
 <div style="display: inline-block; text-align: center;"> ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம் SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION </div> 		
First Efficiency Bar Examination for Officers of the Sri Lanka Administrative Service – 2018 (I)		
Time – 03 hours	Administration (02-I)	විකාශ අංකය Index No / கட்டெண்

Answer only five (05) questions.

01. i. Mr. Siddhisena has been working as a clerk in a government office for twenty (20) years now. Due to a disease related to kidney failure he has obtained leave during the past three years respectively as follows: Sixty-four (64), seventy-one (71), and eighty-four (84). Within this year too he has obtained more leave. The medical advice to him is to transplant a kidney. He has informed in writing that there are instances where he has to go to the hospital daily for dialysis. He has conveyed that it is difficult for him to come to office due to his condition and requested to go on retirement for medical treatment. His age now is 48 years.
- What action would you take having considered this situation of Mr. Siddhisena? (Marks 10)
- ii. Your head of the organization has asked you to prepare a suitable transfer policy to be implemented by the organization. State six (06) factors to be considered in this connection. (Marks 10)
02. i. Mr. Wiswasena of your organization has been promoted with effect from 01.01.2019. The salary scale according to the letter goes as Rs. 81,670 – 15X2270. The relevant letter has been received by Mr. Wiswasena. The same has been received by your organization too. Before the promotion, as at 1.1.2019, the basic salary of Mr. Wiswasena was Rs.86, 750/=. Accordingly, calculate the salary of Mr. Wiswasena due on 01.01.2019. (Marks 10)
- ii. Explain the provisions of the Establishment Code on payment of salaries in connection with promotions. (Marks 10)
03. i. There is inadequate space for the employees of your organization and the complaints have been received on this both from the employees and the people who come to the office for various purposes. You have informed the relevant authorities about this on various occasions. As a result, the government has decided to give you a new building. Since the land area is not enough for the purpose, government has informed that you will get another land.
- If you are the head of this organization, explain ten (10) factors to be considered when planning to design a new building. (Marks 10)



- ii. "The productivity in your office can be improved based on a committee system rather than on a line organization or functional organization" Explain.

(Marks 10)

04. Mr. Mangalasena received an appointment to the Sri Lanka Administrative Service (SLAS) on 01.03.2016. In August of the same year, Mangalasena sat for the first efficiency bar examination conducted by the Sri Lanka Institute of Development Administration. At this sitting, he passed only economics and sociology. However, no efficiency bar examination was conducted for the officers of the SLAS during the years 2017 and 2018. According to the letter of appointment and the Service Minute of the Sri Lanka Administrative Service, Mr. Mangalasena should have passed the efficiency bar examination within the first three years of his appointment, but he did not pass it.

- i. Explain the guidelines of the Public Service Commission to deal with situations like these.
- ii. If Mr. Mangalasena has not passed the first efficiency bar examination even after considering the guidelines of the PSC, explain how to deal with this situation and its impact.

(Marks 10)

(Marks 10)

05. i. Name ten types (10) of documents of a government office that should not be destroyed.
- ii. Name five (05) types of public officials who do not have political rights.
- iii. What rights can be enjoyed by the public officials who have political rights?

(Marks 10)

(Marks 05)

(Marks 05)

06. i. The Director of the Sri Lanka Administrative Service (SLAS) Division of the Ministry of Public Administration has issued a charge sheet against Mr. A.K. Sathyasena, (SLAS Grade III) according to the Schedule I of the Establishment Code with regard to alleged misconduct. A formal inquiry was to take place according to the charge sheet. On the very first day of the inquiry, the Defending Officer of the accused Mr. Sathyasena, raising preliminary objections stated that the charge sheet issued was ineffective. Accepting this, the Inquiring Officer suspended the formal inquiry.

According to the preliminary objections, explain whether the charge sheet is ineffective.

(Marks 10)

- ii Name ten (10) main facts that should be contained in a charge sheet.

(Marks 10)



07. Write short notes on five (05) of the following topics.

- i. Public Service Commission
- ii. Probation Period
- iii. Vacation of Post
- iv. Preliminary Investigation
- v. Prosecution Officer
- vi. Efficiency Bar

(Marks
05X4=20)

