

# PUBLIC ADMINISTRATION FOUNDATION

**4.5 Months Comprehensive** Programme  
to cover complete syllabus of  
**Public Administration Optional.**

Coverage of **Extended Topics,**  
**Contemporary Issues & Theories**

**Regular Doubt clearing session**  
*with* the faculty.

Test Series of **total 12 Tests** *including*  
**8 Sectional & 4 Mock Tests**

Meticulously designed  
**Study Materials**



## PROGRAMME FEATURES

Discussion of **Previous Year paper** and Identifications of most important areas for the exam.

Comprehensive study material including IIPA notes and **Contemporary Debates**

Coverage of Paper 2 through 2nd ARC

To enhance **answer writing skills**, regular answer writing sessions will be conducted.

Test series for assessment and gradual improvement: 12 tests including **8 sectional** and **4 mock tests**.

Regular Doubt clearing session with the faculty.

## WHY PUB. AD. OPTIONAL

01

Most relevant optional both from the perspective of the examination as well as what the successful candidates will do after selection is Public Administration.

02

It is one of the most scoring optional and provides a substantial number of final selections in the order of merit.

03

It's overlapping nature along with the General Studies , provides a candidate with Public Administration a head start and help him/her to leapfrog in scoring marks

04

It covers 25% Syllabus of GS Mains and 1/3rd of GS Prelims Question usually comes from Geography and Environment

## ABOUT FACULTY

We at **GS SCORE** have a team of capable and experienced faculty from eminent institutions like Indian Institute of Public Administration. The teaching methodology of **Mr. Rajeev Choudhary & Mr. Abhishiekh Saxena** who are well known for their peculiar style and conceptual analysis, focuses on the subject's latest developments. Mr. Rajeev Choudhary is an associate member of Indian Institute of Public Administration, and have a wide experience of UPSC with Pub Ad as an optional subject. They provide ample opportunity to clear doubts in the class itself. By their unique pedagogy, they have helped more than 1000 aspirants in fulfilling their dreams. The class proceeds by regularly given practice via class tests and feedback on their performance.

PUB ADMINISTRATION

# SYLLABUS TO BE COVERED

## PAPER - 1

### ADMINISTRATIVE THEORY/ PRINCIPLES OF ADMINISTRATION

#### A. UNIT 1: Introduction of Public Administration

- ▢ Meaning, scope and significance of Public Administration, Public and Private Administration.
- ▢ Wilson's vision of Public Administration

#### B. UNIT 2: Administrative Thought

- ▢ Scientific Management and Scientific Management movement
- ▢ Classical Theory
- ▢ Weber's bureaucratic model – its critique and post-Weberian Developments
- ▢ Human Relations School (Elton Mayo and others)
- ▢ Dynamic Administration (Mary Parker Follett)
- ▢ Functions of the Executive (C.I. Barnard)
- ▢ Simon's Decision-Making Theory
- ▢ Participative Management (R. Likert, C.Argyris, D.McGregor).
- ▢ Theories – Systems, Contingency (Part of Unit 4)
- ▢ Behaviouralism , Post Modernism and Post Structuralism (Hidden Topic)

#### C. UNIT 3: Administrative Behaviour

- ▢ Process and Techniques of decision-making
- ▢ Communication
- ▢ Morale
- ▢ Motivation Theories – Content, Process and Contemporary
- ▢ Theories of Leadership: Traditional and Modern.

#### D. UNIT 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 Organizations
- ▢ Civil Society
- ▢ Citizen's Charters
- ▢ Right to Information
- ▢ Social Audit
- ▢ Ombudsman (Hidden Topic)

#### E. UNIT 6: Administrative Law

- ▢ Meaning, Scope and Significance
- ▢ Dicey on Administrative Law
- ▢ Delegated Legislation
- ▢ Administrative Tribunals.

#### F. UNIT 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.

#### G. UNIT 8: Development Dynamics

- ▢ Concept of development
- ▢ Changing profile of Development Administration

# SYLLABUS TO BE COVERED

- ❑ 'Anti-development Thesis'
- ❑ Bureaucracy and Development
- ❑ Impact of liberalisation on administration in developing countries
- ❑ Challenges of LPG (Unit-1)
- ❑ Women and development - The Self-Help Group Movement

## Unit 1: Remaining Part of Introduction

- ❑ Public Choice Approach
- ❑ New Public Administration
- ❑ New Public Management. (Entrepreneurial Govt. )
- ❑ Strong State versus the Market Debate (unit 8)
- ❑ Good Governance: concept and application
- ❑ Evolution of the discipline and its present status

## H. UNIT 9: Personnel Administration: (H)

- ❑ Importance of human Resource Development
- ❑ Recruitment, Training, Career Advancement, Position Classification, Discipline,
- ❑ performance appraisal, promotion, pay and service conditions
- ❑ employer-employee relations, grievance redressal mechanism
- ❑ Code of conduct
- ❑ Administrative ethics.

## UNIT 8: Civil Services: In India (Paper 2)

- ❑ 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.

## I. UNIT 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.
- ❑ Important Policies of Govt of India (Hidden topic)- Environment, education, health, employment etc

## J. UNIT 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.

## K. UNIT 12: Financial Administration

- ❑ Monetary and Fiscal Policies
- ❑ Public borrowings and Public Debt
- ❑ Budgets - types and forms
- ❑ Budgetary Process
- ❑ Financial Accountability
- ❑ Accounts and Audit.

## UNIT 9: Financial Management: (Paper 2)

- ❑ Budget as a Political Instrument
- ❑ Parliamentary Control of Public Expenditure
- ❑ Role of Finance Ministry in Monetary and Fiscal Area
- ❑ Accounting Techniques, Audit
- ❑ Role of Controller General of Accounts
- ❑ Comptroller and Auditor General of India.

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# SYLLABUS TO BE COVERED

## PAPER - 2

### INDIAN ADMINISTRATION

**L'. UNIT 2: Philosophical and Constitutional Framework of Government**

- ▣ Salient features and value premises (Preamble)
- ▣ Constitutionalism
- ▣ Political culture (Nature of Indian Political Culture)
- ▣ Bureaucracy and democracy
- ▣ Bureaucracy and development.

**M'. Constitutional Part of Indian Administration (Part of Unit 4,6,7)**

- ▣ Executive, Parliament, Judiciary - structure, functions, work processes (Unit 4)
- ▣ Recent Trends; Intra-governmental Relations (Unit 4)
- ▣ Union-State Administrative, Legislative and Financial Relations (Unit 6)
- ▣ Role of the Finance Commission (Unit 6)
- ▣ Governor (Unit 6)
- ▣ Chief Minister; Council of Ministers (Unit 6)
- ▣ Union-State-Local Relations (Unit 7)

**N'. UNIT 4: Union Government and Administration**

- ▣ Cabinet Secretariat
- ▣ Prime Minister's Office
- ▣ Central Secretariat

**UNIT 6: State Government and**

**Administration**

- ▣ Chief Secretary
- ▣ State Secretariat
- ▣ Directorates.
- ▣ **Ministries and Departments; Boards; Commissions; Attached offices; Field Organizations. (Organisations Paper-1) (Unit -4)**

**O'. UNIT 7: District Administration since Independence**

- ▣ Changing role of the Collector
- ▣ Imperatives of development management and Law and Order Administration
- ▣ District Administration and Democratic Decentralization.

**UNIT 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.

**P'. UNIT 11: Rural Development**

- ▣ Institutions and Agencies since Independence

# SYLLABUS TO BE COVERED

- ▣ Decentralization and Panchayati Raj
- ▣ 73rd Constitutional Amendment.
- ▣ Rural Development Programmes: Foci and Strategies

## **Q'. UNIT 12: Urban Local Government**

- ▣ **Municipal Governance:** 74<sup>th</sup> Constitutional Amendment: Main Features, Structures, Finance and Problem Areas
- ▣ Global-Local Debate
- ▣ New Localism
- ▣ Development Dynamics, Politics and Administration with special reference to City Management.

## **R'. UNIT 3: Public Sector Undertakings**

- ▣ Public Sector in Modern India
- ▣ Forms of Public Sector Undertakings
- ▣ Problems of Autonomy, Accountability and Control
- ▣ Impact of Liberalization and Privatization.
- ▣ PPP (Organisations Paper-1)

## **S'. UNIT 5: Plans and Priorities**

- ▣ Machinery of planning; Role, Composition and Functions of the Planning Commission and the National Development Council; NITI Aayog,
- ▣ 'Indicative' Planning
- ▣ Process of Plan Formulation at Union and State levels
- ▣ Constitutional Amendments (1992) and Decentralized Planning for Economic Development and Social Justice

## **T'. UNIT 10: Administrative Reforms since Independence**

- ▣ Major Concerns.
- ▣ Problems of implementation.
- ▣ Reforms in Financial Management and Human Resource Development
- ▣ ARC Reports 2 and Other Important Committees & Commissions

## **U'. UNIT 14: Significant issues in Indian Administration**

- ▣ Values in public service (Integrity in public service)
- ▣ Regulatory Commissions (SEBI, TRAI, RBI etc)
- ▣ National Human Rights Commission and SHRC
- ▣ Problems of Administration in coalition regimes
- ▣ Citizen-Administration Interface
- ▣ Corruption and Administration
- ▣ Disaster Management.

## **V'. UNIT 1: Evolution of Indian Administration**

- ▣ Kautilya's Arthashastra
- ▣ Mughal Administration
- ▣ Legacy of British Rule in Politics and Administration
- ▣ Indianization of Public Services, Revenue Administration, District Administration, Local Self-Government.

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# SYLLABUS TO BE COVERED

## EXTENDED TOPICS COVERED IN THE FOUNDATION COURSE

### A. Evolution of Public Administration

- ❑ Public administration as Theory and Practice.
- ❑ Models of evolution: Nicholas Henry, Golebiewski, Nigro etc.
- ❑ Contribution of Wilson, Other Critiques and Other Theorists.
- ❑ Modern approaches to study Public Administration:
  - Public Policy.
  - Systems approach.
  - Postmodernism.
  - Governance: Gender Perspective, Post positivism, Deconstructivism, Humanistic Phenomenology.
- ❑ Model of Critique of Traditional Public Administration:
  - Public Choice Approach
  - Marxist Approach
  - Neo Marxist
  - Neo Weberian State
  - Post-modern Governance

### B. Comparative Public Administration:

- ❑ Meaning, Scope, Significance and Criticism.
- ❑ Contribution of Farrell Heady, Weidner, O.P. Dwivedi, Charles T. Goodsell, Donald C. Rowat

### C. Development Public Administration:

- ❑ Origin and evolution of Development Pub. Administration.

- ❑ Development Administration and Administrative Development.
- ❑ Meaning, Scope, Significance of Development Administration.
- ❑ Rigg's view on Development Public Administration with the reference to Prismatic Sala model.
- ❑ Sustainable Development.
- ❑ Role of Non-State Actors in Development: NGOs, Civil Society, Corporate Sector etc.
- ❑ Developmental Policies and Laws of Government: Environmental, Social, Industrial.
- ❑ Global Issues of Development: Conservation of Environment and Resources, Pollution etc.

### D. Administrative Reforms:

- ❑ Reforms in Civil Service, Criminal Justice System etc.
- ❑ Administrative perspective on new problems of governance. Like, Terrorism, Naxalism, Cybercrimes, Social Media Reforms, Human Rights, Woman Issues etc.
- ❑ 2<sup>nd</sup> ARC recommendations and other important commissions.
- ❑ Reports by World Bank, UNPAN Report, IIPA Journal's Selected Articles, International Publications etc.

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