

Test no.	Date of Test	Paper	Syllabus
1	25-Oct	Paper I	<p><b>Introduction:</b> Meaning, scope and significance of Public Administration; Wilson's vision of Public Administration; Evolution of the discipline and its present status; New Public Administration; Public Choice approach; Challenges of liberalization, Privatization, Globalization; Good Governance: concept and application; New Public Management.</p> <p><b>Administrative Thought:</b> Scientific Management and Scientific Management movement; Classical Theory; Weber's bureaucratic model - its critique and post-Weberian Developments; Dynamic Administration (Mary Parker Follett); Human Relations School (Elton Mayo and others); Functions of the Executive (C.I. Barnard); Simon's decision-making theory; Participative Management (R. Likert, C. Argyris, D. McGregor).</p> <p><b>Techniques of Administrative Improvement:</b> Organization and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.</p>

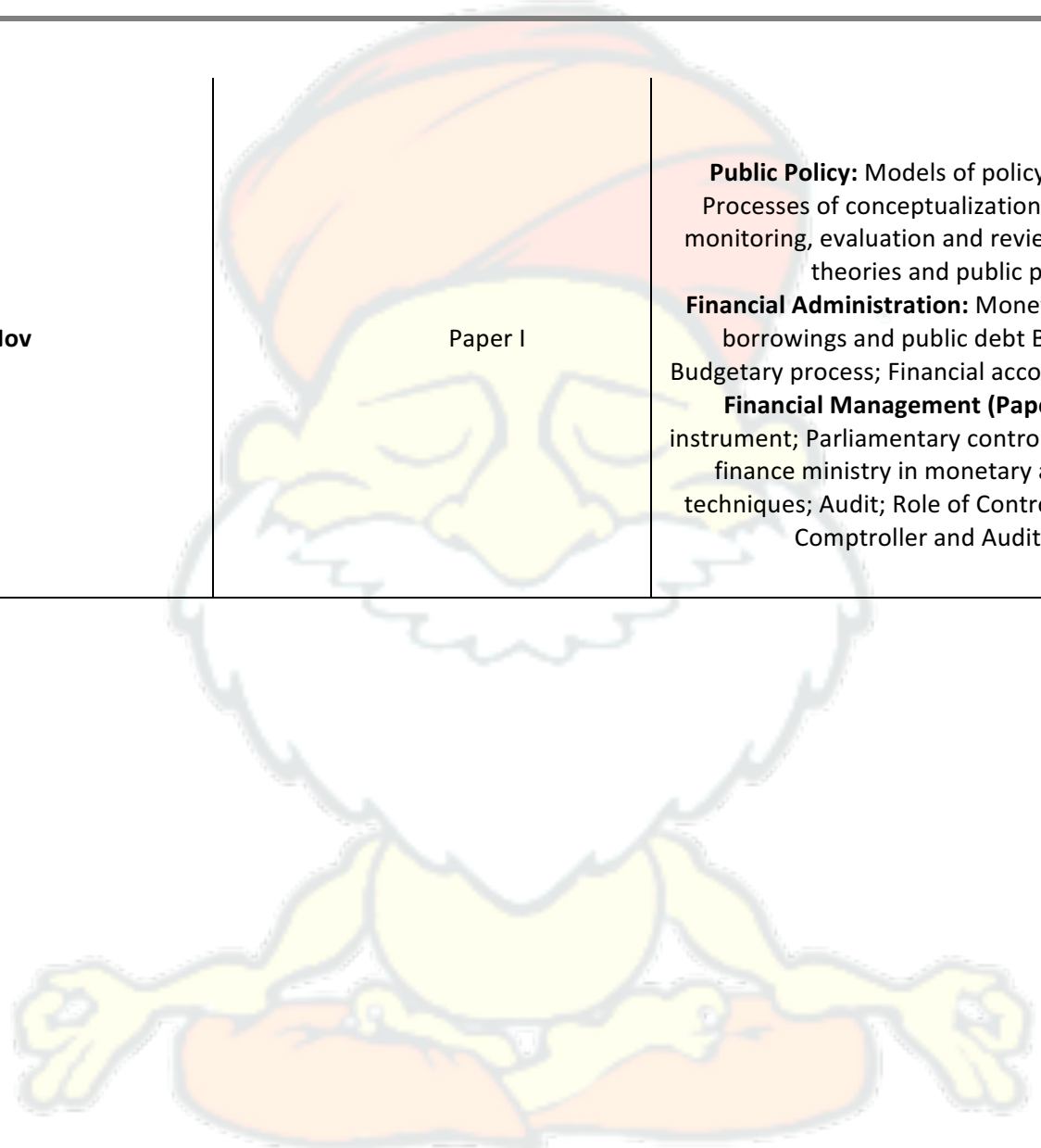
2	01-Nov	Paper II	<p><b>Evolution of Indian Administration:</b> Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.</p> <p><b>Philosophical and Constitutional framework of government:</b> Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.</p> <p><b>Public Sector Undertakings:</b> Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability, and control; Impact of liberalization and privatization. <b>Significant issues in Indian Administration:</b> Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen-administration interface; Corruption and administration; Disaster management.</p>
---	--------	----------	--

3	08-Nov	Paper I	<p><b>Administrative Behavior:</b> Process and techniques of decision-making; Communication; Morale; Motivation Theories - content, process and contemporary; Theories of Leadership: Traditional and Modern.</p> <p><b>Organizations:</b> Theories - systems, contingency; Structure and forms: Ministries and Departments, Corporations, Companies, Boards and Commissions; Ad hoc and advisory bodies; Headquarters and Field relationships; Regulatory Authorities; Public - Private Partnerships.      <b>Accountability and control:</b> Concepts of accountability and control; Legislative, Executive and Judicial control over administration; Citizen and Administration; Role of media, interest groups, voluntary organizations; Civil society; Citizen's Charters; Right to Information; Social audit.</p> <p><b>Personnel Administration:</b> Importance of human resource development; Recruitment, training, career advancement, position classification, discipline, performance appraisal, promotion, pay and service conditions; employer- employee relations, grievance redressal mechanism; Code of conduct; Administrative ethics.</p>
---	--------	---------	--

4	15-Nov	Paper I	<p><b>Comparative Public Administration:</b> Historical and sociological factors affecting administrative systems; Administration and politics in different countries; status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.</p> <p><b>Development Dynamics:</b> Concept of development; Changing profile of development administration; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalization on administration in developing countries; Women and development - the self-help group movement.</p> <p><b>Administrative Law:</b> Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.</p>
---	--------	---------	--

5	22-Nov	Paper II	<p><b>Union Government and Administration:</b> Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations; Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments; Boards; Commissions; Attached offices; Field organizations.</p> <p><b>State Government and Administration:</b> Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.</p> <p><b>Law and Order Administration:</b> British legacy; National Police Commission; Investigative agencies; Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism; Criminalization of politics and administration; Police-public relations; Reforms in Police.</p>
---	--------	----------	--

6	29-Nov	Paper I	<p><b>Public Policy:</b> Models of policy-making and their critique; Processes of conceptualization, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.</p> <p><b>Financial Administration:</b> Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.</p> <p><b>Financial Management (Paper II):</b> Budget as a political instrument; Parliamentary control of public expenditure; Role of finance ministry in monetary and fiscal area; Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.</p>
---	--------	---------	--



7	06-Dec	Paper II	<p><b>Plans and Priorities:</b> Machinery of planning; Role, composition and functions of the Planning Commission and the National Development Council; 'Indicative' planning; Process of plan formulation at Union and State levels; Constitutional Amendments (1992) and decentralized planning for economic development and social justice.</p> <p><b>District Administration since Independence:</b> Changing role of the Collector; Union state- local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.</p> <p><b>Civil Services:</b> Constitutional position; Structure, recruitment, training and capacity-building; Good governance initiatives; Code of conduct and discipline; Staff associations; Political rights; Grievance redressal mechanism; Civil service neutrality; Civil service activism.</p>
---	--------	----------	--

8	13-Dec	Paper II	<p><b>Rural Development:</b> Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.</p> <p><b>Urban Local Government:</b> Municipal governance: main features, structures, finance and problem areas; 74th Constitutional Amendment; Global local debate; New localism; Development dynamics, politics and administration with special reference to city management.</p> <p><b>Administrative Reforms since Independence:</b> Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.</p>
9	20-Dec	Paper I and II	Full Syllabus
10	30-Dec	Paper I and II	Full Syllabus