

PUBLIC ADMINISTRATION OPTIONAL

Why Public Administration as an Optional?

- ▶ Its syllabus from Indian Administration will cover lot of concepts from **GS Paper –II** especially areas related to Polity, Constitution & Governance. It will be covering approximately 100 - 125 marks of this GS paper.
- ▶ It will also help to get help in **GS Paper – III** especially areas related to Social & Economic Development, Security Issues & Disaster Management. It will cover approximately 60 – 80 marks of this GS paper.
- ▶ It will also cover minimum 40% syllabus of **GS Paper – IV** in terms of Ethics, Integrity & Aptitude. A lot of topics from Pub ad have direct overlapping with GS Paper-IV including case studies. It will cover approximately 150 - 180 marks in GS paper-IV.
- ▶ In total, it will cover around 300 - 350 marks of GS. & weightage of optional is 500 marks. Therefore, in total it will cover 800 - 850 marks out of 1500 marks (GS + Optional).
- ▶ A very interesting fact is that one topic related with pub ad is also asked in Essay Paper with 125 marks.

Syllabus Paper – I:

- ❖ **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, Privatization, Globalization; Good Governance: concept and application*; New Public Management.
- ❖ **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. Argiris, D. McGregor).
- ❖ **Administrative Behavior:** Process and techniques of decision-making; Communication; Morale; Motivation Theories - content, process and contemporary; Theories of Leadership: Traditional and Modern.
- ❖ **Organizations:** 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.*
- ❖ **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.

- ❖ **Administrative Law:** Meaning, scope and significance; Dicey on Administrative law; *Delegated legislation; Administrative Tribunals.*
- ❖ **Comparative Public Administration:** Historical and sociological factors affecting administrative systems; Administration and politics in different countries; status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.
- ❖ **Development Dynamics:** Concept of development; Changing profile of development administration; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; *Women and development - the self-help group movement.*
- ❖ **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.*
- ❖ **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.
- ❖ **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.
- ❖ **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

- ❖ **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.
- ❖ **Philosophical and Constitutional framework of government:** Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.
- ❖ **Public Sector Undertakings:** Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability, and control; Impact of liberalization and privatization.
- ❖ **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.

- ❖ **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.
- ❖ **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.
- ❖ **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.
- ❖ **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.
- ❖ **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.
- ❖ **Administrative Reforms since Independence:** Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.
- ❖ **Rural Development:** Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.
- ❖ **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.
- ❖ **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.
- ❖ **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.

PUB ADM areas in GS

- | | |
|--|--------------------|
| 1. Introduction | 1. No Overlapping |
| 2. Administrative Thought | 2. No Overlapping |
| 3. Administrative Behavior | 3. No Overlapping |
| 4. Organizations | 4. Polity |
| 5. Accountability and control | 5. Polity & Ethics |
| 6. Administrative Law | 6. Polity |
| 7. Comparative Public Admin | 7. No Overlapping |
| 8. Development Dynamics | 8. No Overlapping |
| 9. Personnel Administration | 9. Ethics |
| 10. Public Policy | 10. Polity |
| 11. Techniques of Administrative Improvement | 11. Polity |
| 12. Financial Administration | 12. Economics |

PUB ADM areas in GS

- | | |
|--------------------------------------|--------------------------|
| 1. Evolution of Indian Adm | 1. No Overlapping |
| 2. Constitutional framework | 2. Polity |
| 3. Public Sector Undertakings | 3. Economics |
| 4. Union Government and Adm | 4. Polity |
| 5. Plans and Priorities | 5. Economics |
| 6. State Government and Adm | 6. Polity |
| 7. District Administration | 7. Case Studies |
| 8. Civil Services | 8. Ethics + Case Studies |
| 9. Financial Management | 9. Economics |
| 10. Administrative Reforms | 10. Polity |
| 11. Rural Development | 11. Polity |
| 12. Urban Local Government | 12. Polity |
| 13. Law and Order | 13. Security Issues |
| 14. Significant issues in Indian Adm | 14. Disaster Management |