



NFAMS

User Manual for Building Module

Issued by
Comptroller General's Office
The General Treasury
Colombo 01

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PREFACE

Non-Financial Assets Management System (NFAMS)

This User Manual is issued with the Assets Management Circular No. 03/2026 to provide necessary guidance and instructions to implement the module on buildings in the Non-Financial Assets Management System (NFAMS). This system has been established to streamline the Non-Financial Assets management of the Government and enhance the accountability on recording and reporting of information of these assets, advancing to a web-based real time data recording platform from the spreadsheet-based method applied through the Assets Management Circular No. 01/2017 and subsequent circulars thereto. The module on vehicles, the first module of this system, has been successfully implemented.

Creation of this type of web-based real time comprehensive data base for these assets centrally as well as for each Public Institution is undertaken for the first time in Sri Lanka, which is a highly intricate endeavor. This process involves systematically capturing a wide array of assets and information. Given the novelty of this initiative, it presents numerous challenges and complexities that require careful navigation and management.

In order to take necessary action through auditing and thus to further ensure the accuracy in data recording in NFAMS, the auditing facility has been initiated by issuing the Assets Management Circular No. 01/2026 providing facility to audit the module on vehicles. Accordingly, the auditing facility for the module on buildings will be provided with effective from 30th September 2026.

I kindly wish to highlight that ensuring the success of this initiative is a national responsibility, which requires the active involvement and commitment of all the stakeholders.

12th June 2026


K.A. Ramya Kanthi
Comptroller General

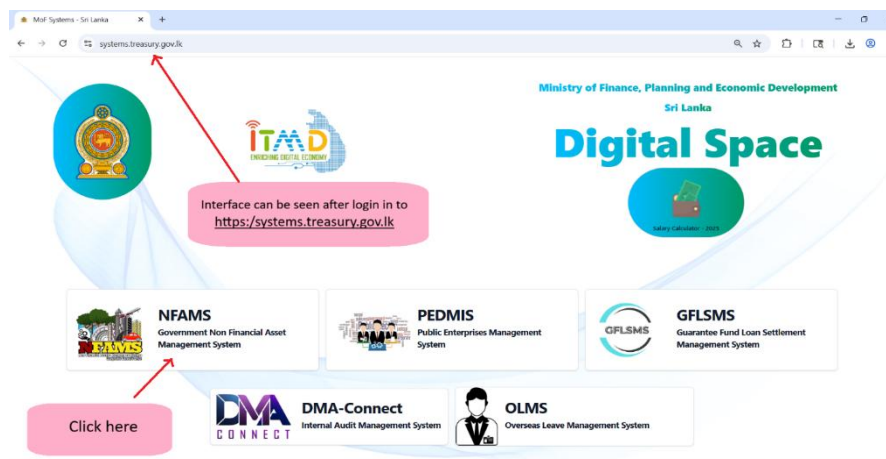
1. Basic Instructions

1.1 Minimum Requirements

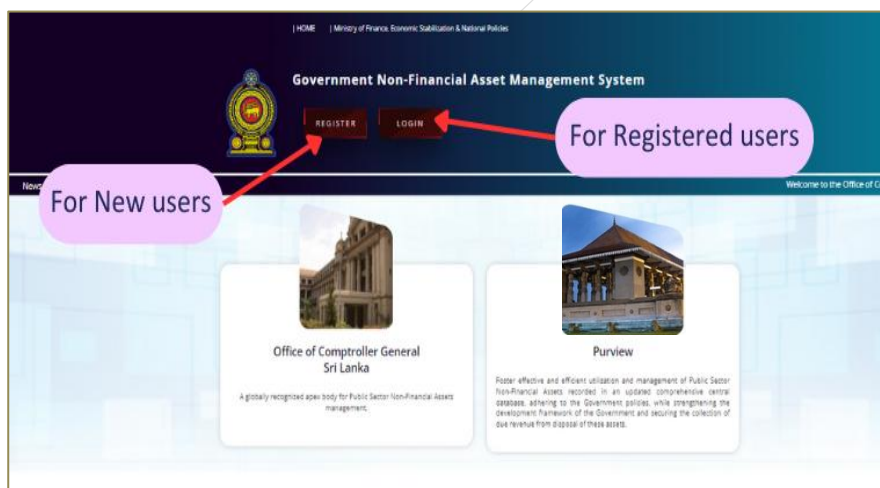
- Internet Facility
- Highly recommended Google Chrome or Mozilla Firefox search engines

1.2 System Login Path

- Log on to the web site using <https://systems.treasury.gov.lk>
- Select Government Non-Financial Assets Management System (NFAMS)



- Then the Following interface can be viewed



2. Registration in the System

Registration of Users (Data Entry Officer and Data Verification Officer)

2.1 User Registration Steps:

- Click on the “**REGISTER**” Button
- Enter your NIC Number (User Name) - The user will not be permitted to change NIC/ Email after the registration
- Enter valid Email address
- Enter password (The user will be permitted to change the password only after the first Login)
 - The password should consist not less than Eight (08) characters including at least;
 - ✓ A Capital letter
 - ✓ A Simple letter
 - ✓ A Number
 - ✓ A Special character (Eg: - @ # _ \$)

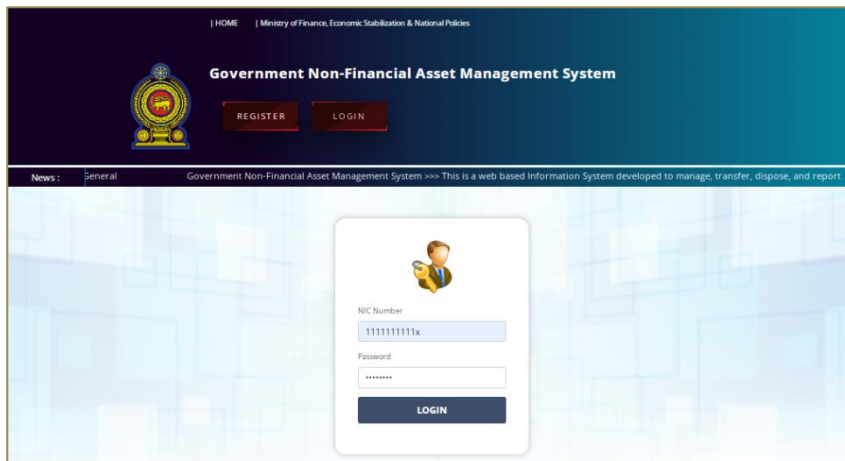
2.2 Click on the “**SIGN UP**” Button

The screenshot displays the NFAMS registration interface. At the top, the system name 'Government Non-Financial Asset Management System' is shown alongside a logo and 'REGISTER' and 'LOGIN' buttons. The central part of the page features a registration form with input fields for 'NIC Number' (containing '11111111W'), 'Email' (containing 'sample@samplemail.com'), and 'Password' (with masked characters). A 'SIGN UP' button is positioned below these fields. A red arrow originates from a pink callout box on the left that reads 'User Registration form download link' and points to a link at the bottom of the form that says 'Download User Registration Form (GGO-NFAMS/G/01)'.

A successful registration will be informed via the message “**User Registered Successfully**”

2.3 System login to complete profile details:

“Login” to the system using your **User Name** and **Password**



2.4 Complete the relevant profile details of the user as required.

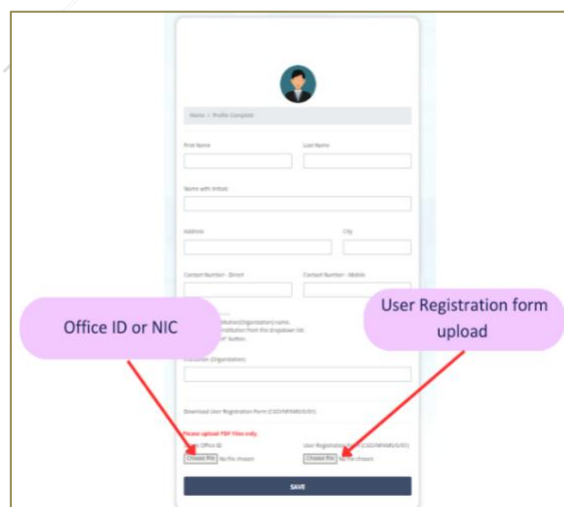
NOTE –

- When selecting your organization, please STRICTLY verify both Institution name and the address.
- If your Institution not listed, please contact CGO.
 - Telephone - 0112 151 425
 - Fax - 0112 151 417
 - Email - nfams@mo.treasury.gov.lk

2.5 The Data Entry Officer and Data Verification Officer should be nominated and authorized by the Head of the Institutions (using given format No. CGO/NFAMS/G/01)

2.6 The following documents relevant to Data Entry Officer and Data Verification Officer should be uploaded (File capacity should be less than 1Mb):

- A scanned PDF copy of Official Identity Card / National Identity Card
- A scanned PDF copy of the duly filled and signed format (CGO/NFAMS/G/01) as mentioned in 2.5



2.7 If already registered Data Entry Officer or Data Verification Officer in module on vehicle is required to be the Data Entry Officer or Data Verification Officer, respectively, CGO/NFAMS/G/01 format should be filled appropriately marking (✓) on both vehicles and buildings and uploaded editing the profile of the respective officer as illustrated in 3.5 below.

2.8 Then the Comptroller General will authorize the nominated Data Entry Officer or/ and Data Verification Officer.

2.9 This user authorization process will take nearly One (01) working day.

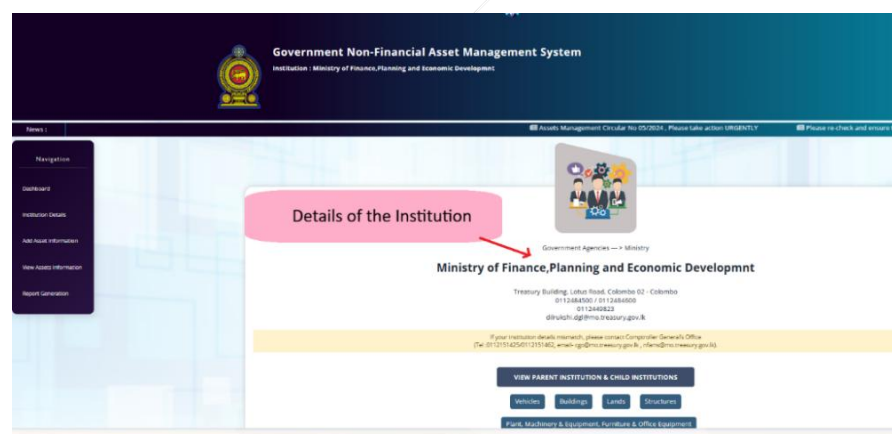
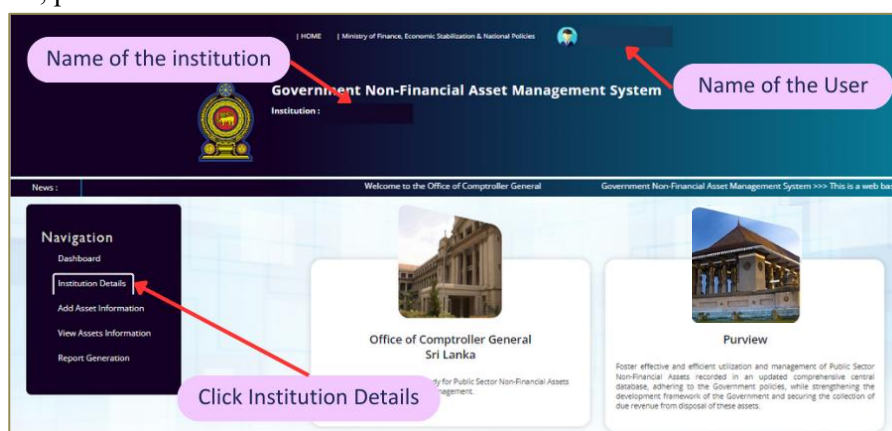
2.10 Then the users are eligible to access the system.

3. Login After Registration

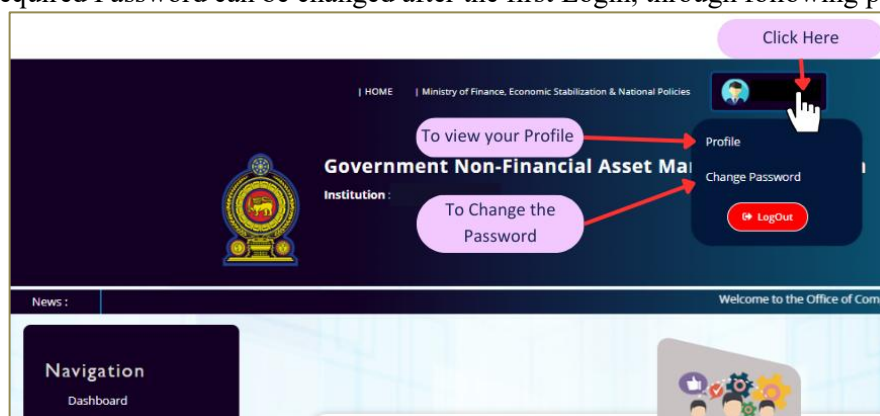
3.1 User can Login to the system, by following the instructions given in 2.3

3.2 Following interface can be viewed after first login.

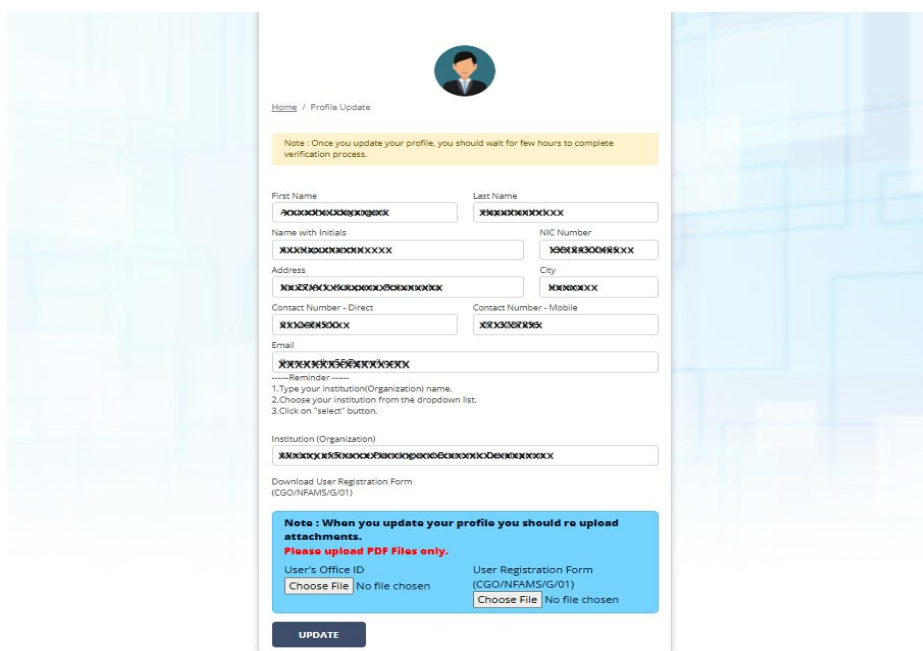
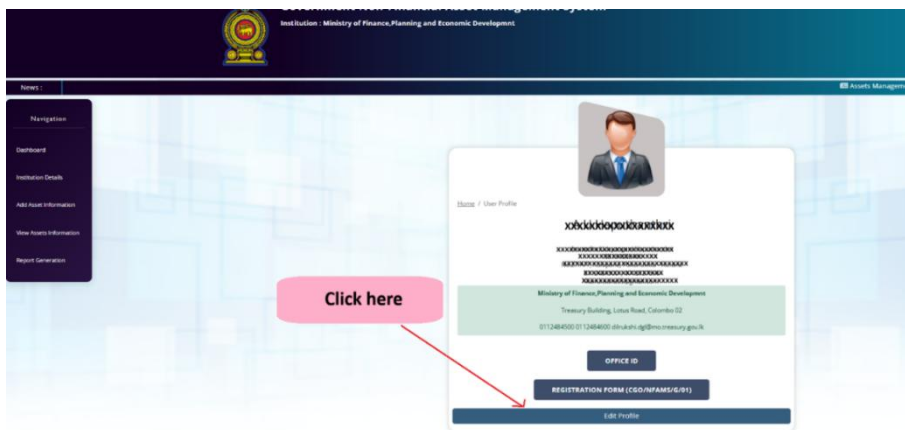
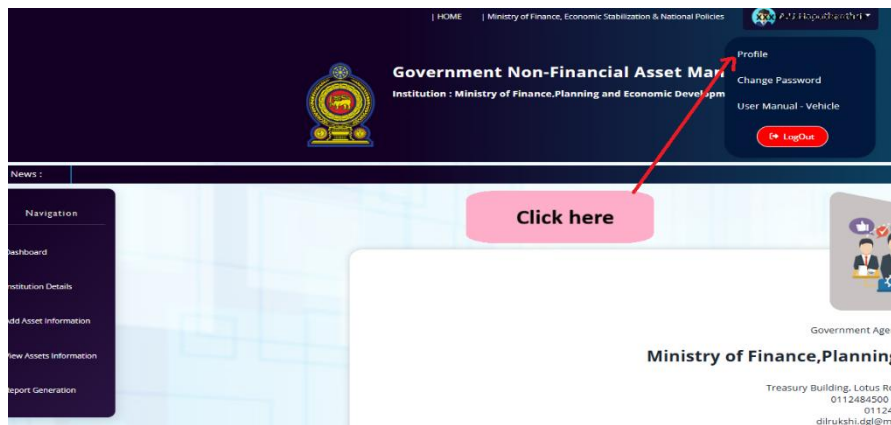
3.3 In the first Login to the system, click “**Institution Details**” icon in the Navigation bar and check whether the name, address, contact numbers and other details of your institution are correct. If there is any difference, please inform CGO.



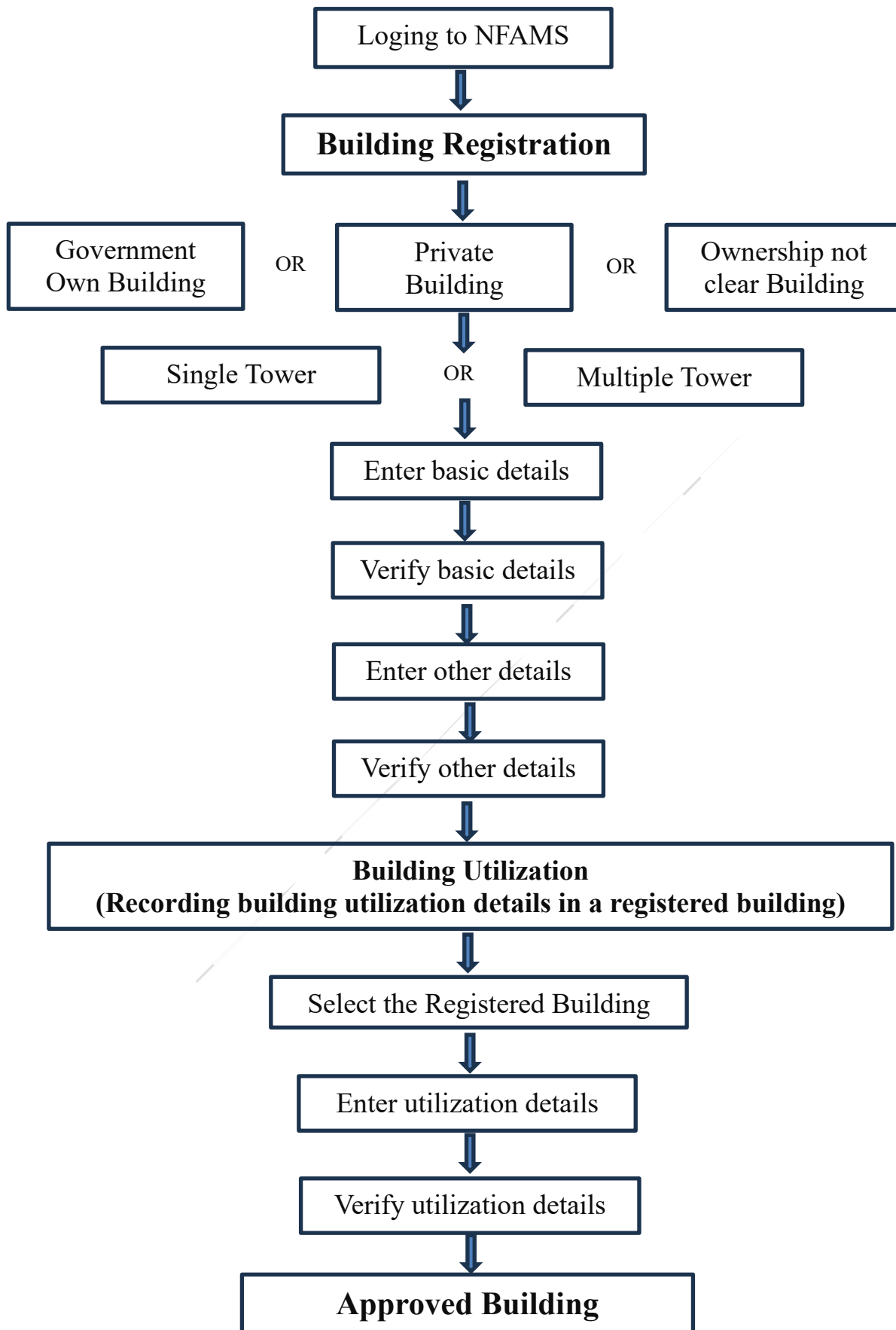
3.4 If required Password can be changed after the first Login, through following path.



3.5 If required to change Profile details go through following path.



4. Main Steps in Recording a Building / Building Space as an Approved Building



(For description on each data field click on “Data Field Description” buttons given under “Building Registration” / “Building Utilization” icons)

5. Data Recording Order - Building Registration and Building Utilization

To complete the data recording in module on buildings, both building registration and recording building utilization details should be completed.

First, building should be registered in NFAMS by the owner of the building with respect to government owned buildings. In the instances of utilizations of private buildings or ownership not clear buildings, the respective user should register the building / building spaces in NFAMS.

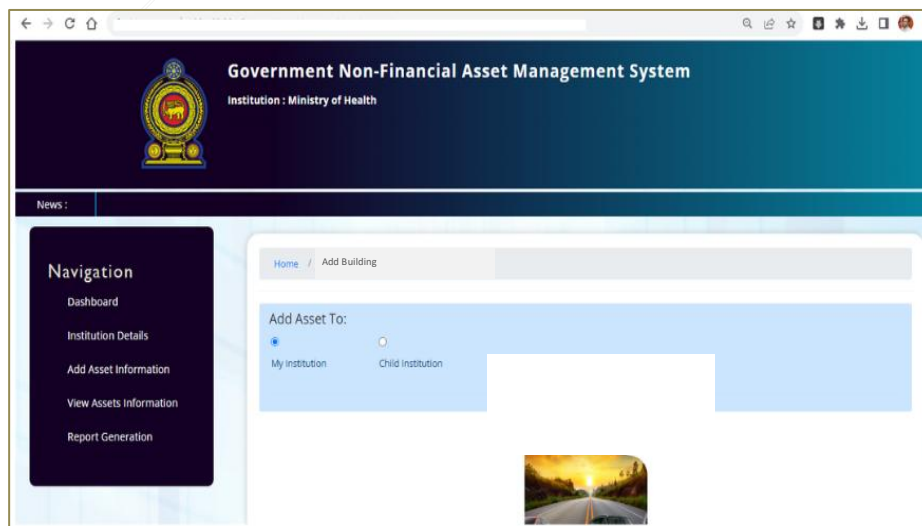
Then, in registered buildings / building spaces in NFAMS, the building utilization details should be correctly recorded by the respective user, such that the respective building / building space is recorded in NFAMS as an approved building / building space.

To get the description on each data field relevant to building registration and recording building utilization details, click on “Data Field Description” link given under “Building Registration” / “Building Utilization” icons.



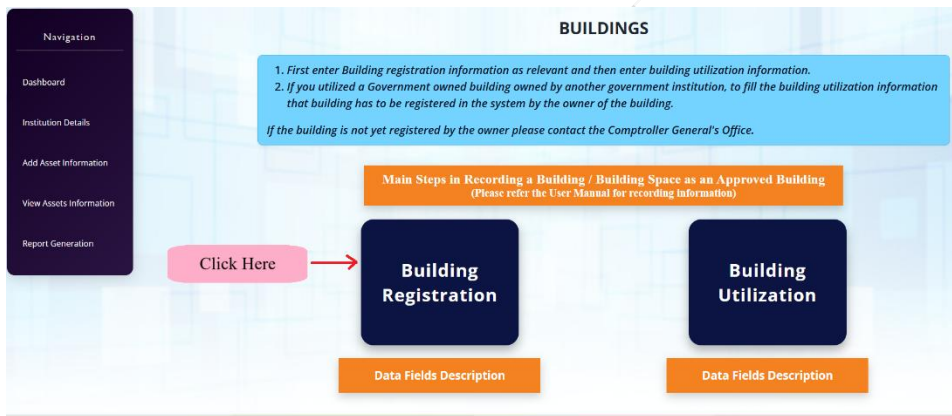
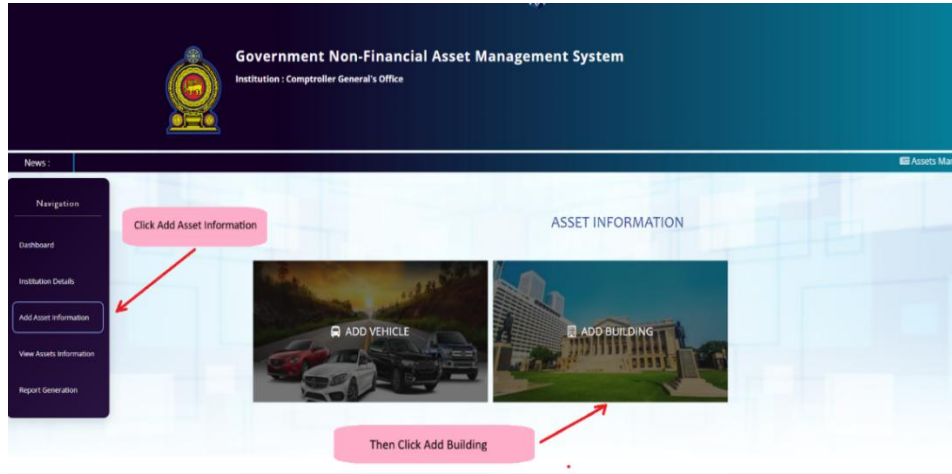
NOTE- Entering data by the Parental Institution on behalf of Child Institution:

- If any Child Institution does not have facilities to enter asset data, the relevant Parent Institution can be permitted to enter data on behalf of that Child Institution, upon the request of the relevant Child and Parent institution, as approved by the Comptroller General.
- When the parent institution is authorized to enter data as per the above, parent institution can select relevant “**Child Institution**” icon and enter the data.



6. Instructions for Building Registration

6.1 **Data Entry Officer** should select “**Add Asset Information**” icon in Navigation bar. Then Select “**Add Buildings**” → Select “**Building Registration**”



6.2 **Data Entry Officer** should select “**Single Tower**” or “**Multiple Tower**” as appropriate.

“**Single Tower**” refers to buildings designed as a single architectural unit, often sharing a central structural core and consisting of one main vertical building.

“**Multiple Tower**” refers to buildings designed composing of two or more high-rise towers that share a common foundation, podium, or connecting floor.

NOTE - To complete the data recording in “**Multiple Tower**” approval of the Comptroller General should be obtained as directed in NFAMS. For that purpose, select "Multiple Tower" building and enter the basic information of the building. Then you will be allowed to continue the registration process of the building only after the approval is granted by the Comptroller General. Make sure to select the type of the building as per the design of the building under your institution.

7. Enter and Verify Building Registration Details – Single Tower



7.1 **Data Entry Officer** should select “**Single Tower**” → follow the procedure to register the buildings / building spaces as per the ownership of the building as given in NFAMS as illustrated below:



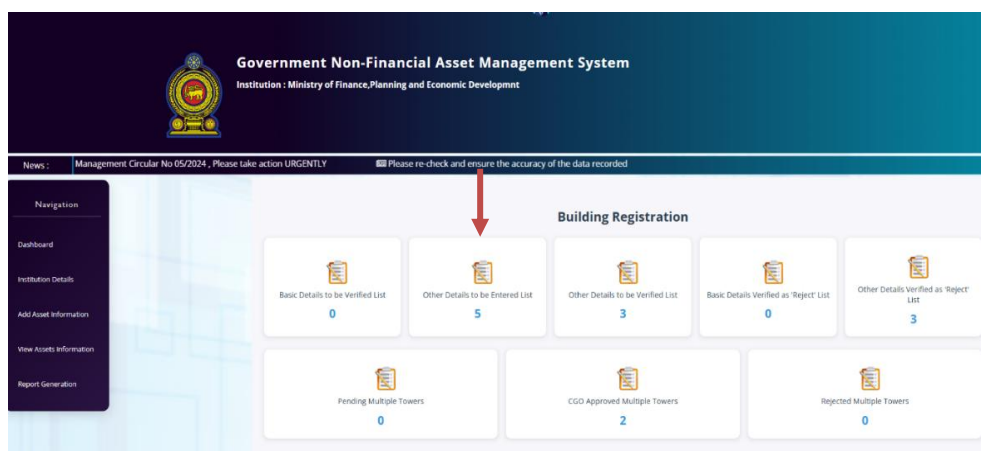
7.2 After correctly selecting the building as per the ownership of the building, basic information should be entered and SAVE.

7.3 Then the **Data Verification Officer** should login to the NFAMS following the procedure given in section 3. Then select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**In-progress Buildings**” → Select “**Basic Details to be Verified List**” under the “**Building Registration**”. Then click **VIEW** button of the relevant building. Then properly check the accuracy of the basic details entered by the **Data Entry Officer**.

If the entered basic details are correct, the **Data Verification Officer** should verify these details by clicking **Verify** button. If the entered basic details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

Please check and Verify Below Building Basic Details	
Institutional Name	Department of Development Finance
Institutional Sector	sdf
Asset Code	6111209 - Shops
Name of the Building	10603
Country	Sri Lanka
District	Colombo
DS	Thimbirigasyaya
GN	Pamankanda East
Coordinates	-
Address	dSadf, sdf, asdf, asf
Status	In-progress
Updated date	2026-04-17

7.4 Once the basic details are verified by the **Data Verification Officer**, the **Data Entry Officer** should select “**Dashboard**” → Select “**Building Dashboard**” → Select “**In-progress Buildings**” → Select “**Other Details to be Entered List**” under the “**Building Registration**”. Then click **VIEW** button of the relevant building. Then click “**Add Other Details**” and enter the other details of the building as appropriate and click **SAVE**.

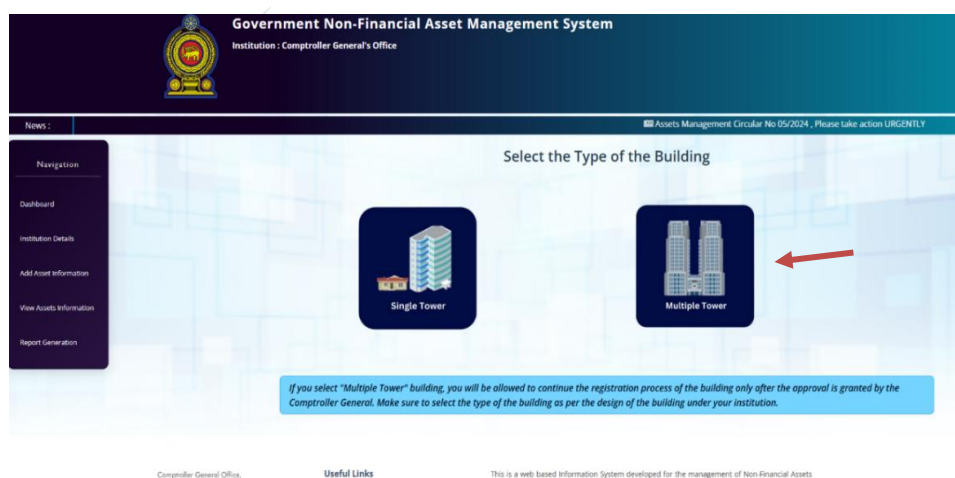


Then the **Data Verification Officer** should select “**Dashboard**” → Select “**Building Dashboard**” → Select “**In-progress Buildings**” → Select “**Show Other Details to be Verified List**” under the “**Building Registration**”. Then click **VIEW** button of the relevant building. Then properly check the accuracy of the other details entered by the **Data Entry Officer**. If the entered other details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

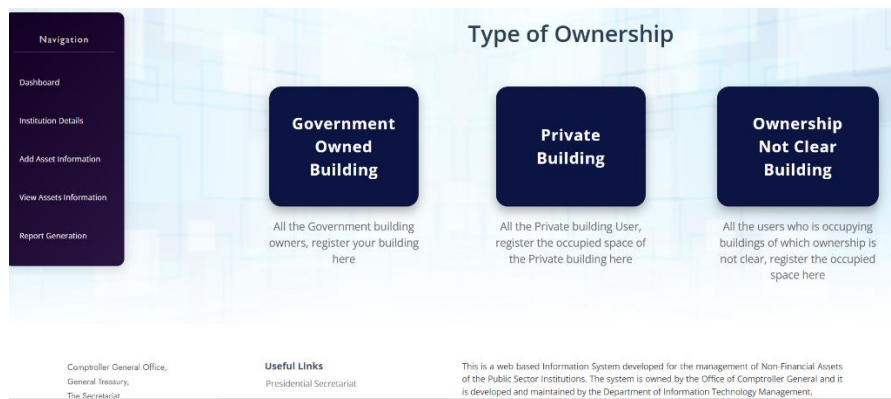
Such other details verified building / building spaces will be registered in NFAMS as registered building / building spaces under the “**Registered Buildings**” in “**Building Dashboard**”.

7.5 If the entered **Other details** are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

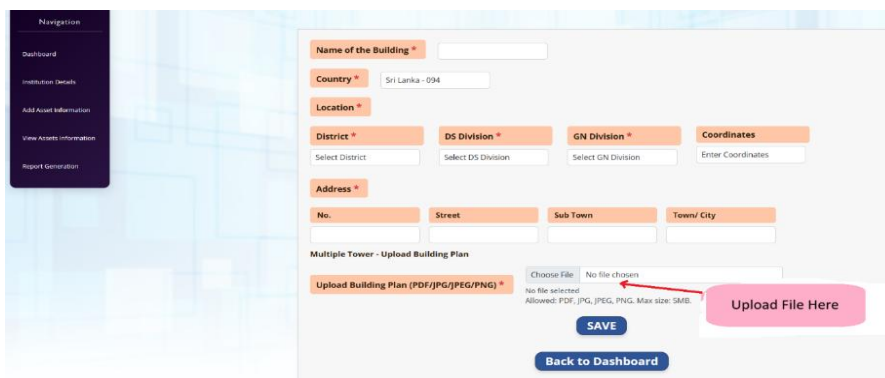
8. Enter and Verify Building Registration Details – Multiple Tower



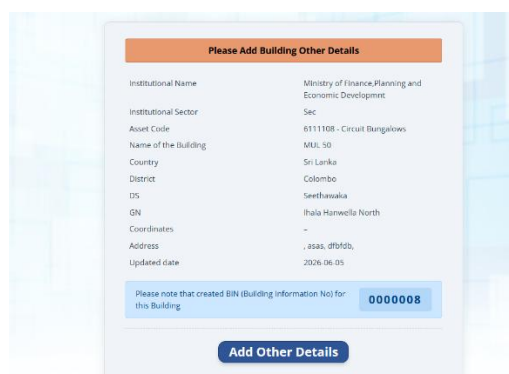
8.1 **Data Entry Officer** should select **“Multiple Tower”** → follow the procedure to register the building / building spaces as per the ownership of the building as given in NFAMS as illustrated below:



8.2 After correctly selecting the building as per the ownership of the building, basic information should be entered and clear picture of the building should be uploaded and SAVE.



8.3 Then the **Data Verification Officer** should select **“Dashboard”** → Select **“Building Dashboard”** → Select **“In-progress Buildings”** → Select **“Pending Multiple Towers”** under the **“Building Registration”** → Select **“Multiple Towers to be Verified”**. Then click **VIEW** button of the relevant building. Then properly check the accuracy of the basic details entered by the **Data Entry Officer**. If the entered basic details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button. Such basic details verified buildings will be shown under the **“Buildings to be approved by CG as Multiple Towers”** under the **“Pending Multiple Towers”**. Once the building is approved by Comptroller General as a **“Multiple Tower”** such building will be shown under the **“CG Approved Multiple Towers”** under the **“Building Registration”**. Then, to enter and verify other details to register the building, select **“CG Approved Multiple Towers”** → click **VIEW** button on the respective building → select **“Add Other Details”** and continue entering and verifying the details. Once the other details are verified such building will be shown under the **“Registered Buildings”** in **“Building Dashboard”**.



8.4 If the entered basic details are not correct or building is not a multiple tower, the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. If the reason is details are not correct, such rejected basic details can be corrected and resubmitted by the **Data Entry Officer** enabling to verify. If **Data Verification Officer** has given the reason as building is not a multiple tower OR If the building is not approved by Comptroller General as a “**Multiple Tower**”, such building will be shown under the “**Rejected Multiple Towers**” under the “**Building Registration**”, informing the **Data Entry Officer / Data Verification Officer** to proceed to enter and verify details to register such building as a “**Single Tower**” building in NFAMS following the procedure given in sections 7.4 and 7.5 above.

9. Enter and Verify Building Utilization Details

9.1 To enter Building Utilization Details, The **Data Entry Officer** should select “**Add Asset Information**” icon in Navigation bar. Then Select “**Add Buildings**” → Select “**Building Utilization**” → Select “**Utilization Details to be Entered List**” under the “**Building Utilization**”. Then click **Add** button of the relevant building. Then enter the utilization details of the building as appropriate and click **SAVE**.

Detailed BIN	Floor No	Utilized Area (sq ft)	Unutilized Area (Sq ft)	Total Floor Area (sq ft)
0000087001001	Ground	0	0	1000

Type of utilization	Area Allocated (Sq ft)	Area To Be Allocated (Sq ft)	Total Area (Sq ft)	Staff based on the Approved Cadre				Staff based on the Actual Cadre				Action	
				Executive	Non-Executive	Field Officers	Total	Executive	Non-Executive	Field Officers	Total		
Select Type			0				0					0	Remove

Remaining area: 1000 Sq ft.

9.2 To verify the entered building utilization details the **Data Verification Officer** should select “**Dashboard**” icon in Navigation bar. Then Select “**Utilization**” → Select “**Utilization Details to be Verified List**”. Then click **VIEW** button of the relevant building. Then properly check the accuracy of the utilization details entered by the **Data Entry Officer**. If the entered utilization details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

- **If the building is occupied by single institution:** Once the utilization details are verified such building will be recorded as a “**Approved Building**” in NFAMS.
- **If the building is occupied by several institutions:** Once the utilization details in each institution are verified, such building will be recorded as a “**Approved Building**” in NFAMS.
- **If a building space is occupied by an institution:** Once the utilization details are verified, such building space will be recorded as a “**Approved Building**” in NFAMS.

9.3 If the entered utilization details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10. Enter and Verify Sub Fields Details

10.1 Revaluation (Sub field for building registration)

To enter revaluation details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on Revaluation sub field and enter the revaluation details of the building as appropriate and click **SAVE**.

To verify the entered **revaluation** details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Revaluation Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the **revaluation** details entered by the **Data Entry Officer**. If the entered **revaluation** details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered **revaluation** details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

NOTE -

- **Government Agencies and Provincial Councils & Local Governments:**
Valuation should be the updated value, as per the Asset Management Circular 04/2018 and amendments thereto.
- **Public Enterprises:**
Should be the updated value; as per the Asset Management Circular 04/2018 and amendments thereto or as per the relevant provisions in Accounting Standards followed by the respective institutions.

10.2 Maintenance (Sub field for building registration / building utilization)

Maintenance details should be recorded by both parties responsible for building registration and building utilization, selecting respective maintenance sub fields under **Building Registration** or **Building Utilization**.

10.2.1 Maintenance (Sub field for building registration)

To enter maintenance details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on maintenance sub field and enter the maintenance details of the building as appropriate and click **SAVE**.

To verify the entered maintenance details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Maintenance Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the maintenance details entered by the **Data Entry Officer**. If the entered maintenance details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered maintenance details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.2.2 Maintenance (Sub field for building utilization)

To enter maintenance details, the **Data Entry Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Utilization Details to be Verified**” → Select “**Utilization Details Verified as Verify List**” → Then click **VIEW** button of the relevant building. Then click on maintenance sub field and enter the maintenance details of the building as appropriate and click **SAVE**.

To verify the entered maintenance details the **Data Verification Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Utilization**” → Then click “**Maintenance Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the maintenance details entered by the **Data Entry Officer**. If the entered maintenance details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered maintenance details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason as details are not correct / entry is not correct, in the pop-up window. Such rejected details with the reason details are not correct can be corrected by the **Data Entry Officer** enabling to verify.

10.3 Transfer (Sub field for building registration)

Transfer means changing the ownership of the building between two Institutions within NFAMS.

To enter transfer details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on **Transfer** sub field and enter the transfer details of the building and upload duly certified **B1** form and click **SAVE**.

To verify the entered **transfer** details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Transfer Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the transfer details entered by the **Data Entry Officer**. If the entered **transfer** details are correct the **Data Verification**

Officer should verify these details by clicking **Verify** button. Such transfer verified building will be directed to CG for approval. If CG approve the transfer, the **Data Entry Officer** of the Transferee can view and edit the building if required. Then the **Data Verification Officer** of the Transferee should verify the building information. Then the building will be registered as an approved building under the transferee.

If the entered **transfer** details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.4 Disposal (Sub field for building registration)

To enter disposal details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on disposal sub field and enter the disposal details of the building as appropriate and click **SAVE**.

To verify the entered disposal details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Disposal Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the disposal details entered by the **Data Entry Officer**. If the entered disposal details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered disposal details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.5 Settlement of Illegal Occupancy (Sub field for building registration)

To enter settlement of illegal occupancy details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on settlement of illegal occupancy sub field and enter the settlement of illegal occupancy details of the building as appropriate and click **SAVE**.

To verify the entered settlement of illegal occupancy details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Settlement of Illegal Occupancy Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the settlement of illegal occupancy details entered by the **Data Entry Officer**. If the entered settlement of illegal occupancy details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered settlement of illegal occupancy details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.6 Utility Bills (Sub field for building registration / building utilization)

Utility Bills details should be recorded by both parties responsible for building registration and building utilization, selecting respective utility bills sub fields under building registration or building utilization.

10.6.1 Utility Bills (Sub field for building registration)

To enter utility bills details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on utility bills sub field and enter the utility bills details of the building as appropriate and click **SAVE**.

To verify the entered utility bills details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Utility Bills Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the utility bills details entered by the **Data Entry Officer**. If the entered utility bills details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered utility bills details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.6.2 Utility Bills (Sub field for building utilization)

To enter utility bills details, the **Data Entry Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Utilization Details to be Verified**” → Select “**Utilization Details Verified as Verify List**” → Then click **VIEW** button of the relevant building. Then click on utility bills sub field and enter the utility bills details of the building as appropriate and click **SAVE**.

To verify the entered utility bills details the **Data Verification Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Utilization**” → Then click “**Utility Bills Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the utility bills details entered by the **Data Entry Officer**. If the entered utility bills details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered utility bills details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.7 Tax / Assessment (Sub field for building registration)

To enter tax / assessment details, the **Data Entry Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Registered Building**” → Then click **VIEW** button of the relevant building. Then click on tax / assessment sub field and enter the tax / assessment details of the building as appropriate and click **SAVE**.

To verify the entered tax / assessment details the **Data Verification Officer** with respect to building registration should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Registration**” → Then click “**Tax / Assessment Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the tax / assessment details entered by the **Data Entry Officer**. If the entered tax / assessment details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered tax / assessment details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.

10.8 Occupancy Termination (Sub field for building utilization)

To enter occupancy termination details, the **Data Entry Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Utilization Details to be Verified**” → Select “**Utilization Details Verified as Verify List**” → Then click **VIEW** button of the relevant building. Then click on occupancy termination sub field and enter the occupancy termination details of the building as appropriate and click **SAVE**.

To verify the entered occupancy termination details the **Data Verification Officer** with respect to building utilization should select “**Dashboard**” icon in Navigation bar. Then Select “**Building Dashboard**” → Select “**Sub field Relevant to Utilization**” → Then click “**Occupancy Termination Details to be Verified List**” → then click **VIEW** button of the relevant building → Then properly check the accuracy of the occupancy termination details entered by the **Data Entry Officer**. If the entered occupancy termination details are correct the **Data Verification Officer** should verify these details by clicking **Verify** button.

If the entered occupancy termination details are not correct the **Data Verification Officer** can reject these details by clicking **Reject** button and mentioning the reason in the pop-up window. Such rejected details can be corrected by the **Data Entry Officer** enabling to verify.



This system requires Real time Data Reporting
Your cooperation to keep this system updated
is highly appreciated

You can place inquiries for further clarifications to,

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