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முழுப் பதிப்புரிமையுடையது]
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**First Efficiency Bar Examination for Officers in Grade III of the
Sri Lanka Education Administrative Service - 2016 (2017)**

(02) Finance

Three hours

- Answer five questions only.

1. Write short answers to the following questions.

- State **four** types of deposits included in a deposit account maintained by a Government Department.
- State **four** types of crossings used in relation to the security of cheques.
- Name **four** types of taxes that can be identified at present in the day to day payments of a Government Department.
- State **four** object fields that can be identified for incurring capital expenditure in financial utilisation of schools.
- State **four** losses that can occur in payment activities as stated in F.R. 102.

(20 marks)

2. Explain the procedures that should be followed according to the Financial Regulations in each of the following instances.

- In an instance where some paid vouchers of a Government office has been misplaced while there is other evidence to support payment.
- When an error occurs while writing a cheque issued from the Government account.
- When considering withdrawal from the Departmental Deposit Account.
- When considering the action regarding the recoverable balances of an officer, when an officer has been transferred from one department to another department.
- In an instance when a stock of counterfoil books of financial value in a Government Department is lost.

(20 marks)

3. It is an essential fact that a proper financial management and procurement process should be maintained in each and every school.

- What are the financial sources that are supplied under the Central Government and the Provincial Councils for development of school education?
- What are the regulations stipulated by the Education Ministry regarding maintaining Petty Cash Imprests in schools?
- Describe the way a school Technical Evaluation Committee should act when evaluating the bids forwarded in a procurement.
- What information should be included in a receipt to be issued by a School Development Society when accepting financial contribution or donations?
- Describe briefly the procurement process under Shopping Method.

(20 marks)

4. Explain the regularised procedure to be followed under the provisions of the Financial Regulations to carry out the relevant action in each of the following instances.

- (i) When dealing with a travelling advance obtained by an officer for an official trip.
- (ii) When taking action to send paid vouchers to the Auditor General.
- (iii) When an 'ad hoc' sub imprest has to be released for a specified purpose.
- (iv) When taking action in relation to the security deposit of an officer appointed to post requiring security.
- (v) When dealing with the collection of money received by an accepting officer in relation to financial control of government revenue.

(20 marks)

5. The Government Procurement Guidelines have been introduced to better management of the government procurement activities.

- (i) What are the aims of obtaining a bid bond in the Procurement Process?
- (ii) What facts should be confirmed by a Procurement Unit when obtaining goods by the Reorder Method of 50% of the original contract value?
- (iii) What facts should be announced by the Bid Opening Committee at the Bid Opening stage in the Procurement Process?
- (iv) What facts should be considered when selecting an appropriate procurement method?
- (v) What facts cause the rejection of all bids, even if the bid documents have been submitted correctly?

(20 marks)

6. Explain with reasons the truthfulness or falseness of each of the following statements.

- (i) Before extending the validity period of the cheque, it is necessary only to consider whether it is a cancelled cheque.
- (ii) Only the Minimum Credit Limit and the Maximum Debit Limit are included in the Limits imposed in relation to Advanced Accounts.
- (iii) According to the Financial Regulations all cheques sent by post should be sent under registered post.
- (iv) 'Paid' seal should be compulsorily stamped on all paid vouchers and all annexures supporting the payment.
- (v) A construction work acquired by a School Development Society cannot again be assigned on sub contract basis.

(20 marks)

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