Buildings **Annexure**

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				residency/quarter located in the			buildings (leased/rented)				Space (rented out/ sublet)			Sublet period	
		District	D.S.Division	G.N.Division						Utilized (a)	Unutilized (b)	Total (a+b)	Senior	Tertiary	Secondary	Primary		Duration (Months)	Reason for the unutilization	Cost incured (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.)	From	To
1																																	
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	

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

General Instrucions

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**