

Public Administration - Syllabus

PAPER - I

Administrative 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 liberalization, Privatization, Globalization; 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; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development - the selfhelp 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's 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 liberalization and privatization.

4. Union Government and Administration:

Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.

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 decentralized 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; Unionstate-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

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; Globallocal 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 paramilitary 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.

Convergence with GS

Areas of Overlap: Governance & Polity, Indian Administration, Internal security, DM, Social Issues

General studies paper II:

Governance

- Indian constitution – evolution, features, amendments, etc.
- Functions and responsibilities of the Union and the States
- Separation of powers between various organs
- Dispute Redressal Mechanisms and institutions
- Parliament and State Legislatures
- Structure, organisation and functioning of the Executive and Judiciary
- Ministries and Departments of the Government
- Constitutional, statutory, regulatory and quasi-judicial bodies
- Government policies and interventions for development in different sectors • Welfare schemes for vulnerable sections

- Issues relating to poverty and hunger
- Aspects of governance, transparency and accountability
- E-governance
- Role of civil services in a democracy

General studies paper III:

- Disaster Management, Planning and Budgeting
- Planning issues
- Inclusive growth
- Government budgeting
- Environment
- Disaster management
- Challenges to internal security through communication networks
- Role of media and social networking sites in internal security
- Security forces and agencies and their mandate.

General studies paper IV (Ethics) :

- Ethics and Human Interface (foundational concept of Administrative values & ethics of Public Administration)
- Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.

Public administration and Essay Paper:

There will mostly be an essay topic from 'Polity, Governance and Democracy'.

A few examples from previous UPSC question papers are given below:

- If development is not engendered, it is endangered. (2016)
- Water disputes between states in federal India. (2016)
- Cooperative federalism : Myth or reality (2016)
- Lending hands to someone is better than giving a dole. (2015)
- Character of an institution is reflected in its leader. (2015)
- Was it the policy paralysis or the paralysis of implementation which slowed the growth of the country? (2014)
- Is the criticism that the 'Public Private Partnership'(PPP) model for development is more of a bane than a boon in Indian context, justified ? 2012
- Creation of smaller states and consequent administrative, economic and developmental implication. (2011) → Role of media in Good Governance. (2008)

- Evaluation of Panchayati Raj System in India from the point of view of eradication of poverty to power to people. (2007)
- Justice must reach the poor. (2005)
- How should a Civil Servant conduct himself? (2003)
- Liability of Media in Democracy. (2002)
- Need for Transparency in Public Administration. (1996)
- Politics, Business and Bureaucracy – a fatal triangle. (1994)
- Whither Indian Democracy. (1995)

Positives of PA as an optional:

- Deep insight into administration & government mechanism
- Subject is simple & lucid to understand
- Study material is easily available
- Questions are straight forward
- Overlap areas with GS
- Helps Essay paper & IAS Interview