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நிதி அமைச்சு
MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01.
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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

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திகதி } 18 .02.2021
Date }

Assets Management Circular No. 01/2021

To All: Secretaries of Ministries
Secretaries of State Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Heads of Public Corporations and Statutory Boards
Chairmen of State Banks and Government owned Companies

Non-Financial Assets Management of the Government – Utilization of Buildings

In order to ensure the proper management of the non-financial assets of the government, the requirement for updating the information of buildings utilized by the government institutions is emphasized and your attention is drawn to the Assets Management Circulars No. 01/2017 dated 28th June 2017 and No. 01/2017 (I) dated 03rd January 2020.

02. Accordingly, updated information of buildings owned, rented or leased by the government institutions as at 31st December 2020 should be submitted to the Comptroller General's Office on or before 15th March 2021, as per the Annexure of the Assets Management Circular No. 01/2017(1) dated 03rd January 2020. The softcopy of the duly completed format should be emailed to cgo@mo.treasury.gov.lk.

03. Your cooperation in this regard is highly appreciated.

Sgd. S. R. Attygalle
Secretary to the Treasury

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

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																																											
1	2	3	4	5	6	7	8	9	10	11	12	Floor area			No. of employees				15	Unutilized buildings			residency/quarter located in the			buildings (leased/rented)			Space (rented out/ sublet)														
												Address of the land which building is located			Assets Code as per annexure VIII		Type of ownership	Year of construction		Value of the building (Rs)	Utilized (a)	Unutilized (b)	Total (a+b)	Senior	Tertiary	Secondary	Primary	Electricity cost (Rs) (monthly average)	Duration (Months)	Reason for the unutilization	Cost incurred (Rs) (If the building is incomplete)	Additional funds required to complete the building (Rs.)	Type of the quarter	Facilities provided (Furnished/Unfurnished)	Occupancy	Monthly lease / rent (Rs.)	Lease / rent period (Months)	Rate per square meter (Rs.)	Name of the property owner	Rentee/Tenure	space (Sq. meters)	Monthly rent (Rs.)	Sublet period
												District	D.S.Division	G.N.Division																													

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

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 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 ego@mo.treasury.govlk