



රාජ්‍ය පරිපාලන, පළාත් පාලන හා ප්‍රජාතාන්ත්‍රික පාලනය පිළිබඳ අමාත්‍යාංශය  
பொது நிர்வாக உள்ளூராட்சி மற்றும் சனநாயக ஆட்சி பற்றிய அமைச்சு  
MINISTRY OF PUBLIC ADMINISTRATION, LOCAL GOVERNMENT AND DEMOCRATIC GOVERNANCE  
නිදහස් වතුරලය, කොළඹ 07.சதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.  
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My No

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உமதுஇல  
Your No

දිනය  
திகதி  
Date

25/05/2015

All Chief Accountants of Ministries / Departments / District Secretaries

**Submission of Monthly Revenue Reports**

**(Rent on Government Buildings & Housing – 20.02.01.01)**

Reference to my letter of even number dated 22.05.2015 on the above matter.

02. You are kindly informed to credit the income of rental on official quarters/ circuit bungalows/ other buildings collected by you to the revenue 20.02.01.01 - rental on government buildings through monthly accounts summaries. Further, prepare a monthly revenue report of the same according to the format attached herewith and send it strictly to the e-mail address [fin.report.pubad@gmail.com](mailto:fin.report.pubad@gmail.com).

D. Rathnayake,

Chief Financial Officer,

For Secretary,

Ministry of Public Administration, Local Government and Democratic Governance

**Revenue Head No. 20.02.01.01 (Rent on Government Buildings & Housing)****Monthly revenue report 201... month of .....****Ministry/ Department/ District Secretariat**

.....

<b>Serial No.</b>	<b>Description</b>	<b>Income up to the previous month (Rs.)</b>	<b>Income of this month (Rs.)</b>	<b>Total income up to date (Rs.)</b>
01	Official quarters			
02	Circuit bungalows/ Holiday bungalows			
03	Rental on other buildings			
	Total			
	Amount credited through monthly accounts summaries			
	Deducted :- amount debited as per monthly accounts summaries			
	Net income			

\*Income under 1,2,3 above should be indicted separately.

Prepared by :-.....

Checked by :-.....

Chief Accountant:-.....

Ministry/Department/District Secretariat

Date :- .... / ..... / .....