

Chapter # 5

Administrative Structure of Pakistan and Good Governness

1. Total number of members of National Assembly are:
a) 275
b) 342
c) 237
d) 100
2. Total number of members of Senate of Pakistan:
a) 104
b) 63
c) 87
d) 50
3. Tenure of members of National Assembly is:
a) 5 years
b) 4 years
c) 6 years
d) 3 years
4. Number of house of Majlis-e-Shura is:
a) One
b) Two
c) Three
d) Four
5. Head of State is:
a) Commander in Chief
b) Prime Minister
c) President
d) Governor
6. Headquarter of Supreme Court is situated in:
a) Islamabad
b) Lahore
c) Karachi
d) Peshawar
7. Tenure of Prime Minister is Maximum:
a) 5 years
b) 4 years
c) 6 years
d) 7 years
8. Tenure of Chief Minister is:
a) 5 years
b) 4 years
c) 6 years
d) 7 years
9. Total number of seats of Punjab Provisional Assembly is:
a) 369
b) 371
c) 372
d) 373
10. Total number of seats of Sindh Provisional Assembly is:
a) 162
b) 164
c) 371
d) 168
11. Total number of seats of K.P.K provisional assembly is:
a) 168
b) 371
c) 124
d) 126
12. Total number of seats of Baluchistan Assembly is:
a) 371
b) 16
c) 124
d) 66
13. Grade of Federal Secretary is:
a) 22
b) 21
c) 23
d) 20
14. General seats of Punjab for National Assembly are:
a) 141
b) 142
c) 61
d) 35
15. General seats of Sindh for National Assembly are:
a) 141
b) 61
c) 35
d) 14
16. General seats of K.P.K. for National Assembly are:
a) 61
b) 39
c) 148
d) 14

17. General seats of Baluchistan for National Assembly are:
a) 16 b) 35
c) 61 d) 58
18. Total number of seats for women in National Assembly is:
a) 60 b) 65
c) 70 d) 55
19. Total number of seats for women in Punjab assembly is:
a) 65 b) 66
c) 60 d) 10
20. Total number of seats for women in Sindh Assembly is:
a) 29 b) 30
c) 66 d) 10
21. Total number of seats for women in K.P.K Assembly is:
a) 29 b) 22
c) 30 d) 36
22. Total number of seats for women in Baluchistan Assembly is:
a) 11 b) 29
c) 14 d) 66
23. Total number of seats for minorities in National Assembly is:
a) 10 b) 15
c) 20 d) 18
24. Tenure of members of Senate is:
a) 5 years b) 4 years
c) 10 years d) 6 years
25. Tenure of District Chairman and Vice Chairman is:
a) 4 years b) 5 years
c) 6 years d) 8 years
26. Judge of Supreme Court can continue in his office up to age of:
a) 60 years b) 62 years
c) 65 years d) 50 years
27. Judge of high court can continue in his office up to age of:
a) 60 years b) 62 years
c) 65 years d) 50 years
28. Hazrat Omar (R.A) divided the Islamic State in how many Provinces
a) 14 b) 10
c) 12 d) 16
29. Who nominates the Provincial Governor?
a) President b) Prime Minister
c) Chief justice d) Chief Justice
30. The head of Federal Government is:
a) President b) Prime Minister
c) Chief justice d) Chief Justice
31. The political head of Ministry is:
a) Federal Minister b) Prime Minister
c) Chief justice d) Chief Justice
32. The grade of joint secretary is:
a) 17 b) 18
c) 19 d) 20

33. The political head of division is:
a) Federal Minister
b) Prime Minister
c) Minister for state
d) Chief Justice
34. Hazrat Umer period of governance is known as:
a) Golden period
b) Good period
c) Best period
d) Unforgettable period
35. The head of province is:
a) Federal Minister
b) Prime Minister
c) Minister for state
d) Governor
36. The head of Government of province:
a) Federal Minister
b) Prime Minister
c) Minister for state
d) Chief Minister
37. The Chief Minister controls the Administration of Province by:
a) Chief secretary
b) Prime Minister
c) Minister for state
d) Chief Minister
38. The administration of province with the consultation of chief minister is run by:
a) Governor
b) Prime Minister
c) Minister for state
d) Chief Minister
39. The administrative head of province is:
a) Chief secretary
b) Prime Minister
c) Minister for state
d) Chief Minister
40. Chief minister is elected for how many years:
a) 4
b) 3
c) 2
d) 5
41. Who is responsible for the law in order of province:
a) Governor
b) Prime Minister
c) Minister for state
d) Chief Minister
42. Pakistan's existing administrative structure of Federal and Provincial Government is operating under the constitution of:
a) 1962
b) 1972
c) 1956
d) 1973
43. Both houses of parliament choose:
a) Chief of army staff
b) Prime minister
c) President
d) Governor
44. National assembly choose:
a) Chief of army staff
b) Prime minister
c) President
d) Governor
45. Who chooses speaker and deputy speaker:
a) National Assembly
b) Prime minister
c) President
d) Governor
46. Who chooses chairman and deputy chairman:
a) Senate
b) Prime minister
c) President
d) Governor
47. Member of senate retired after how many years:
a) Two
b) Three
c) Four
d) Five
48. Prime Minister and his cabinet is answerable in front of:
a) Session court
b) Parliament
c) Shariat Bench
d) Supreme court
49. How many types of Ministers are there in Federal Cabinet:

a) **Two**
c) Four

b) Three
d) Five

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Chapter 5

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Short Questions with their Answers.

1. **What does legislature do? OR Write down five functions of Majlis-e-Shura.**

- Ans. i) Legislation
ii) Supervision of Executive
iii) Financial Functions
iv) Judicial Function
v) Electoral Functions
vi) Amendment in the Constitution

2. **Write three functions of the Executive.**

- Ans. i) To control the all administrative office of the Pakistan.
ii) To enforce the rules & regulation constituted by the parliament
iii) To answer the questions putted by the member of the Parliament about their progress.

3. **Write the names of five important organizations of Federal Government.**

- Ans. A. Parliament i. Senate ii. National Assembly
B Federal Executive i. President's Secretariat ii. Prime Minister Secretariat
iii. Central Secretariat
C Supreme Court

4. **What is Ministry**

- Ans. i) Ministry comprises one or two Divisions.
ii) It formulates policies and implements them.
iii) The political head of the Ministry is Federal Minister, while its administrative head is Secretary, an officer of BS-22.
iv) The Federal Minister works as liaison between the Prime Minister and the Ministry.
v) He keeps informed the Prime Minister about the working of the Ministry.

Q5. What is the difference between federal Minister and Minister for State?

- Ans. i) Federal Minister is the Head of the Ministry while Minister for State is the head of the division
ii) Federal Minister made the policies for his ministry while minister of the state made the policies for his division.
iii) Federal Minister works as a liaison between the prime minister and the minister while federal minister works as a liaison between the prime minister and the division
iv) Federal Minister give the answer to the questions regarding to his ministry in the parliament while minister for state answer the questions related to his division.

Q6. Write three functions of Section Officer.

- Ans. i) The Section Officer is an officer of Federal Government.
ii) He is a Govt. Servant of BS-17 or BS-18.
iii) He is in-charge of his section and supervises the daily routine of the section.
iv) He implements the orders of high ups, and supervise his staff.

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7. Write two powers of Supreme Court.

- Ans. i) The Supreme Court of Pakistan has the original Jurisdiction in cases, which are between the center and the provinces.
ii) The Supreme Court has the appellant jurisdiction against the decisions of all the High Courts.
iii) The President of Pakistan can seek advice from the Supreme Court on any matter of national importance.
iv) The Supreme Court has the supervisory authority over all the High Courts.

8. Write down the names of two houses of the Majlis-e-Shura.

- Ans. The legislature of Pakistan is known as Majlis-e-Shurah, which comprises two houses
1. The upper house or (Senate).
2. The lower house or (National Assembly).

9. Write down the important official of the federal government.

- Ans. i) President's Secretariat
ii) Prime Minister Secretariat
iii) Central Secretariat A. Ministry B. Division
iv) Attached Department
v) Sub ordinate office

10. Write down the four functions (powers) of the president.

- Ans. i) The President is the head of the state, who is elected by the members of parliament and members of four provincial assemblies for the term of five years.
ii) The President of Pakistan acts upon the advice of the Prime Minister.
iii) He ratifies the bills passed by the Parliament or returns for reconsideration
iv) He issues ordinances relating to certain matters about which there exists no law or code. These ordinances become laws when they are approved by the Parliament.

11. Write down the four functions (powers) of the Prime Minister.

- Ans. i) The Prime Minister is the head of the federal government.
ii) He is elected by the National Assembly for the term of five years.
iii) He has a Cabinet for his assistance. The Prime Minister nominates the members of the Parliament for his Cabinet.
iv) The Prime Minister and his Cabinet are accountable before the Parliament for its working
v) The Prime Minister has all executive powers including legislation, budgeting and defense of the country.

12. Write down the five important official of the provincial government.

- Ans. i) Chief Minister ii) Governor
iii) Provincial Cabinet iv) Chief Sectary
v) Sectary etc.

13. Write down the four powers of the Chief Minister.

- Ans. i) The Chief Minister is the head of the government of the province.
ii) He is elected by the Provincial Assembly for the term of five years
iii) He is a political head of the provincial executive and is assisted by the Chief Secretary.
iv) The Chief Minister controls the administration of the province through the Chief

Secretary and improves its functioning.

v) He is head of his Cabinet, which is constituted by his own will.

14. Write down the four powers of the Governor.

- Ans.
- i) Governor is the head of the province and is appointed by the President.
 - ii) He can continue in the office till the pleasure of the President.
 - iii) He can summon the session of the Provincial Assembly, or address it or dissolve it on the advice of the Chief Minister.
 - iv) He runs the administration of the province with the consultation of the Chief Minister.
 - v) He issues ordinances, if they are needed.

15. Write down the three objective of the Provincial Assembly or legislature.

- Ans.
- i) Provisional Assembly Legislate for province.
 - ii) It approves budget for province.
 - iii) It super wise the provisional departments and the government.
 - iv) It elects the president of Pakistan and Chief Minister of the province.

16. Write down the powers of the High Court or Provincial Judiciary.

- Ans.
- i) It protects the constitutions.
 - ii) It hears appeals against the decision of the lower courts.
 - iii) It has the power to hear the five writs for the protection of the fundamental rights.
 - iv) It supervises the subordinate courts.

17. What is meant by good governance?

- Ans.
- Good governance means the art of government, in which all the public decisions and other government affairs are dealt transparently and the government officials are made responsible, and the gap between the government and the people is bridged.

18. Write down some characteristics of good governance.

- Ans.
- i) To provide Justice
 - ii) To flourish Democratic Values
 - iii) Elimination of Corruption
 - iv) Prosperous Society
 - v) Religious Liberty

19. Write down the Characteristics of the administration of the of Hazrat Umer?

- Ans.
- i) Establishment of Majlis-e-Shurah Aam & Khas
 - ii) Division of State in Fourteen Provinces & Districts
 - iii) Formation of Central Government
 - iv) Administrative Policy
 - a) Open the door policy
 - b) Accountability Policy
 - c) Land Policy
 - d) Merit Policy
 - e) Revenue Policy

20. What are the three pillars of federal government in Pakistan?

- Ans.
- i) Legislature
 - ii) Executive
 - iii) Judiciary

21. Write down the structure of the upper house or Senate in Pakistan.

- Ans.
- The upper house or the Senate comprises of 104 members. Member of Senate is called senator. Twenty two senators (including technocrats and women) are elected

from each province. Four senators (including one technocrat and one woman) are elected from Islamabad. Senators of provinces are elected by respective provincial assemblies, whereas senators of Islamabad are elected by National Assembly. Tenure of Senate is six years.

22. Write down the Land policy of Hazrat Umer (R.A)?

Ans. i) He had abolished the feudal system and distributed the land among the landless peasants.

ii) He built the canals throughout the country.

iii) He got surveyed the land of the state and fixed the taxes according to survey record.

23. Write down the judicial functions of Parliament OR Majlis-e-Shora OR Legislature.

Ans. i) The lower house of the Parliament, (National Assembly) passes budget every year for the country.

ii) The Government cannot spend a penny without the approval of the Parliament. Likewise, the Government can impose or withdraw a tax with the approval of the Parliament.

iii) The upper house (senate) has no any power regarding budget or financial matters of the country.

24. Write a short note on National Assembly.

Ans: The lower house or the National Assembly comprises 342 members. General seats are divided into Punjab (148), Sindh (61), KPK (35), Baluchistan (14), Islamabad (2) and tribal Areas (12). Ten additional seats are reserved for minorities. The members of National Assembly are elected for five years on the basis of adult franchise.

25. Write a note on "Senate".

Ans: The upper house or the Senate comprises 100 members, who are elected on the basis of equal representation of the provinces. Twenty two senators including technocrats and one woman are elected from Islamabad and eight from Tribal Areas. Senators are elected for six years by the respective provincial assembly. Half of the senators retire after three years and are replaced by new members whereas senators from Islamabad and Tribal Areas are elected by National Assembly.

26. Write down the duties of joint secretary?

Ans: Joint secretary is of an office (BS-20) of Federal Government. He is junior to Additional Secretary. He helps the additional Secretary and conveys his orders to the subordinates. He forwards the reports of the subordinates. He is incharge of a wing and is responsible for tis proper functioning.

27. What is meant by "Principle Expertise".

Ans: The good Administration depend upon the principles\of expertise and every work is assigned to the experts, which increases the efficiency of the government.

28. How did Hazrat Umer (R.A) divide the state?

Ans: He divided the Islamic state into fourteen provinces and the provinces were subdivided into districts. In other words, whole of estate was divided into many administration units. He had appointed many civil servants like Wali, Katab, Katab-ul-Kheraj, Sahab-ul-Hadi's, Shahb-ul-Bati-ul-Mal, Qazis and judges.

29. How did Hazrat Umer govern the Accountability policy?

Ans: There was a system of the accountability for civil servants, whenever he used to appoint a civil official, he used to give him in writing the appointment order, the responsibilities and other directions. The official, on arrival at his place of appointment used to gather the people and read out his order and responsibilities. The civil officials assets were recorded in official documents. If his assets increased, he was dismissed and his assets were confiscated in favour of state. Every government servant had the standing direction neither to ride the horse, nor to wear fine clothes and nor to post guard at his door.

30. Write a short note on Provincial government?

Ans: Governor is the head of the province and is appointed by the president. He can continue in the office till the pleasure of the President. He can summon the session of Provincial Assembly, or address it or dissolve it on the advice of the chief Minister. He runs the administration of the province with the consultation of the chief Minister. He issues ordinances, if they are needed.

31. Write down the Functions of Chief Secretary?

Ans: Secretary is an administrative head of the respective department. He works as a special assistant to Minister of his department, and advises him in policy making, and provides information about the working of department. The secretary supervises his department and makes sure the implementation of programmes and policies of the government. There are many assistants to Secretary like Additional Secretary, Deputy Secretary and Section Officer, who assist him in performing the duties. He supervises his subordinate staff, and gets advice from other departments in preparation of summaries for Chief Minister.

32. What do you know about Provincial legislature?

Ans: There are four provincial assemblies according to the constitution of Pakistan. The membership of the provincial assembly is determined according to the population. According to the new changes the total membership has been fixed at 371 (297+66+8) for the Punjab, 168 (130+29+9) for Sindh, 124 (99+22+3) for KPK and 65(51+11+3) for Baluchistan Assembly. The members are elected directly by the people, while women and minorities seats are allocated according to the strength of votes secured by the political parties in the general elections.

33. Write two functions of Provincial legislature?

Ans: Functions:

- The provincial assembly legislates laws for the province. It can legislate laws about matters within its jurisdiction or the matters which are included in the concurrent list.
- The provincial assembly approves the budget of the province every year. The provincial government cannot impose or withdraw any tax without the approval of the provincial assembly.

34. Write down the names of departments made by Hazrat Umer (R.A)?

Ans: Names of departments:

- Dewan-ul-Jund
- Dewan-ul-Insha
- Dewan-ul-Kharaj
- Waqf Department
- Complain sail.

35. Write down the revenue policy of Hazrat Umer (R.A)?

Ans: He had formulated the revenue policy of Islamic state on the basis of three principles i.e. collect rightly, spend rightly and prevent wrong spendings. He considered the Bait-ul-Mal as sacred trust of the people. He used to say "If the Khalifah is wealthy, he should not take anything from the Bait-ul-Mal, if he is poor, he should take according to his needs." He considered that the provision of necessities to the people is the responsibility of Islamic state, therefore, he fixed the scholarships to the needy. He had directed the people to invest their savings in some or other business, so that the wealthy could not be accumulated in few hands,. He also imposed some new taxes on the wealthy people to reduce the gap between wealthy and poor.

36. What was the open door policy of Hazrat Umer (R.A)?

Ans: Hazrat Umer (R.A) had adopted the open door policy for the people. He had directed his governors and other government officials to keep the doors open for the people, and redress the grievances of the oppressed.

37. Write a note on Prime Minister secretary?

Ans: It is the highest executive office of the Federal Government, which supervises all other office of the government. It is working under the direct control of the Prime Minister, who is accountable to the Parliament for its working.

38. Write down the two powers of High Court?

Ans: It protects the constitution and rights of the people.

It hears appeals against the decision of the lower court.

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