BPAC-104: ADMINISTRATIVE SYSTEM AT STATE AND DISTRICT LEVELS

Tutor Marked Assignments

Course Code: BPAC-104
Assignment Code: ASST /TMA / July 2026 & January 2027
Total Marks: 100

Assignment A

Answer the following questions in about 500 words each.

1. "The Chief Secretary is the kingpin of the State Secretariat". Examine. 20
2. Describe the centre-state administrative relations in India. 20

Assignment B

Answer the following questions in about 250 words each.

3. Analyse the relationship between Secretariat and Executive Department. 10
4. Discuss the powers and functions of State Finance Commission. 10
5. Explain the forms of judicial control over administration. 10

Assignment C:

Answer the following questions in about 100 words each.

6. Write a note on the functions of State Election Commission. 6
7. Analyse the role of Lokayukta. 6
8. What do you mean by *Habeas Corpus* and *Mandamus*? 6
9. Highlight the classification of State Civil Service. 6
10. Enumerate the major functions of District Collector. 6

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1. “The Chief Secretary is the kingpin of the State Secretariat”. Examine. (20)

Ans. The Chief Secretary occupies a pivotal position in the administration of an Indian state. As the senior-most civil servant in the normal administrative hierarchy, the Chief Secretary acts as the head of the State Secretariat, principal adviser to the Chief Minister and an important link between political leadership and the permanent executive. The description “kingpin of the State Secretariat” highlights this coordinating position. It does not mean that the Chief Secretary is above ministers or independently controls every department. Rather, the office holds together a complex administrative system through advice, coordination, supervision and continuity.

Head of the Secretariat

The State Secretariat is the headquarters of government where policies are formulated, rules are interpreted, programmes are reviewed and major administrative decisions are processed. Several departments, headed politically by ministers and administratively by secretaries, work on interconnected subjects. The Chief Secretary usually heads the secretarial organisation and seeks to make its functioning consistent and effective. Important files and proposals that cut across departmental boundaries are placed before this office. The Chief Secretary also helps settle differences between departments before they affect government decisions.

Principal adviser to the Chief Minister

The Chief Secretary is a senior professional adviser to the Chief Minister and, when called upon, to the Council of Ministers. The advice offered covers administrative feasibility, legal implications, financial consequences, staffing requirements and implementation difficulties. An elected government may decide to expand public-health services, for example, but health, finance, personnel and local-administration departments must cooperate. The Chief Secretary can present a realistic implementation plan and identify coordination problems. Such advice should be impartial and based on rules and public interest; political choices remain with the elected leadership.