



FIJI PUBLIC SERVICE

EXAMINATION – H (2)

10th December, 2008

**Time: 3 Hours {2pm-5.10pm}
(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 & JIC Agreement = **35 Marks** & Section B - Financial 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 AND JIC AGREEMENT

ANSWER ONLY SIX QUESTIONS (35 MARKS)

Under this Section there are a total of ten (10) questions. You are required to answer Compulsory question numbers 1 and 2; you are given options to attempt any four (4) questions from numbers 3 to 10. In total you are required to answer six (6) questions only. It is suggested that you spend approximately 60 minutes on this Section.

COMPULSORY QUESTIONS

QUESTION 1 :

A breach of the Public Service Code of Conduct by an employee is a ground for disciplinary action. Quote the relevant PSC Act 1999 that provides for this and list any five (5) of the Public Service Code of Conduct.

(6 marks)

QUESTION 2 :

Section VIII of the JIC Agreement is on leave conditions and Public Holidays. Can you explain the following:-

- (a) Annual Leave
- (b) Sporting Leave

(3 marks)

(2 marks)

OPTIONAL QUESTIONS -- (ANSWER ANY 4 QUESTIONS ONLY)

QUESTION 3 :

The appointment of public officers is stated in the PSC (Constitution) Regulation 1999 [Part II] Regulations 10, 11 and also in the General Orders. Can you explain in full the following:-

- (a) Advertising of Vacancies
- (b) Effective Date of Appointment
- (c) Resignation.

(6 marks)

QUESTION 4 :

It is important to be familiar with the terms and conditions of employment of government wage earner (GWE). Explain your understanding of the following:-

- (a) Task Work
- (b) Shift Worker
- (c) Higher Responsibility

(6 marks)

QUESTION 5 :

The disciplinary procedure for GWE is clearly spelt out in Section X of the JIC Agreement. When an employee after counselling continues to repeat the infringement, state the six (6) disciplinary steps that needs to be taken.

(6 marks)

QUESTION 6 :

Briefly explain the procedures that should be observed by a wage earner if he/she wishes to retire voluntarily on attaining the age at which he/she can lawfully retire under the provisions in any written law relating to grant of pensions, gratuities or compensation.

(6 marks)

QUESTION 7 :

Can you briefly explain the following terms in relation to the 1988 Leave Conditions:-

- (a) Leave without Pay in the Public Interest
- (b) Leave without Pay not in the Public Interest
- (c) Secondment

(6 marks)

QUESTION 8 :

Chapter XI of the General Orders deals with communications and correspondence. Briefly explain the following terms:-

- (a) Fiji Public Gazette
- (b) Fiji Public Service Official Circular
- (c) Franking envelopes

(6 marks)

QUESTION 9 :

- (a) Explain what is Acting Appointment and when is acting appointment payable?
(2 marks)
- (b) When is subsistence allowance payable and what is the limitation for drawing subsistence allowance?
(2 marks)
- (c) What is Forfeiture of Salary?
(2marks)

QUESTION 10 :

Section XII, Sub-section 157 of the JIC Agreement provides the Grievances Procedures for un-established employees. List down the first six steps/ procedures for dealing with personal grievances.

(6 marks)

Question 7

- (a) What is a board of survey on inventory items?
- (b) What is the main purpose of carrying out such a survey?
- (c) How often should such a board be convened?

[6 marks]

Question 8

- (a) What is a cash flow forecasting?
- (b) What is its objective?

[4 marks]

Question 9

All agencies should maintain a Fixed Asset Register. What are the details required to be recorded in the register?

[5 marks]

Question 10

What is the objective of keeping an Accounts Payable?

[4 marks]

Question 11

The new Finance Management Act (2004) requires that annual reports to include financial performance information presented in the form of agency financial statement. Name any five main components/statements that should be included in the financial statement?

[5 marks]

Question 12

Salaries and Wages or payroll expenses constitute bulk of the public expenditure.

- (a) What is the purpose of carrying out the salary and wages reconciliation?

[2 marks]

- (b) How often should this be done and where should the reconciliation statements be submitted to?

[2 marks]

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Question 13

What is an Annual Tender and what is one of the advantages of calling or inviting for Contracts and Tenders?

[3 marks]

Question 14

Identify at least three objectives of Internal Controls?

[3 marks]

Question 15

Discuss key features of cash accounting and accrual accounting system.

[5 marks]

THE END