



FIJI PUBLIC SERVICE

EXAMINATION H (1)

6TH DECEMBER 2006

9am– 12.10 pm

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. You **must not** use a red pen or pencil as the answer scripts will not be marked.
3. The paper is **divided** into two (2) sections [i.e. A&B] **Ensure to being 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. You **must not** start writing until you are told.
6. This being an open exam the use of two texts, namely General Orders & Financial Instructions is provided.
7. Candidates 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): DECEMBER 2006

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

ANSWER ALL QUESTIONS

PART I: MULTIPLE CHOICE

[5 marks]

[1 mark per question]

[Answer Questions 1 to 5 by writing the letter of the most appropriate answer]

QUESTION 1

The appointment of a person to a permanent position in the public Service with adverse police record is vested with:

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

QUESTION 2

The authority to appoint a person to a vacant position in the Senior Executive Service is vested with the:

- d) the Public Service Commission
- e) Head of the Department
- f) Chief Executive Officer
- g) Minister

QUESTION 3

An Officer on appointment to the Public Service shall be required to serve on probation for a period of:

- a) One year
- b) One year and six (6) months
- c) Two (2) years
- d) Two years and six (6) months

QUESTION 4

A Certificate of Service will be provided to an officer when:

- a) Relinquishing his appointment
- b) Proceeds on leave
- c) Is Promoted
- d) Leave without salary

QUESTION 5

The Public Service Commission delegates its powers to:

- a) Head of Departments
 - b) Ministers
 - c) Chief Executive Officers
 - d) Deputy Secretaries
-

Part II: True or False

(5 marks)

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

QUESTION 6

Contravention of the Public Service Code of Conduct from the basis of disciplinary charge.

QUESTION 7

Chief Executive Officer is appointed by the Constitutional offices Commission.

QUESTION 8

An Executive Officer acting as Administrative Officer and worked overtime is entitled to overtime payment.

QUESTION 9

All officers of Permanent Secretary rank are entitled to receive rent free quarters.

QUESTION 10

Officers may be allowed to carry over a maximum of 20 working days leave entitlement from one leave year to the next.

Part III: Matching

[5 marks]

QUESTION 11

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

[Annual Corporate Plan , Public Service Code of Conduct, Transfer Allowance, Deemed to have resigned; Attendance Register, long Service leave, Medical & Police Report, Certificate of Service, Meal Allowance, Mileage Allowance, Subsistence Allowance]

- a) An officer who is absent from duty after more than seven (7) consecutive days and does not tell the Commission the reason for the absence.
- b) A breach by an employee that constitutes a ground for disciplinary action.
- c) Requirements before appointments are made in the Public Service.
- d) Leave granted to officers in addition to annual leave.
- e) Document that outline the Chief Executive Officer's deliverables.

Part IV Short Answers (Answer all questions)

20 marks

QUESTION 12

Define the following terms:

(6 marks)

- a) Outpatient Suck Leave
- b) Study leave
- c) Teachers Leave year

QUESTION 13

Define the procedures that an Officer should follow if the Commission has decided to terminate his/her employment as a result of a disciplinary action.

(8 marks)

QUESTION 14

Briefly explain the procedures that needs to be observed and followed when communicating with the Chief Executive Officer, Public Service Commission.

(6 Marks)

SECTION B FINANCIAL INSTRUCTIONS AND STORES

[Begin this section in a new sheet of paper]

ANSWER ALL QUESTIONS

[65 marks]

Question 1

There are five (5) principles of responsible financial management discussed in the Finance Management Act 2004. Discuss in your own words three (3) of these as elaborated in the Act.

[6marks]

Question 2

Annual Budget Estimate is perhaps one of the most important and essential documents used by all Ministries and Departments on a regular basis.

- (a) Discuss in at least three sentences what do you understand by budget estimate.
- (b) Who is responsible for presenting the annual budget estimate in the Parliament?
- (c) What is the time frame for presenting the budget in the parliament?

[5marks]

Question 3

Who is responsible for managing the financial affairs of the Government as a whole in accordance with the Constitution and the new Financial Management Act

[2marks]

Question 4

- (a) Who has the authority to open a bank account to operate public funds?
 - (b) What is a Drawings Account and how often should it be reconciled?
 - (c) What is a cash flow statement and who is responsible for monitoring this?
- [6marks]**

Question 5

- a) Why is it important to issue cheques for payment?
- b) What is the objective of maintaining petty cash?
- c) Who authorizes the issue of petty cash and when should it be retired?

[6marks]

Question 6

What is the function of the Central Tender Board and the composition of its members.

[6marks]

Question 7

Why is it important to obtain competitive quotations for supply of goods and services and number of quotations that should be obtained?

[2marks]

Question 8

What do you understand by annual board of survey or inventory and the purpose of the survey and how often should it be convened. **[3 marks]**

Question 9

What are the essential details that should be filled in the payment voucher to ensure its completeness in all respect.

[4 marks]

Question 10

What are the three basic details that should be recorded in the losses register?

[3 marks]

Question 11

Who has the authority to approve the write-off of unserviceable items not exceeding \$6,000.00.

[1 mark]

Question 12

Who has got the delegated powers to impose surcharge action? [1 mark]

Question 13

The procurement authorities are delegated to the Chief Executive Officers and Tender Boards. Please specify the procurement limits delegated to the following:

- i) Chief Executive Officer
- ii) Agency Tender Board
- iii) Central Tender Board

[6 marks]

Question 14

Discuss three core responsibilities of Chief Executive Officers stipulated in the Finance Management Act 2004.

[3 marks]

Question 15

Discuss briefly the following terms in relation to government expenditure.

- a) General Warrant
- b) Special Warrant
- c) Requisition to incur Expenditure

[6 marks]

Question 16

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]