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Concept based notes

Public Administration

BA-III

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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 concepts of the topics. 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 readers for which the author shall be obliged.

I acknowledge special thanks to Mr. Rajeev Biyani, *Chairman* & Dr. Sanjay Biyani, *Director (Acad.)* Biyani Group of Colleges, who are the backbones and main concept provider and also have been constant source of motivation throughout this endeavour. They played an active role in coordinating the various stages of this endeavour and spearheaded the publishing work.

I look forward to receiving valuable suggestions from professors of various educational institutions, other faculty members and 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

Syllabus

Section - A

Meaning, Nature, Scope and Significance of Comparative Public Administration.

Structural Functional, Ecological and Developmental Approaches to the Study of Comparative Administration.

Salient Features of the Constitution of UK, USA, France and China.

Section - B

Parliamentary System in UK, Presidential System in USA and Presidentialist System in France. Salient Features of Administrative Systems of UK, USA, France and Nepal with particular Reference to Central Administration and Nature and Role of Civil Service.

Section - C

British Home Office, Cabinet Secretariat in Great Britain, Independent Regulatory Commission in USA. The Office of Governor in the USA., French Council of State, Swedish Ombudsman, British Treasury.



Chapter 1

Meaning, Nature and Scope of Comparative Public Administration

Q.1 What is Comparative Public Administration?

Ans. Comparative Public Administration aims at the development of a more scientific public administration by building and strengthening theory in Public Administration. According to **Caldwell**, the objective of CPA is “ To hasten the emergence of a universally valid body of knowledge concerning administrative behaviour in brief, to contribute to a genuine and generic discipline of public administration. According to **Nimrod Raphaeli**: “Comparative Public Administration is a study of public administration on a comparative basis.” Comparative public administration stands for cross- cultural and cross-national public administration.

Q.2 Discuss the nature of Comparative Public Administration.

Ans. Ferrel Heady has classified the nature of Comparative Public Administration under four heads:

- (i) Modified traditional
- (ii) Development oriented
- (iii) General system model-building and
- (iv) Middle range theory formulation

Riggs has enumerated three trends of the comparative study of public administration

- (a) From normative to empirical orientation.
- (b) From ideographic to nomothetic orientation .
- (c) From non-ecological to ecological orientation.

Q.3 Narrate the scope of C.P.A.

Ans. Scope of CPA can be divided in

- (a) Macro Level study
- (b) Medium/Meso Level study
- (c) Micro Level study

The scope of CPA can also be international, multinational, cross cultural, contemporary, cross contemporary, cross structural and inter institutional.

Q.4 Discuss the points of significance for the study of Comparative Public Administration (CPA)

Ans. Professor **R.K.Arora** identified four points of significance of CPA

- (a) It has widened the horizons of public administration.
- (b) It has opened the doors of the discipline to all kinds of social scientists.
- (c) It has made the scope of the field more systematic by studying different administrative systems in their ecological settings.
- (d) It has stimulated interest on the part of its members in the problem of development administration.

According to **T.N.Chaturvedi**, the contribution of Comparative Public Administration are:

- (a) It has helped to widen the scope of study of public administration.
- (b) It discourages narrow regional outlook.
- (c) It has brought administration and politics closer to each other .
- (d) Comparative study has brought social sciences closer to each other.
- (e) It lays stress on administrative reforms.

Multiple Choice Question

1. Comparative Administration Group was established in:

- (a) 1950
 - (b) 1963
 - (c) 1956
 - (d) 1965
- ()

2. Which of the following scholar is not concerned with Comparative Administration Group (CAG)

- (a) Riggs
 - (b) Waldo
 - (c) Heady
 - (d) Wilson
- ()

3. Who is considered as father of comparative public administration (CPA):

- (a) Montgomery
 - (b) Dwight Waldo
 - (c) Riggs
 - (d) Ferrel Heady
- ()

4. Who wrote the article "The study of Administration"?

- (a) Dimock
 - (b) Waldo
 - (c) Rafelli
 - (d) Wilson
- ()

5. CPA emphasizes on:

- (a) Ecological factors
- (b) Generalization

(c) Empirical Study (d) All of the above ()

6. Ecology of Public Administration" is written by:

(a) Fred Luthans (b) Riggs
(c) Tailor (d) Raphaeli ()

7. Who said, " Comparative Public Administration" is a study of public administration on a comparative basis":

(a) Waldo (b) Riggs
(c) Heady (d) Raphaeli ()

8. Which of the following is not a trend enumerated by Riggs for the comparative Study of Public Administration:

(a) From normative to empirical
(b) From ideographic to homothetic
(c) From homothetic to ideographic
(d) From non ecological to ecological orientation ()

9. Which of the following is not a point of significance of the study of comparative public administration:

(a) It widens & the scope of study of public administration
(b) It encourages narrow regional outlook
(c) It has brought administration and politics closer to each other
(d) None of the above ()

10. Who said, "A science of public administration, if not fully achievable, is at least worthy of seeking".

(a) Jackson (b) Waldo
(c) Riggs (d) Heady ()

Level – B

11. As long as the study of Public Administration was not comparative claims for a science of Public Administration would sound hollow, is said, by :

(a) Simon (b) Barnard
(c) Dahl (d) Riggs ()

12. The comparative public administration emphasizes that:

(1) The principles of public administration are seriously inadequate

- (2) Any proper discipline must have complementary, pure and applied aspects
 (3) Organizations must be viewed as embedded in specific cultures and political settings
 (4) Both the study and practice of administration are pervasively value – loaded of the above the correct statements are :

- (a) 1, 3 & 4 (b) 1, 2, 3, 4
 (c) 1 & 3 (d) 1 and 4 ()

13. According to Riggs, which of the following is not an element of the overlapping feature of the prismatic society:

- (a) Poly communalism (b) Formalism
 (c) Poly Normativism (d) Nepotism ()

14. Which and of the following pairs is incorrectly matched?

- (a) Prismatic Society – Poly functionalism
 (b) Fused society – Selectivism
 (c) Diffracted Society – Functional Specificity
 (d) Fused Society – Ascription ()

15. Comparative administration group was established in which country?

- (a) India (b) America
 (c) Germany (d) Britain ()

16. Who wrote "Administration in developing countries: The theory of prismatic society"

- (a) Woodrow Wilson (b) Henry Fayol
 (c) Herbert Simon (d) Fred Riggs ()

17. CPA is related with :

- (a) Comparison of Administrative Systems
 (b) Comparison of Administrative Rules
 (c) Comparison of Administration Cultures
 (d) All of the above ()

18. Which of the following scholar is not concerned with CPA?

- (a) Willoughby (b) Waldo
 (c) Raphaeli (d) Riggs ()

1 (b)	2 (d)	3 (c)	4 (d)	5 (d)	6 (b)	7 (d)	8 (c)	9 (b)	10 (a)
Level B	12 (b)	13 (b)	14 (b)	15 (b)	16 (d)	17. (d)	18 (a)		
11 (c)									

Chapter 2

Approaches to the study of Comparative Public Administration

Q.1 What do you mean by structural functional approach?

Ans. In Public Administration, Dwight Waldo in 1955 applied this approach for the first time. In 1957, Riggs developed his Agraria Industria Model on the basis of this approach.

There are two terms applied in this approach.

(1) Structure (2) Functions

There are two types of structures:

(a) Concrete structure (b) Analytic Structure

Functions are also of two types:

(a) Manifest functions (b) Latent function

Q.2 Discuss salient features of structural functional approach.

Ans. (1) There are so many structures in every social system.
(2) The structures perform some functions.
(3) There is a relation between structures and functions.
(4) An organization becomes a structure only when it perform some functions.
(5) The structure and functions are interrelated.

Q.3 What is Ecological Approach?

Ans. In 1947, John M.Gaus initiated this approach. According to this approach, the administrative behavior is the result of external environment like culture, society , values, tradition etc.

Q.4 What are the salient features of Ecological Approach?

Ans. The salient features of Ecological Approach are

- (1) Public Administration is a part of society
- (2) Administrative structures are affected by economic, social, political and cultural factors.
- (3) Administration also affects its environment
- (4) The administrative behaviour is the result of external environment.

- (5) For developing universal principles of Comparative Public Administration, the study of comparative ecological system is necessary.

Q.5 What is Development Administration?

Ans. Development Administration is a process which directs an organization to make efforts to achieve the aims related with political, economic, social and cultural development.

Development Administration has two aspects:

- (a) Development Administration and
(b) Administrative Development

Q.6 Discuss the origin and development of Development Administration.

Ans. Development Administration Approach was introduced by Edward Weidner. The term development administration was first coined by Shri U.L Goswami in 1955. But Edward Weidner defined the basic characteristic features of Development Administration. According to Weidner the administration which is change oriented and goal oriented is development administration.

Q.7 Discuss salient features of Development Administration Approach.

Ans. The salient features of Development Administration are:

- (1) Development Administration gives importance to the role of administration in socio-economic, political and cultural development.
- (2) Development administration is change oriented.
- (3) The administration should be aware of social changes and developmental functions.
- (4) Development is a dynamic process.
- (5) Development administration is client oriented.

Multiple Choice Question

1. The term development administration was coined by:

- (a) Edward by (b) Montgomery
(c) Goswami (d) F.W. Riggs ()

2. The ecological approach in the study of public administration was initiated by :

- (a) J.M. Gans and R.A. Dahl (b) F.W. Riggs and R.A. Dahl
(c) R.A. Dahl and F.W. Riggs (d) F.W. Riggs and J.M. Gans ()

3. The concept of " Administrative Development got crystallized in the hands of :

- (a) Edward weidner (b) Dwight waldo
(c) La Palombare (d) FW Riggs ()

4. When was the term "Development Administration was used"?
- (a) 1965 (b) 1955
(c) 1975 (d) 1956 ()
5. The agrarian industria model of Fred Riggs is based on:
- (a) Development administration approach (b) Classical Approach
(c) Ecological Approach (d) Structural Functional Approach ()
6. Public administration is influenced by external environment" This approach is related with:
- (a) Classical Approach (b) Human Relation Approach
(c) Development Administration Approach (d) Ecological Approach ()
7. The term ecology is borrowed from which subject:
- (a) Maths (b) Geography
(c) Biology (d) None of the above ()
8. The feature of development administration is:
- (a) Client oriented (b) Result oriented
(c) Change oriented (d) All of the above ()
9. Who supported ecological approach:
- (a) Riggs (b) John M. Gans
(c) Roscoe Martin (d) All of the above ()
10. Who is not concerned with structural functional approach?
- (a) Merton (b) Parson
(c) David Apter (d) Woodrow willson ()

Level B

11. Who of the following is not associated with the ecological approach to the study of public administration:
- (a) Robert dahl (b) John Gans
(c) Gullick (d) Riggs ()
12. The most important exponent of development administration is:

- (a) Riggs (b) Goswani
(c) Weidner (d) Palombara ()

13. Which one of the following is not an aspect of overlapping feature of Riggs Prismatic - Sala Model :

- (a) Nepotism (b) Poly communalism
(c) Formalism (d) Polynormativism ()

14. Who wrote " Reflections on public administration" :

- (a) Waldo (b) Riggs
(c) Weidner (d) John M. gans ()

15. Who wrote the book " The theory of prismatic society":

- (a) Waldo (b) Weidner
(c) Riggs (d) Gans ()

16. The Word "Sale" propounded by riggs is taken form which language :

- (a) Spanish (b) Latin
(c) English (d) None of the above ()

17. Who wrote prismatic society revisited:

- (a) Riggs (b) Comparison of Administrative Rules
(c) Weiner (d) None of the above ()

1 (c)	2 (a)	3 (d)	4 (b)	5 (d)	6 (d)	7 (c)	8 (d)	9 (d)
10 (d)	Level B 11 (c)	12 (c)	13 (c)	14 (d)	15 (c)	16 (a)	17. (a)	

Chapter 3

Salient features of the Constitution of UK, USA , France and China

Q.1 Discuss salient features of the constitution of UK.

Ans. Salient features of the constitution of UK are

- (i) **Evolved constitution:** The British constitution is an evolved constitution. It is continuously developing from 5th century till today.
- (ii) **Unwritten constitution:** British constitution is not written like a book or a document.
- (iii) **Parliamentary Democracy:** Britain is considered as the mother of Parliamentary Democracy. The British Monarch is nominal executive and the PM and its Council of Minister is the real executive.
- (iv) **Flexible Constitution:** The constitution of Britain is flexible. The conventions or traditions of this constitution are amended by the British Parliament with simple majority.
- (v) **Difference between Theory and Practice:** In British administration , there is a difference between theory and practice. In theory there is monarchy where the powers are exercised by crown but in practice the powers are exercised by Prime Minister and its Council of Ministers.
- (vi) **Parliament is Supreme:** British Parliament enjoys enormous rights. Any law sanctioned by Parliament can't be challenged in law courts.
- (vii) **Unitary Administration:** The British administration is unitary in nature.
- (viii) **Citizens Rights:** In Britain the citizens enjoy the right to liberty, equality, justice, security from exploitation and judicial remedies.
- (ix) **Rule of Law:** In Britain, rule of law is prevalent where all are equal before law.
- (x) **Combination of different administrative systems:** In British administration there is a mixed system of monarchy, aristocracy and democracy.

- (xi) **Two-Party System:** In Britain there are two major political parties, i.e., conservative party and labour party.

Q.2 Discuss the salient features of the constitution of USA.

Ans. The salient features of the constitution of USA are:

- (1) **Written and short constitution:** US constitution is the oldest among the existing written constitutions of the world. It consists of 7 articles and 26 amendments.
- (2) **Federal Constitution:** USA is the first and the oldest federal state in the modern world. The constitution provides for division of powers between the federal government and the state government.
- (3) **Rigid Constitution:** The American Constitution is a rigid constitution. It cannot be amended by the congress in the same manner as the ordinary laws are made.
- (4) **Presidential Government:** American constitution provides for the presidential form of government. The American President is both, the head of state and the head of government.
- (5) **Separation of Powers:** The legislative, executive and judicial powers of the government are separated and vested in the three independent organs of the government i.e. Congress, President and Supreme Court.
- (6) **Check and Balance:** The system of check and balance enables each organ of the government to exercise partial control on others so that no organ becomes autocratic and irresponsible.
- (7) **Supremacy of Constitution and Judicial Review:** The written constitution is regarded as the highest law of the land. The statutes of the Congress and State Legislatures must confirm to this supreme law.
- (8) **Bicameral System:** The American Legislature is known as congress. It has two Houses namely Senate and the House of Representatives.
- (9) **Bill of Rights:** The American Constitution is the first constitution to introduce the Bill of Rights. It ensures a large number of rights to the people.
- (10) **Constitution is based on sovereignty:** The constitution was framed by people's representatives and final acceptance was also given by public.
- (11) **Double Citizenship:** In US federal system there is a provision of double citizenship i.e. citizenship of America as well as citizenship of the state in which the citizen is residing.

Q.3 Discuss the salient features of the constitution of France.

Ans. The salient features of the constitution of France are:

- (1) **Written and short constitution:** The French constitution is a written constitution in which there are 15 chapters and 95 Articles.
- (2) **Rigid Constitution:** The French Constitution is rigid in nature. It can be amended by the Parliament.
- (3) **Unitary Constitution:** The French Constitution of 1958 provides for a unitary state. All powers are vested in the Central Government located at Paris.
- (4) **Bicameralism:** The French constitution provides for a bicameral legislature. The parliament consists of National Assembly and the Senate.
- (5) **Quasi Presidential and Quasi Parliamentary:** The constitution provides neither presidential nor parliamentary form of government. It combines the elements of both.
- (6) **Rational Parliament:** The constitution of France establishes a rational parliament i.e. a parliament with restricted and limited powers.
- (7) **Constitutional Council:** The constitution establishes a constitutional council. It consists of members who are appointed for a term of 9 years.
- (8) **Recognition of political parties:** The constitution of France gives constitutional recognition to political parties and their role.
- (9) **Constitution framed without constituent assembly:** French constitution was framed by General De Gaul and his 39 member advisory committee.
- (10) **Importance of preamble:** The preamble of French constitution is very important because fundamental rights have been mentioned in it.
- (11) **People's Sovereignty:** French constitution was not framed by people's representatives, yet after its formation it was put forth for public referendum. So the constitution is in accordance with the will of the people.
- (12) **Powerful President and weak Legislature:** In France the President is a powerful executive. He is elected for 7 years. He exercises vast powers, which are enormous as compared to the powers of Legislature.

Q.4 Discuss the Constitutional features of China.

Ans. The features of the Constitution of China are:

1. **Written and short constitution:** The constitution of China has 4 chapters and 138 Articles.

2. **Peoples Republic:** According to the constitution of China, ultimate authority of people's democratic republic of China lies in public.
3. **Unitary administration:** There is system of unitary administration in China. The local units are responsible to central government.
4. **Theoretically rigid but practically flexible constitution:** The powers of amending the constitution seems to be rigid but due to one party system 2/3 majority which is required for amending the constitution is easily obtained due to one party system.
5. **Democratic centralism:** There is a system of democratic centralism. Democracy and centralism both co exist with each other.
6. **Fundamental rights and duties:** Citizens are granted fundamental rights like contesting elections, speech, freedom of religious beliefs etc. Besides these rights, the citizens are entrusted with various fundamental duties.
7. **One party system:** There are approximately 10 political parties but communist's party is ruling from many decades.
8. **Socialist Economy:** Chinese constitution gives importance to socio economic justice.
9. **Central military commission:** A central military commission is established which is responsible to National People's congress.
10. **Subordinate position of Judiciary:** The judiciary is not independent in China. The Supreme Court is responsible to National People's Congress.
11. **Parliamentary system:** Parliamentary system is prevalent in China because President is nominal executive and Prime Minister and his Council of Ministers are vested with real executive powers.

Multiple Choice Question

1. The constitution of which country is known as child of wisdom and chance:

(a) France	(b) Britain	
(c) USA	(d) China	()

2. Who said British constitution is "child of wisdom and chance"?

(a) Churchile	(b) Maegaret Thatcher	
(c) Sydney law	(d) Litton Strechy	()

3. The constitution of which country is unwritten:
(a) India (b) Britain
(c) Canada (d) None of the above ()
4. Which country is considered as the mother of parliamentary democracy:
(a) USA (b) Britain
(c) Canada (d) France ()
5. First written constitution was adopted in which country:
(a) France (b) India
(c) America (d) China ()
6. Presidential system is prevalent in:
(a) Britain (b) America
(c) India (d) None of the above ()
7. American legislature is known as :
(a) Parliament (b) Congress
(c) Diet (d) None of the above ()
8. The constitution of which country is known as child of crises :
(a) India (b) Britain
(c) France (d) None of the above ()
9. Mixed system of parliamentary and presidential form of government is found in:
(a) India (b) America
(c) France (d) China ()
10. The Prime Minister of France is known as:
(a) Premier (b) President
(c) Procuratorate (d) The prince ()
11. Central military commission system is the feature of which country:
(a) India (b) China
(c) America (d) Nepal ()
12. Chinese peoples procuratorate is :
(a) A military agency

- (b) Parliamentary commissioner
 (c) Special controlling agency
 (d) None of the above ()

Level – B

13. How many articles are there in American constitutions?
 (a) 7 (b) 8
 (c) 5 (d) 4 ()
14. Double citizenship is the feature of :
 (a) America (b) Britain
 (c) India (d) None of the above ()
15. Filbister system is prevalent in:
 (a) Britain (b) India
 (c) US (d) France ()
16. How many articles are there in France constitution:
 (a) 95 (b) 85
 (c) 195 (d) 205 ()
17. How many chapters are there in French constitution:
 (a) 12 (b) 8
 (c) 7 (d) 15 ()
18. How many members are there in constitutional council of France?
 (a) 8 (b) 9
 (c) 7 (d) 5 ()
19. Single party system is the feature of:
 (a) China (b) Pakistan
 (c) India (d) Japan ()
20. How many members are there in national peoples congress of China :
 (a) 675 (b) 575
 (c) 2000 (d) 3037 ()
21. National supreme court of China is responsible to :

- (a) President (b) P.H.
 (c) Community Party (d) Peoples congress ()

22. Council of minister in china is known as :

- (a) State council (b) Procuratorate
 (c) Senate (d) Deputy ()

1 (b)	2 (d)	3 (b)	4 (b)	5 (c)	6 (b)	7 (b)	8 (c)	9 (c)
10 (a)	11 (b)	12 (c)	Level B 13 (a)	14 (a)	15 (c)	16 (a)	17. (d)	18 (b)
19 (a)	20 (d)	21 (d)	22 (a)					

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Chapter: 4

Parliamentary system is UK, Presidential System in USA and France.

Q.1 What are the features of parliamentary system in U.K.?

Ans. The important features of parliamentary system in U.K. are:

1. **Double executive:** In Britain the queen is nominal executive and the PM and his council of ministers is the real executive.
2. **Close relation between executive and legislature:** There is a close relation between executive and legislature. The executive is constituted amongst the members of parliament.
3. **Collective and individual responsibility:** All the decisions in parliamentary form of government is taken collectively by ministers. In the same way, if a minister is not capable enough to carry out the task of his department/ministry, he can resign.
4. **Uncertainty of tenure:** In parliamentary system, the Council of Minister should have support of legislature. If it loses majority, the government is toppled down.
5. **Prime Minister is the leader:** The COM is headed by Prime Minister. The Prime Minister himself decides the portfolio.
6. **Political homogeneity:** In parliamentary system political homogeneity is an important feature. In this system there are members of one political party in council of ministers.
7. **Secrecy:** The PM and ministers take oath of secrecy and don't disclose any matter until they are asked to do so.

Q.2 Discuss salient features of Presidential system in America?

Ans. Salient Features of Presidential system in America are:

1. **Separation of Powers:** In Presidential system, there is clear division of powers between executive, legislature and judiciary. These organs of government are independent of each others.
2. **Certainty of tenure:** In Presidential system the tenure of legislature and executive is certain.
3. **Single Executive:** In US there is single executive. The President acts as executive head of nation and also the head of government.
4. **Significant role of President:** The President has an important role in American administrative system. The President enjoys veto power which makes him more powerful.
5. **Non responsible executive:** The executive in presidential form of government is not responsible to congress. The executive branch is not the part of congress.

Q.3 Discuss salient features of Presidential system in France.

Ans. In French administrative system, there is mix system of Parliamentary and Presidential form of government.

Features of Presidential system of France are:

1. There is double executive in France.
2. President and Prime Minister both exercise executive powers.
3. National Assembly can be dissolved before time.
4. Council of Minister can participate in the proceedings of parliament.
5. The System of power separation is prevalent.
6. The President is the real executive.
7. The PM and Council of Minister are not the part of Parliament.
8. The Council of Minister is responsible to the National Assembly.
9. The meeting of Council of Minister is chaired by the President.
10. The President is not bound to consult every matter with COM.

Multiple Choice Question

1. Which of the following is not an advantage of parliamentary system :
- (a) Flexibility
 (b) Respect to opposition
 (c) Administration by qualified and experienced person
 (d) Non responsible administration ()
2. Who wrote the book's "Modern Democracies":
- (a) Cilchrist (b) Siz wick
 (c) Lord Brice (d) Montesquieu ()
3. British ombrudsman is known as :
- (a) Parliamentary commissioner (b) Executive commissioner
 (c) Lord chancellor (d) Secretary of parliament ()
4. British ombrudsman was created in :
- (a) 1987 (b) 1967
 (c) 1964 (d) 1984 ()
5. Committee system in administration is prevalent in:
- (a) Yugoslavia (b) Italy
 (c) Japan (d) Britain ()
6. British crown consist of:
- (a) King/Queen (b) Cabinet
 (c) Parliament (d) All of the above ()
7. Who wrote the book British Government :
- (a) Churchill (b) Brice
 (c) Strechy (d) H.M. Stout ()
8. British Finance Minister is known as :
- (a) Chancellor (b) Chancellor of Exchequer
 (c) Finance Minister (d) None of the above ()
9. Feature of British administrative system is:
- (a) Responsible administration (b) Cabinet administration

- (c) Change Orientated (d) All of the above ()
10. Whitley council is the feature of:
(a) America (b) U.K.
(c) France (d) India ()
- Level-B**
11. Rank Classification is not prevalent in:
(a) India (b) U.K.
(c) France (d) U.S.A. ()
12. In British administrative system, which agency is supreme:
(a) Judiciary
(b) Executive
(c) Parliament
(d) None of the above ()
13. Generalist dominant civil service prevails in:
(a) USA (b) U.K.
(c) France (d) None of the above ()
14. British civil service commission was established in:
(a) 1853 (b) 1861
(c) 1855 (d) 1809 ()
15. Who was the first P.M. of U.K?
(a) Ramzemeur (b) Walpol
(c) Churchill (d) None of the above ()
16. Who wrote the book "Introduction to the study of the law of the constitution" :
(a) Brice (b) Dicey
(c) Wilson (d) Alfred Dianant ()
17. The term cabinet was first used during the reign of ?
(a) Charles I (b) Charles II
(c) George V (d) None of the above ()
18. The financial year in U.K. begin in:
(a) 31 March (b) 1 April
(c) 1 July (d) None of the above ()

19. How many seats are there in house of commons?

- (a) 650 (b) 665
(c) 675 (d) 750 ()

20. Assheton committee in Britain for training was established in :

- (a) 1918 (b) 1944
(c) 1946 (d) 1943 ()

1 (d)	2 (c)	3 (a)	4 (b)	5 (d)	6 (d)	7 (d)	8 (b)	9 (d)	10 (b)
Level B	12 (c)	13 (b)	14 (c)	15 (b)	16 (b)	17. (b)	18 (b)	19 (a)	20 (b)
11 (d)									

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Chapter - 5

Salient Features of Administrative system of U.K., USA and France.

Q.1 What are the salient features of Administrative system of UK.

Ans.: The salient features of Administrative system of U.K. are:

1. **Welfare Administration:** British administrative system is welfare oriented. It provides various facilities like education, residence, transport, food and security etc.
2. **Political leadership:** The British administration works under the leadership of ministers.
3. **Rule of Law:** In Britain the concept of rule of law is prevalent which means everyone is equal before law.
4. **Unitary Administration:** In Britain the central government is responsible for the overall administration.
5. **Neutrality:** In Britain the civil servants keep themselves neutral from political activities.
6. **Generalist v/s Specialist:** In Britain equal importance is given to generalists and specialists.
7. **Local administration:** In Britain, there are urban and rural local government units. These units are directed by the central administration.
8. **Efficient civil service:** British civil services are efficient and impartial. The civil servants are recruited on the basis of merit.

Q.2 What are the important features of civil services in Britain.

Ans.: The important features of civil services in Britain are:

1. The Civil servants are recruited on the basis of merit.
2. The Civil services are not influenced by politicians.
3. The recruitment is conducted by an independent autonomous agency.
4. The candidates joining the civil services are 21-28 years.
5. Special emphasis is given to foundational and in service training.
6. The civil servants are neutral from politics.
7. There are whitely councils for the redressal of citizens grievances.
8. Rank classification system is prevalent.

Q.3 Discuss salient features of administrative system in France.

Ans.: The salient features of administrative system in France are:

1. **Supremacy of state:** The State is supreme in French Administrative system .The rules framed by the state are considered as directions to administrative system.
2. **Centralized system:** The French administrative system is highly centralized.
3. **Unitary Administration:** The Administrative system in France is unitary as in Britain.
4. **Dual Laws:** There are two types of laws in France i.e. administrative law and ordinary law.
5. **Administrative State:** France is an administrative state. The important functions are performed by administration.
6. **Efficient administration:** The administrators are efficient and committed in France
7. **Issue of orders:** Each minister in France is authorized to issue decrees concerned with his department.
8. **Prefect System:** France is divided in 23 departments. The administrative head of a department is Prefect.
9. **Local units:** Though the French administrative system is unitary, yet there are some local units which work under the control of central government.
10. **Strong Economy:** The economy of France is strong. There is a General Planning Commission for formulating the plans.

Q.4 Discuss salient features of civil services in France.

Ans. Salient Features of civil services in France are:

1. There is a system of Rank Classification.
2. The law graduates are given priority.
3. ENA is responsible for recruitment and training of civil servants.
4. The French civil servants enjoy sufficient political rights.
5. Civil servants have the right to strike.
6. In France both the specialists as well as the generalists are given equal importance.

Q.5 What are the salient features of administrative system of USA?

Ans. The salient features of administrative system of USA are:

1. **Welfare administration:** Administrative system of America is welfare oriented.
2. **Democratic administration:** The Administrative system of America is democratic because the President and Governors who are the real executives are elected by public.
3. **Rule of Law:** In America there is a system of rule of law. It means all are equal before law.
4. **Federal system:** America is having federal system. There are separate government in centre and states.
5. **Spoils System:** In American administration spoils system is prevalent.
6. **Interest Groups:** In America, there are many pressure groups which indirectly affect the policies of government.
7. **Local Administration:** Local administration units in America are granted necessary powers and authority to manage local affairs.
8. **Personnel Administration:** There is a system of Position Classification. The civil servants are recruited on the basis of merit.
9. **Central Administration:** The executive power at the central level is exercised by the President. The COM is appointed by the President.
10. **Independent regulatory Agencies (IRA):** The IRA are headed by commissioners who are appointed by the President. They have an important role in the administrative system of America.

Q.6 Discuss salient features of civil services in USA.

Ans. The salient features of civil services in U.S.A. are:

1. There is a system of position classification.
2. The basis of recruitment is merit yet the remains of spoil system can also be seen.
3. In 1978 Civil Service Commission was abolished. Since then Office of Personnel Management is responsible for recruitment, training, classification and service conditions of the civil servants.
4. The administration is specialist dominant.
5. There is a weekly salary system.
6. The right to strike is completely banned.

Multiple Choice Question

1. How many members are there in senate of USA:

- (a) 50 (b) 100
(c) 150 (d) 200 ()

2. How many members are there in House of Representatives of USA :

- (a) 235 (b) 100
(c) 200 (d) 435 ()

3. Executive Office of President (EOP) in USA was established in:

- (a) 1949 (b) 1939
(c) 1929 (d) 1959 ()

4. The first Independent Regulatory Commission (IRC) was established in the year:

- (a) 1867 (b) 1897
(c) 1887 (d) 1857 ()

5. The first independent regulatory commission (IRC) was:

- (a) Federal Reserve Board (b) The Federal Trade Commission
(c) The Inter State Commerce Commission (d) The Federal Power Commission()

6. Which of the following is not a feature of independent regulatory commission:

- (a) Fourth branch of the government (b) Island of autonomy
(c) Headless Institutions (d) Responsible Commissions ()

7. Which country is known as traditional home of spoil systems :

- (a) UK (b) USA
(c) India (d) None of the above ()

8. Who is known as father of spoils system :

- (a) Washington (b) Jefferson
(c) Jackson (d) Adam ()

9. Civil services in USA are classified on the basis of:

- (a) Positions (b) Rank
(c) Specialization (d) None of the above ()

10. Lower House in American congress is known as :

- (a) Parliament (b) House of representative
(c) House of Commons (d) Congress ()

Level B

11. Method of rule of three is a feature of civil service of which country:

- (a) UK (b) USA
(c) France (d) India ()

12. US financial year begins on:

- (a) 1 April (b) 1 January
(c) 1 July (d) None of the above
()

13. Minister in USA are called as :

- (a) Directors (b) Secretary
(c) Commissioner (d) Managers ()

14. G.S. in American civil services stands for :

- (a) General service (b) General schedule
(c) Group service (d) Generalist service ()

15. American president takes oath on:

- (a) 4 Jan (b) 4 Feb
(c) 20 Jan (d) 20 July ()

16. Taft Hartley Act of 1947 in USA is concerned with:

- (a) Political activities (b) Right of association
(c) Right to strike (d) Machinery for negotiations ()

17. Lloyd la folletc act of 1912 in USA is related with:

- (a) Right to strike (b) Right of association
(c) Machinery for negotiation (d) Political activities ()

18. Judicial review is not a feature of:

- (a) USA (b) India
(c) U.K (d) None of the above ()

19. Hatch act 1939 in USA is concerned with:

- (a) Right of association (b) Right to strike
(c) Political activities (d) Machinery for negotiations ()

20. The executive office of the president of USA was set up on the recommendation of :

- (a) Brownlon committee 1934 (b) First Hoover Commission
(c) Second Hoover commission (d) Brownlow committee 1937 ()

21. Which unit assist US president in the performance of his routine duties:

- (a) Office of management and budget (b) White house
(c) Central personal agency (d) Merit system protection board ()

1 (b)	2 (d)	3 (b)	4 (c)	5 (c)	6 (d)	7 (b)	8 (c)	9 (a)	10 (b)	Level B 11 (b)
12 (c)	13 (b)	14 (b)	15 (c)	16 (c)	17. (b)	18 (c)	19 (c)	20 (d)	21 (b)	

1. The tenure of French President is :

- (a) 7 years (b) 5 years
(c) 4 years (d) 2 years ()

2. How many members are there in National Assembly of France :

- (a) 550 (b) 575

- (c) 577 (d) 560 ()
3. How many members are there in constitutional council of France:
(a) 6 (b) 7
(c) 5 (d) 19 ()
4. Constitutional council is appointed for a term of :
(a) 5 Years (b) 4 Years
(c) 2 Years (d) 9 Years ()
5. Which of the following is known as administrative state:
(a) USA (b) UK
(c) India (d) France ()
6. Ecole nationale d' Administration (ENA) of France was established in:
(a) 1940 (b) 1942
(c) 1945 (d) 1948 ()
7. Ecole Nationales Administration is a recruitment and training agency of :
(a) USA (b) UK
(c) France (d) China ()
8. Conseil d Etat is:
(a) Training agency (b) Recruitment agency
(c) Administrative (d) None of the above ()
9. The French system of administrative can is known as :
(a) Council of d Etat (b) Droit administratif
(c) National assembly (d) None of the above ()
10. The nature of functions performed by E.N.A. in France is similar to which of the following institution in India:
(a) Indian Institute of Public Administration (b) Administrative Staff College
(c) LBS academy of administration (d) None of the above ()

Level B

11 The new entrants to the French civil service are trained at Ecole national d administration for a period of :

- (a) 3 years (b) 30 Months
(c) 2 Years (d) 28 months ()

12. Grand's cops in French civil service stands for :

- (a) Senior level of specialist administrators
(b) Senior level of generalist administrators
(c) Senior level of generalist cum specialist administrators
(d) Senior level of defence administrators ()

13. The common unit of a division of the central ministry in France is:

- (a) Direction generals (b) Secretariate general
(c) Sons Direction (d) Direction ()

14. Departments in France means:

- (a) Finance Department (b) Home Department
(c) Constitution Council (d) Districts ()

15. Which of the following is true regarding administrative system of France:

- (a) Weak local administration (b) Centralization
(c) Missionary zeal (d) All of the above ()

16. French civil service are known as :

- (a) Cadre (b) Comrade
(c) Corps (d) Prefecture ()

17. Law graduates are given importance in civil services of which country?

- (a) India (b) china
(c) France (d) America ()

18. The President in France is elected by:

- (a) Public directly (b) Electoral Board
(c) National assembly (d) None of the above ()

19. In which country civil servants enjoy maximum number of political rights :

- (a) UK (b) USA
(c) India (d) France ()

20. Counseild Etat was established in :

- (a) 1722 (b) 1799
(c) 1899 (d) 1822 ()

1 (a)	2 (c)	3 (d)	4 (d)	5 (d)	6 (c)	7 (c)	8 (c)	9 (b)	10 (d)
Level B 11 (d)	12 (c)	13 (d)	14 (d)	15 (d)	16 (c)	17. (c)	18 (a)	19 (d)	20 (b)

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Chapter-6

Cabinet Secretariat, British Home Office, British Treasury in Great Britain.

Q.1 What is cabinet in U.K.

Ans. The cabinet of UK is a collective decision making body which comprises of Prime Minister, Cabinet Ministers and the senior most ministers of the government. It is the ultimate decision making body of the executive.

Q.2 How is the cabinet constituted in U.K.

Ans. The cabinet in modern Britain consists of 19-25 senior ministers. It consists of the most senior ministers. For example, chancellor of exchequer, home secretary, and foreign minister etc.

Q.3 What are the function of cabinet in U.K.?

Ans. The Cabinet in UK performs varied functions. Some important functions of cabinet are:

1. It is responsible for executive functions. It makes important administrative appointments. The cabinet exercises all the powers of the queen.
2. Cabinet prepares bills and presents them before the Parliament. It also prepares the speech of the Crown which is delivered at the opening of each session of Parliament.
3. The cabinet is responsible for some financial functions. The cabinet can raise necessary expenses. The chancellor of exchequer prepares annual budget and presents it to Parliament.
4. It recommends for honors and titles to be bestowed on British citizens.
5. Judicial appointments are also made on its recommendations.

Q.4 Discuss the organization of cabinet secretariat in U.K.

Ans. The cabinet secretariat is headed by a cabinet secretary who is assisted by a permanent secretary. The cabinet secretariat is divided into seven divisions.

1. Security Affairs.
2. Economics Affairs.
3. Overseas Affairs.
4. Home and parliamentary affairs.
5. European Affairs.
6. Information Affairs.
7. O & M.

Q.5 What are the functions of cabinet secretariat?

Ans.

1. It prepares agenda for cabinet meetings.
2. It oversees that all agenda notes timely reach the persons concerned.
3. It maintains office records.
4. It keep records of all cabinet meetings
5. It prepares draft of government policies, laws and programme.
6. It gives advise about administrative reforms.
7. It makes preparation to issue ordinances.
8. It informs the Crown about the decisions taken by PM and Council of Ministers.
9. It executes the decisions of cabinet
10. It maintains coordination with Intelligence Agency.

Q.6 What do you mean by British Home Office?

Ans. The British Home office is a government department in UK. It is responsible for Police Administration, UK Border Agency and MIS. It is also responsible for government policy on security related issues such as drugs, counter terrorism and ID cards.

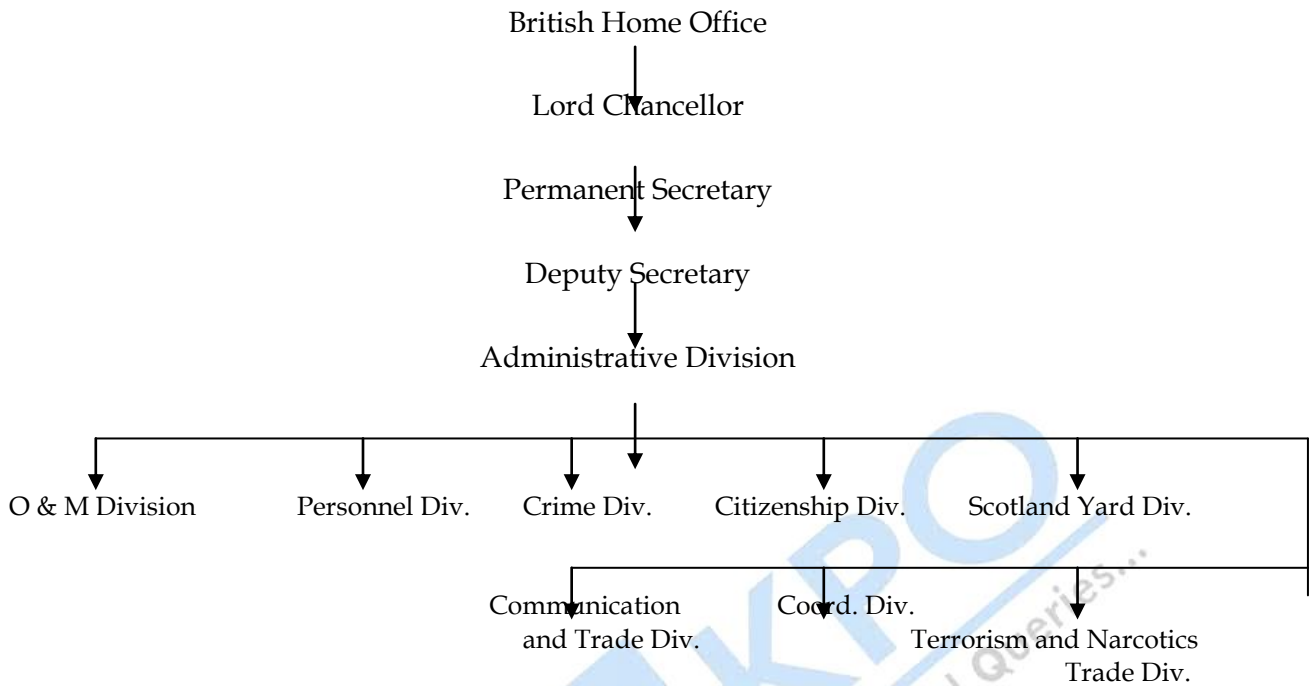
Q.7 What are the objectives of British home office?

Ans.

1. To take action against crime.
2. To protect UK from terrorist attacks.
3. To ensure people that they feel safer in their homes and daily lives.
4. To take action against offenders in order to protect the public.
5. To secure the borders of UK and prevents abuses in the laws of immigration.

Q.8 Describe the organizational chart of British home office.

Ans.



Q.9 Discuss British Treasury.

Ans. The British Treasury is responsible for developing and executing the public finance policy and economic policy of British Government. The Minister in-charge for British Treasury is known as the Chancellor of Exchequer.

Q.10 Discuss the organization of British Treasury

Ans. British treasury is headed by Chancellor of Exchequer. He is like the finance minister in India. He is the member of COM and controls all the activities of treasury. The chancellor of Exchequer is assisted by Lord Chancellors and Parliamentary Secretary.

At the administrative level the treasury is headed by a permanent secretary who is assisted by deputy secretary, assistant secretary, principal, accountant etc. Treasury has three departments.

1. Supply
2. Establishment
3. Finance

Q.11 In how many divisions, the British treasury is divided?

Ans. British treasury is divided into 11 divisions. They are:

1. Civil Service Establishment Division
2. Finance and Budget Division
3. Supply and Budget Division
4. Taxation Division
5. Banking Division
6. Insurance and Assistance Division

7. O & M Division
8. Developing Countries Aid Division
9. International Monetary Division
10. Credit and Control Division
11. Audit and Rules Divisions

Multiple Choice Question

1. Cabinet Secretariat was established in Britain in:

- (a) 1915 (b) 1926
(c) 1916 (d) 1946 ()

2. Who was the first cabinet secretary:

- (a) Barlow (b) Wellesley
(c) Maurice Hankey (d) Lloyd George ()

3. Which of the following agency is known as nerve centre in British cabinet :

- (a) Treasury (b) Home office
(c) Cabinet secretariat (d) None of the above ()

4. Which of the following is not a function of British Treasury:

- (a) collection of revenue (b) Control of expenditure
(c) Specialist civil service establishment (d) Coordination of economic policy ()

5. Which of the following is not the matter of British industry.

- (a) Personnel administration (b) Economic Administration
(c) Social Administration (d) Financial administration ()

6. Who wrote the book "Parliamentary Government in Britain"?

- (a) Laski (b) Finer
(c) Ramaswamy (d) None of the above ()

7. Who is the political head of British Cabinet Secretariat?

- (a) Cabinet Secretary (b) Prime Minister
(c) Home Minister (d) Chancellor of Exchequer ()

Level B

8. Who is the administrative head of British cabinet Secretariat?

- (a) Cabinet Secretary (b) Permanent secretary
(c) Assistant secretary (d) Principal ()

9. Which organization act as think tank in British Administration:

- (a) British treasury (b) Home office
(c) Ombudsman (d) Cabinet Secretarnet ()

10. Who is known as the First Lord of Treasure in Britain?

- (a) Chancellor of exchequer (b) Prime Minster
(c) Principal Finance Secretary (d) Permanent Secretary (finance) ()

11 British treasury is divided in how many division:

- (a) 10 (b) 6
(c) 7 (d) 11 ()

12. British home department is divided in how many divisions:

- (a) 6 (b) 7
(c) 8 (d)10 ()

13. British cabinet secretary is divided in how many division :

- (a) 5 (b) 4
(c) 7 (d) 6 ()

1 (c)	2 (c)	3 (c)	4 (c)	5 (c)	6 (a)	7 (b)	Level B 8 (a)	9 (d)	10 (b)
11 (d)	12 (c)	13 (c)							

Chapter - 7

Independent Regulatory Commissions and The Office of Governor in U.S.A.

Q.1 What are the Independent Regulatory Commissions?

Ans. Independent Regulatory Commissions (IRC) are known as the fourth branch of administration. They are established to control the activities of powerful economic groups in the country and to protect public interests.

Q.2 What are the salient features of IRC?

Ans. The salient features of IRC are:

1. The commissions function independent of each other.
2. They are not under the control of any department or executive functionary.
3. They are established by the congress and are called arms of the congress.
4. The head of the commission is not an individual but a group of persons.
5. They are small in size.
6. The commission takes decision after mutual consultation.
7. The members of the commission are appointed by the President with the approval of the Senate.
8. The members can be removed only by Congress according to a well established procedure.

Q.3 Write down the functions of Independent Regulatory Commissions .

Ans. The functions of Independent Regulatory Commissions are:

1. They perform executive legislative and judicial functions.
2. They decide the standards to be maintained for a particular trade or industry and ensure that they are not violated.
3. They have appeals in certain cases.
4. They assist in policy frame work.
5. They can frame rules for business.
6. They inform industries about common objectives of the policy being suggested and expected to be followed.
7. They settle the disputes which arise between industry and people.

Q.4 What are the qualifications required for the Governor in USA?

Ans.

1. He should be the citizen of USA as well as the citizens of the concerned state.

2. He should have completed the age of 30 years.

Q.5 Discuss the powers of Governor.

Ans. The powers of Governor are as follows:

1. The governor is responsible to run the day to day administration of the state.
2. He resolves the problems of bishops, tax authorities, trade unions etc.
3. He maintains coordination with union government.
4. He attends and inaugurates various programmes, meeting and conferences organized at the state level.
5. The Governor is empowered to ensure that policies are implemented properly.
6. The budget is formulated, executed and controlled by the Governor.
7. The Governor has the power to grant pardon and can change the nature of punishment.
8. The Governor exercises law making powers.

Multiple Choice Question

1. The administrative system at state level in USA is :

(a) Parliamentary	(b) Presidential	
(c) Quasi presidential	(d) None of the above	()

2. Governor in USA is :

(a) Directly elected	(b) Nominated	
(c) Indirectly Elected	(d) None of the above	()

3. In most of the states, the tenure of governor is:

(a) 5 Years`	(b) 4 years	
(c) 2 Years	(d) None of the above	()

4. Governor should have completed the age of :

(a) 35 years	(b) 30 Years	
(c) 40 years	(d) 45 Years	()

5. Rule of law is not prevalent in which country:

(a) France	(b) USA	
(c) India	(d) UK	()

6. The supreme institution for administrative law in France is :

(a) Administrative tribunal	(b) State council	
(c) Constitutional Council	(d) Supreme count	()

7. Ombudsman in Sweden was established in:

- (a) 1909 (b) 1809
(c) 1919 (d) 1819 ()

8. The tenure of ombudsman is :

- (a) 4 Years (b) 5 Years
(c) 3 Years (d) 2 Years ()

9. Which of the following is not correct about Swedish ombudsman :

- (a) Recommendatory Body (b) Constitutional
(c) Cant give information to press (d) Elected by an electoral cause ()

10. The word ombud is a :

- (a) Greek word (b) Latin word
(c) Swedish word (d) English word ()

11. The ombudsman first started in :

- (a) India (b) Sweden
(c) USA (d) France ()

12. Ombudsman is a "bulwark of democratic government against the tyranny of officialdom" is said by :

- (a) Caiden (b) D.C. Rowat
(c) Negro (d) None of the above ()

13. Who described ombudsman as institutionalized public conscience:

- (a) Donald C. Rowat (b) Gerald E. Caiden
(c) Finer (d) None of the above ()

14. The U.K., the system of ombudsman started in:

- (a) 1987 (b) 1957
(c) 1967 (d) 1964 ()

15. Which of the following is not the feature of Swedish ombudsman?

- (a) Independence of action from the executive
(b) Suo moto power to start investigation
(c) Secrecy in its working

(d) Cheap and speedy method of handling the complaints ()

16. Independent regulatory commissions are concerned with which country:

- (a) India (b) UK
(c) USA (d) France ()

17. Which committee criticized IRC

- (a) Brownlow committee (b) Hooper commission
(c) Pledon committee (d) All of the above ()

18. IRC are described as :

- (a) Arms of president (b) Arms of congress
(c) Arms of Governor (d) None of the above ()

19. Which of the following is not a feature of IRC ?

- (a) The commissions function independent of each other
(b) They are established by the congress
(c) They are small in size
(d) They are headed by an individual ()

20. Which of the following is not a function of IRC.

- (a) They help in policy framework
(b) They frame rules for their own conduct of business which others can follow
(c) They enact such laws and rules and regulations which can help in long term policy formulation
(d) None of the above ()

1 (b)	2 (a)	3 (b)	4 (b)	5 (a)	6 (b)	7 (b)	8 (a)	9 (c)	10 (c)
11 (b)	12 (b)	13 (b)	14 (c)	15 (c)	16 (c)	17. (a)	18 (b)	19 (d)	20 (d)

Chapter - 8

Swedish Ombudsman and French Council of State

Q.1 What is ombudsman?

Ans. The word ombudsman is derived from the word “ombud” which means the person representing a group of people. Ombudsman is an independent authority. He can hear the grievances against administration in Sweden. It is a constitutional figure.

Q.2 What are the features of ombudsman?

Ans. The features of ombudsman are:

1. Ombudsman is responsible to safeguard the rights of citizens.
2. The Swedish ombudsman is a constitutional authority.
3. Ombudsman is appointed by Parliament and is responsible to it.
4. He is appointed for four years and can be reappointed.
5. It is given the right to investigate the complaints against public servants, military officers and judges.
6. The Prime Minister and other ministers are not under its jurisdiction.

Q.3 Write down the functions of Ombudsman.

Ans.

1. Ombudsman investigates the complaints against administration and can also recommend for the judicial procedure.
2. The ombudsman investigates the complaints against administration of military services, internal working, policy decisions etc.
3. The ombudsman has the power to investigate the complaints against the misbehaviour of the judges of Supreme Court and subordinate courts.
4. Ombudsman gives report of the working of previous day to the press impartially.
5. No appeal can be made against the decisions of Swedish Ombudsman.

Key Words

1. **CPA** - Comparative Public Administration
2. **CAG** - Comparative Administration Group
3. **ASPA** - American Society of Public Administration
4. **Comparative Public Administration**- It is the theory of public administration, applied to diverse cultures and national settings and the body of factual data by which it can be examined and tested.
5. **Trends in CPA**-
 - i. Normative to Empirical
 - ii. Ideographical to Normothetic
 - iii. Non Ecological to Ecological
6. **Ecological Approach**- it assumes that administrative system is one of the various sub-systems of society and is influenced by other sub-systems.
7. **Development Administration**- It is organized effort to carry out programmes or projects thought by those involved to serve developmental objectives.
8. **Public Administration**- It refers to the administration which operates in the governmental setting.
9. **Private Administration**- It refers to the administration which operates in the nongovernmental settings.
10. **Structural Functional Approach**- It aims to develop some scientific theory of the system.
11. **Systems Approach**- This approach presumes that a system will be developed taking the need and requirements of the organization into consideration.
12. **Neutrality**- Bureaucrats are politically neutral and cannot openly express their views about a political party.
13. **Rule of Law**- It means all are to be governed by the same law irrespective of the position they hold.
14. **Spoils System**- It means the political party which has won elections should control administration.
15. **Separation of Power**- The administrative setup which is run on the basis of separation of power i.e. one organ of the government is a check on the other.

16. **Judicial Review**- Where the judiciary is given power of reviewing every law passed by the legislative or any executive order issued by the President.
17. **Division of Powers**- The system where powers have been divided between the centre and the states.
18. **Prefect**- Prefect functions as the Chief Administrative Officer of the Department (District) and supervises the work of local government.
19. **Administrative Law**- When there is a conflict between an ordinary citizen and a government official, the matter is dealt by a special set of rules known as administrative laws.
20. **Chancellor of Exchequer**- The political head of Treasury in Britain who is like Finance Minister in India.
21. **IRC**- independent Regulatory Commission.
22. **Ombudsman**- It means an attorney or a representative.
23. **Council D' Etat**- It is the highest administrative court in France.
24. **Whitley Council**- They are set up for negotiation and settlement of disputes between employer (state) & employee (staff).
25. **Bill of Rights**- American constitution guarantees a large number of rights to the people.
26. **Bicameral Legislature**- It is the legislature where there are two houses.
27. **Federal System**- Where there is division of power between federal and state governments?
28. **Check and Balance**- The system enables each organ of the govt. to exercise partial control on others.
29. **Position Classification**- The system where the civil service positions are classified on the basis of duties, responsibilities and qualifications.
30. **Country**- It is territorially the largest unit of local government is U.S.A.
31. **Sovereignty**- It means the supreme power within the state.
32. **Parliamentary Commissioner**- It is British Ombudsman.
33. **Unitary State**- Where all the powers of the government are vested in the single supreme Central Government.
34. **ENA**- Ecole Nationales De Administration i.e. Recruitment and Training Agency in France.
35. **Droit Administratif**- The French system of administrative law.
36. **Grand Corps**- Senior generalist and specialist administrators in French Civil Service.

Case Study

1. Ombudsman means an attorney or a representation. He is one who investigates allegations of mal-administration against civil servants who misuse their power and authority; He is expected to be impartial so that he can investigate all charges of corruption without fear or favour.

Q. What do you think that the system of ombudsman in India will prove effective machinery for combating corruption?

2. "Comparative Public Administration is a study of Public Administration on comparative basis.

Q. Read the above statement of Nimrod Raphaeli and explain how the study of Public Administration on comparative basis is more effective?

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