



**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 409

COURSE TITLE: CONDUCT OF GOVERNMENT BUSINESS

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**

Q1a What do you understand by a Memorandum (10 Marks)

Q1b List and explain the four broad categories of council Memorandum (15 Marks).

Q2a What is Public service Rules? and list some items contained in the Rules.

Q3, Explain the concept of Editing and list 5(five) qualities of a good editor.

Q4, Define the term 'Corruption'.

Q4b, The Federal government in 2000 established the Independent Corrupt Practices and related offences Commission (ICPC), what was the reasons for its establishment and its major functions.

Q5 , What is a Constitution? and describe the main features of the 1999 Nigerian Constitution.