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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



The First Efficiency Bar Examination for Officers of Sri Lanka Engineering Service 2020(I)

Time: 03
hours

Administration (02-II)

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- Answer only five (05) questions.

01. i. What is meant by an appointment to a position on an acting basis in the public service ? (03 marks)
- ii. What factors should be considered when making an appointment on an acting basis? (05 marks)
- iii. According to Chapter III of the Procedural Rules of the Public Service Commission, explain the characteristics of the employment statuses referred to as substitution, contract, casual, and permanent in the public service. (12 marks)
02. i. List four (04) provisions related to general conduct as stated in Chapter XLVII of the Establishments Code. (08 marks)
- ii. Briefly explain the following aspects regarding the Administrative Appeals Tribunal:
 - අ. Composition
 - ආ. Term of office
 - ඇ. Powers
 - ඉ. Duties(3x4=12 marks)
03. i. Name five (05) occasions on which a public officer may take or be granted special leave as specified in Chapter XII of the Establishments Code. (10 marks)
- ii. Explain the statement, "Leave is not a right of public officers but a privilege". (10 marks)

04. Write short notes on the following topics:.

- i. Subsistence Allowance
- ii. General Conduct and Discipline
- iii. Illnesses for which special leave with full pay may be granted
- iv. Festival Advances
- v. Responsibility of a Department Head in Filing Documents

(5x4=20 marks)

05. i. What is a registered trade union?

(04 marks)

ii. Briefly describe the facilities provided to a member of a registered trade union to participate in trade union activities.

(06 marks)

iii. Briefly explain the procedure to be followed when transferring officers holding key positions in the parent organization of a trade union.

(10 marks)

06. i. Who is meant by the term "appointing authority"?

(04 marks)

ii. Who are the persons or individuals unsuitable for obtaining an appointment in the public service?

(06 marks)

iii. Name five (05) elements that should be included in an appointment letter..

(10 marks)
