

PUBLIC ADMINISTRATION

PAPER-I

Administration Theory

Introduction:

Meaning, scope, and significance of Public Administration;

Wilson's vision of Public Administration;

Evolution of the discipline and its present status;

New Public Administration, Public Choice approach;

Challenges of liberalization, Privatisation, Globalisation;

Good Governance: concept and application;

New Public Management.

Administrative Thought:

Scientific Management and Scientific Management movement;

Classical Theory; Weber's bureaucratic model—its critique and post-Weberian Developments;

Dynamic Administration (Mary Parker Follett);

Human Relations School (Elton Mayo and others);

Functions of the Executive (C.I. Barnard);

Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).

Administrative Behaviour:

Process and techniques of decision-making;

Communication; Morale;

Motivation Theories—content, process, and contemporary;

Theories of Leadership: Traditional and Modern.

Organisations:

Theories—systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies; Boards and Commissions;

Ad hoc and advisory bodies;

Headquarters and Field relationships;

Regulatory Authorities;

Public-Private Partnerships.

Accountability and Control:

Concepts of accountability and control;

Legislative, Executive, and judicial control over administration;

Citizen and Administration;

Role of media, interest groups, voluntary organizations;

Civil society;

Citizen's Charters;

Right to Information;

Social audit.

Administrative Law:

Meaning, scope, and significance;

Dicey on Administrative Law;

Delegated legislation;

Administrative Tribunals.

Comparative Public Administration:

Historical and sociological factors affecting administrative systems;

Administration and politics in different countries;

Current status of Comparative Public Administration.

Development Dynamics:

Concept of development;

Changing profile of development administration;

‘Anti-development thesis’;

Bureaucracy and development;

Strong state versus the market debate;

Impact of liberalisation on administration in developing countries;

Women and development—the self-help group movement.

Personnel Administration:

Importance of human resource development;

Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions;

Employer-employee relations, grievance redressal mechanism;

Code of conduct;

Administrative ethics.

Public Policy:

Models of policy-making and their critique;

Processes of conceptualisation, planning, implementation, monitoring, evaluation, and review and their limitations;

State theories and public policy formulation.

Techniques of Administrative Improvement:

Organisation and methods; Work study and work management; e-governance and information technology;

Management aid tools like network analysis, MIS, PERT, CPM.

Financial Administration:

Monetary and fiscal policies;

Public borrowings and public debt; Budgets types and forms;

Budgetary process; Financial accountability; Accounts and audit.

PAPER-II

Indian Administration

Evolution of Indian Administration:

Kautilya Arthashastra; Mughal administration;

Legacy of British rule in politics and administration: Indianisation of Public services, revenue administration, district Administration, local self Government.

Philosophical and Constitutional framework of Government:

Salient features and value premises;

Constitutionalism;

Political culture;

Bureaucracy and democracy;

Bureaucracy and development.

Public Sector Undertakings:

Public sector in modern India;

Forms of Public Sector Undertakings;

Problems of autonomy, accountability, and control;

Impact of liberalization and privatization.

Union Government and Administration:

Executive, Parliament, Judiciary—structure, functions, work processes;

Recent trends; Intra-governmental relations;

Cabinet Secretariat; Prime Minister's Office; Central Secretariat;

Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

5. Plans and Priorities:

Machinery of planning: Role, composition, and functions of the Planning Commission and the National Development Council;

'Indicative' planning;

Process of plan formulation at Union and State levels;

Constitutional Amendments (1992) and decentralized planning for economic development and social justice.

6. State Government and Administration:

Union-State administrative, legislative, and financial relations;

Role of the Finance Commission;

Governor;

Chief Minister;

Council of Ministers;

Chief Secretary;

State Secretariat;

Directorates.

7. District Administration since Independence:

Changing role of the Collector;

Union-State-local relations;

Imperatives of development management and law and order administration;

District administration and democratic decentralization.

8. Civil Services:

Constitutional position;

Structure, recruitment, training, and capacity building;

Good governance initiatives;

Code of conduct and discipline;

Staff associations;

Political rights;

Grievance redressal mechanism;

Civil service neutrality;

Civil service activism.

9. Financial Management:

Budget as a political instrument;

Parliamentary control of public expenditure;

Role of finance ministry in monetary and fiscal areas;

Accounting techniques;

Audit;

Role of Controller General of Accounts and Comptroller and Auditor General of India.

10. Administrative Reforms since Independence:

Major concerns;

Important Committees and Commissions;

Reforms in financial management and human resource development;

Problems of implementation.

11. Rural Development:

Institutions and agencies since Independence;

Rural development programs: Focus and strategies;

Decentralization and Panchayati Raj;

73rd Constitutional amendment.

12. Urban Local Government:

Municipal governance: Main features, structures, finance, and problem areas;

74th Constitutional Amendment;

Global-local debate;

New localism;

Development dynamics, politics, and administration with special reference to city management.

13. Law and Order Administration:

British legacy;

National Police Commission;

Investigative agencies;

Role of Central and State Agencies, including paramilitary forces in the maintenance of law and order and countering insurgency and terrorism;

Criminalisation of politics and administration;

Police-public relations;

Reforms in Police.

14. Significant Issues in Indian Administration:

Values in public service;

Regulatory Commissions;

National Human Rights Commission;

Problems of administration in coalition regimes;

Citizen administration interface;

Corruption and administration;

Disaster management.