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Performance of the Printing Unit during the last 5 years (2018 – 2023)



Content

Introduction	1
Current Human Resources in the Printing Unit	2
Printing Unit Outputs last 5 Years	
a.) Publications	3
b.) Color/ Digital Printing	4
c.) Duplo/ Risograph Printing	5
d.) Binding works	6
Handbill for printing works	7



Introduction

The Printing Unit was established in 1983 with the objective of providing an efficient and quality printing service to the NSF. Currently the Printing Unit has six permanent employees and one contract basis person as the GTO machine operator. The current staff and the carder posts are given in the following page.

During the last 5 years the Printing Unit contributed for the performance of the NSF by providing printing assistance to the respective Divisions and Units on request. If there had not been a Printing Unit at the NSF, the expenditure on printing purposes would have been approximately three folds of the amount already incurred. Printing materials are some of the crucial outputs of the organization especially Journal of the National Science Foundation of Sri Lanka (JNSF), Annual Report, Vidurawa etc. in terms of information dissemination, branding and image building. Accordingly, the Printing Unit has contributed significantly for progressive advancement of the organization by delivering printed publications timely to expected quality. The summaries of the outputs of the Unit are given in Tables – 1, 2, 3 and 4.

Considering the current requirement of the NSF, actions have been taken to deploy Printing Unit Staff to the other Divisions. Further it is proposed to disseminate the information on the current capabilities of our Printing Unit to our Ministry and Institutions under our Ministry to get the maximum utilization of the Unit. The draft flyer prepared with regard to the printing works is given on page number seven. For this purpose, the financial and administrative procedures need to be streamlined to meet the demand when dealing with the external customers. At the end the last year the NSF had a discussion with a relevant government sector official to obtain advice in this regard.



Current Human Resources in the Printing Unit

	Designation	Employ Grade
1.	Printing Officer (Covering)	
2.	Camera Operator / Plate Maker	MA - Tech MA Grade 1
3.	Litho Artist	MA - Tech MA Grade 1
4.	Technical Assistant Printing (Machine Operator)	MA - Tech MA Grade 111
5.	Management Assistant	Non-Tech MA Grade 11
6.	Technical Assistant Printing (Machine Operator)	MA - Tech MA Grade 111
7.	Printing Attendant	PL – Skilled PL Grade 111
8.	Litho Machine Operator (Contract Basis)	

	Post	Carder Post	Current Staff
1.	Printing Officer	01	(Covering 01)
2.	Management Assistant (Non-Tech)	01	01
3.	Technical Assistant Printing	07	04
4.	Printing Attendant	01	01
5.	Litho Machine Operator	02	(Contract Basis 01)

Printing Unit Outputs during the last 5 years

Table – 01: Publications

	Name	2018		2019		2020		2021		2022		2023	
		No. of Issues	Total No. of Copies	No. of Issues	Total No. of Copies	No. of Issues	Total No. of Copies	No. of Issues	Total No. of Copies	No. of Issues	Total No. of Copies	No. of Issues	Total No. of Copies
1	Vidurava	12	14,400	10	12,500	07	9,700	04	5,100	08	9,850	06	8,100
2	Journal of the NSF (JNSF)	04	830	03	600	02	400	03	600	01	120	-	-
3	Sri Lanka Journal of Social Science (SLJSS)	01	120	02	240	02	190	02	190	-	-	-	-
4	Vidya Newsletter	07	2,370	04	2,260	02	850						
5	R&D Survey Statistical Handbook	01	250	-	-	-	-	01	250	-	-	01	250
6	Other Publications	03	2260	02	370	01	03	03	86	01	02	01	02
Total			20,230		15,970		11,143		6,226		9,972		8,352
Grand Total		71,893											

Table – 02: Colour/ Digital Printing

	Name	2018	2019	2020	2021	2022	2023
		Total No. of Copies					
1	Letter Heads (NSF & Chairman)	-	-	3,000	2,650	1,960	1,550
2	Visiting Cards	1,600	2,050	450	150	-	300
3	Certificates	686	1,505	525	70	20	521
4	Flayers	8,050	1,300	950	-		
5	Poster & Brochures	1,675	6,110	440	50	-	-
6	Leaflets	5,000	1,500	-	-	-	250
7	Invitation Cards	4,772	610	03	-	-	-
8	Proceedings, Ledger & Notebooks, booklets, questionnaires, and other documents	2462	3873	8001	-	-	326
Total		24,245	16,948	13,369	2,920	1,980	2,947
Grand Total		62,409					

Table – 03: Duplo/ Risograph Print

	Name	2018	2019	2020	2021	2022	2023
		Total No. of Copies					
1	Letters & Documents for SOCD	5,690	12,140	-	-	7,104	1,590
2	Books, forms and other materials for the Acc. Division	8,100	6,640	4,700	-	3,000	-
3	Books, forms and other materials for the Admin. Division	2,096	3,500	3,750	2,000	4,500	3,500
4	Printed documents for other Div./ Units	2,102	480	-	-	1,200	3,429
Total		17,988	22,760	8,450	2,000	15,804	8,519
Grand Total		75,521					

Table– 04: Binding Works

	Name	Total No. of Copies
1	Binding B/Papers with file Covers	150
2	Ledger Books	14
3	Annual Reports	215
4	Financial Report 2021	15
5	Binding Loan – Accounts	02
6	Cooperate Plane 2019-2023	01
7	Board Papers	09
8	Ledger Books	10
9	RD Booklets	10
10	Financial Report 2022	10
11	Library Books - NSLRC	02
Grand Total		418

Note: In addition to the above-mentioned printing works the said binding works were done during the last five years.

Handbill for printing works



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Duplo/ Risograph Print

- Letters
- Applications
- Forms (Leave, OT, Allowance Application)
- Payment Vouchers
- Question Papers
- Reports
- Booklets (Black & White)

Post Press Works (Finishing Process)

- Gathering
- Binding - Perfect Binding, Stapler with Tape
- Cutting & Finishing

In addition,

- Sinhala, Tamil & English Typesetting
- Graphic Design works

Digital Print (4 Colours)

- Visiting/ Business Cards
- Letter Heads
- Invitation Cards
- Annual Reports
- Newsletters
- Brochures/ Handbills/ Leaflets
- Letters
- Magazines
- Certificates
- Booklets

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