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இலங்கை அபிவிருத்தி நிர்வாக நிறுவகம்
SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION



**First Efficiency Bar Examination for Officers of Sri Lanka
Accountants' Service - 2019 (I)**

Time: 03 Hours

Administration (02-IV)

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

1. Explain the matters that a head of an institution, on who the powers of Public Service Commission has been delegated, should pay attention in exercising such delegated functions. (20 Marks)
2. What are the materials that should be mandatorily included in a Charge Sheet preferred on an Accused Officer? (20 Marks)
3. Discuss the provisions of the Establishments Code that should be followed by public officers in giving official information to the general public or mass media. (20 Marks)
4. Analyse the manner that a public institution should workwith regard to the public enquiries received through following media paying special attention to the need of maintaining public relations of public institutions effectively and efficiently. (20 Marks)
 - i. Normal post
 - ii. Email
 - iii. Telephone messages
5. Explain the requirement of prescribing a probation period for a new entrant. (20 Marks)
6. i. "Leave in public service is not a right but a privilege" Discuss.
ii. Explain the types of leave that are available for public officers (10×2=20 Marks)
7. Write short notes on four (04) of the following
 - i. Field officer
 - ii. Service certificate
 - iii. Major punishments
 - iv. Organisational Chart
 - v. Daily mail

(05×4 = 20 Marks)
