

## **PUBLIC ADMINISTRATION—CODE NO. (15)**

1. **Introduction.**—Meaning, scope and significance. Evolution and status of discipline. Comparative Public Administration and Development Administration. Public and Private Administration; State *versus* market debate. New Public Administration. New Public Management perspective.

2. **Basic concepts and principles.**—Organisation, hierarchy, Unit of Command, Span of Control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, 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). Behavioral Approach and 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 and 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 condition. Relations with the Political Executive; Administrative Ethics.

8. **Financial Administration.**—Budget, Concepts and forms. Formulation and execution of budget, Deficit Financing and 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 liberalisation.

10. **Civil Services in India.**—Recruitment of All India and Central Services. Union Public Service Commission; Training of Civil Servants. Generalists and Specialists. Minister—Civil Servant relationship.

11. **State and District Administration.**—Governor, Chief Minister, Secretariat, Chief Secretary, Directorates, District Collector: changing role.

12. **Local Government.**—Panchayati Raj and Urban Local Government: Main features, structures, finance and problem areas. 73rd and 74th Constitutional Amendments.