PAPER-1 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 organisations; 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 self-help group movement.

9. Personnel Administration: Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pray 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; Budget types and forms; Budgetary process; Financial accountability; Accounts and audit.

PAPER-2 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; Intragovernmental 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 the Finance Ministry in the 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; Decentralisation 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 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.