Government of India
Ministry of Railways
(Railway Board)

Minutes of
The Meeting of
CMMs in-charge of Printing and
Printing Press Managers
with
Railway Board
on
Friday 10\textsuperscript{th} & Saturday 11\textsuperscript{th} August, 2018

Venue:
Conference Hall, GM Office/Central Railway
CSMT /Mumbai
1.0 EDRS/G welcomed all the participants of the meeting and apprised them about agenda of the meeting. He also conveyed his sincere thanks to PCMM/CR and his team for taking the responsibility of hosting this meeting and making suitable arrangements.
1.1 EDRS/G gave a brief background of Closing/Merging of Printing Presses on Indian Railways. He informed that there were a total of 123 Printing Presses in various Government departments in all over India. Consequent upon decision taken by Government of India, Out of total 123 Government Presses, 77 Printing Presses have already been closed and few more are in the process of closure.

1.2 Railway Board have taken a decision to close down 09 out of 14 printing Presses within a time line of 06 months and continue with only 05 Printing Presses which have been recently modernised.

1.3 EDRS(G) stated that consequent upon decision taken by Railway Board about merger/closure, we had two major challenges – (i) to meet with timeline of closure/merger of 09 printing presses as fixed by Rly.Bd and (ii) to manage the printing activities with 05 printing presses only. With the help and co-operation of all stakeholders, we could accomplish first task. However, to work out the action plan for second task, we all are here.

2.0 Address by AM (RS)

AM (RS) stated that this meeting has been called to discuss various issues being faced by all the stakeholders after closure/merger of 09 Printing presses and chalk out the strategies to allocate the work load on remaining 05 printing presses so as to ensure availability of materials and to standardise various forms/documents.

He stressed that the remaining 05 printing presses will continue to print money value and ticket items. Each printing press should feed 03 to 04 Railways. The receiving Railways should give priority of the items to be printed to the printing Railways to avoid any crises of money value and ticket items.

He mentioned that there is large difference in number of Safety Books & Forms on various Railways. All Railways needs to adopt the Railway Board’s list of Safety Books & Forms.

3.0 Address by DG (RS)

DG (RS) laid emphasis on finding out immediate solution to reduce the consumption of PCT and phase out the same in a span of 06 months.

He mentioned that some Railways (CR & SR) having modernised printing presses are outsourcing the printing of UTS tickets to trade. The outsourcing of PRS/UTS tickets by any Railway should be done only after exhausting the in-house capacity of all 5 presses with at least 2-shift working.

Excess machines available should be transferred to needy Railways by September 2018.

DGRS advised that in exigency of work, manpower for operations of the machines may also be outsourced.

4.0 Discussion on Agenda items:

4.1 Implementation of Railway Board’s order dated 07.02.2018 on closure/merger of Printing presses.

As a result of co-ordinated effort by all concerned, 09 Printing Presses could be closed w.e.f. 01.08.2018 i.e. well within a set timeline of 06 months.
4.2 Outsourcing of General & Safety Books & Forms to trade (Stock items)

General printing work on Railways having printing presses should be done only in emergencies or in case of availability of spare capacity

Railway Board, vide letter No.97/Safety(A&R)/29/15 Dated 10.08.2000 has approved only 33 items as Safety books & forms. It is observed that some Railways are having more than 100 safety forms. This should be reviewed and only Rly. Board’s approved list be followed.

DG/RS advised that all the general forms like reservation form etc. should be standardized by all the Railways by 30th Sept., 2018.

4.3 Printing of Money Value Items:

The issue of maintaining uniformity in the format for MV items was discussed at length. Presently, Railways are printing Railway name & code on the items like EFT/BPT etc. Instead, “Indian Railway” can be printed on these forms so that same can be used by all the Railways and in case of need, stock can be transferred from one Railway to another.

Requirement of safety forms and money value items to be reviewed and standardized by a committee consisting of CMM/WR, CMM/SCR, CMM/NR and Director Printing & Sty./Railway Board. The committee should submit its report within one month. EDRS(G) to issue suitable office order in this regard.

4.4 Printing machines for Money Value (with online numbering)

The total requirement of DFCI from printing machines for money value items is 923.06 lakhs. Available capacity in 05 printing presses are more than the requirement. These presses should gear up for printing and supply of money value items to all Railways.

4.5 Compliance of Pending indents of printed card tickets (PCT)

DG/RS directed to continue the printing of card tickets at CR/Byculla and ER/HWH till the time Commercial Department finds replacement of card tickets.

CR/Byculla to print PCT for CR, WR, NWR and SECR.

ER to print PCT for ER, SER, NFR, ECR,ECoR,NER , NCR and NR.

SR has done innovative work of printing PCT on offset printing machine by relaxing the triplex ticket board thickness (GSM) and outsourcing the serial numbering activity. Commercial Directorate to be approached to examine if SR’s alternative system can be adopted for other Railways.

4.6 Printing of PRS Tickets

The entire requirements of PRS tickets for all the railways with/without advertisements should be printed in-house in 05 printing presses through Rotatek printing machines. No Railway should outsource PRS tickets to trade. Offloading of printing of PRS tickets should only be done if PCMM certifies that there is in-house printing capacity constraint.

DG/RS also instructed that UTS Tickets and PRS ticket should be printed with advertisement like SCR. The revenue earned through printing of advertisements on PRS/UTS tickets may be considered as one of the Stores shield parameter. EDRS(G) to process proposal in this regard.
4.7 **Printing of UTS Tickets**

The total requirement of UTS ticket for all the Railways is about 240 crores. Only part quantity is getting printed in Railway printing presses. All efforts should be made to print the entire quantity in-house. Offloading of printing of UTS tickets may only be done if PCMM certifies that there is in-house printing capacity constraint.

CR highlighted the issue of non-acceptability of ticket rolls (PRS/UTS) in fan-fold style by Commercial Department of Central Railway. The issue should be taken up by CR at appropriate level for its resolution.

4.8 **Performance of Rotatek Printing Machine**

Rotatek machines require very little manpower to operate. All printing presses having this machines must review the manpower requirements.

DG/RS instructed all concerned Railways to go for 2\(^{nd}\) shift in printing of PRS/UTS tickets for more output and to avoid purchase from trade.

During discussion, it was learnt that Commercial Departments of some of the Railways are purchasing PRS and thermal/ATVM tickets directly. A report may be submitted by such Railways to take up the issue at Railway Board level.

4.9 **Revenue earned through Printing of advertisements on PRS/UTS tickets**

Targets for earning from printing to be fixed by Railway Board. Earning from printing should be made as one of the Stores shield parameter.

4.10 **Action plan for disposal of raw material in stock at printing presses closed/under closure**

- The non-moving residual paper items to be disposed of in 06 months period.
- Water mark paper available with the presses recently closed should be transferred to be Railways having printing presses in operation.
- SCR to finalise Rate Contract for water mark paper for all the Railways. Necessary instruction be issued by Railway Board in this regard.

4.11 **Manpower Planning**

DG/RS instructed that the transfer of machine and manpower from the closed printing presses should be taken up on priority.

CR expressed that there is hindrances to transfer the planned 40 staff of WR due to the restrictions of posting in Safety category posts as per Railway Board order dated 07.02.2018. DG/RS stated that the printing skills of such staff should not get wasted when they are required in other printing presses. Therefore, matter needs to be taken up at appropriate level for redressal.

4.12 **Disposal/transfer of Printing/Binding Machines**

It was clarified that if machines are old but in working condition, then those machines can be sold to trade on "second hand" basis through auction/tenders. Surplus machines available at one place be transferred to needy Railways by September 2018, except ER
All printing machines installed before independence should be examined for their heritage value and retained as Heritage items.

ER/FP should shift all 10 working machine to HWH by October 2018.

Shifting of printing machine form KGP/SER to SSB/NR and from WR to CR should be completed by September 2018.

NR is having excess ticket printing machines, which will be taken over by ER by end of September 2018.

NFR is having old machines for disposal. It was suggested to keep these in museum as ‘Exhibits’ in the printing press building being of heritage value.

SR to examine if CR’s binding machine can be taken and used by them.

4.13 Unified PL Number for printed Books and Forms

UPLs are to be allotted for all books & forms before 31.08.2018. SCR already allotted PLs for all general, safety and money value items which have been uploaded on web site. The same should be followed by all Zonal Railways for PL allocation.

Before sending request for allotment of new PL for Books & Forms items, the requesting Railway should give a certificate that the PL for requested item does not exist in the PL book issued by SCR.

4.14 Cluster of Railways for supply of money value and ticket items.

For printing purpose, clusters of Railways should be re-organised taking into account the total capacity and total load. EDRS(G) to issue necessary order in this regard.

CMMs of the clusters must hold quarterly coordination meetings to interact, including the printing of urgent items.

5.0 Others

It has been brought to notice that

(i) Vide Para 9(C) Of Model SOP-2018, powers for printing works by outside press have been delegated to Stores officers upto JAG only. No power has been delegated to SS and JS Stores officers either in HQ or in field units. Further vide note (iv), linked to para 9(C), it has been stipulated that these powers shall not be exercised for printing of cash value items. With this stipulation, there is no power with any Store officer for outsourcing the printing work of money value items. Keeping in view the present scenario, this para of SOP needs review and powers are required to be delegated at all levels of Stores officers.

(ii) Further, no powers have been delegated to printing managers of any level. With the closure/merger of 09 printing presses, there is need to delegate financial powers to printing press managers too. EDRS(G) to initiate suitable proposal.

6.0 Meeting concluded with vote of thanks by EDRS(G).

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