

**Paper-IX      Public Administration-II**

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**                    Bureaucracy- Theories, Types and Roles, Max Weber and his Critics.  
Civil Servant - Minister Relationship, Downsizing and Modernization of Bureaucracy.  
Personnel Administration-Recruitment, Training, Promotion, Discipline, Morale Employee-Employer Relations.

**Unit-II**                    Financial Administration- Budget, Audit.  
Control Over Finance with Special Reference to India and U.K.  
Development Planning and Administration in India.

**Unit-III**                    Good Governance- Problems of Administration, Corruption, Transparency and Accountability.  
Administrative Reforms, Right to Information and Crisis Management.

**Unit-IV**                    Leadership- Role in Decision-Making, Communication,  
Grievance Redressal Institutions- Ombudsman, Lokpal and Lokayukta.  
Role of Political Parties, Pressure Groups and Public Opinion in the Process of Policy Formation.

**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.