Central Prison Press	0	1	0	5	-	0	0	1	-	-	1	0	0	
Govt. Press , Mannanthala	2	2	7	4	-	1	0	1	-	-	1	2	0	
Govt. Press , Kollam	-	-	-	-	-	-	-	-	-	-	-	-	-	
Govt. Press , Vazhoor	1	0	3	3	-	0	0	-	1	-	2	1	0	
Govt. Press , Ernakulam	1	1	5	6	-	1	0	-	-	-	0	3	3	
Govt. Press , Shoranur	1	2	7	7	-	1	0	-	-	-	0	4	5	
Govt. Press , Kozhikkode	1	0	2	0	-	0	0	1	-	-	1	0	2	

Govt. Press , Wayanad	0	0	2	3	-	0	0	-	1	-	1	1	1	1
Govt. Press , Kannur	1	0	3	2	-	0	1	-	-	-	0	1	2	
District Forms Office, Thiruvananthapuram	0	0	1	2	-	1	0	-	-	-	0	0	0	
District Forms Office, Kollam	0	0	1	1	-	0	0	1	-	-	1	0	0	
District Forms Office, Pathanamthitta	0	0	2	0	-	0	0	-	1	-	1	0	0	
District Forms Office, Alappuzha	0	0	2	0	-	0	0	0	1	-	1	0	0	
District Forms Office, Kottayam	0	0	0	2	-	1	0	0	0	-	0	1	0	
District Forms Office, Ernakulam	0	1	2	1	-	0	0	0	0	-	0	0	0	
District Forms Office, Trichur	0	0	2	0	-	0	1	0	0	-	0	1	0	
District Forms Office, Palakkad	0	0	1	2	-	0	1	0	0	-	0	0	0	
District Forms Office, Malappuram	0	0	2	0	-	0	1	0	0	-	0	1	0	
District Forms Office, Kozhikkode	0	0	1	1	-	1	0	0	0	-	0	1	0	
District Forms Office, Kannur	0	0	2	0	-	0	1	0	0	-	0	1	0	
Total	19	12	80	81	1	6	7	7	6	2	14	27	13	275

STAFF STRENGTH – TECHNICAL WING

<i>Name of Post</i>	<i>Sanctioned Posts</i>	<i>Govt. Central Press</i>	<i>Stamp Manufactory Press</i>	<i>Central Prison Press</i>	<i>Govt. Press, Mannanthala</i>	<i>Govt. Press, Kollam</i>	<i>Govt. Press, Vazhoor</i>	<i>Govt. Press, Ernakulam</i>	<i>Govt. Press, Shoranur</i>	<i>Govt. Press, Kozhikkode</i>	<i>Govt. Press, Wayanadu</i>	<i>Govt. Press, Kannur</i>	<i>Remarks</i>
General Foreman	14	2	2	1	2	-	1	2	2	-	1	1	<i>Branch 1 Gl. Section</i>
Composing Senior Foreman	8	4	-	-	1	-	-	1	1	-	-	1	<i>Branch 2 Composing Section</i>
Junior Foreman	16	9	-	1	1	-	-	2	1	1	-	1	
Assistant Foreman	25	15	1	1	-	-	-	4	3	-	-	1	
Compositor Senior Grade*	27	17	-	-	-	-	-	1	7	1	-	1	
Compositor Grade I*	-	-	-	-	-	-	-	-	-	-	-	-	<i>*Vanishing Post</i>
Chief Operator	1	1	-	-	-	-	-	-	-	-	-	-	<i>Branch 3 Machine composing</i>

<i>Name of Post</i>	<i>Sanctioned Posts</i>	<i>Govt. Central Press</i>	<i>Stamp Manufactory Press</i>	<i>Central Prison Press</i>	<i>Govt. Press, Mannanthala</i>	<i>Govt. Press, Kollam</i>	<i>Govt. Press, Vazhoor</i>	<i>Govt. Press, Ernakulam</i>	<i>Govt. Press, Shoranur</i>	<i>Govt. Press, Kozhikkode</i>	<i>Govt. Press, Wayanadu</i>	<i>Govt. Press, Kannur</i>	<i>Remarks</i>
Chief Warehouse man	1	1	-	-	-	-	-	-	-	-	-	-	
Warehouseman Senior Grade	2	-	-	-	1	-	-	1	-	-	-	-	
Warehouseman Gr. I	4	1	1	-	-	-	-	1	1	-	-	-	
Warehouseman Gr. II	5	2	1	-	-	-	-	-	1	-	-	1	
Senior Foreman (Binding)	7	2	1	-	2	-	-	1	1	-	-	-	<i>Branch 9 Binding Section</i>
Junior Foreman	15	4	1	1	3	-	1	2	2	1	-	-	
Assistant Foreman	25	10	1	1	2	-	1	4	4	-	1	1	
Binder Senior Grade	103	32	-	-	19	-	-	20	26	-	2	4	
Binder Grade. I	206	61	7	1	44	-	4	26	53	4	2	4	

Chief Foreman (Workshop)	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Branch 10 Workshop Section	
Foreman	3	-	-	-	1	-	-	-	1	-	1	-	1	-	-	-	-	-	-	-	
Senior Mechanic	7	2	1	-	1	-	-	1	1	-	1	-	1	-	-	-	-	-	-	-	
Mechanic	3	-	-	1	-	-	-	-	-	-	-	-	-	1	-	-	-	-	1	-	
Technician Senior Grade	9	4	-	-	1	-	-	-	1	-	1	-	2	-	-	-	-	-	1	-	
Technician Grade I	9	4	-	-	-	-	-	-	1	-	3	-	1	-	-	-	-	-	-	-	
Technician Grade II	10	2	1	-	1	-	-	-	-	-	2	-	2	-	-	-	-	-	1	-	
Helper Grade I	1	-	-	-	-	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	
Helper Grade II	6	3	-	-	-	-	-	2	1	-	-	-	-	-	-	-	-	-	-	-	
Senior Carpenter	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Branch 11 Carpentry Section
Chief Foreman (Electrical & Electronics)	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Branch 12 Electrical Section
Foreman (Electrical)	1	-	-	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	

<i>Name of Post</i>	<i>Sanctioned Posts</i>	<i>Govt. Central Press</i>	<i>Stamp Manufactory Press</i>	<i>Central Prison Press</i>	<i>Govt. Press, Mannanthala</i>	<i>Govt. Press, Kollam</i>	<i>Govt. Press, Vazhoor</i>	<i>Govt. Press, Ernakulam</i>	<i>Govt. Press, Shoranur</i>	<i>Govt. Press, Kozhikode</i>	<i>Govt. Press, Wayanadu</i>	<i>Govt. Press, Kannur</i>	<i>Remarks</i>
Senior Electrician	4	1	-	-	-	-	1	1	1	-	-	-	
Electrician Senior Grade	3	2	-	-	1	-	-	-	-	-	-	-	
Electrician Grade I	7	1	1	1	1	-	1	2	-	-	-	-	
Electrician Grade II	11	3	1	-	1	-	-	1	2	1	1	1	
Head Computer	3	2	-	-	1	-	-	-	-	-	-	-	<i>Branch 13 Computing Section</i>
Computing Supervisor	6	2	1	-	-	-	1	1	1	-	-	-	
Computer Senior Grade	12	5	1	-	2	-	-	2	2	-	-	-	
Computer Grade I	24	10	1	1	3	-	-	4	2	1	1	1	

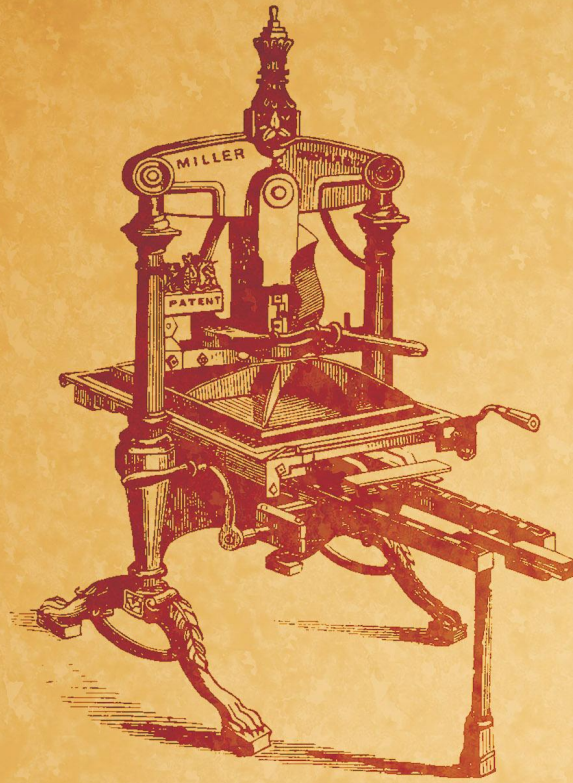
Computer Grade II	24	10	2	-	-	3	5	3	-	-	-	1	
Supervisor (Photo Composing & Camera)	-	-	-	-	-	-	-	-	-	-	-	-	<i>Branch 14 Photo Composing/ DTP</i>
DTP Operator Grade I	3	-	-	-	3	-	-	-	-	-	-	-	
DTP Operator Grade II	4	-	-	-	3	-	-	-	-	-	1	-	
Supervisor Plate Making & Reproduction	1	-	-	-	1	-	-	-	-	-	-	-	<i>Branch 14 Plate Making & Reproduction</i>
Paste up Artist Grade I	1	-	-	-	1	-	-	-	-	-	-	-	
Paste up Artist Grade II	5	1	-	-	1	1	1	1	-	-	-	-	
Plate maker Grade I	1	-	-	-	1	-	--	-	-	-	-	-	
Plate maker Grade II	7	-	-	-	4	1	-	1	-	-	1	-	
Camera Operator cum Film Developer Grade I	1	-	-	-	1	-	-	-	-	-	-	-	
Camera Operator cum Film Developer Grade II	2	-	-	-	1	1	-	-	-	-	-	-	

<i>Name of Post</i>	<i>Sanctioned Posts</i>	<i>Govt. Central Press</i>	<i>Stamp Manufactory Press</i>	<i>Central Prison Press</i>	<i>Govt. Press, Mannanthala</i>	<i>Govt. Press, Kollam</i>	<i>Govt. Press, Vazhoor</i>	<i>Govt. Press, Ernakulam</i>	<i>Govt. Press, Shoranur</i>	<i>Govt. Press, Kozhikode</i>	<i>Govt. Press, Wayanadu</i>	<i>Govt. Press, Kannur</i>	<i>Remarks</i>
Supervisor (Offset Printing)	3	-	-	-	2	-	1	-	-	-	-	-	<i>Branch 16 Offset Printing Section</i>
Junior Supervisor	1	-	-	-	1	-	-	-	-	-	-	-	
Offset Printing Machine Operator Senior Grade	4	-	-	-	4	-	-	-	-	-	-	-	
Offset Printing Machine Operator Grade I	19	-	-	-	18	-	-	-	-	-	1	-	
Offset Printing Machine Operator Grade II	22	-	-	-	10	-	8	2	1	-	1	-	
Chief Time Keeper	1	1	-	-	-	-	-	-	-	-	-	-	<i>Branch 17 Miscellaneous Section</i>
Senior Time Keeper	3	1	-	-	-	-	-	1	1	-	-	-	
Time Keeper	5	1	-	-	2	-	1	-	1	-	-	-	

Assistant Time Keeper	8	2	2	-	-	-	-	-	-	2	1	-	-	-	1	
Examiner	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL																1218

STAFF STRENGTH – SUPPORTING STAFF

<i>Name of Post</i>	GCP	SMP	CPP	GPM	GPQ	GPV	GPE	GPS	GPK	GPW	GPC	<i>Total</i>
Last Grade	131	21	2	24	-	16	25	5	6	8	8	246



TRAINING NEED ANALYSIS TEAM

