



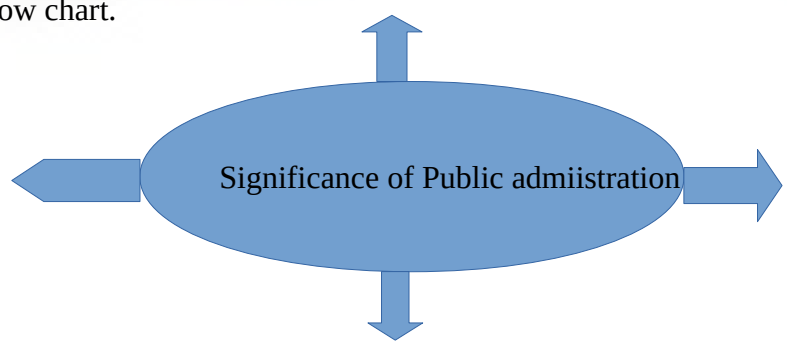
**PUBLIC ADMINISTRATION**

1. Complete the table regarding some institutions around us.

Serial Number	Institution	Function
1	.....	Provide education to children
2	Panchayat office	.....
3	Village Office	.....

2. What is public administration? Define.

3. Complete the flow chart.



4. What is meant by bureaucracy?

5. Examine the statements below regarding some employees and find out the suitable feature of bureaucracy.



Statement	Feature
After 2 years, John will be 56 years old. On 31 <sup>st</sup> October of that year he will retire.	
When got appointment as Clerk in Village office Mujeeb resigned his membership in the political party.	
As she has plus two, Vimala applied for the post of Women Beat forest officer.	

6. Complete the table regarding the classification of India's civil service.

	All India Services	Central Services	State Services
Recruitment	National level	.....	.....
Appointment	.....	Central government departments	.....
Example	.....	.....	Sales tax officer

7. Compare UPSC and state PSC.

8. What is E-Governance? What are its benefits?

9. What are the main objectives in implementing the right to information?

10. What is Right to Service? Explain.

11. Complete the table about Lokpal and Lokayuktha.

Lokpal	Lokayuktha
Prevent corruption	.....
.....	Follow Judicial procedures
Functions at national level	.....

12. Prepare a note, comparing Central vigilance commission and State vigilance commission.



13. Write down answers to the questions about Ombudsman.

- a) What is the function of ombudsman?
- b) Who can be appointed as Ombudsman?
- c) On receiving a complaint, what procedure will be taken by the ombudsman?

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CLASS 29	CLASS 30
