

Examinations, Results of Examinations, &c.

DEPARTMENT OF NATIONAL BUDGET

Efficiency Bar Examination for Budget Assistants—2004

THE Efficiency Bar Examination for Budget Assistants appointed by the Director General / Budget, in terms of Section 08 : 03 of the Circular No. BDA/1/29/A, dated 25th July, 2000 of the Secretary to the Ministry of Finance and Planning on attachment of Graduate Trainees recruited for the promotion of the ability to implement the priority activities of the State of Permanent Posts, will be held on 20th June, 2004 in Colombo.

02. (a) A specimen application form is given at the end of this Notification. Duly prepared application forms should be sent through the Head of Departments by registered post to reach "the Director General of National Budget, Department of National Budget, General Treasury, Colombo 01" by 01st June, 2004. The name of the examination should be indicated on the top left-hand corner of the envelope. Late applications will be rejected without notification.

(b) Applications should be prepared in the language in which candidate will sit for the examination.

(c) Application forms should be prepared on 8" x 12" paper using both sides.

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

- (i) National Identity Card issued by the Commissioner for Registration of Persons,
- (ii) A valid Identity Card issued by the Postmaster-General.
- (iii) A valid Passport,
- (iv) A photograph with the name and the signature certified by the Head of the Department where the candidate is working.

04. No fees will be levied from candidates who sit for the examination for the first time. However, a Money Order for Rs. 150 for the whole examination and Rs. 75 for a single subject, drawn in favour of the Director General of National Budget, payable at the Secretariat Post Office, Colombo 01 should be sent along with the application by candidates repeating the examination. Examination fees will not be refunded under any circumstances.

05. Admission cards will be issued together with a copy of the time table to all candidates whose applications have been accepted. Candidates should forward their Admission Cards to the Examination Administrator at the time of the examination. No candidate who fails to produce his./her admission card will be admitted to the examination. If a candidate does not receive his/her admission card at least 07 days before the day of the examination he/she should communicate without delay with the Director General, National Budget.

06. Officers can sit for the examination separately for each subject in separate sittings. However, a minimum of 40% of the total marks in each paper, should be obtained by a candidate for a pass.

07. *Examination Procedure.*—Efficiency Bar Examination for Budget Assistants will consist of the following subjects :

(01) *Office Management.*—This paper will be based on of the Establishment Code and the financial Regulations — 1st Section, in order to test the knowledge on important regulations and circulars on Office Management. The following Chapters of the Establishment Code will be covered: I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXII, XXXIII.

(02) *Government Budget Procedure and Financial Control.*—This paper is designed to test the knowledge in the policy frame work for preparing the Government Budget, State Policies and Duties for Government Institutions, Planning and Preparation Procedure of the Government Budget, Parameters used to decide on the size of the Budget, Structure of Presentation of the Budget, Appropriation Procedure, Virement Procedure, Monitoring Procedure on Public Expenditure, Financial Control under the Constitution, Financial Control by Parliament, Public Accounts Committee and Committee on Public Enterprises, Duties of the Auditor-General, Responsibilities of the Chief Accounting Officers and the Accounting Officers, Warrants and Variations of General Financial Control.

(03) *Theoretical and Practical Knowledge of Socio-Economic Background in Sri Lanka.*—This Paper is designed to test the theoretical and practical knowledge in economics, specially knowledge of socio-economic problems in Sri Lanka that should be gained by a Public Officer.

Note.—Time duration for each subject is 2 hours. A candidate should obtained a minimum of 40 of marks in each paper for a pass.

A candidate should obtain a minimum of 40 marks out of 100 for a pass. When a candidate is unable to pass all 3 subjects in one sitting he/she can sit for the balance at a subsequent sitting.

08. The decision of the Director General of National Budget, relating to any matter, whatsoever not provided for in this notification on this examination shall be final and conclusive.

S. ABEYSINGHE,

Director General, National Budget.

Department of National Budget,
General Treasury,
Colombo 01,
20th April, 2004.

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR BUDGET ASSISTANTS — 2004

Index No. :

(for official use only)

1. 1.1 Name with Initials : Mr./Mrs./Miss : _____.
 1.2 Names denoted by Initials: _____.
 1.3 National Identity Card No. : _____.
 1.4 Date of Birth :—
 Year : _____, Month : _____, Date : _____.

2. Date of assuming duties as a Budget Assistant : _____.

3. Present place of work and Address :

- 3.1 Name of the Ministry/Department : _____.
 3.2 Official Address : _____.
 (Admission Card will be sent to this address)

4. The language medium in which you wish to sit for the examination :—
 Sinhala : _____, Tamil : _____, English : _____.

5. Subject applied for under Para. 7 of the *Gazette Notification* :
 _____.

6. Are you sitting the examination for the first time : _____.
 If not, receipt for payment of examination fees (annexed):
 Receipt No. : _____.
 Date : _____.
 Post Office of issue : _____.

7. Attestation :

I hereby certify that the particulars furnished in this application are correct to the best of my knowledge. I am entitled to sit for the examination in the language medium indicate in para. 4.0 and also that there are no disciplinary matters pending against me. I agree to the conditions pertaining to this examination.

_____,
Signature.

Date : _____.

8. Certificate of the Head of the Department :

I certify that—

- (i) The applicant is working in this Ministry/Department as a Budget Assistant.
 (ii) The particulars furnished above are found to be correct.
 (iii) His/her work and conduct are satisfactory and he/she is not subject to any disciplinary inquiries.
 (iv) The candidate is eligible to sit for the examination.

Name : _____.
 Designation : _____.
 Address : _____.
 Date : _____.

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

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NOTICE

WITH reference to the *Gazette Notification* "Recruitment of Special Apprentices in Engineering for National Diploma in Engineering Sciences Course 2004 Batch" dated 23rd April, 2004 No. 1,338 sub para. (c) should be included to item No. 04.

- (c) Those who are selected for Marine Engineering Course will have to appear for a medical test at their own expense prior to registration.

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**NEW SCALES OF CHARGES FOR NOTICES AND ADVERTISEMENTS IN THE
"GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA"
EFFECTIVE AS FROM JANUARY 01, 1995**

(Issued every Friday)

1. All notices and Advertisements are published at the risk of the Advertisers.
2. All notices and Advertisements by Private Advertisers may be handed in or sent direct by post together with full payments to **the Government Printer, Government Press, Colombo 8.**
3. The office hours are from 9.00 a.m. to 4.45 p.m.
4. Cash transactions will be from 9.30 a.m. to 3.30 p.m.
5. **All Notices and Advertisements must be pre-paid.** Notices and Advertisements sent direct by post should be accompanied by Money order, Postal Order or Cheque made payable to the Government Printer. Postage stamps will not be accepted in payment of Advertisements.
6. To avoid errors and delay "copy" should be **on one side of the paper only and typewritten.**
7. **All signatures should be repeated in block letters below the written signature.**
8. Notices re-change of name from Non-Government Servants and Trade Advertisements are not accepted for publication.
9. Advertisements purporting to be issued under Orders of Courts will not be inserted unless signed or attested by a Proctor of the Supreme Court.
10. **The authorised scale for charges for notices and Advertisements is as follows from January 01, 1995 :-**

	<i>Rs. c.</i>
One inch or less	51 0
Every addition inch or fraction thereof	51 0
One column or 1/2 page of <i>Gazette</i>	504 0
Two columns or one page of <i>Gazette</i>	1,008 0

All fractions of an inch will be charged for at the full inch rate.

11. The "**Gazette of the Democratic Socialist Republic of Sri Lanka**" is published every Friday. Day of publication is subject to alteration in any week where Public Holidays intervene.

12. All Notices and Advertisements should reach the **Government Printer, Government Press, Colombo 8**, as shown in schedule of Separate Notice published at the end of each part of the *Gazette* of the first week of every month.

**13. * REVISED SUBSCRIPTION RATES EFFECTIVE FROM JANUARY 1ST 1995
(Govt. Gazette Annual)**

	<i>Local Rs. c.</i>	<i>Foreign Rs. c.</i>
Whole of Part I (3 sections together)	1,612 0	2,098 0
Parts II to VI (Each Part)	572 0	745 0
Section I	520 0	1,007 0
Section II (Advertising, Vacancies, Tenders Examinations etc.)	624 0	1,009 0
Section III	468 0	907 0
Extraordinary Gazette	3,360 0	4,422 0

Subscription to the "**Gazette of the Democratic Socialist Republic of Sri Lanka**" are booked per periods of not less than 12 months so as to terminate at the end of a calendar year only.

*** Rates for Single Copies if available in stock**

	<i>Price Rs. c.</i>	<i>Postage (Local) Rs. c.</i>
(A) Part I	31 0	5 0
Parts II to VI (Each Part)	11 0	5 0
(B) Section I	10 0	5 0
Section II	12 0	5 0
Section III	9 0	5 0

All remittances should be made in favour of the Superintendent, Government Publications Bureau, No. 32, Lotus Road, Colombo 01, who is responsible for booking subscriptions and for sale of single copies.

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer does not accept payments of subscription for the Government Gazette. Payments should be made direct to the Superintendent, Government Publications Bureau, No. 32, Lotus Road, Colombo 01.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer and not by the Superintendent, Government Publications Bureau.

Schedule

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
	2004					
MAY	07.05.2004	Friday	—	23.04.2004	Friday	12 noon
	14.05.2004	Friday	—	30.04.2004	Friday	12 noon
	21.05.2004	Friday	—	07.05.2004	Friday	12 noon
	28.05.2004	Friday	—	14.05.2004	Friday	12 noon
JUNE	04.06.2004	Friday	—	21.05.2004	Friday	12 noon
	11.06.2004	Friday	—	28.05.2004	Friday	12 noon
	18.06.2004	Friday	—	04.06.2004	Friday	12 noon
	25.06.2004	Friday	—	11.06.2004	Friday	12 noon
JULY	01.07.2004	Thursday	—	18.06.2004	Friday	12 noon
	09.07.2004	Friday	—	25.06.2004	Friday	12 noon
	16.07.2004	Friday	—	01.07.2004	Thursday	12 noon
	23.07.2004	Friday	—	09.07.2004	Friday	12 noon
	30.07.2004	Friday	—	16.07.2004	Friday	12 noon

NEVILLE NANAYAKKARA,
Government Printer.

Department of Government Printing,
Colombo 08,
January 01, 2004.