

ANSWER KEY

Class XII – Public Administration

(2026–27)

SECTION – A

Q.1. D) United States of America (1 Mark)

Q.2. A) India (1 Mark)

Q.3. B) Prime Minister (1 Mark)

Q.4. A) Vice-President (1 Mark)

Q.5. B) Article 293 (1 Mark)

Q.6. C) President (1 Mark)

Q.7. A) Chief Justice (1 Mark)

Q.8. C) Governor (1 Mark)

Q.9. C) Stahl (1 Mark)

Q.10. C) Britain (1 Mark)

Q.11. B) 1937 (1 Mark)

Q.12. B) Luther Gulick (1 Mark)

Q.13. D) France (1 Mark)

Q.14. D) Lecture Method (1 Mark)

Q.15. C) Zila Parishad (1 Mark)

Q.16. A) Secretary (1 Mark)

Q.17. Executive is the organ of government responsible for implementing laws and administering the state. (1 Mark)

Q.18. National Emergency (Article 352). (1 Mark)

Q.19. It improves the efficiency and skills of employees. (1 Mark)

Q.20. It has a separate legal entity. (1 Mark)

Q.21. 6 years (1 Mark)

Q.22. Legislature (1 Mark)

Q.23. Judiciary (1 Mark)

Q.24. 2 (1 Mark)

SECTION – B

Q.25. (2 Marks)

Election process is indirect and complicated.

Common citizens do not directly elect the President.

Q.26. (2 Marks)

Positive recruitment means attracting the maximum number of qualified candidates to apply for government jobs.

Q.27. (2 Marks)

Cabinet consists of senior ministers, whereas the Council of Ministers includes all ministers. Cabinet takes important policy decisions, whereas the Council of Ministers assists in implementing them.

Q.28. (2 Marks)

Promotion should be based on merit and efficiency.
A fair and transparent promotion policy should be followed.

Q.29. (2 Marks)

To ensure people's participation in local administration.
To promote rural development through decentralization.

Q.30. (2 Marks)

Training is the process of improving the knowledge, skills and efficiency of employees for better performance.

Q.31. (2 Marks)

Political influence and favoritism.
Delay in the recruitment process.

Q.32. (2 Marks)

Administrative Power.
Policy-making Power.

SECTION – C

Q.33. (3 Marks)

Conducts examinations for recruitment to Central Services.
Advises the government on appointments, promotions and transfers.
Advises on disciplinary matters of civil servants.

OR

UPSC is called the "Watchdog of Public Services" because it ensures merit-based recruitment, advises the government on service matters and protects the interests of civil servants.

Q.34. (3 Marks)

The Comptroller and Auditor General (CAG) is an independent constitutional authority appointed by the President. He audits the accounts of the Union and State Governments and ensures proper use of public funds.

Q.35. (3 Marks)

Purpose (Function) Basis.

Process Basis.

Clientele Basis.

Area (Territory) Basis.

Q.36. (3 Marks)

Lecture Method.

Case Study Method.

Role Playing Method.

Q.37. (3 Marks)

Ensures fairness and impartiality.

Reduces favoritism.

Increases employee morale.

OR

Promotion is important because it motivates employees, improves efficiency, raises morale and provides opportunities for career advancement.

SECTION – D

Q.38. Functions of the Cabinet (5 Marks)

Formulates national policies.

Directs and coordinates administration.

Prepares and presents the Budget.

Advises the President.

Controls legislative and financial affairs of the government.

Q.39. Jurisdiction of the Supreme Court (5 Marks)

Original Jurisdiction.

Appellate Jurisdiction.

Advisory Jurisdiction.

Writ Jurisdiction.

Judicial Review.

OR

The Supreme Court is called the Guardian of the Constitution because it protects the Constitution through judicial review and safeguards Fundamental Rights. It is called the Final Court of Appeal because its decisions are final and binding on all courts in India.

Q.40. Importance and Challenges of Panchayati Raj System (5 Marks)

Importance:

Strengthens democracy at the grassroots level.

Encourages people's participation.

Promotes rural development.

Challenges:

Lack of financial resources.

Political interference.

Lack of training and awareness.

Administrative weaknesses.

Q.41. (5 Marks)

Parliament exercises control over Public Corporations through:

Parliamentary Questions.

Discussions and Debates.

Examination of Annual Reports.

CAG Audit Reports.

Committee on Public Undertakings.

Q.42. (5 Marks)

A Budget is the annual financial statement showing the estimated income and expenditure of the government for a financial year.

Major Objectives:

Financial Control.

Proper Allocation of Resources.

Economic Development.

Social Welfare and Justice.

Economic Stability.

OR

Procedure for Passing the Budget in India:

Presentation of the Budget.

General Discussion.

Voting on Demands for Grants.

Passing of the Appropriation Bill.

Passing of the Finance Bill.

President's Assent.