

ACKNOWLEDGEMENT

The Central Planning Organization in its course of Work-study records its appreciation and acknowledges with gratitude the co-operation and co-ordination rendered by Dy. Chief Material Manager, Assistant Manager and all the Press shop Supervisors and staff in completion of the report.

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METHODOLOGY

The Work Study department has applied the following techniques for completion of the Work Study.

1. Collection of the details of workload.
2. Interaction with the Officers and Staff.
3. Observation of the pattern of working.
4. Critical examination of the existing system of working.
5. Assessment of manpower requirement for the existing workload on Need based/ practical Observation.

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SYNOPSIS

- **Subject:** Work study on Review of Staff Strength of Printing Press/SC over South Central Railway.
- **Authority:** Annual Programme of Work studies for the year 2019-20.
- **Study No:** WSSCR-06/2019-20.
- **Reference File No:** G.276/2/WSSCR-06/2019-20.
- **Area of Activity:** Printing Press/Secunderabad.
- As per the programme of work studies 2019-20, the Central Planning cell of South Central Railway has taken up the Work-study on the "Review of Staff Strength of Printing Press/Secunderabad over South Central Railway".
- The Printing Press of South Central Railway is responsible for procurement, stock and disbursement of office stationery, forms and Railway Printing tickets from different indenters over South Central Railway.
- **Summary of SAVE position of printing press:**

S No	Category	San	Act	Vac
1	SSE	25	22	03
2	JE	11	02	09
3	Material examiner	02	02	00
4	Work order clerk	01	00	01
5	Section head	01	00	01
6	Technicians	200	185	15
7	Personnel inspector	01	00	01
8	Steno	01	00	01
9	Canteen staff	03	01	02
10	Group-D	05	02	03
	Total	250	214	36

- It is observed from SAVE statement of Printing press, there are 214 staff on roll and 36 vacancies against the sanctioned strength of 250 staff.
- Printing Press caters to the needs of Zonal Railway with regard to various forms, books, UTS/PRS tickets of SCR, SER, SECR & ECoR and special/Miscellaneous works for SCR.
- The stock of PRS/UTS tickets as on date 29.07.2019:

S No	Railway	PRS/UTS	Packed	W/O Packing	Pending
1	SCR	UTS	2000000	3000000	8200000
2	SCR	PRS	1800000	2600000	3610000
3	SER	UTS	3000000	1650000	4920000
4	SECR	UTS	2000000	9500000	7820000
5	SWR	UTS	5000000	10000000	19000000
6	SECR	PRS	0	0	2900000
	TOTAL		31800000	68600000	267400000

➤ **Out Turn and Productivity:**

Out turn of General Printing Press is measured in terms of **A2 impressions on paper size 43x61 cms in Double Fullscape Impressions**. Details of the demands received and complied during the last 7 years are as under:

Year	Demands in crores of DFCIs	Achieved in crores of DFCIs	Productivity	
			Staff utilization	Machine utilisation
2010-11	6.87	7.57	86%	85%
2011-12	7.59	7.66	87%	87%
2012-13	7.37	7.62	86%	86%
2013-14	7.81	7.64	88%	87%
2014-15	7.64	6.65	89%	87%
2015-16	7.39	7.52	89%	87%
2016-17	6.08	6.12	75%	88%
2017-18	3.87	2.48	95.5%	94%
2018-19	3.59	3.60	96.5%	96.5%
201-.20 (up to June)	0.19	0.93	97%	96.6%

- From the above table, it is clear that the demand and out turn of the Printing Press/SCR is reduced drastically after 2016-17.
- Average annual out turn for the last 7 years is **7.25** crore DFCIs up to 2016-17 and average annual out turn for the years 2017-18 and 2018-19 is **3.04** crore DFCIs.
- Vide Railway Board letter no.2018/RS/Ptg. & Sty./AP/PP/IR dated 04.06.2019, it is decided to close existing 5 Printing Presses including Printing Press/SC of SCR by March 2020 with the following guidelines.
 1. The five Printing Presses located at Byculla/Mumbai/CR, Howrah/ER, SSB/Delhi/NR, Chennai/SR and Secunderabad/SCR should be closed by March 2020.
 2. Printing of PRS and UTS tickets, money value items should be continued in the above Five Printing Presses till complete closure of the Presses. The passes and PTOs should be printed covering the requirements up to the 2020-2021. However, all the Printing activities should be stopped by 30.03.2020.
 3. PRS and UTS as well as money value items should be outsourced to Trade (IBA/RBI approved security Printers) till complete digitalization of ticketing systems and money value items.
 4. Traffic Commercial Directorate/ Railway Board should take actions to digitize all the ticketing systems including PRS and UTS tickets and also all the money value documents in time bound manner.
 5. Establishment Directorate/Railway Board should take actions to digitize all the money value documents, such as passes, PTOs, e.tc in time bound manner.
 6. On closure of the above five Printing Presses PCMMs of the concern Zonal Railways to dispose all usable printing and other machines in the market on second hand basis instead of selling as scrap. The new Rotatek machine may be considered for selling to OEM/Private printers.
 7. CAMC for the new Rotatek printing machines should be concluded for a limited period only. i.e up to 31.03.2020 by the concerned PCMMs.
 8. Staff redeployment: The Technical and non technical staff rendered surplus due to the closure of the above five printing presses should be re

deployed in safety categories to the extent possible by the Zonal Railways.

- As per the above RBs letter it is decided to close the all Five printing presses of Indian Railways including the Printing Press of South Central Railway by 30.03.2020. Till such time Printing of PRS and UTS tickets, money value items should be continued in the above Five Printing Presses till complete closure of the Presses. The passes and PTOs should be printed covering the requirements up to the 2020-2021.
- PRS and UTS as well as money value items should be outsourced to Trade (IBA/RBI approved security Printers) till complete digitalization of ticketing systems and money value items.
- In view of the above, the following recommendations are made
- **Recommendation-I:**

It is recommended to surrender **36** vacant posts immediately.

➤ **Recommendation-II:**

It is recommended to surrender the remaining on roll **214** posts on closure of the Printing Press and redeploy the staff suitably.

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1.0 ŃßçÃđđãđĐđđ I N T R O D U C T I O N:

- 1.1 **RAILWAY'S ROLE:** Indian Railways is a premier transport service provider to the nation and is vested with the responsibility of carrying bulk of freight and passenger traffic across the country at rates affordable for public. The Indian Railways operates through 18 Zones with 73 Divisions to serve the above objective and its operations cover twenty nine states and seven union territories.
- 1.2 It is evident that the operating /working expenses are increasing year after year and with the implementation of 7th pay commission recommendations, the working expenses have shoot up further. It is therefore imperative that to keep the working expenses within financially viable limits, the Railways have no alternative but to reduce the expenses from all the corners. The major portion of expenses being staff expenses, all our efforts have to be made to contain it.
- 1.3 Railway is an organization with social obligation to the nation. The organization is also to be viewed as financially viable, one to make the best use of its machinery and manpower to achieve maximum utility. Manpower is the biggest component of the expenditure of Indian Railways. Rightsizing of manpower to reduce unit cost is an effective way to increase efficiency of Indian Railways.
- 1.4 Keeping the above said objectives in view, the central planning Organisation under the control of SDGM conducted work study on "Review of Staff Strength of Printing Press" of South Central Railway.

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2.0 ãðÃðáÛðððð çðü±ð;ðððÃÛð"î Áðûµðð/ EXISTING SCENARIO:

2.1 After creation of new zone in 1966, indigenous General and Ticket Printing Press was created for S.C.Railway at SC in place of erstwhile Central Railway's branch Printing Press, for meeting the demands of tickets and various types of books and forms. The General Printing Press is located in the campus of total area of 17099 square meters and the built up area of 5087.48 square meters. The building was constructed in the year 1974. General Printing Press is located beside Rail Nilayam, Zonal Headquarters, just One km from Secunderabad Railway Station.

2.2 General Printing Press caters to the needs of Zonal Railways with regards to General forms, working timetables, money value books and other forms etc. Card Ticket printing is closed in the year 2016.

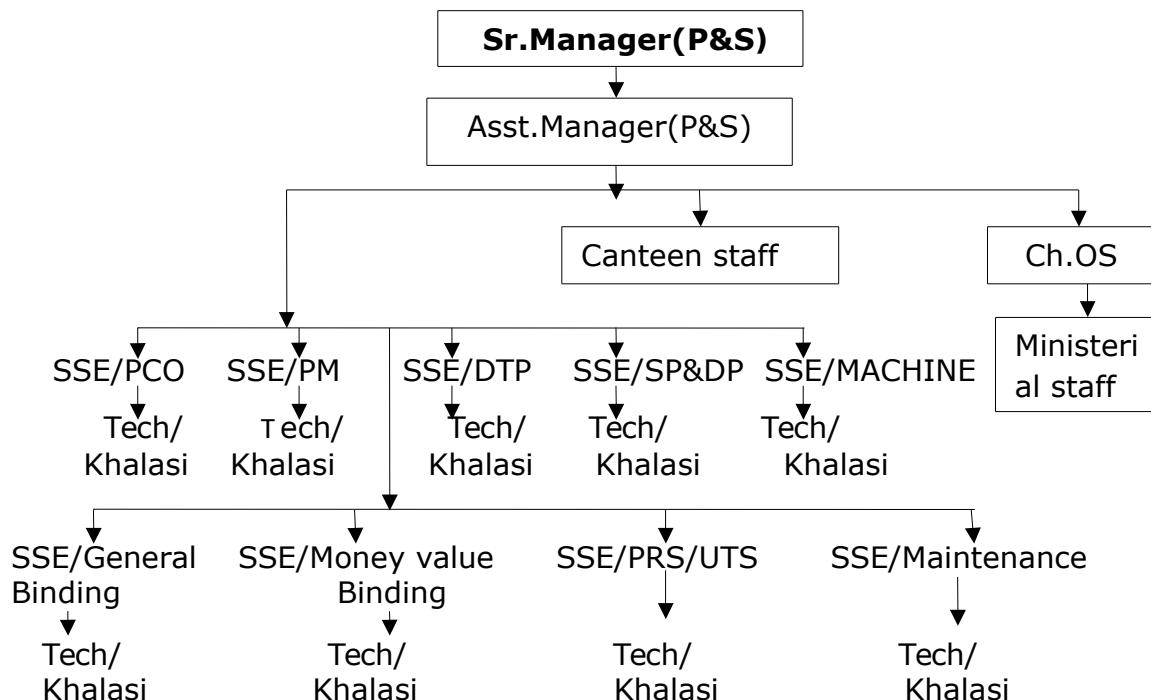
2.3 Printing press functions at two shifts and the timings are as following:

(a) I Shift= 07.30 to 15.00hrs with lunch break from 12.30- 13.00hrs.

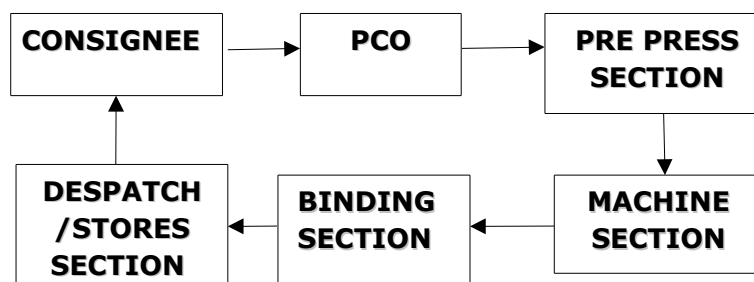
(b) II shift= 15.00 to 22.30hrs with Dinner break from 18.30-19.00hrs.

2.4 South Central Railway Printing Press Organization:

The South Central Railway Printing Press Organization is under the Administrative control of Sr. Manager (P&S), assisted by Assistant Manager (P&S) and SSEs/JEs.



The sequence of operations at printing press can be shown as below:



SAVE Position of Printing Press as on 30.04.2019:

S.No	Category	Pay Band	San	Act	Vac
1.	SSE	9300-34800-4600	25	22	03
2.	JE	9300-34800-4200	09	02	07
3.	JE(PCO)	9300-34800-4200	02	00	02
4.	Material Examiner	5200-20200-2800	02	02	00
5.	Section Head	5200-20200-2400	01	00	01
6.	W O Clerk	5200-20200-1900	01	00	01
7.	Sr.Tech(Proof Reading)	9300-34800-4200	01	01	00
8.	Tech-I(Proof Reading)	5200-20200-2800	02	01	01
9.	Canteen Manager	5200-20200-2000	02	01	01
10.	Cook	5200-20200-1900	01	00	01
11.	Sr.Tech(Comp/DTP/COPM)	9300-34800-4200	06	05	01
12.	Tech-I(Comp/DTP/COPM)	5200-20200-2800	08	05	03
13.	Sr.Tech(Machine)	9300-34800-4200	18	18	00
14.	Tech-I(Machine)	5200-20200-2800	35	12	23
15.	Tech-II(Machine)	5200-20200-2400	06	07	-01
16.	Tech-III(Machine)	5200-20200-1900	00	07	-07
17.	Sr.Tech(Tkt Printer)	9300-34800-4200	01	01	00
18.	Tech-I(Tkt Printer)	5200-20200-2800	03	01	02
19.	Sr.Tech(Tkt Counter)	9300-34800-4200	02	02	00
20.	Tech-I(Tkt Counter)	5200-20200-2800	05	07	-02
21.	Sr.Tech(Fitter)	9300-34800-4200	02	02	00
22.	Tech-I(Fitter)	5200-20200-2800	05	05	00
23.	Tech-II(Fitter)	5200-20200-2400	01	01	00
24.	Sr.Tech(Binding)	9300-34800-4200	31	27	04
25.	Tech-I (Binding)	5200-20200-2800	61	24	37
26.	Tech-II(Binding)	5200-20200-2400	11	14	-03
27.	Tech-III(Binding)	5200-20200-1900	00	44	-44
28.	Sr.Tech(Fabrication)	9300-34800-4200	01	01	00
29.	Tech-I(Fabrication)	5200-20200-2800	01	00	01
30.	Steno	9300-34800-4200	01	00	01
31.	Personnel Inspector	9300-34800-4200	01	00	01
32.	Peon	5200-20200-1800	01	00	01
33.	Cleaner	5200-20200-1800	01	02	-01
34.	Sweeper/Safaiwala	5200-20200-1800	01	00	01
35.	Helper Gr. I/II	5200-20200-1800	02	00	02

Total	250	214	36
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2.7 **The list of stock items of general forms and books, safety items and money value items:**

S No	Items	No. of Items
1	Prescribed standard forms & books, Safety Forms & Books	475
2	Money Value Forms & Books	112
3	Non-stock Forms & Books, course/training materials for Running staff	900
	Total	1487

2.8 SCR press is having customized pre-press, press, post-press set up exclusively for specific requirement of railway system in order to meet the printing requirements of prescribed forms and books which are highlighted below:

- PCTs(pre-press and post-press work)
 - PRS pre-printed tickets
 - UTS pre-printed tickets
 - M.V books
 - Prescribed forms in bilingual, trilingual i.e. (Hindi, English Marathi and Kannada)
 - Railway safety prescribed forms
 - Commercial prescribed forms
 - Railway staff matters forms
 - Procurement/Material Managements related forms
 - Railway material accountal related forms
 - Loco Running and it's maintenance forms
 - Track maintenance and track record related forms
 - Train passing signal related forms
 - Money receipt items
 - Accident related documents
 - Hospital/Patient related forms and registers
 - Sick/fit certificate for safety staff like driver, guard and cabin crew etc
 - Customized answer booklets
 - Training manuals
 - Monsoon P. Way patrolling instructions etc
- Likewise SCR press is under taking close to 1500 regular printing items annually.

2.9 **Various printing items for Home Railway:**

S No	Department	Nature
1	HQ	Passes etc., and all ceremonial and VVIP printing requirements. Some are through RC and some items being catered in-house.
2	All departments	Passes, Forms and Books
3	IRISET	Passes, Magazines, Forms and books
4	Railway Hospitals	Passes, Magazines, Forms, Books and Health record Books
5	Personnel Branch	LDCE answer books, apart from forms and books
6	All Railway	Passes, Forms and Books

	Schools	
7	RRB	Instructions and forms and files etc.
8	All work shops	ISO related forms and manuals
9	Various Training centers	Study and course materials

2.10

Department wise prescribed standard stock forms:

User Department	Present Population	% w.r. to Total
Operating (safety)	33	6.95
Operating (General)	57	12
Commercial	54	11.37
Utility Forms	70	14.75
School	03	0.63
Signal	44	9.26
Medical	31	6.52
Electrical	69	14.52
Mechanical	58	12.21
Accounts	3	0.63
Engineering	19	4.0
Stores	34	7.16
	475	100

2.11

As per RBs Lr No.2018/RS/Ptg/15/20/cluster dated 11.09.2018, Printing Press caters the needs of following Railways:

S No	Railway	Item
1	SCR	All kinds of Forms, Books and PRS/UTS tickets
2	SER	PRS and UTS tickets
3	SECR	General Books & Forms, Money value items and PRS and UTS tickets
4	ECOR	General Books & Forms, Money value items

2.12

List of Machines at Printing Press:

S No	Description	Commisioned Year	Completed service	Status
1	SUD&WARREN ROTARY-1 (Web Offset Printing Machine)	1984	35	Working
2	AJITH MACHINE ROTARY (Web Offset Printing Machine)	1997	22	Working
3	Polygraph perfecta paper cutting machine	1965	54	Working
4	Automatic self- clamp paper cutting machine (perfecta pivano johny, Italy)	1957	62	Working
5	Offset plate processor (Norman company, Hyderabad)	2006	13	Working
6	Paper Cutting Machine Five star	2006	13	Working
7	Webtech web offset printing machine (Webtech	2010	09	Working

	engineering , Fareedabad, Haryana)			
8	Press line Web Offset Printing Machine (Press line I P.Ltd. New Delhi)	2012	07	Working
9	Automatic paper folding machine	2013	06	Working
10	HMT-Programmable paper cutting machine	2012	07	Working
11	Digital Duplicator with dual drum RISO MZ- 870A	2013	06	Working
12	9 Color Web Offset Printing Machine for PRS/UTS ticket rolls	2016	03	Working
13	Digital copy printer machine model no.Gestner DX 4640 PD	2014	05	Working
14	Posijet system multijet inkjet CTP system	2014	05	Working
15	Heavy duty printer (Multi functional device)	2016	03	Working
16	Perfect binding machine single clamp	2016	03	Working
17	Heavy dutymulti functional multi color printer, laser technology A3 size	2017	02	Working
18	Heavy duty wire stitching machine with electrical and accessories size:1. Make Harbauan (Qty: 3 nos)	2018	01	Working
19	Retrofit add on quarter folder attachment for press line web offset printing machine	2018	01	Working
20	Digital copy printer A2 with concomitant accessories	2018	01	Working
21	Digital copy printer A3 size dual drum (Qty: 2 nos)	2018	01	Working
22	Heavy duty industrial paper shredder machine(Qty: 6 nos)	2018	01	Working
23	Auto sheet collator with concomitant accessories	2018	01	Working
24	Reel fed web offset	2018	01	Working

	printing machine A2 size (44x61 cms) +1 cm. Navin Trading Company. Hyderabad.			
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2.13

Divisions In Printing Press:

2.13.1 There are three main divisions in this establishment -

(a) Administrative

The administrative division consists of the office staff who deals with establishment matters, correspondence, stores etc., in connection with printing press.

(b) Workshop

Work shop caters to the requirement of Books, Forms and Tickets.

(c) Stationery and Forms depot.

Stationery & Forms Depot is the feeding depot of printing press and keeps the stock of required raw material for the Printing Press. The finished product i.e. Books & Forms including Money value is stocked in depot and distributed to the consignees as per the indents.

2.13.2 Printing Press is sub-divided into the following sections, for the better convenience of working.

- Work order/production control organization. (PCO) section.
- DTP
- Proof reading
- Screen printing and digital printing
- Plate making
- Printing section (Stock items, Non-stock items and Money value items)
- Money value book binding section
- General Binding and dispatch section
- Maintenance section

2.14

The number of work orders received for printing various items in the printing press for the past 7 years is as below:

Year	No. of non-stock work orders received	No. of stock work orders	
		Non-money value	Money value
2010-11	1483	267	45
2011-12	1388	296	40
2012-13	1218	396	30
2013-14	1331	299	57
2014-15	943	306	56
2015-16	1104	373	45
2016-17	925	197	33
2017-18	856	237	39
2018-19	532	199	54
2019-20 (up to June)	120	1	10

2.15

Out Turn and Productivity:

Out turn of General Printing Press is measured in terms of **A2 impressions on paper size 43x61 cms in Double Fullscape Impressions**. Details of the demands received and complied during the last 7 years are as under:

Year	Demands in crores of DFCIs	Achieved in crores of DFCIs	Productivity	
			Staff utilization	Machine utilisation
2010-11	6.87	7.57	86%	85%
2011-12	7.59	7.66	87%	87%
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2016-17	6.08	6.12	75%	88%
2017-18	3.87	2.48	95.5%	94%
2018-19	3.59	3.60	96.5%	96.5%
2019-.20 (up to June)	0.19	0.93	97%	96.6%

2.16

Duties of Staff:

- Pre-press work of the Printing Press is carried out by staff to obtain production on machines.
- The SSE/JEs are responsible for the production/out turn of the concern section.
- Proof Reader: The errors committed in the course of setting of the job are pointed out by the Proofreader while reading and these corrections are carried out before final printing.
- Compositors: Pre-press operation such as DTP, Camera, Stripping, Plate making etc., are done by Compositor, for the continuous operation of Press i.e., machine section.
- Machine men: The various Books & Forms including Money value/items stocked in S&F Depot and one time required non-stock items are printed by machine men on various types of printing machines.
- Binders: After printing on machine the items are segregated as loose/books/pads etc., and the operation such as gathering, jogging, counting, separation, numbering, stitching, cutting etc., are carried out by the binders.

2.17

Section wise staff role:

2.17.1 One SSE/General working in general shift to co-ordinate all the sections to ensure proper deployment of manpower to carry out the day to day activities. During peak work load periods such as WTT and special /emergency works adjust the man power within the sections as per requirement.

2.17.2 Production control organization:

The function of this section is to plan, co-ordinate and chase the work of various sub-sections of general printing press at each stage till dispatch of material. All indents for general printing are received in this section initially. On receipt of the same, work order is prepared with detailed specification regarding setting, Printing, Binding, quantity of paper, raw materials to be used, target date for dispatch etc., After preparation of work order it is put up to Dy.Ch.Manager/Asst. Manager for signature. PCO

prepares the schedule intended for the raw materials and the work orders are given to the section for execution. PCO section also keeps the data and the progress of work.

2.17.3 DTP & Proof reading Section: On receipt of work order from PCO section, the matter is set as per the specification given in the work order. Many forms are required to be printed in bilingual, trilingual (Hindi, English and Telugu). Proof is made and sent to proof reading section. After the final proof is made the page is given to camera section for taking negative/positive as the case may be. Negative/positive is mounted in such a way that after printing and folding the sequence of pages and the margin are correct. From the negative/positive images are transferred to aluminum plates, which are given to machine section for printing according to the specification.

2.17.4 Plate Making Section: In plate making section, the duty of staff is to decide which machine is suitable to the work order in machine shop. On an average 20 plates are being prepared in the plate making section.

2.17.5 Screen printing/Digital printing:

Small quantity orders and colour printing will be done in this section. There are 6 screen printing equipments and 4 digital printing machines are available in this section. The duties of the staff in this section is similar to the works of printing section and binding section like printing, collecting, jogging, counting, gathering, folding etc., but in small quantity.

2.17.6 Printing section: The plates prepared by plate making section are loaded on the printing machine as per machine requirement. On machine the water roller desensitize non-image areas and printing rollers apply ink to the image areas. Image areas catch ink and the same is transferred to paper. Reel/flat sheets are fed to the machine depending as the category of machines. i.e. Sheet fed offset and web offset machines.

2.17.7 Binding section: Almost all the operations in this section are done manually. Even though the work is distributed over two shifts, as in the machine section, main work is carried out in the day shift. The printed material is sent to this section from printing section. In this section, there are various kinds of jobs like cutting, counting, numbering, stitching, folding, gathering, binding etc., The printed papers are cut to size as per work order.

The printed matter received from the machine section is of two types. Some Printed materials are to be made in book form and some are in loose forms only.

A single composed frame consists of many smaller forms, whose requirement of copies, type of paper and ink are all identical after printing the required number of impressions, forms are cut and sorted out. Counting of folio and making them into books of specified number of pages is the next process that is under taken.

Depending upon the type of book that is to be made stitching is undertaken either by hand or by machine, cutting of edges, perforating

eye liting etc are all supposed to be done by machine. Pasting, calico binding, and hand numbering are all done and the finished product is dispatched to the consignee under gate pass/Challan.

For the convenience of working and better administrative control, the binding section is split up into two sections viz., Numbering (Money Value Section) Binding Section and General Binding Section.

- (i) **General binding section:** In this section general items (loose sheets and books) are processed for different operations of binding. The finished product will be dispatched as per the indent.
- (ii) **Money value book binding:** In this section the money value items are processed for different operations of binding. The finished product kept in enclosure till it is dispatched to the stocking depot under challan.

2.17.8 UTS/PRS ticket printing section: The UTS/PRS ticket printing machine is procured in the recent past. The machine is capable of printing 10 lakhs of PRS tickets or 20 lakhs of UTS tickets per shift. This section functions in two shifts.

- Printing press/SCR is catering to the needs of Money value items and UTS/PRS tickets for the cluster Railways i.e SCR, SECR, SER & ECoR.

2.17.9

Railway	Type of ticket
SCR	Money value items, UTS and PRS
SECR	Money value items, UTS and PRS
ECoR	Money value items.
SER	UTS and PRS

**Maintenanc
e section:**

This is the

general maintenance section. This section is headed by an SSE on deputation from LGD Workshop. This section maintains all the machines.

2.17.10 Canteen: As per factory act a canteen is to be provided for staff over 250. The canteen is serving the catering needs of General Printing press and is located at the backside of the General Printing Press.

2.18

Few items such as Maps, Magazine covers, 3 fold cards, stickers, calendars, art paper posters in multi colour printing are done in outsourcing. In house printing is not carried out, since these are occasional/limited orders and requires new machinery.

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3.0 **CRITICAL EXAMINATION**

3.1 Printing Press caters to the needs of Zonal Railway with regard to various forms, books, UTS/PRS tickets of SCR, SER, SECR, ECoR & SWR and special/Miscellaneous works for SCR.

3.2 It is observed from SAVE statement of Printing press, there are 214 on roll staff and 36 vacancies against the sanctioned strength of 250 staff.

3.3 The stock of PRS/UTS tickets as on date 29.07.2019:

S No	Railway	PRS/UTS	Packed	W/O Packing	Pending
1	SCR	UTS	20000000	30000000	82000000
2	SCR	PRS	1800000	2600000	36100000
3	SER	UTS	3000000	16500000	49200000
4	SECR	UTS	2000000	9500000	78200000
5	SWR	UTS	5000000	10000000	19000000
6	SECR	PRS	0	0	2900000
	TOTAL		31800000	68600000	267400000

➤ From the above table it is noted that there are 267400000 PRS/UTS tickets to be printed from the existing work orders.

3.4 **Out Turn and Productivity:**

Out turn of General Printing Press is measured in terms of **A2 impressions on paper size 43x61 cms in Double Fullscape Impressions**. Details of the demands received and complied during the last 7 years are as under:

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201-.20 (up to June)	0.19	0.93	97%	96.6%

➤ From the above table, it is clear that the demand and out turn of the Printing Press/SCR is reduced drastically after 2016-17.

➤ Average annual out turn for the last 7 years is **7.25** crore DFCIs up to 2016-17 and average annual out turn for the years 2017-18 and 2018-19 is **3.04** crore DFCIs.

3.5

Vide Railway Board letter no.2018/RS/Ptg. & Sty./AP/PP/IR dated 04.06.2019, it is decided to close existing 5 Printing Presses including Printing Press/SC of SCR by March 2020 with the following guidelines.

1. The five Printing Presses located at Byculia/Mumbai/CR, Howrah/ER, SSB/Delhi/NR, Chennai/SR and Secunderabad/SCR should be closed by March 2020.
2. Printing of PRS and UTS tickets, money value items should be continued in the above Five Printing Presses till complete closure of the Presses. The passes and PTOs should be printed covering the requirements up to the 2020-2021. However, all the Printing activities should be stopped by 30.03.2020.
3. PRS and UTS as well as money value items should be outsourced to Trade (IBA/RBI approved security Printers) till complete digitalization of ticketing systems and money value items.
4. Traffic Commercial Directorate/ Railway Board should take actions to digitize all the ticketing systems including PRS and UTS tickets and also all the money value documents in time bound manner.
5. Establishment Directorate/Railway Board should take actions to digitize all the money value documents, such as passes, PTOs, e.tc in time bound manner.
6. On closure of the above five Printing Presses PCMMs of the concern Zonal Railways to dispose all usable printing and other machines in the market on second hand basis instead of selling as scrap. The new Rotatek machine may be considered for selling to OEM/Private printers.
7. CAMC for the new Rotatek printing machines should be concluded for a limited period only. i.e up to 31.03.2020 by the concerned PCMMs.
8. Staff redeployment: The Technical and non technical staff rendered surplus due to the closure of the above five printing presses should be re deployed in safety categories to the extent possible by the Zonal Railways.

3.6

As per the above RBs letter it is decided to close the all Five printing presses of Indian Railways including the Printing Press of South Central Railway by 30.03.2020. Till such time Printing of PRS and UTS tickets, money value items should be continued in the above Five Printing Presses till complete closure of the Presses. The passes and PTOs should be printed covering the requirements up to the 2020-2021.

3.7

PRS and UTS as well as money value items should be outsourced to Trade (IBA/RBI approved security Printers) till complete digitalization of ticketing systems and money value items.

3.8

In view of the above, the following recommendations are made

3.8.1 Recommendation-I:

It is recommended to surrender **36** vacant posts immediately.

3.8.2 Recommendation-II:

It is recommended to surrender the remaining on roll **214** posts on closure of the Printing Press and redeploy the staff suitably.

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4.0 FINANCIAL IMPLICATIONS:

4.1 When the recommendations are accepted, the recurring savings on surrender of the following posts in Printing Press/SCR will be as follows:

SNo	No. of posts	Scale		Mean Pay	DA @ 12%	Emoluments P.M (in Rs.)	Total Emoluments P.A (in Rs.)
		From	To				
1	36	18000	56900	37450	4494	1509984	18119808
2	214	18000	56900	37450	4494	8976016	107712192
							125832000

On implementation of the recommendations of Work-study report, an annual savings of **Rs. 12.58** crores can be achieved.

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R E C O M M E N D A T I O N S

Sl. No.	Description	Para No.
01	It is recommended to surrender 36 vacancies immediately.	3.8.1
02	It is recommended to surrender the remaining on roll 214 posts on closure of the Printing Press and redeploy the staff suitably.	3.8.2

