

Syllabus – Public Administration (Main Examination) PAPER- I

- I. **Introduction:** Meaning scope & significance of Public Administration, Public and Private Administration. Wilson’s vision of Public Administration, Evolution of the discipline and its present status. New public Administration, Public choice Approach; Challenges of linearization, Privatization, Globalization; Good Governance: Concept & application.
- II. **Administrative Thoughts:** Scientific Management and the Scientific Management Movement; Classical Theory ; Weber’s Bureaucratic model - its critique and post –weberian developments; Dynamic Administration (Mary Parker Follet) ; Human Relation School (Elton Mayo & others) ; functions of the Executive (C.I Barnard); Simon’s decision making theory; participative Management (R. Likert, C. Argyris, D.Mc Gregor).
- III. **Administrative Behavior;** Process and techniques of decision – making; Communication; Morale Motivation Theories – Content process and contemporary; Theories of Leadership: Traditional and Modern.
- IV. **Organizations:** 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.
- V. **Accountability and Control:** Concept of accountability and Control, Legislative; 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.
- VI. **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.
- VII. **Comparative Public Administration:** Historical and sociological factors affecting administrative systems; Administration & politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models & their critique.
- VIII. **Development Administration:** Concept of development; Changing profile of development administration; “Anti-development thesis”, Bureaucracy & development; strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development – the self-help group movement.
- IX. **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.

- X. Public Policy:** Models of policy-making and their critique; Process of conceptualization, planning, implementation, monitoring, evaluation & review and their limitations; State theories & Public policy formulation.
- XI. Techniques of Administrative Improvement:** Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.
- XII. Financial Administration:** Monetary and fiscal policies; public borrowings and public budgetary process; Financial accountability; Accounts and audit.

PAPER- II

1. **Evolution of Indian Administration :** Kautilya's 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; Intergovernmental 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 Service :** 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.
13. **Urban Local Government:** Municipal governance: Main features structures, finance and problem areas; 74th Constitutional Amendment Global-local debates; new localism; Development dynamics, politics and administration with special reference to city management.
14. **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; Criminalisation of politics and administration; Police-public relations; Reforms police.
15. **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.