

TAMIL NADU PUBLIC SERVICE COMMISSION

SYLLABUS PUBLIC ADMINISTRATION Code :391 POST GRADUATE DEGREE STANDARD

Unit-I: Introduction:

1. Meaning, Nature, Scope and importance of Public Administration.
2. Politics - Administration Dichotomy.
3. Evolution of Public Administration and its Present Status.
4. New Public Administration - New Public Management.
5. Impact of Liberalisation, Privatisation and Globalisation on Public Administration.
6. Good Governance.

Unit -II: Organisation and Management

1. Meaning and Importance of Organisation
2. Bases of Organisation
3. Principles of Organisation - Hierarchy, Span of Control, Unity of Command, Centralisation Vs Decentralisation, Delegation.
4. Theories of Organisation - Classical Theory, Scientific Management Theory, Bureaucratic Theory, Human Relations Theory, System Theory
5. Meaning, Nature and importance of Management.
6. Principles of Management.
7. MBO (Management by Objectives), Participative Management

UNIT-III: Administrative Behaviour

1. Process and Techniques of Decision – making
2. Communication
3. Morale
4. Motivation – Motivation Theories
5. Leadership – Leadership Theories
6. Public – Private Partnership.

UNIT-IV: Personnel Administration

1. Meaning, Nature, Scope and Importance of Personnel Administration.
2. Manpower Planning
3. Recruitment

4. Performance Appraisal
5. Training – Skill Development
6. Bureaucracy and Civil Services
7. Civil Service Associations
8. Retirement
9. Corruption in Public Service
10. Administrative Ethics

Unit -V

Comparative Public Administration and Development Administration.

1. Meaning, Nature, Scope and importance of Comparative public Administration.
2. Approaches to the study of comparative public administration
3. Ecological and systems approaches
4. Riggs model of comparative public administration: Prismatic Society- Industria Agravia model.
5. Comparative Administrative Systems: UK-USA-France and Switzerland.
6. Sustainable Development and Goals
7. Sustainable Governance
8. Social welfare Programmes and five year Plans in India
9. Social Welfare Programmes in Tamil Nadu
10. Poverty Alleviation Programmes.

Unit -VI

Public Policy:

1. Meaning, nature and importance of public policy
2. Policy science and public policy
3. Approaches to public policy
4. Theories and models of public policy making: Harold Lasswell-Charles Lindblam-Y.Dror
5. Policy Making Process: Formulation-implementation-Evaluation
6. Policy making Institutions: Legislature- Executive-Judiciary-Higher Educational Institutions and NGOs
7. Role of media, civil society and pressure groups in policy making.

VII . Administrative Law

1. Meaning, nature and Scope of Administrative Law
2. Growth of Administrative Law
3. Sources of Administrative Law
4. Meaning and Importance of Delegation Legislation

5. Judicial Remedies and Judicial Review
6. Administrative Tribunals
7. Citizen Rights
8. Public Interest Litigation

VIII. Administrative Responsibility

1. The concept of Responsibility and Control
2. Executive Control over Administration
3. Parliamentary control over Administration
4. Judicial Control over Administration
5. Public Control over Administration
6. Media control over Administration

IX. Indian Administration

I. Introduction

- I. Evolution of Indian Administration
 - (a) Kautilya
 - (b) Maurya
 - (c) Mughal Period
 - (d) British Period
- II. Constitutional Framework of Indian Administration
 1. Framing of the Indian Constitution
 2. Fundamental Rights and Duties
 3. Directive Principles of State Policy
 4. Parliamentary Democracy
 5. Democratic Socialism

X. Union Government

1. President
2. Vice-President
3. Prime Minister and Council of Ministers
4. Central Secretariat
5. Cabinet Secretariat
6. Ministries and Departments
7. Lok Sabha and Rajya Sabha
8. The Supreme Court and Rule of Law

XI. Public Services:

1. **All India Services:-** The UPSC – Conduct of Examination – Recruitment procedures – Reforms in Examination System for All India Services – Training – Initial Training, On the Job Training – Training Senior Civil Servants – Promotion – Pay scales – Retirement – Re-appointment.
2. **Central Services:-** The Recruitment to Central Services – Training of Central Service Personal – Promotion and Pay Scales – On the Job Training – Deputation – Retirement – Re-appointment.
3. **State Service:-** State Services in India – State Services in Tamil Nadu – The Tamil Nadu Public Service Commission recruitment procedures – Conduct of Examinations – Reforms in Examination – Appointment in various cadres – Pay scales – Promotion - Re-appointment.
4. **Training of Civil Servants:-** All India Services – Tamil Nadu State Civil Services – Indian Institute of Public Administration – Training in Abroad – Training in Field Services in India – Training of Subordinate Civil Servants in Tamil Nadu.

XII: State Government:-

1. The Governor:- The office of the Governor – Constitutional Responsibilities of Governor – The Appointment and Removal of Governor of a State – Legal Administrative – Financial – Powers of the State Governor – The Relationship between Governor and the Chief Minister and the Ministry – The Emergency powers of Governor of the State.
2. The Chief Minister and the Council of Ministers:- The Appointment of Chief Minister and the Council of Ministers – The tenure of the Chief Minister and the Council of Ministers – The powers of Chief Minister – The Relationship between Chief Minister and the Council of Ministers – The function of giving advice to the Governor.
3. State Government:- The powers of State Government – The seventh schedule of the Constitution – The function of State Government.
4. State Secretariat:- The concept of separation of policy making and execution – The organization of Secretariat – Policy making in State Government – The Minister – Secretary relationship – The functional domain of Secretariat.
5. State Legislature:- State Legislature in India – The evolution from Government of India Act, 1909 – 1919 and 1935 – The constitutional provisions regarding powers of State Legislature – The power to discuss subjects – The powers of the Speaker, Chief

Minister – Leader of opposition – Party whips – The privileges of Members of State Legislative Assembly – The responsibility of Chief Minister and Council of Ministers to the Assembly – The tenure of State Legislatives.

6. High Court:- The hierarchy of Courts in India – The Supreme Court and High Courts of India – The appointment of Judges of High Courts – The Appointment and Removal of Judges of High Court – The collegium system – Law Commission Recommendations – The Jurisdiction of High Courts – The Original and appealing side of the High Court.
7. Administration of Law and Order:- The Maintenance of Law and order – The responsibility of States – The role of district administration – the Maintenance of Law and order in big cities – the Commissionarate system – The emergency powers of the President and the role of the Governor.

XIII. Union – State Relations:

1. **Legislative Relations:** Constitutional Seventh schedule – List-I, List-II and List-III – The Legislative powers of the Union and States.
2. **Administrative Relations:** The Union – State relative Administrative Powers – Constitutional Provisions of the Executive powers of the President and the Governor – The Union node to State governments.
3. **Judicial Relations:** The power of the Supreme Court – The directions of the Supreme Court – The Directive powers of Supreme Court.
4. **Financial Relations:-** Constitutional provision of Centre – State Financial Relations – The seventh schedule – The taxing power of Union – and States – The appointment of Finance Commission – Finance Commission Recommendations – The reforms in Financial Relations – The G.S.T

XIV. Financial Administration:-

1. Meaning, Nature and Scope and significance of financial Administration - Budgetary process - Preparation- enactment and execution.
2. Types of Budget - PPBS- ZBB- Performance Budget - Resource mobilization - Tax Revenue - Non Tax Revenue.
3. Tax Administration in India: Direct Tax-Indirect Tax - Public Debt Management.
4. Local finances
5. The Constitutional Provisions of the Financial Administration art 112 - the other provisions - Votes on account - etc. - The budget cycle - Preparation - Enactment and Execution - The role of Ministry of finance - The role of Administrative heads - (Controlling Officer) The network of Treasuries - The accounting and auditing of Accounts - Pre-auditing - Post Auditing and concurrent auditing.
6. Executive Control of Public Expenditure:- The Role of controlling officer - The administrative heads - The drawing of money - Treasuries - The accounting and realising and flow and control of funds.
7. Parliamentary Control of Public Expenditure:- Constitutional Provisions regarding enactment and control public expenditure - The Privileges of Members of Legislatures - Discussion and debate over Public Expenditure. The standing Committees of Indian Parliament - The PAC, EC and COPU and the Departmentally Related Standing Committees. (DRSCS)
8. Auditing , Accounting and Argumentation of Revenues: The comptroller and Audit General of India - (CAG) The role CAG in accounting and auditing of account of Union and States - The Auditing of Public Sector Undertaking.

XV. District and Local Administration:

1. The role of District Collector in District Administration - The Changing role of District Collector - The Local Governments in India - Rural and Urban.
2. The 73rd and 74th Constitutional Amendment Acts - The new dispensation of Local Government.
3. Political Process: Political parties in India - Multi Party System - The Election Commission in India - The Representation of People Act. The political role of Bigger parties.
4. Pressure Groups: The Pressure Groups based on various functions. Agricultural - Industrial and Tertiary Sectors. The demand Groups in various sectors.

XVI. Issues in Public Administration:

1. Political and permanent Executive
2. Generalists VS Specialists
3. Integrity in Public Administration;
4. People's participation administration – Direct and Indirect;
Ombudsman Institution in India.
5. Lok Ayukta and Lok Pal.
6. Administrative Reforms in India: First Administrative
Commission – Second Administrative Commission.