Public Administration (Subject Code -24)

PAPER - I

I. Administrative Theory

Basic Premises, Meaning, Scope and signification of Public administration; Private and Public administration; its role in developed and developing societies; Ecology of administration-Social, economic, cultural political and legal; Evolution of Public administration as a discipline; Public Administration as an art and a Science; New Public Administration.

II Theories of Organisation: Scientific management (Taylor and his associates); The Bureaucratic theory of organization (Weber) Classical theory of Organisations (Henri Fayol, Luther Gulic and others); The Human Relations Theory of Organisations (E1 on Maye and his Colleagues); Behavioural approach, Systems Approach; Organisational Effectiveness.

III. Principles of Organisation: Hierarchy, Unity of Command, Authority and Responsibility, Co-ordination, Span of Control, Supervision, Centralization and decentralization, delegation.

IV. Administrative Behaviour: Decision making with Special-Reference to the contribution of Herber Simon. Theories of Leadership; communication; Morale; Motivation (Maslow and Herzberg)

V. Structure of Organisations: Chief Executive; Types of Chief Executive and their functions; Line, Staff and Auxiliary agencies; Departments; Corporations, Companies, Boards and Commissions. Head-quarters and field relationship.

VI. Personnel Administration: Bureaucracy and Civil Services; Position Classification; Recruitment; Training; Career Development; performance Appraisal; Promotion; pay and Service Conditions Retirement Benefits; Discipline; Employer-Employee Relations, Integrity in Administration; Generalists and Specialists Neutrality and Anonymity.

VII. Financial Administration: Concept of Budget, Preparation and Execution of the Budget; Performance Budeting; Legislative Control, Accounts and Audit.

VIII. Accountability and Control: The Concepts of Accountability and Control; Legislative Executive and Judicial Control over Administration, Citizen and Administration.

IX. Administrative Reforms: O & M; Work Study, Work Measurement; Administrative Reforms; Processes and Obstacles.
X. Administrative Law: Importance of Administrative Law; Delegated Legislation; Meaning, Types, Advantages, Limitations, Safeguards, Administrative tribunals.


XII. Public Policy: Relevance of Policy making in Public Administration. The process of Policy Formulation and Implementation.

PAPER – II

Indian Administration

I. Evolution of Indian Administration: Kautilya; Mughal period; British period.

II. Environmental Setting: Constitution, Parliamentary, Democracy, Federalism Planning, Socialism.

III. Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Cabinet Committees.

IV. Structure of Central Administration: Secretariat, Cabinet Secretariat, Ministries and departments, Boards and commissions, Field organisations.

V. Centre-State Relations: Legislative, Administrative, Planning and Financial.

VI. Public Services: All India Services, Central Services, State Services, Local Civil Services, Union and State Public Service Commissions Training Civil Services.

VII. Machinery for Planning: Plan Formulation at the National Level; National Development Council; Planning Commission; Plan Machinery at the State and District Levels.

VIII. Public Undertakings: Forms, Management, Control and Pror

IX. Control of Public Expenditure: Parliamentary Control; Role the Finance Ministry; Comptroller and Auditor General.

X. Administration of Law and Order: Role of Central and State Agencies in Maintenance of Law and Order.

XI. State Administration: Governor; Chief Minister; Council of Ministers; Secretariat, Chief Secretary, Directorates.
XII. District and Local Administration: Role and Importance; District Collector, land and revenue, law and order and developmental functions. District Rural Development Agency; Special Development Programmes.

XIII. Local Administration: Panchayat Raj; Urban Local Governor gestures, Forms, Problems, Autonomy of Local Bodies.

XIV. Administration for Welfare: Administrator for the Welfare of weaker Sections with particular Reference to Scheduled Caste Scheduled Tribes and Programmes for the Welfare of Women.

XV. Issue Areas in Indian Administration: Relationship between Political and Permanent Executives. Generalists and Specialists in Administration. Integrity in Administration, People's Participation in Administration. Redressal of Citizens Grievances. Lok Pal and Lokayuktas, Administrative Reforms in India.