<table>
<thead>
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<th>Answer all Questions</th>
<th>Time – 02 Hours</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Name three effects to a Government Officers due to deferment of Salary?</td>
<td>(03 Marks)</td>
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<tr>
<td>02</td>
<td>Name two incidents where the salary of a Government Servant is differed?</td>
<td>(02 Marks)</td>
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<td>03</td>
<td>Who is taking a decision of your Salary deferment?</td>
<td>(01 Marks)</td>
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<tr>
<td>04</td>
<td>What is the format used to request leave for going abroad?</td>
<td>(01 Marks)</td>
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<tr>
<td>05</td>
<td>Name three occasions to where a government officer can obtain accident leave?</td>
<td>(03 Marks)</td>
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<tr>
<td>06</td>
<td>List two pre-requisites in case you want to take a loan from a bank to buy a motor cycle/Scooter.</td>
<td>(02 Marks)</td>
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</tbody>
</table>
07. What is the maximum loan amount that can be taken by a government officer to relieve indebtedness?

(01 Marks)

08. State 05 conditions when preparing an official letter.

(2½ Marks)

09. List four (04) kind of documents which should be not disposed if your boss has informed you to dispose unnecessary documents of your office.

(04 Marks)

10. What do you mean by "Disciplinary Authority"?

(02 Marks)

11. Who is your Disciplinary Authority?

(01 Marks)

12. You have been punished after found guilty as a result of a formal inquiry against you. To what entity you should appeal against this punishment.

(01 Marks)


(02 Marks)
14. List five (05) terms and conditions to be adhered by a government officer.


(2½ Marks)

15. Assume that you are under three year probationary period. During that period if your work, attendance, behaviours are not up to the expected level, what should be done about by your appointing authority?


(01 Marks)

16. Up to now, efficiency bar examination in your post has not been conducted. If you fail your EB exam at this occasion, what is the maximum time period you can take to complete the EB?


(01 Marks)

17. What is the format you have to use when you want to request relief to pass the EB exam?


(01 Marks)

18. State four criteria to fulfil if you request to release permanently or temporarily from the public service.


(04 Marks)

19. Explain what is meant by the phrase “Last satisfactory five year service period”


(02 Marks)
20. What are the types of transfer systems in place in the public sector?

(02 Marks)

21. What should be the composition of the Transfer Board?

(02 Marks)

22. What is meant by the preliminary investigation?

(02 Marks)

23. What are the parties that involve in a formal inquiry?

(02 Marks)

24. How often can a charge sheet be amended after commencing the formal inquiry?

(01 Marks)

25. Name four (04) offences indicating the 2nd schedule of the E-code (II)

(04 Marks)

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