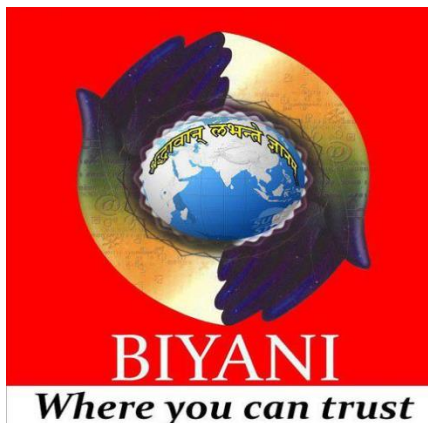


Biyani's Think Tank
Concept based notes
Public Administration in India
[B.A.-Part-I]

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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, *and Director (Acad.)* Biyani Group of Colleges, who is the backbone and main concept provider and also have been constant source of motivation throughout this endeavor. We also extend our thanks to Biyani Shikshan Samiti, Jaipur, who played an active role in co-ordinating the various stages of this endeavor 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

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SECTION A

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

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.

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.

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.

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.

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.

Financial Administration : Yearly income and expenditure account is called Budget. Our budget formulation, implementation and execution and auditing is based on British traditions.

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 :

Executive powers of President

1 Head of the Union Administration: All executive orders are issued in the name of the President.

2 Appointments of officials of the State: The President makes appointments to the key posts to run the government's administration. He appoints the Prime Minister and the Council of Ministers, the Chief Justice and the Judges of Supreme Court and the High Courts, the Governors of the States, Attorney General of India,

Legislative powers of President

Comptroller and Auditor General, Chairman and members of the UPSC, Chairman and members of the Planning Commission.

The President addresses the Sessions of the Parliament. The President has the power to address either House of Parliament at any time. He can send messages to either House of the Parliament. He summons and prorogue the Houses. He can dissolve the Lok Sabha and order fresh elections. He nominates 12 members to the Rajya Sabha. No Bill can become a law without the assent and the signature of the President. Under Article 123, the President can promulgate an Ordinance.

Financial powers of the President

No money bill can be introduced in the Parliament without the assent of the President. The "Annual" Budget of the Central Government is presented before the Lok Sabha by the Union Finance Minister only with the permission of the President. The Contingency Fund of India is at the disposal of the President. He can make advances out of it to meet unforeseen expenditure

Judicial powers of the President

before the same is approved by the Parliament.

The President is not answerable to any court of law for the exercise of his powers. He can pardon or remit or suspend a sentence of punishment given by the court martial or a sentence of death passed by a court.

Diplomatic powers of the President

India is represented on International forum by the President of India. He sends and receives ambassadors. All international treaties and agreements are concluded on behalf of the President subject to ratification by the parliament.

Military powers of the President

Article 53 vests the supreme command of the Armed Forces of India in the President. President of India can declare war or conclude peace, under the regulation by the parliament.

Emergency powers of the President

It is a situation in which the Head of the State (President) assumes extraordinary powers. The President of India can proclaim a state of emergency in the following cases: National or general emergency, breakdown of Constitutional machinery, financial emergency.

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 advice 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 advise 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 practice, 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.

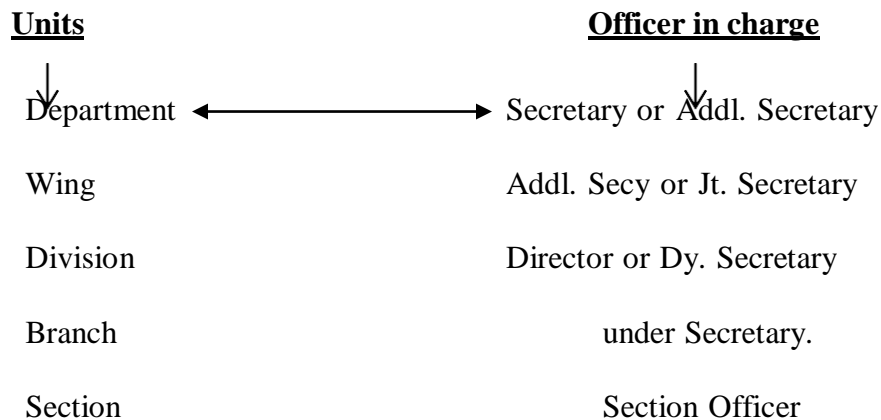
Q.18 Explain the structure of a Ministry.

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 organization** : 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 Organization** : 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
- Addl. Secretary Top Management
- Jt. Secretary
- Director
- Deputy Secretary Middle Management
- Under Secretary

CABINET SECRETARIAT

Q.22 What is a Cabinet?

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 organization 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.

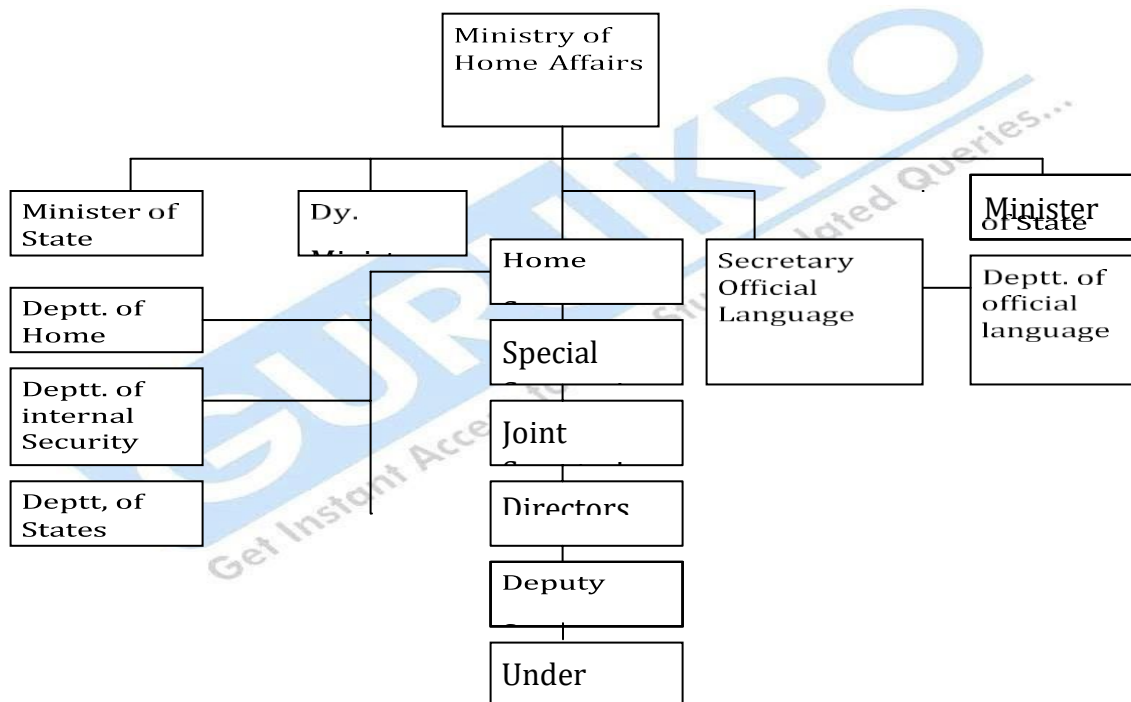
Q.26 Explain the organisation of Ministry of Home Affairs.

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



The Home Ministry is headed by the Home Minister who is of cabinet rank. He 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 27. 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.

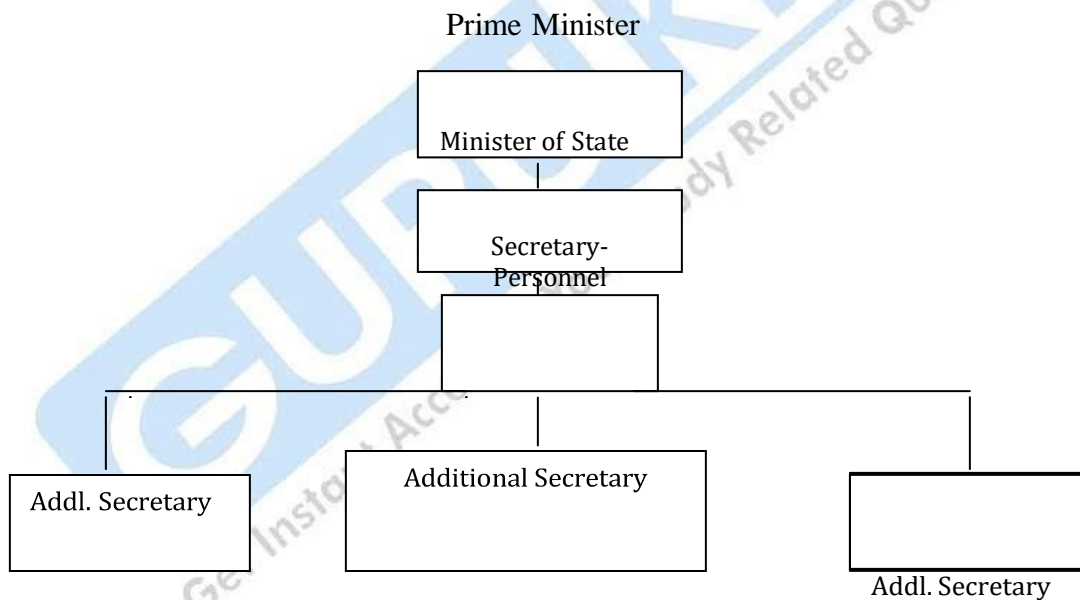
Q 28. Give an account on the organisation of Ministry of Personnel, Public Grievances and Pensions.

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.



Department of Personnel
And training.

Department of Administrative
Reforms and Public grievances

Deptt. Of Pension
&
Pensioners' welfare.

Q29. 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

Q30. 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.

Q31. 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.

Q32. 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.

Q33. 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.

Q34. Define the public corporation form of enterprises. 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.

Q35. What are the advantages of a Basic corporation?

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.
- (v) It is a valuable instrument of social control of economic life.

Q36. 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.

Q37. 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.

Q38. 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. 39. 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 income) and expenditure of the government in respect to a financial year.

Q.40 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. 41 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

Q42. 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, prospectsof revenue and introduction to new schemes / projects.

Q43. 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 andministries.
- iii) Scrutiny by the Finance Ministry.
- iv) Settlement of disputes.
- v) Consolidation by the Finance Ministry
- vi) Approval by the cabinet.

Q44. 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 45. 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 46. 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 47. 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.

Q48. 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

Q49. 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 publicundertaking.
- 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.

Q50 W h y 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.

Q51. 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.

1. Department of Economic Affairs
2. Department of Expenditure
3. 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. 52 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 53 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 incurred with the sanctions of the competent authority.

Q54 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.

Q 55 What is the budgetary process in India?

Ans. The procedure for presentation of the Budget in and its passing by Lok Sabha is as laid down in articles 112—117 of the Constitution of India, Rules 204—221 and 331-E of the Rules of Procedure and Conduct of Business in Lok Sabha and Direction 19-B of Directions by the Speaker.]

Presentation of Budget

The Budget is presented to Lok Sabha in two parts, namely, the Railway Budget pertaining to Railway Finance and the General Budget which gives an overall picture of the financial position of the Government of India, excluding the Railways.

The Budget is presented to Lok Sabha on such day* as the President may direct. Immediately after the presentation of the Budget, the following three statements under the Fiscal Responsibility and Budget Management Act, 2003 are also laid on the Table of Lok Sabha

- (i) The Medium-Term Fiscal Policy Statement;
- (ii) The Fiscal Policy Strategy Statement; and
- (iii) The Macro Economic Framework Statement.

Simultaneously, a copy of the respective Budgets is laid on the Table of Rajya Sabha. In an election year, the Budgets may be presented twice—first to secure a Vote on Account for a few months and later in full.

Distribution of Budget Papers

In the case of the Railway Budget, the sets are distributed to members from the Publications Counter after the Railway Minister has concluded his speech. The sets of General Budget are distributed to members from several booths in the Inner and Outer Lobbies arranged according to the Division Numbers of members. In case Division Numbers have not been allotted, these booths are arranged State-wise. The budget papers are made available to members after the Finance Minister's speech is over, the Finance Bill has been introduced and the House has adjourned for the day.

Discussion on the Budget

No discussion on Budget takes place on the day it is presented to the House. Budgets are discussed in two stages—the General Discussion followed by detailed discussion and voting on the demands for grants.

Allotment of Time for Discussion

The whole process of discussion and voting on the demands for grants and the passage of the Appropriation and Finance Bills is to be completed within a specified time. As a result, often the demands for grants relating to all the Ministries/Departments cannot be discussed and demands of some Ministries get guillotined i.e. voted without discussion. The Minister of Parliamentary Affairs, after the presentation of the Budget, holds a meeting of leaders of Parties/ Groups in Lok Sabha for the selection of Ministries/ Departments whose demands for grants might be discussed in the House. On the basis of decisions arrived at this meeting, the Government forwards the proposals for the consideration of the Business Advisory Committee. The Business Advisory Committee after considering the proposals allots time and also recommends the order in which the demands might be discussed. It is generally left to the Government to make any change in the order of discussion.

After the allotment of time by the Business Advisory Committee, a time table showing the dates on and order in which the demands for grants of various Ministries would be taken up in the House is published in Bulletin-Part II for the information of members

General Discussion on the Budget

During the General Discussion, the House is at liberty to discuss the Budget as a whole or any question of principles involved therein but no motion can be moved. A general survey of administration is in order. The scope of discussion is confined to an examination of the general scheme and structure of the Budget, whether the items of expenditure ought to be increased or decreased, the policy of taxation as expressed in the Budget and in the speech of the Finance Minister. The Finance Minister or the Railway Minister, as the case may be, has the general right of reply at the end of the discussion.

Consideration of the Demands for Grants by Departmentally Related Standing Committees of Parliament

With the creation of Departmentally Related Standing Committees of Parliament in 1993, the Demands for Grants of all the Ministries/Departments are required to be considered by these Committees. After the General Discussion on the Budget is over, the House is adjourned for a fixed period. During this period, the Demands for Grants of the Ministries/ Departments are considered by the Committees. These Committees are required to make their reports to the House within specified period without asking for more time and make separate report on the Demands for Grants of each Ministry.

The demands for grants are presented to Lok Sabha along with the Annual Financial Statement. These are not generally moved in the House by the Minister concerned. The demands are assumed to have been moved and are proposed from the Chair to save the time of the House. After the reports of the Standing Committees are presented to the House, the House proceeds to the discussion and voting on Demands for Grants, Ministry-wise. The scope of discussion at this stage is confined to a matter which is under the administrative control of the Ministry and to each head of the demand as is put to the vote of the House. It is open to members to disapprove a policy pursued by a particular Ministry or to suggest measure for economy in the administration of that Ministry or to focus attention of the Ministry to specific local grievances. At this stage, cut motions can be moved to reduce any demand for grant but no amendments to a motion seeking to reduce any demand is permissible.

Cut Motions

The motions to reduce the amounts of demands for grants are called 'Cut Motions'. The object of a cut motion is to draw the attention of the House to the matter specified therein.

Cut Motions can be classified into three categories:—

- (i) Disapproval of Policy Cut;
- (ii) Economy Cut ; and
- (iii) Token Cut.

Disapproval of Policy Cut: A cut motion which says "That the amount of the demand be reduced to Re. 1" implies that the mover disapproves of the policy underlying the demand. The member giving notice of such a Cut Motion has to indicate in precise terms the particulars of the policy which he proposes to discuss. Discussion is confined to the specific point or points mentioned in the notice and it is open to the member to advocate an alternative policy.

Economy Cut: Where the object of the motion is to effect economy in the expenditure, the form of the motion is "That the amount of the demand be reduced by Rs...(a specified amount)". The amount suggested for reduction may be either a lump-sum reduction in the demand or omission or reduction of an item in the demand.

Token Cut: Where the object of the motion is to ventilate a specific grievance within the sphere of responsibility of the Government of India, its form is: "That the amount of the demand be reduced by Rs. 100" . Discussion on such a cut motion is confined to the particular grievance specified in the motion which is within the sphere of responsibility of the Government of India.

For the facility of members, printed forms for giving notices of cut motions are kept in the Parliamentary Notice Office.

Notice period for tabling Cut Motions

The notices of cut motions can be tabled after the presentation of Railway/General Budget. 15. The notices of cut motions tabled up to 15.

15 hours on a day are printed and circulated before the day the relevant demands for grants to which they relate are to be taken up in the House. The notices tabled after 15.15 hours are deemed to have been tabled on the next working day. These notices are printed and circulated on the next working day if the demands for grants to which they relate have not already been disposed of in the House.

As cut motions are circulated to members both in English and Hindi simultaneously, the Rules Committee (Fourth Lok Sabha) at its sitting held on 9 March, 1970 decided that members might be requested to table such notices at least two days before the day they are to be taken up in the House.

Accordingly, members should table the notice of cut motions at least two days before the day the demands for grants to which they relate, are to be taken up in the House, but in any case not later than 15.15 hours on the previous day.

Admissibility of Cut Motions—A cut motion to be admissible should satisfy the following conditions:—

1. It should relate to one demand only.
2. It should be clearly expressed and should not contain arguments, inferences, ironical expressions, imputations, epithets and defamatory statements.
3. It should be confined to one specific matter which should be stated in precise terms.
4. It should not reflect on the character or conduct of any person whose conduct can only be challenged on a substantive motion.
5. It should not make suggestions for the amendment or repeal of existing laws.
6. It should not relate to a State subject or to matters which are not primarily the concern of the Government of India.
7. It should not relate to expenditure 'Charged' on the Consolidated Fund of India.
8. It should not relate to a matter which is under adjudication by a court of law having jurisdiction in any part of India.
9. It should not raise a question of privilege.
10. It should not revive discussion on a matter which has been discussed in the same session and on which decision has been taken.
11. It should not anticipate a matter which has been previously appointed for consideration in the same session.
12. It should not ordinarily seek to raise discussion on a matter pending before any statutory tribunal or statutory authority performing any judicial or quasi-judicial functions or any commission or court of enquiry appointed to enquire into, or investigate any matter. However, the Speaker may in his discretion allow such matter being raised in the House as is concerned with the procedure or stage of enquiry, if the Speaker is satisfied that it is not likely to prejudice the consideration of such matter by the statutory tribunal, statutory authority, commission or court of enquiry.
13. It should not relate to a trifling matter.

. The Speaker decides whether a cut motion is or is not admissible and may disallow any cut motion when in his opinion it is an abuse of the right of moving cut motions or is calculated to obstruct or prejudicially affect the procedure of the House or is in contravention of the Rules of Procedure of the House.

It is a well-established Parliamentary convention that cut motion seeking to discuss the action of the Speaker or relating to Speaker's Department or matters under the control of Speaker are not allowed. Likewise, cut motions relating to the office of the Vice- President (who is also ex-officio Chairman of Rajya Sabha) are not admissible. Cut motion relating to matters under consideration of a Parliamentary Committee are not admissible. Cut motions are not admissible if they ventilate personal grievances, or if they cast aspersions on individual Government officials. Cut motions seeking to discuss a matter affecting relations with a friendly foreign country or details of internal administration of an autonomous body are out of order as also those which seek omission of a whole grant.

Token cuts seeking to discuss inadequacy of provision in respect of a particular demand are, however, in order.

Normally members of ruling party do not table cut motions.

Circulation of Lists of Cut Motions

Lists of cut motions to the various demands for grants as admitted by the Speaker are

circulated to members generally two days in advance of the date on which the demands for grants in respect of the Ministry are to be taken up in the House for discussion.

Moving of Cut Motions

At the commencement of the discussion on the demands for grants in respect of a particular Ministry, members are asked by the Speaker to hand over at the Table, within fifteen minutes, slips indicating the serial numbers of their cut motions that they would like to move. The cut motions thus indicated are only treated as moved. Cut motions cannot be moved at a later stage. Cut motions cannot be moved by proxy. A member should be present in the House to move his cut motions when the relevant demands for grants are taken up

Guillotine

On the last of the allotted days for the discussion and voting on demands for grants, at the appointed time the Speaker puts every question necessary to dispose of all the outstanding matters in connection with the demands for grants. This is known as guillotine. The guillotine concludes the discussion on demands for grants.

Annual Reports, Outcome Budgets and Detailed Demands for Grants of the Ministries

. In connection with discussion on demands for grants, copies of the Annual Reports and Outcome Budget of the various Ministries and Departments are made available to members through the Publications Counter. Detailed demands for grants in respect of various Ministries/Departments are laid on the Table of Lok Sabha some time before the demands for grants are considered by the Departmentally Related Standing Committees.

Vote on Account

As the whole process of Budget beginning with its presentation and ending with discussion and voting of demands for grants and passing of Appropriation Bill and Finance Bill generally goes beyond the current financial year, a provision has been made in the Constitution empowering the Lok Sabha to make any grant in advance through a vote on account to enable the Government to carry on until the voting of demands for grants and the passing of the Appropriation Bill and Finance Bill.

Normally, the vote on account is taken for two months for a sum equivalent to one sixth of the estimated expenditure for the entire year under various demands for grants. During an election year, the vote on account may be taken for a longer period say, 3 to 4 months if it is anticipated that the main demands and the Appropriation Bill will take longer than two months to be passed by the House.

As a convention vote on account is treated as a formal matter and passed by Lok Sabha without discussion.

Vote on account is passed by Lok Sabha after the general discussion on the Budget (General

and Railway) is over and before the discussion on demands for grants is taken up.

Supplementary and Excess Demands for Grants

If the amount authorised to be expended for a particular service for the current financial year is found to be insufficient for the purpose of that year or when a need has arisen during the current financial year for supplementary or additional expenditure upon some 'new service' not contemplated in the Budget for that year the President causes to be laid before both the Houses of Parliament another statement showing the estimated amount of that expenditure.

If any money has been spent on any service during a financial year in excess of the amount granted or the service for that year, the President causes to be presented to Lok Sabha a demand for such excess. All cases involving such excesses are brought to the notice of Parliament by the Comptroller and Auditor General through his report on the Appropriation Accounts. The excesses are then examined by the Public Accounts Committee which makes recommendations regarding their regularisation in its report to the House.

The Supplementary Demands for Grants are presented to and passed by the House before the end of the financial year while the demands for excess grants are made after the expenditure has actually been incurred and after the financial year to which it relates, has expired.

Copies of the Books of Demands for Supplementary or Excess Grants, received from the Ministry of Finance, are made available to members from the Publications Counter after the presentation of such demands

Scope of discussion on Supplementary/Excess Grants

The discussion on the Supplementary Demands for Grants is confined to the items constituting the same and no discussion can be raised on the original grants nor on the policy underlying them. In respect of schemes already sanctioned in the main Budget, no discussion on any question of principle or policy is allowed. As regards demands for which no sanction has been obtained, the question of policy has to be confined to the items of expenditure on which the vote of the House is sought. General grievances cannot be ventilated during discussion on a Supplementary Grant. Member can only point out whether the Supplementary Demand is necessary or not.

During discussion on Excess Demands for Grants members can point out how money has been spent unnecessarily or that it ought not to have been spent; beyond this there is no scope for general discussion or for ventilation of grievances.

Cut Motions to Supplementary/Excess Demands for Grants

The cut motions to Supplementary or Excess Demands for Grants must relate to the subject matter of the Supplementary or Excess Demands. Cut motions which are extraneous to the subject matter of such demands are out of order.

Appropriation Bill

After the demands for grants have been passed by the House, a Bill to provide for the appropriation out of the Consolidated Fund of India of all moneys required to meet the grants and the expenditure charged on the Consolidated Fund of India is introduced, considered and passed. The introduction of such Bill cannot be opposed. The scope of discussion is limited to

matters of public importance or administrative policy implied in the grants covered by the Bill and which have not already been raised during the discussion on demands for grants. The Speaker may require members desiring to take part in the discussion to give advance intimation of the specific points they intend to raise and may withhold permission for raising such of the points as in his opinion appear to be repetition of the matters discussed on a demand for grant. Such advance intimation must be given before 10.00 hours on the day the Appropriation Bill is to be taken into consideration. No action is taken on intimations received after 10.00 hours.

No amendment can be proposed to an Appropriation Bill which will have the effect of varying the amount or altering the destination of any grant so made or of varying the amount of any expenditure charged on the Consolidated Fund of India, and the decision of the Speaker as to whether such an amendment is admissible is final. An amendment to an Appropriation Bill for omission of a demand voted by the House is out of order.

In other respects, the procedure in respect of an Appropriation Bill is the same as in respect of other Money Bills.

Finance Bill

“Finance Bill” means a Bill ordinarily introduced every year to give effect to the financial proposals of the Government of India for the next following financial year and includes a Bill to give effect to supplementary financial proposals for any period.

The Finance Bill is introduced immediately after the presentation of the Budget. The introduction of the Bill cannot be opposed. The Appropriation Bills and Finance Bills may be introduced without prior circulation of copies to members.

A. The Finance Bill usually contains a declaration under the Provisional Collection of Taxes Act, 1931, by which the declared provisions of the Bill relating to imposition or increase in duties of customs or excise come into force immediately on the expiry of the day on which the Bill is introduced. In view of such provisions and the provision of Act of 1931, the Finance Bill has to be passed by Parliament and assented to by the President before the expiry of the seventy-fifth day after the day on which it was introduced.

As the Finance Bill contains taxation proposals, it is considered and passed by the Lok Sabha only after the Demands for Grants have been voted and the total expenditure is known. The scope of discussion on the Finance Bill is vast and members can discuss any action of the Government of India. The whole administration comes under review.

The procedure in respect of Finance Bill is the same as in the case of other Money Bills.

Budgets of Union Territories and States under President's Rule

Budgets of Union territories and States under President's Rule are also presented to Lok Sabha. The procedure in regard to the Budget of the Union Government is followed in such cases with such variations or modifications, as the Speaker may make.

Section-C

Personnel Administration

Q 56 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 57. 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 Macaulay 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
 (b) 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.

- (c) **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 58 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:

- | | |
|---|-------------|
| 1. Foundational Training | - 4 months |
| 2. Professional training (first spell) | - 5 months |
| 3. District Training | - 12 months |
| 4. Professional training (second spell) | - 3 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> |

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 59. 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 60. 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

Q61. 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 61 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 62. 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 63. 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

Q64. 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 65 .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 66. 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

Q67. 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 68. What are the various causes of corruption?

Ans. Causes of corruption are –

1. Lack of proper education and training of civil servants.
2. Low salaries
3. Inadequate and ineffective supervision
4. Political patronage of officials
5. Complicated procedures
6. Collection of funds through officials
7. Poor public opinion

Q 69. 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 70. What is Ombudsman?

Ans. Ombudsman is an institutional device, 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.

Q71. 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.

Q72. What do you understand by Administrative Reforms?

Ans. Since Independence, there have been about fifty Commissions and Committees at the Union Government level to look into what can be broadly characterized as administrative reforms. The First Administrative Reforms Commission set up in January 1966 was asked, in particular, to consider all aspects relating to the following subjects –

- The machinery of the Government of India and its procedures of work;
- The machinery for planning at all levels;
- Center-state relationship;
- Financial administration;
- Personnel administration;
- Economic administration;
- Administration at the state level;
- District administration;
- Agricultural administration; and
- Problems of redress of citizens grievances.

The Commission submitted 20 Reports in all, These 20 Reports contained 537 major recommendations. Based on the inputs received from various administrative Ministries a report indicating the implementation position was placed in Parliament in November 1977. A-List of therecommendations of the first ARC that are relevant to this Report are outlined below:

1. **Need for specialization:** The first ARC recognized the need for specialization as the functions of Government had become diversified. A method of selection for senior management posts in functional areas and outside functional areas was laid down.
2. **Unified Grading structure:** A unified grading structure based on qualifications and thenature of duties and responsibilities was suggested.
3. **Recruitment:** On this subject, the ARC recommended:
 - A single competitive examination for the Class I services, with the age limit, raisedto 26 years.
 - Lateral entry to technical posts at senior levels.
 - Direct recruitment to Class II services to be discontinued.
 - A simple objective type test to be conducted for the recruitment of clerical staff.
 - Recruitment to Central Government posts in certain sectors to be made fromamong the State Government employees.
4. **Recruitment Agencies:** A new procedure for the appointment of members of the **UPSC** and the State Public Service Commission was suggested. ii. Setting up of Recruitment Boards for selection of clerical staff was recommended
5. **Training:** a national policy on Civil Service Training to be devised.
6. **Promotions:** Detailed guidelines for promotion were outlined.
7. **Conduct and Discipline:** Reforms in disciplinary inquiry proceedings and the setting upof **Civil Service** Tribunals were suggested.
8. **Service Conditions:** The Commission also gave recommendations on matters related to overtime allowances, voluntary retirement, exit mechanism, the quantum of pension, government holidays, incentives and awards to be given on timely completion of projects, and establishing work norms for various posts that may be reviewed by the

9. Staff Inspection Unit.

Q.73. What is ARC Report? – Administrative Reforms Commission in India

Ans. The Government of India has appointed an organization or body known as the Administrative Reforms Commission that provides recommendations for evaluating India's public administration system. India's ARC was set up twice.

1st Arc (Administrative Reforms Commission)

The Indian Government established the **first Administrative Reforms Commission on 5 January 1966** under resolution number 40/3/65-AR(P). In the beginning, Morarji Desai managed the ARC, but after he got appointed as India's Deputy Prime Minister, K. Hanumanthaiah managed it as the chairperson.

- This ARC declaration described the ARC configuration, the authorization of the commission, and the practices to be ensured.
- The first ARC was authorized to provide thoughtfulness to certify the premium standards of proficiency and integrity in public services.
- The ARC was mandated to make public administration the perfect equipment for implementing the Indian Government's various socioeconomic policies and socioeconomic development.
- It had provided 537 primary recommendations in about 20 reports before it was wound up in the 1970s.

2nd Arc (Administrative Reforms Commission)

The Government of India founded the 2nd ARC on 31 August 2005 under the resolution K- 11022/9/2004-RC. It was established to make a comprehensive scheme to revamp the public administration system in India.

Initially, Veerappa Moily managed the commission as the chairperson. However, after his resignation in 2009, V. Ramachandran took responsibility as the new chairperson.

- The **second ARC was authorized** to propose some effective measures to attain a practical, responsive, responsible, sustainable, and proficient public administration at all the government levels in India.
- The 2nd Administrative Reforms Commission also published 15 reports encompassing various public administration sectors.

The 2nd ARC Report comprised reforms such as the Indian Government's organizational structure, integrity in governance, Revamping of Personnel Administration, Reinforcement of Financial Management Systems, Local Self-Government, Citizen-centric, Problems in Federal Polity, Promoting e-governance, Crisis Management, RTI, Unlocking Human Capital, and many more.

- The first-ever report from the 2nd ARC was **Right to Information**, considered a principal means for Good Governance in India.
- The Government of India excluded sectors like Military defense, security, and intelligence, etc., and subjects like judicial reforms and relations between central and State governments from the 2nd ARC's recommendations.

Nevertheless, as the 1st ARC, it was also free to contemplate issues from these government sectors or subjects and recommend restructuring.

1st ARC Report

The **1st ARC report** included reforms such as Railways, Machinery for Planning, Economic Administration, Treasuries, RBI, Finance, Accounts & Audit, Scientific Departments, Personnel Administration, State Administration, Posts and Telegraphs, Small Scale Sector, and many others.

The 1st ARC excluded detailed inspection of external affairs, defense administration, security and intelligence, railways, etc., and subjects like educational administration because the separate commissions evaluated them.

However, the ARC was free to consider issues from these government sectors and recommend reorganization.

2nd ARC Report

The **2nd ARC report** made recommendations for reforms in two distinct groups. The first is a change in administration configurations, procedures, and practices. And the other one is a set having various issues that the Government of India needs to evaluate the proposed reforms. These changes require robust political determination and constant supervision.

2nd ARC Report recommendations include:

- State Information Commission
- Paying wages via post offices or banks (NREGA),
- The Districts must directly receive the funds
- Emergency and long-standing moderation plan for District Disaster Management.
- Indian Citizens' commission, a Supervisory body for local bodies
- Resilient Lokayukta and Lok Adalat
- Corporate Social Responsibility
- Social Audit, MIPUI AW, and encouraging e-governance

List of 2nd ARC Reports

1st Report	Right to Information: Master Key to Good Governance
2nd Report	Unlocking Human Capital: Entitlements and Governance
3rd Report	Crisis Management

4th Report	Ethics in Governance
5th Report	Public Order
6th Report	Local Governance
7th Report	Capacity Building for Conflict Resolution
8th Report	Combating Terrorism – Protecting by Righteousness
9th Report	Social Capital-A shared Destiny
10th Report	Refurbishing of Personnel Administration & Scaling New Heights
11th Report	Promoting eGovernance: The Smart Way Forward
12th Report	Citizen-Centric Administration
13th Report	The organizational structure of Govt of India
14th Report	Strengthening Financial Management Systems
15th Report	State and District Administration

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2nd ARC Report Summary

The ARC reports, both the 1st and 2nd ARC Reports, are bulky, and getting any information from them becomes pretty complex and time-consuming. As the second ARC report is considered more important, it can be understood with some of its details described in brief.

A good understanding of the 2nd ARC's 15 reports and their constituents can give insights into the entire report. A concise description of a few essential second ARC reports is given below.

1st – 2nd ARC Report (Right to Information)

The first-ever report published by the 2nd ARC recommended that the official secret Act of 1923 be revoked. The report stated that people who have official secrets and fail to keep them should be declared guilty.

- Also, section 123 (Governmental privilege in proofs) under the Indian Evidence Act of 1872 should be revised.
- This section also comprised the Constitution of SIC, Oath of Secrecy, and many more points and reform recommendations.

2nd – Unlocking Human Capital:

This report by the 2nd ARC is also known as NREGA. It includes ARC's recommendations, such as Ensuring Reach, Outcomes, and Convergence.

- Also, it states Spreading out the scheme, Protective Wage amounts, and utilizing

- Information Technology and monitoring.
- This report also affirms a Financial Management System, the responsibility of post offices and banks for paying workers & fund flow, and many others.

3rd – ARC Report on Disaster Management:

This report by **ARC comprises recommendations such as** a separate and individual establishment in the Indian Institute for managing Disaster; the Government of states must deal with Crises Management, and the Central Government should be supportive of that.

- It does not recommend any separate department or ministry for disaster management in the State or Central Government. However, we have in our State.
- However, it suggests authorizing Relief Commissioners to use IT and support for institutions to inhibit and solve disasters.
- It also introduced [disaster Management](#) as a subject, national policy, and Awareness campaigns to enhance crisis management plans. Also, it includes designing early warning systems to warn people about future disasters.

4th – ARC Report on Ethics in Governance:

This 2nd ARC report suggests reforming the political funding, intensifying the Anti-defection law, and revoking Articles 310 & 311, National Judicial Council, Office of Ethics.

- It also proposed defining a service value for all government servants, an ethical background for Ministers, and excluding people with charge sheets.
- It also included the Prime Minister, and Chief Ministers should take the responsibility to ensure the “Code of Ethics” and many other recommendations.

7th – 2nd ARC Report Capacity Building for Conflict Resolution:

This report proposed ways to resolve conflicts, including Contemporary Land Acquisition Act and Capacity Building the North East Administration. It is also recommended not to locate any SEZ in prime agricultural Land and focus on water-related and tribal area-related issues.

8th – 2nd ARC report on Terrorism:

With this report, the **2nd ARC recommended measures against terrorism**. It suggested setting up a separate statutory Review Committee, special courts, and possession of arms. The report also suggested the participation of Indian citizens, media, and civilians in battling terrorism.

9th – Social Capital – A Shared Destiny:

This report recommended up-to-date Legal Frameworks for Donations and charity work in India, communal social responsibilities, Integrated Social Policy, the establishment of the National Accreditation Council, and the amendment to the Foreign Contribution bill.

It also suggested enhancing the existence and movement of Self Help Groups in the country's

rural areas, which must be expanded to the urban areas.

11th – Promoting e-Governance – The Smart Way Forward: *Bizani's Think Tank*

In this, the ARC recommended ways to promote and support e-Governance through creating a friendly environment, identifying new e-Governance projects and Prioritizing them, Re-persuading business processes, spreading awareness, building capacity, observing or supervising and implementing.

It also included SWAN, SDC, CSCs, and many other Common Support Infrastructures, lawful frameworks for e-Governance, knowledge management, and many other points.

12th – Citizen-Centric Administration:

This report comprised reforms for the country's citizens by focusing administration on citizens.

It included various roles of the Indian Government, ARC's 7-step standard for Citizen Centricity, Delegation, Supervising and Evaluation, making Licenses and Accomplishment Certificates, and improvising citizen commissions.

The report also focused on women's and physically challenged involvement, streamlining internal procedures, easing the processes of addressing issues concerning birth or death registration, driving licenses, etc., and developing an efficient Public Grievances Redressal System analyzing & identifying injustice-prone areas across the country.

13th – Organizational Structure of the Indian Government:

With this report, the 2nd ARC suggested some fundamental principles for reorganizing the Structure of the Indian Government.

It suggested guiding Central, State, and other levels of Government by the notion of subordinateness, streamlining government functions, restructuring various government departments and ministries, reorganizing the distribution of business protocols, developing efficient Executive Agencies, and implementing Synchronization Mechanisms.

14th – Financial Management System:

This ARC report concentrated on impractical Budget Estimations, delays in executing projects, crooked expense patterns, insufficient observance of the multi-year perception, and overlooking a line of sight.

It also underlined fulfilling Budgetary Financial Targets instead of focusing on Outputs or Outcomes and baseless Plan-Non-Plan traits leading to incompetence in resource Utilization.

15th – State and District Administration

This is the **last report by the 2nd ARC**, recommending the need to minimize the Council of Ministers' size, adjust Secretarial Department counts, and enhance executive agencies. The report also emphasized civil services law, local-level government, Lokayukta, and many other points focusing on government administrations in states and districts.

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 prevent 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-Warranto:**

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 depository 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 Activitism:**
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.

B.A. (Part-I) EXAMINATION, 2017
PUBLIC ADMINISTRATION
(Second Paper)

(Public Administration in India)

Time : Three Hours

Maximum marks : 100

सभी (लघूत्तरात्मक तथा वर्णनात्मक) प्रश्नों के उत्तर मुख्य उत्तर-पुस्तिका में ही लिखें। लघूत्तरात्मक प्रश्नों के उत्तर प्रश्नों के क्रमानुसार ही दें। इसी प्रकार किसी भी एक वर्णनात्मक प्रश्न के अन्तर्गत पूछे गये विभिन्न प्रश्नों के उत्तर, उत्तर-पुस्तिका में अलग-अलग स्थानों पर हल करने के बजाय एक ही स्थान पर क्रमानुसार हल करें। प्रश्नों के उत्तर लिखने से पूर्व प्रश्न पत्र पर रोल नम्बर अवश्य लिखें।

किसी भी परीक्षार्थी को पूरा उत्तर-पुस्तिका नहीं दी जाएगी। अतः परीक्षार्थियों को चाहिए कि वे मुख्य उत्तर-पुस्तिका में ही समस्त प्रश्नों के उत्तर सही ढंग से लिखें।

PART-I (SHORT ANSWER)

M.M. : 40

इस भाग में 10 अनिवार्य लघूत्तरात्मक प्रश्न होंगे। प्रत्येक प्रश्न चार अंकों का होगा। प्रत्येक प्रश्न का उत्तर परीक्षार्थी को अधिकतम 50 शब्दों में देना होगा।

1. How Prime Minister is elected ?
प्रधानमंत्री की नियुक्ति कैसे होती है ?
2. Write four main functions of Home Ministry.
गृह मंत्रालय के चार प्रमुख कार्य लिखिए।
3. Write main functions (any four) of comptroller and Auditor general of India.
भारत के नियंत्रक एवं महालेखा परीक्षक के प्रमुख कार्यों (किन्हीं चार) को बताइए।
4. Write two major characteristics of Government of India Act, 1919.
भारत शासन अधिनियम, 1919 की दो मुख्य विशेषताएँ बताइए।
5. Write four major functions of Public Account Committee.
लोक लेखा समिति के चार मुख्य कार्य लिखिये।
6. Explain various cut motions.
विभिन्न कटौती प्रस्तावों को बताइए।
7. What is promotion ? Explain principles of promotion.
पदोन्नति से क्या अभिप्राय है ? पदोन्नति के सिद्धांतों का वर्णन कीजिए।
8. What is Habeas Corpus ?
बन्दी प्रत्यक्षीकरण क्या है ?
9. What do you understand by the term 'Navaratna' in reference to the public undertaking ?
लोक उपक्रमों के संदर्भ में 'नवरत्न' शब्द से आप क्या समझते हैं ?
10. What is Guillotine ?
गिलोटीन/मुखबन्द क्या है ?

PART-II (DESCRIPTIVE)

M.M. : 60

प्रत्येक खण्ड में से एक प्रश्न का चयन करते हुए, कुल तीन प्रश्नों के उत्तर दीजिये। सभी प्रश्नों के अंक समान हैं।

SECTION-A (खण्ड-अ)

11. Explain the power, functions and role of Indian Prime Minister. 10+10
भारतीय प्रधानमंत्री की शक्तियाँ, कार्य एवं भूमिका का विवेचन कीजिए।
12. Describe main features of British legacy in present Indian Administrative System. 20
वर्तमान भारतीय प्रशासनिक तंत्र में मुख्य ब्रिटिश विरासत का वर्णन कीजिए।

SECTION-B (खण्ड-ब)

13. Write down the characteristics of public corporation form of public undertakings and discuss its advantages and disadvantages. 10+10
लोक उपक्रमों के लोक निगम प्रारूप की विशेषताएँ बताइए तथा इसके गुण व दोषों का विवेचन कीजिए।
14. What do you mean by budget ? Explain the process of formulation and passing of budget in India. 5+5+10
बजट से आप क्या समझते हैं ? भारत में बजट निर्माण एवं पारित करने की प्रक्रिया को समझाइये।

SECTION-C (खण्ड-स)

15. Explain in detail about the various means of parliamentary control over Administration. Also highlight the limitations of such control. 15+5
प्रशासन पर विधायी नियंत्रण के विभिन्न साधनों को विस्तार से समझाइये। इस प्रकार के नियंत्रण की सीमाओं पर भी प्रकाश डालिए।
16. Write short notes on any two of the following— 10+10
- (i) Causes of corruption in Administrative system and mechanism of its removal.
 - (ii) Recruitment of Indian Civil Services.
 - (iii) Executive control over Administration.
- निम्नलिखित में से किन्हीं दो पर टिप्पणी लिखिए—
- (i) प्रशासनिक व्यवस्था में भ्रष्टाचार के कारण तथा उसके निवारण की प्रणाली
 - (ii) भारतीय नागरिक सेवाओं में भर्ती
 - (iii) प्रशासन पर कार्यपालिका नियंत्रण।



B.A. (Part-I) EXAMINATION, 2018

(Faculty of Arts)

[Also Common with Subsidiary Paper of B.A. (Hons.) Part-I

Three-Year Scheme of 10+2+3 Pattern]

PUBLIC ADMINISTRATION

Paper-II : Public Administration in India

Time : Three Hours

Maximum Marks : 100

सभी (लघूत्तरात्मक तथा वर्णनात्मक) प्रश्नों के उत्तर मुख्य उत्तर-पुस्तिका में ही लिखें। लघूत्तरात्मक प्रश्नों के उत्तर प्रश्नों के क्रमानुसार ही दें। इसी प्रकार किसी भी एक वर्णनात्मक प्रश्न के अन्तर्गत पूछे गये विभिन्न प्रश्नों के उत्तर, उत्तर-पुस्तिका में अलग-अलग स्थानों पर हल करने के बजाय एक ही स्थान पर क्रमानुसार हल करें।

किसी भी परीक्षार्थी को पूरा उत्तर-पुस्तिका नहीं दी जाएगी। अतः परीक्षार्थियों को चाहिए कि वे मुख्य उत्तर-पुस्तिका में ही समस्त प्रश्नों के उत्तर सही ढंग से लिखें।

प्रश्नों के उत्तर लिखने से पूर्व प्रश्न पत्र पर रोल नम्बर अवश्य लिखें।

Part-I (Short Answer)

M.M. : 40

भाग-I (लघूत्तरात्मक)

अधिकतम अंक : 40

प्रथम भाग में 10 अनिवार्य लघूत्तरात्मक प्रश्न होंगे। प्रत्येक प्रश्न चार अंकों का होगा। प्रत्येक प्रश्न का उत्तर परीक्षार्थी को अधिकतम 50 शब्दों में देना होगा।

1. Write any four features of British legacy on Indian administration.
भारतीय प्रशासन पर ब्रिटिश प्रभाव की चार विशेषताएँ लिखिए।
2. Mention important features/functions of Cabinet Secretariat.
मंत्रिमंडल सचिवालय के महत्वपूर्ण कार्य बताइए।
3. Who appoints Comptroller and Auditor general of India ? Write any two functions of Comptroller and Auditor general.
नियंत्रक तथा महालेखा परीक्षक की नियुक्ति कौन करता है ? उसके कोई दो कार्य लिखिए।
4. Define the Government Company.
सरकारी कम्पनी को परिभाषित कीजिये।
5. Write names of All India Services.
अखिल भारतीय सेवाओं के नाम लिखिए।
6. What do you mean by Zero hour ?
शून्य काल किसे कहते हैं ?
7. How executive control Public Administration ?
लोक प्रशासन पर कार्यपालिका कैसे नियंत्रण रखती है ?
8. Explain positive recruitment.
सकारात्मक भर्ती की व्याख्या कीजिये।

9. Write main functions of Estimates Committee.

प्राक्कलन समिति के कार्य बताइए।

10. Write a note on importance of training.

प्रशिक्षण के महत्त्व पर संक्षिप्त टिप्पणी लिखो।

Part-II (Descriptive)

M.M. : 60

भाग-II (वर्णनात्मक)

अधिकतम अंक : 60

प्रत्येक खण्ड में से एक प्रश्न का चयन करते हुए, कुल तीन प्रश्नों के उत्तर दीजिये। सभी प्रश्नों के अंक समान हैं।

Section-A (खण्ड-अ)

11. Evaluate the powers and position of Indian President. 20

भारतीय राष्ट्रपति की शक्तियों एवं स्थिति का मूल्यांकन कीजिए।

12. Describe the main features of the Indian Administration. 20

भारतीय प्रशासन की मुख्य विशेषताओं का वर्णन कीजिए।

Section-B (खण्ड-ब)

13. Explain the organisation and functions of Ministry of Home. 10+10

गृह मंत्रालय के कार्य एवं संगठन की विवेचना कीजिए।

14. Define Budget and describe how the budget is prepared and passed.

बजट को परिभाषित कीजिए। बजट किस प्रकार तैयार तथा पारित किया जाता है ?

5+7½+7½

Section-C (खण्ड-स)

15. Examine the method and limitation of judicial control over administration.

भारतीय प्रशासन पर न्यायिक नियंत्रण की विधियों एवं सीमाओं को स्पष्ट कीजिये।

16. Describe the methods and procedure of recruitment for All India Services.

Give suggestions for their improvement.

अखिल भारतीय सेवाओं की भर्ती की पद्धतियों तथा प्रक्रिया का वर्णन कीजिये। उनमें सुधार हेतु सुझाव भी दीजिये।



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B.A. (Part-I) EXAMINATION, 2019

PUBLIC ADMINISTRATION

Second Paper

(Public Administration in India)

Time : Three Hours

Maximum Marks : 100

सभी (लघूत्तरात्मक तथा वर्णनात्मक) प्रश्नों के उत्तर मुख्य उत्तर-पुस्तिका में ही लिखें। लघूत्तरात्मक प्रश्नों के उत्तर प्रश्नों के क्रमानुसार ही दें। इसी प्रकार किसी भी एक वर्णनात्मक प्रश्न के अन्तर्गत पूछे गये विभिन्न प्रश्नों के उत्तर, उत्तर-पुस्तिका में अलग-अलग स्थानों पर हल करने के बजाय एक ही स्थान पर क्रमानुसार हल करें।

किसी भी परीक्षार्थी को पूरा उत्तर-पुस्तिका नहीं दी जाएगी। अतः परीक्षार्थियों को चाहिए कि वे मुख्य उत्तर-पुस्तिका में ही समस्त प्रश्नों के उत्तर सही ढंग से लिखें।

PART-I (SHORT ANSWER)

M.M. : 40

Contain 10 compulsory short-answer questions of 4 marks each to be answered in 50 words.

इस भाग में 10 अनिवार्य लघूत्तरात्मक प्रश्न होंगे। प्रत्येक प्रश्न चार अंकों का होगा। प्रत्येक प्रश्न का उत्तर परीक्षार्थी को अधिकतम 50 शब्दों में देना होगा।

1. Mention any four features of Indian Administration.
भारतीय प्रशासन की किन्हीं चार विशेषताओं का उल्लेख कीजिये।
2. Point out any two emergency powers of president.
राष्ट्रीय की कोई दो आपातकालीन शक्तियाँ लिखिये।
3. Write four functions of the central secretariat.
केन्द्रीय सचिवालय के चार कार्य लिखिये।
4. Write four main functions of Home Ministry.
गृह मंत्रालय के चार प्रमुख कार्य लिखिये।
5. What are the differences between cabinet and council of minister ?
मंत्रिमण्डल और मंत्रिपरिषद् में क्या अन्तर है ?
6. Define Budget.
बजट को परिभाषित कीजिये।
7. State the name of various cur motions.
विभिन्न कटौती प्रस्तावों के नाम लिखिये।
8. State four advantages of position classification.
पद वर्गीकरण के चार लाभ लिखिये।
9. Write four major functions of Public Account Committee.

लोक लेखा समिति के चार मुख्य कार्य लिखिये।

10. Write the types of training.

प्रशिक्षण के प्रकार लिखिये।

PART-II (DESCRIPTIVE)

M.M. : 60

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

प्रत्येक इकाई में से एक प्रश्न का चयन करते हुए, कुल तीन प्रश्न हल कीजिये। सभी प्रश्नों के अंक समान हैं।

SECTION-A (खण्ड-अ)

11. Describe the influence of British rule over Indian Administration.

भारतीय प्रशासन पर ब्रिटिश प्रभाव की विवेचना कीजिये।

12. Examine the functions and role of Indian Prime Minister.

भारतीय प्रधानमंत्री के कार्यों एवं भूमिका का परीक्षण कीजिये।

SECTION-B (खण्ड-ब)

13. Discuss various forms of Public Enterprises with their merits and demerits.

लोक उपक्रमों के विभिन्न प्रकारों का उनके गुण-दोषों के साथ विवेचना कीजिये।

14. Examine the powers and functions of the comptroller and auditor general of India.

भारत के नियंत्रक एवं महालेखा परीक्षक की शक्तियों एवं कार्यों का परीक्षण कीजिये।

SECTION-C (खण्ड-स)

15. Discuss the methods of legislative control over administration.

प्रशासन पर विधायी नियंत्रण की पद्धतियों की व्याख्या कीजिये।

16. Write short notes of any two of the following :

- (i) Administrative corruption
- (ii) Training for Indian Administrative Service
- (iii) Major recommendation of the second administrative reform commission.

(iv) Classification of Indian personnel system.

निम्नलिखित में से किन्हीं दो पर संक्षिप्त टिप्पणियाँ लिखिये-

- (i) प्रशासनिक भ्रष्टाचार
- (ii) भारतीय प्रशासनिक सेवा हेतु प्रशिक्षण
- (iii) द्वितीय प्रशासनिक सुधार आयोग की प्रमुख सिफारिशें
- (iv) भारतीय कार्मिक व्यवस्था का वर्गीकरण

