



COMPANY PROFILE

2020 - 2022



STATE PRINTING CORPORATION

**Legal Form:**

Established in terms of Section 18(1) of State Printing Corporation Act No. 28 of 1968 with the authorized capital (Rs. 15,000,000) resolved by the House of Representatives 21-07-1968.

Location and the Structure:

SPC is situated 32 Kms, away from the Colombo city along the Colombo - Avissawella road in a village called Panaluwa of the Homagama electorate. The precinct of it is about 20 hectares in extent. The whole consist of seven buildings. Its surroundings are very attractive and charming.

Main factory - 106,800 sq.ft.. Stationery Factory - 12300 sq. ft.

Registered Head Office and Factory:

Panaluwa, Padukka,
Sri Lanka.

Contact Person :	- Mr. Janaka Rathnakumara - Chairman.
Tel. No. :	- 0773627052
Fax No. :	- 0112757506
E-mail Address :	- Janakawnl@gmail.com / chairmanspc2020@gmail.com
Full Legal Name :	- State Printing Corporation.
Address :	- Panaluwa, Padukka, Sri Lanka.
Business Registration No :	- 1142046 (01/02/1992)

Directors

Mr. Vijitha Nandakumara	Mr. D. H. Kandamby
Mrs. E. G. H. M. Ranasinghe	Mr. H. T. L. Chamikara
Mr. H. L. W. Gamini	Mr. U. G. S. Rangajeewa

Products: Manufactureing all types of Exersice books, CR books, Note Pads.
All types of Commercial Printing, Security Printing and Variable Data Prining.



VISION

To be the leading printer , publisher and the market leader in high quality stationery products in Sri Lanka.

MISSION

State Printing Corporation is committed to improve the educational standards of the people in Sri Lanka by quality printing, publications and other paper related products and services at affordable and competitive prices through its team of skilled and motivated employees.



OVERALL OBJECTIVES

Objectives of the Corporation as stated in the original Act are as follows:

- To carry out any printing work or any printing or publishing work required by the government, local bodies or any corporation established by law or any board established by or under any law.
- To do all such other acts or things as are necessary for or incidental to the attainment of the above objectives.
- After the amendments were effected to the Act No. 24 of 1968, the Corporation can undertake any printing work or any printing and publishing work required by the government, local bodies, any corporation, any board as well as by any private institution or individual.
- The sale, distribution and export of magazines and other publications printed or published by the Corporation or any other institution in Sri Lanka, other than the books and publications printed or published for the Educational Publications Department.
- To import books, educational aids, newspapers, magazines and other publications printed or published abroad.
- The co-publication of books, educational aids, newspapers, magazines and other publications.
- The sale of stationery and other ancillary products.
- To import, export and purchase of stationery and other ancillary products.



ABOUT STATE PRINTING CORPORATION

The State Printing Corporation, which has been established under the Act bearing the No.24 of 1968, is functioning under the purview of the Ministry of Education at present. The current staff of the institution, established with the objective of printing text books of the Educational Publications Department, is 700 while revenue of Rs. 1250 – 1400 million is earned annually.

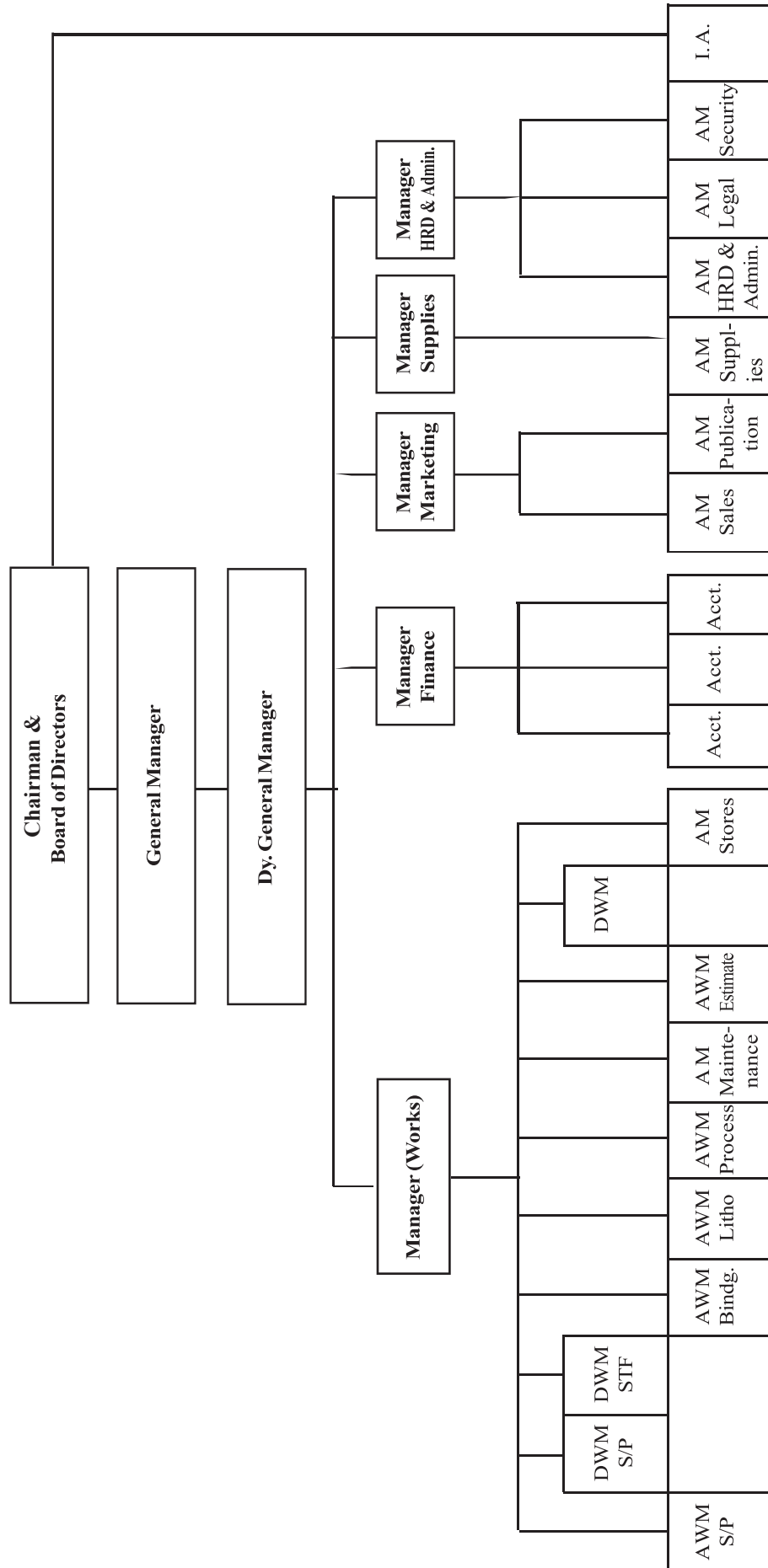
The main source of income is the revenue received by printing school text books of the Educational Publications Department and it is more than 60 percent of the total revenue of the Corporation. The main press is comprised of the machinery unique for the purpose. The stationery factory, which was built under a Japanese aid with the mediation of late President J.R. Jayewardene in 1981, earns an income of Rs.300 million annually from the sales of exercise books under the brand name 'SPC'. In addition revenue of Rs. 250 million is received by printing lottery tickets of the National Lotteries Board and an average income of more than Rs.100 million is earned by carrying out printing work of other state institutions.

The present management innovated effective and efficient strategies to uplift the market share in many folds with the hope of making profit generation in the next four years.



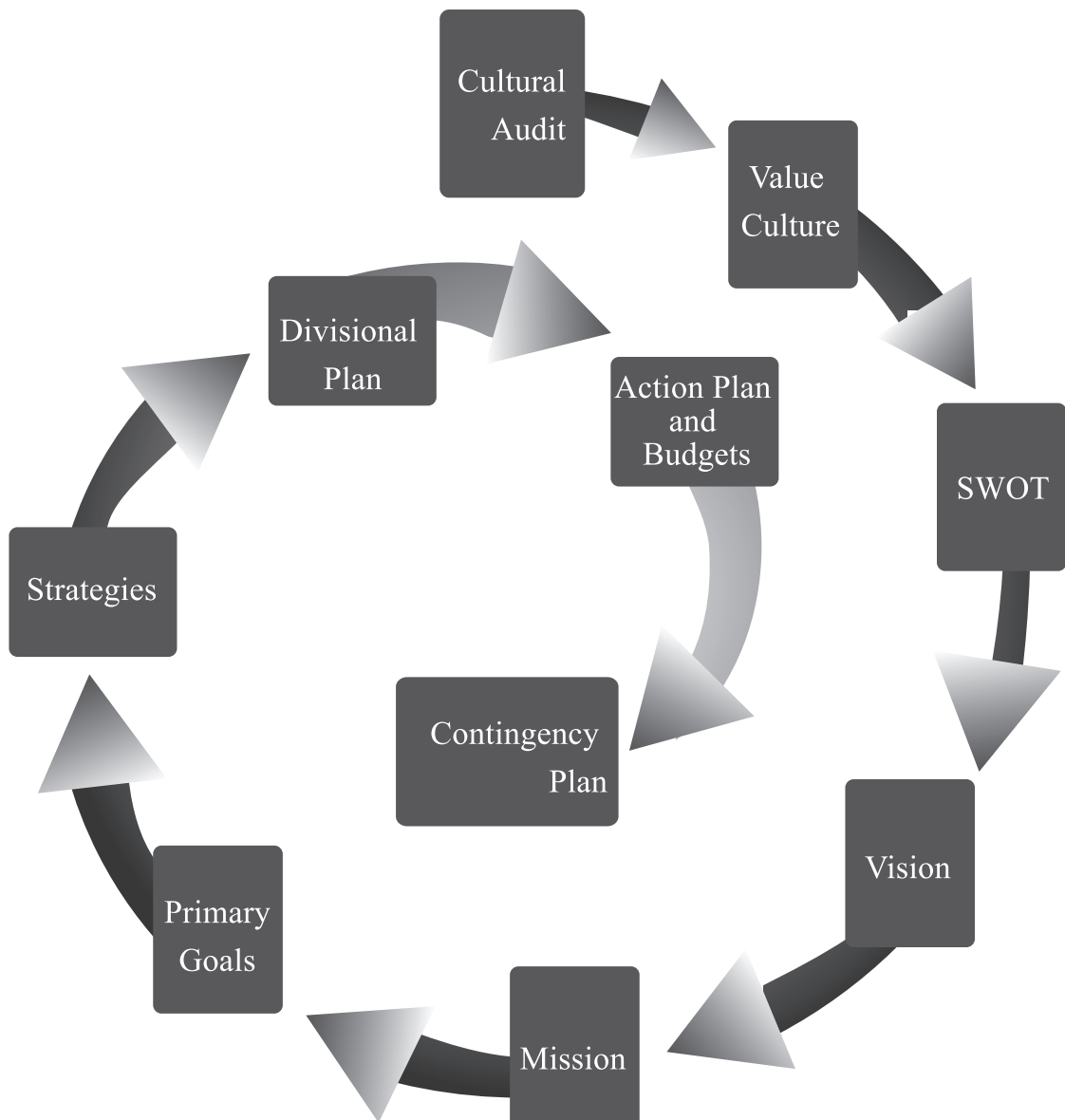
Who Should Participate in Planning

Organizational Chart





BUSINESS PLAN PLANNING PROCESS





DIVISIONAL GOALS & OBJECTIVES

GOALS FINANCE

- Incorporation of proper regulations in par with Government Financial Regulations (FR) for all accounting functions.
- Facilitate smooth funding process to achieve goals of works marketing, supplies and human resources development divisions.
- Minimizing bank charges and interest by way of adopting a comprehensive system to monitor debtors and debt recoveries enabling use of collections instead of bank borrowings.
- Implementation of cost reduction programmes such as work study, method study to reduce cost involved in raw materials, labour and overheads
- Adopting a sound credit control system while maintaining healthy liquidity position.

GOALS

HR & ADMINISTRATION

- Upgrade HR Policy & Practices.
- To make Contented Workforce.
- Integrated computerized System to handle HR, Attendance, Leave and Performance Appraisals.
- To develop skills of Administration and HR Staff to enable them to provide required Performance on time.
- To establish the right lines of authority responsibility and duties in the division.
- To establish a system for efficient and effective Administration and HR management.
- Minimize the legal Problems.
- Enhance health, safety and welfare of employees.



OBJECTIVES PRODUCTION

- To retain the regular customers with the Corporation and attract the potential customers through the trustworthy service rendered.
- To obtain more and more orders through proper scheduling and meeting targets.
- To obtain more and more orders through competitive prices
- To assist in originating income for the smooth function of the corporation in every aspect.
- To ensure a better service through new technology adopted.



HUMAN RESOURCE ANALYSIS

Staff Positions as at 30. 06. 2020

Level	Approved Cadre	Actual
Stratagic	07	03
Functional	49	32
Operational	632	557
Total	688	592



EXPECTED FUTURE INVESTEMENT IN YEAR 2020 AND ADDITIONAL BORROWING FROM PEOPLE'S BANK WORKING CAPITAL LOAN

CAPACITY IMPROVEMENT

Capital Investment as equity basis from the consolidated fund 2020 National budget to carry out modernization of the Corporation, increasing machinery capacity.

(a) Printing of exercise books	
Purchasing exercise book manufacturing machine	Rs. 170 m
(b) Printing of school text books	
Purchasing of four colour printing machine	Rs. 160 m
Purchasing of web offset printing machine	Rs. 70 m
(c) For 'Suraksha' printing division	
For purchasing new security barcode machine	Rs. 80 m
Total	Rs 480m



STRETAGIC ACTIONS FOR FUTURE GROWTH 2020 - 2022

Stretagic Actions to Commercial Printing Job's Works (Main Press)


- * The Corporation is expected to cordinate majority of Government institution to achieve target with cordinating supply divisions with applying tenders.
- * Appoint separate committee to gathering and monitoring jobs with estimate divisin.
- * Hold progress monitoring meeting with that committee to review target.
- * Promote Securing Printing and variable data printing in 2020 - 2022.
- * Access to cost base approach to gather jobs woks.
- * Maintain quility control machanism in works section.
- * Maintain optimum level of stocks in stores.
- * Establish market forcus estimate machanism and computerzed system.

Actions to achieve above targets (Factory Operation Level in Stationery)

- * Maximum usuage of machine capacity.
- * Maximum usuage of Labour consumptions
- * Maintain optimum level of stocks to continue productions.
- * Minimize wastage of paper from quality control.
- * On going mainteance program to continue production.
- * Minimize secondry production .
- * Production of by products.

MARKETING STRATEGIES & ACTIONS

Strategies

- 
- Establish and communicate the transparency in the activities of the organization, especially at customer interface.
 - Rationalize and differentiate shelf space at our sales outlets based on revenue streams.
 - Rationalize and current delivery mechanism to better service outlets and customers at lower cost and efficient manner.
 - Reduce customer complaints.
 - Increase the product width and depth.
 - Take measures to establish new modes of channels to improve sales.
 - Focus will be given to improve sales through book shops across the island.

Action Plan

- Outlet employees will be limited and appoint as per the revenue generate by each outlet in order to cover costs
- Outlet employees will be assigned specific roles and responsibilities and their performance assessed on the basis of KPI's set forth and incentivize them based on the performance/ activities carried out.
- Channel will be extended by means of dealing with different levels of trade customers like general retailers, Key Book Shops and distributors etc.
- Efficiency will be improved by servicing outlets and customers at regular intervals.
- Take measures to establish a separate collection account and improve the efficiency of purchasing of other items.
- Take measures to establish an intensive network of book shops across the island.



EXPECTED DEVELOPMENT ACTIONS OF ADMINISTRATION AND HUMAN RESOURCES DEVELOPMENT DIVISION FOR THE PERIOD OF 2020, 2021, 2022

Improve Productivity of the Employees

- Provided Local Training & Development Courses for Employees
- Provide out Bound Training (Two days) for Managers & Asst. Managers
- Disciplinary Management
- Organization Seminars & Workshop to efficiency bar Eaxam
- Supervision Management & Problem Solving Making
- Atitudes Development
- Improve the Health, Safety & Welfare Facilities of the Employees
- Development of Facilities of the Corporation
- Expand the Transport Facilities
- Enhance Office Facilities
- Development of the Land of Corporation