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SRI LANKA SURVEY DEPARTMENT

Promotion Examination from Class II 'B' to Class II 'A' of Sri Lanka Technological Service Officers – 2014

Departmental Orders

(For Map Technological Officers & Remote Sensing Technicians)

2014.06.29 Time: Three (03) hours 1300 – 1600 hours

Answer all Questions.

Note: Part 'A' to be answered in question paper itself. Answers for Part 'B' should be annexed separately.

Part 'A' (40 marks)

Underline the correct one from the answers given in brackets for the followings multiple choice questions. Four (04) marks will be given for each question. Two (02) marks will be deducted for each incorrect answer.

1. Traveling claims in respect of official traveling during a month should be prepared using the form General 177 and forwarded on or before the (5^{th} / 7^{th} / 10^{th}) working day of the following month.

2. The field officers can continuously be employed on out camp basis only for maximum of (30 / 60 / 90) days.

3. A warrant will be valid for (7 / 14 / 21) days before and after the "Date of travelling" inserted on the warrant.

4. Consumable stores issues will be made only on stores requisition forms (S56 / S58 / L96) in duplicate.

5. Confidential letters should be sent within (one / two / three) envelopes.

6. Every office must maintain a register on form (General 125 / General 126 / General 190) to record the approved leave particulars of officers in that office.

7. All employees except those who are engaged in field duties are entitled for two short leaves of (½ / 1 / 1½)hours per month.

8. An employee on his first appointment is entitled to get ($^1/_2$ / $^1/_6$ / $^1/_{12}$) of casual leave per month out of 21 days.

9. The originals of the Daily Running Charts and the Monthly Summary for a particular month should be forwarded by the officer in- charge of the vehicle to the District Survey Office by the (2^{nd} / 3^{rd} / 4^{th}) working day of the following month.

10. The District Senior Superintendent of Surveys will ensure that duplicates of Daily Running Charts of all vehicles in his district are retained in his office for a period of (3/ 5/ 7) years.

Part 'B' (60 marks)

Answer all questions.

1. (i) Which factor should be considered when certifying payments for any work, service or supply?

   (ii) What are the two types of advances entitled to public officers?

   (iii) What are the responsibilities of the officer in-charge of the vehicle after the repairs?

   (iv) State what procedure should be adopted in extending validity period of a Cheque.

   (12 marks)

2. (i) State the procedure to be followed in cancelation of unused railway warrants.

   (ii) What are the age limits for children of a government officer to issue a railway warrant?

   (08 marks)

2. (i) Explain the procedure to be followed when transferring permanent stores from one office to another office.

   (ii) Write the steps of condemning and disposal of unserviceable government stores in field or Surveyor General's Office.

   (08 marks)

4. Write short notes on following.

   (i) Accident Leave

   (ii) Leave Prior to Retirement

   (iii) Lapsed Leave

   (iv) Vacation Leave

   (12 marks)

5. Write down 5 types of files information recorded in each of the following branches of the Survey Department?

   (i) Central Record Room

   (ii) Land Information System Branch

   (iii) District Survey Office

   (12 marks)

6. The main functions of the Survey Department are production of different types of maps/plans through field surveys and production of different types maps in head office. What are the factors which should be specially taken in to account on doing all these tasks.

   (08 marks)