

**JOINT CIRCULAR MEMORANDUM**  
**(No. 43/77)**

**TO:** All Heads of Departments

**SUBJECT:** Renting of Private Buildings for Government Use

**REF:** 95/PKM/1396

**DATE:** 26th October, 1977

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Because of the frequent delay in occupying buildings on lease to Government resulting in sheer waste of public funds, a Joint Circular Memorandum reference 71/PKM/1396 dated 24th September, 1975, was issued to all Residents, District Officers and Heads of Departments stressing the importance of occupying such buildings without undue delay.

2. However, there does not appear to have been much improvement inspite of the above-mentioned Circular. It has been brought to our notice that there is lacking in co-ordination between the various departments concerned regarding the manner in which they handle the renting, allocation and occupation of such buildings.

3. It is necessary, therefore, that the following procedure should be followed for the renting of buildings by Government for official use or for its employees:-

(1) Departments or Housing Boards requiring buildings for rent by Government should submit their requests to the State Secretary for approval in principle in the case of renting for State purpose or the Federal purposes. The requests should include the following information:-

- (i) Reason for renting;
  - (ii) Type of building required;
  - (iii) Period of renting required;
  - (iv) Type of locality of building available;
  - (v) Owner of property; and,
  - (vi) Rent offered per month.
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- (2) If the approving Authority approves of the renting, in principle, of any building or house, the Departments or the Housing Boards concerned shall -
  - (a) obtain the views of the Director of Public Works or the respective Divisional Engineer with instructions to make an assessment of the structural condition of the building; and,
  - (b) obtain the views of the Director of Lands and Surveys or the respective Divisional Superintendent shall with to examine the building and assess the rent to be paid.
- (3) The information in Paragraph 2(a) and (b) above shall be conveyed to the State Secretary for final approval of the renting.
- (4) Subject to any directions that the State Secretary may issue, the Director of Lands and Surveys or the Divisional Superintendents shall be responsible in their respective Divisions:
  - (a) for arranging and negotiating the terms and conditions regarding the renting of buildings required by Government for departments or Housing Boards in accordance with G.O. 247;
  - (b) for the sublease or agreement thereof: provided that no sublease or agreement shall be concluded without consultation with the department or Housing Board concerned regarding the intended date which the occupier proposes to take possession;
  - (c) for ensuring that the date of effect of the sublease or agreement should coincide with the date on which the building to be rented is to be occupied;
  - (d) for making arrangements to hand over the building to the Director of Public Works or the Divisional Engineer concerned on the date of effect of the sublease or agreement. Opportunity should be given to the Director of Public Works to take an inventory of all articles in the premises prior to the conclusion of the lease or agreement.
- (5) On receipt of information from the Director of Lands and Surveys or the Divisional Superintendents, as the case may be, that the sublease or agreement has been concluded and entered into -
  - (a) the Director of Public Works shall take charge of the building with effect from the date of effect of the sublease or agreement, and shall hand over the key of the building or house to the Department or Officer concerned or, that date for immediate occupation; and,
  - (b) the Department or Officer concerned shall occupy the building without undue delay within a period of two weeks.

(6) (i) Before making application to the appropriate authority for the leasing of building by Government, the Housing Board shall advise the authority of the type and date the buildings are required and for whom. The Board must ensure that the date of occupation submitted by it is acceptable by the officers who have been provisionally allocated such buildings; and,

(ii) It is emphasised that the Housing Board shall in the case of buildings on lease to Government ensure that such buildings are not left unoccupied.

4. Disciplinary action will be taken against any officer responsible for not complying with the instructions prescribed above.

**(ENGKU IBRAHIM BIN NGAH)**  
Federal Secretary.

**(TAN SRI DATUK GERUNSIN LEMBAT)**  
State Secretary.