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பொது நிர்வாக உள்ளராட்சி மற்றும் சனநாயக ஆட்சி பற்றிய அமைச்சு  
MINISTRY OF PUBLIC ADMINISTRATION, LOCAL GOVERNMENT AND DEMOCRATIC GOVERNANCE

නිදහස් වතුරග්‍රය, කොළඹ 07.சதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.

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Date } 2015/05/22

To All Secretaries of Ministries,  
Heads of Departments,  
District Secretaries,

**Guidelines on assessing, collecting, supervising and reporting public revenue**

**Rent on Government Building & Housing (20.02.01.01)**

Reference the letter of Deputy Secretary of Treasury No. FP/06/100/05/01 (iv) dated 29.10.2014 on the above matter.

02. Since Secretary, Ministry of Public Administration, Local Government and Democratic Governance has been appointed as the Accounting Officer for income of rental on government buildings, assessing, collecting and supervising of income of rental on government buildings are vested in this Ministry from 01.01.2015.

03. You are kindly informed to complete the format attached herewith properly with the details required for a census regarding the official quarters and buildings which are belonging to the Ministries/ Departments/ District Secretariats for formalizing the assessment and collection of income and submit it to the Finance Division on or before 05.06.2105 along with a soft copy to the e-mail address [fin.report.pubad@gmail.com](mailto:fin.report.pubad@gmail.com). Your cooperation in this regard is highly appreciated.

Name of the format	Number of the format
1. Details of the officers who deal with official quarters / Circuit Bungalow / building rent	01
2. Number of official quarters	02
3. General information on official quarters	
i. Scheduled quarters	03.01
ii. Quarters which are not scheduled	03.02
4. Details of the occupants of the official quarters	
i. Scheduled quarters	04.01
ii. Quarters which are not scheduled	04.02
5. Details of arrears of income of the official quarters as at 31.12.2014	05
6. Details of other buildings from which income is earned by renting or leasing	06
7. Details of arrears of income of other buildings from which income is earned by renting or leasing as at 31.12.2014.	07
8. Rent of Circuit Bungalow / Holiday Bungalow	08
9. Details on official quarters and buildings that should be collected and kept	09/10

J. Dadallage  
Secretary

Ministry of Public Administration, Local Government and Democratic Governance

Copy: - Additional Secretary (Public Administration) – for Information

Format No. 01

01. Details of the officers who deal with official quarters / Circuit Bungalow / building rent

Ministry/ Department/ District Secretariat					
Division/ Branch					
Details of the relevant Staff Officer					
Name	Designation	Address	Telephone number	Fax number	E-mail Address
Details of the relevant officer in charge of the relevant subject					
Name	Designation	Address	Telephone number	Mobile number	E-mail Address

02. Number of quarters

Format No. 02

Category	Number of official quarters
Scheduled Quarters	
Non Scheduled Quarters	



4. Details of the occupants of the official quarters

Scheduled quarters

Format No. 04.1

Serial No.	Name of the quarters	Number of the house/ (Block No)	Name of the occupant	Designation and service station of the occupant	Address of the official quarters	Basis for recovery of rental (Percentage of rental/ estimated rental/ economic rental)

Non Scheduled Quarters

Format No. 04.2

Serial No.	Name of the quarters	Number of the house/ (Block No)	Name of the occupant	Designation and service station of the occupant	Address of the official quarters	Basis for recovery of rental (Percentage of rental/ estimated rental/ economic rental)

## 05. Details of the arrears of income of the official quarters as at 31.12.2014

Format No. 05

Name of the Ministry/ Department/ District Secretariat	Balance in arrears as at 31.12.2014 (Rs.)	Time analysis				Measures which have been taken to recover the rental in arrears (In brief)
		2010-2014 (Rs)	2005-2009 (Rs.)	2000-2004 (Rs.)	Before 2000 (Year from which the rental fall in arrears) (Rs.)	

## 06. Details of other buildings from which income is earned by renting or leasing

Format No. 06

Serial No	Name of the building	Number of the building/(Block No)	Annual rental (Rs.)	Rate No.	Number of Square feet	Name of the renter/ lesser	Address of the renter/ lesser	Basis for recovery of rental

## 07. Details of arrears of income of other buildings from which income is earned by renting or leasing as at 31.12.2014.

Format No. 07

Name of the Ministry/Department/ District Secretariat	Balance in arrears as at 31.12.2014 (Rs.)	Time analysis				Measures which have been taken to recover the rental in arrears (In brief)
		2010-2014 (Rs)	2005-2009 (Rs.)	2000-2004 (Rs.)	Before 2000 (Year from which the rental fall in arrears) (Rs.)	

08. Rent of Circuit Bungalow / Holiday Bungalow

Format No. 08

Serial No.	Name of the quarters	Address of the house	Rate No.	Income of First 04 months in year 2015	Income of year 2014

Revenue Head to which the rent income of Circuit Bungalow / Holiday Bungalow in 2015 is credited .....

Rent income of Circuit Bungalow / Holiday Bungalow should be credited to the revenue head of 20.02.01.01 (Government Building rent).

