

PUBLIC ADMINISTRATION - (CODE NO. 18)

PART - I

- 1.(1) Public Administration - meaning, scope and significance, Evolution and status of discipline, Comparative public administration and Development administration.
- (2) Public and Private administration, State versus market debate, New Public Administration, New Public Management, Perspective.
2. (1) Organisation, Hierachy, Unity of command, Span of control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.
- (2) Scientific Management (Taylor and the Scientific Management, movement), Classical Theory (Fayol, Urwick, Gulick and others) Bureaucrative Theory (Weber and his critics)
3. (1) Decision making with special reference to H. Simon, Communication and Control, Leadership Theories, Theories of motivation (Maslow and Herzberg).
- (2) The concepts of Accountability and Control, Legislative, Executive and Judicial Control, Citizen and Administration People's participation and Right to Information Act 2005.
4. (1) Comparative administrative features of USA, Great Britain and France.
- (2) Role of Civil Service in developing societies, Position, Classification, Recruitment, Training, Promotion.
5. (1) Budget, concepts and forms, Formulation and execution of Budget, Deficit financing and Public Debt.

- (2) Financial control, Public account committee, Estimate committee, Public undertaking committee, Budget debate, Accounts and Audit.

PART - II

1. (1) Constitutional context of Indian administration, The President, Prime Minister and Council of Ministers, Central Secretariat, Cabinet secretariat, Prime Minister's Office.
(2) Planning Commission, Finance Commission, Election Commission, Comptroller and Auditor General of India, Public Enterprises.
2. (1) Recruitment to all India and Central Services, Union Public Service Commission, Madhya Pradesh Public Service Commission, Lokayukta.
(2) Bureaucracy, Generalist and Specialists, Concepts of Committed Bureaucracy, Neutrality in Civil Services, Ministers Civil servant relationship.
3. (1) Governor, Chief Minister, Secretariat, Chief Secretary Directorates.
(2) District Administration with special reference to Madhya Pradesh, Role of Collector in Development administration, D.R.D.A. (District Rural and Development Authority) and various programmes of rural development in M.P.
4. (1) 73rd Constitutional Amendment Act, Three tier Panchayati Raj system in India, Problems and prospects.
(2) 74th Constitutional Amendment Act, Municipal Corporation, Municipalities in India, Problems and prospectus.
5. (1) Historical development of Panchyati Raj Institutions in Madhya Pradesh, Panchayati Raj Act 1994 and its amendments.
(2) Organisation and functioning of Panchyati Raj Institutions in M.P., Problems and prospects.