

but candidates should affix stamps to the value of Rs. 90 for the whole examination or Rs. 50 for a subject for subsequent sittings and duly cancel them with the signature and date. The fee will not be refunded for any reason and not transferable to any other examination.

(2) The candidates will not be allowed to change the medium of language. This examination will be held in Sinhala, Tamil and English and the candidates should sit all question papers in the same language medium.

6. The Commissioner-General of Examinations will issue admission cards to all the persons who have sent applications together with a copy of the time table of the examination. Officers presenting themselves for the examinations must produce their admission cards to the Supervisor of the Examinations Center. A candidate without such an admission card will not be permitted to sit for the examination. A candidate who does not receive admission card at least 07 days before the date of the examination should without delay notify the Commissioner-General, Department of Examinations, Pelawatta, Battaramulla together with the following particulars. (Telegraphic address : Exams, Battaramulla) :

- (i) Name of the Examination ;
- (ii) Full name of the candidate ;
- (iii) Full address ;
- (iv) Name of the Post Office at which the application was posted, registration number and the date of posting.

7. No consideration will be given to application subsequently sent by candidates who fail to fulfill the requirements mentioned in Paragraph 6 above.

8. Officers may, if they so wish, present themselves for different subjects separately at different examinations. However, in order to secure a pass at least 40% of the marks should be obtained in respect of each question paper.

9. *Release of Results.*—Steps will be taken to issue pertaining to officers in the Provincial Public Service mentioned in No. 03 to the Secretary of the Provincial Public Services Commission concerned and those pertaining to Public Officers to the Secretary of the Ministry concerned.

10. *Scheme of the Examination.*—(01) The Efficiency Bar Examination for Officers in Class II Segment “ B ” will consist of the 2 question papers :

- (i) Office Administration and Establishments Code (2 hours) ;
- (ii) Financial Regulation (2 hours).

*Syllabus for the First Question Paper :*

*Office Administration and Establishment Code.*—This question paper will be based on the following chapters of the Establishment Code :

- |             |   |  |
|-------------|---|--|
| Chapter II  | — | Recruitment Procedure and Appointment;                                       |
| Chapter III | — | Transfers;   |
| Chapter IV  | — | Grant of Monthly Pay, Temporary Status, Permanent Status and Pensionability; |

- |               |   |   |
|---------------|---|---|
| Chapter V     | — | Release, Reinstatement and Termination of Employment; |
| Chapter VIII  | — | Overtime, Holidays, Holiday Pay and Allowance;        |
| Chapter XII   | — | Leave;  |
| Chapter XIII  | — | Railway Warrants;                                     |
| Chapter XIV   | — | Travel on duty within the Island;                     |
| Chapter XIX   | — | Government Quarters;                                  |
| Chapter XLVII | — | General Conduct and Discipline.                       |

*Syllabus for the Second Question Paper :*

*Financial Regulations.*—This question paper will be based on the following chapters of the Financial Regulations;

- (i) *Chapter I :*  
Estimates of Expenditure and Revenue  
The Consolidated Fund, Annual Estimates, Variations of Estimates (FRR 1 to 68)
- (ii) *Chapter III :*  
Financial Management and Accountability  
Chief Accounting Officers, Accounting Officers  
Revenue, Officers Authorization, Approval, Certification, Delegation of Authority  
(FRR 124 to 147)

(02) Efficiency Bar Examination of Grade II “ A ” will consist of two papers :

- (a) Office Administration and Establishment Code (2 hours);
- (b) Financial Regulation (2 hours).

*Syllabus for First Question Paper :*

*Office Administration and Establishment Code.*—This question paper will be based on the following chapters of the Establishment Code :

- |                                 |   |   |
|---------------------------------|---|---|
| Chapter XV                      | — | Going abroad for education, training or official duties;  |
| Chapter XVI                     | — | Holiday travel;   |
| Chapter XXIII                   | — | Special concession and conditions regarding officers suffering from certain types of illnesses; |
| Chapter XXIV                    | — | Salary Loans / Advance  |
| Chapter XXV                     | — | Concessions to members of Trade Union;  |
| Chapter XXVII                   | — | Channels of Communication;  |
| Chapter XXVIII                  | — | Administration Procedures;  |
| Chapter XXX                     | — | Rights of Government over Officers;   |
| Chapter XXXIII                  | — | Legal advice and legal actions;   |
| Chapter XLVII                   | — | General Conduct and Discipline;   |
| Chapter XLVIII                  | — | Disciplinary procedure;   |
| Public Administration Circulars | — | On performance appraisals of officers will be applicable.                                       |

*Syllabus for Second Question Paper :*

*Financial regulations.*—This question paper will be based on the following chapters of the Financial Regulations :

(i) *Chapter VI :*

Custody of Public Money, etc., Imprest and Bank Accounts, Security of Public Money, Boards of Survey, Bank Drafts, Bank Accounts (FRR 315 — 396).

(ii) *Chapter XIII :*

Supplies, works and Services.

Supplies/Purchasing, Stock Verifications, Procurement procedures, Contracts, Tender Procedure, Authorities for Deviation (FRR 708 to 775)

12. The decision of the Secretary of the Ministry of public Administration and Home Affairs will be final on any matter not provided for in this notification.

S. C. MANNAPPERUMA,  
Secretary,  
Ministry of Public Administration and  
Home Affairs.

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07,  
25th June, 2004.

**Specimen Application Form**

DEPARTMENT OF EXAMINATIONS - SRI LANKA

EFFICIENCY BAR EXAMINATION PRESCRIBED FOR OFFICERS IN  
SEGMENT "B" SEGMENT "A" OF CLASS II OF THE SRI LANKA  
TECHNOLOGICAL SERVICE - YEAR 2001

Index No.

(For Office use only)

Do you apply for

II B	
II A	
Both	

Medium

Sinhala	S	
Tamil	T	
English	E	

(Indicate ✓ in the relevant cage) (Indicate the relevant English letter)

01. (a) Full Name : - Mr./Mrs./Miss : \_\_\_\_\_.

(In English Block Capitals)

(b) Names with Initials : \_\_\_\_\_.

(In English Block Capitals)

(c) Names With Initials : \_\_\_\_\_.

(In clear Sinhala Characters)

(d) Official Address :

(In English) : \_\_\_\_\_.

(In Sinhala) : \_\_\_\_\_.

(e) Sex : F/M ☐

02. Date of Birth :—

(i) Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.

(ii) Age on 06.08.2004 :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

03. (i) Designation : \_\_\_\_\_.

(ii) Class and Grade in the Sri Lanka Technology Service (should be mentioned as I, II "A" & "B" etc.) : \_\_\_\_\_.

04. (i) To which service do you belong? (Provincial Public service or the Public service) : \_\_\_\_\_.

(ii) The name of the Provincial Council if you belong to a Provincial Public Service : \_\_\_\_\_.

05. The Department to which you belong : \_\_\_\_\_.

06. Subjects offered :

(a) Subjects offered for the class II segment B examination

(1) \_\_\_\_\_.

(2) \_\_\_\_\_.

(b) Subjects offered for the class II segment A examination

(1) \_\_\_\_\_.

(2) \_\_\_\_\_.

*Affix stamps to the value of Rs. 50 for one subject and Rs. 90 for the whole examination and cancel them by placing the signature of the candidate and date*

I hereby declare that the above particulars are true and that I am entitled to sit for this examination in the Language Medium indicated in mentioned above.

\_\_\_\_\_  
Signature of the Candidate.

Date : \_\_\_\_\_.

*Note.*—This application should be signed by the candidate in the presence of his Head of Department or in the presence of an officer authorized to sign to behalf of the Head of the Department or in the presence of his Divisional head of Department.

ATTESTATION OF THE SIGNATURE

I certify that Mr./Mrs./Miss. \_\_\_\_\_ who is on officer in my office and who is known to me personally signed in my presence on this day of \_\_\_\_\_.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

\_\_\_\_\_  
Signature of Attestor.

CERTIFICATE OF THE HEAD OF DEPARTMENT

I Certify that the particulars containing in No. 01 to 06 are correct, this candidate in qualified to sit the examination and that he/she is qualified to sit this examination in the language medium indicated in above.

\_\_\_\_\_  
Signature of Head of the  
Department of Designation.

Date : \_\_\_\_\_.

07-320

### FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II GRADE II OF THE SRI LANKA PLANNING SERVICE — 2004

IT is hereby notified that the First Efficiency Bar Examination for Officers in Class II, Grade II of the Sri Lanka Planning Service will be held in Colombo and Jaffna in November, 2004 by the Commissioner General of Examinations and that the closing date for applications will be on 13th August, 2004.

02. *Scheme of Examination.*—This Efficiency Bar Examination will comprise the following subjects (Each paper will be of 03 hour duration) :

- (i) Planning Concepts and Methodology, Planning Institutions and Finance and Administration ;
- (ii) Economic Analysis and Statistics ;
- (iii) Project Planning ;
- (iv) English Language.

*Note.*—(a) An officer may sit all subjects in one attempt or several attempts.

(b) A candidate should obtain 40% or above, of the marks in each paper for a pass.

03. *Subjects :*—

- (i) *Planning Concepts and Methodology, Planning Institutions and Administration :*

#### Part I

- (a) Planning goals and priorities as well as policy frame work and programmes for their achievement ;
- (b) Methodology for national planning, major problem areas in planning, public participation, mobilization of resources and their allocation, role of NGOs ;
- (c) Nature and sources of data for national planning ; their collection, processing, presentation and analysis, field surveys and investigations, demographic concepts, economic perspectives and policy analysis.

#### Part II

- (a) Government Financial Regulations, Part 1 (Excluding Chapter X) ;
- (b) Current year estimates *e.g.* their presentation under Heads and Programmes, Financial Systems and Appropriation Acts and Supplementary Estimates ;
- (c) Office and field organization and systems ;
- (d) Chapters, I, II, III, IV, V, VI, VII, IX, XI, XII, XV, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII, XLVIII of the Establishment Code.

(ii) *Economic Analysis and Statistics :*

- (a) Principles of economics with particular emphasis on theories of production and distribution ;
- (b) Monetary and banking systems, international finance and trade ;
- (c) Analysis of fiscal, monetary, Trade and tariff policies and other policies ;
- (d) Economic structure of Sri Lanka ;
- (e) Review of the economy ;
- (f) Assessment of technically skilled and unskilled manpower and other resources including foreign aid and assistance and their utilization ;
- (g) Economic, scientific and social forecasting.
- (h) Basic statistical concepts and techniques used in economic analysis and planning ;
- (i) Elements of benefit / cost analysis.

(iii) *Project Planning :*

- (a) *Planning.*—Identification and definition of projects and principles of projects formulation, criteria and choice of location and techniques, estimation of cost and benefits, technical, financial and economic analysis,
- (b) *Implementation of Projects.*—Proper and timely implementation of projects and programmes, preparation of detailed work plans and implementation schedule ; monitoring and progress control and charts co-ordination and follow up ;

- (iv) *English Language.*— This question paper is meant to test the knowledge of English required for an officer of the Sri Lanka Planning Service to carry out his duties.

04. A specimen form of application for this examination is given at the end of this notification. Candidates are requested to prepare their own application form strictly in accordance with the specimen form. The application form should be prepared on a “A 4” size paper, not on paper of any other size. The form may be prepared on both sides of the paper, but should be filled in by the candidate’s own handwriting. From item one to ten to be in first page and the rest should be in second page.

05. Applications should be sent through the Head of Department (through the Divisional Secretary if the officer is attached to a Divisional Secretariat) by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations of Sri Lanka, Battaramulla, Pelawatta, not later than 13th August, 2004. The name of the Examination should be marked on the top left hand corner of the envelope enclosing the application addressed to the Commissioner General of Examinations.

Any application received after the closing date will be rejected. Officers who are deemed to be “New Entrants” for the purpose of

the Official Language Policy may prepare their application forms and fill them up in either the Official Language or Tamil / English Language, the medium through which they were recruited to the service.

06. The Commissioner General of Examinations will issue Admission Cards together with the copy of the Time Table to all candidates whose applications have been accepted. If a candidate does not receive his / her Admission Card at least 7 days before the date of the Examination, he / she should communicate without delay with the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations of Sri Lanka, Battaramulla, Pelawatta (Telegraphic Address "Exams" Battaramulla), informing him that he / she not received the Admission Card and giving the following information :

- (i) Name of Examination ;
- (ii) Full Name of Applicant ;
- (iii) Full Postal Address ;
- (iv) The Post Office from which the application was posted, registration number and date.

07. *Identity Cards*.—Candidates will be required to prove their identity (in respect of each subject) at the Examination hall to the satisfaction of the supervisor. For this purpose any of the following documents will be accepted :

- (i) A valid Passport ;
- (ii) A valid Identity Card issued by the Commissioner for Registration of Persons ;
- (iii) Identity Card issued by the Postmaster General.

The Commissioner General of Examinations has the power to cancel or reject the candidature of any applicant who is unable to provide any one of the above-mentioned documents.

08. Examination Fees : Fees will be levied from the candidates who sit this Examination on the following basis:-

<i>Examination Fees</i>	<i>Rs.</i>	<i>Cts.</i>
(a) No fees will be levied from candidates who sit the examination for the first time	-	-
(b) For each subsequent sitting for the whole examination	115	0
(c) Single subject	75	0

The Examination fee should be paid in revenue stamps and duly cancelled with the candidate's signature.

09. The Examination will be conducted by the Commissioner General of Examinations. Candidates are bound by the rules and

regulations prescribed by him for the conduct of examination. "Rules and Instructions for Candidates" published at the beginning of Part I Section (IIA) of this *Gazette* will apply for this examination too.

10. Head of Departments/Officers are requested to grant duty leave to officers of their Departments/Offices who have been issued with Admission Cards by the Commissioner General of Examinations to present themselves at the Examinations.

11. Any matter not provided for in these Regulations will be dealt with at the discretion of the Sri Lanka Planning Service Board.

N. MADANAYAKE,  
Secretary,  
Sri Lanka Planning Service Board.

Office of the Sri Lanka Planning Service Board,  
Ministry of Finance,  
Colombo 01,  
25th June, 2004.

### SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS II  
GRADE II OF THE SRI LANKA PLANNING SERVICE - 2004

Index No.   
(For Office use only)

Town   
(Colombo, 2 Jaffna (1))

Medium of Examination :

Sinhala - S	
Tamil - T	
English - E	

(Write the relevant letter in the cage)

01. Name :—
  - 1.1 Name with Initials : - (in block capitals)  
Mr./Mrs./Miss : \_\_\_\_\_.
  - 1.2 Name in Full (in Sinhala/Tamil) : \_\_\_\_\_.
  - 1.3 National Identity Card No. :
02. Official Address (in block capitals)
  - 2.1 Official Address : \_\_\_\_\_.  
(in Sinhala/Tamil)

2.2 Address to which the Admission Cards to be sent (in Sinhala/Tamil) : \_\_\_\_\_.

03. Sex :

3.1 Female : F

Male : M

(Write the relevant letter in the cage)

3.2 Date of Birth :—

Year :

Month :

Date :

3.3 Age as at the Closing Date of Applications :

Years :

Months :

Days :

04. Date of entry to Class II Grade II of the Sri Lanka Planning Service : \_\_\_\_\_.

(The correct date on which the duties were assumed should be stated).

05. Are you an "Old Entrant" or "New Entrant" for the purpose of the Official Languages Policy ? : \_\_\_\_\_.

06. Name of Department (If a Divisional Secretariat, State the Name of Office) : \_\_\_\_\_.

07. Subjects applied for under para 2 of the *Gazette Notification* :

- (i) \_\_\_\_\_.  
(ii) \_\_\_\_\_.  
(iii) \_\_\_\_\_.  
(iv) \_\_\_\_\_.

08. Are you sitting the Examination for the first time ? : \_\_\_\_\_.

09. If not for the first sitting, Examination fees paid :

Cage for stamps.—Affix stamps to the value of  
Rs. 115 for The whole Examination, Rs. 75  
for a single subject.

10. I hereby certify that the stamps affixed to the Application were valid and unused before cancellation by me and the particulars furnished by me are correct and also that I am entitled to sit the Examination in the language medium indicated above.

\_\_\_\_\_,  
Signature of Candidate.

Date : \_\_\_\_\_.

*Note.*—The candidate should sign in the presence of his/her Head of Department or an Officer authorized to sign on behalf of such Head of Dept. or his/her Divisional Head.

ATTESTATION

I certify that Mr./Mrs./Miss. .... who is an officer in my office and who is known to me personally placed his/her signature in my presence this ..... day of ..... 2004.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

\_\_\_\_\_,  
Signature of Attestor.

#### CERTIFICATE OF THE HEAD OF DEPARTMENT

I Certify—

- (i) that the particulars furnished above have been checked and found to be correct;  
(ii) that the candidate is eligible to sit this Examination.

\_\_\_\_\_,  
Signature of the Head of Department.  
(Official seal should be placed)

Designation : \_\_\_\_\_.

Date : \_\_\_\_\_.

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