

**Public Administration-XII**  
**Session 2023-24**  
**SYLLABUS**

**Group- 1**

**UNIT -I**

**Personnel Administration**

- a) Recruitment and Training: UPSC: Its Organization 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 Organization and Working Legislative Control Finance.
- c) Public Accounts Committee at the central level.
- d) Estimates Committee at the central level.
- e) Performance Budgeting.

**UNIT -III**

**Audit and Its Role**

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

**UNIT -IV**

**Selected Approaches**

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

**Group-2**

**UNIT - V**

**Functional Aspects of Administration**

- a) Communication.
- b) Supervision.
- c) Coordination.
- d) Centralization.
- e) Decentralization.
- f) Field Headquarter Relationship.

**UNIT -VI**

**Policy and Planning**

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

**UNIT -VII**

**Administration Improvement**

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

**UNIT -VIII**

**Administrative Law**

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