



මුදල්, ආර්ථික සහ ප්‍රතිපත්ති සංවර්ධන අමාත්‍යාංශය
நிதி, பொருளாதாரம் மற்றும் கொள்கை அபிவிருத்தி அமைச்சு
MINISTRY OF FINANCE, ECONOMY AND POLICY DEVELOPMENT

මහලේකම් කාර්යාලය, කොළඹ 01,
ශ්‍රී ලංකාව.

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இலங்கை.

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உமது இல }
Your No }

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திகதி } 03 .01.2020
Date }

Assets Management Circular No. 01/2017(I)

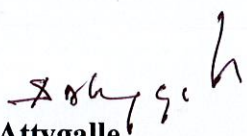
All Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Chairmen of Corporations and Statutory Boards

Recording of all Non-Financial Assets of the Government in order to oversee the Asset and Cost Management

In order to ensure the management of government activities in accordance with the state policy, Annexure V of the Assets Management Circular No. 01/2017 dated 28th June 2017 is amended as per Annexure herewith.

02. Accordingly, information on buildings owned/rented/leased by the government institutions should be updated as at 31st December 2019 and submitted to the Comptroller General's Office on or before 20th January 2020. The softcopy of the duly completed format should be emailed to cgo@mo.treasury.gov.lk and softcopy of the format is available in the website of the Comptroller General's Office given in www.treasury.gov.lk.

03. Your cooperation in this regard is highly appreciated.


S. R. Attygalle
Secretary to the Treasury

Copies: 1. Secretary to the President
2. Secretary to the Prime Minister
3. Auditor General

Buildings

Basic Information

- (1) Name of Organisation (Ministry, Department, Statutory Board etc.)
- (2) No. of Buildings owned
- (3) Rented / leased property
 - (a) No. of buildings
 - (b) No. of floors
- (4) Total number of Buildings currently under the custody of the Organisation (2+3)
- (5) Certified Officer: Name.....Designation.....Contact Number.....Date.....

Please furnish details separately for each building currently under the custody of the organisation.

No	(6)			(7)			(8)	(9)	(10)	(11)	(12)	(13)			(14)				(15)	(16)				(17)			(18)					(19)																			
	Address of the land which building is located			Location								Assets Code as per annexure VIII			Type of ownership			Year of construction			Value of the building (Rs)			No. of floors			Floor area (sq. meters)			No. of employees				Electricity cost (Rs) (monthly average)			Unutilized buildings				If the residency/quarter located in the building*			buildings (leased/rented)					Space (rented out/ sublet)		
																																																			Utilized (a)
1																																																			
2																																																			
3																																																			
4																																																			
5																																																			
6																																																			
7																																																			

(* Please provide details separately for each residency/quarter located in the building.

General Instrucons

- 1 Above format should be filled only in English Language
- 2 Format of the above table should not be changed
- 3 If required, additional rows can be added by coping rows of the above table. However, it is not permitted to add/delete columns or merge cells in the softcopy given by the Comptroller General's Office.
- 4 For coloured columns, please select the appropriate option out of given dropdown options (In coloured columns, please do not type).
- 5 For further Inquiries, please contact Comptroller General's Office by 011 - 2151425 or email cgo@mo.treasury.gov.lk