BPAC-133: ADMINISTRATIVE SYSTEM AT UNION LEVEL
Tutor Marked Assignments

Course Code: BPAC-133
Assignment Code: ASST /TMA / July-2026 & January-2027
Total Marks: 100

Assignment-A

Answer the following questions in about 500 words each.

1. Describe the organisation and functions and Central Secretariat. 20
2. Discuss the powers and function of President of India. 20

Assignment-B

Answer the following questions in about 250 words each.

3. Write a note on National Institute for Transforming India (NITI Aayog). 10
4. Describe the organisation and functions of Finance Commission of India. 10
5. Discuss the concept and role of civil society. 10

Assignment-C

Answer the following questions in about 100 words each.

6. Write a note on Administrative Tribunals. 6
7. Discuss about Regulatory Commissions of India. 6
8. Describe the functions and role of Legislature of India. 6
9. Describe in brief the features of Indian Constitution. 6
10. Discuss the functions of Cabinet Secretariat. 6

1. Describe the organisation and functions and Central Secretariat. (20)

Answer

The Central Secretariat is the chief policy-making and coordinating machinery of the Union government. It consists of ministries and departments that assist political executives in making decisions, securing Cabinet approval and supervising the work carried out by implementing agencies. It is important to distinguish the Central Secretariat from the Cabinet Secretariat: the former is the collective administrative headquarters of Union ministries, whereas the latter is a particular institution that assists the Cabinet and coordinates business between ministries. The Central Secretariat provides continuity to administration even when ministers or governments change.

Constitutional and organisational basis

India's parliamentary system makes the Council of Ministers collectively responsible to the Lok Sabha. Article 77 provides for the conduct of Union executive business in the President's name and enables rules regulating its allocation and transaction. The Government of India (Allocation of Business) Rules, 1961 distribute subjects among ministries and departments; the Transaction of Business Rules, 1961 prescribe consultation and approval procedures. Thus the Secretariat links political responsibility to an organised administrative process.

At the political level, a ministry is headed by a Cabinet Minister or another minister assigned that portfolio. At the official level, the Secretary to the Government of India normally serves as administrative head of a department and principal adviser to the minister. The Secretary is supported by Special or Additional Secretaries, Joint Secretaries, Directors or Deputy Secretaries, Under Secretaries, Section Officers and dealing staff. Particular structures vary by ministry, and a large ministry may have several departments under different Secretaries. Desks and sections handle the files, records, correspondence and proposals relevant to their assigned business.