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முழுப் பதிப்புரிமையுடையது /

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Second Efficiency Bar Examination of Development Officers' Service – 2017 (2018)

(01) Establishments Code and Procedural Rules

Two hours

- Answer **five** questions only including question No. 1.
- Answer question No. 1 in the part I on this paper itself and attach it to the answer scripts of part II and handover to the supervisor.

Index No. :

Part I

- Write **two** documents to be provided to the members of an interview board for their use.
 -
 -
 - Who has made procedural rules?

.....
 - From what date did the procedural rules come to effect?

.....
 - Who is the government representative in a District?

.....
 - Through whom does the Secretary enforce the government policy and the Minister's directives?

.....
 - Who has been delegated with disciplinary powers on public servants by the Constitution?

.....
 - Who is 'disciplinary authority'?

.....
 - Write **two** things to be included in an application made by a trade union to enjoy the privilege granted to them to have their members who are office bearers in the main union transferred to stations where their services are needed.
 -
 -
 - Under what rules should any ancillary bill be forwarded to the Legal Draftmen for revision? Write **two** rules.
 -
 -

(vii) Mention **two** documents that should accompany an application to the Attorney General for the release of an officer for prosecution or appearing in a court case.

(a)

(b)

(viii) Write **two** procedures to be followed till the Secretary's decision is received when a public officer applies for a patent for his invention.

(a)

(b)

(ix) (a) Write the official duty hours of a public office.

.....

(b) Write the time where a government office is kept open for financial transactions.

.....

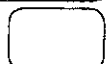
(x) Write **two** ways how the beginning and the ending should be written in communication with the public.

(a)

(b)

(20 marks)

* *



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Second Efficiency Bar Examination of Development Officers' Service – 2017 (2018)

(01) Establishments Code and Procedural Rules

- Answer **four** questions only.
- Attach answer scripts of part II with part I and handover to the supervisor.

Part II

2. Explain under what provisions should a history sheet be maintained. (20 marks)
3. Describe what an officer should be aware of when a salary scale is revised. (20 marks)
4. Write the general rules applicable to leave. (20 marks)
5. Explain the combined allowance in terms of the following:
 - (i) when payable
 - (ii) period for which payment can be made (20 marks)
6. Explain the issue of a concessionary railway warrant and the misuse of such a warrant in terms of the Establishments Code. (20 marks)
7.
 - (i) Mention the persons **not** eligible for re employment in the public service. (20 marks)
 - (ii) Write the requirements to be fulfilled by a person retired from public service on medical grants if he is to be re-employed in the public service. (20 marks)
8. In what situations is an applications by an officer for release from public service temporarily or permanently rejected by the appointing authority? (20 marks)

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Second Efficiency Bar Examination of Development Officers' Service – 2017(2018)

**(02) Financial Regulations and Procurement
 Procedure of Government**

Answer five questions only including question No. 1.

Two hours

Answer 1st question in the Part I **on this paper itself** and attach it to the answer script of Part II and hand over to the supervisor.

Part I

1. Fill in the blanks in the questions from (i) to (x).

- (i) As the shall have full control over public finance no tax be imposed by any local authority or any other public authority, except by a law passed by it.
- (ii) are not included in the general estimates and any provision in the Annual Estimates for those funds would be by way of contribution or grants.
- (iii) After a resolution of Parliament authorizing a Supplementary Estimate is passed, the Minister of Finance issues a to release money required for expenditure.
- (iv) In the case of a loss or damage, a should be sent immediately, if a delay of more than seven days is envisaged for making a full report.
- (v) In terms of F.R. 150, After the end of each financial year, Accounting Officers will arrange for to be prepared for each programme of expenditure under their control.
- (vi) Every voucher used for a payment from deposit account should be certified by
- (vii) Settlement of transactions between accounts or departments other than by the transaction of money between them, be referred to as.....
- (viii) An officer out side the island, whose salary is paid in Sri Lanka or whose salary is paid to another person should furnish a receipt for the amount paid along with a
- (ix) When a particular bank's name is written between two parallel lines, the cheque is said to be
- (x) The responsibility of the is to duly notify to the Collecting Officers about the particulars of the amounts and the parties from whom collection has to be made.

(20 marks)

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Second Efficiency Bar Examination of Development Officers' Service – 2017(2018)

**(02) Financial Regulations and Procurement
Procedure of Government**

- Answer **four** questions only in part II.
- Answer part **II** and attach it to part **I** and handover to the supervisor.

Part II

- Briefly explain the 'lapsed payment' in terms of F.R. 115. (05 marks)
 - What are the losses **not** included under F.R. 102? (05 marks)
 - State the **four** limits of Advance Accounts. (04 marks)
 - State the information to be included in the detailed staff schedules at the time of submission of Annual Estimates. (06 marks)
- State **two** instances where the President can authorize the withdrawal of money from the Consolidated Fund. (04 marks)
 - State the responsibilities of the department originating the application for a refund from revenue. (05 marks)
 - Briefly explain what is a 'Surcharge'. (06 marks)
 - What is the meaning of 'order of write-off' in relation to losses. (05 marks)
- State **five** types of vouchers and the general form numbers of these vouchers that are used for payments in a government department. (05 marks)
 - State **three** lapsed payments which are **not** included in the F.R. 115 and could be made out of the provisions of the current financial year. (06 marks)
 - Explain the steps to be followed by a government department for the gift of money received from members of public. (09 marks)
- Briefly explain what is 'Repeat Order' in the procurement process. (06 marks)
 - Briefly explain the method of 'Two Envelop System' used in the bidding process. (08 marks)
 - What are the criteria to be taken into account for the Pre-Qualification of bidders? (06 marks)
- Briefly explain in what instances emergency procurement system could be used. (04 marks)
 - Briefly explain the advance payment for contract for works. (06 marks)
 - Differentiate between the 'Bid Security' and the 'Performance Security'. (05 marks)
 - Briefly explain the retention money for the construction of works. (05 marks)
- Briefly explain the duty of the Committee on Public Accounts? (08 marks)
 - In terms of F.R. 156, in what circumstances an should officer be personally responsible for a loss caused to the government? (05 marks)
 - Briefly explain the duties and functions of the Auditor General. (07 marks)

[see page three.

8. Write short notes on followings.

- (i) Annual Board of Survey
- (ii) Contingency Fund
- (iii) Supplementary Provisions
- (iv) Full report in relation to losses
- (v) Chief Accounting Officer

(04×5=20 marks)

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