

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 Favol, Luther Gulic and others); The Human Relations Theory of Organisations (E1 on Maye and his Collegaues); 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.

XI. Comparative and Development Administration : Meaning, Nature and Scope of Comparative Public Administration, Contribution of Fred Riggs with particular reference to the Prismatic State model. The Concept, Scope and significance of Development Administration. Political Economic and Socio-Cultural Context of Development Administration. The concept of Administrative Development.

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 of 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 Government, 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.