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Bihar Public

Service Commission

(BPSC Mains)

Optional Subject-

Public-Administration(Pub-ad)

PUBLIC ADMINISTRATION

Section-I

ADMINISTRATIVE THEORY

I. Basic Premises- Meaning scope and significance of Public Administration; Private and Public Administration; Role of Public Administrator in developed and developing societies: Ecology of Administration- Social, Economic, Cultural, Political and legal; Evolution of public administration as a discipline; Public Administration as an art and a science; New Public Administration.

II. Theories of Organisation – Scientific Management (Taylor and his associates); Bureaucratic theory of organisation (Weber), Classical theory of organisations (Henri Fayol, Luther Gulick and Others); Human Relations Theory of Organisations (Elton Mayo and his Colleagues); Behavioural approach, Systems Approach; Organizational Effectiveness.

III. Principles of Organisation- Hierarchy, Unity of Command, Authority and Responsibility, Co-ordination, Span of Control, Supervision, Centralization and Decentralization, Delegation.

IV. Administrative Behaviour- Decision making with Special Reference to the Contribution of Herbert Simon; Theories of Leadership; Communication morale; Motivation (Maslow and Herzberg).

V. Structure of Organisations- Chief Executive; Types of chief Executives and their functions; Line Staff and Auxiliary agencies; Departments; Corporation Companies, Boards and Commissions. Headquarters and field relationship.

VI. Personal Administration- Bureaucracy and Civil Services, position Classification; Recruitment: Training: Career Development; Performance Appraisal; Promotion; Pay and Service Conditions; Retirement Benefits; Discipline; Employer-Employee Relations. Integrity in Administration; Generalists versus specialists; Neutrality and Anonymity.

VII. Financial Administration- Concept of Budget; Preparation and Execution of the Budget; Performance Budgeting; Legislative Control; Accounts and Audit.

VIII. Accountability and Control- The Concepts of Accountability and Control; Legislative, Executive and Judicial Control over Administration; Citizen and Administration.

IX. Administrative Reforms- O & M; Work Study; Work Measurement Administrative Reforms; Processes and obstacles.

X. Administrative Law-Importance of Administrative Law; Delegated Legislation; Meaning. Types. Advantages, Limitations, Safeguards; Administrative Tribunals.

XI. Comparative and Development Administration- Meaning, Nature and Scope of Comparative Public Administration. Contribution of Freud. Riggs with particular reference to the prismatic sala Model. The Concept. Scope and Significance of Development Administration. Political Economic and socio-Cultural Context of Development Administration. The Concept of Administrative Development.

XII. Public Policy- Relevance of policy Making in Public Administration. The Processes of policy Formulation and Implementation.

Section- II

INDIAN ADMINISTRATION

I. Evolution of Indian Administration- Kautilya; Mughal Period; British Period.

II. Environmental Setting- Constitution, Parliamentary Democracy, Federalism, Planning, Socialism.

III. Political Executive at the Union Level- President, Prime Minister, Council of Ministers, Cabinet Committees.

IV. Structure of Central Administration- Secretariat, Cabinet Secretariat, Ministries and Departments. Boards and Commissions, Field Organization.

V. Centre State Relation- Legislative, Administrative, Planning and Financial.

VI. Public Services- All India Services, Central Services, State Services, Local Civil Services, Union and State Public Service Commissions. Training of Civil Services.

VII. Machinery for Planning – Plan Formulation at the National Level; National Development Council, Planning Commission; Planning Machinery at the State and District Levels.

VIII. Public Undertaking – Forms management, Control and problems.

IX. Control of Public Expenditure- Parliamentary Control; Role of the Finance Ministry; Comptroller and Auditor General.

X. Administration of Law and Order in Bihar- Role of Central and State Agencies in Maintenance of Law and Order.

XI. State Administration with special reference to Bihar- Governor, Chief Minister; Council of Ministers; Secretariat, Chief Secretary, Directorates.

XII. District Administration with special reference to Bihar– Role and Importance; District Collector; Land Revenue, Law and order and developmental functions. District Rural Development Agency; Special Development Programmes.

XIII. Local Administration with special reference to Bihar- Panchayati Raj and Urban Local Government Features, Forms, Problems, Autonomy of Local Bodies.

XIV. Welfare Administration in Bihar- Administration for the Welfare of Weaker Sections With particular Reference to Scheduled Castes and Scheduled Tribes; Programmes for the Welfare of Women and Children.

XV. Issue Areas in Indian Administration- Relationship between Political and permanent Executives. Generalists and specialists in Administration. Integrity in Administration. People's Participation in Administration. Redressal of Citizen's Grievances. Lok Pal and Lok Ayukta, Administrative Reforms in India.