

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

2022.09.23

Secretaries of Ministries
Heads of Departments
District Secretaries

Guidance on Estimation, Collection, Monitoring and Reporting of State Revenue
(State Buildings and Rentals - 20.02.01.01)

Your attention is hereby drawn to the Public Administration Circular 20/2021 dated 06.10.2021 on the above subject.

02. The monthly housing rent collected from the relevant officials for the following government quarters allocated to the honorable ministers and officials by the Ministry of Public Administration has been credited to the Government Buildings and Houses Rent Income Code (20.02.01.01). However, since the relevant reports have not been formally submitted to this ministry, house rents have been reported as in arrears.

	Type of Official Quarters	Code
(i)	Government Bungalows	A
(ii)	Lauries Quarters	B
(iii)	Nila Piyasa Quarters	C
(iv)	Summit Flats	D
(v)	Chamary Houses	E
(vi)	Gothami Road Quarters	F
(vii)	Jayawadanagama Quarters	G

Therefore, you are kindly informed to perfect the format annexed herewith (REPO/03) in addition to the Format REPO/01 given in the Public Administration Circular 20/2021 and to submit details of monthly charges updating the details which have not yet been reported to the Ministry.

03. Accordingly, you are kindly informed to submit relevant income reports which are to be submitted to us, to the "Chief Financial Officer" of this Ministry before the 15th of every month with a soft copy to the email address "buildingrentpubad@gmail.com" along with a soft copy.

Sgd/ M.M.P.K. Mayadunne
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

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Accountant - Grade I, (Financial Reporting and Monitoring)
 Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
 Independence Square,
 Colombo 07.
 2022.

Format on Monthly House Rent

Ministry / Department

House No	Code (A,B,C,D,E,F,G)	Name of the Owner	Month	Monthly Salary (Rs.)	Monthly Rent to be Charged (Rs.)	Monthly Rent Charged (Rs.)	Arrears (Note 1) (Rs.)	Total rent (Rs.)
Total								

Note 1

Indicate the arrears of rent for each month separately

I confirm that the house rent information given above matches with our monthly account summary.

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 Chief Accountant / Accountant