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	ශ්‍රී ලංකා සංවර්ධන පරිපාලන ආයතනය இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம் SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION	
First Efficiency Bar Examination for Officers of the Sri Lanka Accountants' Service -2018 (I)		
Time – 03 hours	Administration (2-IV)	විකෘත අංකය Index No / கட்டெண்

Answer only (05) questions.

01. i. Mention five (05) offences stated in the first schedule of the Volume II of the Establishment Code which could be committed by public officials. (Marks 10)
 ii. Briefly explain the political rights of officials who have the right to enjoy such rights. (Marks 10)
02. i. Explain what documents are to be submitted to the appointing authority or the administrative authority when newly appointed officer report for duty. (Marks 05)
 ii. Explain what a Scheme of Recruitment is and what it should include. (Marks 15)
03. Explain the objective of placing an officer under a probation period. (Marks 20)
04. i. What is meant by salary incremental credit? Explain circumstances where incremental credit cannot be granted. (Marks 10)
 ii. Explain the process of reimbursement of expenses incurred in civil or criminal cases. (Marks 10)
05. i. What conditions need to be fulfilled to obtain accident leave? (Marks 10)
 ii. Explain the agreements and bonds to be signed when obtaining study leave with full pay. (Marks 10)
06. i. Mention the diseases for which a public officer is granted special leave with full pay on the recommendations of a medical board. Explain special provisions relating to granting leave for each disease. (Marks 10)
 ii. Can a public officer undertake any service outside his/her regular employment or office? Explain. (Marks 10)



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

- i. Vacation of Post
- ii. Preliminary Inquiry
- iii. Subsidiary Laws
- iv. Lapsed Leave
- v. Exchange of Official Letters
- vi. Declaration of Assets

(Marks 05 X 4 = 20)

