

MAHATMA GANDHI UNIVERSITY

(PRIVATE REGISTRATION)

B.A POLITICAL SCIENCE

CBCS-UG SEMESTER V

CORE COURSE-PS5CRT07

THEORIES AND PRINCIPLES OF PUBLIC ADMINISTRATION

QUESTION BANK AND ANSWER KEY

1. The discipline of Public Administration originated in:
 - a) U.K
 - b) U.S.A
 - c) Germany
 - d) India
2. Who is father of Public Administration?
 - a) L.D White
 - b) W.F Willoughby
 - c) Frank J Goodnow
 - d) Woodrow Wilson
3. Who was the originator of “ politics -administration dichotomy “?
 - a) Woodrow Wilson
 - b) W.F Willoughby
 - c) Mary Parker Follet
 - d) Henry Fayol
4. “Public Administration consists of all those operations having for their purpose the fulfilment or enforcement of public policy.” Who gave this definition?
 - a) L. D White
 - b) J.M Pfiffner
 - c) E.N Gladden
 - d) Marshall Dimock
5. “Public Administration is detailed and systematic execution of law. Every particular application of law is an act of administration”. Who gave this definition?
 - a) J.M Pfiffner
 - b) Woodrow Wilson
 - c) Henry Fayol
 - d) Frank J Goodnow
6. “Public Administration is the art and science of management as applied to the affairs of state”. Who gave this definition?
 - a) Dwight Waldo
 - b) Woodrow Wilson
 - c) Luther Gulick
 - d) E.N Gladden
7. The integral view of public administration is supported by:
 - a) L.D White

- b) Dimock
 - c) Gladden
 - d) All the above
8. Who among the following is the supporter of the managerial view of public administration?
- a) Luther Gulick
 - b) Herbert Simon
 - c) Thompson
 - d) All the above
9. The word "POSDCORB" relates to the ----- of public administration:
- a) Scope
 - b) Meaning
 - c) Purpose
 - d) Philosophy
10. The word "POSDCORB" was coined by:
- a) J.M Pfiffner
 - b) Marshall Dimock
 - c) Luther Gulick
 - d) L.D White
11. The letter "P" in POSDCORB stands for:
- a) Policy making
 - b) Planning
 - c) Personnel management
 - d) Programming
12. The letter "O" in POSDCORB stands for:
- a) Organizing
 - b) Orientation
 - c) Occupation
 - d) Order
13. The letter "S" in POSDCORB stands for:
- a) Selection
 - b) Staffing
 - c) Scrutinizing
 - d) Seniority
14. The letter "D" in POSDCORB stands for:
- a) Directing
 - b) Delegation
 - c) Decision making
 - d) Designing
15. The letter "CO" in POSDCORB stands for:
- a) Commission
 - b) Coordinating
 - c) Correlating
 - d) Controlling
16. The letter "R" in POSDCORB stands for:
- a) Recruitment

- b) Reporting
 - c) Region
 - d) Recession
17. The letter “B” in POSDCORB stands for:
- a) Banking
 - b) Budgeting
 - c) Branch
 - d) Base
18. “Organization is the form of every human association for the attainment of a common purpose”. Who gave this definition?
- a) J.D Mooney
 - b) L.D.White
 - c) Pfiffner
 - d) Luther Gulick
19. Which one of the following are not covered the bases of organization?
- a) Persons
 - b) Place
 - c) Process
 - d) Planning
20. Span of control depends on the -----
- a) Function
 - b) Time
 - c) Space
 - d) All the above
21. Scalar chain refers to
- a) All managers in a company
 - b) Chain of communication
 - c) Chain of command
 - d) Chain of managers from top to bottom linked by stepwise
22. “for any action whatsoever, an employee should receive orders from one superior only”. Who gave this definition?
- a) Henry Fayol
 - b) L.D White
 - c) Woodrow Wilson
 - d) Pfiffner&Prethus
23. Who among the following wrote the essay “The study of Administration”?
- a) Frank J Goodnow
 - b) Woodrow Wilson
 - c) Henry Fayol
 - d) Luther Gulick
24. “Introduction to the study of public administration” was written by
- a) Max Weber
 - b) L.D White
 - c) F.W Taylor
 - d) M.P Follet
25. According to Paul H Appleby public and private administration differs on the

- a) Political character
 - b) Breadth of scope, impact and consideration
 - c) Public accountability
 - d) All of the above
26. The administrative organization of the government consists of -----
- a) Line
 - b) Staff
 - c) Auxiliary
 - d) All the above
27. Which among the following agency directly carry out the function of accomplishing the substantive objectives of the organization?
- a) Chief executive
 - b) Staff
 - c) Line
 - d) Auxiliary
28. Which among the following agency performs secondary or supportive functions?
- a) Line
 - b) Auxiliary
 - c) Chief executive
 - d) Staff
29. Which among the following agency provide common housekeeping services to the line agencies?
- a) Chief executive
 - b) Staff
 - c) Auxiliary agencies
 - d) All the above
30. Who is the father of “Human Relations Theory”?
- a) Elton Mayo
 - b) Woodrow Wilson
 - c) Max Weber
 - d) Luther Gulick
31. The Hawthorne studies relates with -----
- a) Human Relations School
 - b) Bureaucratic Theory
 - c) Scientific Management Theory
 - d) All the above
32. The Hawthorne experiments gave rise to new thinking called:
- a) Scientific management
 - b) Human relations approach
 - c) Systems approach
 - d) Contingency approach
33. Bank wiring experiment relates with-----
- a) Bureaucratic theory
 - b) Hawthorne studies
 - c) Systems theory

- d) Scientific management theory
34. Which are the elements of the Human Relations Theory of Organization
- a) The individual
 - b) Informal organization
 - c) Participative management
 - d) All the above
35. The name of Max Weber is associated with
- a) Human relations theory
 - b) Bureaucratic theory
 - c) Scientific management theory
 - d) None of the above
36. The term “ bureaucracy ” was first coined by -----
- a) Karl Marx
 - b) Vincent de Gourney
 - c) Robert Michels
 - d) All the above
37. Select the types of authority given by Max Weber
- a) Traditional authority
 - b) Charismatic authority
 - c) Legal- rational authority
 - d) All the above
38. Who propounded the scientific management theory?
- a) Elton Mayo
 - b) Max Weber
 - c) F W Taylor
 - d) None of the above
39. Who is the father of scientific management theory?
- a) F.W Taylor
 - b) Woodrow Wilson
 - c) Mary Parker Follet
 - d) Max Weber
40. Select the characteristics of Scientific management theory
- a) Science
 - b) Harmony
 - c) Co-operation
 - d) All the above
41. Functional foremanship is associated with
- a) Human relations school
 - b) Scientific management theory
 - c) Bureaucratic theory
 - d) The decision-making approach
42. Differential piece rate plan is associated with
- a) Human relations school
 - b) Scientific management theory
 - c) Bureaucratic theory
 - d) The decision-making approach

43. Purpose of time study is
- To determine fair day's work
 - To remove wastage of time
 - To make workers punctual
 - To give timely assistance
44. The purpose of motion study is
- To determine the movement of machines
 - To find out the one best way to do as a work
 - To eliminate equipment that obstructs movement
 - None of these
45. Scientific management refers to
- Application of scientific methods to managerial practices
 - Observation and analysis of each task
 - Selecting and training men to perform their jobs
 - All the above
46. The principle of scalar chain was devised by
- Henry Fayol
 - Urwick
 - F W Taylor
 - Chestor I Bernard
47. Which of the following is not one of the principles of organization?
- Hierarchy
 - Unity of command
 - Span of control
 - Staffing
48. Which of the following differentiate public administration and private administration?
- Profit motive
 - Public accountability
 - Nature of functions
 - All the above
49. Politics administration dichotomy was the theme of
- First phase of evolution
 - Second phase of evolution
 - Third phase of evolution
 - Fourth phase of evolution
50. The history of evolution of public administration is generally divided into
- Four phases
 - Three phases
 - Five phases
 - Six phases
51. ----- is that branch of Public Administration which can help an organization in the management of personnel resources with the use of well thought out principles, practices, and rationalised techniques in selecting, and developing personnel for the fulfilment of organizational objectives systematically and scientifically.

- a) Personnel administration
 - b) Scientific management
 - c) Public administration
 - d) None of the above
52. Select the characteristics of bureaucracy
- a) Hierarchy
 - b) Professional qualities and career aspects
 - c) Legal authority and power
 - d) All the above
53. The Minnowbrook Conference was held under the patronage of
- a) Dwight Waldo
 - b) Elton Mayo
 - c) Max Weber
 - d) None of the above
54. The first Minnowbrook conference was held in the year
- a) 1965
 - b) 1968
 - c) 1990
 - d) 1982
55. Select the themes of “ New Public Administration”
- a) Relevance and values
 - b) Social equity and change
 - c) Client focus
 - d) All the above
56. The first Minnowbrook conference gave rise to
- a) New public administration
 - b) Politics administration dichotomy
 - c) Comparative public administration
 - d) Development administration
57. Which are the perspectives of new public administration pointed out by Dwight Waldo
- a) Client oriented bureaucracy
 - b) Representative bureaucracy
 - c) Peoples participation in administration
 - d) All the above
58. Who is the major exponent of comparative approach to public administration?
- a) Fred Riggs
 - b) Max Weber
 - c) Elton mayo
 - d) None of the above
59. Who is considered as the father of Comparative Public Administration?
- a) Alfred Diamant
 - b) Ferrel Heady
 - c) John Montgomery
 - d) Fred Riggs
60. According to Fred Riggs, Comparative Public Administration is

- a) Empirical
 - b) Nomothetic
 - c) Ecological
 - d) All the above
61. Agraria- Industria model was constructed by
- a) Ferrel Heady
 - b) Fred Riggs
 - c) Dwight Waldo
 - d) None of the above
62. Who developed fused -prismatic-diffracted model?
- a) Ferrel Heady
 - b) Fred Riggs
 - c) Dwight Waldo
 - d) None of the above
63. Who developed Prismatic Sala Model?
- a) Ferrel Heady
 - b) Fred Riggs
 - c) Dwight Waldo
 - d) None of the above
64. Who developed “ gangplank” in public administration?
- a) U.L Goswami
 - b) Henry Fayol
 - c) Elton mayo
 - d) Max Weber
65. Find out the characteristics of Development Administration
- a) Change orientation
 - b) Commitment
 - c) Citizen participative orientation
 - d) All the above
66. The term “new public management” was coined by
- a) Elton Mayo
 - b) Christopher Hood
 - c) Fred Riggs
 - d) None of the above
67. The “ new public management “ aims at
- a) Economy
 - b) Efficiency
 - c) Effectiveness
 - d) All the above
68. Public choice approach advocates
- a) Bureaucratic administration
 - b) Democratic administration
 - c) Personnel administration
 - d) None of the above
69. The term public administration was coined in the year
- a) 1812

- b) 1897
 - c) 1815
 - d) 1903
70. The first text book on Public Administration was:
- a) Introduction to the study of public administration
 - b) Principles of public administration
 - c) Creative experience
 - d) None of the above
71. ----- means filling up the vacant posts in civil service.
- a) Promotion
 - b) Training
 - c) Recruitment
 - d) None of the above
72. Negative recruitment stands for:
- a) Elimination of political influence
 - b) Prevention of favouritism
 - c) Keeping the rascals out
 - d) All the above
73. Which was the first country to adopt the scientific system of recruitment based on the merit principle?
- a) India
 - b) China
 - c) U.S.A
 - d) U.K
74. -----means filling up of vacant posts in the civil service by suitable and qualified candidates available in the open market.
- a) Indirect recruitment
 - b) Direct recruitment
 - c) Negative recruitment
 - d) None of the above
75. -----means filling up vacant posts by suitable and experienced candidates who are already in the service of the government.
- a) Direct recruitment
 - b) Negative recruitment
 - c) Indirect recruitment
 - d) None of the above
76. Indirect recruitment is also known as:
- a) Recruitment from with out
 - b) Promotion
 - c) Negative recruitment
 - d) None of the above
77. Find out the general qualifications required to the public servants
- a) Citizenship
 - b) Domicile
 - c) Age
 - d) All the above

78. Find out the special qualifications required to the public servants
- Education and experience
 - Technical knowledge
 - Personnel qualifications
 - All the above
79. -----is the process of developing skills, habits, knowledge and attitudes in employees for the purpose of increasing the effectiveness of employees in their present government positions as well as preparing employees for future government position.
- Training
 - Recruitment
 - Promotion
 - None of the above
80. Select the formal training:
- Orientation training
 - Inservice training
 - Post entry training
 - All the above
81. ----- training is meant for providing the employees with the knowledge of particular technique, procedure, rule, regulation and method.
- Departmental training
 - Background training
 - Skill training
 - None of the above
82. -----is the oldest technique of training.
- Lecture method
 - Syndicate method
 - Role play
 - Management games
83. "Sensitivity training" was suggested by:
- Woodrow Wilson
 - Chris Argyris
 - Elton Mayo
 - None of the above
84. Which of the following systems of recruitment is most widely prevalent in modern states?
- Spoils system
 - Merit system
 - Patronage system
 - Sale of public offices
85. Which of the following is relevant to the merit system of recruitment?
- Public servants will have restricted political rights
 - Permanent tenure of office of public servants
 - Independent and neutral agency to conduct recruitment into public services
 - All the above

86. Promotion in public services or recruitment from within is justified on certain grounds which of the following is a valid justification?
- It is a reward for honest and hard work and raises the morale of the employees
 - It is free from defects which inherent in direct recruitment
 - It is an essential element of the career service
 - All the above
87. Which of the following is not an advantage of the direct recruitment system?
- It is economical
 - It is in consonance with the principle of democracy
 - It ensures continuous supply of new ideas and outlook into public service
 - It widens the area of selection
88. Who defined “promotion as an appointment from a given position of higher grade, involving a change of duties to a more difficult type of work and greater responsibility, accompanied by change of title and usually an increase in pay”?
- L.D White
 - Elton Mayo
 - Max Weber
 - None of the above
89. Elements of promotion are:
- Change of position and duties
 - Change of responsibility and title
 - Change of pay
 - All the above
90. Promotion can also be called:
- Indirect recruitment
 - Direct recruitment
 - Negative recruitment
 - None of the above
91. -----implies the degradation of an employee from higher position to a lower position.
- Recruitment from within
 - Indirect recruitment
 - Demotion
 - None of the above
92. Select the principles of promotion
- Seniority principle
 - Merit principle
 - Seniority cum merit principle
 - All the above
93. “Toward a New Public Administration” was written by:
- Dwight Waldo
 - Frank Marini
 - George Frederickson
 - None of the above
94. Illumination experiment relates with:
- Human relations theory

- b) Bureaucratic theory
 - c) Scientific management theory
 - d) None of the above
95. Relay assembly test room experiment relates with:
- a) Human relations theory
 - b) Bureaucratic theory
 - c) Scientific management theory
 - d) None of the above
96. The administrative staff under the legal-rational authority system consists of:
- a) Bureaucracy
 - b) Servants and relatives of the ruler
 - c) Feudal lords
 - d) None of the above
97. Which one of the following are not covered under POSDCORB?
- a) Reporting
 - b) Budgeting
 - c) Discipline
 - d) Planning
98. Who defines “morale as the capacity of a group of people to pull together persistently in pursuit of a common purpose”?
- a) Leighton
 - b) Frank Marini
 - c) Herbert Simon
 - d) None of the above
99. Exception principle relates with:
- a) Scientific management theory
 - b) Bureaucratic theory
 - c) Human relations theory
 - d) None of the above
100. Who advocates the theory of “Dual Supervision”?
- a) J.D Millet
 - b) F.W Taylor
 - c) Max Weber
 - d) None of the above
101. The second phase in the history of public administration was known for:
- a) Rejection of the claim of public administration to be regarded as a science
 - b) Search for finding the principles of administration
 - c) Interdisciplinary approach
 - d) Rejection of politics -administration dichotomy
102. The study of public administration became interdisciplinary in approach in
- a) First phase
 - b) Second phase
 - c) Fifth phase
 - d) Fourth phase

103. Sir J. Stamp mentions four main points of difference between public administration and private administration. Which of the following is not among us?
- a) Rigid rules or regulations
 - b) External financial control
 - c) Public responsibility
 - d) Efficiency
104. Which of the following factors has contributed to the growing importance of public administration in recent times?
- a) Concept of welfare state and planned development
 - b) Role of bureaucracy in developing countries
 - c) Industrial revolution and technical development
 - d) All the above
105. The publication of two books-Toward a new public administration, the Minnowbrook perspective by Frank Marini, and Public Administration in a time of Turbulence by Dwight Waldo led to a new trend in public administration called:
- a) Development administration
 - b) New public administration
 - c) Theory building
 - d) Managerial revolution
106. "New public administration" laid emphasis on:
- a) Economy and efficiency
 - b) Values and ethics
 - c) Both a and b
 - d) Neither a nor b
107. The "new public administration" regarded-----as the centre of all administrative activity:
- a) Efficiency
 - b) Economy
 - c) Man
 - d) All the above
108. Which of the following statements is correct about "New Public Administration"?
- a) Its literature is anti-positivist
 - b) Its ant technical
 - c) It is antibureaucratic and antihierarchical
 - d) All the above
109. The positive perspective of "New Public Administration" includes which of the following features?
- a) It considers mankind as having the potentiality of becoming perfect
 - b) It found social equity as the most common vehicle for guiding human development
 - c) It places definite emphasis on innovation and change
 - d) All the above

110. Which of the following statements regarding “ New Public Administration” is correct?
- a) It was a temporary and transitional phenomenon
 - b) It stimulated constructive debate, and their emphasis upon the positive, moral goals of administration should have a lasting impact.
 - c) Neither a nor b
 - d) Both a and b
111. Which of the following statements is correct regarding the increasingly important role of public administration in modern state?
- a) The complexities of the modern industrial and urbanised civilization
 - b) The individual in modern society is concerned with it at every turn of his life from the cradle to the grave.
 - c) It is a great instrument of social change
 - d) All the above
112. Who among the following supported the concept of “ politics and public administration dichotomy” ?
- a) Albert Stickney
 - b) J.Goodnow
 - c) John M Pfiffner
 - d) All the above
113. Who among the following opposed the separation of politics from public administration?
- a) Luther Gulick
 - b) Marshall E Dimock
 - c) Dwight Waldo
 - d) All the above
114. Which of the following contributed to the growth of comparative public administration?
- a) Emergence of a large number of sovereign and independent countries in Asia and Africa after the second world war.
 - b) American assistance programme launched worldwide during and after the second world war.
 - c) Dissatisfaction with the culture bound character of the traditional public administration
 - d) All the above
115. Who among the following wrote the book- “the ecology of public administration”?
- a) Fred W Riggs
 - b) Robert Dahl
 - c) John M Gaus
 - d) None of these
116. The term “development administration” was first coined by:
- a) Fred W Riggs
 - b) Edward W Weidner
 - c) Goswami
 - d) Joseph La Palombara

117. The concept of “development administration” was first introduced by:
- Fred W Riggs
 - Edward W Weidner
 - Albert Waterson
 - Goswami
118. Which of the following was responsible for the growth of concept of development administration?
- Trend towards national planning and government interventionism
 - To fill the gap in the administrative theory which had glorified means and forgotten the ends
 - Need for accelerated economic and social development in the newly emerging countries of Asia and Africa.
 - All the above
119. Who said that development administration is concerned primarily with the tasks and process of formulating and implementing the four P’S?
- Goswami
 - Weidner
 - Donald C. Stones
 - Fred W Riggs
120. Which of the following is a characteristic of the development administration?
- Change and result oriented
 - Client oriented
 - Commitment
 - All the above
121. Gang Plank is:
- Group working in a workshop
 - Bridging the gap of management education
 - Permitting horizontal communication
 - None of these
122. The primary focus of human relations theory is on:
- Increasing labour productivity
 - Economy and efficiency
 - Individual as socio-psychological being and what motivates him
 - None of the above
123. Hierarchy means:
- Officials at different levels of organization
 - Control of the higher over the lower
 - Gangplank
 - All the above
124. Which of the following rules does not come within the ambit of hierarchy?
- Through proper channel
 - Each manger is superior to a manager below him but he is also subordinate to his own superior
 - It serves as a chain of command as well as chain of communication
 - Organization should strive to achieve a balance between complete centralisation and decentralization.

125. Which of the following is an advantage of the scalar process?
- It serves as an instrument of integration and coherence in an organization
 - It enables to fix up responsibility at each level
 - It simplifies the procedure of file movements
 - All the above.
126. Which of the following is true regarding hierarchy?
- It does not take into account the informal organization
 - Undue delay in making decisions
 - It contributes nothing to reposing mutual trust between the officials
 - All the above
127. Which of the following is relevant to the span of control?
- Nature of work
 - Leadership
 - Age of the agency
 - All the above
128. The term “performance Budget “ was coined by
- Administrative Reforms Commission in India
 - Second Hoover Commission of USA
 - Estimate Committee of India
 - First Hoover Commission of USA
129. The Chairman of the Public Account Committee of the Parliament is appointed by
- Speaker of Lok Sabha
 - Prime Minister of India
 - President of INDIA
 - Chairman of Rajya Sabha
130. The Civil Service was defined as “professional body of officials ,permanent ,paid and skilled by
- Herman Finer
 - O.G Stahl
 - Felix Nigro
 - E.N Gladden
131. Weber used the term-----to refer to any large organization, public or private, characterised by a clearly defined hierarchy of impersonal offices to which person are appointed based on technical qualifications and through which they are subject to strict discipline and control.
- Legitimate authority
 - Traditional authority
 - Bureaucracy
 - None of these
132. Which of the following is a better and most accepted meaning of the term Unity of Command?
- All the units of an organization should be integrated under the authority of one head

- b) There should be only one person and not a body of persons at the apex of an organization, and all lines of authority should concentrate in his hand
 - c) No individual employee should be subject to the orders of more than one immediate superior
 - d) None of the above
133. Distinction between line agencies and staff agencies rests on the fact that:
- I. Line agencies come in direct contact with the people whereas the staff agencies remain behind the curtain
 - II. Line agencies are end in themselves whereas staff agencies are means to an end
- a) Both are false
 - b) Both are true
 - c) Only (i) is true
 - d) Only (ii) is true
134. Which of the following agency is not a staff agency in India?
- a) Cabinet secretariat
 - b) Planning commission
 - c) Union public service commission
 - d) Monopolies and restricted trade practices commission
135. Span of control is concerned with:
- a) Number of field establishments which can be controlled by the head quarters
 - b) Number of levels of authority which can be created in an organization
 - c) Determining the number of subordinates to be supervised by each manager
 - d) None of the above
136. Weber mentions three types of authority. Which of the following is not in them?
- a) Legal rational authority
 - b) Official authority
 - c) Traditional authority
 - d) Charismatic authority
137. Centralisation is the result of certain factors. Which of the following is not in them?
- a) Central control makes for efficiency and economy
 - b) Economic planning and modern wars
 - c) Popular participation in the administration
 - d) Modern means of communication
138. Some of the techniques of coordination are mentioned below. Which of them is not a technique of voluntary coordination?
- a) Prior reference, consultation and clearance
 - b) Organizational hierarchy
 - c) Conferences
 - d) Standardization of procedures
139. Which of the following ways are useful for securing coordination in the organization?
- a) Clarifying authority and responsibility
 - b) Facilitating effective communication

- c) Through leadership
 - d) All the above
140. Luther Gulick mentions some difficulties in the way of effective coordination. Which of the following is not among them?
- a) Uncertainty of the future
 - b) Lack of knowledge and experience in the leaders
 - c) Size and complexity of the organization
 - d) Lack of administrative skill and technique
141. Max Weber mentions some causes which led to the rise of bureaucracy. Which of the following is not among them?
- a) The creation of money economy
 - b) The emergence of capitalist economy
 - c) Democracy
 - d) Advent of the nation state.
142. Which of the following features of bureaucracy is mentioned by Max Weber?
- a) Offices are ordered in a hierarchy
 - b) There is a complete segregation of official activity from private life
 - c) Official duties are conducted in a spirit of impersonality
 - d) All the above
143. Spoils system of recruitment of public services was prevalent in:
- a) India
 - b) U.K
 - c) U.S.A
 - d) France
144. The merit system of recruitment of public services in U.S.A was introduced in the year:
- a) 1884
 - b) 1910
 - c) 1848
 - d) 1900
145. Which of the following functions does not belong to civil service?
- a) Giving advice
 - b) Programme and operational planning
 - c) Production of services
 - d) Policy formulation
146. Which of the following is not part of the financial management?
- a) Preparation of the budget and securing approval of the legislature
 - b) Execution of the budget
 - c) Approval of the budget by the cabinet
 - d) Rendering of the accounts by the executive and the audit of these accounts
147. India follows the practice of:
- a) Plural budget
 - b) Cash budget
 - c) Performance budget
 - d) Surplus budget
148. Which of the following rule is not part of the budget making?

- a) Rule of lapse
 - b) Guillotine
 - c) Budget is prepared on the basis of gross income and not net income
 - d) Estimates should on cash basis
149. Which of the following types is practised in India?
- a) Zero-based budgeting
 - b) Performance budgeting
 - c) Incremental budgeting
 - d) None of these
150. Performance budgeting was first started in :
- a) U.K
 - b) U.S.A
 - c) France
 - d) Australia
151. The term performance budgeting was first coined by:
- a) Administrative reforms commission in India
 - b) First Hoover Commission in U.S.A
 - c) Fulton Committee on Civil Services in U.K
 - d) Plowden Committee on the control of Public Expenditure
152. Which of the following agencies is concerned with budget making?
- a) Finance Ministry of India
 - b) Treasury in U.K
 - c) Bureau of the Budget in U.S.A
 - d) All the above
153. Rajya Sabha in India consists of
- a) 238 members
 - b) 250 members
 - c) 254 members
 - d) 256 members
154. Zero-based budgeting first started in:
- a) U.S.A
 - b) India
 - c) U.K
 - d) Australia
155. In India the budget is prepared by the Union Finance Minister to:
- a) Joint session of two Houses of Parliament
 - b) Rajya Sabha
 - c) Lok Sabha
 - d) The President
156. The institution of Ombudsman was first introduced in:
- a) U.K
 - b) Australia
 - c) Sweden
 - d) Nigeria
157. The Ombudsman in Sweden is an independent authority to ensure:

- a) That administration is carried on according to law
 - b) That public authorities do not exceed or abuse their authority
 - c) That justice is rendered fairly and impartially
 - d) That rights and freedoms of citizens are not violated
158. The ombudsman in Sweden has the power to;
- a) Investigate complaints and recommend action
 - b) Prosecute guilty officials
 - c) Take disciplinary action against public servants
 - d) None of the above
159. In India the institution of Ombudsman is known as:
- a) C.B.I
 - b) Lokpal and Lokayukta
 - c) Central Administrative Tribunal
 - d) Consumer courts
160. Who is appointed as the first Lokpal in India?
- a) Justice Pinaki Chandra Ghosh
 - b) Justice K G Balakrishnan
 - c) Justice H.L Dattu
 - d) None of the above
161. First Lokpal in India was appointed in the year:
- a) 2018
 - b) 2019
 - c) 2000
 - d) 2005
162. Bhoomi project in Karnataka is an example of
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
163. Computerization of land records is an example of:
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
164. Gyandoot in Madhyapradesh is an example of:
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
165. Lokvani project in Uttarpradesh is an example of:
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
166. Project “ FRIENDS in Kerala” is an example of:
- a) Government to government initiative

- b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
167. ----- is a government to citizen initiative in Rajasthan
- a) e- Mitra project
 - b) smart Gov
 - c) MCA21
 - d) None of the above
168. e-Seva is a -----initiative in Andhra Pradesh
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
169. Select the government to business initiative:
- a) MCA21
 - b) Project Friends in Kerala
 - c) Smart Gov
 - d) None of the above
170. ----- is a government to government initiative
- a) Smart Gov
 - b) MCA21
 - c) Gyandoot
 - d) None of the above
171. Khajane Project is an example of:
- a) Government to government initiative
 - b) Government to citizen initiative
 - c) Government to business initiative
 - d) Government to employee initiative
172. National e-governance plan was formulated in the year:
- a) 2000
 - b) 2006
 - c) 2005
 - d) 1998
173. ----- is an online platform to engage citizens in the task of good governance.
- a) MyGov
 - b) Smart Gov
 - c) Khajane Project
 - d) None of the above
174. Advantages of e-governance are:
- a) Cost reduction
 - b) Transparency
 - c) Accountability
 - d) All the above
175. ----- is the application of ICT to the process of government functioning for good governance.

- a) E -governance
 - b) Smart governance
 - c) M-governance
 - d) None of the above
176. Who defined development administration as “a goal oriented and change oriented administration”?
- a) Edward Weidner
 - b) Fred Riggs
 - c) Herbert A Simon
 - d) None of the above
177. Financial year in India:
- a) 1st April to 31st March
 - b) 1st July to 30th June
 - c) 1st January to 31ST December
 - d) None of the above
178. Who is the First Finance Minister of India?
- a) Sri.R.K Shanmukham Chetty
 - b) Sri.P.Chidambaram
 - c) Dr.Manmohan Singh
 - d) Smt. Nirmala Sitharaman
179. The Right to Information Act came into force in -----.
- a) October 2005
 - b) December 2000
 - c) January 2002
 - d) None of the above
180. Who is the First Prime Minister of India?
- a) Pandit Jawaharlal Nehru
 - b) Dr.Manmohan Singh
 - c) Sri. A.B. Vajpayee
 - d) Sri.I.K.Gujral
181. Select The models of e-governance:
- a) The broadcasting models
 - b) The critical flow model
 - c) The comparative analysis model
 - d) All the above
182. Which of the following is not a demerit of decentralisation?
- a) Promotes completion between different units
 - b) Lack of competent managers at the unit level
 - c) It expensive
 - d) Creates problems of coordination
183. Management by exception is related to:
- a) Span of control
 - b) Scalar chain
 - c) Delegation of authority
 - d) None of the above

184. The role of public administration is to execute the:
- Programme of political parties
 - Will of the people
 - Will of the state
 - Policies of the government
185. The recruitment of All India Services is the function of :
- UPSC
 - State PSC
 - Legislature
 - Railway Recruitment Board
186. Who is appointing authority of the chairman of the UPSC?
- President
 - Prime Minister
 - Cabinet
 - Governor
187. The term “public” in the public administration stands for:
- The citizens
 - The governmental administration
 - Judicial functions
 - Legislative functions
188. Which of the following is the main cause of the scalar system?
- Unity of command
 - Hierarchy
 - Delegation
 - Co-ordination
189. Karl Marx regarded bureaucracy as:
- An instrument of government
 - A medium of policy implementation
 - An instrument of dominant ruling class promoting particular interests
 - An instrument of the nobles promoting their interests
190. Which among the following is empowered to create more All India Services?
- Rajya sabha
 - Parliament
 - Union cabinet
 - State legislatures
191. The principle of unity of command ensures:
- Accountability
 - Acceptability
 - Specialization
 - Co-ordination
192. Who said “An organization has three elements- persons, combined efforts and common purpose?”
- L.D White
 - Gulick
 - Millward
 - Gladden

193. The last stage in the process of recruitment is:
- Appointment
 - Orientation
 - Placement
 - Probation
194. The administrative staff college of India was established:
- 1957
 - 1958
 - 1959
 - 1962
195. The first country in the world to introduce the right to information was:
- India
 - Sweden
 - U.S.A
 - Finland
196. Uniformity of treatment is considered as an important feature of ----- administration:
- Private
 - Public
 - Private and public
 - None of the above
197. Public administration is:
- A discipline
 - An activity
 - Subject study
 - All the above
198. The Prime Minister's office in India is a:
- Line agency
 - Auxiliary agency
 - Staff agency
 - None of these
199. Which of the following factors helps to build up morale of the employees in the organization?
- Participatory management
 - Grievance redressal mechanism
 - Job satisfaction
 - All the above
200. In which year railway budget merged with union budget in India?
- 2016
 - 2017
 - 2000
 - 2018

ANSWER KEY

1.b	2.d	3.a	4.a	5.b	6.a	7.d	8.d	9.a	10.c
11.b	12.a	13.b	14.a	15.b	16.b	17.b	18.a	19.d	20.d
21.d	22.a	23.b	24.b	25.d	26.d	27.c	28.d	29.c	30.a
31.c	32.a	33.b	34.d	35.b	36.b	37.d	38.c	39.a	40.d
41.b	42.b	43.b	44.b	45.d	46.a	47.d	48.d	49.a	50.c
51.a	52.d	53.a	54.b	55.d	56.a	57.d	58.a	59.d	60.d
61.b	62.b	63.b	64.b	65.d	66.b	67.d	68.a	69.a	70.a
71.c	72.d	73.b	74.b	75.c	76.b	77.d	78.d	79.a	80.d
81.c	82.a	83.b	84.b	85.d	86.d	87.a	88.a	89.d	90.a
91.c	92.d	93.b	94.c	95.c	96.a	97.c	98.a	99.a	100.a
101.b	102.c	103.d	104.d	105.b	106.b	107.c	108.d	109.d	110.b
111.d	112.d	113.d	114.d	115.a	116.c	117.b	118.d	119.c	120.d
121.c	122.c	123.b	124.d	125.d	126.d	127.d	128.d	129.a	130.a
131.c	132.c	133.b	134.d	135.c	136.b	137.c	138.b	139.d	140.c
141.d	142.d	143.c	144.a	145.d	146.c	147.a	148.b	149.c	150.b
151.b	152.d	153.b	154.a	155.c	156.c	157.d	158.a	159.b	160.a
161.b	162.b	163.b	164.b	165.b	166.b	167.a	168.b	169.a	170.a
171.a	172.b	173.a	174.d	175.a	176.a	177.a	178.a	179.a	180.a
181.d	182.a	183.b	184.a	185.a	186.a	187.b	188.b	189.c	190.b
191.a	192.a	193.b	194.a	195.b	196.b	197.d	198.b	199.d	200.b

