

PUBLIC ADMINISTRATION IN INDIA

Objectives

On Successful completion of the course, the student will be able to:

- Understand the concept of Federalism in India.
- Understand role and powers of Indian government.
- Analyse the role of key authorities and institutions in central government.
- Understand the importance of All India and Central civil services.
- Have the necessary skills and confidence to comprehend the position of Indian administration.
- To develop the capacity to be an aware citizen.

Examination Scheme

3hrs. duration

Max. Marks: 100

Note: The question paper will have three sections as under:-

Section-A: One compulsory question with 10 parts of multiple choice questions. Each question carries 1 mark.

Section-B: 10 questions of 3 marks each. Answer these questions in 50-60 words.

Section-C: Student has to attempt 3 questions selecting one question from each unit. Each question will contain 20 marks.

Syllabus

Unit-I

Evolution of Indian Administration and Legacy of British administration in Indian with special reference to 1909, 1919 and 1935 Government of India Act. Salient features of Indian Administration. Union Executive: Powers and Position of President, Prime Minister, Council of Minister. Organisation and Functions of Cabinet and Central Secretariat and Prime Minister's office.

Unit-II

Financial Administration: Budget Formulation, Enactment and Execution. Comptroller and Auditor General of India. Parliamentary Committees: Public Accounts and Estimates Committee. Major Forms of Public Enterprises in India: Department, Corporation, Companies. Parliamentary Committee on Public Undertaking, Problems of control and autonomy over public enterprises.

Unit-III

Personnel Administration: Features of Indian Civil services, Classification, Recruitment and Training of All India Services. Control over administration: Legislative, Executive and Judicial. Corruption and Redressal of Public Grievances, Administrative Reforms in India: Since Independence to Second Administrative Reforms Commission.

Suggested Reading:

1. C.P. Bhambhari : Public Administration In India
2. D.D. Basu : An introduction to the Constitution of India (Available in Hindi also)
3. Laxmi Narain : Principles and practice of Public Enterprises Management
4. Ramesh Arora & Rajani Goyal : Indian Public Administration
5. Avasthi & Avasthi: Indian Administration
6. V.M. Sinha : Personnel Administration (In Hindi)
7. P.D. Sharma & B.M. Sharma : Bhartiya Prashashan (In Hindi)
8. B.L. Fadia : Bharat Main Lok Prashashan (In Hindi)
9. Ravindra Sharma : Bharat Main Lok Prashashan (In Hindi)
10. Awasthi & Awasthi : Bhartiya Prashashan (in Hindi)