

**QUICK REVISION MODULE**  
**(UPSC PRELIMS 2024) POLITY**

# **ADMINISTRATIVE**

# **SYSTEM**

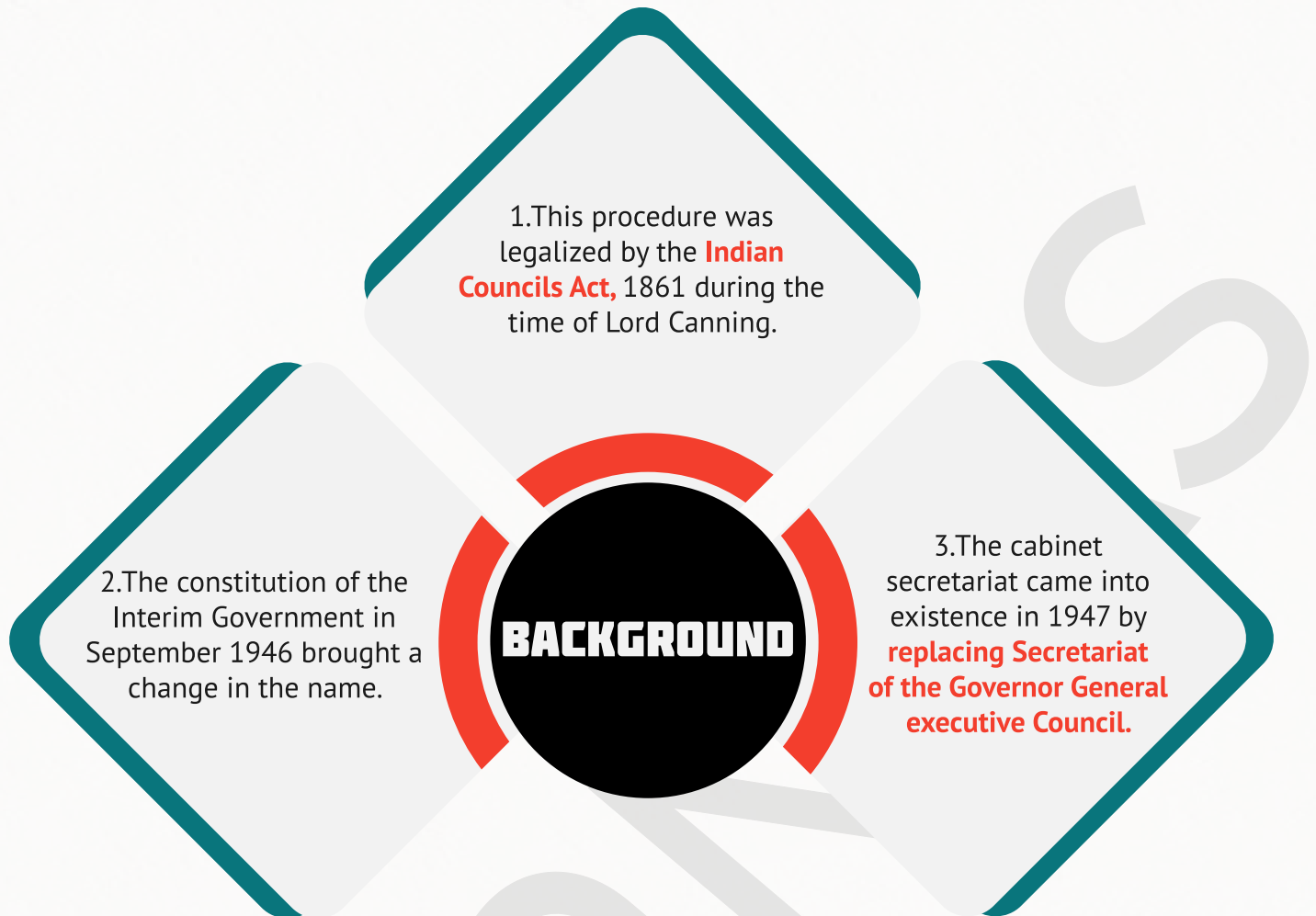
**(PMO, CABINET SECRETARIAT, CENTRAL SECRETARIAT  
AND DISTRICT ADMINISTRATION)**

## **CABINET SECRETARIAT**

The cabinet is headed by the PM, who is responsible for administration of GOI. In this task, cabinet is assisted by the Cabinet Secretariat.

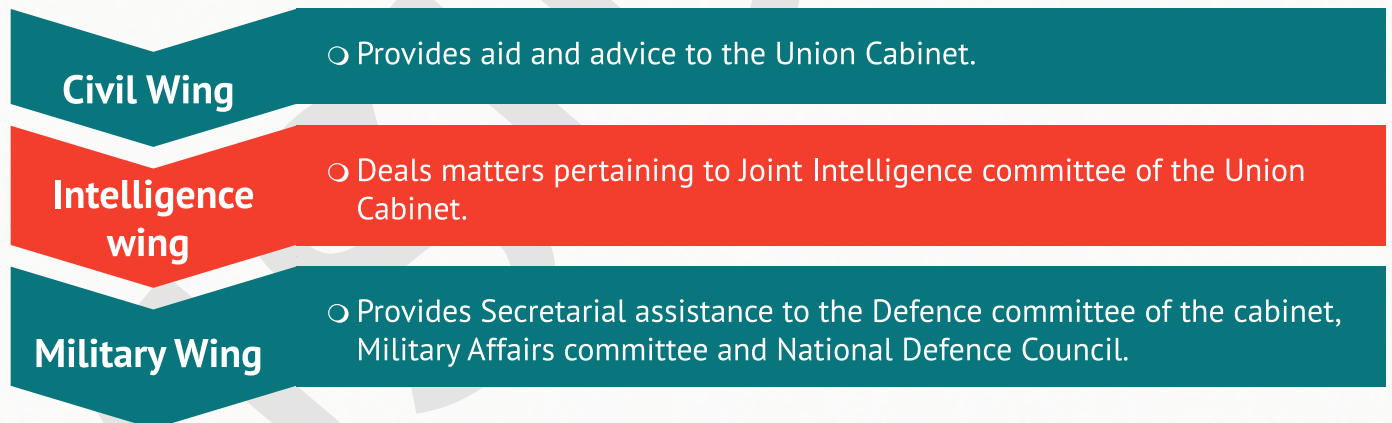
The Cabinet Secretariat **enjoys the status of a department** of the Government of India under the **Allocation of Business Rules, 1961**.

**Note:** It is headed politically, by the Prime Minister and administratively, by the Cabinet Secretary.

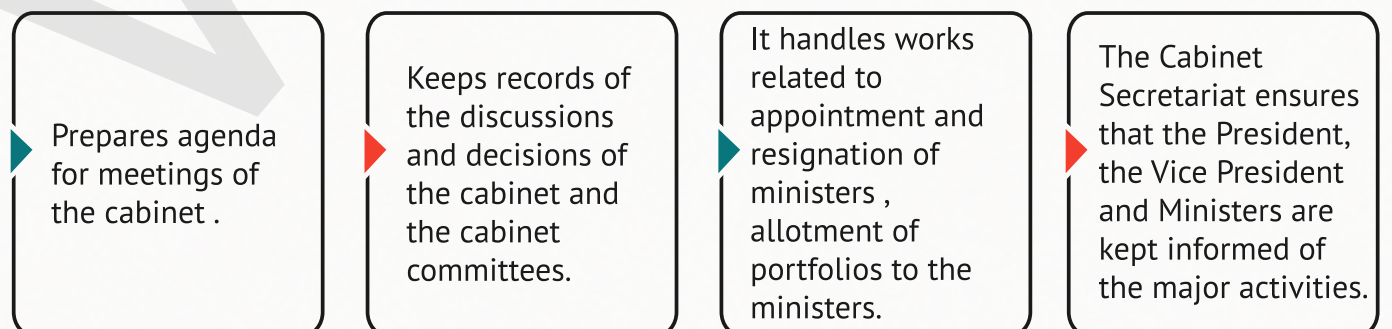


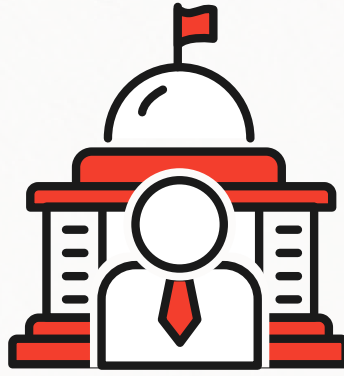
## STRUCTURE

It has 3 wings – Civil Wing, Military wing and Intelligence Wing.



## FUNCTIONS





## PRIME MINISTERS OFFICE

- **PMO is staff agency meant for providing** secretarial assistance and crucial advice to the Prime Minister .
- **It enjoys the status of a department of the GOI under the Allocation of Business Rules, 1961. It has no attached or subordinate office under it.**

### BACKGROUND

- PMO **came into existence in 1947** by replacing the secretary to the Governor General. Till 1977 it was called Prime Minister's secretariat.

### COMPOSITION

- It is **politically headed by PM** and **administratively headed by Principal secretary.**

- PMO = Principal secretary + one or two additional secretaries + 3 to 5 Joint secretaries + Directors + Deputy secretaries + Under secretaries.

## FUNCTIONS OF PMO

- Assisting the PM in his overall responsibilities.

- Aiding him in his responsibilities as chairman of Niti Aayog.

- Maintaining liason with President, Governors and Foreign Representatives in the country.



# CENTRAL SECRETARIAT

○ It comprises of all the members of all the ministers and departments of the central Government.

○ **Article 77:** The President shall make rules for the more convenient transaction of the business of the Government of India, and for the allocation among Ministers of the said business.

**Note: Ministries/departments of central government are governed by GOI (Allocation of Business) Rules, 1961.**

## EVOLUTION

**In 1843,** Governor General of India separated the secretariat of the Government of India from that of the Government of Bengal.

**In 1859, Portfolio system** was introduced by Lord Canning.

**In 1905, the tenure system of secretariat staffing** was introduced by Lord Curzon.

In 1947, the departments of the GOI were renamed ministries.

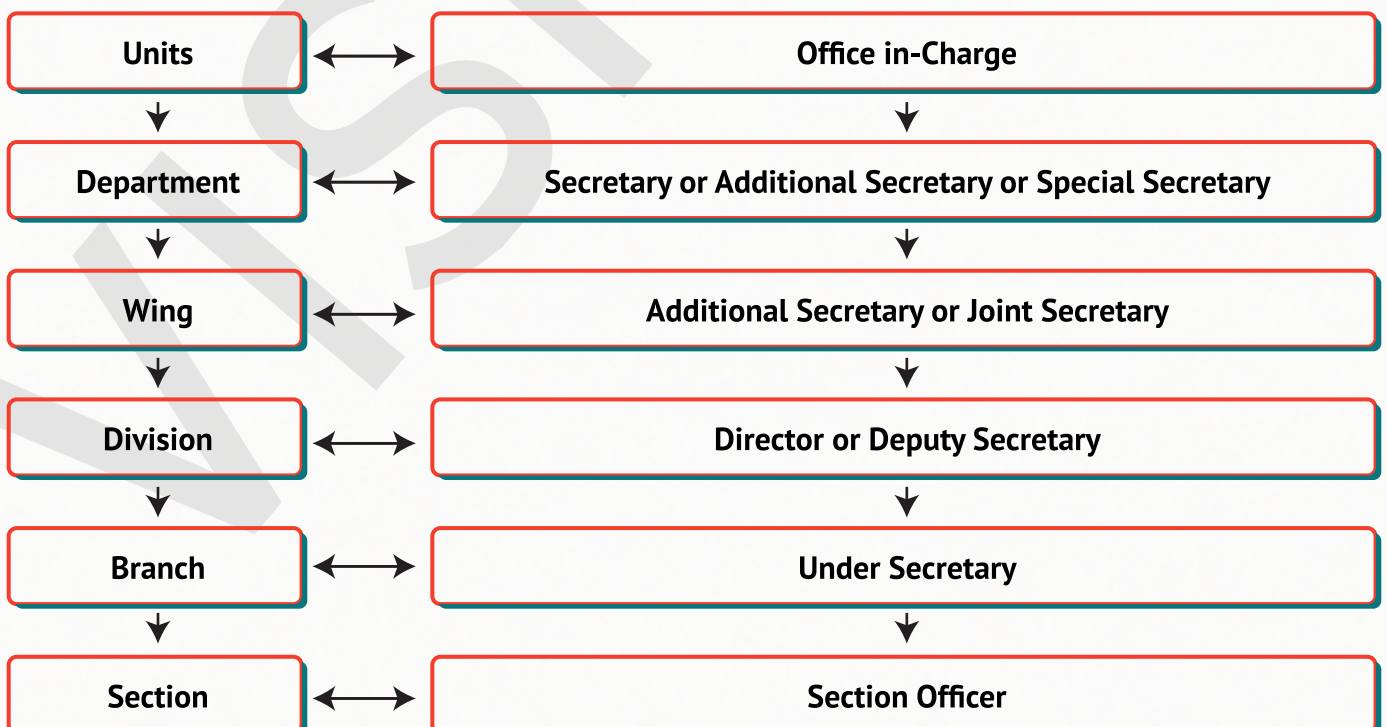
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## STRUCTURE

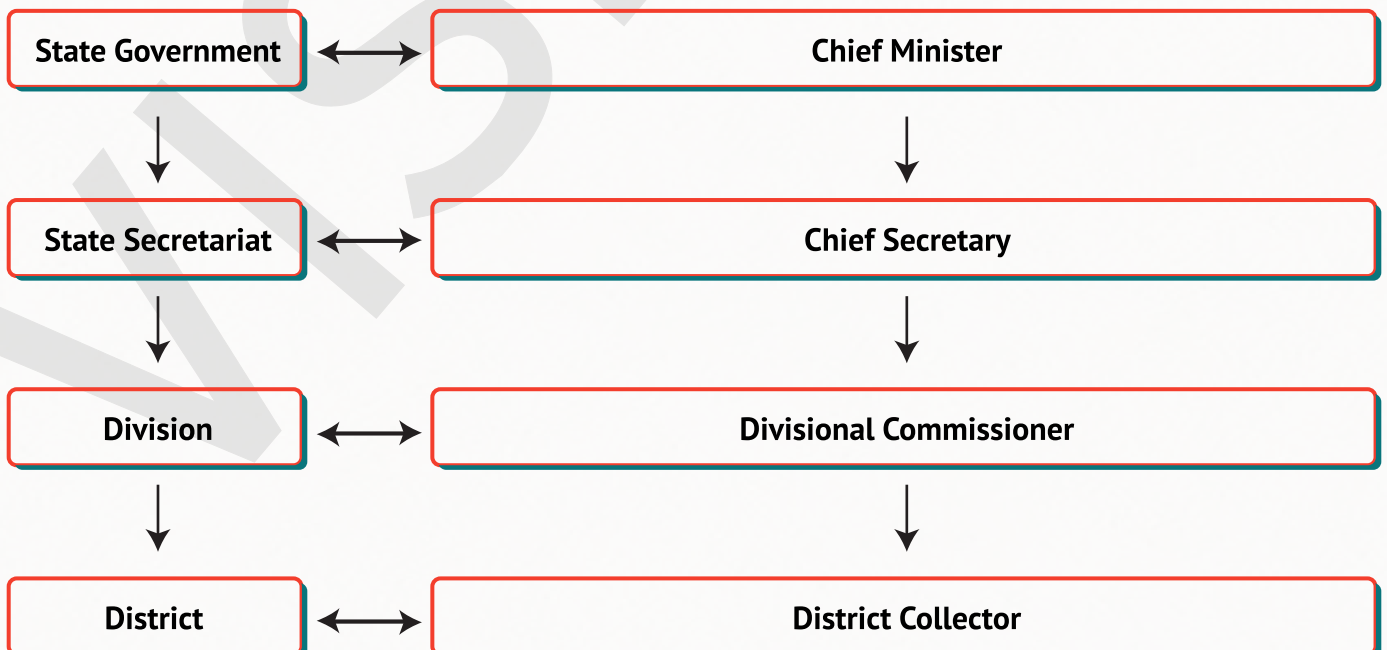




## DISTRICT ADMINISTRATION

District collector is the head of the district administration.

### STRUCTURE





## EVOLUTION

