



FIJI PUBLIC SERVICE

EXAMINATION – H (1)

10th December, 2008

**Time: 3 Hours {9am-12.10pm}
(10 min. reading time)**

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.
3. This paper is divided into **Two (2) Sections**. [**Section A** - General Orders, Public Service Act 1999 & Public Service (General) Regulations 1999 = **35 Marks** & **Section B** - Finance Instructions & Stores = **65 Marks**].
4. **Ensure to begin Each Section on a new sheet of paper.**
5. Read each Question & Instruction very carefully. Note the allocation of marks to each question and distribute your time accordingly. It is suggested that you spend approximately 60 minutes on Section A and 120 minutes on Section B.
6. **Ten (10) minutes** is allocated to read the questions. **Do Not** start writing until you are told to do so.
7. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the examination.
8. Candidates must use standard calculators only. Where calculations are required you must show full working on the answer scripts.
9. Access to reference materials during the exam is forbidden.
10. Please note that a candidate will be disqualified from sitting or to continue with the examination for non-compliance with the above and other instructions announced by the invigilator.

SECTION A: GENERAL ORDERS, PUBLIC SERVICE ACT 1999 & PUBLIC SERVICE (GENERAL) REGULATIONS, 1999 (35 Marks)

It is suggested that you spend approximately 60 minutes on this Section.

ANSWER ALL QUESTIONS

PART 1: MULTIPLE CHOICE (5 Marks)

(Answer Questions 1-5 by writing the letter of the most appropriate answer)

Question 1

Which of the following situations will mean that the officer qualifies for a Subsistence Allowance?

- a. The officer is transferred within Suva from Ministry of Education to Ministry of Information.
- b. The officer stationed in Suva is required to spend to 2 days at Labasa on official duties.
- c. The officer is absent from his headquarters for a period of more than 3 months.
- d. The officer stationed in Nadi departs his office at 7am for Navua and returns at 11pm on the same day to Nadi.

(1 mark)

Question 2

Office hours in the Public Service shall be:

- a. From 8.00am to 4.30pm only
- b. The entire period of twenty four hours a day
- c. From 7.00am to 5.00pm
- d. Prescribed from time to time by the Permanent Secretaries and Heads of Departments with the consent of the Public Service Commission.

(1 mark)

Question 3

Medical Examinations and Police Reports are a requirement before:

- a. A Candidate is interviewed for a Clerical officer position
- b. A Letter of appointment is issued to a candidate
- c. A candidate is short listed for interview
- d. Candidates apply for vacant position in the Civil Service

(1 mark)

Question 4

The authority to appoint a Clerical Officer (SS05) at Nadi Hospital is vested with the:

- a. The Chief Medical Officer
- b. Permanent Secretary for Health
- c. Public Service Commission
- d. Minister

(1 mark)

Question 5

The authority to vary rate of meal allowance from time to time is vested with the:

- a. Permanent Secretary for Works and Energy
- b. Permanent Secretary for Finance, National Planning, Public Enterprise and Sugar Industry.
- c. Permanent Secretary for the Public Service
- d. Chief Accountant

(1 mark)

PART 11: TRUE OR FALSE

(5 Marks)

(Answer Questions 6-10 by writing either True or False)

Question 6

A Clerical Officer in the Ministry of Foreign Affairs can communicate in writing direct to the Permanent Secretary for the Public Service.

(1 mark)

Question 7

An officer shall be entitled to outpatient sick leave up to 21 days in any one leave year of Service. This leave can be accumulated.

(1 mark)

Question 8

The Permanent Secretary for Health has the authority to appoint a Medical Officer (MD05) in the Ministry of Health who has been convicted of a criminal offence.

(1 mark)

Question 9

All correspondences shall, immediately after opening, without any further action be forwarded to the Permanent Secretary for his/her comments.

(1 mark)

Question 10

An officer is entitled to Long Service Leave when he/she completes 12 continuous years service.

(1 mark)

PART 111: MATCHING

(5 MARKS)

Question 11

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

Bereavement Leave, Teachers Leave Year, Mileage Allowance, Annual Confidential Report, Outpatient Sick Leave, Leave Roster, Public Service Code of Conduct, Leave Schedule, Subsistence Allowance, Register of Absence, Annual Leave, Per Diem Allowance, Meal Allowance.

- (a) An officer may be granted up to three (3) days leave in any one leave year on application. (1 mark)
- (b) This leave is equivalent of one academic year (41 school weeks) of resident service. (1 mark)
- (c) Assessment Report of an officer's performance after a period of twelve months. (1 mark)
- (d) Allowance payable to an officer travelling overseas. (1 mark)
- (e) Allowance an officer is entitled to claim while travelling on board ship on official duty provided the officer pays for his/ her own meals. (1 mark)

PART IV SHORT ANSWERS

(20 MARKS)

(ANSWER ALL QUESTIONS)

Question 12

Define the following terms

- a) Meal Allowance
- b) Absence Without Leave
- c) Rent Subsidy

(6 marks)

Question 13

Please explain what you understand by the term “Probationary Appointment”.

(8 marks)

Question 14

EITHER

- (a) State two (2) of the Public Service Code of Conduct and please explain what you understand by them.

OR

- (b) Cost saving measures in the Public Service was reinforced and implemented by the Public Service Commission vide its PSC Circular No 11/2008 dated 03/04/08. Describe the reasons why these cost saving measures were necessary and identify some measures that were implemented.

(6 marks)

SECTION B: FINANCIAL INSTRUCTIONS AND STORES

[65 Marks]

[BEGIN THIS SECTION ON A NEW SHEET OF PAPER]

It is suggested that you spend approximately 120 minutes on this Section.

ANSWER ALL QUESTIONS

Question 1

- a. Who approves the funds held under requisition?
- b. Who presents the annual budget?

(4 marks)

Question 2

Name 3 documents for Internal Controls.

(6 marks)

Question 3

Explain an internal control procedure for maintenance of a Trust Account.

(3 marks)

Question 4

What is the purpose of a stocktake and how often it can be undertaken?

(4 marks)

Question 5

List 2 types of losses and limits for approval by the Chief Executive Officer/Permanent Secretary.

(4 marks)

Question 6

What is recorded in an Accounts Receivable Ledger?

(3 marks)

Question 7

Who approves all refunds of revenue?

(2 marks)

Question 8

Name 2 control procedures for payment of salary and wages.

(4 marks)

Question 9

Who is the chairperson for the Central Tender Board?

(2 marks)

Question 10

What are the 3 responsible procurement authorities and their respective limits for expenditure?

(6 marks)

Question 11

An officer travelling on official duty to outer station was given \$500.00 accountable advance. Upon return, the officer cleared only \$300 with supporting documents and \$200 remained uncleared after the lapse of the 7 days allowed. The interest to be charged is 12 %. What is the total amount to be recovered from the Officer. Show all working.

(5 marks)

Question 12

An Annual Corporate Plan includes various information. List at least 3 types of information required in this document.

(6 marks)

Question 13

- a. Who appoints revenue collectors in an agency?
- b. What is the key role of revenue collectors?

(4 marks)

Question 14

List the important procedures for the payments process.

(3 marks)

Question 15

What are the four (4) components of Financial Management Reform (FMR)?

(4 marks)

Question 16

- a. Who authorizes opening of a bank account for Public money?
- b. What is a 'stale cheque'?
- c. Who approves operation of a 'petty cash account'?
- d. What is the key purpose of 'Cash Flow Forecasting'?
- e. When is the petty cash retired?

(5 marks)

THE END