

CLASS - XII

SUBJECT - PUBLIC ADMINISTRATION

TIME allowed: 3 hours.

Maximum Marks: 80

General Instructions:

- (i) All questions are compulsory. Marks of each question are indicated against it.**
- (ii) Question number 1 to 20 are objective type questions, in which multiple choice type one/ two word /sentence type questions, fill in the blanks and Assertion(A) and Reason (R) type questions. Each question carries one mark.**
- (iii) Question number 21 to 29 are very short answer type questions. Answer each question in about 40 to 50 words. Internal choice is available in three very short answer type questions. Each question carries 2 marks.**
- (iv) Question number 30 to 35 are short answer type questions. Answer each question in about 60 to 70 words. Internal choice is available in three short answer type questions. Each question carries 4 marks.**
- (v) Question number 36 to 38 are essay type questions. Answer each question in about 150 words. Each question carries 6 marks.**
- (vi) An internal choice has been provided in all essay type questions of 6 marks each.**

PART - A

Choose the correct option from the given four options of the following multiple choice type questions:

(1) Plural executive system has been created in. **1**

- A) India
- B) England
- C) Switzerland
- D) None of these

2 Who elected the president in India? **1**

- A) public
- B) prime minister
- C) parliament
- D) electoral college

3 Finance commission is appointed by. **1**

- A) chief minister
- B) vice- President
- C) president
- D) prime minister

4 When was the supreme court of India established? **1**

- A) 26 January 1950
- B) 26 January 1952
- C) 26 January 1954
- D) 26 January 1956

5 Only the employee with the longest service period should be promoted. Which principle of promotion is this? **1**

- A) principle of merit
- B) principle of seniority
- C) Both
- D) none of these

6 “The comptroller and auditor general is the custodian of public money.” Whose Statement is this? **1**

- A) Ashok Chanda
- B) dimock
- C) Dr.Ambedkar
- D) Paul Appleby

7 Public corporation was firstly established in.. **1**

- A) America
- B) England
- C) India
- D) Pakistan

8 What is meant by department? **1**

- A) commission
- B) council of ministers
- C) part of a union
- D) government

9 To whom does the finance bill go after it is passed by parliament? 1

A)Prime minister

B)Speaker

C)President

D)None of these

10 In which city is the institute for training the candidates of Indian Police Services.

A)Delhi

B)Hyderabad

C)Nagpur

D)Mussoorie

11 Due to lack of following, a feeling of frustration arises among the employees. 1

A)MOTIVATION

B)Government intervention

C)Promotion

D)Communication

12 who is the administrative head of the department? 1

A)Secretary

B)Joint secretary

C)Prime minister

D)President

Answer each of the following questions in one or two words/ sentences:

13 Which House of parliament is presented the budget first? **1**

14 Write any **one** function of the comptroller and auditor general. **1**

15 Write **one** characteristic of a public corporation. **1**

Fill in the blanks

16 All India services is recruited by..... **1**

17 In America, Public corporations are controlled by..... **1**

18 Recruitment from outside is called..... Recruitment. **1**

Given below are two statements in which the first is shown as Assertion(A) and second as Reason (R). Read the statement carefully and choose correct option from the options (A),(B),(C),(D) given below...

19. Assertion (A) - The tenure of Gram panchayat is 7 years. **1**

Reason (R) - The tenure of Zilla Parishad is 5 years.
years.

A)(**A**) is true , but (**R**) is false.

B) (**R**) is true , but (**A**) is false.

C) Both (**A**) and (**R**) are true and (**R**) is the correct explanation of (**A**).

D) Both **(A)** and **(R)** are true and **(R)** is not the correct explanation of **(A)**.

20. Assertion(A) -Public corporation is not established by law. 1

Reason (R) - Public corporation helps the government to implement its policies.

A) **(A)** is true ,but **(R)** is false.

B) **(R)** is true, but **(A)** is false.

C) Both **(A)** and **(R)** true ,and **(R)** is the correct explanation of **(A)**.

D) Both **(A)** and **(R)** are true and **(R)** is not the correct explanation of **(A)**.

PART - B

Very short answer type questions

Q.21 Write any **two** functions of supreme court. 2

Q22. In which article of the constitution is the comptroller and auditor **2** general is described ?

OR

What is the procedure for removal of comptroller and auditor general in India.

Q.23 What is meant by "**Budget**" ? 2

Q.24 Write any **two** characteristics of Public corporations. **2**

Q25 Describe any **two** types of training. **2**

Q26. What do you mean by common law? **2**

Q.27 Describe **two** objectives of Panchayati Raj. **2**

OR

Mention any two solutions to overcome the problems of Panchayati Raj system .

Q.28 Write the name of any **two** major corporations established in India. **2**

Q.29 Write the name of the bases of the department. **2**

OR

What do you mean by department?

PART - C

Short answer type questions

Q30. Who is the chief executive of India? Describe his **four** military powers. **1+3**

OR

Write four differences between councils of ministers and cabinet.

Q31. Explain the jurisdiction of the Supreme court. **4**

Q32. Describe the functions of Union Public Service Commission. **4**

Q33 Describe the problems of recruitment. 4

Q34. Write any **four** objectives of training. 4

OR

Training is given to strengthen the skills ,power ,intelligence and attitude of an employee in a certain direction. In this context explain the importance of training.

Q35 Write any **four** merits of *Seniority Principle of Promotion*. 4

OR

Promotion maintains work efficiency among employees. Do you agree with this opinion? If yes then describe the importance of promotion in personnel administration.

PART – D

essay type questions

Q36. Describe the different types of executive. 6

OR

Describe the powers of Prime minister. 6

Q37. "The Indian constitution is United in spirit " **Discuss.** 6

OR

(i) Write the reasons why the central government is powerful in India. **3**

(ii) "The Indian constitution is *semi federal*" . **Discuss.** **3**

Q38. Describe the problems of *Panchayati Raj*. **6**

OR

(i) Describe the functions of panchayat. **3**

(ii) Write the characteristics of department. **3**

SUBJECT – Public ADMINISTRATION

Class -12

Part – A

- 1) Switzerland 1
- 2) Electoral college 1
- 3) By president 1
- 4) 26 January, 1950 1
- 5) Principle of seniority 1
- 6) Ashok Chanda 1
- 7) England 1
- 8) A part of the organisation 1
- 9) President 1
- 10) Hyderabad 1
- 11) Promotion 1
- 12) Secretary 1
- 13) Loksabha 1
- 14) It examines the financial record of the centre and the states as an auditor. 1
- 15) Public corporation has its own legal independent personality. 1
- 16) Union Public Service commission 1
- 17) Congress 1
- 18) Direct recruitment. 1
- 19) B (R) is correct but (A) is wrong 1
- 20) D Both (A) and (R) are correct and the correct explanation of (A) is not (R). 1

Part -B

Very short answer type answers

Ans21. 1 Protect fundamental rights.

2 Interpret and defend the constitution.

Etc. (2)

Ans22. The comptroller and auditor general is described in articles 148 to 151 of the Indian constitution. (Describe) (2)

OR

Ans. The comptroller and auditor general is removed from office like a judge of the supreme court. If both houses of Parliament pass a resolution with two-thirds majority and send it to the President, then the President can remove him. (2)

Ans 23 .The word budget originates from the French word Bougette. The word bougette.

2. Means leather bag. In simple words budget means a financial proposal which contains details of the income and expenditure of a country.

(2)

Ans 24 1 Independent legal personality,

2 Established by law ,

3 Financial autonomy

4 Administrative autonomy.

Etc (2)

Ans 25.1) Formal and informal training

2. Short term and long term training .

3 Pre or post entry training

4 Departmental and Central training

5 Skills or basic training

(2)

Ans26. Common law is that part of national law that determines the relations between individuals. Ordinary laws are made by the government and are enforced by the government. (2)

Ans27. 1. Establishing democracy in rural areas.

2 People living in rural areas have to be given the opportunity to self-plan and run their local affairs.

3 To encourage rural people in implementing community development schemes.

4 To create a sense of community and self-reliance among the villagers.

Etc. (2)

OR

1) The first requirement to make Panchayati Raj institutions successful is to spread the education.

2) Appointment of employees of Panchayati Raj institutions should be on the basis of merit.

(2)

Ans 28. 1). Damodar Valley Corporation 2) Life insurance corporation (2)

Ans 29. 1. Basis of work,

2 Basis of process,

3 Individual basis

4 Regional basis (2)

OR

Ans. Department is the basic unit of administration. Its literal meaning is a part of a larger organization or unit. The subordinate functions of the chief executive are divided into several sections. Each section is called a department. (2)

Part - C

Short answer type answers

Ans 30. President.

Functions-

- 1) Supreme commander of the armed forces**
- 2) Appointment of chiefs**
- 3) Chairman of the National defense committee**
- 4) Conferring the title of field Marshal**

- 5) Appointing ambassadors to foreign countries
- 6) Representing the country in the international arena

Etc (4)

Ans 31. (1) Initial jurisdiction- Hearing those cases that may be taken directly to the Supreme. Court.

2)Appellate Jurisdiction- To hear appeals in all three types of cases, constitutional, civil and criminal, against the decision of the High Court.

3) Advisory jurisdiction – The President can seek legal advice from the Supreme Court on any matter of public importance. But it is not mandatory for the President to act as per the advice of the Supreme Court.

4) Interpretation and defense of the Constitution.

5)According to Article 32 on the subject of fundamental rights, fundamental rights can be implemented by different authorities.

Etc. (4)

Ans 32. (1) To advise the Union Government regarding examination and recruitment.

2 To advise the Union Government regarding recruitment, promotion, transfer, . discipline etc. of public services.

3 Advising the Union Government on taxes and compensation

4 Recommendation of scholarship

5 The Union Public Service Commission can perform the functions of a State Commission at the request of the Governor of a State and with the approval of the President.

Etc. (4)

Ans 33 Various problems of Recruitment.

1 Determining who should have the right to recruitment.

2 To decide what qualifications should be required to fill different posts.

3 Ability to find out what the administrative organization should be.

4 How to determine the eligibility of candidates, through examinations, through personality, through interviews.

5 What qualifications should be prescribed for different posts?

Etc.

(4)

Ans 34. 1 Objective of training: To improve morale of employees.

2 To inculcate the spirit of public service among the employees.

3 To increase moral strength and create among them the feeling that they are noservants of the people and not masters.

4 To increase professional skills among employees. Developing ability lifelong services.

5 Sense of responsibility

6 Acquisition of latest knowledge

Etc. (4)

OR

Ans 1 Training increases decision making ability.

2 Training increases website efficiency and knowledge.

3 Training boosts employee's morale.

4nTrained employees perform their tasks properly.

Etc. (4)

Ans 35. 1 This princple boosts employee morale.

2 This principle is so neutral and impartial that the promoting officer cannot be arbitrary and biased.

3 Senior employee is experienced and experience is essential for efficiency of administration.

4 According to this principle every person gets opportunities for promotion.

Etc. (4)

OR

Ans. 1 Promotion maintains work efficiency among employee.

2 Due to the system of promotion, qualified persons are attracted towards the Public Service at the time of recruitment.

3 Due to promotion employees are encouraged to show their qualities and talent.

4 Proper system of promotion leads to moral development among the employees. In the absence of promotion, employees become unhappy and their morale may also fall.

Etc. (4)

Part - D

Long answer type answers

Ans.36 Different types of executive. 1 Single and plural executive- Single executive is called that where the executive power is in the hands of one person. There is only one executive in America. Where the executive power is with many people, it is called plural executive. In Switzerland, there are 7 members in the executive.

2 Paternalism and elected executive- The executive can be either hereditary or elected.

Paternal executive is where the head of state is the king and after his death his son or daughter is placed on the throne. ex. England, Japan. Elected executive is where the head of the executive is elected directly by the people or by the representatives of the people. In India and America the President is elected by the representatives of the public.

3 Real and nominal executive- In parliamentary governments, according to the constitution, all the powers of the executive pass to the head of the state, but the head of the state cannot exercise these powers himself. The powers of the head of state are exercised by the cabinet.

In England, Japan, India, Sweden, Denmark, Norway and Holland, the President is the nominal head of the state while the Cabinet is the real executive.

4 Parliamentary and presidential executive- In the parliamentary executive, the head of the state is the President or the Emperor in name only. Its powers are exercised by the cabinet.

The members of the Cabinet are also members of the Parliament and they are also answerable to the Parliament for their actions. The cabinet can leave its seat only when it has got majority in the parliament and the cabinet can be removed from its seat by passing a motion of confidence in the parliament.

In presidential executive the president of the state is the de facto head. According to the constitution, the power of the executive rests with the Rashtrapati and these powers are exercised by the Rashtrapati himself. The Rashtrapati is not a follower of the Legislative Assembly and does not depend on the Legislature for its work. The vote of confidence passes to the Rashtrapati. Can't do anything.

Conclusion- (6)

Or

Ans. Powers of the prime minister-

- 1) Leader of the Cabinet,**
- 2) The Prime Minister forms the Council of Ministers**
- 3) division of departments**
- 4) Chairman of the Prime Minister's cabinet**
- 5) Chief Advisor to the President**
- 6) head of government**
- 7) chief spokesperson of the government**
- 8) leader of parliament**
- 9) leader of the nation**

10)The Prime Minister can dissolve the Lok Sabha by advising the President.

Conclusion-

(6)

Ans 37. Unitary features of Indian federal system-

1)Division of powers in favor of the centre

2)interference of state list on center

3) appointment of governor

4)States do not have their own separate constitution

5)No state has the right to separate from the Union

6)States have been given unequal representation in the Rajya Sabha.

7)The Union Parliament can amend most parts of the Constitution, only a small part requires the approval of half of the states

8) single citizenship

9) single judiciary

Conclusion-

(5+1)

OR

Ans 1 A powerful center has been arranged to face various problems of the country.

2 There was a need for a powerful center for the economic development of the country and that is why arrangements have been made for a powerful center.

3 There was a need for a powerful center to maintain national unity and develop the spirit of nationalism.

4 A powerful center has been arranged to counter external aggression and for the security of the country.

Etc. (3)

Ans

The Indian Constitution is called semi-federal because the Indian Constitution is federal in structure but unitary in spirit. Federal features are found in the Indian Constitution-

Such as written and rigid constitution, division of powers, supremacy of the constitution, independent judiciary etc.

But unitary elements are also found in the Indian Constitution due to which it is said that the soul of the Indian Constitution is unitary. The division of powers in India is in favor of the center and the central government is very powerful. The Central Government can make laws on the subject of the State List in many circumstances. There is a constitution for the whole country and the citizens have a single citizenship. The Governor of the states is appointed by the President. The Governor acts as the agent of the central government.

In times of crisis, the federal structure of the country can be changed into a unitary structure. This does not require any amendment to the Constitution. A single justice system has been established in India. There is only one Election Commission for the whole of India.

(3)

Ans 38 Gram Panchayat was established in 1952 and later Panchayati Raj was established in the village.

But even after so many years, Panchayati Raj did not get the success that was expected, many flaws are found in it. Which are below-

- 1) Illiteracy**
- 2) Ignorance**

- 3) Communalism
- 4) Article interference by political parties
- 5) More government control
- 6) Gram sabha is not effective
- 7) Election not being held on time
- 8) Lack of money
- 9) The question of the structure of Panchayati Raj is controversial

Conclusion-

(1+5)

Or

Ans. Functions of Panchayat-

1. **Administrative functions.** - To assist the police in maintaining peace and order in the village, arresting criminals and preventing crimes in their area.
2. **Functions of welfare-** To establish cleanliness of villages, hospital, dispensary, maternity home and child welfare center.
3. **Development work-**
Making small plans and implementing them for the multifaceted development of your area.

Makes arrangements to distribute good seeds and fertilizers to farmers to increase agricultural production.

4. **Judicial work-** Adjudicating small civil land related cases in one's area. Etc

(3)

Ans 1 A department is a part of a larger organization or unit.

2 It is an important means of conveying information to the chief executive.

3 The position of the department is directly subordinate to the Chief Executive.

4 The department is wholly or partly responsible to the chief executive. Etc.

(3)