

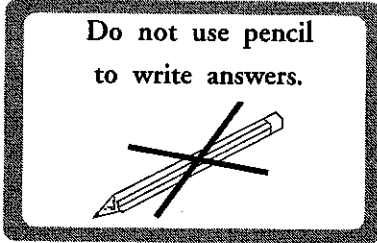
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 First Efficiency Bar Examination for Grade III Documentation Assistants and Editors
 in the Legal Draftsman's Department – 2018

(01) Establishment and Procedure Code

One hour

Instructions to Candidates

Very Important :



* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

I 2 3 4

Write your Index Number here

.....

Checked as correct

.....

Invigilator's Initials

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For Examiner's use only

Part	Page No.	Question No.	Marks Awarded
I	2	1 - 8	
	3	9 - 16	
	4	17 - 20	
II		1	
		2	
		3	
		4	
		5	
Total			

Final Score

In figures	
In words	
Marking Examiner	
Checked by	

Part I

● In each of the questions from No. 1 to 20, select the **correct** or the **most suitable answer** and write the **number** of the relevant choice **on the dotted line** given against the question.

1. The lowest and the maximum age limit for recruitment to the public service are
(1) from 18 to 35 years. (2) from 18 to 45 years.
(3) from 21 to 35 years. (4) from 21 to 45 years. (.....)
2. To grant permanency to a temporary or casual employee in the junior grade, he should have completed
(1) 750 days continuous service within three years.
(2) three years continuous service.
(3) six months continuous service.
(4) 180 days continuous service. (.....)
3. A public officer who intends to claim fees for service rendered outside of his duties should obtain approval from
(1) the appointing authority.
(2) the Secretary of the Ministry of Public Administration.
(3) the Secretary of the relevant ministry.
(4) the Director General of the Establishment. (.....)
4. For a public officer to become pensionable officer
(1) his post should have been scheduled as a pensionable post in terms of section 2 of the Pensions minutes.
(2) his post should have been approved as a pensionable post by the cabinet of ministers.
(3) his post should be in the relevant scheme of recruitment.
(4) his post should have been accepted as a pensionable post by the Management Services Department. (.....)
5. The salary structure of a public officer are determined by
(1) Director General of the Establishment.
(2) Director General of the Department of National Budget.
(3) Secretary of the Ministry of Finance.
(4) National Salary and Cadre Commission. (.....)
6. The authority of approval or rejection of salary increment is
(1) the appointing authority. (2) the Director General of Establishment.
(3) the Head of the Department. (4) the immediate executive officer. (.....)
7. With regard to payment of overtime
(1) the officer should have worked for the full day.
(2) no payment is made for less than half an hour for half a day, or less than one hour for the full day.
(3) the officer should have worked more than $\frac{1}{4}$ of an hour.
(4) the officer should have worked on public holidays. (.....)
8. A public officer's leave is
(1) his right. (2) his privilege.
(3) an allowance in addition to his salary. (4) a bonus. (.....)



9. If a public officer obtained leave on the 01st of January of any year
- (1) it shall be considered as no pay leave.
 - (2) it should be deducted from his leave in the previous year.
 - (3) It should be deducted from his leave in the relevant year.
 - (4) It should be (2) or (3) above. (.....)
10. An efficiency bar is
- (1) a test of knowledge for payment of increment.
 - (2) an examination to be completed by the public officers.
 - (3) a compulsory examination for payment of increments.
 - (4) an examination to determine whether an officer has acquired the skill required in a post. (.....)
11. Documents that should necessarily be sent to the National Archives Department when the document of a government organization are destroyed an
- (1) files older than 20 years.
 - (2) files older than 10 years.
 - (3) files older than 30 years.
 - (4) documents required to be preserved. (.....)
12. Competitive examinations have been made compulsory in the appointment to the public service by
- (1) Public Administration Circular No. 15/80.
 - (2) Public Administration Circular No. 15/99.
 - (3) Public Administration Circular No. 15/90.
 - (4) Public Administration Circular No. 15/92. (.....)
13. A staff officer who has worked during week ends or on public holidays, with the approval of the Secretary of the Ministry, according to the public administration circular No. 7/97,
- (1) should be paid for a maximum of 8 days a month.
 - (2) should be paid for a maximum of 1 day a month.
 - (3) should be paid 1/20 of his salary for a maximum of 1 day per month.
 - (4) should be paid 1/30 of his monthly salary. (.....)
14. Officers who are entitled to mileage are
- (1) officers who receive an initial salary of not less than Rs. 20 030/- per month.
 - (2) officers who receive an initial salary of not less than Rs. 20 000/- per month
 - (3) officers who receive an initial salary of not less than Rs. 20 530/- per month.
 - (4) officers who receive a salary of not less than Rs. 25 000/- per month. (.....)
15. The paternal leave in the event of a wife's delivery of a child
- (1) should be obtained within 6 months from child birth.
 - (2) should be obtained before the lapse of one month from child birth.
 - (3) should be obtained within 3 months from child birth.
 - (4) should be obtained within a year from child birth. (.....)
16. With entitled to payment of warm clothing allowance to a public officer
- (1) it is paid only once a year.
 - (2) there is no definite time limit.
 - (3) it is paid only ones in five years.
 - (4) it is paid only once in 3 years. (.....)

17. In the event when an officer vacated his position, the amount to be received from whatever payment due to him is equal to
- (1) one week salary. (2) two weeks salary.
(3) one month salary. (4) one and half months salary. (.....)
18. If on promotion the last drawn salary of an officer falls between the steps of the new salary scale
- (1) he should be placed on the salary step he was on last.
(2) he should be placed on the lower step.
(3) he should be placed on the higher step.
(4) he should be placed on the higher step and paid one additional increment. (.....)
19. The station allowance as a percentage of the consolidated salary is
- (1) 4%. (2) 6%. (3) 8%. (4) 10%. (.....)
20. Under the provision of security clothes and uniforms watchers are given annually
- (1) 01 khaki coat and 01 rain coat and 01 cap.
(2) 02 khaki coats and 01 rain coat and 01 cap.
(3) 02 khaki coats and 02 rain coats and 02 caps.
(4) 03 khaki coats and 02 rain coats and 01 cap. (.....)

(02×20=40 marks)

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(01) Establishment and Procedure Code

- Answer only **three** questions.
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Part II

1. Define 'probationary period' and explain what action a Head of Department should take with regard to the duties of an officer on probation. (20 marks)
2. Indicate the officer who are not eligible to political right and mention the activities they are prohibited to engage. (20 marks)
3. Mention **four** methods by which the increment of an officer who has not completed the requirement for the increment cannot be allowed and explain **two** of them. (20 marks)
4. Explain what requirement should be completed with regard to payment of combined allowance. (20 marks)
5. Explain what are the facts taken into consideration when incidental allowances are paid. (20 marks)

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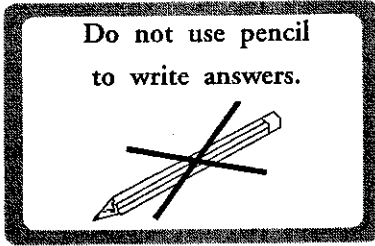
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 First Efficiency Bar Examination for Grade III Documentation Assistants and Editors
 in the Legal Draftsman's Department - 2018

(02) Basic Knowledge in Financial Regulations

One hour

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1 2 3 4

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I	2	1 - 10	
	3	11 - 20	
II		1	
		2	
		3	
		4	
		5	
Total			

Final Score

In figures	
In words	
Marking Examiner	
Checked by	

Part I

● In each of the questions from No. 1 to 20, select the **correct or the most suitable** answer and write the **number** of the relevant choice **on the dotted line** given against the question.

1. The main register which is used to record all monetary receipts of a department
(1) Assets Register. (2) Cash Book. (3) Deposit Ledger. (4) Advance Account. (.....)
2. The medium of receipt that should not be accepted for a services provided by the government is
(1) Currency Note. (2) Cheques.
(3) Promissory Note. (4) Money Orders. (.....)
3. The General Form Number of the register used to record the cheques/money orders received by a government department is
(1) G.A.N. 20. (2) G.A.M. 83.
(3) General 44. (4) General 138. (.....)
4. The payee of a cheque is
(1) the person who is writing the cheque.
(2) the bank where the current a/c is operated.
(3) the claimant for the value of the cheque.
(4) the owner of the current a/c. (.....)
5. The General Form Number of the receipt issued for cash receipts to the Government is,
(1) General 172. (2) General 118. (3) General 35 (A). (4) General 47. (.....)
6. When a cheque is received for a service to be provided by a Department, the relevant service should be provided only after the
(1) cheque is recorded. (2) cheque is deposited in the Bank.
(3) cheque is realized. (4) Bank statement is received. (.....)
7. The Report relating to the Revenue in arrears to government should be submitted to,
(1) Chief Accounting officer. (2) Auditor General.
(3) Government Treasury. (4) Chief Internal Auditor. (.....)
8. The special certificate which should be attached to the paysheet in relation to the first month salary, of an officer who is on his first appointment is
(1) life insurance certification. (2) Report of Medical Examination.
(3) Birth Certificate. (4) list of duties. (.....)
9. The Form General 35 (A) is used to pay
(1) Travelling Expenses. (2) Over time payment.
(3) General Expenses. (4) Refunding of Deposits. (.....)
10. An Indemnity Bond is to be submitted when
(1) receiving a compensation.
(2) receiving a cheque in lieu of Lost cheque.
(3) obtaining a duty railway warrant.
(4) receiving a claim from Agrahara Insurance. (.....)

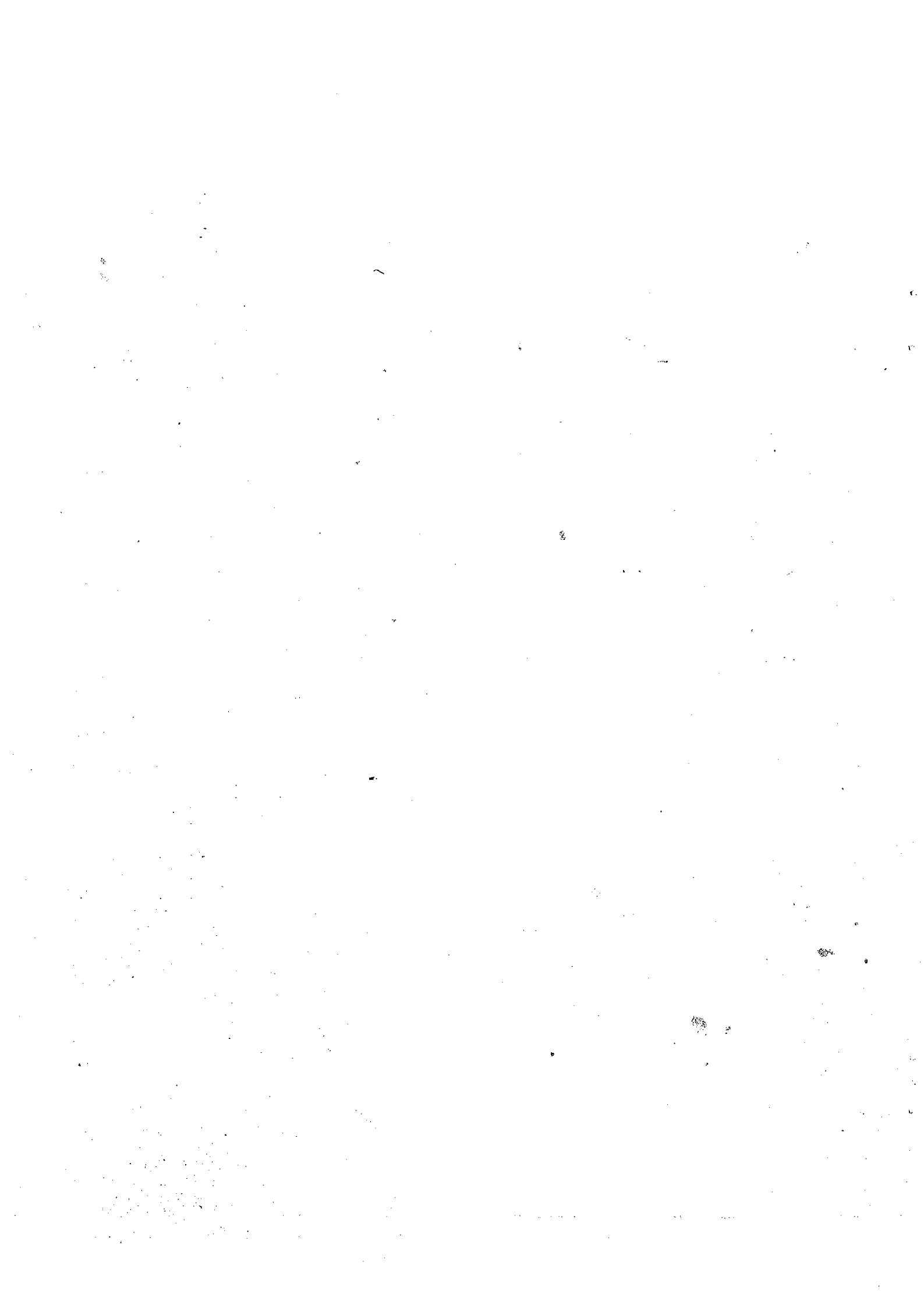


11. The date of monthly salary advance payment to government servants is on
(1) 05 of each month. (2) 10 of each month.
(3) 12 of each month. (4) 15 of each month. (.....)
12. The paid vouchers of a government department should be handed over to,
(1) Chief Accounting officer. (2) Auditor General.
(3) State Accounts department. (4) National Archives. (.....)
13. What is meant by "Transfer Payment" is,
(1) a payment made by currencies.
(2) a settlement of Inter Department transaction by exchanging currencies.
(3) a settlement of Inter department or Inter account transaction without exchanging currencies.
(4) Cross entry in a Cash Book. (.....)
14. The General Validity Period of a cheque issued by a Government department is
(1) 30 days. (2) 90 days. (3) 06 months. (4) 01 year. (.....)
15. The action which should not be taken by a government department when the Balance in the Bank account is not sufficient,
(1) Requesting to the Treasury to send imprest without delay.
(2) Postponing of Payment to next month.
(3) obtaining a Bank overdraft.
(4) Transferring funds from another account in the department temporarily. (.....)
16. "Realising" of a cheque in means
(1) Presenting a issued cheque to the Bank.
(2) Depositing a received cheque in the Bank.
(3) The funds of the deposited cheque is credited to the Bank Account.
(4) Dishonour of a issued cheque. (.....)
17. The extention of validity Period of a government cheque at once is
(1) 15 days. (2) 30 days. (3) 45 days. (4) 90 days. (.....)
18. The monthly Bank Reconciliation statement in a department should be submitted to the Auditor General
(1) on the Last date of the relevant month.
(2) before 10th of following month.
(3) before 15th of following month.
(4) after the Bank statement is received. (.....)
19. The Authority to open an official Bank account should be obtained from,
(1) Deputy Secretary to the Treasury. (2) Governor of the Central Bank.
(3) Secretary to the Finance ministry. (4) Department of Pubic Finance. (.....)
20. The Board of Survey to verify the stamps etc. on the custody of the commissioner General of Inland Revenue is appointed by,
(1) Minister in charge of Finance. (2) Governor of the Central Bank.
(3) Post Master General. (4) Secretary to the Finance Ministry. (.....)

(02×20=40 marks)

* * *

[See page four.]



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(02) Basic Knowledge in Financial Regulations

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Part II

1. (i) State **four** types of crossings used for the safety of a cheque. (08 marks)
 - (ii) State **four** matters to be followed up when a cheque deposited by a department in the bank dishonoured. (12 marks)
2. (i) State **four** types of vouchers with the General form numbers used for payment in a department. (08 marks)
 - (ii) State **four** statutory deductions which could be deducted from the salary of a Government Servant. (12 marks)
3. (i) Explain, briefly what the counterfoil books are? (08 marks)
 - (ii) State **six** types of materials other than cash, cheques and money orders that should be kept in a safe of a department. (12 marks)
4. (i) State **five** type of information mentioned in a Bank Reconciliation statement. (10 marks)
 - (ii) Explain briefly the types of sub imprests. (10 marks)
5. (i) Explain briefly the procedure to be followed up to dispose the completed Receipt books in term of F.R. 342 (5). (10 marks)
 - (ii) State **five** acts that an officer who is keeping public money in his custody should not be done in relation to the public money. (10 marks)

* * *

