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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



**First Efficiency Bar Examination for the Officers of Sri Lanka
Scientific Service / Sri Lanka Architects' Service - 2020(I)**

**Time: 03
Hours**

Administration (02-III)

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

- Ms Surangani Vidyalkara, who passed a government department recruitment exam and received her first appointment, reports for duty on January 1, 2024, for the first time. According to her appointment letter, she is subject to a three-year probationary period. Explain how this particular department should manage this officer's probationary period. (10 marks)
 - Ms Surangani has written to the appointing authority through her department head, stating that the recruitment exam was held on June 1, 2023, and the interview on October 12, 2023. Moreover, as the application deadline was March 1, 2023, she requests that her appointment be backdated to March 1, 2023. Explain whether her appointment can be backdated. (10 marks)
- Due to a significant number of staff grade officers in a department retiring over the past period, there has been a considerable number of vacancies in staff grade positions within the department. Since there was no recruitment procedure to fill these vacancies immediately, approval has been obtained as needed to appoint existing staff grade officers to perform the duties of the vacant posts on an acting or attending to duties basis.
 - What are the general conditions applicable when an officer is appointed to perform duties of a post on an acting or attending to duties basis? (10 marks)
 - The appointing authority has rejected the request made by an executive officer of the department to be released from service. Under what circumstances can the appointing authority take such an action? (10 marks)

3. I. What is a summary disciplinary procedure? Explain how it is implemented. (10 marks)
II. What are the important facts that should be included in a disciplinary order? (10 marks)
4. I. One of your employees has been taking a significant amount of leave over the past few months, stating that he has a kidney disease. Explain the procedure to be followed when granting leave to such an employee. (10 marks)
II. Explain the manner in which an employee can be released for full-time union activities. (10 marks)
5. When performing as a public officer, official correspondence should be handled with great responsibility.
I. What important factors should be considered when handling official correspondence? (10 marks)
II. List ten types of official documents that should not be destroyed among government records. (10 marks)
6. I. Who are the government officers not entitled to enjoy political rights? (10 marks)
II. What are the political rights entitled to public officers who are eligible to enjoy political rights? (10 marks)
7. Write short notes on the following topics:
i. Efficiency bar
ii. Seniority of a public officer
iii. Vacation of Post
iv. Transfers based on service requirements (5x4=20 marks)
