



**VAJIRAM & RAVI**

Institute for IAS Examination

**OPTIONAL SYLLABUS**

**PUBLIC**

**ADMINISTRATION**

# PUBLIC ADMINISTRATION SYLLABUS

## Paper I

### Administration 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 liberalisation, 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 liberalisation on administration in developing countries; Women and development 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 conceptualisation, 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.

### **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 liberalisation and privatisation.

##### **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 organisations.

#### **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 decentralised 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 decentralisation.

#### **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 para military forces in maintenance of law and order and countering insurgency and terrorism; Criminalisation 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.



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