BPAC-134: ADMINISTRATIVE SYSTEM AT STATE AND DISTRICT LEVELS

Tutor Marked Assignments

Course Code: BPAC-134
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 Departments. 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 State Secretariat is the central institution through which a state government formulates policy, coordinates departments and assists the political executive. Its administrative head, the Chief Secretary, occupies a unique position. Describing this officer as the “kingpin” means that many important administrative relationships revolve around the office. The description is appropriate because the Chief Secretary combines the roles of principal adviser, interdepartmental coordinator and senior leader of the state civil service. Yet the office works within constitutional, political and institutional limits.

Position in the administrative structure. The Chief Secretary is ordinarily the senior-most civil servant in the state and heads the Secretariat's administrative machinery. The office functions under the Chief Minister and the Council of Ministers. While ministers take political responsibility for decisions, the Chief Secretary helps translate government priorities into workable administrative programmes. Unlike a secretary who mainly handles one department, the Chief Secretary takes a state-wide view and can compare competing demands on financial, human and technical resources.

Principal adviser to the Chief Minister. The Chief Secretary supplies factual briefs, options and administrative assessments to the Chief Minister. When a government considers a major scheme, such as drought relief, a public-health programme or a new investment policy, the officer can identify legal requirements, likely costs, institutional capacities and implementation risks. An effective adviser does not simply support a proposed decision: professional advice should also identify its weaknesses and alternative courses.

Coordination among departments. Administrative problems seldom fit neatly into a single department. For example, flood management may require the revenue, irrigation, health, police, transport and rural development departments to act together. The Chief Secretary brings concerned secretaries to a common table, helps settle disputes about responsibility and follows up on collective decisions. Meetings of committees of secretaries and reviews of important schemes are practical instruments of this coordinating role. The officer's capacity to see the entire government is a major reason for the title “kingpin”.

Cabinet business and policy implementation. In many states the Chief Secretary, or an associated cabinet secretariat arrangement, helps ensure that proposals are adequately examined and that decisions of the Cabinet are communicated for action. The Chief Secretary may scrutinise whether schemes