



**NATIONAL OPEN UNIVERSITY OF NIGERIA,  
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE  
EXPRESSWAY JABI, ABUJA NIGERIA  
FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION  
2024 1 EXAMINATION**

**COURSE CODE: PAD 330**

**COURSE TITLE: WORKSHOP IN PUBLIC ADMINISTRATION**

**CREDIT UNITS: 3**

**TIME ALLOWED: 3Hrs**

**INSTRUCTIONS:**

1. Attempt four (4) questions in All, Question one (1) and any other three (3)
2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each
3. Present all your points in coherent and orderly manner

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1. a) What is indexing? (5mks)  
b) Enumerate the types of card index generally used in government. (10mks)  
c) Write short notes on any 3 of the above. (10mks)
2. a) What does safe Custody of Documents imply in the Office? (5mks)  
b) State the duration for retaining the following security books and documents. (10mks)
3. a) Write short note on Conduct Prejudicial to the Security of the State. (10mks)  
b) State the consequences for conduct prejudicial to the security of the state. (5mks)
4. a) Define Government financial instructions. (5mks)  
b) List any five Principal sources of financial instructions. (10mks)
5. a) Define Work Ethics as it applies to Public Service. (5mks)  
b) List any 10 sources of work ethics in the public service. (10mks)