



මුදල් හා ජනමාධ්‍ය අමාත්‍යාංශය
நிதி மற்றும் வெகுசன ஊடக அமைச்சு
MINISTRY OF FINANCE AND MASS MEDIA

මහලේකම් කාර්යාලය, කොළඹ 01.
கி. இலங்கை

செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

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Websites } www.media.gov.lk

මගේ අංකය }
எனது இல. }
My No. }

MF/CG/02/(Cir.)

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය } 28. 06.2017
திகதி }

Assets Management Circular No: 01/2017

All Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
Secretaries of Special Spending Units,
Chairmen of Commissions,
Heads of Departments,
Heads of Public Corporations and Statutory Boards,
Chairmen of State Banks and Government owned Companies,

**Recording of all non-financial assets of the Government in order to oversee
the asset and cost management.**

In order to implement the budget proposal No 368 of 2017 approved by Parliament of Sri Lanka, a Comptroller General's Office has been established and a Comptroller General has been appointed under the Ministry of Finance as per the approval of the Cabinet of Ministers dated 22.02.2017. Accordingly, the preliminary work with regard to the preparation of a central database to record all non-financial assets belonging to the government has been initiated by the Comptroller General's Office under the Ministry of Finance and Mass Media .

02. The main objective of the assets management in operational activities is to adhere to a systematic process of developing, operating, maintaining, upgrading and disposing of assets in a cost effective manner.

03. The value and the quality of the government assets have been deteriorated throughout the recent past due to inadequate attention paid by the respective institutions in the utilization of assets efficiently, secure assets adequately and adhere to a effective system for the maintenance and improvement of assets. As a result, government assets have not been generating the appropriate revenue. The tendency of occurring mismanagements relating to the use of government assets has also been increased resulting in unquantifiable losses due to inadequate attention on the management of government assets. Prevailing deficiencies in the government assets management process have also been reflected in instances where public officers have been accused of misappropriation of government assets in cases relating to the Public Property Act.

04. Although government maintain institutions wise records of assets belonging to them, managing government assets in a transparent, accurate and effective manner has not been achieved due to the absence of a central asset register. Further, the total valuation of the government assets has not been accurately recorded in the government accounts due to the non-availability of valuations of assets belonging to the government. Aforementioned situation has given rise to complicated public accountability issues with regard to the government assets. Therefore, it is essential to record and account public assets accurately.

05. Preparation of a central assets register to record all non-financial assets including lands, buildings, motor vehicles, ships, aeroplanes, machinery etc. belonging to the government is one of the core activities of the Comptroller General's Office. Accordingly, all public organisations are required to submit information pertaining to their non-financial assets. Information relating to overseas assets belonging to the government of Sri Lanka also should be submitted.

06. Deadlines for submission of information are given below.

Annexure No	Description	Submission Date
Annexure I & II	Details of Vehicles	2017.08.31
Annexure III	Details of Plant, Machinery & Equipment	2017.09.15
Annexure IV	Details of Structures	2017.09.30
Annexure V	Details of Buildings	2017.10.31
Annexure VI	Details of Lands	2017.11.30
Annexure VII	Details of Furniture & Office Equipment	2017.10.15

07. Once the collection of above information is completed, instructions will be issued by the Comptroller General's Office with regard to the submission of information relating to purchases and disposal of assets on a quarterly basis with effect from year 2018.

08. All Government organisations are required to submit the requested information to the Comptroller General's Office on or before the deadlines specified, as future requests for acquiring of new assets will be considered by the General Treasury based only on the updated asset records available in the Comptroller General's Office.

09. An internationally accepted classification of assets has been introduced in the Annexure VIII in order to regularize the assets recording process. This coding system is an extension of the classification introduced in Department of State Accounts circular number SA/AS/AA/Circular and dated 12.07.2013. Accordingly, it is required to use the given asset codings for the identification and management of assets in future.

10. Heads of all organisations are required to submit the duly filled formats as per para 06 above, to the Comptroller General's Office and should be copied to the Secretary of the relevant line Ministry. Secretaries of line Ministries are requested to oversee the assets information submission process of all organisations falling under the purview of the respective Ministries.

11. Softcopies of duly completed formats also should be emailed to cgo@mo.treasury.gov.lk and softcopies of the specimen formats could be obtained from the Comptroller General's Office.

12. For further clarifications, please contact the Comptroller General's Office.

Comptroller General,
Comptroller General Office,
Ministry of Finance and Mass Media,
The Secretariat,
Colombo 01.

Tel: 011 - 2151425

Fax: 011 - 2151417

13. All Government organisations are required to nominate a suitable liaison officer to coordinate the submission of above information. Details of the nominated officer should be sent as per the Annexure IX to the Comptroller General's Office on or before **31.07.2017**.

14. As the management of public assets is a high priority activity for all government officials, all public organisations are kindly requested to submit the above information within the specified deadlines.

Sgd.: R.H.S.Samaratunga
Secretary to the Treasury

Copies:

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

Vehicles Registered Under the Department of Motor Traffic

Annexure I

- (1) Name of the organisation (Ministry, Department, Statutory Board, etc.) :
 (2) No. of Vehicles owned :
 (3) No. of Vehicles rented/leased :
 (4) Total number of Vehicles currently under the custody of the organisation (2+3) :

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

Serial No	(5) Assets Code as per annexure VIII	(6) Vehicle registration number (as per the number plate)	(7) Type of vehicle (eg. car, van, bus, motor cycle, etc.)	(8) Make (eg. Toyota, Nissan, etc.)	(9) Model (eg. Sunny N16, Corolla 141 etc.)	(10) Year of manufacture	(11) Year of registration in Sri Lanka	(12) Purchased price (Rs)	(13) Engine capacity	(14) Engine number	(15) Chasse number	(16) Color of the vehicle	(17) Number of doors	(18) Fuel type (Petrol, Diesel, Hybrid, Electric)	(19) Transmission (manual, auto, trip tonic)	(20) Passenger capacity *(1)	(21) Current Condition *(2)	(22) Purpose of use*(3)	(23) Basis (own,rent,lease)	(24) If the vehicle obtained under a hire purchase, operating lease or rent		(25) if the vehicle is not in use and have been earmarked for disposal.	
	Date of hire/lease	(i) Monthly premium/rent (Rs.)	(ii) Lease/rent period (Months)	(i) Reason for disposal	(ii) Current condition of the vehicle)																		
1																							
2																							
3																							
4																							
5																							
6																							
7																							
8																							

**Please annex a copy of the vehicle registration book.

*(1) Passenger capacity (number of seats including the driver)

*(2) Current Condition (in running condition -(R), not in use (N))

*(3) Purpose of use (assigned, pool , public transport, commercial purposes, non commercial transport, other)

General Instructions

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 copying 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 appropriate out of given dropdown options.(In coloured columns, please do not type)
5. For further inquiries, please contact Comptroller General's Office by Tel 0112151424, 0112151423, 0112151476, 0112484587 or email cgo@mo.treasury.gov.lk.

Annexure - II

Other Vehicles (Not Registered Under the Department Of Motor Traffic)

- (1) Name of the organisation (Ministry, Department, Statutory Board, etc.) :
- (2) No. of Vehicles owned :
- (3) No. of Vehicles rented/leased :
- (4) Total number of Vehicles currently under the custody of the organisation (2+3) :

Serial No	(5)	(6)	(7)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)		
	Assets Code as per annexure VIII	Index/ Reference Number (If available)	Make and Model	Year of manufacture	Purchased price (Rs Mn.)	Serial number	Colour of the vehicle	Good transport Capacity	Passenger capacity	Current Condition	Purpose of use	Basis (own,rent,lease)	If the vehicle obtained under a hire purchase, operating lease or rent		
													Date of hire/lease	(i) Monthly premium/rent (Rs. 000')	(ii) Lease/rent period (Months)
1															
2															
3															
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Plant, Machinery & Equipment

Annexure III

Basic Information

(1) Name of the organisation (Ministry, Department, Statutory Board, etc.) :

(2) No. of Machines owned :

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

Serial No	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Assets Code as per annexure VIII	*(ii) Name of the plant, machinery and equipment	*(iii) No. of machines available	Item No	*(iv) Serial No.	Make	Year of Purchase	Purchased Price (Rs)	In use / Not In use
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									

*(ii) Please specify the name of the machine (eg. photocopiers, printers, tractors, generators)

*(iii) Number of machines under each type. (If there are ten machines, please indicate No.10)

*(iv) Unique serial numbers of each machine. (If there are ten photocopy machines it is required to indicate all ten serial numbers.)

General Instructions

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Structures

Annexure IV

Basic Information

- (1) Name of Organisation (Ministry, Department, Statutory Board, etc.) :
- (2) Total number of the Buildings currently under the custody of the Organisation :

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

Serial No	(3)	(4)	(5)	(6)			(7)	(8)	(9)	(10)	(11)					
	Assets Code (as per classification of assets)	Serial No (if more than one item available under each structure code)		Description of the structure (Road, Rail, Bridges, Anicuts, Dams etc.)	Location of the structure (Starting point if it is a Highway, street, Road, Tunnel, Railway, Subway, Dam, Communication line, power line, or a pipeline)	District					D.S.Division	G.N.Division	Capacity/ Quantity/Extent	Year of Construction (If Known)	Construction cost Rs. (If Available)	In use / Unutilized / Abandoned
1																
2																
3																
4																
5																
6																
7																
8																
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10																
11																
12																

General Instructions

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Buildings

Annexure V

Basic Information

- (1) Name of Organisation (Ministry, Department, Statutory Board etc.) :
 (2) No. of Buildings owned :
 (3) No. of Buildings rented out / leased :
 (4) Total number of the Buildings currently under the custody of the Organisation (2+3) :

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

Serial No	(5)	(6)			(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)			(15)				(16)	
	Address of the land which building is located	Location			Assets Code as per annexure VIII	Total Floor Area of the Building (Sq.ft)	No. of Floors	Year of Construction	Floor area available for occupancy (Sq. meters)	Floor area currently in use (Sq. meters)	Unutilized floor area (Sq. meters) {(11) - (12)}	If residency /quarter located in the building (*)			If the building is a property rented				Space that has been rented out/ sublet	
		District	D.S.Division	G.N.Division								Type of the quarters	Floor area of the quarters	Facilities provided (Furnished/Unfurnished)	Current occupancy as at; (31.03.2017)	Monthly lease / rent (Rs)	Rent period	Per square feet rent (Rs)	Name of the property owned Intuition	Organisation
1																				
2																				
3																				
4																				
5																				
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9																				
10																				
11																				
12																				

(*) Please provide details separately for each residency/quarters located in the building

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Lands

Annexure VI

Basic Information

- (1) Name of the organisation :
 (2) No. of lands owned :
 (3) No. of lands rented/leased :
 (4) No. of lands which the ownership is not clear (not known) :
 (5) Total number of the lands currently under the custody of the organisation (3+4+5) :

Please furnish following details separately for each land mentioned in above number (5)

Serial No	(6) Assets Code as per annexure VIII	(7) Name of the Land and deed No (if available)	(8) Address of the Land	(9) Location			(10) Extent of the land (hectares)	(11) Details of building in the land										(12) No. Of structure in the land			(13) Extent of the road network (ha)	(14) forest covered extent (ha)	(15) Extent covered with water (reservoirs, tanks,rivers and lake etc.) (ha)	(16) The extent of land rented, lease to a third party (ha)	(17) The extend which third parties occupied illegal (ha)	(18) In use/ Unutilized	(19) Utilized area (ha)								
				District	D.S. Division	G.N.Division		No of office building	No of quarters units	No of factories/processing unit	No of school building	No of hospital/ dispensary building	No of shops/ commercial activity building	No of circuit bungalows	No of storage buildings	No of other building (eg security huts, welfare building etc.	Bridges (Nos)	Anicuts (Nos)	Dams (Nos)																
1																																			
2																																			
3																																			
4																																			
5																																			
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Furniture & Office Equipment

Annexure VII

Basic Information

(1) Name of the organization (Ministry, Department, Statutory Board, etc.)

(2) No. of Furniture & Office Equipment available

Please furnish details separately for each Item currently under the custody of the organization.

Serial No	(3) Assets Code as per annexure VIII	(4) No. of items available*	(5) Item No.	(6) Description (Eg. Computer table)	(7) Year of Purchase	(8) Purchased Price (Rs)	(9) In use / Not In use
1							
2							
3							
4							
5							
6							
7							
8							
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10							
11							
12							

* Number of items available under each type. (Eg. If there are ten tables, please indicate "10")

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Classification of Assets

Annexure VIII

Non financial Assets	
1 Property Plant & Equipment	
Building and Structures	
Dwellings	
House Boats	6111101
Garages	6111102
Mobile Homes	6111103
Housing Schemes/Flats	6111104
Rest Houses	6111105
Hotels and Restaurants	6111106
Quarters	6111107
Circuit Bungalows	6111108
Other (not specified above)	6111109
Non Residential Building	
Office Building	6111201
Schools	6111202
Hospitals	6111203
Building for Public Entertainment	6111204
Warehouse	6111205
Airports	6111206
Crematorium	6111207
Markets, Shops and other Commercial Buildings	6111208
Laboratories and Research Stations	6111209
Factories	6111210
Other (not specified above)	6111211
Other Structures	
Highways, Streets, Road	6111301
Bridges	6111302
Tunnels	6111303
Railways, Subways	6111304
Air Field Runways	6111305
Tanks, Cannels, Dams and Other Water Works	6111306
Structures Associated with Mining Minerals and Subsoil Assets	6111307
Communication, Lines, Power lines, Pipelines and cables	6111308
Outdoor Sport and Recreation Facilities	6111309
Sewerage Treatment Complexes	6111310
Pumping Stations	6111311
Structures in Farms and Agriculture related structures	6111312
Structures acquired for military purposes	6111313
Harbours	6111314
Structures associated with energy recourses	6111315
Structures for farming and agricultural activities	6111316
Other (not specified above)	6111317
Machinery and Equipment	
Transport Equipment	
Passenger Vehicles	6112101
Cargo Vehicles	6112102

Agricultural Vehicles	6112103
Industrial Vehicles	6112104
Ambulances	6112105
Ships	6112106
Railway locomotives and rolling stock	6112107
Aircrafts	6112108
Motor Cycles and Bicycles	6112109
Trailers and semi Trailers	6112110
Other (not specified above)	6112111
Other Machinery and Equipment	
Information, computer, and telecommunications (ICT) equipment	
Computer and IT Equipment	6112211
Communication Equipment	6112212
broadcasting and telecasting Equipment	6112213
Media equipment	6112214
Other (not specified above)	6112215
Machinery and equipment not else ware classified	
Office Equipment	6112221
Medical Equipment	6112222
Construction Equipment, Engineering and repair equipment, Storage equipment, Loading and unloading equipment and Equipment in the airports and seaports	6112223
Furniture, household equipment, Glass ware, Ornaments , collections of considerable value, Books, periodicals and Journals, Paintings, Sculptures and Other Antiques	6112224
Industrial and Manufacturing Equipment	6112225
Electrical Equipment, Freezers, Cold rooms and utility supply equipment	6112226
Fire Protection Equipment	6112227
Agricultural and Dairy Farm Equipment, Irrigation, land cleaning equipment	6112228
Musical Instruments, Sports Equipment and other (not specified above)	6112229
Other Fixed Assets	
Cultivated biological resources	
Animal resources yielding repeat products	
Breeding stocks	6113111
Draft animals	6113112
Sheeps or other animals used for wool productions	6113113
Animals used for transportation, racing or entertainment	6113114
Dairy Cattle	6113115
Aquatic resources yielding repeated products	6113116
Tree, crop, and plant resources yielding repeat products	
Cultivated for fruits and nuts	6113121
Trees for sap and resin	6113122
Trees for bark and leaf products	6113123
Trees grown for timber	6113124
Intellectual Property Product	
Research and development	
Laboratory equipment	6113211
Equipments related to agricultural research	6113212
Mobile labs	6113213

Equipment for Archaeological research	6113214
Research equipment	6113215
Atomic energy equipment	6113216
Mineral exploration and evaluation	
Sand excavation equipment	6113221
Equipment for excavation of graphite, minerals and sands	6113222
Computer software and databases	
Computer software	6113231
Databases	6113232
Licenses	6113233
Entertainment, literary, and artistic originals	6113240
Other intellectual property products	6113250
Patents & Copyrights	6113251
Trade Marks	6113252
Broadcast Rights	6113253
Service Contracts etc..	6113254
Weapons systems	
Weaponry equipment	6114001
Vehicles with weapons	6114002
Combat helicopters /ships/vessels/armed tanks/Fighter planes/Submarines	6114003
Other (not classified above)	6114004
2 Inventories	
Materials and supplies	
Office supplies	6122101
Fuel supplies	6122102
Raw materials	6122103
Work in progress	6122200
Finished goods	6122300
Goods for resale	6122400
Military inventories	6122500
Missiles	6122501
Bombs	6122502
Rockets	6122503
Other ammunition	6122504
3 Valuables	
Gold	6130001
Gems	6130002
Other (not classified above)	6130003
4 Non Produced Assets	
Land	
Urban or Built-Up Land	
Commercial and Services	6141101
Industrial	6141102
Transportation, Communication and Utilities	6141103
Mixed Urban	6141104
Agricultural	
Orchards	6141201
Vineyards	6141202
Ornamental Horticulture	6141203
Forest Land	

Deciduous Forest Land	6141301
Evergreen Forest Land	6141302
Mixed Forest Land	6141303
Water	
Streams and Canals	6141401
Lakes	6141402
Reservoirs	6141403
Bays and Estuaries	6141404
Wet Land	
Forested Wet Land	6141501
Non Forested Wet Land	6141502
Barren Land	
Dry Salt Flats	6141601
Beaches	6141602
Sandy Areas other than Beaches	6141603
Bare Exposed Rock	6141604
Strip Mines Quarries	6141605
Gravel Pits	6141606
Mineral and energy resource	
Reserves of oil/ Natural Gas	6142001
Metallic ores and nonmetallic mineral reserves	6142002
Mine shafts	6142003
Other subsoil extraction facilities	6142004
Other naturally occurring assets	
Non cultivated biological resources	6143100
Water resources	6143200
Other natural resources	6143300
Radio spectrum	6143310
Natural resources not elsewhere classified	6143320
Intangible non produced assets	
Contracts, leases and licenses	
Marketable operating leases	6144110
Permits to use natural resources	6144120
Permits to undertake specify activities	6144130
Entitlement to future goods and services on an exclusive basis	6144140
Goodwill and marketing assets	6144200

Details of Liaison Officer

1) Ministry/Department/Institute:

2) Name: (Mr./Mrs./Miss):

3) Designation :

4) Official Contact Details

I) Address :

II) Phone :

II) Fax :

III) Mobile :

IV) Email :

Emailing of Completed form to - **cgo@mo.treasury.gov.lk**