

**CLASS-XII
PUBLIC ADMINISTRATION
SESSION 2022-23**

Time: 3Hrs

**Theory: 80 Marks
Project/INA : 20 Marks
Total: 100 Marks**

STRUCTURE OF QUESTION PAPER

- All Questions are Compulsory.
- The Question Paper will comprise of 4 sections A, B, C, and D and 6 questions on the whole.
- All units of the syllabus must be given adequate representation in the Question paper.

SECTION-A

Objective Type Questions: Question No. 1 will have 6 MCQs and 10 other objective questions, all carry 2 marks each. This question will include questions with one word answer/fill in the blank/true or false and any other form of this type. It shall cover whole the syllabus.

$02 \times 16 = 32$

SECTION-B

Short Answer Type Questions (SA): Question No. 2 comprises of 8 sub parts carrying 4 marks each. Examinees are to attempt any five of them. Answer to each question should be in About 50-60 words. This section shall cover whole the syllabus.

$04 \times 05 = 20$

SECTION-C

Long Answer Type Questions (LA): This section comprises of 3 questions of 6 marks each with 100% internal choice. Answer to each question should be in about 10-20 sentences. This section shall cover whole the syllabus.

$06 \times 03 = 18$

SECTION-D

Source based Questions (SoB): Question No. 6 comprises of 5 sub parts carrying 2 marks each. Answer to each question is to be answered out of given paragraph of comprehension.

$02 \times 05 = 10$



SYLLABUS

GROUP-A

Unit-I Personnel Administration

- a) Recruitment and Training: UPSC: Its Organisation and Role.
- b) Promotion and Position classification.
- c) Conduct and Discipline.
- d) Morale.
- e) Joint Consultative Machinery: Employer-Employee Relations.

Unit-II Financial Administration

- a) Budget-Meaning, Principles, and Importance. The budget as an instrument of Public Policy. The Budgetary process.
- b) Ministry of Finance- Its Organisation and Working Legislative Control Finance.
- c) Public Accounts Committee at the central level.
- d) Estimates Committee at the central level.
- e) Performance Budgeting.

GROUP-B

Unit-III Audit and Its Role

- a) Comptroller and Auditor General of India.
- b) Accounting: Its Importance and Organisation.

Unit-IV Selected Approaches

- a) Scientific Management.
- b) Human Relations Approach.

GROUP-C

Unit-V Functional Aspects of Administration

- a) Communication.
- b) Supervision.
- c) Coordination.
- d) Centralisation.
- e) Decentralisation.
- f) Field Headquarter Relationship.

Unit-VI Policy and Planning

- a) Leadership.
- b) Policy Formation.
- c) Planning and Decision Making.

GROUP-D

Unit-VII Administration Improvement

- a) O & M (Organisation and Methods).
- b) Administrative Reforms.

Unit-VIII Law and Legislation

- a) Administrative Law.
- b) Rule of Law.
- c) Delegated Legislation.
- d) Administrative Tribunals- Role, Structure and Working

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