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 முழுப் பதிப்புரிமையடையது]
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First Efficiency Bar Examination for Assistant Superintendents
 of Customs Grade II (New Syllabus) – 2017(I)(2018)

(01) Establishments Code and Office Systems

Two hours

Answer only **five** questions including the question No. 1.

1. Write short notes on the following topics.
 - (i) Organization Chart
 - (ii) Job Description
 - (iii) Reinstatement
 - (iv) Letter of Appointment
 - (v) Legal proceedings initiated by government. (20 marks)
2. (i) Explain the advantages of using Forms for office work. (10 marks)
 (ii) Explain the facts that should be considered when preparing a Form. (10 marks)
3. (i) Explain what 'the Status of a Post or an Officer' is. (10 marks)
 (ii) Describe the definition in the Establishments Code about Pensionable Post and Pensionability. (10 marks)
4. (i) Explain the manner that communication becomes important to an office. (10 marks)
 (ii) Describe the basic facts that should compulsorily be included in the communication process. (10 marks)
5. (i) Explain the definition given on 'Salary increment' in the Establishments Code. (10 marks)
 (ii) Describe the methods of disallowance of salary increment of an officer. (10 marks)
6. (i) Describe general provisions of Leave mentioned in the Establishments Code. (10 marks)
 (ii) Explain the instances for which an officer is allowed Lapsed Leave. (10 marks)
7. (i) Explain the facts relating to the responsibilities of an officer making payment of a loan. (10 marks)
 (ii) Explain what facts an officer should know with regard to obtaining Festival Advance. (10 marks)

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(02) Financial Regulations and Accounting Systems

Two hours

Answer **all** the questions only.

1. What are the provisions mentioned in relation to counterfoil Books supplied by the Treasury according to F.R. 340?
2. Define 'Imprests' according to F.R. 365 and describe briefly what sub Imprests are issued by an Accounting Officer.
3. Describe Treasury authority to utilise Bank Services as stated in FR 380.
4. Gifts of Money received by a department should be credited to Revenue and then should be noticed to the Director General, Department of State Accounts, Treasury, without delay. What are the facts that should be mentioned when informing?
5. What are the provisions in relation to Sri Lanka Government mark on all Governments stores as stated in F.R. 750?

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