

## **Public Administration - Paper I (Administrative Theory)**

### **1. 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.

### **2. 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.)

### **3. Administrative Behaviour:**

- Process and techniques of decision-making;
- Communication;
- Morale;
- Motivation Theories content, process and contemporary;
- Theories of Leadership:
- Traditional and Modern:

### **4. 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.

### **5. 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.

#### 6. **Administrative Law:**

- Meaning, scope and significance;
- Dicey on Administrative law;
- Delegated legislation;
- Administrative Tribunals.

#### 7. **Comparative Public Administration:**

- Historical and sociological factors affecting administrative systems;
- Administration and politics in different countries;
- Current status of Comparative Public Administration;
- Ecology and administration;
- Riggsian models and their critique.

#### 8. **Development Dynamics:**

- Concept of development;
- Changing profile of development administration;
- 'Anti-development thesis';
- Bureaucracy and development;
- Strong state versus the market debate;
- Impact of liberalization on administration in developing countries;
- Women and development of the self-help group movement.

#### 9. **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.

#### 10. **Public Policy:**

- Models of policy-making and their critique;
- Processes of conceptualization, planning, implementation, monitoring, evaluation and review, and their limitations;
- State theories and public policy formulation.

**11. 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.

**12. Financial Administration:**

Monetary and fiscal policies:

- Public borrowings and public debt Budgets types and forms;
- Budgetary process;
- Financial accountability; Accounts and audit.

**Public Administration - Paper-II (Indian Administration)**

**1. Evolution of Indian Administration:**

- Kautilya Arthashastra;
- Mughal administration;
- Legacy of British rule in politics and administration Indianization of Public services, revenue administration, district administration, local self Government.

**2. Philosophical and Constitutional framework of Government:**

- Salient features and value premises;
- Constitutionalism; Political culture;
- Bureaucracy and democracy;
- Bureaucracy and development.

**3. Public Sector Undertakings:**

- Public sector in modern India;
- Forms of Public Sector Undertakings;
- Problems of autonomy, accountability and control;
- Impact of liberalization and privatization.

**4. 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:**

- The 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 area;
- 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 programmes:
- foci 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 maintenance of law and order and countering insurgency and terrorism;
- Criminalization 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.