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**இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்**  
**SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION**



**First Efficiency Bar Examination for Officers of Sri Lanka  
Administrative Service 2019 (I)**

**Time – 3 hours**

**Administration (02-I)**

**විභාග අංකය**  
**Index No / சுட்டுண்**

**• Answer 05 questions only.**

01. Ms Kaushalya, a Grade II officer of the SLAS, has obtained leave for two years to complete her PhD and has been abroad since January 2021.
- Explain the administrative provisions that applied to Ms. Kaushalya when she obtained leave for her studies abroad. (10 Marks)
  - You are one of her colleagues and she inquires from you whether there is any possibility for her to get her leave extended further under the PA Circular 14/2022. What advice would you give her? (10 Marks)
02. Divisional Secretary of Suragama has received an anonymous written complaint that his Assistant Divisional Secretary Mr. Sethsiri writes a column to “*The Yesterday*” newspaper under a fictitious name “Rate Rala”. As mentioned in the petition, the column is highly critical of the government policies related to the public service and certain other political decisions of the government.
- If Mr Sethsiri engages in misconduct by writing the said column to the newspaper, which administrative provision/s in the public service does he violate? (10 Marks)
  - If you were the Divisional Secretary of Suragama, what advice would you give Mr. Sethsiri about dealing formally with the media? (10 Marks)
03. Applications were called by the Ministry Construction Development to re-employ retired specialist officers on contract basis to implement a few urgent development projects. Accordingly, Mr. Senapathi and Mr. Punchibanda who served in the same ministry had applied. However, it was revealed that Mr. Punchbanda was not eligible to be re-employed.
- What could be the reasons for ineligibility of Mr. Punchibanda for re-employed in the public service? (10 Marks)
  - If the approval of the Cabinet is required to re-employ Mr. Senapathi, what should essentially be included in the Cabinet Memorandum to be submitted in that regard? (10 Marks)

04. The Ministry of Public Management Affairs received a complaint that officers of the Department Home Affairs (DHA) which is under the ministry obtained overtime payments considering it as a right and also a portion of their monthly income. An investigation team of the ministry conducted an investigation and found that the officers had been deployed to work overtime to clear the backlog created daily in the office as a result of the negligence of a few officers who did not follow office systems. It was also found out in the investigation that officers of the DHA had not taken into account the provisions in the Establishments Code related to overtime payments. Further it was revealed that certain officers of the department were engaged in services outside the department purview of the department and received allowances for such work, violating the provisions of the Establishment Code.
- i. Paying attention to the current financial crisis in Sri Lankan public service, explain when the Department *can pay* and *should not pay* overtime. Write two instances for each. (10 Marks)
  - ii. Explain the provisions in the public service related to the limits on overtime payment and discuss the provisions in the Establishments Code related to the control of overtime work which seemed to have been disregarded by the officers of the DHA. (10 Marks)
05. i. Describe the requirement of a Scheme of Recruitment for recruitment to the public service. (10 Marks)
- ii. Elaborate the elements that should be included in a Scheme of Recruitment in the public service. (10 Marks)
06. Write short notes on any 04 of the following.
- i. Public officer
  - ii. Casual leave
  - iii. Commuted allowance
  - iv. Mutual transfers
  - v. Permanent officer (05x4= 20 Marks)
07. i. When does the need for conducting a preliminary investigation arise in the public service? Explain with an example, the steps to be followed in a preliminary investigation. (10 Marks)
- ii. Discuss comparatively the first and second schedules given in Volume II of the Establishment Code. (10 Marks)

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