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முழுப் பதிப்புரிமையுடையது]
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Open Competitive Examination for Recruitment to Grade III of the
Sri Lanka Administrative Service – 2013 (2014)

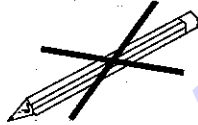
(04) Aptitude for Management

Three hours

Instructions to Candidates

Very Important :

Do not use Pencils
to write answers.



* Answer scripts where the numbers are not written as indicated below will not be marked / evaluated.

I 2 3 4

Write your Index Number here and
on pages 3 and 5 in the space
indicated.

.....

Checked as correct

.....

Invigilator's Initials

Important :

- * This paper consists of Part I and part II with 50 questions on 12 pages.
- * Before answering the paper arrange all the pages in order.
- * Answer **all** questions in Part I on this paper itself and answer **all** questions in Part II on the given sheets of paper.
- * The time allowed for this paper is three hours.
- * Commence answering only after the Centre Supervisor's announcement.
- * Instructions given should be strictly followed in answering this paper and marks will not be awarded for answers not in accordance with these instructions.
- * Even if you are not attempting the paper hand it over to the Supervisor.
- * Write the answers clearly and legibly in blue or black ink only and not in pencil.
- * It is an offence to remove this paper from the examination hall or turn out photocopies of the same.
- * Answer scripts with illegible figures, illegible handwriting, those where erasing fluid has been used and written in pencil will not be marked / evaluated.

For Examiner's use only

Page No.	Question No.	Marks Awarded
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Final Score

In figures	
In words	
Marking Examiner	
Checked by	

Part I

- Questions from No. 1 to 5 are based on the following case / situation.

The National Food Corporation is the Principal State Corporation that supplies essential food materials to the public at a concessionary price, and its head office and the main stores complex are situated in the capital city.

Mr. Chandana Wickramasingha is the chairman of this Corporation and there exists a network of stores for the storage and distribution of food materials all over the island, covering all the provinces. In each of these provinces there are several stores of the Corporation and a Provincial Manager is appointed to supervise all the stores in each province. A store keeper is attached to every store of the corporation and the responsibility of the store is vested upon this officer. Permanent security guards who are workers of the corporation are appointed to provide the security of several of the stores while, providing of security of the remaining stores are vested upon a private company. At the same time, the services of this private company are obtained for the security of the corporation when situations arise.

During the day time on 06.06.2014, Mr. Anuradha Wijerathna, who is the Provincial Manager of the Nelumvila Zone of the National Food Corporation informed over the telephone, the chairman of the corporation, that he has received information to the effect, that there is a big shortage of stocks of rice at the Nelumvila Stores, which is one of the stores under his supervision. He further said that after he contacted Mr. Siripala Hettige, the store keeper of the Nelumvila Stores in this regard, he got the information that there is a secret plan to transport stocks of rice to the stores tonight (06.06.2014) and to fill the shortage, and the assistance of the security guards of the corporation too, has been provided for the purpose.

Select the **correct** or the **most appropriate** answer relevant to this case / situation for each of the following questions, and write the **number** denoting it, **on the dotted line** in front.

1. What is the most appropriate instant step that should be taken by Mr. Chandana Wickramasinghe regarding the information provided by the Provincial Manager about the Nelumvila Store?
 - (1) Advise the Provincial Manager to lodge a complain in the nearest police station immediately.
 - (2) Appoint a group of persons immediately to carry out a store verification at the Nelumvila Stores.
 - (3) Send the Provincial Manager immediately to the relevant store with the advice to take over the stock register of the store and seal the store.
 - (4) Speak to Mr. Siripala Hettige over the phone and get a statement, regarding the information provided by the Provincial Manager. (.....)
2. What is the most optimal step that should be taken regarding the security of the Nelumvila Stores by Mr. Chandana Wickramasinghe, according to the telephone call, from the moment he received it on the day time of 06.06.2014?
 - (1) Issue advice to the Provincial Manager informing him to spend the night at the stores.
 - (2) Vesting of the security services on the Private Security Institution with immediate effect.
 - (3) Inform about the incident to the permanent security officer of the store, and warn them to perform their duties in the appropriate way.
 - (4) Call Mr. Siripala Hettige to the head office with immediate effect. (.....)

3. What is the most optimal step, that should be followed to calculate the existing stock of Nelumvila Stores immediately?
- (1) Direct a group of auditors to the store immediately from the Head Office to calculate the stock.
 - (2) Inform the Provincial Manager to calculate the stock immediately.
 - (3) Obtain the assistance of the Police or the Security Divisions to calculate the stock.
 - (4) Mr. Chandana Wickramasinghe to go to the store immediately and calculate the stock with the assistance of the Provincial Manager. (.....)
4. What is the immediate step that should be taken regarding Mr. Siripala Hettige with the confirmation of the shortage in Nelumvila Stores?
- (1) Allow him to continue his services at the Nelumvila Stores and proceed with the investigation.
 - (2) Suspend his duties and proceed with the investigation.
 - (3) Do not take any action against him as the shortage is being replaced.
 - (4) Transfer him to another store of the corporation. (.....)
5. What should be the most optimal step that should be followed, in case Nelumvila Stores has to be closed for stock verification works, continuously for a number of days thereby creating a shortage of food, making the people of the region restless?
- (1) Give instructions to the provincial manager, to take action to issue stocks of food to the Nelumvila region too, from the store of the food corporation situated closest to the Nelumvila Stores.
 - (2) Distribute the necessary food, needed by the Nelumvila region from the Head office stores complex.
 - (3) Supply food materials to the Nelumvila region by the lorries of the transport contractor, registered with the corporation.
 - (4) Invite the officers of the voluntary organizations of the region to the Head office and make awareness regarding the prevailing situation and hold a media discussion. (.....)
- (01 × 5 = 05 marks)

● Questions from No. 6 to 10 are based on the following case / situation.

After the appointment of the Mr. Sumana Weerapura as the Director of the State Management Department, the weaknesses prevailing in the administrative and office system structure were looked into. At this review, it was revealed that the job description and the job specification for each job have not been prepared. Hence, it was decided to vest upon the administrative officer the responsibility of preparing the job descriptions and the job specifications including relevant duty list, required minimum qualifications, experiences, responsibilities and duties of a person for each job. It was revealed there, that the post of the Administrative Officer is falling vacant. Mr. Weerapura who intended to fill the particular vacancy immediately, decided to recruit a suitable person through a written test and an interview, in keeping with the internal recruitment method of the Department.

Select the **correct** or the **most appropriate answer** relevant to this case / situation for each of the following questions and write the **number** denoting it on the **dotted line** in front.

6. Which of the following points has to be included in a job description prepared for each job in the State Management Department?
- (1) Duties relevant to the job.
 - (2) Qualifications relevant to the job.
 - (3) The salary scale relevant to the job.
 - (4) Merit relevant to the job. (.....)

7. Which of the following points has to be compulsorily included in a job specification prepared for each job in the State Management Department?
- (1) Responsibilities relevant to the job.
 - (2) Duties relevant to the job.
 - (3) Minimum experience that should be possessed relevant to the job.
 - (4) Work conditions that should be possessed relevant to the job. (.....)
8. Due to which of the following reasons, does the Internal Recruitment method become more important in the State Management Department for the selection of a person to the post of the Administrative Officer?
- (1) It does not involve a heavy cost for the recruitment.
 - (2) That the person recruited becomes more attached to the Department.
 - (3) That the worker inducement within the department increases.
 - (4) That the worker clamour within the Department gets reduced. (.....)
9. Which of the followings is a possible advantage of holding an interview to recruit a suitable person to the post of the administrative officer in the Department of State Management?
- (1) An additional cost or time is not involved in recruitment.
 - (2) The pressure incurred on the candidates due to the situation is minimized.
 - (3) It becomes possible to test how the candidates face the particular situation.
 - (4) It motivates the candidates to supply answers with the deviation from the traditional method. (.....)
10. Which of the followings is likely to be the intention of Mr. Weerapura to hold a written examination too, for the purpose of recruiting a suitable person to the post of the Administrative Officer?
- (1) Obtaining of information from the candidates according to the situation.
 - (2) Identification of personality characteristics of the candidates.
 - (3) Minimizing of cost and time involved.
 - (4) Minimizing of personal contacts and influences. (.....)

(01 × 5 = 05 marks)

- Questions from No. 11 to 15 are based on the following case / situation.

The vehicle authority acts as the principal state institution that imports all the vehicles needed for all state institutions. The project of carpeting of the main vehicle yard of this authority was vested upon the "Tharaka Enterprises" by the procurement committee of the Authority. The main supervisory responsibility of this project was vested upon Mr. Anil Fernando officially, who is the Director (Technical) of the vehicle authority.

An agreement was arrived at between the proprietors of the Tharaka Enterprises and the chairman of the vehicle authority and one of the conditions of the agreement was that the project has to be worked out in keeping with the rules and regulations of the Institute of Construction, Training and Development (ICTAD).

According to the agreement, the work on carpeting of the yard should commence within 14 days of the signing of the agreement and has to be completed within 03 months.

Within 02 days after the signing of the agreement, the Tharaka Enterprises brought the machinery needed for the work to the premises of the vehicle authority and commenced the initial work on carpeting. After a lapse of 02 weeks of the commencement of work the machinery were found idling at the premises while none of the workers or work supervisors has not come to the site depicting a nature of abandonment.

Mr. Anil Fernando, who has been well-known as an inefficient officer in the authority could not grasp the actual situation and hence the real situation was not reported to the higher management. After 02 weeks time, there developed a rainy weather of monsoon rain within the region.

At the same time on a Saturday which was not a working day, the Tharaka Enterprises people have come to the project premises and removed all the machinery they had brought, without prior notice. This was observed by the vehicle authority on Monday morning, the next working day of the office. Also, it was surprising that the security division of the vehicle authority was not aware of the event.

Select the **correct** or **the most appropriate answer** relevant to this case / situation for each of the following questions and write the **number** denoting it **on the dotted line** in front.

11. Which of the following is the main reason for **not** being reported the stoppage of work on the carpeting of the motor vehicle yard of vehicle authority?
 - (1) The management weakness of the chairman of the vehicle authority.
 - (2) The supervision weakness of the Director (Technical) of the vehicle authority.
 - (3) The management weakness of the Tharaka Enterprises.
 - (4) The weakness of the procurement committee of the vehicle authority. (.....)
12. In case the Director (Technical) had come to know that there is a plan with the Tharaka Enterprises to refrain from work there by violating the agreement, what would have been the optimal step he would have followed?
 - (1) To call in the proprietor of the relevant institution and ordered to start the work immediately.
 - (2) To lodge a complaint at the nearest Police station against the relevant institution for cheating State Finance.
 - (3) To vest the relevant project on another institution.
 - (4) To report the situation to the higher management including the chairman of the vehicle authority and seek advice. (.....)
13. Which step out of the following should be taken by the upper management of the vehicle authority regarding the relevant institution immediately after they come to know that the Tharaka Enterprises has kept away from the project violating the agreement?
 - (1) Inform the Institute of Construction Training and Development regarding the stoppage of the project and request for an inquiry regarding it.
 - (2) Request the Institute of Construction Training and Development to nominate another institution for the project.
 - (3) Get a Register of registered contractors from the Institute of Construction Training and Development and select a suitable institution for the project.
 - (4) Get the Institute of Construction Training and Development to complete the project. (.....)
14. Which party holds the direct responsibility of the removal of the machinery by the Tharaka Enterprises without prior notification?
 - (1) Chairman of the Vehicle Authority.
 - (2) The procurement committee of the Vehicle Authority.
 - (3) The Security Division of the Vehicle Authority.
 - (4) The Director (Technical) of the Vehicle Authority. (.....)

15. What is the immediate optimal step that should be taken by the Vehicle Authority regarding the removal of the machinery that had been brought to the premises for the purpose of carpeting?

- (1) To address the owner of the relevant institution and direct him, to bring back the machinery and start the work of the project.
- (2) To lodge a complaint at the nearest police station regarding the removal of the machinery.
- (3) To get the machinery from another institution on hire basis and complete the project by the workers of the Authority.
- (4) To bring back the machinery to the authority premises which were removed by the institute with the assistance of the police by using minimum power. (.....)

(01 × 5 = 05 marks)

● Questions from No. 16 to 20 are based on the following case / situation.

The National Nutrition corporation is the principal state institute that distributes nutritious food to the school children throughout the island. This distribution of nutritious foods has to be carried out every 03 months by lorries among nearly 15000 schools throughout the island. The corporation has registered about 100 private contractors for this purpose.

Mr. Wilmot Perera is the transport manager of the Corporation. He is the Head of the Transport Division of the corporation and stands with the opinion and attitude that "I am always correct" and that "I am the only person who can do this". And also, he holds an unlimited power and authority with him and has not delegated any power and authority to the Deputy managers and the assistant managers of the Corporation.

Select the **correct** or the **most appropriate answer** relevant to the case/situation for each of the following questions and write the **number** denoting it **on the dotted line** in front.

16. Which of the followings is an advantage to the corporation by having registered with it about 100 transport contractors for the distribution of nutritious foods of National Nutrition Corporation?

- (1) Its ability to provide transport chances to many number of lorries.
- (2) Its ability to distribute the nutritious food more effectively.
- (3) It gets the chance of providing more job opportunities in the transport field.
- (4) Establishment of a better transport network within a state corporation. (.....)

17. Which of the followings is likely to be a problem that the corporation has to face at some instance if only one transport contractor has been registered with the National Nutrition Corporation?

- (1) There is more chance to get disrupted the transportation of nutritious food at any time due to the prevalence of a monopoly.
- (2) Getting subjected to the accusation of other transport contractors.
- (3) Having to face frequent audit inquiries due to the reason that the money of the corporation is directed to one institution.
- (4) Influence at the higher management of the corporation by the transport contractor. (.....)

18. What is the name that can be used to define the management style of Mr. Wilmot Perera?

- | | | |
|-------------------------|----------------------|---------|
| (1) Laissez-faire style | (2) Autocratic style | |
| (3) Independent style | (4) Democratic style | (.....) |

19. Which of the followings is likely to be an advantage to the State Nutrition Corporation by the management style of Mr. Wilmot Perera?
- (1) The workers with a vocational training in the Transport Division getting a chance to contribute towards the uplift of the corporation.
 - (2) Get the participation of multiple fields in the decision making of the Transport Division.
 - (3) At instances where a sustainable contribution of the subordinate workers of the Transport Division is not provided, liability to get that contribution.
 - (4) Ability to get a distinct contribution of the workers to meet the aims of the Transport Division. (.....)
20. Which of the followings is a feature found in the Transport Division as a result of the management style of Mr. Wilmot Perera?
- (1) The decisions made by the Transport Division being of good quality.
 - (2) There has been a chance to exhibit properly the worker skills of the Transport Division.
 - (3) Good attitudes have been built up among the workers of the Transport Division regarding the Transport Manager.
 - (4) The absence of distinct activists within the Transport Division. (.....)
- (01 × 5 = 05 marks)

● Questions from No. 21 to 30 are based on the following case / situation.

Mr. Sampath Senanayake is the Chairman of the Rural Infrastructure Facility Development Authority and the administration works of the authority are carried out by a Board of Directors comprising a working Director.

The Vision, the Mission, the Objectives and the Aims of the Infrastructure Facility Development Authority have been determined by this Board of Directors giving priority to the infrastructure Development facilities in the rural regions. Also there are many officers attached to the upper, middle and lower levels of the Rural Infrastructure Facility Development Authority for determining aims and the objectives, co-ordination and implementation. Among them there are the General Manager, Managers in-charge of Divisions, Assistant Managers and Work Supervisors as well as the Chairman and the members of the Board of Directors.

The responsibility of implementation of a National Programme of repairing of rural bridges and culverts was vested upon the Rural Infrastructure Facility Development Authority by the Government. Accordingly a scheme of repairing and completing all the rural bridges and culverts within the next five years, was prepared. A special skill development programme for all the officers attached to each level of management in the authority was organized to complete this scheme more practically and within a targeted time period. The skill development programme was aimed at the development of thoughts, inter-personal, judgement making, analytical and technical skills development and after identifying the skills which are most needed and important for each managerial level, more attention was given to the development of skills required for those officers.

Write the correct answer for each of the following questions relevant to the above case/situation on the given dotted line.

21. To which level of management does Mr. Sampath Senanayake belong at the categorization of the levels of management in the Infrastructure Facility Development Authority?
-
22. To which level of management do the work supervisors of the Infrastructure Facility Development Authority belong?
-

23. By the managers of which level are the objectives and the aims of the Rural Infrastructure Facility Development Authority are put into practice?
.....
24. Managers belonging to which level are expected to be vigilant constantly regarding the new technological changes, innovations that take place in relation to the Infrastructure Facility Development field?
.....
25. Which skills should be possessed more, by Mr. Sampath Senanayake?
.....
26. Managers of which level should possess more analytical skills, in the Rural Infrastructure Facility Development Authority?
.....
27. What skills should be possessed more by the work supervisors of the Rural Infrastructure Facility Development Authority?
.....
28. Managers of which level have to bear the responsibility of the preparation of the plan of the Rural Infrastructure Facility Development Authority to complete the renovation of all the rural bridges and culverts within the next five years?
.....
29. Managers of which level have to bear a greater responsibility in the implementation of the plan of the Infrastructure Facility Development Authority, practically, which is meant for the next five years?
.....
30. With the managers of which level, do the work supervisors of the Rural Infrastructure Facility Development Authority show a greater co-ordination?
.....

(01 × 10 = 10 marks)

- Questions from No. 31 to 35 are based on the following case/ situation.

The Alternative Power and Energy Authority was established by the Government in order to introduce alternative power and energy to the people and to implement alternative power and energy projects, in view of the power and energy crisis. The uplift of the life standard of the people through conservation of power and energy, upgrading the profitability of the authority, long term increase of the value of capital shares and generating job opportunities in the field of alternative power and energy are the aims of the Alternative Power and Energy Authority, and it is expected to increase the production of alternative power and energy by 10% within the next year, and by 50% within the next ten years.

According to the last annual report of the authority the cost of production has decreased and the profitability has increased, in the alternative power and energy station, established by the authority. Also the productions have been greater than the inputs in the power stations. Through the above results and information, it can be determined how far the Alternative Power and Energy Authority has attained its aims.

According to the above case/ situation write the correct **answer** for each of the questions given below, **in short on the dotted line** given.

31. Mention **two** criteria, that exhibit the efficiency of Alternative Power and Energy Authority.

(i)

(ii)

32. State **two** long term aims of the alternative Power and Energy Authority.

- (i)
- (ii)

33. State **two** points that confirm, that there has been an increase in the productivity of the Alternative Power and Energy Authority.

- (i)
- (ii)

34. State **two** social aims of the Alternative Power and Energy Authority.

- (i)
- (ii)

35. State **two** goals of the Alternative Power and Energy Authority.

- (i)
- (ii)

(02 × 5 = 10 marks)

● Questions from No. 36 to 40 are based on the following case / situation.

The Sulanyaya Board of Entrepreneurs is an institute that provides entrepreneur training and technical instructions for the development of the business of the small and medium scale businessmen of the region of Sulanyaya.

About 75 field officers are working, attached to this Board, while the executive Director Mr. Hemantha Siriwardane, functions as the Head of the Board. Mr. Hemantha Siriwardane adopts different strategies to direct, to control and to review the progress of his staff. Staff meetings, progress reviews, preparation of minutes of the meeting, issuing of internal memorandums and holding of entrepreneur committee meetings are some of them. Out of these meetings the progress review meeting is held monthly and the calling for the meeting is done by short message service of the mobile phones. As result of such notification all the 75 field officers were present at the progress review meeting of last June.

On 07.07.2014, a training workshop was held by the planning division of the Sulanyaya Board of Entrepreneurs at the auditorium of the Board with the participation of 100 female entrepreneurs. The calling for the meeting had been to 100 entrepreneurs by way of calling letters.

Mrs. Inoka Balawansa a clerk of the Board who holds the news among the staff to have very close contacts with Mr. Hemantha Siriwardane, came to the office room of Mr. Siriwardane after the lunch interval of the workshop, informed secretly that there had been an argument between three clerks in the office and several ladies who had participated at the workshops and she left the room. Mrs. Inoka Balawansa also came to know about this incident through an information given by a lady who is participated in the workshop.

At the closure of the workshop several ladies who participated in the workshop submitted a written complaint to Mr. Siriwardane describing the factors. The complaint said that they were looked at with disrespect by three female clerks of the Board when they had gone for lunch, there by disgracing their self respect and to hold a formal inquiry regarding the same.

According to the above case/ situation write the correct **answer** for each of the questions given below in **short on the dotted line** given.

36. State **two** formal written communication methods of the Sulanyaya Board of Entrepreneurs.

- (i)
- (ii)

37. State **two** examples of non-verbal communication.

(i)

(ii)

38. State **two** instances of informal communication in this case.

(i)

(ii)

39. Present **two** examples to show that the communication process of the Sulanyaya Board of Entrepreneurs were well fed-back.

(i)

(ii)

40. State **two** instances of collective communication of the Sulanyaya Board of Entrepreneurs.

(i)

(ii)

(02 × 5 = 10 marks)

● Questions from No. 41 to 45 are based on the following case/situation.

A new management committee was appointed restructuring the State Machinery Corporation which is supposed to be a loss incurring state corporation, to make it an institution of non-burden to the Government.

After identifying the weaknesses and strengths of the corporation this committee implemented a special programme to identify the hindrances to the development of the corporation. It was revealed that due to the new technical trends achieved by the private institutions in the field of machinery the consumer attitude towards the products and the machinery of the state corporation has been low. Grasping this situation well, the management committee decided to prepare a strategic plan for the corporation. It was based on the future of the corporation and attention was directed towards improving the profitability of the resources possessed by the corporation.

Write the correct **answer** for each of the following questions in relation to the above case/situation, **in short, on the dotted line** given.

41. State **two** reasons for the investigation of the internal environment of the State Machinery Corporation in order to overcome the challenges faced by it.

(i)

(ii)

42. State **two** influences directed at the State Machinery Corporation from the external environment.

(i)

(ii)

43. State **two** reasons for a strategic plan to be important for the State Machinery Corporation.

(i)

(ii)

44. State **two** factors which are paid attention to, at the preparation of the strategic plan by the State Machinery Corporation.

(i)

(ii)

45. State **two** important features that are contained in the strategic plan prepared by the State Machinery Corporation.

(i)

(ii)

(02 × 5 = 10 marks)

Part II

- Read the following case/situation and write the **answer** to the questions No. 46 to 50 on the given sheets of paper.

Mr. Vipula Karunasiri who functioned as the Sandagalatenna Divisional Secretary retired on 31.01.2014. Mr. Vipula Karuansiri served for a period of more than 10 years as the Sandagalatenna Divisional Secretary and there was displeasure about his service among the people of the Sandagalatenna Divisional Secretary Division and a majority of his office staff.

He was looked down as an officer who gave priority to meet his personal objectives rather than his duties and he was biased and favoured only a selected lot of officers. Also he was said to be undeserving to be a leader.

With the retirement of Mr. Vipula Karunansiri, Mr. Madhura Samarasekara was appointed as the Sandagalatenna Divisional Secretary. He had served in many Divisional Secretariats as the Divisional Secretary and during his tenure, he had been an eminent officer who was responsible for turning those offices to super standards.

Mr. Madhura Samarasekara has gained popularity in the field as an officer who is capable of successful promotion of profitability, efficiency, team work, time management and five fold concepts together with the practical implementation of the same.

Mr. Madhura Samarasekara who took over the duties of the Sandagalatenna Divisional Secretariat observed that the physical environment of the office is not in proper order and it did not possess even the minimum basic facilities needed by the public that came to receive the services of the office.

Also Mr. Madhura Samarasekara noted the slowdown in the office work, that there was no proper supervision of the sections in the office and the subordinate officers, no proper delegation of power among the officers, no proper maintenance of the daily mail, no proper filing system and office system. Further it was found that many posts in the Division have fallen vacant, no attempt has been taken to fill these vacancies. Also it was reported that there had been various problems due to the non co-ordination of the ex-divisional secretary with the officers of the State and other private institutions of the area.

Action had been taken to change these unfavourable situation of the Sandagalatenna Divisional Secretariat taking the best use of the concepts Mr. Madura Samarasekara has practised thereby creating an office system favourable to the public and the office staff and to implement training programmes for the promotion of positive attitudes of the office staff. In addition, action has been taken to develop the physical environment of the office using the funds received from de-centralized and provincial provisions as well as the provisions from the District Secretary. Also a special programme was implemented at sectional level to run the office activities under a proper system, which was running without a systematic way already.

Under this procedure the efficiency of the Sandagalatenna Divisional Secretariat showed a quick improvement thereby creating a pleasant office environment. Also, majority of the staff functioned with enthusiasm and dedication.

At the changes of the Sandagalatenna Divisional Secretariat, Mr. Samarasekara had to take action to transfer several inefficient officers who did not co-operate with this work. Mr. Saddha Mangala Weerasekara was among those who were transferred. Mr. Saddha Mangala Weerasekara who functioned as the finance assistant of the Sandagalatenna Divisional Secretariat was a favourite of Mr. Vipula Karuansiri who was the ex-Divisional Secretary. He was criticizing the work of Mr. Madhura Samarasekara while influencing and threatening the other officers who worked efficiently. He who did not stop there, wrote an anonymous petition against Mr. Madhura Samarasekara to the Director of the Public Services Investigation Division. Accordingly the Director of the Public Services Investigation Division informed the District Secretary to hold an investigation of the work of Mr. Madhura Samarasekara and submit a report.

46. What were the common administrative problems that prevailed at the Sandagalatenna Divisional Secretary office, during the administration of Mr. Vipula Karunasiri? (08 marks)
47. What were the management weaknesses that could be seen with Mr. Vipula Karunasiri who was the ex-Divisional Secretary of the Sandagalatenna District Secretary Office? (08 marks)
48. What were the strategies adopted by Mr. Madhura Samarasekara to upgrade the profitability and the efficiency of the Sandagalatenna Divisional Secretary Office? (08 marks)
49. What were the steps taken by Mr. Madhura Samarasekara in order to change the office environment of the Sandagalatenna Divisional Secretary Office? (08 marks)
50. The District Secretary is decide to submit a report to the Director of the Public Services Investigation Institute praising the amount of work carried out by Mr. Madhura Samarasekara after being appointed as the Sandagalatenna Divisional Secretary, and stating that he was guiltless. Draft this Report. (08 marks)

* * *