



WORK STUDY REPORT  
ON  
REVIEW OF STAFF WORKING IN PRINTING PRESS  
SHAKURBASTI, NORTHERN RAILWAY  
2019-20

WORK STUDY TEAM

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NO.16-CP/16/WS/2019-20

CENTRAL PLANNING CELL  
NORTHERN RAILWAY  
BARODA HOUSE  
NEW DELHI.

### EXECUTIVE SUMMARY

The study of Stationary and Printing Press, SSB was allotted to the Central Planning Cell, HQ Office, on the directives of SDGM/NR to review staff strength of Gr 'C' & 'D' with a view to eliminate the wasteful expenditure and to bring economy in the railway expenditure and to suggest ways and means to improve manpower productivity and efficiency.

#### STAFF POSITION

The total sanctioned and on roll strength of Group 'C' & 'D' staff working in Stationary and Printing Press, SSB is given below: -

S.No.	Category	S/S	O/R	Variation
1	SSE/JE	24	12	12
2	Sr. Technician	56	39	17
3	Technician-I	104	77	27
4	Technician-II	17	15	02
5	Technician-III	17	15	02
6	Canteen staff	07	03	04
7	Group 'D'	25	24	01
Total		250	185	65

Number of posts identified as surplus and recommended for surrender.

Group 'C' = 222 Posts

Group 'D' = 28 Posts

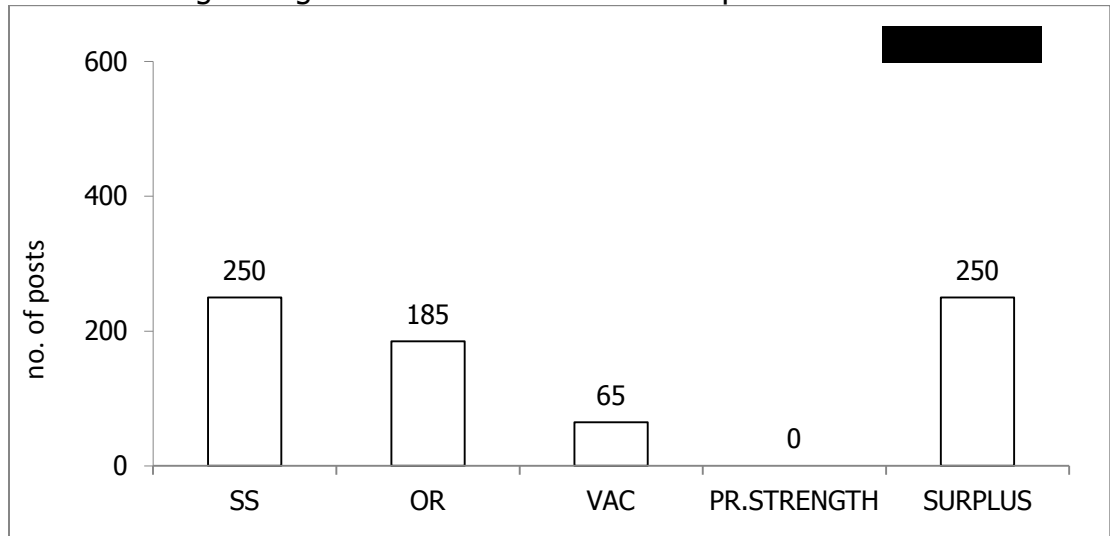
Total = 250 Posts

#### FINANCIAL IMPLICATIONS

Anticipated recurring saving\_ = ■ 2061.38 Lacs per annum

Capital Saving = Nil

Total recurring saving = ■ 2061.38 Lacs per annum.



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## SYNOPSIS

Indian Railway is the cheapest mode of transport in the country. It is the biggest organization of Government of India with huge manpower engaged in its safe working. Several departments are functioning as a team to keep the wheels moving and achieve the goal by transporting passenger and freight from one place to another. To fulfill the daily need of printed card tickets, important forms, books and other money value books in railways, the Printing Presses were established on zonal basis. On Northern Railway, the Printing Press is functioning at SSB. The stationary feeding is entirely through trade procurements whereas the printing materials are carried in Railway Press. Entire money value books are being printed in Railway Press to have a strict vigil on malpractices.

With the advancement of technology in almost every sphere of Indian Railways over a period of time, there are visible changes in the working of Printing and Stationary too. It is clear that Printing and Stationary requirements over railways are a major term of expenditure which has to be economized. The modernization and system development in the field of printing has brought economical approach by off loading the printing work. By virtue of technological up gradation various activities e.g. printing of PRS & UTS tickets and other printing activities by outsourcing to trade. Thus need arises for reviewing of staff deployed in the Printing Press.

Keeping in view of above, it was felt that there is a need to assess the requirement of manpower of Printing Press, SSB. Consequently, SDGM/NR assigned this work study to conduct a review of "Staff working in Printing Press, SSB" with a view to eliminate wasteful expenditure and to economize the working. The work study team analyzed the working of staff and machines and found that the man power deployed is not being utilized fully.

Finally, the team is of the opinion that the recommendations made in report if accepted and implemented in toto, a net recurring saving to the tune of ₹2061.38 per annum is likely to be achieved after surrendering of 250 posts (Gr 'C'=220, Gr 'D'=30) identified as surplus.

## SUMMARY OF RECOMMENDATIONS

Rec No.	Recommendations	Refer para no.	Accepting/ Implementing authority
	<p>It is proposed that 250 posts of different categories from different sections of the Printing Press, SSB are identified as surplus and recommended for surrender.</p> <p>SSE                 Grade 9300-34800-4600                 =16</p> <p>JE/Sr. Tech.                 Grade 9300-34800-4200=64</p> <p>Tech.I/                 Grade 5200-20200-2800                 =104</p> <p>Tech.II/Canteen Manager/Sr. Cook</p> <p style="padding-left: 150px;">Grade 5200-20200-2400=19</p> <p>Tech.III                 Grade 5200-20200-1900=17</p> <p>Group "D"/Sales man</p> <p style="padding-left: 150px;">Grade 5200-20200-1800=30</p> <p style="text-align: right; padding-right: 50px;"><b>Total                                 =250</b></p>	2.6.0	SMPS, Printing press, SSB. PCMM/NR

## ACKNOWLEDGEMENT

The work study team is highly grateful to Shri Deepankur Gupta, SMPS, M.P.Singh, Assistant Manager(Printing & Stationary), Sanjay Sharma, Assistant Manager(Printing & Stationary) and other functionaries for extending their full co-operation in providing relevant data/information and giving their valuable guidance to the team during the conduct of the study.

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## 1.0 INTRODUCTION

- 1.1 Printing and stationary accounts for significant amount of expenditure over the railways. Printing and stationary organizations meet with the zonal demands effectively. As a matter of fact, the printing presses were established for printing of money value books, tickets, passes and PTOs etc to avoid any possible fraud if printed through trade. Subsequently other items were also printed as per demand in these presses.
- 1.2 During the recent past, various sophisticated machines were installed in the printing press due to modernization and revolutionary developments in the field of printing technology. To meet the increasing demands of special emergent requirements, the items were also being off loaded to trade to achieve quality in printing at cheaper rates.
- 1.3 The practice of off loading of printing work to trade has now become regular trend as it is very economical due to low cost as compared to printing through Railways. All possible efforts are now being made to achieve quality in printing and stationary through trade, except the money value books and items, resulting a gradual decline in the work load of printing presses. As a result of fact many activities have become redundant/unproductive and uneconomical.
- 1.4 Keeping in view of above, SDGM/NR directed to conduct the "Review of staff working in Printing Press, Shakurbasti" to eliminate redundant/unproductive activities and to optimize the effective utilization of manpower. It was also emphasized to get away from unproductive and obsolete activities and suggest ways and means to improve the system by technological up gradation/advancements.
- 1.7 TERMS OF REFERENCE:  
The work study team has conducted study under the following terms of references:-
  1. To review staff strength vis-à-vis existing workload.
  - 3 To identify redundant/unproductive activities and get away with these activities to improve productivity.
  - 4 To suggest ways and means to improve the efficiency and productivity of the system.
- 1.8 METHODOLOGY ADOPTED

The following techniques of work study were adopted to conduct the study: -

- i) Data collection and its critical analysis.
- ii) Work sampling, physical observations, spot checks, analytical estimation, prevailing yardstick in vogue, if any to access the actual workload.
- iii) Held discussions at various levels.

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2.0. **BRIEF DESCRIPTION, ORGANIZATIONAL SET UP, STAFF POSITION, WORKLOAD, CRITICAL ANALYSIS, PROPOSED REQUIREMENT OF STAFF AND RECOMMENDATIONS.**

2.1 BRIEF DESCRIPTION

The history of Northern Railway Printing Press dates back to 1952 when the Northern Railway established its General Printing Press. The Printing Press & Stationary depot is headed by Sr. Manager, Printing & Stationary and assisted by Asstt. Managers, Printing and Stationary and AMM/Stationary.

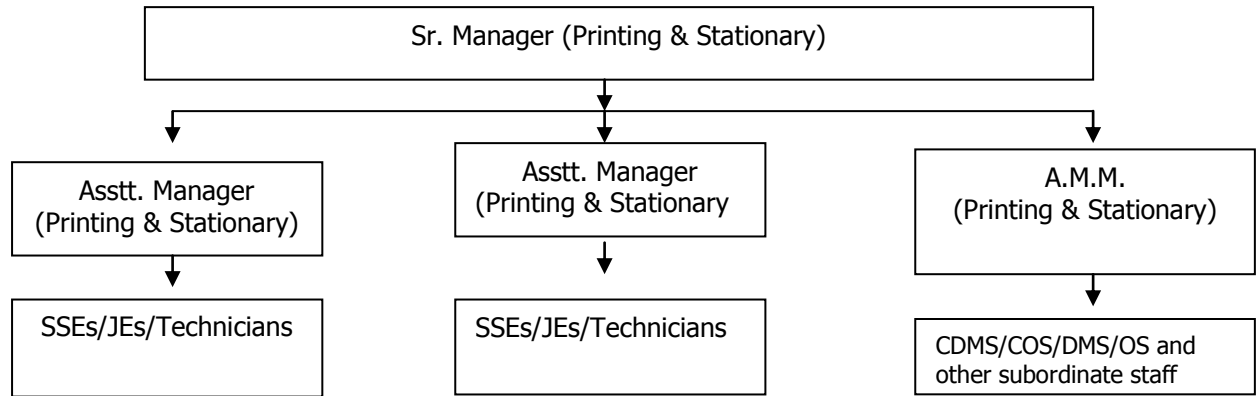
2.2 It is basically a service depot. The Press caters the demands of entire Northern Railway for money value books, safety circulars and periodic publications. The certain other items i.e. printing of working time tables, departmental forms, registers, books are also printed in the press.

2.3 By virtue of modernization and system developments, for achieving economic quality in printing, sufficient workload has been off loaded to trade. The requirement of PRS and UTS tickets declined sharply as most of the PRS/UTS passengers have been transferred to online ticketing. Consequently, certain activities have become redundant/uneconomical and thus causing recurring loss due to higher in house production cost and under utilization of staff and machine.

2.4 In view of above SDGM/NR desired to conduct the "Review of staff working in Printing Press, Shakurbasti" to effect proper utilization of staff and machine keeping in view of off loading the certain activities of printing press to trade.



## 2.2.0 Organizational setup:-



2.2.0 The activities carrying out by various sections in printing press, Shakurbasti are being discussed in the following paras.

2.2.1 WORK ORDER SECTION

All indents of printing are received in this section initially. These are scrutinized and sent to the planning section for deciding whether the printing can be done in house or from outsource/trade depending upon the nature of composing, printing, binding, quality and quantity along with other materials to be used. These are then put up to Asstt. Manager/Chief Manager for approval. In house approval is accorded by Asstt. Manager/Chief Manager.

For outsource/trade approval, the work order is prepared and sent to planning for onward implementation of job. In outsource jobs, after getting approval, the tender processing and further follow up of order is done. Correspondence/chasing with other departments, offices, firms etc. are also dealt. This section works during day shift only.

2.2.2 PLANNING SECTION

Planning section is the backbone of the printing press. The planning section plans out the procedure of job to be accomplished in the press. Job planning by planners decide time required for various operations like composing, machining, binding etc. and decide quantity and route setting for job to be followed in the printing press. This section keeps track of the movement of the jobs from section to section till the job is completed. This section also maintains statistical information with regard to the production activity.

2.2.3 DTP SECTION

The Printing Press has the latest Desk Top Publishing system which consists of computerized key board with laser Printer which gives output of excellent quality on butter paper and hard copy viz. computerized plate exposing and plate processing units system. The DTP Hardware has further been modernized with the induction of PCs and laser printers and scanners. Initially, the press was using stereo plates and blocks made of metals line zinc and copper for letter press rotary and flat bed machines which have now been replaced by photo polymer plates, thereby eliminating the use of hot metal technology. This change has improved the quality of printing.

2.2.4 BINDING SECTION

The printed matter is sent to binding section from D.T.P. In binding section, there are various kind of activities like cutting, counting, numbering, stitching, folding, binding etc. The printed matter is cut to size as per work order and made in to the book form, register form, loose form etc. The ready product is finally sent to the concerned stationary ward for onward disposal. Binding Section is equipped with sophisticated main and auxiliary binding machines which cater the requirement of Northern Railway, Railway Board, DLW Varanasi, RRB and RDSO.

### 2.2.5 PRINTING SECTION

This section is also known as machine section. This section includes offset printing and letter press printing. The main job is to get matter printed out from any one of its sections viz. offset or letter press. The job is received from planning section and after completion of job it is given to binding section. The master card is received from planning section with complete details.

### 2.2.6 MAINTENANCE SECTION

The section looks after the maintenance of machines installed in the printing press. The machines are cleaned, oiled and greased by the operators themselves. Normally one hour is given to the big machines and half hour is given to the small machines for the maintenance. Whenever any machine becomes out of order, a machine sick memo is issued to the maintenance section by the concerned supervisor. The defect is rectified accordingly. Generally, minor repairs are done departmentally and major repairs are done from outside.

### 2.3.0 STAFF POSITION

The team collected the detailed staff position of Gr,'C' and 'D' staff working in Printing and Stationary depot, SSB which is tabulated as under:-

SN	Category	Pay scale G.P.	S/S	O/R	Vacancy
1	SSE	9300-34800-4800	16	10	06
2	JE	9300-34800-4200	08	04	04
3	Sr. Technician(Composing)	9300-34800-4200	10	05	05
4	Sr. Technician(Ex cadre)	9300-34800-4200	01	01	-
5	Sr. Technician(Mono)	5200-20200-4200	01	01	-
6	Sr. Technician(Reading)	5200-20200-4200	01	01	-
7	Sr. Technician(Machine)	9300-34800-4200	14	10	05
8	Sr. Technician(Stereo)	9300-34800-4200	01	01	-
9	Sr. Technician(Maintenance)	9300-34800-4200	03	02	01
10	Sr. Technician(Binding)	9300-34800-4200	25	18	07
11	Head Reader(Reading)	5200-20200-2800	01	-	01
12	Technician-I(Reading)	5200-20200-2800	02	01	01
13	Technician-II(Reading)	5200-20200-2400	01	-	01
14	Technician-III(Reading)	5200-20200-1900	-	-	-
15	Technician-I(Composing)	5200-20200-2800	19	19	-
16	Technician-II(Composing)	5200-20200-2400	03	01	02
17	Technician-III(Composing)	5200-20200-1900	01	-	01
18	Technician-I(Mono)	5200-20200-2800	01	01	-
19	Technician-II(Mono)	5200-20200-2400	-	-	-
20	Technician-I(Machine)	5200-20200-2800	23	15	08
21	Technician-II(Machine)	5200-20200-2400	04	03	01
22	Technician-III(Machine)	5200-20200-1900	07	07	-
23	Technician-I(Stereo)	5200-20200-2800	02	01	01
24	Technician-II(Stereo)	5200-20200-2400	-	-	+01
25	Technician-III(Stereo)	5200-20200-1900	-	-	-
26	Technician-I(W.S.Maintenance)	5200-20200-2800	05	03	02

27	Technician-II(W.S.Maintenane)	5200-20200-2400	01	02	+01
28	Technician-III(W.S.Maintenane)	5200-20200-1900	01	01	-
29	Technician-I(Binding)	5200-20200-2800	50	36	14
30	Technician-II(Binding)	5200-20200-2400	08	08	-
31	Technician-III(Binding)	5200-20200-1900	08	07	01
32	Technician-I(Planner Ex - Grade)	5200-20200-2800	01	01	-
33	Canteen Manager	5200-20200-2400	01	-	01
34	Sales Man	5200-20200-1800	02	-	02
35	Sr. Cook	5200-20200-2400	01	-	01
36	Paper Counter	5200-20200-1800	02	02	-
37	Asstt. Printing Press	5200-20200-1800	18	17	01
38	B.T.M .	5200-20200-1800	05	05	-
39	Wash Boy	5200-20200-1800	01	01	-
40	Bearer	5200-20200-1800	02	02	-
Total			250	185	65

The above table reveals that the sanctioned strength of staff working in Printing Press, SSB is 250 whereas 185 are on roll with 65 vacant posts.

#### 2.3.1 DEPLOYMENT OF STAFF

Section	Group 'C'	Group 'D'
Planning	04	Deployed in different sections on the basis of day to day requirement.
Composing	26	
Mono	02	
Reading	01	
Machine	37	
Stereo	03	
Maintenance	04	
Binding	73	
W.S. Maintenance	08	
Canteen	185	27

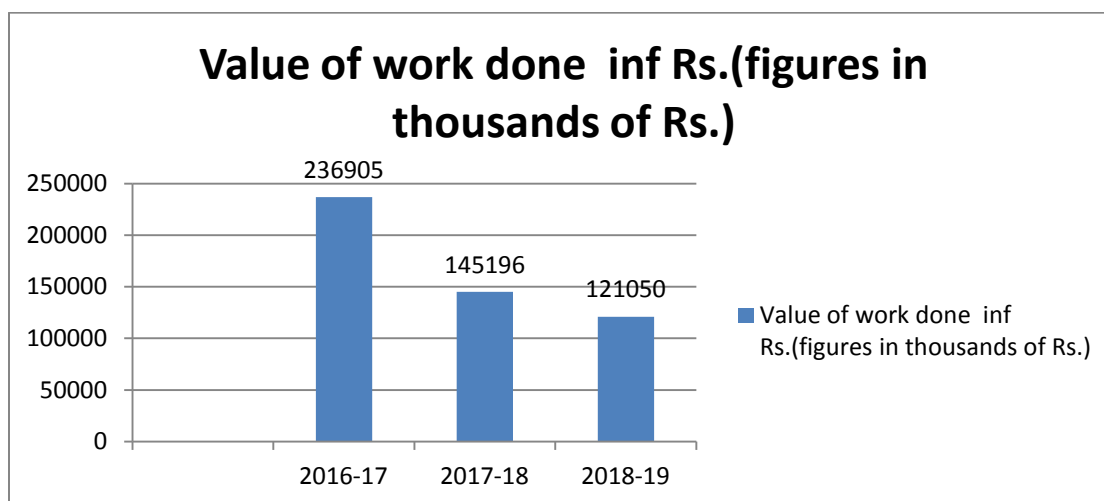
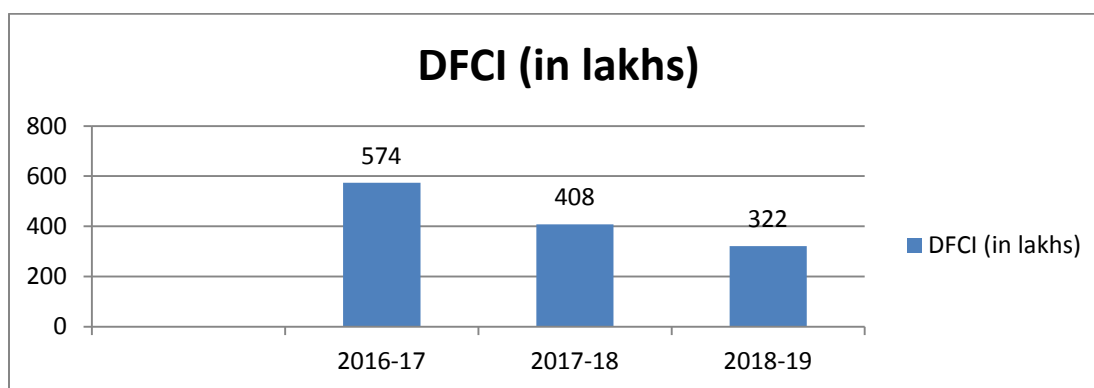
### 2.3.2 WORKLOAD

The work done carried out by the Printing Press, SSB in terms of DFCI (Double Full scap Impressions) for the last three years is as under:-

Year	DFCI(in lacks)	Reduction In %	In terms of Rs.(figures in thousands of Rs.)	Reduction In %
2016-17	574	100	236905	100
2017-18	408	71.08	145196	61.28
2018-19	322	56.09	121050	51.09

\*2016-17 taken as base year.

\*\* 1DFCI= 17"x24" paper A2 size.



From the above it is observed that the workload of Printing Press (considering 2016-17 as base year) in terms of DFCI and in value is reducing sharply

## 2.4.0 CRITICAL ANALYSIS

2.4.1 Indian Railways has time and again transformed itself in shaping and welcoming new techniques. The Railways strategy is to exit activities which no longer integral to its functioning. Most of the printing machines are very old and outdated and with increasingly less requirement of paper based communication they have ran out of favour.

Traditionally, a lot of papers such as forms were used by the Railways. But now these are getting automated. This Printing Press were mostly used for printing of books, forms and PRS/UTS tickets. The budget documents were printed at security press. The Railway budget has been merged with general budget and available on website.

The technical advancement/modernization and system improvement has resulted in introduction/ installation of computers, offset printing etc. in place of manual composing letter press printing etc. The tender documents of Railways which were printed in the Printing Press earlier has also moved to the electronic form. Due to these advancements the efficiency has increased multifold with the change in technology and working system. Certain activities have been reduced and has become redundant in many sections like stereo, mono, composing etc. The work study team visited the entire sections and collected work load and analyzed accordingly to assess the requirement of manpower.

2.4.2 The work-study is confined to review staff working in Printing Press, SSB. The introduction of I-ticketing, E-ticketing and mobile ticketing by IRCTC has reduced requirement of PRS & UTS tickets. The following Table-II shows the increasing trend of workload of E-ticketing i.e. work being off loaded to e-ticketing.

E-Tickets						
Year	No. of tickets (In lacs)	% increase	No. of passengers (In lacs)	% increase	Earning In Rs. (In crores)	% increase
2016-17	2086.92	100	3722.95	100	24402.24	100
2017-18	2445.78	117.19	4313.14	115.85	28175.23	115.46
2018-19	2813.31	134.80	4912.21	131.94	31643.57	129.67

\*2016-17 has been taken as base year.

2.4.3 The IRCTC has developed web portal for E-ticketing system which has enhanced its capacity to book 20000 tickets per minute. Booking of e-tickets through International Credit/Debit Cards has also been enabled to encourage the cashless economy.

Paperless unreserved ticketing through mobiles phones which has been launched at several major stations has certainly decrease the requirement of the UTS tickets.

- 2.4.4 It is also submitted that as per the Railway Board's Commercial Circular No. 72 of 2018 dt 12.12.2018, about 65% workload of PRS counters has been shifted to internet booking which has resulted in drastic reduction in requirement of PRS tickets.
- 2.4.5 Railway Board has advised to Traffic Commercial Directorate to explore the possibilities to digitalise PRS/UTS tickets and money value items such as pass, PTOs etc.
- 2.4.6 As per P.O. (stock)No. 18170145105107 dt. 12.10.18 printing of PRS tickets rolls is carried out through outsourcing in two parts i.e.
- Part A: Printing and supply of pre printed PRS ticket rolls with commercial publicity printed thereon @ Rs. 8.96 per roll of 200 tickets. This cost is paid to the supplier.
- Part B: Earning to Railways towards commercial publicity which will be printed on PRS tickets Rs. 72.00 per roll. This earning is paid to Railways by the supplier. Therefore, net earnings to Railways is Rs. 63.04 per roll. It is worth to mention that in house cost of printing of PRS ticket per roll is Rs. 83.00 which is much higher in comparison to printing by vendor.
- 2.4.7 As per P.O. (stock) No. 118170161103369 dt. 18.05.18, cost of printing of UTS tickets rolls through outsourcing is Rs. 39.88 per roll. The in house cost of printing of UTS per roll is Rs. 106.00
- 2.4.8 Total 53 different types of machines are installed in the Printing Press, SSB out of which 05 machines are under condemnation process and rest are in operation. Most of the machines are very old and require heavy maintenance which resulted in higher cost of printing in comparison to trade. The detailed list of machines installed in Printing Press, SSB has been provided in Annexure- II.
- 2.5.0 REQUIREMENT OF STAFF AND RECOMMENDATIONS:
- 2.5.1 This is the established fact that the workload of PRS and UTS tickets is going on reducing with the progressive use of internet/e-ticketing/mobile ticketing for reserved tickets/unreserved tickets. As per the Railway Board's Commercial Circular No. 72 of 2018 dt 12.12.2018, about 65% workload of PRS counters has been shifted to internet booking which has resulted in drastic reduction in requirement of PRS tickets. Similarly the requirement of UTS tickets has reduced due to increasing use of mobile app for unreserved tickets.
- 2.5.2 The Railway administration has granted permission to print 158 types of forms through vendor which were printed in the press earlier. Similarly the approval for printing of 90 money value items through the trade is in the process of approval.

- 2.5.3 (i) During the course of study the team observed that the Printing Press, SSB is handling very meager workload. It shows an under utilization of existing manpower and machines which are uneconomical to the Railway Organization.
- (ii) This is the fact that consumption of PRS/UTS tickets has reduced drastically due to increasing trend of e-ticketing/mobile ticketing for reserved tickets and issuing of unreserved tickets through mobile phones. The existing meager workload will be reduced minimal or negligible in future due to out sourcing of printing of PRS/UTS tickets, forms and money value items.
- (iii) Considering above facts, it is clear that financially it is not viable and beneficial for Railway Organization to run Printing Press, SSB with such a less and diminishing workload. This will also a milestone in the direction of digitalization and paper less working over Indian Railways. Therefore, to improve the efficiency and productivity of the system, it is proposed that all the sanctioned strength of 250 of Printing Press, SSB may be surrendered. This will improve the Indian Railways' economy.

2.5.5 SUMMARY OF EXISTING AND PROPOSED STAFF IN PRINTING PRESS, SSB

S.No.	Category	Grade Pay	S/S	O/R	Proposed	Identified surplus
1	SSE	4600	16	10	-	16
2	JE	4200	08	02	-	08
3	Sr. Tech.	4200	56	39	-	56
4	Tech. I	2800	104	77	-	104
5	Tech.II/Canteen manager/Sr. Cook	2400	19	15	-	19
6	Tech.III	1900	17	15	-	17
7	Group "D"/Sales man	1800	30	27	-	30
			250	185	-	250



## RECOMMENDATION NO.1

It is proposed that 250 posts of different categories from different sections of the Printing Press, SSB are identified as surplus and recommended for surrender.

S.No.	Category	Grade Rs.	No. of posts identified as surplus
1	SSE	9300-34800-4600	16
2	JE/Sr. Tech.	9300-34800-4200	64
3	Tech.I	5200-20200-2800	104
4	Tech.II/Canteen manager/Sr. Cook	5200-20200-2400	19
5	Tech.III	5200-20200-1900	17
6	Group"D"/Sales man	5200-20200-1800	30
Total			250

#### 4.0.0 FINANCIAL IMPLICATIONS

4.1.0 The annual expenditure as per 7<sup>th</sup> CPC on Reservation staff working at different locations over Delhi division is as under:-

S.No.	Category	Grade Rs.	Monthly value per post	S/S	Monthly expenditure	Annual expenditure
1	SSE	9300-34800-4600	104888	16	104888.00	20138496.00
2	JE/Sr. Tech.	9300-34800-4200	82768	64	82768.00	63565824.00
3	Tech.I	5200-20200-2800	68040	104	68040.00	84913920.00
4	Tech.II/ Canteen manager/ Sr. Cook	5200-20200-2400	59696	19	59696.00	12926688.00
5	Tech.III	5200-20200-1900	46536	17	46536.00	9493344.00
6	Group"D"/Sales man	5200-20200-1800	41944	30	41944.00	15099840.00
Total				250		206138112.00

The above table reveals that the annual expenditure being incurred on 250 sanctioned strength of staff working in Printing Press, SSB is Rs. 206138112.00

4.2.0 Since no staff has been proposed for Printing Press, SSB, no annual expenditure will be incurred . So the net recurring saving will be ■■■206138112.00 per annum.

#### 4.3.0 ANTICIPATED RECURRING SAVING

SN	Category	Grade Rs.	Refer Recom. No.	No. of surplus posts	Monthly value per posts ■	Anticipated annual recurring saving ■
1	SSE	9300-34800-4600	2.6.0	16	104888.00	20138496.00
2	JE/Sr. Tech.	9300-34800-4200	-do-	64	82768.00	63565824.00
3	Tech.I	5200-20200-2800	-do-	104	68040.00	84913920.00
4	Tech.II/ Canteen manager/ Sr. Cook	5200-20200-2400	-do-	19	59696.00	12926688.00
5	Tech.III	5200-20200-1900	-do-	17	46536.00	9493344.00
6	Group"D"/ Sales man	5200-20200-1800	-do-	30	41944.00	15099840.00
Total = 250 posts						206138112.00

No. of posts identified as surplus: -

Group 'C' = 220 posts

Group D' = 30 posts

Total = 250 posts

Anticipated recurring saving = ■2061.38 lacs per annum

Capital saving = Nil

Total saving = ■2061.38 lacs per annum

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## WORK STUDY REPORT DETAILED CHART

Department : - Stores

Name of study: - Review of staff working in Printing Press, SSB.

Activity Centre : - Printing Press,SSB .

S N	Sub activity	Brief description of workload	Actual staff deployed	Work Study recommendation	Representative workload
1	The Printing and Stationary depot is functioning at SSB. The stationary feeding is entirely through trade procurements whereas the printing materials are carried in Railway Press with a view to check the corruption in money value books, entirely printed in Railway Press.	The layout of Printing and stationary depot is divided into different sections viz. work order section, Planning section, DTP section, Binding and maintenance section.	Total Group C & D staff strength in Printing and Stationary Depot is SS= 250 OR= 185 Vac.=65	The work study team recommended that 250 posts in different categories and grades have been proposed for surrender.	Procurements of PRS/UTS tickets, printing of forms and money value books through trades will certainly reduced the workload to minimum.

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LIST OF ANNEXURES

S.N.	Description	Annex. No.
1	Statement showing position of staff working Printing Press, SSB.	I
2	List of machines installed in the Printing Press, SSB.	II
3	Letter of study No. 16-CP/16/WS/19-20 dt. 18/06/19	III

Annexure-I

STATEMENT SHOWING STAFF POSITION OF PRINTING PRESS, SSB

SN	Category	Pay scale G.P.	S/S	O/R	Vacancy
1	SSE	9300-34800-4800	16	10	06
2	JE	9300-34800-4200	08	04	04
3	Sr. Technician(Composing)	9300-34800-4200	10	05	05
4	Sr. Technician(Ex cadre)	9300-34800-4200	01	01	-
5	Sr. Technician(Mono)	5200-20200-4200	01	01	-
6	Sr. Technician(Reading)	5200-20200-4200	01	01	-
7	Sr. Technician(Machine)	9300-34800-4200	14	10	05
8	Sr. Technician(Stereo)	9300-34800-4200	01	01	-
9	Sr. Technician(Maintenance)	9300-34800-4200	03	02	01
10	Sr. Technician(Binding)	9300-34800-4200	25	18	07
11	Head Reader(Reading)	5200-20200-2800	01	-	01
12	Technician-I(Reading)	5200-20200-2800	02	01	01
13	Technician-II(Reading)	5200-20200-2400	01	-	01
14	Technician-III(Reading)	5200-20200-1900	-	-	-
15	Technician-I(Composing)	5200-20200-2800	19	19	-
16	Technician-II(Composing)	5200-20200-2400	03	01	02
17	Technician-III(Composing)	5200-20200-1900	01	-	01
18	Technician-I(Mono)	5200-20200-2800	01	01	-
19	Technician-II(Mono)	5200-20200-2400	-	-	-
20	Technician-I(Machine)	5200-20200-2800	23	15	08
21	Technician-II(Machine)	5200-20200-2400	04	03	01
22	Technician-III(Machine)	5200-20200-1900	07	07	-
23	Technician-I(Stereo)	5200-20200-2800	02	01	01
24	Technician-II(Stereo)	5200-20200-2400	-	-	+01
25	Technician-III(Stereo)	5200-20200-1900	-	-	-
26	Technician-I(W.S.Maintenane)	5200-20200-2800	05	03	02
27	Technician-II(W.S.Maintenane)	5200-20200-2400	01	02	+01
28	Technician-III(W.S.Maintenane)	5200-20200-1900	01	01	-
29	Technician-I(Binding)	5200-20200-2800	50	36	14
30	Technician-II(Binding)	5200-20200-2400	08	08	-
31	Technician-III(Binding)	5200-20200-1900	08	07	01
32	Technician-I(Planner Ex -Grade)	5200-20200-2800	01	01	-
33	Canteen Manager	5200-20200-2400	01	-	01
34	Sales Man	5200-20200-1800	02	-	02
35	Sr. Cook	5200-20200-2400	01	-	01
36	Paper Counter	5200-20200-1800	02	02	-
37	Asstt. Printing Press	5200-20200-1800	18	17	01
38	B.T.M .	5200-20200-1800	05	05	-
39	Wash Boy	5200-20200-1800	01	01	-
40	Bearer	5200-20200-1800	02	02	-
Total			250	185	65

## Annexure-II

### List of machines installed in the Printing Press, SSB.

S.No.	Description	Date of installation	Status
1	Old polygraph cutting machine	1970	Under condemnation
2	Reelfed polymer based single side printing machine	21.02.1986	
3	MST Platen Ptg. Machine(L-P) C-1	16.09.1987	
4	MST Platen Ptg. Machine(L-P) C-2	20.10.1987	
5	Old PRS ticket ptg. Machine with six rewinding machine(Multi tech F.B.)	16.02.1987	
6	RO -62 Web offset machine(4 unit) the folder unit	25.01.1988	Working
7	RO -62 Web offset machine(2unit) the folder unit	05.1989	
8	Mark-62(4unit) with folding unit	01.1991	Not working
9	Dominent 725 Two colour sheet offset machine	11.11.1992	
10	Four unit web offset ptg. Machine	2015	Working
11	Reelfed multipurpose ptg. Machine	02.07.1984	Working
12	Rotatek PRS/UTS ptg. Machine	01.09.2018	Working
13	Sud and Waren web offset four unit with online numbering ptg. Machine	07.12.2018	Working
14	HMT SOAM(Sheetfed machine)	2015	Working
15	Swift(Mini offset machine)	07.12.2018	Working
16	Waste Paper Shredding machine(Multipurpose ptg. Machine Sec.) at machine no. 1	1990	Working
17	Waste Paper Shredding machine(PRS/UTS ptg. Sec.) at machine no. 2	2019	Working
18	Waste Paper Shredding machine at machine no. 3	2019	Working
19	Record paper cutting machine	09.02.1984	Working
20	Record paper cutting machine	02.2003	Working
21	Navyug paper cutting machine	2006	Working
22	Navyug paper cutting machine	2006	Working
23	Six clamp perfect binging machine	2013	Working
24	Guruteg Bahadur Stitching machine	2000	Working

25	Guruteg Bahadur Stitching machine	2000	Working
26	Alpha stitching machine	07.12.2018	Working
27	Alpha stitching machine	07.12.2018	Working
28	Harbhajan stitching machine	07.12.2018	Working
29	Harbhajan stitching machine	07.12.2018	Working
30	Shrink wrapping machine	2012	Working
31	Shrink wrapping machine	2012	Working
32	Stitching Guruteg Bahadur machine-02	2000	Working
33	UTS Ticket rewinding machine	01.09.2018	Working
34	UTS Ticket rewinding machine		
35	UTS Ticket rewinding machine		
36	UTS Ticket rewinding machine		
37	Carbon paper rewinding machine		
38	Paper Shredding machine(UTS/PRS/Fabrication)	1990	Working
39	Offset plate exposor controller, graphic	02.10.2011	Working
40	Offset plate processor, graphic sales	02.10.2011	Working
41	Polymer plate exposor unit	02.2019	Working
42	Wash unit for polymer plate	02.2019	Working
43	Dark room contact printer for polymer plate	02.2019	Working
44	Lathe Machine(size 8")	N/A	Working
45	Knife sharpening machine	1987	Working
46	Electric drill machine( two belt)	N/A	Working
47	Tool post grinder		
48	Hand kit grinder		
49	Electric bench grinder		
50	Electric hand drill machine		
51	Knife sharpening machine(IND Poly)	07.12.2018	Working
52	Electric hand drill machine		
53	Fork Lifter	2015	Working



