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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



**First Efficiency Bar Examination for the officers of Sri Lanka
Accountants' Service - 2020(I)**

**Time: 03
Hours**

Administration - 02-IV

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- **Answer only five (05) questions.**

01. I. Explain the difference between a Service Minute and a Schemes of Recruitment. (05 marks)
- II. Which categories of officers must be appointed solely by the Public Service Commission? (05 marks)
- III. Provide five (05) essential facts of a Scheme of Recruitment. (05 marks)
- IV. Name five (05) types of persons are not qualified for recruitment to the public service. (05 marks)
02. I. Provide five (05) factors that determine the seniority of a public officer. (03 marks)
- II. Why should a public officer fulfil the requirements of the Efficiency Bar as stipulated in the Service Minute or the Scheme of Recruitment? (03 marks)
- III. How do the appendices used for the temporary or permanent release of a public officer from public service differ from each other? (04 marks)
- IV. How should an administrative authority act regarding an officer who has failed to complete the efficiency bar examinations within the stipulated time period? (10 marks)

03. I. According to the provisions of the Establishments Code , name five (05) categories of public officers who are not entitled to enjoy political rights. (05 marks)
- II. What are the purposes of transferring a public officer? (05 marks)
- III. What types of transfers should not be made by a transfer board? (10 marks)
04. According to the Establishments Code, a salary increment is not a right but something that should be earned.
- I. What are the requirements that a government officer must fulfill to receive a salary increment? (04 marks)
- II. Briefly explain the methods for rejecting the payment of a salary increment in a situation where it has not been earned. (16 marks)
05. I. What is the purpose of conducting a preliminary investigation regarding a public officer? (05 marks)
- II. What details should be included in a charge sheet prepared against an officer? (10 marks)
- III. Name the parties/officers involved in a formal disciplinary inquiry. (05 marks)
06. Write short notes on two (02) of the following topics.
- I. Probation period
- II. Subsistence allowance
- III. Overtime allowance

(10x2=20 marks)
