Annexure of Asset Management Circular No. 01 / 2023
Updated Information of Buildings as at 31.12.2022

To fill the format given in this Annexure, soft copy of this format should be downloaded from the Ministry of Finance Website (https://www.treasury.gov.lk/).

General Instrucions

I This format should be filled only in English Language

II Format of the following table should not be changed

III If required, additional rows can be added by coping rows of the following table. However, it is not permitted to add/delete columns or merge cells in the following table given by the Comptroller General's Office.

IV For coloured columns, please select the appropriate option out of given dropdown options (In coloured columns, please do not type).

V Please furnish details separately for each building and each residency/quarter located in the building currently under the custody of the Institution.

VI In the case of more than one institution is located in a one government building, owner of the building should report the names of the institutions and floor areas allocated to repective institutions and such respective instituions should report other information given in the following format, seperatly.

VII For further Inquiries, please contact Comptroller General's Office by 011 - 2151425 or email cgo@mo.treasury.gov.lk

Basic Information

(1) Name of the organisation: Ministry/Provincial Council:
Department/Institutuion:

(2) No. of Buildings owned :

(3) Rented / leased property :
(a) No. of buildings :
(b) No. of floors :

(4) Total number of Buildings currently under the custody of the Institution (2+3) :

(5) Certified Officer: Name……..…Designation……..Contact Number……...Date……E mail……..

No.	(6)	(7)			(8)	(9)	(10)	(11)	(12)	(13)	(14)			(15)			(16)	(17)				(18)			(19)				(20)					(21)
		Location									Floor area (sq. meters)			No. of employees				Unutilized buildings				If the residency/quarter located in the building*			buildings (leased/rented)				Space (rented out/ sublet)					Remarks
	Address of the land which building is located	District	D.S.Division	G.N.Division	Assets Code as per the the Annexure VIII of Asset Management Circular No. 01/2017	Type of ownership	Year of construction	Value of the building (Rs)	No.of floors	Floor No.	Utilized (a)	Unutilized (b)	Total (a+b)	Staff / Executive	Non Staff/ Non executive	Field officer	Electricity cost (Rs) (monthly average)	Duration (Months)	Reason for the unutilization	Cost incured (Rs) (If the building is incomplete)	Additional funds required to complete the building (Rs.)	Type of the quarter	Facilities provided	Occupancy	Monthly lease / rent (Rs.)	Lease / rent period (Months)	Rate per square meter (Rs.)	Name of the property owner	Rentee/Tenure	space (Sq. meters)	Monthly rent (Rs.)	Sublet period		
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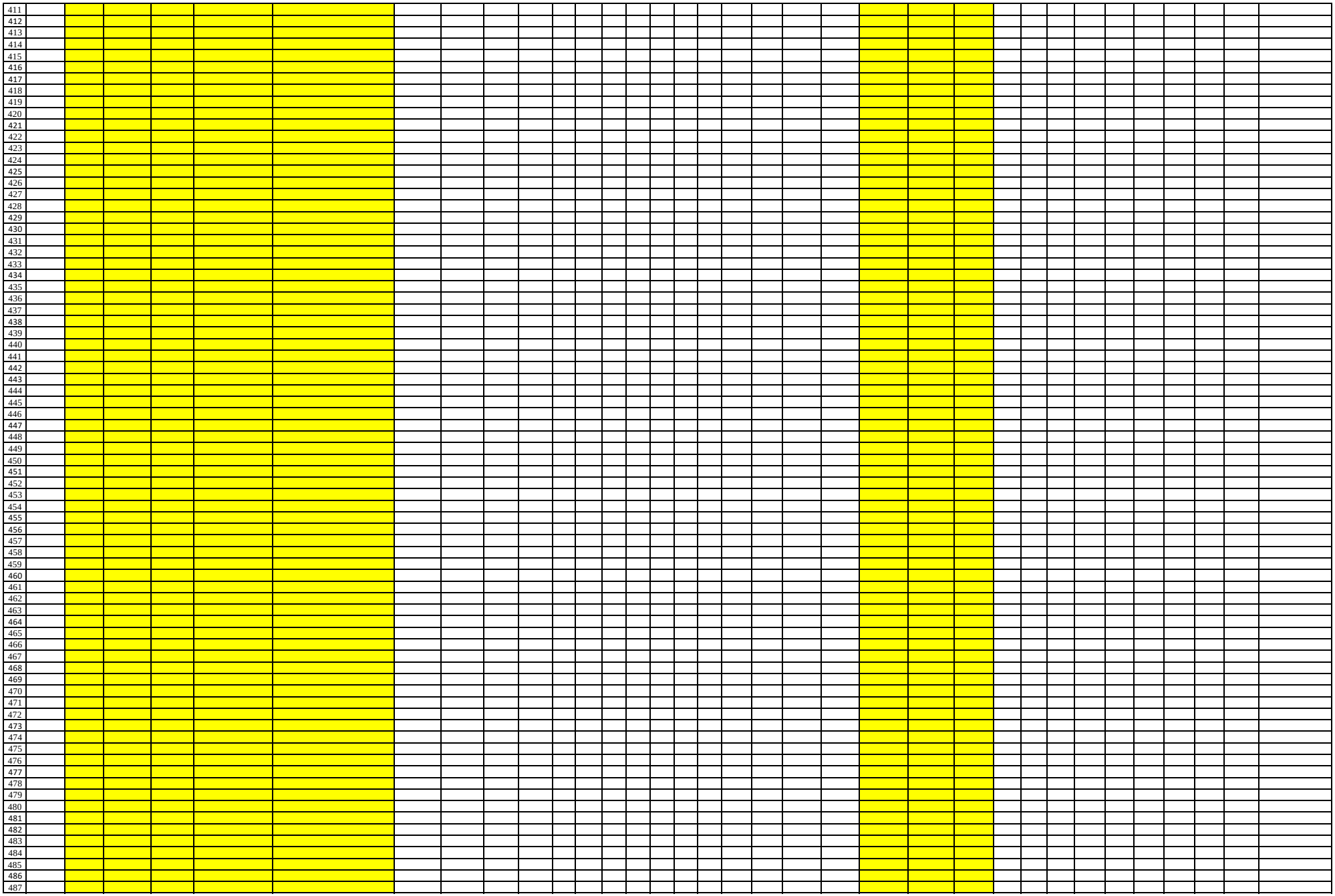

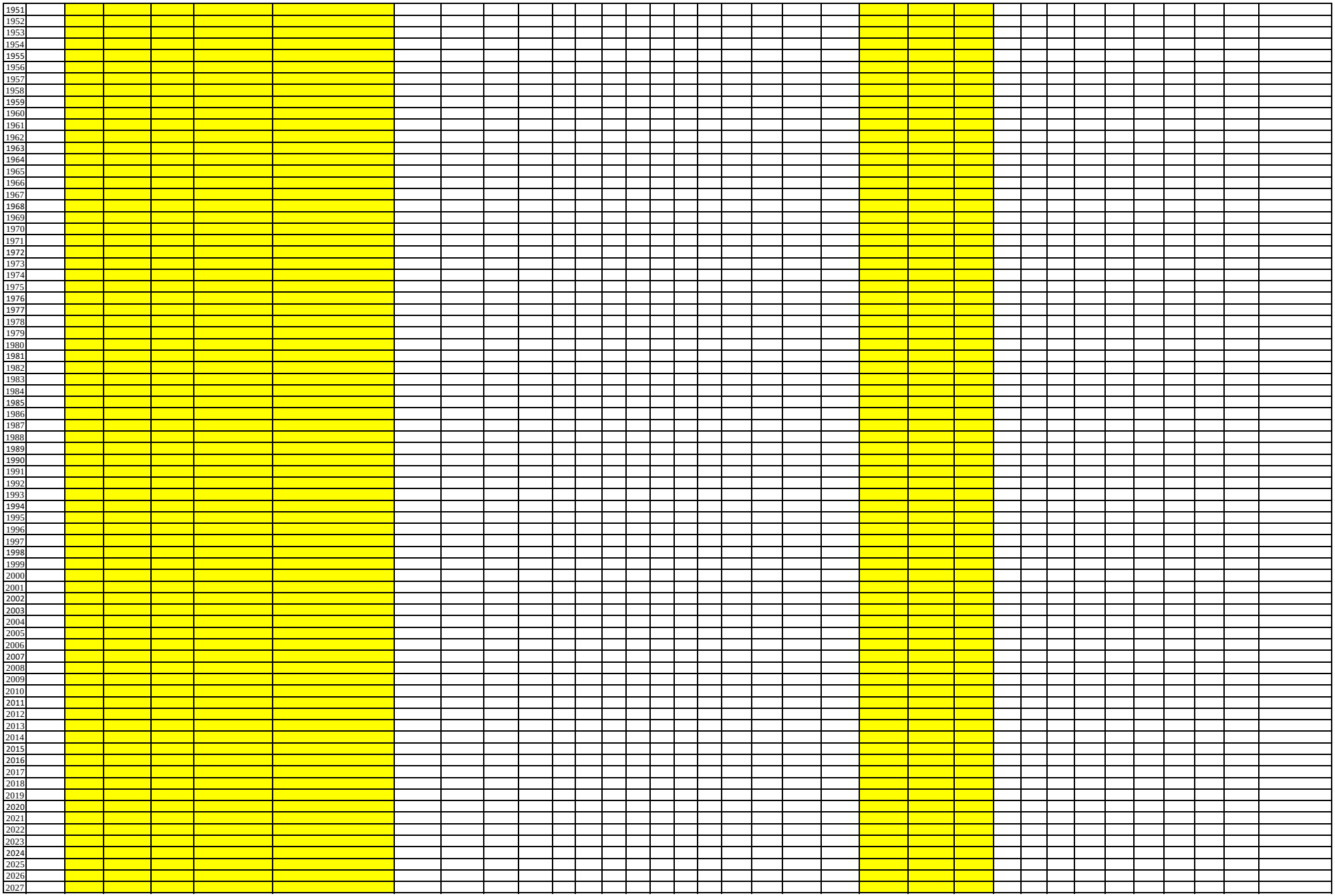
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