

**M.A. (Previous)**  
**Public Administration**

**Paper-IV.**

**Max. Marks : 100**

**Time : 3 Hours**

*Note : 10 questions will be set 2 from each Unit. The candidate is required to attempt 5 questions, selecting one from each unit.*

- Unit-I : Development of Public Administration as a discipline; Public and Private Administration; New Public Administration; Development Administration; Approaches to the study of Public Administration: Decision-making, Ecological and Systems.
- Unit-II : Theories of organisation, Principles of organisation; Hierarchy, span of control, centralisation and decentralisation, delegation, coordination, Line and Staff Agencies; Types of organisation; formal & informal; Forms of organisation; department, Public corporation and board; Chief Executive; Types, functions and role.
- Unit-III : Personnel Administration : Recruitment, Training Promotion, Employee-Employer Relations. Bureaucracy: Theories, Types and Rule; Max Weber and his critics: Civil Servant-Minister relationship.
- Unit-IV : Financial Administration: Budget and Budgetary process; performance and Programme Budgeting; Legislative and Administrative Control over finance with special reference to India and U.K.
- Unit-V : Administrative Culture, Administrative corruption, Administrative Reforms, Grievance-Redressal Institutions: Ombudsman, Lokpal and Lokayukt; Panchayati Raj and Challenges of Development Impact of Liberalization on Public Administration.