

Public Administration-XII

Session: 2024-25

SYLLABUS

Group- 1

UNIT -I

Personnel Administration

- a) Recruitment and Training: UPSC: Its Organization and Role.
- b) Promotion and Position Classification.
- c) Conduct and Discipline.
- d) Morale.
- e) Joint Consultative Machinery: Employer-Employee Relations

UNIT -II

Financial Administration

- a) Budget-Meaning, Principles and Importance. The budget as an instrument of Public Policy. The budgetary process.
- b) Ministry of Finance -Its Organization and Working Legislative Control Finance.
- c) Public Accounts Committee at the central level.
- d) Estimates Committee at the central level.
- e) Performance Budgeting.

UNIT -III

Audit and Its Role

- a) Comptroller and Auditor General of India.
- b) Accounting: Its Importance and Organization.

UNIT -IV

Selected Approaches

- a) Scientific Management.
- b) Human Relations Approach.

Group-2

UNIT - V

Functional Aspects of Administration

- a) Communication.
- b) Supervision.
- c) Coordination.
- d) Centralization.
- e) Decentralization.
- f) Field Headquarter Relationship.

UNIT -VI

Policy and Planning

- a) Leadership.
- b) Policy Formation.
- c) Planning and Decision Making.

UNIT -VII

Administration Improvement

- a) O & M (Organization and Methods).
- b) Administrative Reforms.

UNIT -VIII

Administrative Law

- a) Administrative Law.
- b) Rule of Law.
- c) Delegated Legislation
- d) Administrative Tribunals -Role, Structure and Working.