

PUBLIC ADMINISTRATION

CODE-22

PAPER- I

ADMINISTRATIVE THEORY

- I. Basic Premises:-- Meaning, scope and significance of Public Administration. Arts, Science or Craft. 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 Organization:-- Scientific management (Taylor and his associates). The Bureaucratic theory of organization (Waber) classical theory of organization (Henri Fayol, Luther Gulick and others). The Human Relations. Theory of Organizations (Elton Mayo and his colleagues), behavioural approach, Systems Approach.
- III Principles of Organisation:- Hierarchy, Unity of Command, Authority and Responsibility theories of co-ordinations, Span of Control, Supervision, Centralisation and Decentralisation delegation.
- IV Public Policy- Relevance policy making in Public Administration. The processes of Policy formulation and implementation.
- V. Administrative Behaviour- Decision making with special reference to the contribution of Herbert Simon. Theories of Leadership, Communication, moral Motivation (Maslow Herzberg). Behavioural approaches (Chester Barnard) Structural Functional and systems approach.
- VI. Structure of Organisation:- Chief Executive, Type of chief Executives and their functions, Line Staff and Auxiliary agencies, Department, Corporations, Companies, Boards and Commissions. Headquarters and field relationship.
- VII. Personal Administration:- Bureaucracy and Civil Services, Position Classification, Recruitment, Training Career Development, Performance Appraisal, Promotions, pay and Service conditions, Retirement Benefits, Discipline, Employer- Employee Relations, Integrity in Administration. Generalists and Specialists Neutrality and Anonymity.
- VIII. Financial Administration:- Concept of Budget Preparation and Execution of the Budget, performance Budgeting, Legislative Control, Accounts and Audit.
- IX. Accountability and Control:--- the concepts of Accountability and Control, Legislative, Executive and Judicial Control over Administration, Citizen and Administration.
- X. Administrative Reforms:--- O & M, work study, work Measurement, Administrative Reforms, Process and obstacles.
- XI. Administrative Law:--- Importance of Administrative Law Principles of natural justice. Delegatee Legislation, Meaning Types, Advantages, Limitations, Safeguards, Administrative Tribunals.
- XII. Comparative and Development Administration:--- meaning Nature and scope of Comparative Public Administration, Contribution of Fred Riggs with particular reference to the Prismatic- Salet model. The concept, scope and significance of Development Administration Political. Economic and Socio-Cultural Context of development Administration. The concept of Administrative Development.

PAPER-II

INDIAN ADMINISTRATION

- I. Evolution of Indian Administration:-- kautilya, mediaval, British and modern periods.
- II. Environmental Setting:-- Constitution, Parliamentary Democracy, Federalism, Socialism, Secularism.
- 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 Relation- Legislative Administrative, Planning and Financial.
- VI. Public Services- All India Services. Central Services, State Services, Local-Civil Services, Union and State Public Service Commissions, Constitutional Safeguards. Training of Civil Services.
- VII. Machinery for Planning- Planning, Plan Formulation at the National Level, National Development Council. Planning Commission, Planning Machinery at the State and District levels.
- VIII. Public undertakings- Forms, Management, Control, future and Problem.
- 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, Directors.
- 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 Programme.
- XIII. Local Administration- Panchayati Raj, urban Local Government, Features, Forms, Problems. Autonomy of Local Bodies.
- XIV. Administration for Welfare- Administration for the welfare of Weaker, Sections with particular Reference to Scheduled Castes, Scheduled tribes and Programmes for the Welfare of Women.
- XV. Issue Areas in Indian Administration with Integrity and Morality. Relationship between Political and Permanent Executives. Generalists and Specialists in Administration Integrity in Administration, People, participation in Administration. Redressal of Citizen's Grievances. Lok Pal and Lok Ayuktas. Administrative Reforms in India.