

## **2. Public Administration**

### **Exercises**

#### **1 A. Question**

Fill in the blanks :

The father of Public Administration is \_\_\_\_\_ .

#### **Answer**

Woodrow Wilson

Explanation: Public Administration developed as a subject for the first time in the United States of America. The President of the USA who is associated with it was Woodrow Wilson.

#### **1 B. Question**

Fill in the blanks :

The word Public Administration is used for the first time by \_\_\_\_\_ .

#### **Answer**

Alexander Hamilton

Explanation: Alexander Hamilton was the first to denote the term 'Public Administration' in 1812. Now it has become a common term.

#### **1 C. Question**

Fill in the blanks :

The members of Union Public Service Commission are appointed by \_\_\_\_\_ .

#### **Answer**

President

Explanation: The President appoints both central and joint service commission service chairman and members.

#### **1 D. Question**

Fill in the blanks :

\_\_\_\_\_ article of the constitution discusses the state public service commission.

### **Answer**

Article 315 part XIV

Explanation: Various articles of the Constitution states various law on how the government shall be structured. This Article details how there shall be separate central and state public service commission.

### **1 E. Question**

Fill in the blanks :

The Head of the state secretariat is \_\_\_\_\_ .

### **Answer**

Chief Secretary

Explanation: The Chief Secretary heads the administration of a State Secretariat. They usually belong to the IAS cadre.

### **2 A. Question**

Discuss the following in groups and answer:

Public Administration is today's need. Discuss.

### **Answer**

Yes, Public Administration is today's need:

1. Pillar of the Government: Government needs the executive body to implement any policy. Public Administration is the Pillar of the Government without which its decisions are meaningless.
2. Public services: It carries out various services like education, health, administrative, security etc. for the welfare of the people.
3. Implementing law and policies: It is the Public Administration that brings the policies of the government and law of the nation into action.
4. Constant body of administration: The elected bodies of the government change every 5 years but Public administration remains constant. This ensures the stability in the running of a country even when its government changes regularly.
5. Support to Legislature and Executive: Much of the field work like surveys, enquiries, implementing policies etc. is done by the Public Administration. Its services are essential to the Legislature, Executive and even Judiciary to make decisions.

### **2 B. Question**

Discuss the following in groups and answer:

Public Administration is spread across the birth and death of an individual. Prove it.

**Answer**

Public Administration is spread across the birth and death of an individual:

1. Certificates: At the moment of the child's birth, a birth certificate has to be issued with the government. This is done by the Public Administration. Similarly, at the time of a person's death, a death certificate is also issued.
2. Services: Throughout a person's lifetime, they are helped by various departments in the Public Service Commission like Education and Health.
3. Employment: An individual can enter into the Union Public Service Commission or State Public Commission or any other government departments by giving tests.
4. Security: Public Administration also takes care of law and order in society. It protects people's lives and property to make their life peaceful.
5. Economic support: Among other things, Public Administration also ensures people get economic support and a chance to improve their life.

**2 C. Question**

Discuss the following in groups and answer:

Explain the Recruitment process.

**Answer** There are two methods of recruitment:

DIRECT RECRUITMENT	INTERNAL RECRUITMENT
It is the most common  and popular form of  recruiting.	It happens less often  and is not always  guaranteed.
Eligible candidates have  to write competitive  examinations of a fixed pattern.	The in-service staff who  are eligible get promoted  to a higher position.
Candidates need some  general and some  specific qualifications to  write the entrance.	This method is less usual but has been adopted by  many countries.

## 2 D. Question

Discuss the following in groups and answer:

What are the different types of trainings?

### **Answer**

Different types of trainings:

1. Formal and Informal training: Formal training is planned completely in advanced and is given by experts. On the other hand, informal training is received by the employee by carrying out his/her day-to-day duties of the job.
2. Pre-Service and Post-Beginning of Service Training: Pre-Service training is given for a future employee who shall get into the civil services. While Post-Beginning Services is given to some specific posts in the government for giving specific skills and improving efficiency.
3. Short term and Long term training: Short-term training lasts for 4-5 weeks and long-term training lasts for 1-2 years. For example, doctors selected for public service commission undergo short-term training while those selected for all India services undergo long-term training.
4. Departmental and Central Institutes Training: Departmental training is given by the specific department for which the candidate was selected like police personnel training. While Central Institutes Training is done by a central government institution like the Lal Bahadur Shastri National Administrative Institute in Missour.
5. Skill training and Background training: Skill training focuses on improving specific skills of the personnel like B. Ed. for high school teachers. Background training, on the other hand, creates general awareness like the training in Mysuru's Administrative Training Institute.

### **2 E. Question**

Discuss the following in groups and answer:

How is the Central Secretariat formed?

### **Answer**

Formation of the Central Secretariat:

1. According to the Article 77(3), the President can frame rules for efficient functioning of the Central Government and assign portfolios for the ministers.
2. Every Cabinet Minister would have an independent ministry. If the portfolios are bigger, they are assisted by the state and deputy minister.
3. One portfolio can have many departments. For example, Home, Defence and Finance can all be under one secretary even though they are different departments.
4. Hierarchy of the Secretariat and the officials for each level:

Department Principal Secretary/ Secretary/ Additional Secretary/ Special Secretary
Wing – Joint/ Additional Secretary
Division – Director/ Deputy Secretary
Branch – Under Secretary
Section – Section Officer

## 2 F. Question

Discuss the following in groups and answer:

What is the role of the state in law and order? Explain.

### Answer

States have Police Force to maintain law and order:

1. The Police Force is the responsibility of the Home Minister as it comes under the Home Ministry.
2. The Secretary of the Home Ministry handles the daily administration and belongs to the IAS cadre.
3. State Police Structure:

Home Minister / Home Secretary
Director General of Police (DGP)

(Head of the Police Dept)
<p>Additional Director General of Police (ADGP)</p> <p>Deputy Inspector General of Police</p> <p>(Divisional Head)</p>
<p>Superintendent of Police (SP)</p> <p>(Head of the District Police Administration)</p>
<p>Deputy Superintendent of Police (Dy SP)</p> <p>(Divisional Head)</p>
<p>Circle Police Inspector (CPI)</p> <p>(Circle Head)</p>
Police Sub-Inspector (PSI)
Assistant sub-inspector of Police (ASI)
Head Constable

Police Constable
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### **3 A. Question**

Project Work :

Make a list of services offered by the Union Public Service Commission.

#### **Answer**

##### **GROUP A**

Indian Administrative Service (IAS)

Indian Police Service (IPS)

Indian Foreign Service (IFS)

Indian Revenue Service (IT)

Indian Revenue Service (IRS-Customs)

Indian Audit and Account Service (IAAS)

Indian Information Service (IIS) etc.

##### **GROUP B**

Armed Forces Headquarters Civil Service (AFHQ)

Delhi, Andaman and Nicobar Island Civil Service (DANICS)

Delhi, Andaman and Nicobar Island Police Service (DANIPS)

Pondicherry Civil Service

### **3 B. Question**

Project Work :

Prepare a list of hierarchy of state secretariat officials.

#### **Answer**



Secretary/Deputy Secretary/Assistant Secretary
Additional Secretary/Joint Secretary
Superintendent, assistants, member of upper division & lower division

#### 4. Question

Activities :

1. Make a visit to the nearby police station to understand the role of Police department in the maintenance of law and order. Have a discussion with the Police Officer present in the station.

(FIELD WORK)

#### Answer

Role of the police department in the maintenance of law and order:

- 1.To uphold and enforce the law impartially, and to protect life, liberty, property, human rights, and dignity of the members of the society.
- 2.To promote and preserve public order.
- 3.To protect internal security, to prevent and control terrorist activities, breaches of communal harmony, militant activities and other situations affecting Internal security
- 4.To protect public properties including roads, railways, bridges, vital installations and establishments etc against acts of vandalism, violence or any kind of attack.
- 5.To prevent crimes and, reduce the opportunities for the commission of crimes through their own preventive actions and measures as well as by aiding and cooperating with other relevant agencies in implementing due measures for prevention of crimes.
- 7.To create and maintain a feeling of security in the community and as far as possible prevent conflicts and promote amity.
- 8.To train, motivate and ensure the welfare of police personnel.

9.To facilitate the orderly movement of people and vehicle, and to control and regulate traffic on roads, and highways.

10.To accurately register all complaints brought to them by a complainant.

11.To register and investigate all cognizable offences coming to them.

12.To provide, as first responders, all possible help to people in situations arising out of natural or man-made disasters, and to provide active assistance to other agencies and rehabilitation measures.

13.To aid an individual who is in danger of physical harm to their person or property, and to provide necessary help and afford relief to people in distress situation.

14.To take charge, as a police officer on duty, of all unclaimed property and take action for their safe custody and disposal in accordance with the procedure prescribed.

15.To collect intelligence relating to matters affecting public peace, and all kind of crimes including social offences, extremism, communalism, and other matters relating to national security, and disseminate the same to all concerned agencies, besides acting, as appropriate on it themselves.