



**HIMACHAL PRADESH GOVERNMENT**

# **TRAINING MANUAL**

***FOR***

**THE STAFF WORKING**

***IN***

**PRINTING & STATIONERY DEPARTMENT**

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# CHAPTER-1

## INTRODUCTION

Printing and Stationery Department facilitates the meeting of the requirements of Printing and Stationery of all State Government Departments, Corporations, Boards, Courts, Vidhan Sabha and Universities.

The Printing and Stationery Department is headed by Controller of Printing and Stationery. He is assisted by one Deputy Controller, Two Assistant Controllers and one Section Officer (Finance & Accounts). Printing and Stationery Department of Himachal Pradesh is situated at Ghora-Chowki on National Highway No. 22. Its premises are spread over an area of 22 Bighas and 19 Biswas.

The department consists of two main wings- Printing and Stationery. The Printing wing caters to the demand of printing of all kinds of standard and non-standard forms. Press also prints News paper, Monthly magazines, Calendars, Diaries, Certificates, Degrees, Govt. Gazette on internet, Table charts, Greeting Cards, Answer Books, Electoral Rolls, Judicial Papers, Prospectuses, Ration cards, coupons, Acts, Bills, Rules, Books and speeches etc. The printing work is being done in multi-colour, two colour and single colour on reel, sheet and glazed Art Paper. The Department also caters to procurement and supply of stationery and other material required by the State Govt. offices.

The Press is having mixed printing facility. The letter Press printing machines alongwith Offset printing machines are producing printing sheets. As the letter Press technology has become obsolete. The department has taken a decision to switch over to Offset technology in a phased manner.

The vision, mission, objectives and functions of Department of Printing and Stationery are as under:—

## **Vision**

To achieve acceptable standards of quality printing and stationery requirements of different State Government Departments, Boards and Corporations on competitive rates.

## **Mission**

- (i) To maximise the capacity utilisation of men and machinery by upgradation, modernisation and training of personnel.
- (ii) To ensure timely completion of tendering process for paper and other stationery articles
- (iii) To ensure that quality of printing and delivery of stationery is improved and various jobs are completed in a time bound manner.

## **Functions**

1. The main function of the Department is to meet the requirements of Printing and Stationery of all the Departments of the State Government, Corporations, Boards, Autonomous bodies like Universities etc.
2. The Department prints departmental books, Acts, Rules, Manuals, Budget documents, Legislative Assembly business, Debates/ Reports, various departmental standard forms, Registers, Electoral documents etc.
3. The Department prints various publications like Giriraj Weekly, monthly magazines, Himprastha and vipasha etc.
4. Government Gazette is also published daily on Internet as e-Gazette.

## Objectives

1. Up-gradation and modernisation of printing facility in phased manner by adding new machinery and equipment.
2. Improving quality of printing, supply of stationery and other related materials to State Government Offices on competitive rates.
3. Focus on completion of printing jobs in a time bound manner.
4. To maximise the capacity utilization of men and machinery in the printing Press by executing more printing jobs, impressions/sheets and improving the quality by imparting in service training.
5. To rationalise, redeploy and re-designate the existing posts of employees for conversion of obsolete Letter Press technology and adoption of Offset technology.
6. To increase the receipt of the Department from printing of jobs and supply of stationery articles to various Non-indenting departments, Boards, corporations and Autonomous Bodies.

The policy decision of the Department to introduce new technology has resulted in training needs of the staff. Training will be required for redeployment of the staff presently engaged in the Letter Press technology.

## CHAPTER-2

### STAFFING PATTERN

The Department has a total sanctioned strength of **374** posts out of which **256** posts stand filled up leaving **118** posts vacant as on **01-06-2013**. There are two wings i.e. Administrative/Ministerial and Technical as under:—

A total 52 Nos. of officers/officials are working in the Administrative/Ministerial wing and 204 officers/officials are working in the Technical wing as per the following details:—

#### BRANCHWISE DETAILS OF DIFFERENT CATEGORIES OF STAFF IN THE DEPARTMENT OF PRINTING AND STATIONERY (as on 01-06-2013.)

##### ADMISTRATIVE/MINISTERIAL WING

Sr. No.	Name of Post/Category	Class	Total sanctioned post/ posts	Total filled up/vacant Post/ Posts	Age Profile (Year of retirement of the Officer/Official)
1.	2.	3.	4.	5.	6.
1.	Controller	I	1	1	IAS/HAS Cadre.
2.	Deputy Controller	I	1	1	2022
3.	Asstt. Controller (Sty.)	I	1	1	2014
4.	Superintendent Grade-I	I	1	1	2016

<b>5.</b>	Superintendent Grade-II	II	3	2(1vacant)	2019:1 <u>2020:1</u> 2
<b>6.</b>	Section Officer (Acctts.)	II	1	1	Ex-cadre post from F&A.
<b>7.</b>	Senior Assistant	III	14	13(1 vacant)	2015:1 2016:1 2018:1 2019:2 2020:2 2022:1 2026:1 2029:1 2030:1 2032:1 <u>2034:1</u> <b>13</b>
<b>8.</b>	Junior Assistant/Clerk	III	17	10(7 vacant)	2014:1 2020:1 2024:1 2025:2 2031:1 2034:2 2035:1 <u>2039:1</u> <b>10</b>
<b>9.</b>	Sr. Scale Stenographer	III	1	1	2020
<b>10.</b>	Addressographer	III	1	1 vacant	Single post lying vacant.
<b>11.</b>	Franking Machine Attendant	III	1	1	2014

<b>12.</b>	Paper Issuer	III	1	1 vacant	Single post lying vacant.
<b>13.</b>	Driver	III	3	2(1 vacant)	2020:1 <u>2026:1</u> <b>2</b>
<b>14.</b>	Conductor	III	1	1	2016
<b>15.</b>	Duplicating Machine Operator	IV	2	2	2021:2
<b>16.</b>	Office Duftry	IV	1	1	2021
<b>17.</b>	Packer	IV	4	4	2015:2 2016:1 <u>2013:1</u> <b>4</b>
<b>18.</b>	Peon	IV	6	6	2017:1 2021:1 2022:1 2023:1 2026:1 <u>2031:1</u> <b>6</b>
<b>19.</b>	Chowkidar	IV	7	2(5 vacant)	2021:1 <u>2023:1</u> <b>2</b>
<b>20.</b>	Sweeper	IV	9	4(5 vacant)	2023:1 2026:1 2030:1 <u>2034: 1</u> <b>4</b>



21.	Mali	IV	1	1 vacant	Single post lying vacant.
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### TECHNICAL WING

#### OFFICERS/SENIOR SUPERVISORS

Sr. No.	Name of Post/Category	Class	Total sanctioned post/ posts	Total filled up/vacant Post/ Posts	Age Profile (Year of retirement of the Officer/Official)
1.	2.	3.	4.	5.	6.
22.	Asstt. Controller (Ptg.)	I	1	1	2017
23.	Asstt. Controller (Ptg. Offset)	I	1	1 vacant	Single post lying vacant.
24.	General Foreman	III	2	2	2016:1 <u>2019:1</u> 2

### COMPUTING BRANCH

Sr. No.	Name of Post/Category	Class	Total sanctioned post/ posts	Total filled up/vacant Post/ Posts	Age Profile (Year of retirement of the Officer/Official)
1.	2.	3.	4.	5.	6.
25.	Section Holder (Computing)	III	1	1	2019
26.	Computer (Composing)	III	1	1	2014

27.	Computer (Printing)	III	1	1	2027
28.	Computer (Binding)	III	1	1	2014

**OFFSET BRANCH**

<b>Sr. No.</b>	<b>Name of Post/Category</b>	<b>Class</b>	<b>Total sanctioned post/ posts</b>	<b>Total filled up/vacant Post/ Posts</b>	<b>Age Profile (Year of retirement of the Officer/Official)</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
29.	Overseer Offset	III	1	1	2025
30.	Offset Operator	III	16	15(1vacant)	2017:1 2020:1 2021:1 2022:3 2023:2 2024:3 2026:1 2027:1 2028:1 <u>2034:1</u> <b>15</b>
31.	Camera Operator	III	1	1	2019
32.	Litho Artist	III	2	2	2025:1 <u>2027:1</u> <b>2</b>
33.	Feederman (Offset)	III	5	1(4 vacant)	2037:1

34.	Fly Boy (Offset)	III	7	6(1 vacant) 1 regular & 5 on contract basss.	2027:1
35.	Developer	III	1	1	2036
36.	Dark Room Attendant	III	1	1	2026
37.	Plate Maker	III	2	2	2019:1 <u>2027:1</u> <b>2</b>
38.	Photo Type Setter Operator	III	10	7 (3vacant)	2014:1 2021:2 2022:1 <u>2023:3</u> <b>7</b>

### **BINDING BRANCH**

<b>Sr. No.</b>	<b>Name of Post/Category</b>	<b>Class</b>	<b>Total sanctioned post/ posts</b>	<b>Total filled up/vacant Post/Posts</b>	<b>Age Profile (Year of retirement of the Officer/Official)</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
39.	Section Holder(Binding)	III	2	1	2017: 1

40.	Asstt. Section Holder (Binding)	III	2	2	2013:1 <u>2022:1</u> <b>2</b>
41.	Ware House Operator	III	12	12	2014:1 2017:1 2018:1 2019:2 2020:1 2021:1 2023:2 2025:2 <u>2027:1</u> <b>12</b>
42.	Binder	III	27	25 (2vacant)	2015:1 2017:1 2018:3 2019:2 2021:1 2022:6 2023:1 2024:3 2025:2 2026:2 2027:1 2031:1 <u>2032:1</u> <b>27</b>

43.	Press Duftry	III	32	18(14vacant)	2017:1 2017:1 2019:1 2021:1 2023:2 2024:2 2026:2 2027:2 2029:1 2030:2 2036:1 <u>2039:2</u> <b>18</b>
44.	Binding Machine Attendant	IV	13	9(4vacant) 8 on regular & 1 on dialy wages basis.	2025:1 2026:1 2030:1 2032:1 2033:1 2038:1 <u>2039:2</u> <b>8</b>
45.	Mechanic(Ptg.)	III	2	2	2017:1 <u>2027:1</u> <b>2</b>
46.	Mechanic (Electrical)	III	2	1 (1 vacant)	2029
47.	Carpenter	III	1	1 vacant	Single post lying vacant.

48.	Grade-II Press Mazdoor	IV	11	7 (4 vacant) 6 on regular & 1 on dialy wages basis.	2028:2 2031:1 2033:2 2035:1 <u>2036:1</u> 7
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### READING BRANCH

Sr. No.	Name of Post/Category	Class	Total sanctioned post/posts	Total filled up/vac-ant Post/ Posts	Age Profile (Year of retirement of the Officer/Official)
1.	2.	3.	4.	5.	6.
49.	Head Reader	III	1	1	2017
50.	Print Order Reader	III	2	1(1vacant	2021:1
51.	Proof Reader	III	8	5(3vacant)	2016:1 2020:1 2026:1 2032:1 <u>2037:1</u> 5
52.	Reviser	III	2	2 vacant	All 2 posts are lying vacant.

53.	Copy Holder	III	6	3 (contract basis (3 vacant)	All on contract basis.

**LETTER PRESS BRANCHES**  
**PRINTING BRANCH**

<b>Sr. No.</b>	<b>Name of Post/Category</b>	<b>Class</b>	<b>Total sanctioned post/posts</b>	<b>Total filled up/ vacant Post/Posts</b>	<b>Age Profile (Year of retirement of the Officer/Official)</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
54.	Section Holder(Ptg.)	III	2	2	2024:1 <u>2020:1</u> <b>2</b>
55.	Asstt. Section Holder(Ptg.)	III	2	2	2016:2
56.	Sr. Machineman	III	15	15	2013:1 2016:1 2017:1 2018:3 2019:1 2020:1 2021:2

					2023:1 2024:2 2026:1 <u>2027:1</u> <b>15</b>
57.	Jr. Machineman	III	10	5(5 vacant)	2020:1 2021:2 2023:1 <u>2029:1</u> <b>5</b>
58.	Treadleman	III	4	2 (2 vacant)	2020:1 <u>2023:1</u> <b>2</b>
59.	Inker	III	19	6(13 vacant)	2016:1 2017:1 2018:1 2020:1 2022:1 <u>2025:1</u> <b>6</b>



**COMPOSING BRANCH**

<b>Sr. No.</b>	<b>Name of Post/Category</b>	<b>Class</b>	<b>Total sanctioned post/posts</b>	<b>Total filled up/vacant Post/ Posts</b>	<b>Age Profile (Year of retirement of the Officer/Official)</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
60.	Section Holder(Composing)	III	2	1(1vacant)	2015:2
61.	Asstt. Section Holder (Composing)	III	2	2	2013:1 <u>2016:1</u> <b>2</b>
62.	Compositor	III	48	31 (17vacant)	2013:1 2014:4 2015:1 2016:4 2017:5 2019:1 2020:2 2021:3 2023:3 2024:1 2025:1 2026:4 <u>2028:1</u> <b>31</b>

**MONO BRANCH**

<b>Sr. No.</b>	<b>Name of Post/Category</b>	<b>Class</b>	<b>Total sanctioned post/ posts</b>	<b>Total filled up/vacant Post/ Posts</b>	<b>Age Profile (Year of retirement of the Officer/Official)</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
63.	Section Holder(Mono)	III	1	1	2023
64.	Mono Super Caster	III	1	1	2023
65.	Mono Operator	III	4	3(1vacant)	2014:2 <u>2025:1</u> <b>3</b>
66.	Mono Caster	III	8	2 (6 vacant)	2014:1 <u>2020:1</u> <b>2</b>
67.	Press Head Mechanic	III	1	(vacant)	---
68.	Head Mechanic(Electrical)	III	1	(vacant)	---
	<b>Total:</b>		<b>374</b>	<b>256 (118 vacant)</b>	<b>256</b>

From the details given above, it may be seen that out of a total sanctioned strength of **374**, at present **256** posts have been filled up and **118** posts are lying vacant.

### CHAPTER-3

## RETIREMENT SCHEDULE

**Details of employees who are retiring in the next 4 years i.e. from the year 2013 to 2016:**

- **Year wise Retirement of Ministerial Wing:**

1.	Year, 2013	1
2.	Year, 2014	3
3.	Year, 2015	3
4.	Year, 2016	4
<b>Total:</b>		<b>11</b>

- **Year wise Retirement of Technical Wing:**

- **Officers/Sr. Supervisors in Offset Section, Binding Section, Computing Section and Reading Section.**

Sr. No.	Year	Officers/Sr. Supervisors/Officials
1.	Year, 2013	06
2.	Year, 2014	10
3.	Year, 2015	03
4.	Year, 2016	10
	<b>Total:</b>	<b>29</b>

## **CHAPTER-4**

### **TRAINING NEEDS ANALYSIS OF DEPARTMENT**

#### **Main Text**

#### **4.1 Methodological Framework:**

- An extensive consultation with Senior Officers of Printing and Stationery Department, technical and ministerial staff was done.
- Documents like Training Policy of the State Government, Result Frame work Document (RFD) of the Printing and stationery department, Printing Manual, Office Manual, Factories Act, Industrial Dispute Act were collected and gone through. The website of the Department was also visited. The job profiles of Departmental Officers & Staff were also procured and analysed.
- Interviews were conducted with Staff, Questionnaires were given to Officers and Staff of the Department.
- The data collected was analysed to find out specific performance problems by using several TNA tools like SWOT, EMB, Priority list, Design brief and training plan.
- The performance problems are listed.
- The training and non-training interventions are recommended.
- As per the priority a training plan has been prepared indicating all staff who need training.

## 4.2 **Findings:**

- Inadequate training being imparted to staff of Letter Press technology to improve their competencies in Offset technology.
- Dire necessity to organize training to redeployed staff in Offset technology from obsolete Letter Press technology due to phased switch over from Letter Press to Offset technology.
- Inadequate/insufficient training in Information technology and computers.
- No formal training is being imparted to new recruits in technical and non-technical wings.
- The maintenance is the weakest in the Press. The mechanics, machine men and electricians are needed to be trained at manufacture's factory to up date their knowledge.
- There exists large number of designations of posts. Suitable restructuring and redesignation of existing posts and designations are required. The available capacity is under-utilised.

### 4.3 **Performance Problems:**

Following performance problems are assessed on the data collected and on its interpretation. In certain areas the present performance is acceptable, however, there is scope for ample improvement to have desired performance.

The main performance problems of client organization is as under:—

- i) Under utilisation of capacity of men and machinery
- ii) Inadequate training of staff on modern and upgraded machinery
- iii) Delay in completion of Printing jobs

**This is due to:—**

#### **Inability of Department to:**

- (i) Adequately train the staff at Manufactures' end.
- (ii) Impart adequate formal training to newly recruited staff.
- (iii) Fill up vacant posts timely.

### 4.4 **Causes**

#### **1. Environmental:**

- i) Heavy workload for technical staff
- ii) Inadequate training
- iii) Poor working conditions
- iv) Delay in recruitment of staff/filling up of vacancies

#### **2. Motivational:**

- i) Less knowledge of Skill
- ii) Lesser avenues for promotions/career advancement in certain categories of posts.
- iii) Lack of coordination between staff members due to various employees Unions/Organizations
- iv) No incentives/reward for staff doing better work.

#### **3. Behaviourial:**

- 1. Tasks are not easy to learn and require intensive training.
- 2. Lesser knowledge and skill to carry out high standard tasks they are required to perform.
- 3. New workers do not have competencies to enable them to tackle variety of tasks in their work area.

#### 4.5 **Recommendations:**

- The employees of Letter press Technology (Old Technology) be imparted “In Plant job training” as per suitability and vacancy.
- It is recommended to make suitable amendments in the recruitment and promotion rules to provide better opportunities, prospect of promotion to employees of obsolete and offset technology against supervisory posts.
- It is recommended to impart training to technical staff at Manufacture end, government of India Press, Faridabad and other reputed training institutions.
- The ministerial staff should be imparted training at Himachal Pradesh Institute of Public Administration, Fairlawans, Shimla as per their training schedule and DOACC, Jakhoo, Shimla.
- It is recommended to provide suitable training to new recruits in I.T. Office procedure and new technology.
- A training data should be maintained which will contain the names and other details of Officers/Officials both from technical and ministerial wings to monitor training of staff.
- Training Nodal Officer and Training Manager be designated who will ensure that training to Officers and Officials is carried out as per State government Training Policy

There recommendations are proposed to be achieved through:

##### 4.5.1: **Training interventions:**

- Intensive training to employees of Letter Press Technology “In Plant”
- Intensive training to workers regarding Offset technology “In Plant jobs and at Manufacture’s end”
- I.T., Office management and financial management training in HIPA and other reputed training institutions.
- Intensive and compulsory training to newly recruited staff.
- It is recommended to designate Nodal Officer and Training Manager to ensure that Officers and Officials are imparted training as per Government Training Policy.
- It is recommended to maintain proper record of training and appraisal of training imparted may also be done.

#### 4.5.2 **Non-Training interventions:**

1. It is recommended to make suitable amendments in Recruitment and Promotion Rules to provide better opportunities, prospect of promotion to employees of obsolete and Offset technology against supervisory posts.
2. The working conditions like cleanliness and better canteen facility be ensured.
3. The incentives be provided to workers showing excellent performance.
4. Biometric attendance system be introduced to ensure punctuality.
5. More Offset equipment & machinery be purchased to modernize the press.

#### 4.5.3 **Expected Output:**

- Maximum capacity utilization of men and machinery.
- Timely completion of quality Printing jobs and satisfaction to client Departments.
- Rationalization of staff from obsolete Letter Press technology to Offset technology.
- Achievement of acceptable of quality printing and stationery articles.
- Increase in the revenue receipt of the Department.



## **REQUIREMENT OF TRAININGS**

To improve skills of the employees and for knowledge/use of new technology/pattern, it has become necessary to impart trainings in various courses to the staff. The State Govt. has formulated H.P. State Training Policy, 2009 which was notified vide Notification No.Per(Trg.)B(12)-6/2007, dated 1<sup>st</sup> July, 2009. The Policy provides for a State level Empowered Committee on Training under the Chairpersonship of Chief Secretary to the Govt. of Himachal Pradesh, with all Administrative Secretaries amongst others as its members. The Training Policy, inter alia, focuses on Training concerns, Training for all, Training Coverage, Training Objectives, Training Frame Work, Training Plan, Training Manager, Training Methodology, Budget and Thrust Areas. In this regard the Government has issued directions vide U.O. No.SPS/CS(Misc.)/2010, dated 7-9-2010. In compliance to the H.P. State Training Policy, 2009, the Printing and Stationery Department has constituted a **Training Review Committee** under the Chairmanship of Secretary (P&S) on 7-10-2010. This Committee shall meet at least once in every quarter and shall monitor and review the work of training of employees in the Department. The proceedings of the first meeting of Training Review Committee held on 15-10-2010 are shown in Annexure-“A”.

### **Budgetary Provision**

The budget provision of Rs.1,27,000 is available under different Sub Heads of Major Head-2058-Printing & Stationery for trainings for the year, 2013-14 out of which no amount has been spent for the purpose till 31-05-2013.

### **TRAINING NODAL OFFICER/TRAINING MANAGER**

The Government has appointed Sh. V.K. Choudhary, Deputy Controller as Training Nodal Officer and Sh. Sher Singh, Superintendent Grade-I as Training Manager to monitor and co-ordinate the human resources development issues. These officials will be responsible for review and monitoring of the Training Plans in the Department.

From the details of proposed trainings for the year, 2013-14, it may be seen that 70 staff members both from Ministerial and Technical wings will be sent for training during the year meaning thereby that every employee will get a chance to update his skill by undergoing training after every 3 years as against 5 years provided in the State Training Policy, 2009. The following procedure/system is proposed to be followed for different trainings in the Printing and Stationery Department:—

- A Training Register will be maintained which will contain the names and other details of officers/officials both from Ministerial and Technical wings. The Register will be updated every year in the month of March by including the details of trainings undergone by the officers/officials during the year and proposed training for the next year.
- Training Nodal Officer and Training Manager will ensure that training to the officers/officials is meaningful and the same has practical utility for efficient running of the Press.
- The emphasis would be laid on training in Information Technology, Quality Assurance, Office Procedure, E-Governance, Modern Printing Technologies, Rules and Regulations, Ethics & Values.
- The training plan for the next financial year shall be finalised on or before 31st. January of the year.
- Training Nodal Officer and Training Manager will ensure that an officer/official who has less than one year service in Ministerial wing and less than 2 years service left in Technical wings will not be sponsored for any training. However, there will be no bar on imparting in house training to the staff.
- Training Nodal Officer will ensure that suitable training in computers and office procedure is imparted to the new recruits in future.

- All out efforts will be made to ensure that all the funds earmarked for training of the staff are spent during the year.
- The Department proposes to do away with the obsolete Letter Press Technology from H.P.Govt. Printing Press in a phased manner in case adequate funds are provided immediately by the Finance Department for the purchase of additional Offset machines and equipments as per recommendations contained in Sinha study report. In case the requisite funds are provided for the purchase of machines and equipments which may help in providing services which at present are being provided by Letter Press Technology Section, the surplus staff of the Section will be redeployed in Offset and Binding Sections after providing them in house training and exposure in outside Institutes.

## CHAPTER-5

**TRAINING PLAN 2013-2014**

**Detail of Trainings imparted/being imparted under Training Manual of  
the Printing and Stationery Department, H.P;  
during the year, 01-04-2013 to 31-03-2014.**

Sr. No.	Name and Designating of the officer/official (S/Sh./Smt.)	Name of Course	Name of Training Institute	Period of Training
1	2	3	4	5
1.	Sh. Chaman Dila, Controller	Training for Nodel Officer/Appellant Auothority of RTI.	HIPA	30-5-2013
2	Naresh Kumar, Sr.Asstt.	Office Procedure & Financial Administration.	—do—	8-4-13 to 12-4-13 & 6-5-13 to 10-5-13
3	Ishwar Dass, Sr. Asstt.	Disciplinary proceedings/Depar tmental Inquiry.	—do—	2-4-13 to 4-4-13
4	Avtar Singh, Sr.Asstt.	Power point	HIPA	20-5-13 to 22-5-13
5	Manoj Kumar, Jr. Asstt..	RTI Act.	HIPA	16 to 17-4- 13
6	Balbir Singh, Jr.Asstt.	Basic Computer	HIPA	27-5-13 to 31-5-13

7	Abhijit, Clerk	Power point	HIPA	6-5-13 to 8-5-13.
8	Kuldip Chand, Sr. Asstt.	Disciplinary proceedings/Departmental Inquiry.	HIPA	15-7-13 to 17-7-13
9	Balbir Singh, Jr. Asstt.	RTI Act.	HIPA	22 & 23-7-2013
10.	Gian Chand, Jr. Asstt.	---do--	HIPA	---do--
11.	Kuldeep Chand, Sr.Asstt.	Disciplinary proceedings	--do--	12&13-8-2013
12.	Prem Raj, Supdt.Gr.-II	Disciplinary/ conduct Rules/departmental Inquiry .	--do--	7 to 9-10-2013
13.	Raj Kumar, Sr.Asstt.	Computer course Tally.	--do--	28 to 30-10-2013
14.	Yavinder Kumar,Clerk	Computer course power point.	--do--	--do--
15.	Kulwant Singh, Sr.Asstt.	Advance Computer Course.	--do--	As per HIPA's schedule in Dec;2013.
16.	Ramesh Chand, Sr.Asstt.	Disciplinary/ conduct Rules/departmental Inquiry .	HIPA	As per HIPA's schedule in Jan;2014.
17.	Ishwar Dass, Sr.Asstt.	RFD	--do--	As per HIPA's schedule in Feb;2014.

**Trainings shall Imparted at Manufacture's End**

18.	Kamal Kishore, Sr. Machineman	Operating Offset Machines.	of HMT	HMT Ltd., Kalamassery (Kerela)	As per Firm's schedule.
19.	Karm Chand, Sr. Machineman	--do--		—do—	—do—
20.	Sucha Ram, —do—	—do—		—do—	—do—
21.	Gian Chand, Sr. Machineman	—do—		—do—	—do—
22.	Kulvir Singh, Feederman	—do—		—do—	--do--
23.	Rajendra Kumar, Asstt. Controller(Ptg.)	Exposure visits to premier printing presses.		Premier Pressess	Sept./ Dec; 2013.
24.	Tarsem Kumar, Overseer Offset.	—do—		—do—	--do--
25.	Madan Lal, GFM	—do—		—do—	Jan./March, 2014
26.	Jagdish Kumar, S.H.(Binding)	--do--		—do—	--do--
27.	Ashwani Kumar, Compositor	Basic Computer		HIPA	As per their schedule in Oct./Nov./ Dec; 2013.

28.	Pratap Singh, Compositor	--do--	HIPA	As per their schedule in Oct./Nov./ Dec; 2013.
29.	Madan Lal-I, --do--	--do--	--do--	--do--

### In Plant/on job Training

30.	Ramesh Kumar,Compositor	In Binding/Photo Type Setter operator/Offset.	In Plant	1-4-13 to 30-4-2013
31.	Nand Lal, --do--	--do--	--do--	--do--
32.	Deep Kumar,--do--	--do--	--do--	1-5-13 to 15-5-13
33.	Bhim Singh,--do--	--do--	--do--	--do--
34.	Chaman Singh,--do--	In Binding/Photo Type Setter operator/Offset.	In Plant	16-5-13 to 31-5-13.
35.	Kultar Chand,--do--	--do--	--do--	--do--
36.	Madan Lal-II,--do--	--do--	--do--	1-7-13 to 15-7-13
37.	Prem Singh,--do--	--do--	--do--	--do--
38.	Roshan Lal,--do--	--do--	--do--	16-7-13 to 15-7-13

39.	Hans Raj,--do--	--do--	--do--	1-8-13 to 15-8-13
40.	Chaman Lal,--do--	--do--	--do--	--do--
41.	Surinder Singh,--do--	--do--	--do--	16-8-13 to 31-8-13
42.	Baldev Singh,--do--	Offset Section.	--do--	--do--
43.	Kanshi Ram,--do--	--do--	--do--	1-9-13 to 15-9-13
44.	Rangila Ram,--do--	--do--	--do--	--do--
45.	Manohar Lal, Binder	All Kinds of Binding Machines in Binding Section	--do--	1-10-13 to 31-10-13
46.	Jagdish Chand,Binder	--do--	--do--	--do--
47.	Mohan Singh- III,Binder	--do--	--do--	1-11-13 to 10-11-13
48.	Rup Chand,Binder	--do--	--do--	--do--
49.	Pratap Singh-II,--do--	--do--	--do--	--do--
50.	Jagar Nath,WHO	--do--	--do--	15-11-13 to 30-11-13
51.	Mohan Singh-II,--do--	--do--	--do--	--do--
52.	Taru Ram, WHO	All Kinds of Binding Machines in Binding Section	In Plant	1-1-14 to 15-1-14
53.	Roop Lal, --do--	--do--	--do--	--do--
54.	Chaman Lal,--do--	--do--	--do--	16-1-14 to 31-1-14



55.	Dharm Chand, Mono Super Caster	Computing Branch.	In Plant	1-2-14 to 15-2-14
56.	Ramesh Chand, Mono Caster	Giriraj Despatch Section.	--do--	--do--
57.	Padam Singh, Sr. Machineman	Binding Section.	--do--	1-3-14 to 31-3-14

**Target for Training :**

**180 Men days.**

## Chapter-6

### Executive Summary:

#### Problems

- Inadequate training to staff “In Plant” as well as at Manufacturer’s end.
- Less training to newly recruited staff.
- Inadequate training in I.T., office management and financial management to concerned staff.
- Insufficient training in Offset technology.
- Less monitoring and appraisal of training imparted to the staff.
- Inadequate utilization of men and machinery.

The letter Press printing Technology has become obsolete and government has taken a decision to switch over to Offset technology in a phased manner. This introduction of new technology has necessitated the need for training in the Department.

## SWOT ANALYSIS

### APPENDIX: A

**Issue:** Up-gradation of Printing Technology and need of  
**Training to** functionaries

<b>STRENGTH</b>	<b>WEAKNESS</b>
<ul style="list-style-type: none"> <li>• Adequate budget for training.</li> <li>• Government policy for training</li> <li>• Facility for “In Plant training”</li> </ul>	<ul style="list-style-type: none"> <li>• Under utilization of men and machinery</li> <li>• Work overloaded staff</li> <li>• Lack of co-ordination in staff</li> </ul>
<b>OPPORTUNITIES</b>	<b>THREATS</b>
<ul style="list-style-type: none"> <li>• Experienced staff</li> <li>• New recruitment of staff</li> <li>• Government support for Modernisation/up-gradation of Printing Press</li> <li>• Make use of new technology</li> </ul>	<ul style="list-style-type: none"> <li>• No coordination of staff due to many employees Unions</li> <li>• Poor maintenance of machinery and equipment</li> <li>• Poor maintenance of infrastructure and buildings.</li> </ul>

**ANNEXURE-“B”****Proceedings of the first meeting of “Training Review Committee” pertaining to the Printing and Stationery Department held on 15.10.2010 at 11 A.M. under the chairmanship of Sh. B.S.Nainta, IAS Secretary (P&S) to the Govt of H.P. in his office chamber.**

The following were present:—

- Sh. Rattan Singh, Controller (P&S)
- Dr. G.R. Bharti, Joint Secy. (Training) to the Govt. of H.P.
- Sh. V.K. Chaudhary, Deputy Controller (P&S)
- Sh. Sher Singh, Supdt, Grade-I,O/O Controller (P&S)

The Secretary (P&S) to the Govt. of H.P. welcomed the Officers to the first meeting of Training Review Committee, in respect to printing and Stationery Department as provided under Himachal Pradesh State Training Policy , 2009. It was informed that the Training Review Committee has been constituted vide Mudran (B) 8-2/2010 dated 7.10.2010 to monitor and review the work of training of employees in the Deptt.

The Chairman drew the attention of members towards H.P. State Training Policy, 2009, which emphasizes the need for training of all employees including class-IV and class-III. Periodical training to the staff will help in upgrading their skills and make them more productive. As per policy decision of the Govt . a specific earmarking up to 1% of salary head of annual budget of each Department under training Head, the printing and Stationery Deptt. has been provided a budget of Rs 9,40,000 under Sub Head-2058-printing and Stationery for training for the year, 2010-11.The deptt. has so far spent an amount of Rs 1,27,500/-.To start with Sh. V.K. Chaudhary, Deputy Controller (P&S) was appointed as a Nodal Officer and Sh. Sher Singh, Supdt, Grade-I, printing and Stationery was designated as the Training Manager and both of them will be responsible for review and monitoring of the training plan . It was decided that the Deptt. should maintain a Training Register which will contain the details of all employees who have undergone different trainings at different intervals.

The Deputy Controller (P&S) submitted the details of training already undergone by employees of the Deptt. during the year 2009-10. The quarterwise details of training for different categories of staff has been shown in the Training Plan for the year 2010-2011. The Secretary (P&S) directed the Department to indicate the tentative training details for employees for the year 2011-12 as well. It was desired that the details of apex training institutions may be procured from HIPA and the training module may also be procured from Director Printing Govt. of India. It was further desired that more and more officials should be proposed for different training so that the Deptt. is able to utilize the whole budget for training earmarked for this financial year. The Joint Secy. (Training) to the Govt. of H.P. was requested to supply the details of training courses proposed by HIPA for the last quarter of the financial year in addition to the training courses proposed for the year 2011.

The Controller (P&S) pointed out that there was no separate budget provision for TA/DA. in the budget provided for training. The Jt. Secy. (Training) clarified that the payment of TA/DA to the employees undergoing training within and outside the State was permissible from the budget earmarked for training.

Looking at the importance of the training and the structure of the Deptt, It was desired that special emphasis should be laid on training in Information Technology, Quality Assurance office procedure and Rules, Governance issues, Ethics and Values.

After discussion, it was agreed that the Deptt. will finalize the action plan for training in the Deptt. of printing and Stationery, H.P. till 31<sup>st</sup> March, 2012 by 30-11-2010 positively.

The meeting ended with a vote of thanks to the chair.

-Sd-

**(B. S. NAINTA)**

*Secretary (P&S) to the Government  
of Himachal Pradesh.*