

# SYLLABUS FOR PUBLIC ADMINISTRATION PAPER-I & II FOR MANIPUR CIVIL SERVICES COMBINED COMPETITIVE (MAIN) EXAMINATION

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## Paper-I

### Administrative theory

#### Section-A

- I Introduction** : Meaning, scope and significance of Public Administration, Public and Private Administration, Wilson's vision of Public Administration, Evolution of the discipline and its present status. New Public Administration. Public choice approach and New Public Management perspective. Features of Entrepreneurial Government, Good Governance : concept and application.
- II Theories of Administration** : Nature and typologies; Scientific Management (Taylor and the Scientific Management Movement), Classical Theory (Fayol, Urwick, Gulick and others), Bureaucratic Theory. (Marxist view, Weber's model and its critique, post-Weberian developments.) Ideas of Mary Parker Follett and (C.I. Barnard) Human Relations School (Elton Mayo and others). Behavioral Approach to Organizational Analysis. Participative Management; (McGregor, Likert and others). The Systems Approach; Open and closed systems.
- III Structure of public organisations** : Typologies of Political Executive and their functions. Forms of public organizations : Ministries and Departments : Corporations; Companies, Boards and Commissions; Ad hoc and Advisory bodies. Headquarters and field relationships.
- IV Administrative Behaviour** : Decision making with special reference to Herbert Simon, Theories of Leadership, Communication, Morale, Motivation (Maslow and Herzberg.)
- V Accountability and Control** : Concepts of Accountability and Control; Legislative Executive and Judicial Control over Administration. Citizen and Administration, Role of civil society, people's participation, Right to information. Administrative corruption, machinery for redressal of citizens' grievances. Citizens Charter.
- VI Administrative Law** : Meaning and significance. Delegated Legislation : Types, Advantages, Limitations, Safeguards, Administrative Tribunals : limitations and methods of ensuring effectiveness.

#### Section-B

- VII Administrative Reforms** : Meaning, process and obstacles. Techniques of administrative improvement : O and M; Work Study and Work Management, Information Technology.
- VIII Comparative Public Administration** : Meaning, nature and scope. Models of Comparative Public Administration : Bureaucratic and ecological.
- IX Development Administration** : Origin and purpose, Rigg's Prismatic-Sala Model; Bureaucracy and Development; Changing profile of Development Administration; new directions in people's self development and empowerment.
- X Public Policy** : Relevance of Policy making in Public Administration. Model of Policy-making Sectoral policies (e.g. Energy, Industries Education and Transport

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Policies) Process of Policy formulation, problems of implementation, feed-back and evaluation.

**XI Personnel Administration :** Objectives of Personnel Administration. Importance of human resource development. Recruitment, training, career development, position classification, discipline, Performance Appraisal, Promotion, Pay and Service Conditions; employer- employee relations, grievance redressal mechanism integrity and code of conduct.

**XII Financial administration :** Monetary and fiscal policies. Resource mobilisation : tax and non-tax sources. Public borrowings and public debt. Concepts and types of budget. Preparation and execution of the budget. Deficit financing Performance budgeting. Legislative control, Accounts and Audit.

## Paper-II

### Indian Administration

#### Section-A

1. **Evolution of Indian Administration** Kautilya, Mughal period, British legacy.
2. **Constitutional framework** value premises of the Constitution, Parliamentary democracy, federalism, Planning. Human Rights : National Human Rights Commission.
3. **Union Government and Administration** President Prime Minister, Council of Ministers, Cabinet committees, Cabinet Secretariat, Prime Minister's Office, Central Secretariat, Ministries and Departments, Advisory Bodies, Boards and Commissions, Field Organizations.
4. **State Government and Administration**—Governor, Chief Minister, Council of Ministers, Chief Secretary, State Secretariat Directorates.
5. **District Administration** Changing role of the District Collector : Law and Order and Development Management. Relationship with functional departments. District administration and the Panchayati Raj institutions. Role and functions of the Sub-Divisional Officer.
6. **Local Government** : Panchayati Raj and Urban Local Government. Structures, Functions, finances. Main features of 73rd and 74th Constitutional Amendments : Problems of implementation. Major rural and urban development programmes and their management.
7. **Public Sector** : Forms of public undertakings. Their contribution to the economy; problems of autonomy and accountability. Changing role of the Public Sector in the context of liberalisation.

#### Section-B

- 8 **Public Services** : All India Services Constitutional position , role and functions. Central Services : nature and functions. Union Public Service Commission. State

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Services and the State Public Service Commissions. Training in the changing context of governance.

9. **Control of Public Expenditure.** Parliamentary control Estimates Committee, Public Accounts Committee, Committee on Public Undertakings, Office of the Comptroller and Auditor General of India, Role of the Finance Ministry in monetary and fiscal policy area, co-ordination and economy in expenditure.
10. **Administrative Reforms :** Reforms since independence. Reports of the Administrative Reforms Commission, Problems of implementation.
11. **Machinery for Planning :** Role, composition and review of functions of the Planning Commission; Role of the National Development Council. Process of Plan formulation at Union and State levels. Decentralized planning.
12. **Administration of Law and Order :** Role of Central and State Agencies in maintenance of law and order. Criminalisation of politics and administration.
13. **Welfare Administration :** Machinery for welfare administration at the national and state levels. Central Social Welfare Board and the State, Social Welfare Boards. Special organizations for the welfare of the Scheduled Castes and Scheduled Tribes. Welfare Programmes for women and children. Problems of child labour. Role of civil society.
14. **Major issues in Indian Administration :** problems of Centre-State Relations; Relationship between political and permanent Executives. Values in Public Service and Administrative Culture. Lok Pal and Lok Ayuktas. Development and environmental issues. Impact of information Technology on Public Administration. Indian Administration and Globalisation.