

Paper-IV Public Administration-I

Max. Marks: 100
Internal Marks :20
External Marks : 80
Time: 3 Hours

Note: The question paper will consist of nine questions. The candidate shall attempt five questions in all. Question No. 1 will be compulsory. The compulsory question will consist of four short answer type conceptual/thematic questions of equal marks (i.e. 4 marks each) spread over the whole syllabus. The Candidate shall attempt four more questions selecting at least one from each Unit. Each question will carry 16 marks.

- Unit-I** Meaning, Nature and Scope of Public Administration.
Public and Private Administration.
Development of Public Administration as a Discipline; New Public Administration.
- Unit-II** Approaches to the Study of Public Administration- Ecological; Rational Decision Making, Development Administration and Political Economy, Liberal, Democratic and Marxist Frameworks.
Theories of Organization: Classical, Scientific, Human Relations.
- Unit-III** Principles of Organization- Line and Staff, Unity of Command, Hierarchy, Span of Control, Centralization and Decentralization.
Types of Organization -Formal and Informal
Forms of Organization: Department, Public Corporation and Board.
- Unit-IV** Chief Executive: Types, Functions and Roles.
Control Over Administration- Judicial and Legislative.
Impact of Liberalization and Information Technology on Public Administration.

Readings :

1. J.E. Anderson, *Public Policy Making*, Boston, Houghton, Mifflin, 1990.
2. P.H., Appleby, *Public Administration for a Welfare State*, Bombay, Asia Publishing House, 1961.
3. A. Avasthi and S.N. Maheshwari, *Public Administration*, Agra, Laxmi N. Aggarwal, 1996.
4. P.R. Dubashi, *Recent Trends in Public Administration*, Delhi, Kaveri Books, 1995.
5. E.N. Gladden, *The Essential of Public Administration*, London, Staples Press, 1958.

6. J. La Palombara and M. Weiner (eds.), *Bureaucracy and Political Development*, Princeton NJ, Princeton University Press, 1966.
7. S.R. Maheshwari, *Administrative Theories*, New Delhi, Allied, 1994.
8. F.A. Nigro and L.S. Nigro, *Modern Public Administration*, New York, Harper and Row, 1984.
9. L. Peters, "Downsizing the Civil Service in Developing Countries: Golden Handshake or Smiling Farewells?" *Public Administration and Development*, 18(4), Oct. 1998, pp. 381-86.
10. D.C. Pitt, and B.C. Smith (eds.), *The Computer Revolution: The Impact of Information Technology on Government Brighton*, Wheatsheaf Books, 1984.
11. R. Presthus, *Public Administration*, New York, Ronald, 1975.
12. D. Waldo (ed.), *Ideas and Issues in Public Administration: A Book of Readings*, New York, McGraw Hill, 1953.
13. Hoshiar Singh and Pradeep Sachdeva, *Public Administration*, Pearson, New Delhi, 2012.
14. Hoshiar Singh and Pradeep Sachdeva, *Lok Prashasan*, Pearson, New Delhi, 2012.