



FIJI PUBLIC SERVICE

EXAMINATION H (1)
29TH August – 2006

(9am – 12.10pm)

Time: 3 Hours 10 Minutes

Total Marks: 100

Instructions to Candidates

1. Ensure that your **index number is written on** the top right hand corner of every sheet of paper you use. Your name **must not** appear anywhere on the answer script.
2. You may use blue or black ink or ballpoint pen. You **must not** use a red pen or pencil as the answer scripts will not be marked.
3. The paper is **divided** into 2 sections (i.e. A & B). **Ensure to begin each section on a new sheet of paper.**
4. Read each question & instructions very carefully. Note the allocation of marks to each question and distribute your time accordingly.
5. **Ten (10) minutes** is allocated to read the questions, thus, you **must not** start writing until you are told.
6. This being an open exam the use of three texts, namely General Orders, Financial Instructions & Supplies & Services Instructions is provided to each candidate.
7. The candidate must use only the standard calculators. Where calculations are required, you must show full working on the answer script.
8. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
9. Please note that a candidate will be disqualified from sitting or to continue with the examination if one does not comply with the above and other instructions announced by the invigilator.

EXAMINATION (H1) : 29 AUGUST, 2006

**SECTION A: GENERAL ORDERS, PUBLIC SERVICE ACT
1999 AND PUBLIC SERVICE (GENERAL)
REGULATIONS, 1999.**

[35 Marks]

ANSWER ALL QUESTIONS

PART I: MULTIPLE CHOICE

5 marks
[1 mark each]

[Answer Questions 1- 5 by writing the most appropriate letter]

Question 1

The appointment of a person to a permanent position in the public Service in the first instance is regarded as:

- a) promotion
- b) acting
- c) probation
- d) contract

Question 2

The authority to appoint a Clerical Officer to the Service is vested in the:

- a) the Public Service Commission
- b) Head of the Department
- c) Chief Executive Officer
- d) Minister

Question 3

An Officer must retire from the Service on reaching the compulsory retirement age of:

- a) 50 years
- b) 55 years
- c) 60 years
- d) 65 years

Question 4

An officer who is absent from work for more than 7 consecutive days without an approved leave may be treated as:

- a) Annual leave
- b) In – patient Sick leave
- c) Promotion
- d) Deemed to have resigned

Question 5

The Public Service (Senior Executive Service) Regulations 2003 apply to Positions:

- a) Accounting cadre
- b) Legal positions
- c) Administrative positions
- d) Senior Executive Service positions created by the Commission

PART II: TRUE OR FALSE

(5 marks)
[1 mark each]

[Answer Questions 6-10 by writing either True or False.

Question 6

Non compliance with or disobedience of a General Order may form the basis of disciplinary charge.

Question 7

The promotion of an officer to a post of Director (US04) is appealable.

Question 8

An Assistant Accounts Officer who worked overtime is entitled to overtime payment.

→ Question 9

A temporary relieving Officer who has served for more than six (6) months will not be granted leave with salary within the first months three(3) months of his appointment to the permanent establishment.

Question 10

Leave is a right of an officer.

PART III: MATCHING

[5 marks]

[1 mark each]

Question 11

From the terms in the bracket below, select the one that matches each of the statements at (a) - (e).

[Annual Corporate Plan, Public Service Code of Conduct, Transfer Allowance, Official Secret Acts, Attendance Register, Annual Confidential Report, Medical & Police Report, Certificate of Service, Meal Allowance, Mileage Allowance, Subsistence Allowance]

- (a) Assessment Report of an officer's performance after a period of twelve months.
- (b) Allowance payable to an officer who has been given authority to use his own motor vehicle for official duties.
- (c) A record that indicates time of arrival and departure of officers.
- (d) Requirements before appointments are made in the Public Service.

- (e) Allowance paid to an officer who is absent from his/her station for more than 24 hours on official duties.

PART IV - SHORT ANSWERS
(Answer all questions)

[20 marks]

Question 12

** Define the following terms:

- (a) Acting appointment
- (b) Forfeiture of salary in terms of late arrivals
- (c) Official Secret Acts

(6 marks)

Question 13

Define the process that the Chief Executive Officer of a Ministry should observe when he has a reason to believe that one of his officers has breached the Public Service Code of Conduct and wish to remove him/her from the Service.

(8 marks)

Question 14

Briefly explain the procedures that should be followed by a permanent officer who wishes to resign from the Service.

(6 Marks)

SECTION B : FINANCIAL INSTRUCTIONS AND STORES
[Begin this Section in a new sheet of paper]

ANSWER ALL QUESTIONS -

[65 marks]

Question 1

Under the new Finance Management Act of 2004, identify at least two principles of responsible financial management? (6 marks)

Question 2

Who is responsible for managing the financial affairs of the Government as a whole in accordance with the Constitution and the new FMA? (2 marks)

Question 3

What is Annual Budget Estimate? (5 marks)

(a)

Question 4

Who is responsible for presenting the Annual Budget Estimates to the Parliament and what is the time frame? (2 marks)

Question 5

Outline three authorities of expenditure. (6 marks)

Question 6

Who is a revenue collector and who appoints him or her? (4 marks)

Question 7

- (a) What is the purpose of Salary Change Advice (SCA)?
- (b) Who should check and sign the Salary Change Advice?
- (c) Which agency the Salary Change Advice should be submitted for action? (6 marks)

Question 8

Who has the authority to open a bank account to operate public Funds?
(2 marks)

Question 9

What is the objective of maintaining petty cash, who authorizes and when should it be retired?
(6 marks)

Question 10

Who has the authority to impose surcharge action?
(2 marks)

Question 11

What is the function of the Agency Tender Board and who sits as the Chairman of the Board?
(6 marks)

Question 12

How many quotations should be obtained for procurement of goods and services?
(2 marks)

Question 13

What do you understand by annual board of survey and the purpose of the survey and how often should it be convened?
(5 marks)

Question 14

What are essential details that should be filled in the payment voucher to ensure its completeness in all respect?
(6 marks)

Question 15

Briefly discuss the powers and functions of the independent Office of the Auditor General as provided in the Constitution, the Finance Management Act and the Audit Act.
(5 marks)

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