

**1. DISCUSS THE FUNCTIONS OF STATE SECRETARIAT.**

The ministers and the secretaries constitute the state secretariat. It refers to the complex of departments whose political head are minister and administrative heads are secretaries.

The functions of state secretariat are:

It assists the ministers in policy making in modifying the policies from time to time and in the discharge of their legislative functions.

It frames draft legislation and rules and regulations.

It coordinates policies and programmes, supervise and conduct over their executive and review results.

It helps in preparing state budget.

It maintains contact with government of India and other state governments.

It oversees the smooth and efficient running of the administrative machinery and initiating measures to develop greater and organizational competence.



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