Public Administration Circular: 20/2021

My No: F/FR/03/BRCir Ministry of Public Services, Provincial Councils and Local Government Independence Square Colombo 07.

06.10.2021

Secretaries to Ministries Heads of Departments District Secretaries

Guidelines on estimating, collecting, supervising and reporting Public Revenue (Rent on Government Buildings and Housing - 20.02.01.01)

Since "Secretary, Ministry of Public Services, Provincial Councils and Local Government" has been functioning as the Accounting Officer for rent income on government buildings and housing from 01.01.2015, the tasks of collecting, supervising and reporting of the rent income on government buildings and housing are vested in this Ministry.

O2. A software is proposed to be designed by this Ministry to regularize and update the estimating, collecting and reporting of revenue. It is kindly informed to include the particulars on the official quarters/ circuit bungalows/ holiday resorts/ commercial buildings/ stores/ other (Canteens/ auditoriums/ other buildings from which income is earned by providing them on rent basis), which belong to the Ministries/ Departments/ District Secretaries, in accordance with the formats attached herewith in order to maintain a database and contribute to the success of this effort by sending the said formats to the Chief Financial Officer before 30.11.2021 along with a soft copy to the e-mail address "buildingrentpubad@gmail.com".

Name of the format	Number
	of the
	format
1. Particulars of the officers in charge of the rent on government buildings and	01
housing	
Number of official quarters and particulars of official quarters	02
I. Scheduled official quarters	02 a
II. Non - scheduled official quarters	02 b
3. Particulars of Circuit Bungalows/ Holiday Resorts	03
4. Particulars of commercial buildings	04
5. Particulars of stores	05
6. Other (Canteens, auditoriums, other buildings given on rent or lease)	06

- 03. Since it has been subjected to audit inquiries that the revenue of all the sources mentioned herein are not credited to the revenue code (20.02.01.01) of rent on government buildings and housing by certain institutions, special attention should be paid in this regard and action should be taken to credit the revenue of all the above mentioned sources to revenue code (20.02.01.01) of rent on government buildings and housing.
- 04. Further, you are informed to submit the following reports relevant to rent on government buildings and housing within the time frame and extend your cooperation to regularize the collecting of revenue.

Name of the report	Method of submission	Format and instructions
Bi-annual reports on revenue in arrears	The report on revenue in arrears as at 6/30 and 12/31 of the revenue year should be prepared before the date mentioned in the relevant circular and submitted to the Chief Finance Officer of this Ministry.	The circular shall be published in the official website of the Ministry
Revenue estimate	The annual revenue estimate prepared relevant to the coming year should be submitted to the Chief Finance Officer of this Ministry before the date mentioned in the relevant circular.	under "Circulars" within the relevant period.
Monthly revenue reports	A report on the monthly revenue collected by you should be prepared in accordance with Repo.01 and sent to the Chief Finance Officer along with a soft copy to the e-mail address "buildingrentpubad@gmail.com" before the 15th of next month.	It should be prepared in accordance with Repo.01 in the attachment.
Debiting the revenue	The details on debits to the revenue code 20.02.01.01 of rent on government buildings should be prepared in accordance with Repo.02 and sent to the Chief Finance Officer before the 15th of next month.	It should be prepared in accordance with Repo.02 in the attachment.

Repayment	from	the	Two copies of Form General 29	Two copies Form
revenue			should be perfected and submitted	General 29 (Should be
			along with other documents to	originals), letter of
			obtain the recommendation of the	request, salary reports
			Secretary of this Ministry.	on recoveries, printed
				Treasury notes relevant
				to the large amount and
				other documents (If
				they are not the
				originals, they should
				be certified copies)

05. The responsibility of collecting the revenue in arrears relevant to the revenue code 20.02.01.01 is vested in me, as the Accounting Officer for revenue and you, as the Chief Accounting Officer of the relevant institution as per the provisions in F.R. 127 (6) and F.R. 128 (2) e and you are kindly informed to take necessary action paying special attention on recovering rent on government buildings and housing in arrears so as not to incur any arrears in revenue.

Sgd/ J.J. Rathnasiri
Secretary
Ministry Public Services,
Provincial Councils and Local Government

Copies:- 1. Auditor General

2. Director General, Department of Public Finance

01. Particulars of the officers in charge of rent on government buildings and housing

Ministry/ Department/ District								
Division/ Branch								
Particulars of the relevant Staf	ff Officer:							
Name Post Address					Telephone Fax Number		Fax Number	E-mail address
Particular of the officer in cha	rge of the rel	levant sub	oject:					,
Name Post				Telepho	one Number		E-ma	il address

02. Number of official quarters

House category	Number of Official Quarters
Scheduled quarters	
Non - scheduled quarters	

02.a. Scheduled houses

Serial	Name of	Number	Address	Rate	Name of the	Post and	Basis of	Accumulated	Measures tak
No:	the house	of the		Number	occupant	service station	charging the rent	amount in	en to recover
		house				of the occupant	(Percentage of the	arrears up to	the rent in
							rent/ estimated rent/	30.06.2021	arrears
							economic rent)		

02. b. Non - scheduled quarters

Serial	Name of	Number	Address	Rate	Name of the	Post and	Basis of charging	Accumulated	Measures tak
No:	the house	of the		Number	occupant	service station	the rent	amount in	en to recover
		house				of the occupant	· C	arrears up to	the rent in
							rent/ estimated rent/	30.06.2021	arrears
							economic rent)		

03. Particulars of Circuit Bungalows/ Holiday Resorts

Number of	Circuit Bungalows/ Holiday Resorts
Circuit Bungalows	
Holiday Resorts	

Serial	Location of the Circuit	Address	Charges per day	Accumulated	Measures taken to recover
No:	Bungalows/ Holiday			amount in arrears up	the rent in arrears
	Resorts			to 30.06.2021	

04. Particulars of commercial buildings

Serial	Name of the	Nature of	Names of the	Address of the	Rate	Number	Monthly	Basis of	Accumulat	Measures
No:	building	the	institution or	institution or	Number	of	rental	charging the	ed amount	taken to
		building	persons who have	persons who have		square		rent	in arrears	recover
			given the building	given the building		feet		(Monthly/	up to	the rent in
			on rent/ lease	on rent/ lease				bi-annual/	30.06.2021	arrears
								annual)		

05. Particulars of stores

Serial	Name of the	Address of the	Rate	Nature of	Monthly	Basis of charging	Accumulated	Measures taken
No:	renter/ lessor	renter/ lessor	Number	the store	rental	the rent (Monthly/	amount in	to recover the
						bi-annual/ annual)	arrears up to	rent in arrears
							30.06.2021	

6. Other (Canteens, auditoriums, other buildings given on rent or lease)

Serial	Description	Name of the renter/	Address of the	Daily rent/	Basis of charging	Accumulate	Measures tak
No:	(Canteens, auditoriu	lessor	renter/ lessor	monthly	the rent	d amount in	en to recover
	ms, other buildings)	(Only if applicable)		rent	(Daily/monthly/	arrears up to	the rent in
					bi-annual/annual)	30.06.2021	arrears

Revenue code 20.02.01.01 (Rent on Government Buildings and Housing)

Monthly revenue report2021 Month

Ministry/ Department/ District Secretariat.....

Code of the printed Treasury Notes.....

Serial	Description	Revenue	Revenue	Total
		up to the	of this	revenue
No:		previous month	month	up- to-date
		(Rs.)	(Rs.)	(Rs.)
01	Official Quarters			
02	Circuit Bungalows/ Holiday Resorts			
03	Commercial Buildings			
04	Stores			
05	Other (Canteens, auditoriums, other buildings given on rent or lease)			
	Total			
	Amount credited through monthly accounts			
	summaries			
	Deducted: Amount debited as per monthly			
	accounts summaries			
	Net income			

1,00 1100 1110			
Income should be indicated separately under 1,2	2,3,4,5 above		
Prepared by			
Checked by			
	Chief Account	tant:	
Ministry/	Department/ Distric	ct Secretariat	
Date:			

Revenue code 20.02.01.01 (Rent on Government Buildin	gs and Housing)
Debiting the revenue through monthly accounts summaries	2021 Month
Ministry/ Department/ District Secretariat Code of the printed Treasury Notes	
Total amount debited	XXX

Total amount debited			xxx
Reason for debiting		Amount	
01.	Errors in the calculation	xx	
02.	Repayment from the revenue	xx	
03.	Other	XX	
Total			xxx

The party, which obtained the approval for repayment	from the revenue under 2 above,
number of the letter and date:	
The reasons for the debited rent income on government	nent buildings and housing indicated
under 1, 2, 3 above should be mentioned below in detail	il.
Chief Accou	ıntant:

Ministry/ Department/ District Secretariat.....