

### 3. Public Administration

#### Lets Assess

##### 1. Question

Explain the need for public administration in a country.

##### Answer

The need for public administration in a country-

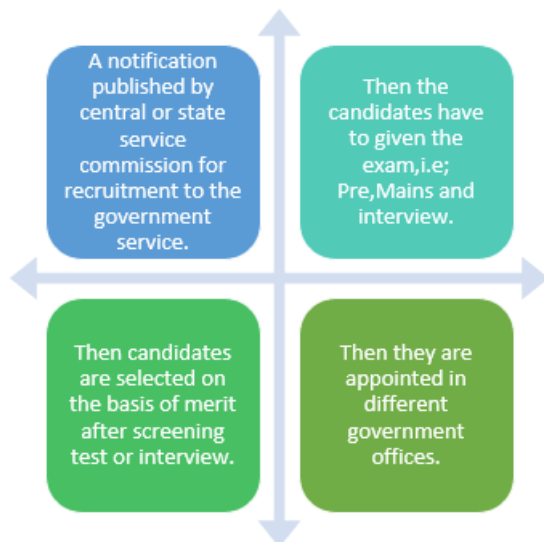


##### 2. Question

How are employees selected in a public administrative system?

##### Answer

Employees are selected in a public administrative system-



##### 3. Question

What are the features of bureaucracy?

##### Answer

The features of bureaucracy are-

**HIERARCHICAL ORGANISATION-**

Bureaucracies are based on a pyramid structure with a chain of command running from top to bottom.

**PERMANENCE-** Once a person is appointed will continue in service till the age of retirement.

**APPOINTMENT ON THE BASIS OF QUALIFICATION -** On the basis of educational qualification employees are appointed and recruited.

**POLITICAL NEUTRALITY-** Bureaucrats are responsible to implement the policies of that party which comes to power. Bureaucrats shouldn't work for party interests and should be neutral.

**PROFESSIONALISM-** Every employee must be skilled in their work.

#### 4. Question

Classify the bureaucracy in India and explain.

#### Answer

The word '*Bureaucracy*' comes from the combination of a French word "**Bureau**" and a Greek word "Krates".

The civil service system is the backbone of the administrative machinery of the country. *Bureaucracy* can be divided into three parts –

<b>The All India Services</b>	<b>Central Civil service</b>	<b>State Service</b>
All appointments to All India Civil Services are made by the President of India.	The Central Civil Service is concerned with the administration of the union government. They are also appointed by the President of India.	Conducted by the individual states public service commissions in India. They are appointed by Governor of states.
Forex. IAS,IFS,IPS	Central Health Service, Indian Foreign Services, Indian Revenue Services.	They are appointed as DM, rank above deputy SP and BDO, Tehsildar.
Recruited at National Level.	Recruited at National Level.	Recruited at the state level.
Appoints in central or state.	Appoints in central government departments.	Appoints in the state level.

#### 5. Question

What are the measures taken for administrative reforms in India? Prepare a note.

## **Answer**

The measures are taken for administrative reforms in India –

- **E-Governance-** E-Governance or electronic Governance is the use of Information Technology, esp. the internet. It is used to improve the delivery of government services to citizens, business and Government agencies. It is also playing an important role in technical education.
- **Right to Information-** This act was started in 2005. In this, we can collect any information from any government office. For ex- That anybody wants to know the expenses of any party in the elections which held recently, they can file an RTI.
- **Central Vigilance Commission-** It came into effect in 1964. It is formed to prevent corruption in the central government offices.
- **Lokpal-** It is an institution constituted to prevent corruption at administration, bureaucratic and political levels. It is at the national level to prevent corruption against employees and public works.
- **Right to service-** This is a law which ensures services to the people. This law determines the time limit for every service given by a govt. office. If the deserved service is not given within the given time limit then the responsible employee should pay a fine. MP is the first state in India to enact this right.

## **6. Question**

How is E-governance helpful to the public?

## **Answer**

E-governance is helpful to the public-

- People can receive service with the help of e-literacy and information technology.
- It helps in maintaining and building trust between government and citizens
- With e-government, paperwork has been made so simple.
- With this system taking of survey and the opinion is very fast and at a very low cost.
- Need not to wait in government offices for services.
- This is meant to reduce corruption among government officials and to increase transparency and accountability.

## **7. Question**

Right to Information and Right to Service helps to make public administration popular. Substantiate this statement.

## **Answer**

Right to Information and Right to Service helps to make public administration very popular among people.

The efforts of MKSS(Mazdoor Kisan Shakti Sanghtan) of Rajasthan, Right to Information Act was passed in the year 2005. RTI is a legal right for every citizen of India. This act was enacted in order to consolidate the fundamental right i.e.; Freedom of Speech (Article 19(1) (a) of the constitution.

Right of Service Act 2011 is a part of the legislation which aims to curb the corruption by ensuring time-bound delivery of service to the public by the government officials. If a designated officer failed to provide the service within the given time then a person can approach the first appellate authority.

## **8. Question**

List out the steps taken to prevent corruption in administration in India?

## **Answer**

The steps are taken to prevent corruption in administration in India –

- The first step taken from the government is E-governance. It is a transparent safe and speedy way to get information. This is for all the citizens and without discrimination.
- The Right to Information Act 2005, also ensures the prevention of corruption and makes the function of government transparent.

- Central Vigilance also constituted at the national level in 1964. It is also formed to prevent corruption in the central government.
- Lokpal is another institution to prevent corruption at administration, bureaucratic and political level.
- If elected representatives and bureaucrats are engaged in corruption, nepotism or negligence of duties. The Ombudsman has the power to summon anyone and can order inquiry.

## **Extended Activities**

### **1. Question**

Prepare an application for getting information from an office under the Right to Information Act.

#### **Answer**

From

Aditya Krishna

Kerala Board of School Education

Kerala-

Sub- Application under RTI ACT 2005.

Sir,

I have appeared in class 10<sup>th</sup> (2019) board exam as a regular candidate under Roll no..... Board Registration Numb.....

Kindly provide me information under the provisions of RTI 2005. I am a resident of Kerala state and I am entitled to seek information as per section 3 of the act. The requisite fees of Rs.10 are enclosed herewith as Indian Postal Order bearing no.....

#### **INFORMATION SOUGHT**

- 1. Kindly provide me certified photocopies of all my evaluated Answer Sheets of All the subjects i.e. Hindi, English, Maths, Social Studies, and Science.

Date-

Yours faithfully

Name of Student

Father's Name

Address;

### **2. Question**

Collect the news and pictures related to anti-corruption activities and prepare a collage. Exhibit it in the class.

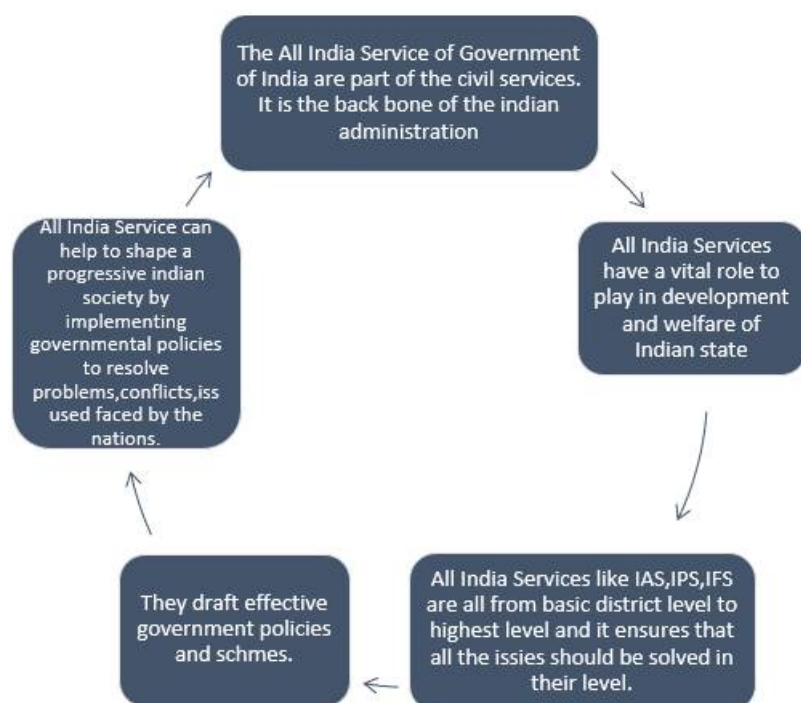
#### **Answer**



### 3. Question

Prepare a chart on the importance of the All India Services.

#### Answer



### 4. Question

Prepare a questionnaire to conduct an interview with your district collector.

#### Answer

Questionnaire to conduct an interview with your district collector-

- What do you want to become a district collector?
- Who inspires you to become a D.C?
- What are the responsibilities of a collector?
- What challenges do you face as a D.C?
- What will you do improve basic education especially in rural areas?
- What steps do you take to improve the conditions of women?
- On railway stations or bus stations, we see many child beggars. What will do to eradicate this social menace?