

Vehicles Registered Under the Department of Motor Traffic

Annexure I

- (1) Name of the organisation (Ministry, Department, Statutory Board, etc.)
 (2) No. of Vehicles owned
 (3) No. of Vehicles rented/leased
 (4) Total number of Vehicles currently under the custody of the organisation (2+3)

Please furnish details separately for each vehicle currently under the custody of the organisation.

Serial No	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)		(25)		
	Assets Code as per annexure VIII	Vehicle registration number (as per the number plate)	Type of vehicle (eg. car, van, bus, motor cycle, etc.)	Make (eg. Toyota, Nissan, etc.)	Model (eg. Sunny N16, Corolla 141 etc.)	Year of manufacture	Year of registration in Sri Lanka	Purchased price (Rs)	Engine capacity	Engine number	Chasse number	Color of the vehicle	Number of doors	Fuel type (Petrol, Diesel, Hybrid, Electric)	Transmission (manual, auto, triptonic)	Passenger capacity *(1)	Current Condition *(2)	Purpose of use*(3)	Basis (own,rent,lease)	Date of hire/lease	(i) Monthly premium/rent (Rs.)	(ii) Lease/rent period (Months)	(i) Reason for disposal	(ii) Current condition of the vehicle)
1																								
2																								
3																								
4																								
5																								

** Please annex a copy of the vehicle registration book

* (1) Passenger capacity (number of seats including the driver)

* (2) Current Condition (in running condition - (R), not in use (N))

* (3) Oyroise if yse (assigned,pool,public transport, commercial transport,other)

General Instructions

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- For further inquires, please contact Office of the DCS Finance by Tel 0212220952 or email dcsfassets@gmail.com

Other Vehicles**Vehicles Not Registered Under the Department of Motor Traffic (such as Land Vehicles, Railway locomotives, Ships, Vehicles used by armed forces, Moveble construction vehicles etc.)**

- (1) Name of the organisation (Ministry, Department, Statutory Board, etc.) :
- (2) No. of Vehicles owned :
- (3) No. of Vehicles rented/leased :
- (4) Total number of Vehicles currently under the custody of the organisation (2+3) :

	(5)	(6)	(7)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)		
Serial No	Assets Code as per annexure VIII	Index/ Reference Number (If available)	Make and Model	Year of manufacture	Purchased price (Rs.)	Serial number	Colour of the vehicle	Good transport Capacity	Passenger capacity	Current Condition	Purpose of use	Basis (own,rent,lease)	If the vehicle obtained under a hire purchase, operating lease or rent		
													Date of hire/lease	(i) Monthly premium/rent (Rs.)	(ii) Lease/rent period (Months)
1															
2															
3															
4															
5															

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Plant, Machinery & Equipment

Annexure III

Basic Information

(1) Name of the organisation (Ministry, Department, Statutory Board, etc.) :

(2) Total number of Machines currently under the custody of the organisation

Please furnish details separately for each Item currently under the custody of the organisation.

	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Serial No	Assets Code as per annexure VIII	*(ii) Name of the plant, machinery and equipment	*(iii) No. of machines available	Item No	*(iv) Serial No.	Make	Year of Purchase	Purchased Price (Rs)	In use / Not In use	Ownership Status (own/rent/lease)
1										
2										
3										
4										
5										

*(ii) Please specify the name of the machine (eg. Photocopiers, printers, tractors, generators)

*(iii) Number of machines under each type (If there are ten machines, please indicate No.10)

* (IV) Unique serial numbers of each machine. (If there are ten photocopy machines it is required to indicate all ten serial numbers)

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Structures
(All constructions other than Buildings)

Basic Information

- (1) Name of Organisation (Ministry, Department, Statutory Board, etc.) :
- (2) Total number of Structures currently under the custody of the Organisation :

Please furnish details separately for each structure currently under the custody of the organisation

Serial No	(3)	(4)	(5)	(6)			(7)	(8)	(9)	(10)	(11)		
	Assets Code as per annexure VIII	Item No (if more than one item available under each structure code)	Description of the structure (Road, Rail, Bridges, Anicuts, Dams etc.)	Location of the structure (Starting			Capacity/ Quantity/Extent	Year of Construction (If Known)	Construction cost Rs. (If Available)	In use / Unutilized / Abandoned	End point if it is a Highway, street,		
				District	D.S.Division	G.N.Division					District	D.S.Division	G.N.Division
1													
2													
3													
4													
5													

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Buildings

Annexure V

Basic Information

- (1) Name of Organisation (Ministry, Department, Statutory Board etc.)
- (2) No. of Buildings owned
- (3) No. of Buildings rented out / leased
- (4) Total number of Buildings currently under the custody of the Organisation (2+3)

Please furnish details separately for each building currently under the custody of the organisation.

Serial No	(5) Address of the land which building is located	(6) Location			(7) Assets Code as per annexure VIII	(8) Total Floor Area of the Building (Sq.meters)	(9) No. of Floors	(10) Year of Construction	(11) Floor area available for occupancy (Sq. meters)	(12) Floor area currently in use (Sq. meters)	(13) Unused floor area (Sq. meters) {(11) - (12)}	(14) If residency /quarter located in the building (*)				(15) If the building is a property rented				(16) Space that has been rented out/ sublet					
		District	D.S.Division	G.N.Division								Type of the quarters	Floor area of the quarters (Sq.meters)	Facilities provided (Furnished/Unfurnished)	Current occupancy as at: (31.03.2017)	Monthly lease / rent (Rs)	Rent period	Per square feet meter (Rs)	Name of the property owned Intuition	Organisation	Sublet Space (Sq. meters)	Monthly Rent (Rs.)	Sublet Period		
																							From	To	
1																									
2																									
3																									
4																									
5																									

(*) Please provide details separately for each residency/quarters located in the building

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Lands

Annexure VI

Basic Information

- (1) Name of the organisation :
 (2) No. of lands owned :
 (3) No. of lands rented/leased :
 (4) No. of lands which the ownership is not clear (not known) :
 (5) Total number of lands currently under the custody of the organisation (3+4+5):

Please furnish following details separately for each land mentioned in above number (5)

Serial No	(6) Assets Code as per annexure VIII	(7) Name of the Land and deed No (If available)	(8) Address of the Land	(9) Location			(10) Extent of the land (hectares)	(11) Details of building in the land									(12) No. Of structure in the land			(13) Extent of the road network (ha)	(14) forest covered extent (ha)	(15) Extent covered with water (reservoirs, tanks,rivers and lake etc.) (ha)	(16) The extent of land rented, lease to a third party (ha)	(17) The extend which third parties occupied illegal (ha)	(18) Utilized/ Unutilized	(19) Utilized area (ha)											
				District	D.S. Division	G.N.Division		No of office building	No of quarters units	No of factories/processing unit	No of school building	No of hospital/ dispensary building	No of shops/ commercial activity building	No of circuit bungalows	No of storage buildings	No of other building (eg security huts, welfare building etc.	Bridges (Nos)	Anicuts (Nos)	Dams (Nos)																		
1																																					
2																																					
3																																					
4																																					
5																																					

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Furniture & Office Equipment

Annexure VII

Basic Information

- (1) Name of the organization (Ministry, Department, Statutory Board, etc.) :
- (2) Total No. of Furniture & Office Equipment available :

Please furnish details separately for each Item currently under the custody of the organization.

Serial No	(3) Assets Code as per annexure VIII	(4) No. of items available*	(5) Item No.	(6) Description (Eg. Computer table)	(7) Year of Purchase	(8) Purchased Price (Rs)	(9) In use / Not In use
1							
2							
3							
4							
5							

* Number of items available under each type (Eg.If there are ten tables, please indicate "10")

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