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உள்ளாட்டலுவல்கள் அமைச்சு

MINISTRY OF HOME AFFAIRS

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மாவட்ட நிர்வாகப் பிரிவு

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Your No

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திகதி:

Date

07.2015

District Secretary/ Divisional Secretaries,
All the Technological Assistants,

First Efficiency Bar Examination for Technological Assistants who are attached to the Ministry of Home Affairs – 2015

Arrangements have been made by Sri Lanka Institute of Development Administration to conduct the above examination in the following manner and arrangements will be made by Sri Lanka Institute of Development Administration to send the admissions to exam applicants in due course. You are kindly informed to contact 011-5980257 if the admissions for the examination are not received by 17.07.2015.

Examination	Date	Subject	Time	Examination centre
First Efficiency Bar Examination for Technological Assistants	26.07.2015 (Sunday)	Office Administration and Establishments Code	9.00 a.m. – 11.00 a.m.	Lumbini College, Colombo 05
		Financial Regulations	11.30 a.m. – 01.30 p.m.	

Syllabus

Name of the question paper	Syllabus
1. Office Administration and Establishments Code	This question paper is designed on Procedural Rules published by the Public Service Commission in the Gazette extra ordinary of the government dated 20.02.2009 and provisions of the Establishments Code paying special attention to the following chapters, office practices and office systems. Chapter V – Releases, re-employments and termination of service. Chapter VIII – Overtime allowances, holidays, holiday pay and allowances. 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
2. Financial Regulations	This question paper is designed based on the following chapters of the Financial Regulations. Chapter I – Estimates of expenditure and revenue Consolidated Fund, Annual estimates, changing the annual estimates (From F.R. 1 to 68) Chapter III – Financial management and accountability, Chief Accounting Officers, Accounting Officers, Revenue Accounting officers, authorization, approval, certification for payments, entrusting duties (From F.R. 124 to 147)

E.M.D.B. Ekanayake
Senior Assistant Secretary (District Administration)

Sgd/ S.D.A.B. Boralessa
Secretary
Ministry of Home Affairs