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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



First Efficiency Bar Examination for the Officers of Sri Lanka
Administrative Service 2019(II)

Time: 03 hours

Administration (02-I)

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- Answer only five (05) questions.

- In instances when the Secretary to your Ministry is the Appointing Authority, name five (05) facts that an Appointing Authority should satisfy himself with before making an Appointment. (05 marks)
 - Mr. Chitrasena, who was previously a government employee, assumed duties at your Ministry upon receiving a new appointment. After assuming duties, citing various reasons, he has requested his appointment be antedated. If his appointment is to be antedated, what are the conditions that should be considered? (10 marks)
 - What are the facts that stand against the antedating the appointment of Mr. Chitrasena? (05 marks)
- Explain an acting appointment and an appointment to attend to duties. (06 marks)
 - Walaa Pellela Divisional Secretariat is situated in a difficult area and although the Divisional Secretary is available, an Assistant Divisional Secretary has not been available for quite some time. Therefore, Mr. Marassana, who is serving as the Administrative Officer, has been appointed to act in the post of Assistant Divisional Secretary with effect from 01.06.2023. Mr. Marassana got his appointment to the post of Administrative Officer on 01.07.2010 and his salary scale is Rs. 41,580-11x755-18x1,030-68,425/= .

Salary scale of Grade III of Sri Lanka Administrative Service is 47,615-10x1,335-7x1,345-2x1,630-16x2170-104,355/= . (10 marks)

If Mr. Marassana is acting in line with the above, calculate the salary of Mr. Marassana.
 - If Mr. Marassana is attending to duties of the post of Assistant Divisional Secretary, calculate the salary of Mr. Marassana. (04 marks)

3. A preliminary investigation was conducted upon an incident of a misconduct at the Department of Housing Development reported to have involved Mr. Panchapala, a Management Service Officer. Upon the recommendations of the preliminary investigation, a charge sheet was served on him and a formal disciplinary inquiry was also held against him.
 - I. What are the differences between a preliminary investigation and a formal disciplinary inquiry? (10 marks)
 - II. Subsequent to the formal disciplinary inquiry, a disciplinary order was issued on Mr. Panchapala. What are the important facts that should be included in a disciplinary order? (10 marks)

4. I. Mr. Idamsena, Head of the Department of Land Title Department, alienated lands to people. an aggrieved party has filed a civil lawsuit against Mr. Idamsena. Mr. Idamsena requested the Attorney General to appear on his behalf, but the Attorney General's Department has declined to do so. In such an instance, what is your advice to Mr. Idamsena to bear the costs associated with the said lawsuit? (10 marks)
 - II. Explain what the rights of officers who are entitled to political rights are. (10 marks)

5. Write notes on the following topics.
 - I. Seniority of an officer.
 - II. Procedure to be followed subsequent to the transfer of an officer. (20 marks)

6. In addition to organizing the work in an office, field work also needs to be organized in many occasions while working as an officer. Such duties also get assigned on public officers. An important step, especially in organizing office work, is designing office systems.
 - I. Briefly explain the basic facts to be considered in designing an office system. (10 marks)
 - II. Operational Handbooks are quite advantageous in organizing office work and field work. Name the kinds of Operational Handbook and write short notes on the same. (10 marks)

7. While working in a government office, the contribution has to be given towards formulation of laws and subsidiary rules.
 - I. In terms of the Establishments Code, what is meant by a subsidiary rule? Explain the steps in formulating such a subsidiary rule. (10 marks)
 - II. Briefly explain the basic steps in drafting a bill in respect of formulation of laws. (10 marks)
