

Public Administration – Optional Preliminary Examination of Civil Services Exam

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 Administration. New Public Management perspective.

2. Basic concepts and principles : Organisation, hierarchy, Unity 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, 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 conditions. 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 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 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, finances and problem areas. 73rd and 74th Constitutional Amendments.

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