

Administrative Machinery in India

One Mark Questions

Question 1. What is administration?

Answer: A machinery which implements the policies, programmes and laws of the government is called administration:

Question 2. Write the root word of administration.

Answer: The word administration is derived from the Latin words 'Ad' and 'Ministrare'.

Question 3. 'Administration is the science of modern civilization'- who said this?

Answer: Charles A. Beard said that "Administration is the science of modern civilization'.

Question 4. Which is the primary unit of administration?

Answer: District Administration is the primary unit of administration.

Question 5. When did the East India company introduced civil service in India?

Answer: East India Company introduced Civil Service in India in Middle of the 19th Century.

Question 6. Which is called the permanent executive?

Answer: Civil Service is called the permanent executive.

Question 7. Which is called the political executive?

Answer: The Council of Ministers which is an elected body is called political executive.

Question 8. Which article of the Constitution of India provides for the creation of All India Services?

Answer: Article 312 of Indian Constitution provides for the creation of All India Services.

Question 9. Expand IAS.

Answer: Indian Administrative Service.

Question 10. Expand IPS.

Answer: Indian Police Service.

Question 11. Expand IFS.

Answer: Indian Forest Service.

Question 12. Where does the Lai Bahadur Shastri Academy situated?

Answer: Lai Bahadur Shastri Academy is situated at Massourie.

Question 13. Where does Sardar Vallabhbhai Patel Police Academy situated?

Answer: Sardar Vallabhabhai Patel Police Academy is situated at Hyderabad.

Question 14. When was the Indian civil service Act got approved?

Answer: The Indian Civil Service Act approved in 1951.

Question 15. Which article of the Constitution provides powers to the Parliament for the creation of Central Services?

Answer: Article 312 of Indian Constitution provides powers to the Parliament for the creation of Central Services

Question 16. Which article of the constitution provides for the creation of State Services?

Answer: Article 309 of Indian Constitution provides for the creation of State Services.

Question 17. Who acts as the eyes and ears of the Prime Minister?

Answer: Cabinet Secretary acts as the eyes and ears of the Prime Minister.

Question 18. How many All India Services are there in India?

Answer: There are 3 All India Services in India.

Question 19. What is All India Services?

Answer: A group of persons who are appointed by Union Government and belongs to both central and state governments is called All India Services.

Question 20. What is Central Services? (July 2018)

Answer: A group of persons who are appointed by the Union Government and come under the exclusive control of the Central Government is called Central Services.

Question 21. What is State Services?

Answer: A group of persons who are appointed by the State Government and working in the departments of state government is called State Services.

Question 22. Expand KAS.

Answer: Karnataka Administrative Service.

Question 23. Who is the Head of State Administration?

Answer: Chief Secretary is the Head of the State Administration.

Question 24. Who is the Head of the District Administration?

Answer: Deputy Commissioner is the Head of the District Administration.

Question 25. Who functions as District Magistrate?

Answer: Deputy Commissioner functions as District Magistrate.

Question 26. Expand CAT.

Answer: Central Administrative Tribunal.

Question 27. Expand KAT.

Answer: Karnataka Administrative Tribunal.

Question 28. Which Article of the Constitution provides for the formation of Administrative Tribunal?

Answer: Article 323(A) of Indian Constitution provides for the formation of Administrative Tribunal.

Question 29. Expand UPSC.

Answer: Union Public Service Commission.

Question 30. Expand KPSC.

Answer: Karnataka Public Service Commission.

Question 31. Expand JPSC.

Answer: Joint Public Service Commission.

Question 32. Who appoints the members of Union Public Service Commission?

Answer: The President of India appoints the members of Union Public Service Commission.

Question 33. What is the retirement age of the members of Union Public Service Commission?

Answer: The retirement age of the members of Union Public Service Commission is 65 years.

Question 34. Who appoints the members of Karnataka Public Service Commission?

Answer: The Governor appoints the members of Karnataka Public Service Commission.

Question 35. What is the retirement age of the members of Karnataka Public Service Commission?

Answer: The retirement age of the members of Karnataka Public Service Commission is 62 years.

Question 36. What is the tenure of the members of the Union Public Service Commission?

Answer: The tenure of the members of the Union Public Service Commission is 6 years.

Question 37. What is the tenure of the members of Karnataka Public Service Commission?

Answer: The tenure of the members of Karnataka Public Service Commission is 6 years.

Question 38. How many members are there in Union Public Service Commission?

Answer: There are 10 members in Union Public Service Commission.

Question 39. How many members are there in Karnataka Public Service Commission?

Answer: There are 9 members in Karnataka Public Service Commission.

Question 40. Where is KPSC located?

Answer: KPSC is located in Bengaluru.

Two marks Questions

Question 1. Define administration.

Answer: According to J.M. Piffner 'Administration is the organization and direction of the men and material resources to achieve desired ends'.

Question 2. The concept of welfare state has expanded the scope of administration. Evaluate.

Answer: The modern states are welfare states and should provide the basic requirements to all the people from birth to death without any discrimination. So the concept of welfare state has expanded the scope of administration.

Question 3. Define Civil Service. (March 2015)

Answer: According to R.G. Gettell 'General body of official serving under heads of various departments and-known collectively as the civil service'.

Question 4. State the importance of Civil Service.

Answer: The Civil Service is the backbone and fourth organ of Executive. Without Civil Service, the administration cannot be carried out.

Question 5. What is civil service according H. Finer?

Answer: According to H. Finer, Civil Service is a professional body of officials, permanent, paid and skilled'.

Question 6. What is Administrative Hierarchy?

Answer: Each civil servant has to obey his immediate superior, where high ranking officers supervises their subordinates, it is called Hierarchy.

Question 7. What is Political Neutrality? (July 2016)

Answer: Civil Service is a non-political machinery of the government. They perform

their duties without being aligned to any kind of political regime, it is called Political Neutrality.

Question 8. What is Anonymity? (March 2016)

Answer: Civil servants will have to work anonymously without disclosing their identity in any manner. They work for the government and for the department concerned, it is called Anonymity.

Question 9. What is the main objective of All India Services?

Answer: Promoting coordination between Union and State Governments is the main objective of All India Service.

Question 10. What are the classification of central services

Answer: The central services have been classified into four categories. They are Group A, Group B Group C and Group D

Question 11. Give two examples of Central Services. (July 2018)

Answer: External Affairs and Railways.

Question 12. Name any two subjects that come under State Services.

Answer: Police and Agriculture.

Question 13. What are the qualifications to become the members of KPSC?

Answer:

(a) Must be a citizen of India.

(b) Must have administrative experience with a minimum of 10 years.

Question 14. Who is empowered to impeach the chairman and members of UPSC and on what basis?

Answer: The Chairman and the members of UPSC can be removed from the office only by an order of the President, on the ground of misbehavior proved by the Supreme Court.

Question 15. Who is empowered to impeach the chairman and members of KPSC and on what basis?

Answer: The Chairman and the members of the KPSC can be removed under the same circumstances as applicable to the Chairman and members of UPSC.

Five marks Questions

Question 1. List out the features of public administration in contemporary society. (March 2015)

Answer: The features of public administration in contemporary society are as follows:

- (a) Preservation of the polity.
- (b) Maintenance of stability and order.
- (c) Institutionalization of socio-economic change.
- (d) Management of large scale commercial sciences.
- (e) Ensuring the growth of economic development.
- (f) Protection of the weaker sections of society.
- (g) Formation of public opinion.
- (h) Influencing public policies and political trends.

Question 2. Explain the features of Civil Service. (March 2017,2019 – July 2015 – 2018)

Answer: The features of civil service are as follows:

- (a) Professional body: Civil service consists of a professional body of officials who are permanent, paid and skilled. It is a whole time job and career service.
- (b) Hierarchy: As per the scalar system, each civil servant has to obey his immediate superior, where high ranking administration officer with discretionary powers supervises their subordinates.
- (c) Political neutrality: Civil servants refrain always from political activities. They perform their duties without being aligned to any kind of political regime.
- (d) Anonymity: Civil servants work behind the screen and remain anonymous even though they work for the government. Recognition for good work or disrepute for any omission goes only to the minister and not to the civil servants.
- (e) Impartiality: The civil servants have to apply the laws of the state while performing the duties without showing any favour, bias or preference to any groups or section of society.
- (f) Service motto: They have to work for the welfare of the society. They must be humble and service minded towards the public.
- (g) Permanent: Civil servants are called the permanent executive. They discharge duties till they attain the age of superannuation.
- (h) Jurisdiction of law: Every civil servant has to function within the prescribed jurisdiction of law. If he crosses the limit, he is met with disciplinary' action.
- (i) Special training: Once the candidates are selected for civil service, they are deputed to in-service training to acquire special skills in administration.

Question 3. Write a note on Central Secretariat and write the flow chart of administrative hierarchy.

Answer: The word Secretariat means office of the Secretaries. For the purpose of administration, the Government of India is divided into Ministry and Departments which constitute the Central Secretariat. For efficient discharge of business allotted to a ministry, it is divided into various Departments, Wings, Branches and Sections. Hierarchical order of Central Secretariat is as follows:

- Department – Secretary
- Wing – Additional/Joint Secretary
- Division – Deputy Secretary
- Branch – Under Secretary
- Section – Section Officer

Question 4. Write note on All Indian services (July 2016)

Answer: Article 312 of the Constitution of India provides for the creation of All India Services for the Union and States. Presently India has three All India Services
(a) Indian Administrative Services.

(b) Indian Police Services.

(c) Indian Forest Services.

The eligible persons to these services are recruited by the Union Government. The service of these officers could be utilized by both the Union and state governments. Parliament is empowered to create All India Services to ensure coordination between Union and State Governments. The service rules and other emoluments are determined by the Parliament from time to time. Article 312(i) of the India Constitution states that, Rajya Sabha initiates a resolution supported by not less than 2/3rd of the members present, to create one or more All India Services.

Question 5. Write briefly about the Central Services.(March 2016)

Answer: India is a union of states and hence it provides for division of powers. Subjects mentioned in the union list are to be managed by a separate body of officials under Central Service. Article 312 of the Constitution of India empowers the Parliament to create central services.

The officials appointed to these services come under the exclusive control of the Central Government. The central services are classified into Class-I, Class-II, Class-III and Class-IV. Some of the central services are:

(a) Indian Foreign Services.

(b) India Railway Services.

(c) Indian Defence Services.

(d) Indian Postal Services.

(e) Indian Information Services.

The eligible persons for central services are recruited by the Union Government and

they come under the regulation of Central government. They will work in the Departments of the Central Government.

Question 6. Write a short note on State Services.

Answer: Article 309 of the Constitution of India provides for the creation of State Services. These services have listed in the state list. The eligible persons for state services are recruited by the State Government and these services are under the regulation of state government. The service rules and emoluments are determined by state government. The State Services have been classified into Class-I, Class-II, Class-III and Class-IV. The State Services in Karnataka are:

- (a) Karnataka Administrative Services
- (b) Karnataka State Police Services.
- (c) Karnataka Forest Services.
- (d) Karnataka Engineering Services.
- (e) Karnataka Education Services.
- (f) Karnataka Cooperative Services.
- (g) Karnataka Food and Civil Supply Services.

Question 7. List out the primary functions performed by the ministers with the assistance of State Secretariat.

Answer: The primary functions performed by the ministers with the assistance of state secretariat:

- (a) Formulating and modifying legislation from time to time.
- (b) Planning and budget formulation.
- (c) Co-ordinate with the centre and other states.
- (d) Promoting organizational competency.
- (e) Answering **Questions** in the Assembly.

Question 8. Explain the role of Cabinet Secretary in central administration.

Answer: The Cabinet Secretary is the head of the Central Secretariat and he plays an important role as follows:

- (a) Provides assistance to the Council of Ministers.
- (b) Ensures the morale of the civil servants in the central administration.
- (c) Act as a bridge between the political executive and the civil servants.
- (d) Protects the interests of the central service class.
- (e) Attend all the meetings of the cabinet and cabinet committees.
- (f) Follow the code of secrecy.
- (g) Act as a eyes and ears of the Prime Minister.

Question 9. Write about the functions of Chief Secretary in state administration.
(March 2015,2016,2017, July 2015)

Answer: Chief Secretary is the head of the State Secretariat. His functions are as follows:

- (a) He is principal adviser to the Chief Minister.
- (b) He acts as the Cabinet Secretary and the only person who attends the Cabinet meeting.
- (c) He exercises general supervision and control over the entire Secretariat.
- (d) He looks after all matters beyond the purview of other secretaries.
- (e) As Chief of all the Secretaries, he presides over a large number of committees and is a member of many others.
- (f) He has control over the staff attached to the ministers.
- (g) He is bridge between the State and Central government.

Question 10. Write about the Central Administrative Tribunal.

Answer: The Central Administrative Tribunal has been established for adjudication of disputes with regard to recruitment and conditions of service of persons appointed to public service. Article 323(A) of the Indian Constitution provides for setting up of Administrative Tribunals. It goes a long way in reducing the burden of various courts by reducing of cases relating to matters of civil service. It also provides to the officials a speedy and effective remedy.

A Chairman who has been a sitting or retired Judge of a High Court heads the Central Administrative Tribunal. Besides the Chairman, the authorized strength consists of 16 Vice Chairman and 49 Members. The employees of the Central Administrative Tribunal are required to discharge their duties under the general superintendence of the Chairman. Service Rules and other emoluments are determined by Union Government.

Question 11. Write about the Karnataka Administrative Tribunal.

Answer: The Karnataka Administrative Tribunal has been established on 6-10-1986 for effective, expeditious and satisfactory disposal of matters relating to service disputes. It has been setting up as independent tribunals to handle pending cases before the Supreme Court and High Courts relating to service matters. It also dealt with the cases of disciplinary action against government sen ants. The Tribunal consists of Chairman, a Judicial Member and three Administrative Members. The Karnataka Administrative Tribunal is located in Bengaluru.

Question 12. Write the functions of Union Public Service Commission.(March 2018-July 2017,2018)

Answer: Article 320 of the Constitution of India enumerate the functions of the UPSC.

- (a) To conduct examinations for appointment to the central-services and All India

Services.

- (b) To assist two or more states, on request for joint recruitment for any services.
- (c) To advise the Government on matters relating to the methods of recruitment, promotions, transfers, disciplinary actions and inter service matters.
- (d) To submit annual report regarding its working to the President.
- (e) To exercise such additional functions as provided by an act of Parliament.
- (f) To serve all or any needs of the State Government on request by the Governor and with the approval of the President.

Question 13. Write the functions of Karnataka Public Service Commission.

Answer: The functions of the Karnataka Service Commission are as follows:

- (a) To conduct competitive examinations for the recruitment of candidates to state services.
- (b) To conduct departmental examinations.
- (c) To prepare rules of recruitment, promotion and transfer of civil servants from one service to another.
- (d) To advise the State Government on all matters relating to the matters of civil servants in the state.
- (e) To submit annual report regarding its working to the State Governor.

Ten marks Questions

Question 1. Explain the meaning and features of the Civil Service.

Answer: The term civil services was used by the East India Company to signify administrative servants of the state. It includes the entire body of government officials, who are permanently employed and given a regular salary. Its main function is to perform the work of administration of the country. Its features are as follows:-

Features of the civil services: The features of civil service are as follows:

- (a) Professional body: Civil service consists of a professional body of officials who are permanent, paid and skilled. It is a whole time job and career service.
- (b) Hierarchy: As per the scalar system, each civil servant has to obey his immediate superior, where high ranking administration officer with discretionary powers supervises their subordinates.
- (c) Political neutrality: Civil servants refrain always from political activities. They perform their duties without being aligned to any kind of political regime.
- (d) Anonymity: Civil servants work behind the screen and remain anonymous even though they work for the government. Recognition for good work or disrepute for any omission goes only to the minister and not to the civil servants.

(e) Impartiality: The civil servants have to apply the laws of the state while performing the duties without showing any favour, bias or preference to any groups or section of society.

(f) Service motto: They have to work for the welfare of the society. They must be humble and service minded towards the public.

(g) Permanent: Civil servants are called the permanent executive. They discharge duties till they attain the age of superannuation.

(h) Jurisdiction of law: Every civil servant has to function within the prescribed jurisdiction of law. If he crosses the limit, he is met with disciplinary action.

(i) Special training: Once the candidates are selected for civil service, they are deputed to in service training to acquire special skills in administration.

Question 2. Write about All India Services, Central Services and State Services.

Answer: All India services:

Article 312 of the Constitution of India provides for the creation of All India Services for the Union and States. Presently India has three All India Services

(a) Indian Administrative Services.

(b) Indian Police Services.

(c) Indian Forest Services.

The eligible persons to these services are recruited by the Union Government. The service of these officers could be utilized by both the Union and state governments. Parliament is empowered to create All India Services to ensure coordination between Union and State Governments. The service rules and other emoluments are determined by the Parliament from time to time. Article 312(i) of the India Constitution states that, Rajya Sabha initiates a resolution supported by not less than 2/3rd of the members present, to create one or more All India Services.

Central services: India is a union of states and hence it provides for division of powers. Subjects mentioned in the union list are to be managed by a separate body of officials under Central Service. Article 312 of the Constitution of India empowers the Parliament to create central services.

The officials appointed to these services come under the exclusive control of the Central Government. The central services are classified into Class-I, Class-II, Class-III and Class-IV. Some of the central services are:

(a) Indian Foreign Services.

(b) India Railway Services.

(c) Indian Defence Services.

(d) Indian Postal Services.

(e) Indian Information Services.

The eligible persons for central services are recruited by the Union Government and they come under the regulation of Central government. They will work in the Departments of the Central Government.

State Services: Article 309 of the Constitution of India provides for the creation of State Services. These Services have listed in the state list. The eligible persons for state Services are recruited by the State Government and these Services are under the regulation of state government. The service rules and emoluments are determined by state government. The State Services have been classified into Class-I, Class-II, Class-III and Class-IV. The State Sendeeds in Karnataka are:

- (a) Karnataka Administrative Sendeeds
- (b) Karnataka State Police Services.
- (c) Karnataka Forest Services.
- (d) Karnataka Engineering Services.
- (e) Karnataka Education Services.
- (f) Karnataka Cooperative Services.
- (g) Karnataka Food and Civil Supply Services.

Question 3. Explain the powers and functions of Deputy Commissioner. (July 2015, 2016, 2017, March 2019)

Answer: The Deputy Commissioner is the head of the District Administration. He also acts as District Magistrate. The functions of the Deputy Commissioner are as follows:

- (a) Law and order and magisterial powers: Deputy Commissioner also enjoys magisterial powers. Being the District Magistrate, he maintains law and order and performs other judicial functions in the district.
- (b) Revenue functions: It includes maintenance of land records and its assessment, collection of land revenue and other public dues and settlement of land disputes.
- (c) Developmental functions: It includes Public Health. Education. Rural Development. Social Welfare and welfare of Backward Classes and Minorities and protection of weaker sections of the society.
- (d) Electoral functions: Deputy Commissioner is the District Election Officer and he is in charge of elections to Parliament. State Legislature and local bodies.
- (e) Municipal administration:- The Deputy Commissioner is generally responsible for the supervision and proper functioning of the urban local bodies. The implementation of various developmental and anti-poverty measures for the urban poor is monitored by the Deputy Commissioner.

(f) Disaster management:- In situations like floods, famines, accidental fires, earthquakes and other natural calamities, the entire district administration is geared to meet the threat and the Deputy Commissioner assumes charge to co-ordinate the activities of various departments.

(g) Public grievances:- The Deputy Commissioner is the District Grievances Officer, by virtue of which he maintains the overall responsibility to ensure proper functioning of all departments in the district.

Question 4. Explain the composition, powers and functions of Union Public Service Commission.

Answer: Composition:- Article 315 of the Constitution of India provides for the establishment of the Union Public Service Commission. It is composed of a Chairman and 10 members. They are appointed by the President on the advice of the Union Cabinet. The members should have a minimum of 10 years experience as administrators in Government service. A member of UPSC holds office for a period of 6 years or till he attains the age of 65 years whichever is earlier.

Powers and functions of UPSC: Article 320 of the Constitution of India enumerates the functions of the UPSC.

- (a) To conduct examinations for appointment to the central-services and All India Services.
- (b) To assist two or more states, on request for joint recruitment for any services.
- (c) To advise the Government on matters relating to the methods of recruitment, promotions, transfers, disciplinary actions and inter service matters.
- (d) To submit annual report regarding its working to the President.
- (e) To exercise such additional functions as provided by an act of Parliament.
- (f) To serve all or any needs of the State Government on request by the Governor and with the approval of the President.

Question 5. Explain the composition, powers and functions of Karnataka Public Service Commission.

Answer: Composition:- The Constitution of India provides for the establishment of a Public Service Commission for each state. The Karnataka Public Service Commission was set up consisting of a Chairman and 9 other members. The members should have administrative experience with a minimum of 10 years service of the state. The Chairman and members of the KPSC are appointed by the Governor on the recommendations of the State Cabinet. They are appointed for a period of 6 years or till they attain the age of 62 years whichever is earlier.

Powers and functions of KPSC: The functions of the Karnataka Service Commission are as follows:

- (a) To conduct competitive examinations for the recruitment of candidates to state services.
- (b) To conduct departmental examinations.
- (c) To prepare rules of recruitment, promotion and transfer of civil servants from one service to another.
- (d) To advise the State Government on all matters relating to the matters of civil service in the state.
- (e) To submit annual report regarding its working to the State Governor.