

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.

02. 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](mailto: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 housing	01
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 under "Circulars" within the relevant period.
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.	
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 " <a href="mailto:buildingrentpubad@gmail.com">buildingrentpubad@gmail.com</a> " 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 revenue	Two copies of Form General 29 should be perfected and submitted along with other documents to obtain the recommendation of the Secretary of this Ministry.	Two copies Form General 29 (Should be originals), letter of request, salary reports on recoveries, printed Treasury notes relevant to the large amount and other documents (If they are not the originals, they should be certified copies)
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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 Secretariat.....					
Division/ Branch					
Particulars of the relevant Staff Officer:					
Name	Post	Address	Telephone Number	Fax Number	E-mail address
Particular of the officer in charge of the relevant subject:					
Name	Post	Telephone Number	E-mail address		



03. Particulars of Circuit Bungalows/ Holiday Resorts

Number of	Circuit Bungalows/ Holiday Resorts
Circuit Bungalows	
Holiday Resorts	

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









**Revenue code 20.02.01.01 (Rent on Government Buildings and Housing)**

Monthly revenue report .....2021 Month

Ministry/ Department/ District Secretariat.....

Code of the printed Treasury Notes.....

Serial No:	Description	Revenue up to the previous month (Rs.)	Revenue of this month (Rs.)	Total revenue up- to-date (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			

\* Income should be indicated separately under 1,2,3,4,5 above

Prepared by.....

Checked by .....

Chief Accountant: .....

Ministry/ Department/ District Secretariat.....

Date: .....

**Revenue code 20.02.01.01 (Rent on Government Buildings and Housing)**

**Debiting the revenue through monthly accounts summaries .....2021 Month**

**Ministry/ Department/ District Secretariat.....**

**Code of the printed Treasury Notes.....**

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

**The party, which obtained the approval for repayment from the revenue under 2 above, number of the letter and date:**

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**The reasons for the debited rent income on government buildings and housing indicated under 1, 2, 3 above should be mentioned below in detail.**

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**Chief Accountant: .....**

**Ministry/ Department/ District Secretariat.....**