

Biyani's Think Tank
Concept based notes
Public Administration in India
[B.A.-Part-I]

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Preface

I am glad to present this book, especially designed to serve the needs of the students. The book has been written keeping in mind the general weakness in understanding the fundamental concept of the topic. The book is self-explanatory and adopts the “Teach Yourself” style. It is based on question-answer pattern. The language of book is quite easy and understandable based on scientific approach.

Any further improvement in the contents of the book by making corrections, omission and inclusion is keen to be achieved based on suggestions from the reader for which the author shall be obliged.

I acknowledge special thanks to Mr. Rajeev Biyani, *Chairman* & Dr. Sanjay Biyani, *Director (Acad.)* Biyani Group of Colleges, who is the backbone and main concept provider and also have been constant source of motivation throughout this endeavour. We also extend our thanks to Biyani Shikshan Samiti, Jaipur, who played an active role in co-ordinating the various stages of this endeavour and spearheaded the publishing work.

I look forward to receiving valuable suggestions from professors of various educational institutions, other faculty members and the students for improvement of the quality of the book. The reader may feel free to send in their comments and suggestions to the under mentioned address.

Author

Syllabus

B.A. Part-I

Public Administration in India

Section-A

Historical Background of Indian Administration with special reference to influence of British period, salient features of Indian Administration. The Union Executive : President, Prime Minister and Council of Ministers. The organization and working of the Central Secretariat and Cabinet Secretariat.

Section-B

Organisation of Working of Ministry of Home and Ministry of Personnel, Pensions & Public Grievances, major Forms of Public Enterprises-Departments, Corporations and Companies, Committee on Public Undertakings, Financial Administration : Budget Formulation, Budget Enactment and Budget Execution, Role of Ministry of Finance, Comptroller and Auditor General of India.

Section-C

Personnel Administration : Classification of Indian Civil Services, Recruitment and Training of All India Services. Control over Administration : Legislative, Executive and Judicial; Administrative corruption, Redressal of Public Grievances, Administrative Reforms with special reference to Administrative Reforms Commission & Sarkaria Commission.

Content

| S. No. | Name of Topic |
|--------|--|
| | SECTION-A |
| 1. | Salient features of Indian Administration |
| 2. | Union Executive : President Prime Minister Council of Ministers |
| 3. | Central Secretariat |
| 4. | Cabinet Secretariat |
| | SECTION-B |
| 1. | Organisation and Working of- Ministry of Home Ministry of Personnel, Pensions & Public Gr. |
| 2. | Major forms of Public Enterprises : Department Corporation Company |
| 3. | Financial Administration : Budget Role of Ministry of Finance |

| | |
|----|--|
| | Comptroller and Auditor General |
| | SECTION-C |
| 1. | Personnel Administration : Classification of Indian Civil Services Recruitment Training |
| 2. | Control over Administration : Legislative Control Executive Control Judicial Control |
| 3. | Corruption |
| 4. | Redressal of Public Grievances |
| 5. | Administrative Reforms |
| | Unsolved Papers 2011 - 2007 |

Section-A

Salient Features of Indian Administration

Q.1 What was the British Impact on Indian Administration, when the constitution was framed?

Ans. The Indian Administrative Structure is largely a legacy of the British rule.

The British legacy in Indian administration can be studied under following heads.

- 1) **Indian Civil Services** : This was the most important legacy. The officers of Indian Civil Service can be posted in any State. Even after independence, these services were continued and at present there are three all India Services i.e. IAS, IPS & IFS.
- 2) **Secretarial Services** : Secretariat is a high level administrative organisation which constitutes politicians or secretary and other personnel. Secretariat is a very important part of the government whose function is to plan policies, law and control and most important advising the Ministers in performing their functions.
- 3) **Rigid bureaucracy** : System of bureaucracy was started in British period to execute the laws rules and programmes of the administration. File system was also introduced.

Civil servants consider themselves as superior and different. This tendency was inherited from Britishers. Indian bureaucracy is traditional and conservative.

- 4) **Federal System and National unity** : In a federal government, powers are divided between the Central Government and State Government by the constitution itself. The federal features of Indian constitution are dual policy, double government, division of

power into Central list, State list and concurrent list, bicameralism, rigid constitution.

Besides, it is also unitary in nature, as it has single citizenship, governor is appointed removed is by the President and more powers to the Centre represent the strong unitary system.

- 5) **Administrative anonymity & Secrecy** : The norm of anonymity means that the civil servants must work from behind the curtain without praise or blame. This trend came into existence during British period. Along with this, the principle of secrecy of procedure also operates. It means the ministers cannot divulge information about their proceedings.
- 6) **Committee System** : The committee system was started by Britishers to do different work of government and administration such as amendments, investigate and advising. Different types of permanent and ad-hoc committees are formed in all government organisations.
- 7) **District Administration** : Warren Hastings in 1772, first time created the post of Collector. After independence, the collector became key figure from political, geographical and administration point of view.
- 8) **Revenue administration** : First of all, Board of Revenue was set up in 1786 in Bengal. After independence, it has been established in most of the states as an independent body.
- 9) **Police Administration** : In 1808, post of Superintendent of police was introduced. Present police system is working under Police Act 1861, which is concerned with law administration.
- 10) **Financial Administration** : Yearly income and expenditure account is called Budget. Our budget formulation, implementation and execution and auditing is based on British traditions.
- 11) **Local Administration** : Lord Rippon is known as Father of local Self Government in India. In 1882, he made arrangements for electing representatives in village local bodies. This proposal of

Rippon was also known as “Magnacarta of Local Self Government”.

Local self-government has been given constitutional status in 1992 by passing 73rd constitutional Amendment (rural government) and 74th Constitutional Amendment (Urban government) Act. These constitute an important part in democratic decentralization.

Q.2 What are the salient features of present Indian Administration?

Ans. Indian Administration has following salient features :

- (i) **Federal System** : Our constitution divides the powers between Centre and States in terms of the Union List, State List and Concurrent list in the Seventh schedule (Art.-246). This principle is borrowed from Canada .
- (ii) **Welfare administration**: Indian administration is welfare oriented i.e. it works for the basic requirements of a common man.
- (iii) **Development Oriented Administration**: Various development programmes are being run to attain the objectives of a welfare state.
- (iv) **Written, lengthy and detailed constitution**: The Indian constitution is the lengthiest and the most detailed written constitution in the world
- (v) **Partly rigid and flexible**: The constitution of India is rigid to the extent that those provisions which are concerned with the federal policy (i.e. Centre-State relations and judicial organisation) can be amended by the Centre only with the approval of majority of States.
- (vi) **Parliamentary System**: In this system the executive is responsible to the legislature for its policies and acts. The principles of Parliamentary government in India are – Nominal & real executive, majority party rule, Collective responsibility, political homogeneity, leadership of Prime Minister, dissolution of the lower house and secrecy.
- (vii) **Fundamental Rights**: The fundamental Rights are contained in Part III of the constitution from Article 12 to 35. Inspiration came from

USA (Bill of Rights). In this regard, at present there are 6 fundamental rights. They are –

- a) Right to Equality
 - b) Right to Freedom
 - c) Right against Exploitation
 - d) Right to Freedom of Religion
 - e) Cultural and Educational Rights
 - f) Right to constitutional remedies
- viii) **Fundamental Duties:** They were added by the 42 constitutional amendment Act of 1976 on the recommendation of the Swarn Singh Committee. There are eleven fundamental duties at present.
- (ix) **Independent Judiciary:** The Indian judiciary is headed by the Supreme court to settle disputes between the centre and the States or between the States. It also protects the supremacy of the Constitution through its power of judicial review.
- (x) **Adult Franchise:** It means all the persons above 18 have the right to vote.

THE UNION EXECUTIVE

PRESIDENT

Q.3 Write a note on the election of the President.

Ans. The Constitution provides for the office of the President of India. The President is the head of the Indian State. The executive power of the union is vested in him.

Election: The President is elected by the members of an electoral college consisting of (a) elected members of both the houses of Parliament, and (b) elected members of the Legislative Assemblies of States.

Thus, the nominated members of both the houses of Parliament, the nominated members of the State Legislative Assemblies and Legislative council do not participate in this election.

The President's election is held in accordance with a system of proportional representation by means of a single transferable vote and the voting is by secret ballot.

Q.4 What should be the qualification for the post of President?

Ans. A person to be eligible for election as President should fulfill the following qualifications.

- i) He should be a citizen of India
- ii) He should have completed 35 years of age.
- iii) He should be qualified for election as a member of the Lok Sabha.
- iv) He should not hold any office of profit under the Union Government or any other State Government or any local or other authority.
- v) He should not be member of either the Parliament or State Legislature.

Q.5 How can a President be removed from his post?

Ans. The President holds office for term of five years. However, he can resign from his office at any time by addressing the resignation letter to the Vice President of India.

President can also be removed from the office before completion of his term by impeachment for violation of the constitution. The impeachment charges can be initiated by either houses of Parliament. These charges should be signed by one-fourth members of the house (which framed the charges) and a 14 days notice should be given to the President.

After the impeachment bill is passed by a majority of two-thirds of the total membership of that house, it is sent to the other house which shall investigate the charges. If the other house also sustains the charges and passes the impeachment bill by a majority of two-thirds of the total

membership of the house, then the President stands removed from his office from the date on which the bill is so passed.

Q.6 What are the powers and functions of a President?

Ans. The powers enjoyed and the functions performed by the President of India can be studied under the following heads :

1. Executive Powers
2. Legislative Powers
3. Financial powers
4. Judicial powers
5. Diplomatic powers
6. Military powers
7. Emergency powers

Q.7 What are the executive powers of the President?

Ans. The executive powers and functions of the President are :

- (i) All the executive actions of the Government of India are formally taken in his name.
- (ii) He can make rules for more convenient transaction of business of the Union Government.
- (iii) He appoints the Prime Minister and the other Ministers.
- (iv) He appoints the Attorney-General of India.
- (v) He appoints the comptroller and Auditor General of India, Chief Election Commissioner and its members, the Chairman and members of the UPSC.
- (vi) He can seek any information relating to the administration of affairs of the Union, and proposals for legislation from the Prime Minister.
- (vii) He can appoint an inter-state council to promote centre-states and inter-state cooperation.

Q.8 Explain the legislative powers of the President.

Ans. The President is an integral part of the Parliament of India. In this capacity he enjoys the following legislative powers.

- (i) He can summon & prorogue the Parliament.
- (ii) He can address the Parliament.
- (iii) He can send messages to the houses of Parliament.
- (iv) He can nominate 12-members to the Rajya Sabha and 2 members to Lok Sabha from the Anglo-Indian community.
- (v) His prior approval is needed to introduce certain types of bills in the Parliament.
- (vi) When a bill is sent to the President after it has been passed by the Parliament, he can :
 - (a) Give his assent to the bill, or
 - (b) With-hold his assent or
 - (c) Return the bill (if it is not money bill)
- (vii) He can promulgate ordinances when the Parliament is not in session.
- (viii) He lays the reports of the Comptroller and Auditor-General, UPSC, Finance Commission, before the Parliament.

Q.9 Explain the financial, judicial, diplomatic and military powers of the President.

Ans. Financial Powers –

- (i) Money bills can be introduced in the Parliament only with his prior recommendation.
- (ii) He causes to be laid before the Parliament the annual financial statement (Budget).
- (iii) No demand for a grant can be made except on his recommendation.

Judicial Powers:-

- (i) He appoints the Chief Justice and judges of Supreme Court and High Courts.
- (ii) He can seek advise from the Supreme Court on any question of law or fact.
- (iii) He can grant pardon to any person of any offence.

Diplomatic Powers

The International treaties and agreements are negotiated and concluded on behalf of the President. He represents India in international forms and affairs and sends and receives diplomats like ambassadors, high commissioners.

Military Powers

He is the supreme commander of the defence forces of India. In that capacity, he appoints the Chiefs of the Army, the Navy and the Airforce. He can declare war or conclude peace subject to the approval of the Parliament.

Q.10 What are the emergency powers of the President?

Ans. The constitution confers extraordinary powers on the President to deal with following emergencies.

- (i) National Emergency (Art 352) (War external aggression)
- (ii) Failure of State machinery (President Rule) Art 356.
- (iii) Financial Emergency (Art 360)

PRIME MINISTER**Q. 11 Given an account on the constitutional position of the Prime Minister.**

Ans. In the Parliamentary system of Government, President is the nominal executive authority and Prime Minister is the real executive authority.

There are following constitutional provisions:

- (i) Union government shall have council of ministers, headed by the Prime Minister to aid and advice the President who shall act in accordance with such advice.
- (ii) The Prime Minister shall be appointed by the President.
- (iii) The other ministers shall be appointed by the President on the advice of the Prime Minister.
- (iv) The Ministers shall hold office during the pleasure of the President.
- (v) The Council of Ministers shall be collectively responsible to the Lok Sabha.
- (vi) A Minister who is not a member of the Parliament for any period of six consecutive months shall cease to be a minister.
- (vii) The total number of ministers in the council of Ministers shall not exceed 15% of the total strength of the Lok Sabha.

Q.12 What are the powers and functions of the Prime Minister.

Ans. The powers and functions of Prime Minister can be studied under the following heads.

1) **In relation to the Council of Ministers**

- (i) He recommends persons who can be appointed as ministers.
- (ii) He allocates and reshuffles portfolios.
- (iii) Can ask minister to resign or advise the President to dismiss him
- (iv) Can bring about the collapse of the Council of Ministers by resigning from office.

2) **In relation to the President:**

- (i) He is the Principle channel of communication between President and Council of Minister.
- (ii) He advises President with regard to the appointment of important officials.

3) **In relation to Parliament:**

- (i) He advises President with regard to summoning and proroguing of the sessions of Parliament.
- (ii) He can recommend dissolution of the Lok Sabha to the President
- (iii) He announces government policies on the floor of the house.

COUNCIL OF MINISTERS**Q.13 What is the composition of Council of Ministers?**

Ans. The Council of Ministers consists of three categories of Ministers, namely

- a) Cabinet Ministers
- b) Minister of State
- c) Deputy Ministers
- d) Parliamentary Secretaries

At the top of all, these ministers stand the Prime Minister – Supreme Governing authority in our country.

- a) **Cabinet Ministers** – They head the important ministries of the Central Government like Home, Defence, Finance, External Affairs and so forth. They are members of the cabinet, attend its meetings and play an important role in deciding policies.
- b) **Minister of State** – They can either be given independent charge of Ministries/Departments or can be attached to cabinet Ministers. They work under supervision and guidance of the cabinet Ministers. In case of independent charge, they perform the same functions and exercise same powers as cabinet Ministers.
- c) **Deputy Ministers:** They are not given independent charge of Ministries/departments. They are attached to the cabinet Ministers or Ministers of State and assist them in their duties. They are not members of the cabinet and do not attend cabinet meetings.

- d) **Parliamentary Secretaries** : They have no department under their control. They are attached to the Senior Ministers and assist them in the discharge of their Parliamentary duties.

Q.14 What is the difference between Council of Ministers and Cabinet?

Ans. Both of them differ from each other in respect of composition, functions and role.

| Council of Ministers | Cabinet |
|---|--|
| 1. It is a wider body consisting of 60 to 70 ministers. | It is a smaller body consisting of 15 to 20 Ministers. |
| 2. It includes all the 3 categories i.e. cabinet Ministers, Minister of State and Deputy Ministers. | It includes the cabinet ministers only. Thus, it is a part of the Council of Ministers. |
| 3. It does not meet, as a body to transact government business. It has no collective functions. | It meets, as a body, frequently and takes decisions regarding the transaction of governmental business. It has collective functions. |
| 4. It is vested with all powers, but in theory. | It exercises, in practices the powers of council of Ministers |
| 5. It is a constitutional body (Art.74 & 75) | It directs the council of Ministers by taking policy decisions which are binding on all Ministers. |

Q.15 What is the role of Cabinet?

- Ans.**
- (i) It is the highest decision making authority.
 - (ii) It is the chief policy formulating body.
 - (iii) It is the supreme executive authority.
 - (iv) It is the chief coordinator of central administration.
 - (v) It is an advisory body to the President.
 - (vi) It is the chief crises Manager.
 - (vii) It deals with all legislative and financial matters.

Q.16 Explain the term 'Kitchen Cabinet'.

Ans. The cabinet, a small body consisting of the Prime Minister as its head and some 15-20 most important ministers, is the highest decision making body in the formal sense.

However, in practice, a still smaller body called the 'inner cabinet' or 'kitchen cabinet' has become the real center of power. This informal body consists of the Prime Minister and two to four influential colleagues in whom he has faith and with whom he can discuss every problem. It is composed of not only cabinet Ministers but also outsiders like friends and family members of the Prime Minister.

CENTRAL SECRETARIAT

Q.17 What do you mean by Central Secretariat?

Ans. The Central Secretariat comprises of all the ministries and departments of the Central Government. In other words, Central Government for the purpose of administration, is divided into various ministries and departments.

The Central Secretariat is totality of such ministries and departments.

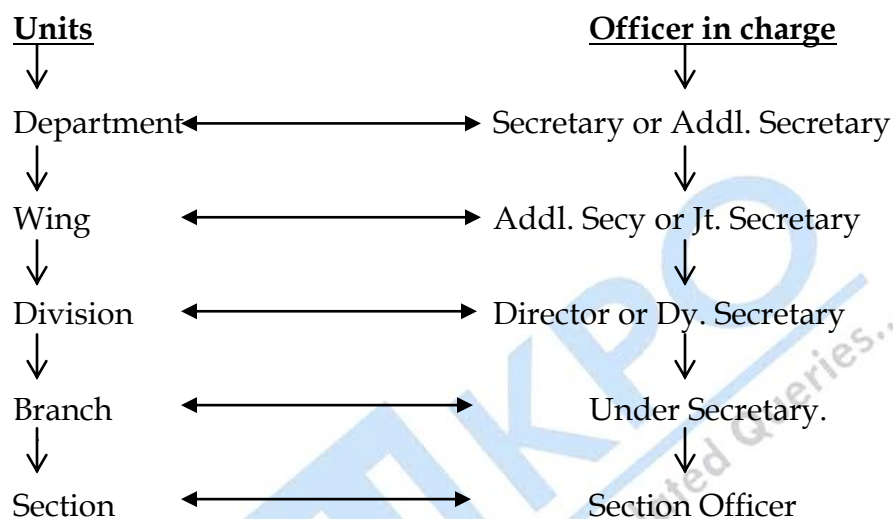
Q.18 Explain the structure of a Ministry.

Ans. A Ministry of the Central Government has a three tier structure consisting of –

- a) **A political head** - He is a cabinet minister, who is assisted by Minister of State and Deputy minister.
- b) **Secretariat organisation** : Headed by a Secretary. He is a career civil servant. He is assisted by Joint Secretaries, Deputy Secretaries, Under Secretaries and office staff.
- c) **Executive Organisation** : It is under a Head of the Department who is known by various designations like Director, Director General, Commissioner, Inspector-General, Chief Controller and so on.

Q.19 What is the structure of the Secretariat organisation?

Ans. The following chart indicates the structure and hierarchy of officials of the secretariat organisation of a ministry.

**Q.20 What are the role and functions of the Secretariat?**

Ans. The secretariat is a staff agency. Its function is to aid and assist the Government of India in fulfillment of its responsibilities and duties. It acts as a think tank and treasure house of information.

Secretariat performs following functions with regard to Ministries/ Department :-

- (i) Assist the minister in policy making.
- (ii) Framing legislation and rules and regulation.
- (iii) Sectoral planning and programme formulation
- (iv) Budgeting and control of expenditure.
- (v) Supervision and control over the execution of policies.
- (vi) Coordination and interpretation of policies.

Q.21 What is the grading of secretariat officials?

Ans. The present grading of Secretariat officials is as follows :

- | | | |
|--------------------|---|-------------------|
| - Secretary |] | Top Management |
| - Addl. Secretary | | |
| - Jt. Secretary | | |
| | | |
| - Director |] | Middle Management |
| - Deputy Secretary | | |
| - Under Secretary | | |

CABINET SECRETARIAT

Q.22 What is a Cabinet Secretariat?

Ans. The Cabinet Secretariat is a staff agency to the union cabinet. It operates under the direction and leadership of the Prime Minister of India. It has an important coordinating role in the process of policymaking at the highest level in the Central Government.

Q.23 Explain the organisation of the Cabinet Secretariat.

Ans. The Cabinet Secretariat has three wings –

- i) Civil Wing
 - ii) Military Wing
 - iii) Intelligence Wing
- (a) **Civil Wing:** - It is the main wing and provides aid, advise and assistance to the Union Cabinet.
 - (b) **Military Wing:** It provides secretarial assistance to the Defence Committee, Military Affairs Committee, and other committees dealing with defence matters.
 - (c) **Intelligence wing:** It deals with matters pertaining to the joint intelligence committee of the Union Cabinet.

Q.24 What are the functions of a cabinet Secretariat.

Ans. The following functions are performed by the Cabinet Secretariat.

- (i) It prepares agenda for meetings of the cabinet.
- (ii) It keeps a record of the discussions and decisions of the cabinet and cabinet committees.
- (iii) It provides secretarial assistance to the cabinet committees.
- (iv) It keeps the President, Vice President and all the Central Ministries informed of the main activities of the Central Government.
- (v) It functions as a chief co-coordinating agency.
- (vi) It watches the implementation of cabinet decisions.
- (vii) It handles work pertaining to appointment and resignation of ministers.

Q.25 Write a note on Cabinet Secretary.

Ans. The office of cabinet Secretary was created in India in 1950. Its first occupant was Mr. N.R.Pillai.

A Cabinet Secretary is the head of the Cabinet Secretariat. He is the senior most civil servant in India. The following points highlight the role, powers and functions of a cabinet Secretary.

- (i) He is the chief coordinator of central administration.
- (ii) He is the chairman of the committee of Secretaries on Administration.
- (iii) He presides over the conference of chief secretaries.
- (iv) He acts as a chief advisor to the Prime Minister.
- (v) He acts as an advisor and conscience keeper to all the civil servants.

□ □ □

Section-B

Organisation and Working of Various Ministries

Q.1 Explain the organisation of Ministry of Home Affairs.

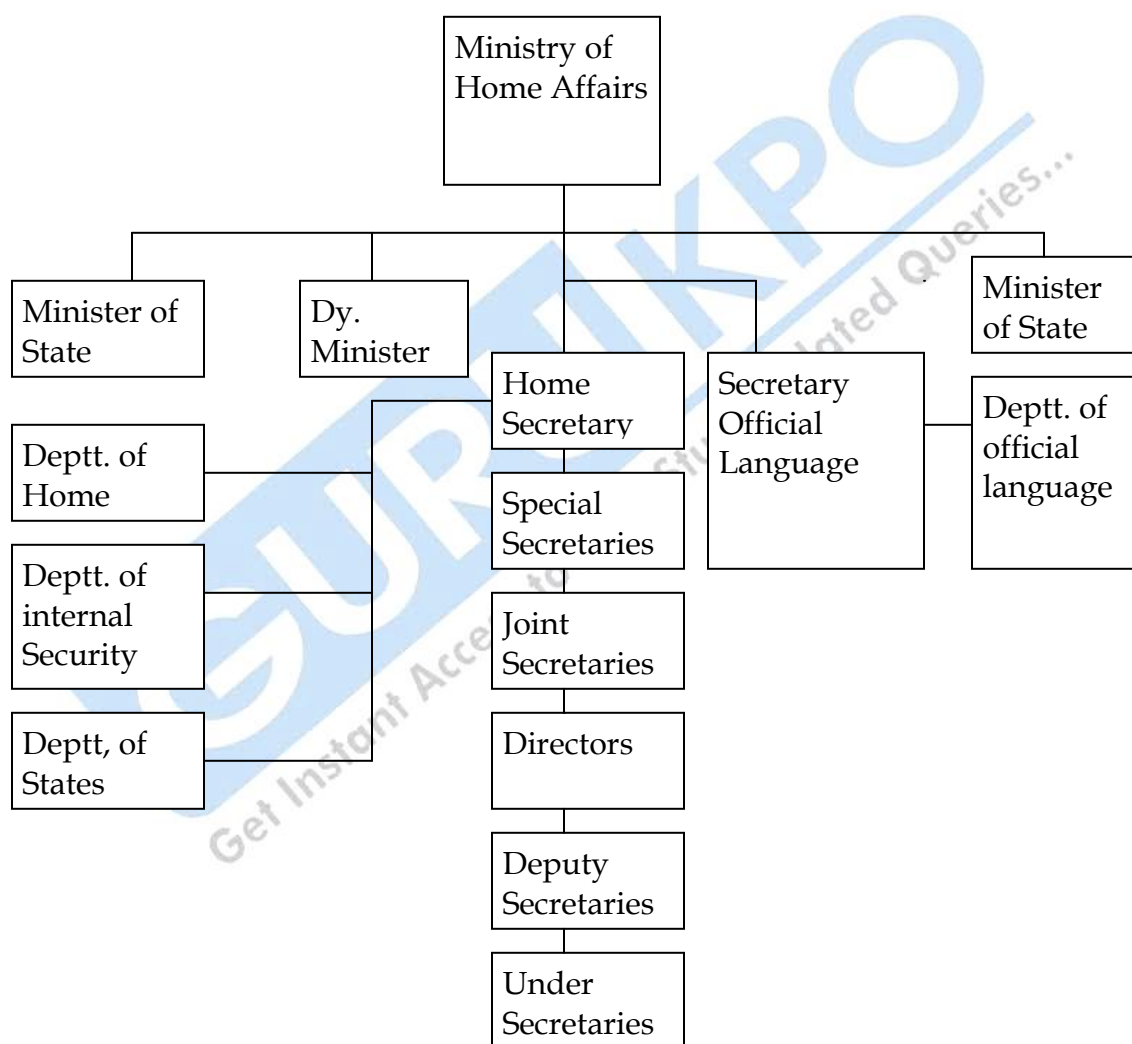
Ans. The Ministry of Home Affairs is the most significant and influential ministry of the Government of India.

For effective functioning the Ministry is divided into six departments.

They are :

- a) Department of Home
- b) Department of Internal Security
- c) Department of States
- d) Department of official language
- e) Jammu Kashmir Department
- f) Border Management Department

The top-level organisation of the Ministry of Home Affairs is given below:



The Home Ministry is headed by the Home Minister who is of cabinet rank. He is in turn is assisted by two ministers of state. The division of

functions among the Minister and Ministers of State for Home Affairs is decided by the Home Minister.

The Ministry has one Deputy Minister as well. He assists the ministers of state and the Home Minister in the performance of their duties. The administrative head of the ministry is the Home Secretary, who is a member of the IAS.

The Department of official languages, though a part of the Ministry of Home Affairs, has a separate Secretary.

There are two special Secretaries to assist the Home Secretary in the conduct of official business. Below them are a large number of Joint Secretaries, Directors, Deputy Secretaries and Under Secretaries.

Q.2 What are the functions of Ministry of Home Affairs?

Ans. Functions performed by Ministry of Home Affairs are:

- 1) The principal function is maintenance of law and order.
- 2) Matters relating to emergency provisions of the constitution (except financial emergency).
- 3) Establishment and formation of new states.
- 4) Issue of notification of election of the President and the Vice President.
- 5) It is concerned with matters relating to code of conduct of legislators and ministers and nominations to the Rajya Sabha and the Lok Sabha.
- 6) Grant of pardons, reprieves, suspension or commutation of a sentence of death.
- 7) Model rules of business for State Governments.
- 8) Maintenance of overall law and order in the country.
- 9) Census of population.
- 10) Criminal Law and Procedure.

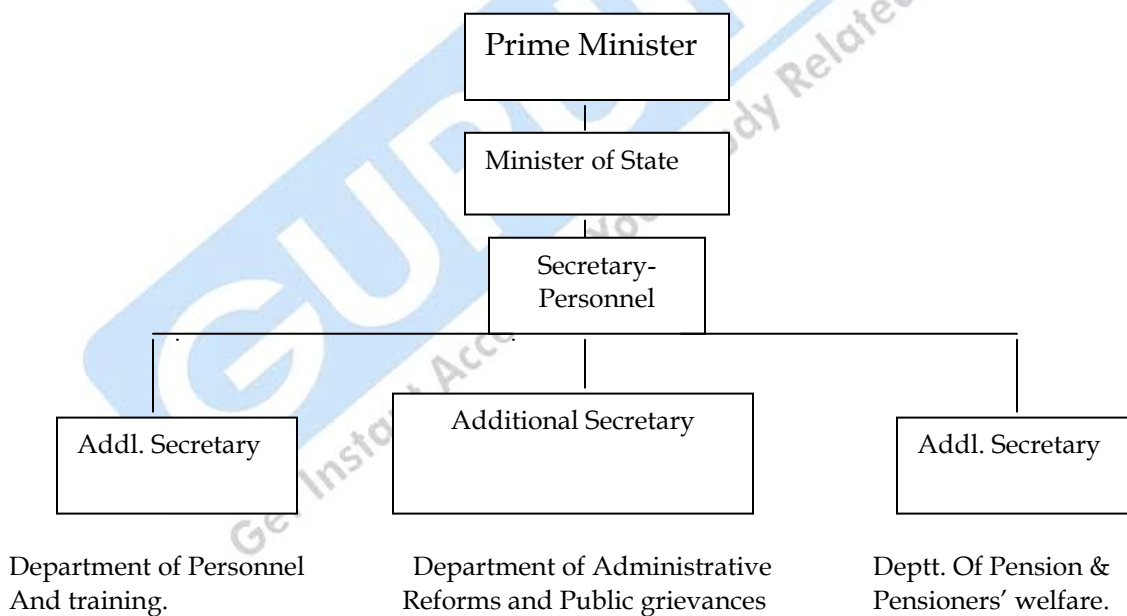
- 11) Responsible for the constitution and cadre management of the central secretariat official language service.

Q.3 Give an account on the organisation of Ministry of Personnel, Public Grievances and Pensions.

Ans. The Ministry of Personnel, Public Grievances and Pensions consists of three separate departments namely, (a) Department of Personnel & Training, (b) Department of Administrative Reforms & Public Grievances (c) Department of Pensions and Pensioners' Welfare.

It is under the overall charge of the Prime Minister, assisted by a Minister of State.

The three departments function under the Secretary (Personnel), who is assisted by three additional Secretaries, five Joint Secretaries and other supporting staff.



Q.4 What are the functions performed by the Ministry of Personnel, Public Grievances & Pensions?

Ans. The Ministry is divided into three departments. The functions performed by these departments are :

a) Department of Personnel and Training :- This department relates to the following subject areas.:

- i) Service rules
- ii) Recruitment
- iii) Reservations in Central Government Services
- iv) Placement
- v) Cadre Management
- vi) Cadre Review
- vii) Training
- viii) Administrative Vigilance
- ix) Administrative Tribunals.

b) Department of Administrative Reforms and Public Grievances: It is responsible for

- (I) Initiating, instituting and monitoring administrative reforms in the Central Government.
- (II) Ensuring that citizens grievances against government organisation are redressed effectively.

c) Department of Pensions and Pensions' welfare. : This is the nodal agency for pension policy and is also concerned with the redressal of the grievances relating to retirement benefits and welfare of pensioners.

It formulates policies and designs procedures for the greater convenience of retired and retiring employees.

PUBLIC ENTERPRISES

Q.5 What is a Public Enterprise?

Ans. Public Enterprises are those which are owned wholly or partially by the Central Government or a State Government or jointly by Central and State Governments which are engaged in the industrial, agricultural, commercial or financial activities having self management.

Public Enterprises in India are organized into 3 major patterns.

- i) Department
- ii) Corporation
- iii) Company

Besides, there are various other forms, like commissions, Control boards, cooperative societies, public trusts and commodity boards.

Q.6 Write a note on departmental form of undertaking.

Ans. Departmental undertaking is the oldest form of public enterprise. The railways and the posts and telegraphs are the two major departmental undertakings. This pattern is usually used when the principle objective of an enterprise is to provide revenue.

Characteristics

- (i) Its investment is wholly made by the Government.
- (ii) It is financed by annual appropriations from treasury.
- (iii) It is subject to budget.
- (iv) Its permanent staff consists of civil servants.
- (v) It cannot be sued without the consent of the government.
- (vi) It is created by an executive resolution.

Q.7 What are the advantages of a department form of undertaking?

Ans. Its advantages are :

- i) It provides for a maximum degree of control.
- ii) It facilitates a clear relationship with other parts of a governmental structure.

- iii) It enables the Government to have better control over its funds.
- iv) It has fixed rules and standard patterns.

Q.8 What are the disadvantages of a departmental undertaking?

Ans. Disadvantages of a departmental understanding are -

It negates autonomy due to excessive control.

- (i) It is against initiative and flexibility of the enterprise.
- (ii) It leads to rigid financial and budgetary control.
- (iii) It has rigidity of rules and regulations and red tape leading to delays.

Q.9 Define the public corporation form of enterprise. What are its characteristics

Ans. Public Corporation can be defined as "a corporate body created by public authority with defined powers and functions and is financially independent. Its characteristics are :

- i) It is wholly owned by the State.
- ii) It is created by a special law of legislature.
- iii) It can sue and be sued, enter into contracts and acquire property in its name.
- iv) It is usually independently financed.
- v) It is ordinarily not subject to budget.
- vi) Its employees are not civil servants.
- vii) It enjoys functional autonomy.

Q.10 What are the advantages of a Basic orporation?

Ans. The advantages of a public corporation form of organisation are:

- (i) It facilitates autonomy in day to day administration.

- (ii) It provides freedom from political influences.
- (iii) It provides freedom from unsuitable rules and regulations.
- (iv) It facilitates high degree of flexibility.
- (iv) It is a valuable instrument of social control of economic life.

Q.11 What are the disadvantages of Corporation form?

Ans. The disadvantages are mentioned below.

- i) It is inherently rigid and ill suited.
- ii) It does not facilitate clear distinction between the “matters of policy” and matters of day-to-day administration.
- iii) It places significant political power in the hands of a small unrepresentative group.
- iv) In practice, does not facilitate flexibility and autonomy.

Q.12 Define a Government company form of public enterprises.

Ans. A Government company is the most popular and extensively used form of organisation for management of public enterprises in India

It is registered under the Indian Companies Act of 1956. This act defines a company as one in which not less than 51% of the share capital is held either by the Central Government or the State Governments or partly by the Central or the State Governments. Example – Heavy Electricals Limited, Hindustan Machine Tools Ltd., Bharat Electricals Ltd, RIICO etc.

Q.13 What are the characteristic features of a Government Company?

Ans. The characteristics of a Government Company form of organisation are :

- (i) It has most of the features of a private limited company.
- (ii) It is created by an executive resolution.

- (iii) It is a body corporate and can sue and be sued.
- (iv) Its funds are obtained from government and in some cases from private shareholders.
- (v) It is ordinarily not subject to budget.
- (vi) Its employees are not civil servants.

FINANCIAL ADMINISTRATION

Q. 14 What is a Budget?

Ans. The term 'Budget' is derived from an old French word "Bougett" which means a sack or a pouch. It was a leather bag from which the British Chancellor of Exchequer extracted his papers to present to the Parliament, the governments financial plan for the ensuing 'fiscal year'.

Thus, the budget is a statement of the estimated receipts (revenue or income) and expenditure of the government in respect to a financial year.

Q.15 What principles should be followed for sound budgeting?

Ans. The principles of sound budgeting are :

- i) Budget should be on annual basis.
- ii) Estimates should be on departmental basis.
- iii) Budget should be a balanced one.
- iv) Estimates should be on a cash basis.
- v) One budget for all financial transaction.
- vi) Budgeting should be gross and not net.
- vii) Estimates should be close.
- viii) Rule of lapse should be followed.

Q. 16 Which are the organs involved in the formulation of budget?

Ans. The four different organs involved in the formulation of budget are :

- a) The Finance Ministry
- b) The Administrative Ministries.
- c) The Planning Commission
- d) The Comptroller and Auditor General

Q.17 Which elements are contained in a Budget?

Ans. Overall, the budget contains the following elements :

- i) Estimates of revenue and capital receipts.
- ii) Ways and means to raise the revenue
- iii) Estimates of expenditure
- iv) Details of the actual receipts and expenditure of the closing financial year.
- v) Economic and financial policy of the coming year i.e. taxation proposals, prospects of revenue and introduction to new schemes / projects.

Q.18 Explain the formulation of budget.

Ans. The various stages involved in the formulation of the budget are :

- i) Preparation of estimates by the drawing and disbursing officers.
- ii) Scrutiny and consolidation of estimates by the departments and ministries.
- iii) Scrutiny by the Finance Ministry.
- iv) Settlement of disputes.
- v) Consolidation by the Finance Ministry
- vi) Approval by the cabinet.

Q.19 What are principles of a good budget?

Ans. Harold A Smith has laid down the following 8 principles of good budget.

- i) Publicity
- ii) Clarity
- iii) Comprehensiveness
- iv) Budget unity
- v) Detailed specification
- vi) Prior authorisation
- vii) Periodicity
- viii) Accuracy

Q.20 What do you mean by Enactment of budget?

Ans. 'Enactment of budget' means the passage or approval of the budget by the Parliament and ratification by the President.

This legalizes the receipts and expenditure of the Government. This means that the Government can neither collect money nor spend money without the enactment of the budget.

Q.21 What is the process of enactment of budget?

Ans. The budget goes through the following six stages in the parliament.

- i) Presentation of budget
- ii) General discussion
- iii) Scrutiny by departmental committees
- iv) Voting on demand for grants
- v) Passing of appropriation bill
- vi) Passing of Finance Bill

Q.22 Which are the various kinds of grants?

Ans. Various kinds of grants are made by the Parliament under extraordinary or special circumstances. These are :

- 1) **Supplementary Grant :** It is granted when the amount authorised by the Parliament through the appropriation act for a particular service for the current financial year is found to be insufficient.
- 2) **Additional Grant :** It is granted when a need has arisen during the current financial year for additional expenditure upon some new service not contemplated in the budget for that year.
- 3) **Excess Grant:** It is granted when money has been spent on any service during a financial year in excess of the amount granted.
- 4) **Vote of Credit :** It is granted for meeting an unexpected demand.
- 5) **Exceptional grant :** It is granted for special purpose.
- 6) **Token Grant :** It is granted when funds to meet the proposed expenditure on a new service can be made available by re-appropriation.

Q.23 How is the budget executed?

Ans. Execution of budget means the enforcement or implementation of the budget after its enactment by the Parliament.

The process of execution of budget involves following operations (It is the responsibility of Finance Ministry).

- 1) Assessment and collection of funds.
- 2) Custody of funds
- 3) Disbursement of funds
- 4) Accounting
- 5) Audit

Q.24 Write a note on Committee on Public undertaking.

Ans. In November 1963, Lok Sabha formally resolved to form the committee on Public Undertaking.

This committee consists of 15 members – 10 from Lok Sabha and 5 from Rajya Sabha. The members are elected by means of proportional representation with a single transferable vote.

Its basic functions are :

- 1) To examine the reports and accounts of the enumerated public undertaking.
- 2) To examine the reports if any of the Comptroller and Auditor General.
- 3) To examine in context of autonomy and efficiency the working of the public undertaking.
- 4) To perform such functions which have been assigned by Public Accounts Committee to it from time to time.

The tenure of membership of this committee is 5 years. One fifth of the members however retire by rotation every year.

Q.25 Why was railway budget separated from general budget?

Ans. The railway budget was separated from the general budget in 1921 on the recommendation of the Acworth Committee. The reasons of this separation are as follows:

- 1) To introduce flexibility in railway finance.
- 2) To facilitate a business approach to the railway policy.
- 3) To secure stability of the general revenues.
- 4) To enable the railways to keep their profits for their own development.

Q.26 What is the organisation and role of Ministry of Finance?

Ans. The Ministry of Finance is an important ministry in the Central Government. It is headed politically by the Minister of cabinet rank. The Ministry of Finance consists of the following three departments.

- i) Department of Economic Affairs

ii) Department of Expenditure

iii) Department of Revenue

The Ministry of Finance is among the key ministries in the Central Government. It performs the following key functions :

- i) It prepares the budget of the Central Government and also sees its execution.
- ii) It is responsible for taxation administration.
- iii) It deals with currency and coinage, and regulates and controls both foreign exchange.
- iv) It negotiates bilateral and international aid and other matters for the economic development of the country.

In short, this Ministry is responsible not only for financial management but also for fiscal management.

Q. 27 Explain policy cut motion, economy cut and token cut motion.

Ans. In the process of enactment of budget, there is a voting on demands for grants. During this stage, the members of parliament can discuss the details of the budget and can move motions to reduce any demand for grant. Such motions are called as 'Cut motions' which are of three kinds – policy cut, economy cut and token cut.

- (i) **Policy Cut Motion** : It represents the disapproval of the policy underlying the demand. It states that the amount of the demand be reduced to Rs.1
- (ii) **Economy Cut Motion** : It represents the economy that can be affected in the proposed expenditure. It states that the amount of the demand be reduced by a specified amount.
- (iii) **Token Cut Motion** : It ventilates a specific grievance which is within the sphere of responsibility of the Government of India. It states that the amount of the demand be reduced by Rs.100.

Q.28 What is the meaning of Audit?

Ans. Audit is an examination of the accounts in order to discover and report to the legislature the unauthorized, illegal or irregular expenditures and unsound financial practices on the part of administration.

Its obligation is to see that the expenditure is incurrent with the sanctions of the competent authority.

Q.29 Give an account on the role of Comptroller and Auditor General.

Ans. Till 1976, accounting and auditing functions were combined in the office of the Comptroller and Auditor General of India. He was responsible for both the compilation and maintenance of accounts as well as their auditing.

In 1976, the Central Government separated accounting from audit by adopting the new scheme of departmentalisation of accounts.

The comptroller and Auditor General was relieved of the responsibility of the compilation and maintenance of accounts of the Central Government and is now concerned with their auditing only.

The comptroller and Auditor General is appointed by the President. He can be removed from office in like manner and on the like grounds as a judge of the Supreme Court.

To enable to perform his duties fearlessly, he is not given an reemployment under the State after his retirement. His tenure is six years.

He performs following functions.

- i) He prescribes general principles and form of accounts of Central as well as State Government.
- ii) He provides regular feedback to the finance minister on the status of government finances.
- iii) He provides technical advice to all civil ministries and departments on account matters.
- iv) He coordinates internal audit of the expenditure.

- v) He consolidates the monthly and annual accounts of the central government.

□ □ □



Section-C

Personnel Administration

Q.1 What do you understand by personnel administration?

Ans. All-India services are those services which are common to both central and state governments. At present there are three All India Services. They are :

- a) Indian Administrative Services(IAS)
- b) Indian Police Service (IPS)
- c) Indian Forest Service (IFS)

Article 312 of the constitution authorises the Parliament of India to create new All India Services on the basis of a resolution passed by Rajya Sabha to that effect.

Sardar Vallabhbhai Patel is regarded as the 'Father of All India Services'

The three All-India Services' are managed and controlled by three different Ministries of the Central Government. They are :

- a) IAS by the Ministry of Personnel.
- b) IPS by the Ministry of Home
- c) IFS by the Ministry of Environment and Forests

Indian Foreign Service (IFS) is the topmost Central Service in terms of prestige, status, pay and emoluments.

Q.3 What is the present system of recruitment to All-India Services?

Ans. The system of recruitment to All Indian Services and higher Central Services in our country is based on the recommendations by :

- i) The Macauley Committee
- ii) The Kothari Committee
- iii) The Satish Chandra Committee

Recruitment to All India Services is done through open competitive examination i.e. 'Civil Services Examination' conducted by Union Public Service Commission (UPSC). This examination consists of two stages called the (a) Preliminary Examination and the (b) Main Examination.

- (a) **Preliminary Examination** : It is meant for the selection of candidates for the main examination. It consists of two papers. They are :

| | | |
|----------|---|--|
| Paper I | - | General Studies |
| Paper II | - | Comprehension and Interpersonal skills |

Both papers are of objective type. It is meant to serve as a screening test only.

- (b) **Main Examination**: It consists of two parts - written examination and interview test. The written examination consists of the following papers.

| | |
|-----------------|-----------------|
| Paper I | Indian Language |
| Paper II | English |
| Paper III | Essay |
| Paper IV & V | General Studies |
| Paper VI & VII | First Optional |
| Paper VIII & IX | Second optional |

Interview Test : It aims at assessing personal suitability of the applicant for a career in civil services.

The mark secured by candidates in the written and interview test determines their final ranking.

Q.4 How is training imparted in the All India Services?

Ans. Training of IAS - Before the independence, the Indian Civil Service (ICS) probationers were given general training in four British Universities of

Oxford, Cambridge, London and Dublin. But after 2nd World War it was not possible.

The National Academy of Administration at Mussoorie was set up in 1959, and since then this academy has been imparting training to the IAS probationers.

The various components of the induction training programme for IAS are:

| | |
|--|-------------|
| i) Foundational Training | - 4 months |
| ii) Professional training (first spell) | - 5 months |
| iii) District Training | - 12 months |
| iv) Professional training (second spell) | - 3 months |
| | <hr/> |
| | - 24 months |
| | ----- |

This form of training is also known as sandwich course.

At the end of the training, the probationer has to pass an examination conducted by the UPSC. He now becomes an officer and is sent to the allotted state.

Training of IPS : The various components of the training programme for IPS are:

| | |
|--|--------------------|
| i) Foundational training | - 4 months |
| ii) Professional training (first spell) | - 12 months |
| iii) District training in the States | - 8 months |
| iv) Professional training (second spell) | <u>- 3 months</u> |
| | <u>- 27 months</u> |

The foundational training to the IPS probationers is imparted at the LBS National Academy of Administration, Mussoorie.

After completion, they are sent to the Sardar Vallabh Bhai Patel National Police Academy (Hyderabad) for professional training.

Training of IFS : The Indian Forest Service (IFS) probationers are given training for 3 years. The foundational training is given at LBS National Academy of Administration (Mussoorie) and after this they are sent to the Indira Gandhi National Forest Academy (Dehradun) for professional training.

CONTROL OVER ADMINISTRATION

Q.5 What do you mean by accountability?

Ans. The concept of accountability connotes the obligation of the administrators to give a satisfactory account of their performance and the manner in which they have exercised powers conferred on them.

Its main aim is to check wrong and arbitrary administrative actions and increase efficiency and effectiveness of administrative process.

Q.6 Why is control necessary in administration? What are the methods of control?

Ans. The purpose of control is to ensure that the public servants exercise their powers and discretion in accordance with laws, formal rules and regulations and established procedures and conventions.

The control over administration is necessary to check the dangers of bureaucratic power and facilitate corrective against despotic exercise of power by the public servants.

There are two types of administrative control :

- a) Internal control
- b) External control.
- a) **Internal Control :** the techniques of internal control over administration are :
 - 1) Budgetary system
 - 2) Personnel management
 - 3) Efficiency survey

- 4) Professional standards
 - 5) Administrative leadership
 - 6) Annual Confidential Report
- b) **External Control** : The external control over administration is exercised by the following agencies :
- 1) Legislature
 - 2) Executive
 - 3) Judiciary

Q.7 What do you mean by legislative control? What are its various means?

Ans. The Legislature is the supreme organ of the government as it consists of the representatives of the people. It reflects the will of the people and acts as a custodian of the interests of the people. Hence, it exercises control over administration to hold it accountable and responsible.

In India, we have the parliamentary system of government. The legislative control over administration under such a system is only indirect, i.e. through ministers.

The various methods of parliamentary control are :

- 1) Law Making
- 2) Question Hour
- 3) Zero Hour
- 4) Half an Hour Discussion
- 5) Short duration discussion
- 6) Calling attention
- 7) Adjournment Motion
- 8) No confidence motion
- 9) Censure Motion
- 10) Audit system

Q.8 Why is the legislative control not effective in India?

Ans. Factors responsible for the ineffectiveness of parliamentary control in India are :

- a) The parliament has neither time nor expertise to control the administration.
- b) Parliament's financial control is hindered by the technical nature.
- c) Size of the parliament is too large.
- d) Public Accounts Committee examines the public expenditure after it has been incurred.
- e) Delegated legislation
- f) Frequent promulgation of ordinances.

Q.9 How does the Executive control the administration?

Ans. Executive control over the administration means the control exercised by the Chief Executive (Political Executive) over the bureaucracy. Such control in USA is exercised by the President and his Secretaries and in India and Britain by the Cabinet and Ministers.

The Executive exercises control over administration through following techniques.

- 1) Political Direction
- 2) Budgetary system
- 3) Appointment and Removal
- 4) Delegated Legislation
- 5) Ordinances
- 6) Civil Service Code
- 7) Staff agencies

Q.10 Explain the judicial control in Public Administration.

Ans. The control exercised by the courts over the administrative acts is called judicial control. There are 5 grounds which call for judicial control over administration.

- 1) Abuse of power
- 2) Lack of Jurisdiction
- 3) Error of law
- 4) Error in fact finding
- 5) Procedural error

Q.11 What is Dicey's 'Rule of Law'?

Ans. According to Dicey's 'Rule of Law' - "No man is punishable or can be lawfully made to suffer in body or goods except for a breach of law."

Q.12 What are the extraordinary remedies in a judicial control?

Ans. These consist of the following six kinds of writs issued by the courts.

- 1) **Habeas Corpus** : It literally means "to have the body of ". It is an order issued by the court to a person who has detained another person to produce the body of the latter to it.
- 2) **Mandamus**: It literally means 'we command'. It is a command issued by the court to a public official asking him to perform his official duties which he has failed to perform.
- 3) **Prohibition** : It literally means 'to forbid'. It is issued by a higher court to a lower court when the latter exceeds its jurisdiction
- 4) **Certiorari** : It literally means 'to be certified'. It is issued by higher court to a lower court for transferring the records of proceedings of a case pending with it.

- 5) **Quo Warranto** : It literally means 'by what authority or warrant. It is issued by the courts to enquire into the legality of claim of a person to a public office.
- 6) **Injunction** : It is issued by the court asking a person to do a thing or refrain from doing it.

Q.13 What are parliamentary committees? How do they help in controlling the administration?

Ans. The parliamentary committees examine and oversee the implementation of policies by administration. The committees scrutinize the working of administration and not of the executive.

For this, we have following six committees.

- 1) Public accounts Committee
- 2) Estimates Committee
- 3) Committee on public undertaking
- 4) Committee on subordinate legislation
- 5) Committee on government assurances
- 6) Committee on petitions

These committees investigate, screen, review and report on administrative problems. The functioning of these committee operates as a check on the occurrence of irregularities and the consciousness of its latent power to coerce the administration as a deterrent on administrative excesses.

Corruption and Administrative Reforms

Q.14 What is corruption:

Ans. Corruption is a general term covering misuse of authority as a result of considerations of personal gain, which need not be monetary.

Corruption is deliberate and intentional exploitation of one's position, status or resources, directly or indirectly, for personal gain, whether it be in terms of material gain, or enhancement of power, prestige or influence.

Q.15 What are the various causes of corruption?

Ans. Causes of corruption are –

- i) Lack of proper education and training of civil servants.
- ii) Low salaries
- iii) Inadequate and ineffective supervision
- iv) Political patronage of officials
- v) Complicated procedures
- vi) Collection of funds through officials
- vii) Poor public opinion

Q.16 What are the remedies to fight corruption?

Ans. Following remedies are suggested to eradicate corruption.

- 1) Making functioning of public offices and officials much more transparent.
- 2) Requirement for public disclosure of assets and income.
- 3) Administrative procedures should be simplified and delays eliminated.
- 4) Evolving of ethical conduct code and its enforcement strategy.
- 5) To have citizens vigilance groups.
- 6) Creation of institutional devices – like Ombudsman, Lokpal, Lokayukta, Central Vigilance Commission, etc.

Q.17 What is Ombudsman?

Ans. Ombudsman is an institutional devices, created to deal with the redressal of public grievances.

This institution was created in Sweden in 1809. 'Ombud is a Swedish term and refers to a person who acts as the representative or spokesman of another person.'

The Swedish Ombudsman deals with the citizens' grievances in the following matters.

- 1) Abuse of administrative discretion.
- 2) Maladministration
- 3) Administrative corruption
- 4) Nepotism
- 5) Discourtesy

The Swedish Ombudsman is appointed by the Parliament for a term of four years. It is a constitutional authority and enjoys the powers to supervise the compliance of laws and regulations by the public officials and see that they discharge their duties properly.

Q.18 Write a note on Lokpal and Lokayukta.

Ans. Lokpal : Lokpal were set up on the pattern of the institution of Ombudsman. It deals with complaints against ministers and Secretaries at Central and State levels. According to the ARC, the Lokpal would be appointed by the President after consultation with the Chief Justice of India, the speaker of Lok Sabha and Chairman of the Rajya Sabha.

The salient features of the 2001 Lokpal bill are as follows:

- 1) Establishment of the institution of Lokpal to inquire into allegations of corruptions.
- 2) Lokpal shall consist of a chairperson who is or has been Chief Justice or Judge of supreme Court and two members who have been judges of supreme Court or chief Justice of the High Court.
- 3) The Chairman and Chairperson shall be appointed by the President of India.
- 4) Tenure shall be 3 years.
- 5) It ensures that Lokpal is able to act independently and discharge its functions without fear.
- 6) It enables the Lokpal to function effectively and in a quasi judicial manner.

Lokayukta: Lokayukta deals with issues of corruption at state level.

The Act first came into force in Maharashtra but was first enacted in Orissa. Over 17 States presently have Lokayukta but there is no uniformity in the provisions of enactment. While in all states the Lokayukta deal with issues of corruption, in some, they also deal with other grievances.

In a few states, a wide range of functionaries including Chief Ministers are brought within the purview, in others, the coverage is quite restrictive.

The lokayukta and upalokayukta, are appointed by the Governor of the State.

The tenure is 5 years or 65 years whichever is earlier. He is not eligible for reappointment.

The Lokayukta can initiate investigation either on the basis of a complaint received from the citizen against unfair action or suo motto.

The lokayukta presents annually to the Governor of the State, a report on his performance.

The recommendations made by the Lokayukta are only advisory and not binding on the State Government.

Q.19 What do you understand by Administrative Reforms?

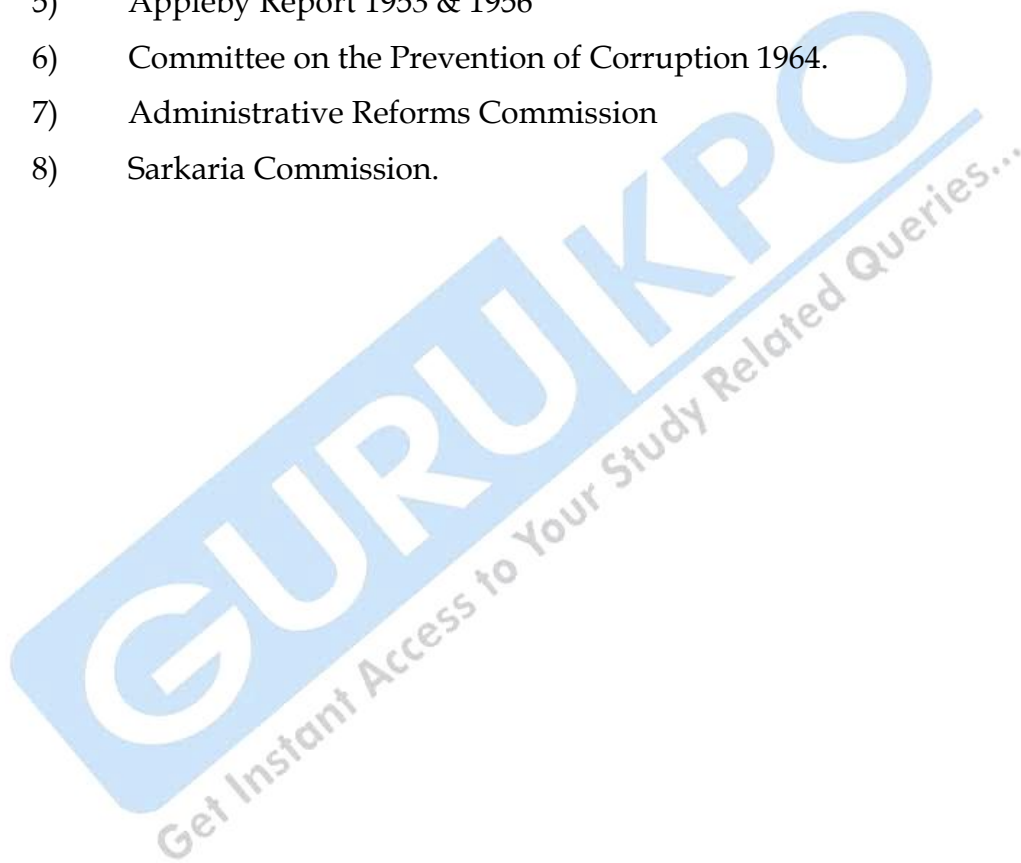
Ans. The basic objective of the programme of administrative reforms in India has been to make available to the government and the people of the country on honest, efficient, and result oriented administrative system.

In 1947, when the country achieved independence, it inherited an administrative set up which has a single overriding priority i.e. perpetuation of colonial ethos. The system was structurally inadequate and functionally unprepared to meet the new challenge of economic development and social change which come to be accepted by the notion as the new primary concern of the State policy. It stood in dire need of reorganisation, reorientation and reform.

Thus various administrative reforms were made after and before independence to improve administration.

The following efforts were made for administrative reforms since independence.

- 1) The Secretariat Reorganisation Committee 1947.
- 2) The Economy Committee 1948.
- 3) The Ayyangar Committee, 1949.
- 4) Gorwala Report, 1951.
- 5) Appleby Report 1953 & 1956
- 6) Committee on the Prevention of Corruption 1964.
- 7) Administrative Reforms Commission
- 8) Sarkaria Commission.



Keywords

1. **Democracy:**
The principles of social equality & respect for the individual within a community
2. **Audit:**
An examination of records or financial accounts to check their accuracy
3. **Accounting:**
The action of keeping financial account
4. **Budget:**
A systematic plan for the expenditure usually fixed resource such as money or time, during a given period
5. **Civil Services:**
The permanent professional branches of government's administration, excluding military and judicial branches and elected politicians
6. **Finance Bill:**
A government budget is a legal document that is often passed by the legislatures and approved by the president.
7. **Enactment:**
The process of passing legislation
8. **Guillotine:**
A procedure used to present delay in the discussion of a legislative bill by fixing times at which various parts of it must be voted on.
9. **Appropriation Bill:**
A legislative act proposing to authorize the expenditure of public funds for a specified purpose
10. **Cut motion:**

- A motion moved by a member to reduce the amount of a demand for grant.
11. **Closure:**
An act of closing something
 12. **Bill:**
A draft of a proposed law presented to parliament for discussion.
 13. **Act:**
A legal document codifying the result of deliberations of a legislative body
 14. **Certiorari:**
To be certified or a writ by which a higher court reviews a decision of lower court
 15. **Qua-Warrantor:**
A legal action requiring a person to show by what warrant an office is held
 16. **Habeas Corpus:**
A writ requiring a person under arrest to be brought before a judge or into court
 17. **Mandamus:**
Ordering a person to perform a public duty
 18. **Rift:**
A break or crack between ministers secretaries.
 19. **Ultra-Virus:**
Beyond one's legal power authority
 20. **Preamble:**
A preliminary preparatory statement, an introduction
 21. **Grievance:**
An official statement of a complaint over something believed to be unfair
 22. **Fundamental Rights:**
Rights considered being essential
 23. **Administrative culture:**

- The accumulated dispositive of the symbols, norms, etc. that governed shapes the administrative system in a society.
24. **Parliament:**
The members of this legislature for a particular period between one dissolution and the next.
25. **Sovereignty:**
The authority of a state to govern itself or another state
26. **Amendment:**
A change or addition to a legal or statutory document
27. **Judicial Activism:**
It is a judicial ruling suspected of being based on personal or political observations rather than on existing law.
28. **Impeachment:**
Process under which charges are brought in parliament against a high constitutional authority, public official or judge
29. **State Autonomy:**
It indicates non-interference of the centre in the prescribed domain of the states.
30. **Discretionary Power:**
Powers that provide a trustee many options in managing trust's assets and in adapting the benefits furnished to the beneficiary in order to accommodate varying situations.
31. **Secretariat:**
A permanent administrative office or department especially a governmental one
32. **Directorate:**
A section of a government department in charge of particular activity
33. **District Administration:**
District Administration is the principal unit of territorial administration in India.
34. **Position Classification:**
Evolution of the duties and responsibilities associated with a job to determine the appropriate grade.

35. **Good Governance:**

Good governance is associated with efficient and effective administration in democratic frame work.

36. **Planning Commission:**

A commission delegated to purpose plans for future activities and developments.

37. **Political Executive:**

Who are the center of foreign policy making and whose tenures are variable and dependent on the political contest for power?

38. **Corruption:**

Lack of integrity or honesty, use of a position of trust for dishonest gain

39. **Coalition Government:**

A government made up of more than one political party because no party obtained enough votes to form a government on its own.

40. **Globalization:**

It is assumed as a multidimensional character encompassing economic & political activities.

41. **Liberalization:**

The opening up of an industry to more competition, often involving the relaxation of government restrictions

42. **Privatization:**

Process where the government puts state owned industries into the private sector.

43. **Remedies:**

Legal or judicial means by which a right or privilege is enforced or the violation of right is prevented, redressed or compensated.

44. **E-Governance:**

It is computerization of government function itself as discussed especially by Andhra Pradesh.

Case Study

1. Corruption in the country is on the decline. The latest report of National Crime Records Bureau (NCRB) want us to believe that over 10 lakh state government officials in India, only 4,000 officials are involved in corrupt practices. The number of corrupt government servants arrested by state vigilance or anti-corruption bureaus has, in fact, dropped by 15 percent in 2011 from the previous year.

Q. What do you think about the necessity of a strong Lokpal and Lokayukta structure in the country as proposed by Team Anna in present scenario?

2. Arjuna got mentally depressed in the battle field when he saw his relatives with whom he has to fight. On the eve of battle, Arjuna is filled with deep misgivings, he feels, to kill his relatives and friends would be a great sin. Lord Krishna says, "O Arjuna how could this delusion come upon a great person such as you, obstructing the path to heaven". Arise and fight (Gita 2.2 & 3). Arjuna said that I am confused about my duty and have lost all composure because of measure of miserly weakness. In this condition I am asking you to tell me for certain what is best for me (Gita 2.7). Lord Krishna says that you speak like a wise person but grieving over something, the wise do not grieve for (Gita 2.11). To motivate him, the Bhagvad Gita is preached in the battle field Kurukshetra by Lord Krishna to Arjuna as counseling to do his duty while multitudes of men stood by waiting Gita teaches honesty, sincerity and truthfulness etc.

Q. By reading above story, what do you analyze? Discuss the importance of motivation.

B.A. (Part-I) Examination, 2011

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.)Part-I]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**Second Paper : Public Administration in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. Who is the administrative head of the Cabinet secretariat:
(a) Prime Minister
(b) Home Secretary
(c) Cabinet Secretary
(d) Minister of Parliamentary Affairs
2. How much persons can be nominated by the president of India in Rajya Sabha:
(a) Two
(b) Twelve
(c) Twenty-two
(d) Fourteen
3. Out of the following which one is not All India Service:
(a) Indian Police Service
(b) Indian foreign Service
(c) Indian Forest Service
(d) Indian Administrative Service

4. Governors are appointed by the president in the State on the recommendation of:
(a) Prime Minister (b) Rajya Sabha
(c) Lok Sabha (d) Chief Minister of State
5. President of India can submit his resignation to:
(a) Vice-President
(b) Prime Minister
(c) Chief Justice of India
(d) Speaker of Lok Sabha
6. The Union Public Service Commission was established in the year:
(a) 1926 (b) 1935
(c) 1948 (d) 1950
7. The lokpal bill was introduced for the first time in the year:
(a) 1948 (b) 1958
(c) 1968 (d) 1978
8. Under which article of Indian Constitution Finance Commission constitute:
(a) 249 (b) 268
(c) 280 (d) 292
9. The responsibility of Budget council formulation is:
(a) Finance Ministry
(b) Planning Commission
(c) National Development Council
(d) Finance Commission
10. Foundational training to the newly recruited IAS probations are imparted by:
(a) LBS National Academy of Administration
(b) Administration Staff College
(c) National Police Academy
(d) Indian Institute of Public Administration

11. How many members are there in Public Accounts Committee of Indian Parliament?
(a) 30 (b) 22
(c) 45 (d) 25
12. Sarkaria Commission submitted its report in the year:
(a) 1967 (b) 1977
(c) 1987 (d) 1997
13. The concept of promotion is:
(a) Increase in qualification
(b) Annual increment
(c) Increase in duties and responsibilities with economic benefit
(d) Transfer to other department
14. Who is the constitutional Head of Indian Administration:
(a) Prime Minister
(b) Cabinet Secretary
(c) Home Minister
(d) President
15. Which article of the Constitution describes the functions of Prime Minister?
(a) 74 (b) 76
(c) 78 (d) 53
16. The Public Accounts Committee was formed in the year:
(a) 1950 (b) 1954
(c) 1961 (d) 1976
17. Which country started Ombudsman Institution?
(a) Britain
(b) Norway
(c) Sweden
(d) America

18. The Indian Public Administration Institution was established in:
 - (a) 1947
 - (b) 1954
 - (c) 1959
 - (d) 1964
19. Sarkaria Commission is related to:
 - (a) Salary of personnel
 - (b) Centre-State Relation
 - (c) Public Undertaking
 - (d) Plan Formulation
20. Parliamentary System of Government has been adopted at Centre and States in:
 - (a) India
 - (b) Sweden
 - (c) Britain
 - (d) France
21. Write any two objects of foundational training programme of Indian Administrative Service.
22. State two main functions of Committee on Public Undertaking.
23. Write four features of Indian Administration.
24. Write two functions of Central Secretariat.
25. Mention two big problems of Indian Administration.
26. Explain two means of Judicial Control on Administration.
27. What is direct Recruitment?
28. Point out two main functions of Cabinet Secretary
29. Mention two differences between the council of Ministers and the Cabinet.
30. Explain 'Zero Hour' in two lines.



Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Examine the functions and role of Indian Prime Minister.
2. Discuss the organization and role of Cabinet Secretary in India.

Section-B

3. Evaluate the organization and working of Ministry of Finance.
4. Write short notes on any two:
 - (i) Training system of Indian Administration System
 - (ii) Executive Control over Public Administration.
 - (iii) Administrative Corruptions
 - (iv) Legislative Control over Administration.

Section-C

5. Describe the process of Recruitment in Higher Civil Service in India.
6. Define Budget and describe how the budget is prepared and passed.

B.A. (Part-I) Examination, 2010

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.)Part-I]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**Second Paper : Public Administration in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. Indian Administration is based on the :
(a) American (b) English Pattern
(c) Hindi Pattern (d) French Pattern
2. Who is the constitutional head of the Central Government:
(b) President (b) Prime Minister
(c) Cabinet (d) Council Ministers
3. Recruitment means to fill the post on the basis of:
(a) Merit (b) Competition
(c) Placement (d) All of the above
4. Which Ministry is responsible for providing visa, passport and citizenship
(a) Ministry of Home Affairs (b) Ministry of Foreign Affairs
(c) Cabinet Secretariat (d) None of the above
5. Training Institutions of Indian Police Service is situated of:
(a) Hyderabad
(b) Delhi
(c) Nagpur

- (d) Mount Abu
6. The civil Servants in India are:
(a) All Generalist
(b) All specialist
(c) Generalist and Specialist
(d) Neither Generalist nor specialist
7. The member of council of Ministers are appointed by the president on the recommendation of the:
(a) Lok Asbha
(b) Prime Minister
(c) Chief Justice
(d) Speaker of the Lok Sabha
8. In India right to grant pardon rests with:
(a) President
(b) Chief Justice of Supreme Court
(c) Lok Sabha
(d) Rajya Sabha
9. Central Secretariat is situated in-
(a) Mumbai
(b) Delhi
(c) Nagpur
(d) Jaipur
10. The Financial Year in India is:
(a) April 1 to March 31
(b) January 1 to December 31
(c) October 1 to September 30
(d) August 1 to July 31
11. The tool of Executive control over administration is:
(a) Power of appointment
(b) No confidence motion
(c) Adjournment motion
(d) Cut motion

12. The formulation of budget is the main responsibility of:
(a) Planning Commission
(b) Prime Minister
(c) Finance Minister
(d) Finance Commission
13. Which one of the following is not an All India Service:
(a) Indian Police Service
(b) Indian Forest Service
(c) Indian Education Service
(d) Indian Administrative Service
14. The real Chief Executive Head of India is:
(a) President
(b) Prime Minister
(c) Finance Minister
(d) Chief Minister
15. In a Government Company, Government owns shares at least:
(a) 19% (b) 51%
(c) 30% (d) 70%
16. Which Article of Indian Constitution is related with Comptroller and Auditor General:
(a) 148 (b) 352
(c) 370 (d) 263
17. Who is the head of Planning machinery in India :
(a) Prime Minister
(b) Planning Minister
(c) President
(d) Governor
18. How many members are in Public Accounts Committee:
(a) 22 (b) 19
(c) 15 (d) 07

19. The head of the Cabinet Secretariat in India is:
 - (a) Chief Secretary
 - (b) Parliamentary Secretary
 - (c) Cabinet Secretary
 - (d) Home Secretary
20. The minimum age prescribed in the Constitution for the President is:
 - (a) 18 Year
 - (b) 21 Years
 - (c) 25 Years
 - (d) 35 Years
21. List any two features of British Legacy of Indian Administration.
22. Mention any two functions of Cabinet Secretariat.
23. Examine Legislative Powers of President.
24. Write two main Administrative functions of Prime Minister.
25. Write two main features of 1935 Act.
26. Give definition of budget.
27. Name any two functions of Ministry of Personnel.
28. Write two means of legislative control over administration.
29. What are Administrative reforms?
30. What is direct recruitment?

Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Describe the salient features of Indian Administration after independence.
2. Analyze the power, functions and position of President in Indian Administration.
- 3.

Section-B

4. Discuss the organization and function of the Ministry of Home Affairs of the Government of India.
5. Define Budget and describe how the budget is prepared and passed.

Section-C

6. Explain the method and limitation of Judicial control over Indian administration.
7. Write short notes on any two of the following:
 - (i) Administrative Reform Commission
 - (ii) Comptroller and Auditor General of India
 - (iii) Classification of Indian Personnel System
 - (iv) Sarkaria Commission

B.A. (Part-I) Examination, 2009

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.)Part-I]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**Second Paper : Public Administration in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. The office of the Comptroller and Auditor General of India is the legacy of:
(a) Germany (b) England
(c) America (d) France
2. In a government company, government owns shares at least:
(a) 49% (b) 51%
(c) 30% (d) 70%
3. The department of official languages is the part of:
(a) Ministry of Finance
(b) Ministry of Home
(c) Ministry of Welfare
(d) None of the above
4. The tenure of Public Undertaking Committee is:
(a) 5 Years
(b) 6 Years
(c) 2 Years
(d) 1 Years

5. Meaning of Government Budget is:
 - (a) Financial statement about estimates of Revenue and Expenditure
 - (b) Audit Report
 - (c) Estimates of Revenue
 - (d) Estimates of Expenditure
6. Foundational training to the newly recruited IAS probationers is imparted by:
 - (a) LBS National Academy of Administration
 - (b) Administrative Staff Colleges
 - (c) National Police Academy
 - (d) Indian Institute of Public Administration
7. The Santhanam Committee is related is:
 - (a) Taxation Reforms
 - (b) Curbing Corruption
 - (c) Nationalization of Banks
 - (d) Constitutional Amendments
8. Quo-Warranto is the methods of:
 - (a) Executive Control
 - (b) Legislative Control
 - (c) Judicial Control
 - (d) None of the above
9. 1st Administrative Reforms commission of the government of India was established in the year:
 - (a) 1956
 - (b) 1960
 - (c) 1966
 - (d) 1970
10. Main function of Ministry of Finance is:
 - (a) Budget formulation and Control
 - (b) Recruitment of Financial Advisor
 - (c) Preparation of Instructions
 - (d) Import of Gold

11. Sarkaria Commission submitted its report in the year:
(a) 1967 (b) 1977
(c) 1987 (d) 1997
12. By which act the British rule in India was transferred from Company the crown?
(a) Regulating Act, 1773
(b) Act for the better Govt. of India 1858
(c) Govt. of India Act, 1919
(d) None of the above
13. Article 78 of the Constitution of India lays down the duties of:
(a) Prime Minister
(b) Speaker of Lok Sabha
(c) Chairman of Rajya Sabha
(d) Comptroller and Auditor General
14. The financial year in India starts from:
(a) 1st January (b) 1st July
(c) 31st March (d) 1st April
15. Members of Estimates Committee are elected from:
(a) Lok Sabha only (b) Rajya Sabha only
(c) Both Lok Sabha and Rajya Sabha (d) None of the above
16. Central Secretariat is a:
(a) Line Agency
(b) Government Ministry
(c) Staff Agency
(d) Secretariat of Cabinet
17. The East India Company has categorized services as:
(a) Imperial and Provincial Civil Services
(b) Central and All India Services
(c) Convened Civil Services and Unconvened Civil Services
(d) None of the above

18. Who takes over the presidency, in case of inability of the president to continue in office or his death and not availability of vice president?
 - (a) Speaker of Lok Sabha
 - (b) Prime Minister
 - (c) Chief Justice of Supreme Court
 - (d) Comptroller and Auditor General
19. In Parliamentary form of Government, the Executive is responsible to:
 - (a) The Government
 - (b) The Parliament
 - (c) The people
 - (d) The judiciary
20. Which of the following Articles of the Constitution of India lays down about the impeachment process of President of India?
 - (a) Article-52
 - (b) Article 58
 - (c) Article 60
 - (d) Article 61
21. Write any two specific features of Indian Administration.
22. Explain the difference between Council of Ministers and Cabinet.
23. Write the name of any two cabinet committees.
24. Write in two lines the concept of Foundational Training.
25. Narrate any two lines the concept of Foundational training.
26. State two methods of redressal of Public Grievances.
27. Write two important functions of Comptroller and Auditor General.
28. Explain "Zero Hour" in two lines.
29. Write two importance of Training.
30. Narrate any two means of Judicial Control on Administrator.

Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Explain the British contribution in the Indian Administration.
2. Discuss the organization and role of the Cabinet Secretariat in India.

Section-B

3. Evaluate the organization and working of Ministry of Finance.
4. Write short notes on any two:
 - (i) Corporation form of Public Enterprises;
 - (ii) Committee on Public Undertaking;
 - (iii) Execution of Budget

Section-C

5. Describe the process of recruitment of Indian Administrative Services.
6. Explain the Administrative machinery for the redressal of public Grievances against civil Servants in India. Is it effective in this regard?

B.A. (Part-I) Examination, 2008

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.)Part-I]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**Second Paper : Public Administration in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. The planning Commission was established in:
(a) March, 1949 (b) March, 1950
(c) March, 1951 (d) March, 1952
2. The assent of the President to a non-money bill is to be communicated within:
(a) Fourteen days
(b) One month
(c) Three months
(d) Indefinite period
3. Who advise the President on Important administrative matters?
(a) Council of Minister
(b) Parliament
(c) Lok Sabha
(d) High Court
4. The union Public Service Commission was established by:
(a) Administrative order
(b) The constitution

- (c) Parliament
 - (d) Personnel Department
5. The recruitment to All India Services is done by:
- (a) personnel Department
 - (b) Central Secretariat
 - (c) Union Public Service Commission
 - (d) Staff election Commission
6. Internal Recruitment is also known as:
- (a) Training
 - (b) Promotion
 - (c) Transfer
 - (d) Retirement
7. The Recruitment is also known as:
- (a) Training
 - (b) Promotion
 - (c) Transfer
 - (d) Retirement
8. Indian Oil Corporation is:
- (a) Government Company
 - (b) Departmental Undertaking
 - (c) Public Corporation
 - (d) Private Corporation
9. "To suggest the economy in Administratio" is the function of:
- (a) Public Accounts Committee
 - (b) Estimates Committee
 - (c) Assurance Committee
 - (d) Assurance Committee
10. Public Accounts Committee consists of:
- (a) 30 Members
 - (b) 22 Members
 - (c) 45 Members
 - (d) 25 Members

11. When did the last Lokpal Bill Presented in the Parliament?
 - (a) 1999
 - (b) 2000
 - (c) 2001
 - (d) 2006
12. Sarkaria Commission is related with:
 - (a) Centre State Relations
 - (b) Planning and Social Welfare
 - (c) Accounts and Audit
 - (d) Coordination between Legislature and Executive
13. The Ministers are appointed by the President on the advice of:
 - (a) The vice President
 - (b) The Prime Minister
 - (c) The Members of Lok Sabha
 - (d) The supreme Court
14. Which of the following is concerned with the problem of corruption?
 - (a) Ayyangar Committee
 - (b) Gopalaswami Committee
 - (c) Srinivasan Committee
 - (d) Santhanam Committee
15. Which one of the following is not an All India Service?
 - (a) Indian Railway Service
 - (b) Indian Police Service
 - (c) Indian Administrative Service
 - (d) Indian Forest Service
16. Indian Administration is based on:
 - (a) British Pattern
 - (b) American Pattern
 - (c) Russian Pattern
 - (d) French Pattern

17. Which of the following is not a British Legacy to the Indian Administration?
(a) Generalists Civil Service
(b) District Administration
(c) Planned Development
(d) Financial Administration
18. Which of the following is not mentioned in the Indian Constitution?
(a) Council of Minister
(b) Collective Responsibility
(c) Resignation of Minister
(d) Post of Deputy prime Minister
19. The Real Executive head of the State Administrative is:
(a) Governor (b) Prime Minister
(c) Chief Minister (d) Chief Justice
20. The Constitution provides for the setting up of the Finance Commission every:
(a) Year (b) Two year
(c) Fourth year (d) Fifth Year
21. Mention two roles of Prime Minister.
22. Write two functions of the cabinet Secretariat.
23. What is Executive control over Administration?
24. Name two committees of Indian Parliament.
25. Mention two big Problems of Indian Administration.
26. Write attached office of the Ministry of Home.
27. Point out two main function of the Cabinet Secretary.
28. Mention two main areas of ARC recommendations.
29. Write two main functions of the Central Vigilance Commissions.
30. Suggest two measures for eradication of corruption from public officers.

Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Examine the influence of British rule over the Indian Administrative System.
2. Critically examine the constitutional positions and powers of the president of India.

Section-B

3. Discuss the organization and working of the Ministry of Personnel, Pensions and Public Grievances of the Government of India.
4. Examine the appointment, powers and functions of the Comptroller and Auditor General of India.

Section-C

5. Describe the process of Recruitment of Higher Civil Services in India.
6. Write notes on any two of the following:
 - (i) Administrative Corruption;
 - (ii) Executive Control over Public Administration
 - (iii) Sarkaria Commission
 - (iv) Classification of civil Services

B.A. (Part-I) Examination, 2007

(10+2+3 Pattern)

(Faculty of Arts)

[Also common with subsidiary Paper of B.A. (Hons.)Part-I]

(Three Year Scheme of 10+2+3 Pattern)

Public Administration**Second Paper : Public Administration in India****Total Time : Three Hours****Max. Marks.: 100****Part-I (Objective)****Time: 1 Hour****Max. Marks: 40**

Question Nos. 1-20 (Each question carries 1 mark). Question Nos. 21-30 (Each question carries 2 marks give the answers of these questions in not more than 15-20 words each.

1. Central Secretariat is a :
(a) Line Agency (b) Government Ministry
(c) Staff Agency (d) Secretariat of Cabinet
2. "To suggest the economy in administration" is the function of which of the following Parliamentary Committee?
(a) Public Accounts Committee
(b) Estimate Committee
(c) Committee on Public Undertaking
(d) Assurance Committee
3. Which one of the following areas is a British legacy to Indian Administration?
(a) Rural Development Programme
(b) Revenue Administration
(c) Redressal Machinery for the Public Grievance
(d) Planning Administration
4. Which of the following statements is not correct about the autonomy of CAG?

- (a) He is appointed by the president
 - (b) It is a constitutional body
 - (c) His term is definite
 - (d) He is accountable to Finance Minister
5. Article 78 of the Constitution of India lays down the duties of:
- (a) Prime Minister
 - (b) Speaker of Lok Sabha
 - (c) Chairman of Rajya Sabha
 - (d) Comptroller and Auditor General
6. How many member are there in Public Account Committee of Indian Parliament?
- (a) 30
 - (b) 22
 - (c) 45
 - (d) 25
7. When did the last Lokpal Bill was presented in Parliament?
- (a) 1999
 - (b) 2000
 - (c) 2001
 - (d) 2006
8. Which Ministry of the Government of Indian looks after the matter of administrative Reforms?
- (a) Ministry of Finance
 - (b) Ministry of Personnel
 - (c) Ministry of Home Affairs
 - (d) Ministry of Foreign Affairs
9. The president of India is elected by the :
- (a) All the member of Indian Parliament
 - (b) All the elected members of Indian Parliament
 - (c) All the elected members of Indian Parliament and State Legislatives
 - (d) all the elected members of Indian Parliament and members of State Legislative Assemblies
10. Which of the following Article of the Constitution lays down about the creation of New All India Service?
- (a) Article 311
 - (b) Article 312
 - (c) Article 313
 - (d) Article 314

11. Which of the following Articles of the Constitution of India lays down about the term of President of India?
(a) Article 52 (b) Article 54
(c) Article 56 (d) Article 58
12. Rules of the allocation of Business of the Government of India are framed by the:
(a) Minister In-charge of Parliamentary Affairs
(b) Prime Minister
(c) Speaker of Lok Sabha
(d) President of India
13. "To examine the legality of administrative authorities" is the purpose of which one of the form control over administration?
(a) Citizens control (b) Judicial control
(c) Executive control (d) Legislative control
14. Article 112 of the constitution lays down about:
(a) Annual Financial Statement (b) Money Bill
(c) Appropriation Bill (d) Financial Bill
15. Foundational training to the newly recruited IAS probations are imparted by:
(a) LBS National Academy of Administration
(b) Administration staff college
(c) National Police Academy
(d) Indian Institute of Public Administration
16. Sarkaria commission was relating to:
(a) Taxation Reforms (b) Secretariat Reforms
(c) Union State Relations (d) Personnel Reforms
17. How man reports were submitted by the 1st Administration Reforms Commission of the Government of India?
(a) 10 (b) 20
(c) 30 (d) 40

18. Which one of the following is not a tool of Parliamentary control over administration?
(a) Question Hour
(b) Zero Hour
(c) Call Attention
(d) Disciplinary action against civil servant
19. Departmental standing committees of the Indian Parliament were constituted in the year of:
(a) 1985
(b) 1990
(c) 1993
(d) 1999
20. Indian Oil Corporation is:
(a) Departmental Undertaking
(b) Government Company
(c) Public corporation
(d) Private Corporation
21. Write two function of the Central Secretariat.
22. Write any two financial powers of the President of India.
23. Write any two specific features of Indian Administration.
24. Narrate any two features of Public Corporation form of Public Enterprises.
25. Give two examples of the departmental form of Union Public Enterprises.
26. Define Appropriation Bill.
27. Write any two functions of the Parliamentary Public Accounts Committee.
28. Write the title of any two reports of the 1st Administration Reforms Commission.
29. Define budget.
30. Write the names of the department of Union Home Minister.

Part-II (Descriptive)**Time : 2 Hours****Max. Marks.: 60**

Attempt three questions, selecting one question from each Section. All questions carry equal 20 marks.

Section-A

1. Discuss the salient features of Indian Administration.
2. Examine the functions and role of Indian Prime Minister.

Section-B

3. Explain the composition and function of the Union Ministry of Home Affairs.
4. Discuss the process of enactments of Union Budget.

Section-C

5. Write a critical essay on "Training System of Indian Administrative Service.
6. Examine the tools of legislative control over Indian Administration and explain its limitations.

Bibliography

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