

Ministry of Public Administration, Provincial Councils,
Local Government and Democratic Rule (PAPCLGDR)

Department/ Agency: **Department Of Pensions**

Annex G

BASIC INFORMATION ABOUT SPACE, STAFF, VEHICLES, FURNITUE AND EQUIPMENTS

UNWANTED AND WANTED AFTER NEW SETUPS AND MINISTERIAL ARRANGMENTS

Please use this template to furnish your information as soon as your earliest possible

Contact Officer : Mr. S S Hettiarachchi			
Designation : Director General of Pensions			
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A.1	DETAILS OF SPACE UNWANTED AFTER NEW SETUP		
	Category of space unwanted (Building, Parking space etc.)	Extent (Sq. Ft) and location	Rent paid (if applicable)

C.2	DETAILS ABOUT ADDITIONAL VEHICLES NEEDED AFTER NEW SETUP		
	Vehicle category needed	Number of vehicles	Purpose of request
	NOT RELEVANT		
D.1	DETAILS ABOUT FURNITURE UNWANTED AFTER NEW SETUP		
	Category of Furniture	Number of units	Used by whom?
	NOT RELEVANT		
D.2	DETAILS OF FURNITURE ADDITIONALLY WANTED AFTER NEW SETUP		
	Category of Furniture wanted	Number of units	Purpose?
	NOT RELEVANT		
E.1	DETAILS OF OFFICE EQUIPMENTS UNWANTED AFTER NEW SETUP (
	Category of office equipment	Number of units	Owned by whom?
	NOT RELEVANT		

E.2	DETAILS OF OFFICE EQUIPMENTS WANTED AFTER NEW SETUP (Computers and others)		
	Category of office equipment wanted	Number of units	Purpose wanted
	NOT RELEVANT		

Date prepared / assessed

Prepared by; Name / Designation

R M A I Rathnayake
Assistant Director

Approved by Name / Designation

S S Hettiarachchi
Director General

Department of Pensions