



FIJI PUBLIC SERVICE

EXAMINATION – H (1)

07th May – 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**. [ie. A&B].
Ensure to begin each section on a new sheet of paper.
4. Read each question & instruction 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. **Do Not** start writing until you are told to do so.
6. Use of Mobile phone in the class/ hall is not permitted. It should be switched off before the commencement of the exam.
7. Candidates must use standard calculators only. Where calculations are required you must show full working on the answer scripts.
8. Access to reference materials during the exam is forbidden.
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.

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

ANSWER ALL QUESTIONS.

PART 1: MULTIPLE CHOICE

**5marks
(1 mark each)**

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

Question 1

PSC Circular No 11/2008 dated 03/04/08 focuses on cost saving measures in the Public Service. Effective from the date of this circular one of the following measures will be reinforced and implemented:

- a) All new appointments will be on performance based contracts with the revised terms and conditions of employment to reflect the new arrangement.
- b) All vacant positions will be advertised with immediate effect.
- c) New acting appointments will continue to be approved.
- d) Permanent Secretaries will continue to make appointments and promotions under delegated powers.

Question 2

The effective date of appointment of an expatriate Medical Officer from Sri Lanka is:

- a) The date on which the Officer assumes duty
- b) The date of embarkation for Fiji, subject to the limitations specified in the contract
- c) The date on which the Officer signs his appointment letter outlining his contractual agreement.
- d) The date on which the Officer arrives in Fiji

Question 3

Permanent Secretaries or Heads of Departments may grant an officer bereavement leave of up to:

- a) Three(3) days in any one leave year on application
- b) Ten(10) days in any one leave year on application
- c) Seven(7) days in any one leave year on application
- d) Five (5) days in any one leave year on application.

Question 4

Garaging of a Government vehicle at an officer's home is forbidden unless prior permission has been obtained in writing from the:

- a) Public Service Commission
- b) Permanent Secretary or Head of Department which will only be given in exceptional circumstances
- c) Permanent Secretary for Finance, National Planning and Sugar Industry
- d) Transport Officer

Question 5

The authority for the grant of annual leave and long service leave in relation to leave for the Chief Justice is vested in:

- a) the Permanent Secretary for Finance, National Planning and Sugar Industry
- b) the Permanent Secretary for the Public Service
- c) His Excellency the President
- d) The Attorney General after consultation with the appropriate Minister

PART 11: TRUE OR FALSE

**(5 Marks)
(1 mark each)**

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

Question 6

Officers occupying quarters officially listed as condemned by the P.W.D. shall be required to pay rent at 5per cent of salary.

Question 7

Local officers recruited within their station are not eligible for Government quarters unless transferred to another station other than Suva.

Question 8

Officers may be allowed to carry over up to a maximum of seven (7) working days leave entitlement from one leave year to the next.

Question 9

All unauthorized absences due to any reason except sickness must be deducted from the officer's salary, provided the accumulated absence in one (1) month equals or exceeds three (3) hours.

Question 10

An Officer who is selected to be an official or a member of a Fiji National Sporting team shall be granted leave on full salary up to 80 days in any one year, such period to include local and overseas training sessions.

PART 111: 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).

Bereavement Leave, Leave With out Salary-not in the public interest, Long Service Leave, Temporary Employment, Annual Corporate Plan, Position Description, Pool Quarters, Departmental Quarters, Subsistence Allowance, Acting Allowance, Leave Roster, Leave Schedule

- a) Document that outline Permanent Secretaries' deliverables
- b) The Commission may grant an Officer this leave for a period not exceeding twelve months.
- c) Quarters under the allocation of the Suva Housing Board or Commissioners of Divisions maintained and furnished by the Public Works Department.
- d) An allowance intended to recompense an Officer, who has to travel on public service for additional expenditure incurred by him/her.
- e) A roster which Permanent Secretaries and Heads of Departments shall maintain in respect of their staff so that leave may be granted with minimum disruption to the Services provided.

PART IV: SHORT ANSWERS

(20 marks)

(Answer all questions)

Question12

(6marks)

Define the following terms:

- a) Attendance Register
- b) Hire of Vessels and Motor Vehicles
- c) Rent Subsidy

Question13

(6marks)

Answer only one (1)

EITHER

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

OR

- (b) Please explain what you understand by the term **“Presents from private individuals or groups of persons which can not be refused without giving offence shall be handed over to the Permanent Secretaries or Head of Department and a letter in appropriate terms shall be sent by the Permanent Secretary or Head of Department to the donor.”**

Question 14

(8 marks)

Mr Peter Chand, Administrative Officer (SS03) in the Department of Social Welfare, Suva completed 15 continuous years service on Friday 28/03/08. He proceeded on 42 consecutive days long service leave with effect from Monday 31/03/08 to Sunday 11/05/08. The officer will resume duties on Monday 12/05/08. Mr Chand is on a salary of \$19,522 in the salary scale SS03: \$19,522-\$20,051-\$20,663-\$21,266-\$21,867-\$22,700-\$23,650-\$24,951-\$26,584.

The Public Service Commission approved that Mr Semi Bula, Executive Officer (SS04) in the Office of the Solicitor General, Suva to be posted to the Department of Social Welfare to act as Administrative Officer with full acting allowance whilst Mr Chand enjoys his leave. Mr Bula is on a salary of \$15,062.00 per annum in the salary scale SS04:\$15,062-\$15,507-\$15,946-\$16,388-\$16,803-\$17,217-\$17,728-\$18,243-\$19,217-\$20,411.

- (i) Briefly explain with reason(s) whether Mr Bula’s posting will justify for payment of transfer allowance.
- (ii) What do you understand by the term acting appointments and acting allowances?
- (iii) What do you understand by the term “acting appointments will normally but not necessarily be published in the Fiji Republic Gazette.”
- (iv) Calculate how much acting allowance Mr Bula will be eligible to receive.

SECTION B: FINANCIAL INSTRUCTIONS AND STORES

[Begin this Section on a new sheet of paper]

Answer all Questions

[65 marks]

Question 1

- a. What is the purpose of a Revenue Collectors Chart?
- b. What is the purpose of the Distribution Register?

(4 marks)

Question 2

What are 3 financial duties as per the Finance Instructions that need to be independent of each other?

(6 marks)

Question 3

Name 3 costing methods used for valuation of inventories.

(3 marks)

Question 4

When is an accountable advance paid to officers and what is the period of clearance of this advance?

(5 marks)

Question 5

How many members are required to form a quorum for the meeting of the Major Tenders Board?

(2 marks)

Question 6

What are the 3 components used to measure an output?

(3 marks)

Question 7

Who approves the virement or transfer of funds to segs 1 & 2 (Established and Unestablished staff)?

(2 marks)

Question 8

Name 4 types of assets that need to be depreciated and recorded in the Asset Register.

(4 marks)

Question 9

Who approves write-off of losses above \$6,000?

(2 marks)

Question 10

Name 3 statements that should be included in an agency's Annual Finance Statement.

(6 marks)

Question 11

Identify 2 cases where a surcharge may be imposed on an officer.

(4 marks)

Question 12

In April, 2008 the exchange rate for USD was US\$0.6110 = F\$1. Convert US\$1,233 to F\$ showing full working.

(4 marks)

Question 13

Salaries and wages form the largest component of operating expenditure. Outline 3 procedures necessary to ensure proper control over this expenditure.

(6 marks)

Question 14

- a). The (VIP) VAT Inclusive Price of an item is \$756.00. Calculate the VAT component.
- b). The (VEP) VAT Exclusive Price is \$800.00. Calculate the (VIP) VAT Inclusive Price.

(4 marks)

Question 15

List the three Statements that need to be included in the whole of government annual report.

(6 marks)

Question 16

- (a) What do you understand by the term “Treasury Bills”
- (b) Name two types of “State Revenue”

(4 marks)

THE END