

## PUBLIC ADMINISTRATION (Prelims)

### 1. Introduction:

Meaning, scope and significance. Evolution and status of the discipline. Comparative Public Administration and Development Administration. Public and Private Administration: State Versus market debate. New Public Management perspective.

### 2. Basic Concepts and Principles:

Organization hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegations, Supervision, Line and Staff.

### 3. Theories of Administration:

Scientific Management (Taylor and the Scientific Management Movement), Classical Theory (Fayol, Urwick, Gulick and others), Bureaucratic Theory. (Weber and his critics). Ideas of Mary Parker Follett and (C.I. Barnard) Human Relations School (Elton Mayo and others). Behavioural Approach Systems Approach.

### 4. Administrative Behaviour:

Decision making with special reference to H. Simon. Communication and control, leadership theories. Theories of motivation (Maslow and Herzberg).

### 5. Accountability and Control:

The concepts of Accountability and control: Legislative Executive and judicial control, Citizen and Administration: Role of Civil society, people's participation, Right to information.

### 6. Administrative Systems:

Comparative Administrative features of USA, Great Britain, France and Japan.

### 7. Personnel Administration:

Role of Civil Service in developing societies. Position classification, Recruitment, Training, Promotion, Pay and Service conditions. Relations with the Political Executive; Administrative Ethics.

### 8. Financial Administration: Budget:

Concepts and forms, Formulation and execution of budget, deficit financing public debt, Accounts and Audit.

### 9. Union Government and Administration in India British legacy:

Constitutional Context of Indian Administration; The President, Prime Minister and the

Council of Ministers; Central Secretariat; Cabinet Secretariat, Prime Minister's Office, Planning Commission; Finance Commission; Election Commission; Comptroller and Auditor General of India. Public enterprises: Patterns, role performance and impact of liberalization.

#### 10. Civil Services in India:

Recruitment to All India and Central Services. Union Public Service Commission; Training of Civil Servants. Generalists and Specialists. Minister-Civil Servant relationship.

#### 11. State Government and Administration:

Governor, Chief Minister, Secretariat, Chief Secretary, Directorates, District Collector: changing role.

#### 12. Local Government:

Panchayati Raj and Urban Local Government. Main Features structures finances and problem areas. 73<sup>rd</sup> and 74<sup>th</sup> Constitutional Amendments

