

National Institute of Open Schooling
Senior Secondary Course - Political Science
Lesson 34: Administrative Machinery at the Centre, States and District Levels

Worksheet – 34

- Q.1 “India has adopted the federal system”, with reference to the statement write your views on the features of the federal system.
- Q.2 Write down about the important features of the 73rd and 74th amendments of the Indian Constitution.
- Q.3 “The ministries and departments together constitute the Central Secretariat”, in light to the given statement write down your views on the importance of the central secretariat.
- Q.4 Draw the hierarchical chart of Central Secretariat and show the position of the staff members in the chart.
- Q.5 Write down the types of matters in which the secretariat’s primary responsibility is to assist and advise the ministers and explain the same in your own words.
- Q.6 "The Cabinet Secretariat is headed politically by the Prime Minister and administratively by the Cabinet Secretary" In light to the given statement write down the organizational structure of the cabinet secretariat.
- Q.7 List down the important and main functions performed by the Cabinet Secretariat in your own words.
- Q.8 Write down the role and responsibilities performed by the Cabinet Secretary in your own words.
- Q.9 The Prime Minister’s Office (PMO) assists the Prime Minister to fulfill his various roles and responsibilities, in reference to the statement write down the importance of the PMO in your own words.
- Q.10 Write down a short note on state secretariat and its functions.