

# **BROCHURE OF PUBLIC ADMINISTRATION STUDY KIT**



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# Public Administration as an optional you are covering 1100 marks in Mains examination

## Why only Public Administration as an optional ?

- ✓ In year 2012 almost half of the candidates qualified finally for the Civil Services examination had Public Administration as an optional ( it has 2 in top 10, 6 in top 20, 21 in top 50, 44 in top 100 & 434 out of 910 selections)
- ✓ Public Administration not only covers an optional but also almost 60% of General Studies syllabus in terms of content and marks allotted
- ✓ Every year able to cover an essay from the 'Polity ,Governance and Democracy' section.
- ✓ Interview has always been testing the candidates' suitability for Civil Service and Public Administration deals with the government in action or the Civil Service and that is what the civil service examination is all about.

In the light of recent changes in the syllabus of General Studies in year 2013 , Public Administration if opted as an optional subject is going to place a student with **cutting edge** and a student without this subject as an optional is going to lack that **competitive advantage** .

One actually would prepare for 1100 marks = (500 marks for Public Administration as an optional subject + more than 50% of the General studies (i.e. 400 marks) as discussed below + 200 marks of Essay).

## Link Between Public Administration and General Studies II, III and IV – A Survey

### Public Administration- I and II (500 Marks)

The topics indicated in General Studies Paper II, III, and IV covered within Paper – II of Public Administration (Indian Administration) and certain chapters of Paper–I Administrative Behaviour, Accountability and Control, Public Policy, Financial Administration, Administrative Law ,Development Dynamics, and Organisations .

### General Studies – II (250 Marks)

Public Administration studies Constitution, Polity & Governance, Governance is exclusive area under Public Administration

- ✓ Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
- ✓ Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
- ✓ Separation of powers between various organs, Dispute Redressal Mechanisms and institutions.
- ✓ Comparison of the Indian constitutional scheme with that of other countries
- ✓ Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these.

- ✓ Structure, organization and functioning of the Executive and the Judiciary-Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
- ✓ Salient features of the Representation of People's Act.
- ✓ Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies.
- ✓ Statutory, regulatory and various quasi-judicial bodies.
- ✓ Government policies and interventions for development in various sectors and issues arising out of their design and implementation.
- ✓ Development processes and the development industry- the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders.
- ✓ Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
- ✓ Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources.
- ✓ Issues relating to poverty and hunger.
- ✓ Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures.
- ✓ Role of civil services in a democracy.

### **General Studies – III (250 Marks)**

Disaster Management, Planning and Budgeting have been given special area of study under Public Administration.

- ✓ Issues relating to planning
- ✓ Inclusive growth and issues arising from it.
- ✓ Government Budgeting.
- ✓ Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth.
- ✓ Environment
- ✓ Disaster and disaster management.
- ✓ Role of external state and non-state actors in creating challenges to internal security.
- ✓ Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention
- ✓ Security challenges and their management in border areas; linkages of organized crime with terrorism
- ✓ Various Security forces and agencies and their mandate.

### **General Studies – IV (250 Marks)**

Ethics, Integrity, Attitude and Emotional Intelligence etc. are also studied in Philosophy, Psychology and Sociology but its application in governance and administration is studied in public administration – this is what the essence of the new syllabus of 2013.

- ✓ Aptitude and foundational values of Civil Services, integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker sections.(Topics studied only in 'Personnel Administration' chapter of Public Administration)
- ✓ Emotional intelligence-concepts, and their utilities and application in administration and governance.( The General Studies syllabus requires their application in Public Administration or Government only)
- ✓ Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.(Covered under the Administrative ethics section of Public Administration)
- ✓ Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption. (Part of 'Accountability and Control' chapter of Public Administration)

## **Topics which are related to the core value of Public Administration**

- ✓ Ethics and Human Interface: Essence, determinants and consequences of Ethics in - human actions; dimensions of ethics; ethics - in private and public relationships. Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.  
(Without knowing the foundational concept of Administrative values & ethics of Public Administration , you cannot crack this topic)
- ✓ Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
- ✓ Case Studies on above issues

## **ESSAY (200 Marks)**

Besides, a student of Public Administration will always find a favourable topic in Essay from 'Polity ,Governance and Democracy'.

For Example, You can review previous years papers :

- ✓ Public Private Partnership (IAS 2012)
- ✓ Formation of smaller states, and it's implication on Administration, finance and development. (IAS 2011)
- ✓ Preparedness of our society for India's Global leadership role (IAS 2010)
- ✓ Globalization versus Nationalism. (IAS 2009)
- ✓ Role of media in Good Governance. (IAS 2008)
- ✓ Evaluation of Panchayati Raj System in India from the point of view of eradication of poverty to power to people (IAS 2007)

- ✓ Protection of Ecology and Environment is Essential for Sustained Economic Development(2006)
- ✓ Justice must reach the poor(2005)
- ✓ Judicial Activism and Indian Democracy (IAS 2004)
- ✓ How should a Civil Servant conduct himself ? (IAS 2003)
- ✓ Liability of Media in Democracy. (IAS 2002)
- ✓ What did we learn from Democracy (IAS 2001)
- ✓ Implication of Globalization on India (IAS 2000)
- ✓ India needs a better Disaster Management system (IAS 2000)
- ✓ Judicial Activism. (IAS 2000)
- ✓ Reservation, Politics and Empowerment (1999)
- ✓ The language problem in India: Its past, present and prospects(1998)
- ✓ Judicial Activism(1997)
- ✓ Need for Transparency in Public Administration. (IAS 1996)
- ✓ Whither Indian Democracy. (IAS 1995)
- ✓ Politics, Business and Bureaucracy – a fatal triangle(1994)
- ✓ The Challenges before a Civil Servant today(1994)
- ✓ Ecological considerations need not hamper development(1993)

**Do not miss either of them if you want to take cutting edge in Public Administration , General Studies and Essay Paper**

- (1) Gist of Important Articles from Indian Journal of Public Administration (For Public Administration optional , GS Paper II,III and IV and Essay paper )**
- (2) Gist of Important National Committees Report(For Public Administration optional and GS Paper II,III and IV)**

**NOTE:**

**Both of the above-mentioned booklets are free with our (i)Online Course on Public Administration Mains and (ii)Study kit on Public Administration for Mains examination**

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# **PUBLIC ADMINISTRATION STUDY KIT (PRINTED STUDY MATERIAL) FOR MAINS EXAMINATION**

Dear Candidates,

The **PUBLIC ADMINISTRATION STUDY KIT** (Printed Study materials course for Public Administration Mains Examination) are not part of our online course.

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<http://www3.upscportal.com/coaching/hard-copy>.

All the services provided to an online member is free for those who subscribes our printed study materials at the price of Rs.5000/- only.

**Structure of Materials and Privileges in subscribing 'PUBLIC ADMINISTRATION STUDY KIT (Printed Study Materials for Public Administration Mains Examination)' at the Price of Rs.5000/- (Delivered through Post):**

**1. Public Administration (Paper I and Paper II) - Printed Reading Material covering whole syllabus(No need of book reading is required thereafter)**

**2. Summary of Administrative Committees Recommendations(National and International)** like Santhanam Committee on prevention of corruption,Sarkaria Committee,Punchhi Commission,Baswan Report,Second Administrative Reforms Commission,and many more National and International Committees.

**3.Gist of Selected Journals of IIPA (Indian Institute of Public Administration,New Delhi)** of last 25 years(As per your requirements in the exam,which we know better)- This section will help you to improve your quality of answers of comments and long and short questions.

**4.Categorized Unit and Sub-Unit Wise Question Papers of Public Administration of last 24 years**

**5.Solved papers of Public Administration of IAS-Mains of last 2 years**

**6.Case Studies on Public Administration**-Collected from National and International Journals and Newspapers - Examples of case studies improve the quality of your long answers.

**7. List of Useful Diagrams and Charts**- While answer writing in Public Administration always pictorial presentations with explanations(of Diagrams and Charts) pay rich returns.We will provide you the list of few diagrams and charts with explanation and on the same pattern you have to develop exhaustive list.

**8.Strategy and Suggested Reading** - It is full of tips on areas of emphasis,caution while reading and writing ,how to write the answer (?) and Suggested Reading on Public Administration.

**9. Overview of Main Linkages**- In Public Administration in your answer you have to form linkages from five to six topics.This is shortest key to get high score in Public Administration.We will provide you the list of few main linkages and on the same pattern you have to develop exhaustive list.

## **10. All the privileges of an online member.**

Our PUBLIC ADMINISTRATION STUDY KIT is a very detailed and pinpointed analysis of every topics and sub-topics. No core definitions, sub-topics and inherent points is missing in our PUBLIC ADMINISTRATION STUDY KIT and same case is with our ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION READING MATERIAL. Notes are presented in pointwise form and for more clarity diagrams and charts are given at appropriate places.

## ***NOW THE QUESTION IS.....***

### **HOW WE ARE BETTER THAN OTHER ONLINE/OFFLINE COACHINGS AND PUBLICATIONS ?**

Because we touched syllabus 100 % in our both **PUBLIC ADMINISTRATION STUDY KIT & ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION COURSE.**

Most of the coaching notes and books for Public Administration Mains Exam I found that they have either no understanding or vague understanding of following topics. As a result those topics are either missing or wrongly interpreted.

- (1) Ad hoc and Advisory Bodies
- (2) Regulatory Authorities
- (3) Anti-development Thesis
- (4) Code of Conduct in Personnel Administration
- (5) State Theories and public policy formulation
- (6) Network Analysis
- (7) Work Management
- (8) Union-State-Local Relations
- (9) Civil Services Activism
- (10) Global-Local Debate
- (11) Development dynamics
- (12) Politics and Administration with special reference to City Management
- (13) Criminalisation of politics and administration (No mention of Criminalisation of administration most of the places)
- (14) Police-public relations
- (15) Problems of administration in coalition regimes and few more topics

But we worked hard while developing the online/study kit of Public Administration Mains Exam and came out of those mistakes committed by others. Now we can affirm you again that we touched syllabus 100 % in full clarity and explanation in our both **PUBLIC ADMINISTRATION STUDY KIT & ONLINE PUBLIC ADMINISTRATION MAINS EXAMINATION COURSE.**

**Do not misguided by the wrong approach and poor quality of books/notes.**

**WORK HARD....BEST OF LUCK**

**PUBLIC ADMINISTRATION STUDY KIT (Printed Study Materials):- (Fees:-5000/-)**

All the printed study materials for Public Administration Mains Examination is ready but the dispatch will begin in the last week of SEPTEMBER 2013.

# **Comparison of Our Study Kit Contents with The Public Administration Mains Syllabus**

The objective is to provide the clear cut information about our study kit contains, so that you can evaluate the standard & relevance of our study kit. We hope you all infer this right conclusion after reading the comparison list. For further clarification and query call our course director.

## **PAPER I**

### **UPSC SYLLABUS:-**

#### **1. Introduction:**

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, Privatisation, Globalisation; Good Governance: concept and application; New Public Management.

### **CONTENTS OF OUR STUDY KIT:-**

#### **Chapter: 1 Introduction**

- 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, Privatisation, Globalisation;
- Good Governance: concept and application;
- New Public Management
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### **UPSC SYLLABUS:-**

#### **2. Administrative Thought:**

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).



## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 2 Administration Thought**

- 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).
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## **UPSC SYLLABUS:**

### **3. Administrative Behavior:**

Process and techniques of decision-making; Communication; Morale; Motivation Theories – content, process and contemporary; Theories of Leadership: Traditional and Modern.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 3 Administrative Behavior**

- Process and techniques of decision-making;
- Communication;
- Morale;
- Motivation Theories – content, process and contemporary;
- Theories of Leadership: Traditional and Modern.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **4. Organisations:**

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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 4 Organisation**

- 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.
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## **UPSC SYLLABUS:**

### **5. Accountability and control:**

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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 5 Accountability & Control**

- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **6. Administrative Law:**

Meaning, scope and significance; Dicey on Administrative law; Delegated legislation; Administrative Tribunals.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 6 Administrative Law**

- Meaning, scope and significance;
- Dicey on Administrative law;
- Delegated legislation;
- Administrative Tribunals
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

## **7. Comparative Public Administration:**

Historical and sociological factors affecting administrative systems; Administration and politics in different countries; Current status of Comparative Public Administration; Ecology and administration; Riggsian models and their critique.

### **CONTENTS OF OUR STUDY KIT (CPA):**

#### **Chapter: 7 Comparative Public Administration**

- Historical and sociological factors affecting administrative systems;
- Administration and politics in different countries;
- Current status of Comparative Public Administration;
- Ecology and administration;
- Riggsian models and their critique.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **8. Development Dynamics:**

Concept of development; Changing profile of development administration; 'Antidevelopment thesis'; Bureaucracy and development; Strong state versus the market debate; Impact of liberalisation on administration in developing countries; Women and development - the self-help group movement.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 8 Development Dynamics**

- Concept of development;
- Changing profile of development administration
- 'Antidevelopment thesis';
- Bureaucracy and development;
- Strong state versus the market debate;
- Impact of liberalisation on administration in developing countries;
- Women and development - the self-help group movement.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **9. Personnel Administration:**

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.

### **CONTENTS OF OUR STUDY KIT:**

## **Chapter: 9 Personnel Administration**

- 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.
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### **UPSC SYLLABUS:**

#### **10. Public Policy:**

Models of policy-making and their critique; Processes of conceptualisation, planning, implementation, monitoring, evaluation and review and their limitations; State theories and public policy formulation.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 10 Public Policy**

- Models of policy-making and their critique;
- Processes of conceptualisation,
- planning,
- implementation,
- monitoring,
- evaluation and
- review and their limitations;
- State theories and public policy formulation.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **11. Techniques of Administrative Improvement:**

Organisation and methods, Work study and work management; e-governance and information technology; Management aid tools like network analysis, MIS, PERT, CPM.

### **CONTENTS OF OUR STUDY KIT:**

## **Chapter: 11 Techniques of Administrative Improvement**

- Organisation and methods,
- Work study and work management;
- e-governance and information technology;
- Management aid tools like :
- network analysis,
- MIS,
- PERT,
- CPM.
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### **UPSC SYLLABUS:**

#### **12. Financial Administration:**

Monetary and fiscal policies; Public borrowings and public debt Budgets - types and forms; Budgetary process; Financial accountability; Accounts and audit.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 12 Financial Administration**

- Monetary and fiscal policies;
- Public borrowings and public debt
- Budgets - types and forms;
- Budgetary process;
- Financial accountability;
- Accounts and audit.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **PAPER II**

### **UPSC SYLLABUS:**

#### **1. Evolution of Indian Administration:**

Kautilya's Arthashastra; Mughal administration; Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 1 Evolution of Indian Administration**

- Kautilya's Arthashastra;
- Mughal administration;
- Legacy of British rule in politics and administration
- Indianization of public services, revenue administration, district administration, local self-government.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **2. Philosophical and Constitutional framework of government:**

Salient features and value premises; Constitutionalism; Political culture; Bureaucracy and democracy; Bureaucracy and development.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 2 Philosophical and Constitutional framework of government**

- Salient features and value premises;
- Constitutionalism;
- Political culture;
- Bureaucracy and democracy;
- Bureaucracy and development.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **3. Public Sector Undertakings:**

Public sector in modern India; Forms of Public Sector Undertakings; Problems of autonomy, accountability and control; Impact of liberalization and privatization.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 3 Public Sector Undertakings**

- Public sector in modern India;
- Forms of Public Sector Undertakings;
- Problems of autonomy, accountability and control;
- Impact of liberalization and privatization.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **4. Union Government and Administration:**

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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 4 Union Government and Administration**

- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **5. Plans and Priorities:**

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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 5 Plans and Priorities**

- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **6. State Government and Administration:**

Union-State administrative, legislative and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 6 State Government and Administration**

- Union-State administrative, legislative and financial relations;
- Role of the Finance Commission;
- Governor;
- Chief Minister;
- Council of Ministers;
- Chief Secretary;
- State Secretariat;
- Directorates.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **7. District Administration since Independence:**

Changing role of the Collector; Unionstate- local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 7 District Administration since Independence**

- Changing role of the Collector;
- Union-state- local relations;
- Imperatives of development management and law and order administration;
- District administration and democratic decentralization.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT



## **UPSC SYLLABUS:**

### **8. Civil Services: 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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 8 Civil Services**

- Structure, recruitment-civil services
- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **9. Financial Management:**

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.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 9 Financial Management**

- 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.
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## **UPSC SYLLABUS:**

## **10. Administrative Reforms since Independence:**

Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 10 Administrative Reforms since Independence**

- Major concerns of Administrative Reforms;
- Important Committees and Commissions;
- Reforms in financial management and human resource development;
- Problems of implementation
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **11. Rural Development:**

Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 11 Rural Development**

- Institutions and agencies since independence;
- Rural development programmes: foci and strategies;
- Decentralization and Panchayati Raj;
- 73rd Constitutional amendment.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

### **UPSC SYLLABUS:**

#### **12. Urban Local Government:**

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.

### **CONTENTS OF OUR STUDY KIT:**

#### **Chapter: 12 Urban Local Government**

- 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.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **13. Law and Order Administration:**

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; Criminalisation of politics and administration; Police- public relations; Reforms in Police.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 13 Law and Order Administration**

- 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;
- Criminalisation of politics and administration;
- Police- public relations;
- Reforms in Police.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

## **UPSC SYLLABUS:**

### **14. Significant issues in Indian Administration:**

Values in public service; Regulatory Commissions; National Human Rights Commission; Problems of administration in coalition regimes; Citizen- dministration interface; Corruption and administration; Disaster management.

## **CONTENTS OF OUR STUDY KIT:**

### **Chapter: 14 Significant issues in Indian Administration**

- Values in public service;
- Regulatory Commissions;
- National Human Rights Commission;
- Problems of administration in coalition regimes;
- Citizen- dministration interface;

- Corruption and administration;
- Disaster management.
- WITH GIST OF IIPA JOURNALS AND ADMINISTRATIVE COMMITTEES REPORT

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# SUGGESTED READING FOR PUBLIC ADMINISTRATION FOR IAS AND OTHER ALL STATE CIVIL SERVICES MAINS EXAMINATION

Dear Aspirants,

After huge success of our (a) online course on Public Administration for Mains Examination and (b) Study kit on Public Administration for Mains Examination, we are feeling proud of the responses we are continuously getting from all of you. And as per request from your side, here I am with a detailed list of suggested reading for PUBLIC ADMINISTRATION for IAS and other all state civil service mains examination.

This list is very comprehensive and result of hard work and will hopefully fulfill the need of all of you whether you are preparing for IAS or any other state services.

Few of very good books mentioned below are now not easily available in the market but for that you can refer a library, thankfully we tried our best to accommodate such all and other relevant things in UPSCPORTAL Study kit on Public Administration for Mains Examination so as to save your time and energy.

**For Any Query Related to Public Administration or This Programme call Course Director - +91 7827687693 (10 AM to 7 PM)**

## PAPER I

### UPSC SYLLABUS:-

#### Chapter: 1 Introduction

- **Meaning, scope and significance of Public Administration;** -Nicholas Henry/Nigro & Nigro
- **Wilson's vision of Public Administration;**-R N Singh
- **Evolution of the discipline and its present status;**- Nicholas Henry
- **New Public Administration;**-UPSCPORTAL STUDY KIT
- **Public Choice approach;**- Mohit Bhattacharya
- **Challenges of liberalization, Privatisation, Globalisation;**- UPSCPORTAL STUDY KIT
- **Good Governance: concept and application;** -Special Issue of IIPA on the eve of 50 years of India's Independence
- **New Public Management-** UPSCPORTAL STUDY KIT

#### Chapter: 2 Administration Thought

- **Scientific Management and Scientific Management movement;**-D Guishaiin
- **Classical Theory;**- D Guishaiin

- **Weber's bureaucratic model – its critique and post-Weberian Developments;**-UPSCPORTAL STUDY KIT
- **Dynamic Administration (Mary Parker Follett);**-R N Singh
- **Human Relations School (Elton Mayo and others);**-D. Guishaiain
- **Functions of the Executive (C.I. Barnard);**-G R Terry
- **Simon's decision-making theory;**-Mohit Bhattacharya/ UPSCPORTAL STUDY KIT
- **Participative Management (R. Likert, C. Argyris, D. McGregor)-** UPSCPORTAL STUDY KIT

## **Chapter: 3 Administrative Behaviour**

- **Process and techniques of decision-making;** - UPSCPORTAL STUDY KIT/Koontz and O'Donnell
- **Communication;**- )- UPSCPORTAL STUDY KIT/ Hersey and Blanchard
- **Morale-** UPSCPORTAL STUDY KIT
- **Motivation Theories – content, process and contemporary;** - UPSCPORTAL STUDY KIT/ Stephen Robbins
- **Theories of Leadership: Traditional and Modern.-** UPSCPORTAL STUDY KIT/Hersey and Blanchard

## **Chapter: 4 Organisation**

- **Theories – systems, contingency;** -M Laxmikant
- **Structure and forms: Ministries and Departments-** .- UPSCPORTAL STUDY KIT
- **Corporations, Companies, Boards and Commissions;-** .- UPSCPORTAL STUDY KIT
- **Ad hoc and advisory bodies-.-** UPSCPORTAL STUDY KIT
- **Headquarters and Field relationships-**Awasthi and Maheshwari
- **Regulatory Authorities-.-** UPSCPORTAL STUDY KIT
- **Public - Private Partnerships-.-** UPSCPORTAL STUDY KIT

## **Chapter: 5 Accountability & Control**

- **Concepts of accountability and control;**-Special issue of IIPA on Accountability and Control
- **Legislative, Executive and Judicial control over administration;**-Awasthi and Maheshwari
- **Citizen and Administration-**UPSCPORTAL STUDY KIT
- **Role of media, interest groups, voluntary organizations;**-UPSCPORTAL STUDY KIT
- **Civil society;**-UPSCPORTAL STUDY KIT
- **Citizen's Charters;**-UPSCPORTAL STUDY KIT
- **Right to Information;**- UPSCPORTAL STUDY KIT
- **Social audit-** UPSCPORTAL STUDY KIT

## **Chapter: 6 Administrative Law**

- **Meaning, scope and significance;**- UPSCPORTAL STUDY KIT
- **Dicey on Administrative law;**- Sharma and Sadana/I P Massey
- **Delegated legislation;**-Awasthi and Maheshwari/ UPSCPORTAL STUDY KIT
- **Administrative Tribunals-** Awasthi and Maheshwari

## **Chapter: 7 Comparative Public Administration**

- **Historical and sociological factors affecting administrative systems;- UPSCPORTAL STUDY KIT**
- **Administration and politics in different countries;- UPSCPORTAL STUDY KIT**
- **Current status of Comparative Public Administration;-Ferrel Heady**
- **Ecology and administration;- Sharma and Sadana/ R K Arora**
- **Riggsian models and their critique- Prasad and Prasad**

## **Chapter: 8 Development Dynamics**

- **Concept of development;- UPSCPORTAL STUDY KIT**
- **Changing profile of development administration- UPSCPORTAL STUDY KIT**
- **'Antidevelopment thesis';- UPSCPORTAL STUDY KIT**
- **Bureaucracy and development;-Awasthi and Maheshwari/R K Sapru**
- **Strong state versus the market debate;-Mohit Bhattacharya**
- **Impact of liberalisation on administration in developing countries;-UPSCPORTAL STUDY KIT**
- **Women and development - the self-help group movement-UPSCPORTAL STUDY KIT**

## **Chapter: 9 Personnel Administration**

- **Importance of human resource development;-IGNOU**
- **Recruitment,-S L Goel**
- **training,- S L Goel**
- **career advancement,- UPSCPORTAL STUDY KIT**
- **position classification,-A R Tyagi**
- **discipline,-Sharma and Sadana**
- **performance appraisal,- O.Glenn Stahl**
- **promotion,- A R Tyagi**
- **pay and service conditions;- UPSCPORTAL STUDY KIT**
- **employer-employee relations,- Awasthi and Maheshwari**
- **grievance redressal mechanism;-Special Issue of IIPA**
- **Code of conduct;- UPSCPORTAL STUDY KIT**
- **Administrative ethics- UPSCPORTAL STUDY KIT**

## **Chapter: 10 Public Policy**

- **Models of policy-making and their critique;-IGNOU/K D Madan**
- **Processes of conceptualisation,planning,implementation,monitoring,evaluation and review and their limitations;- UPSCPORTAL STUDY KIT**
- **State theories and public policy formulation-UPSCPORTAL STUDY KIT**

## **Chapter: 11 Techniques of Administrative Improvement**

- **Organisation and methods-Awathi and Maheshwari**
- **Work study and work management;- UPSCPORTAL STUDY KIT**
- **e-governance and information technology;- UPSCPORTAL STUDY KIT**
- **Management aid tools:Network analysis,MIS,PERT,CPM- UPSCPORTAL STUDY KIT**

## **Chapter: 12 Financial Administration**

- **Monetary and fiscal policies;**- UPSCPORTAL STUDY KIT
- **Public borrowings and public debt-** UPSCPORTAL STUDY KIT
- **Budgets - types and forms;**- UPSCPORTAL STUDY KIT
- **Budgetary process;**-M J K Thavaraj
- **Financial accountability;**- UPSCPORTAL STUDY KIT
- **Accounts and audit-**M Laxmikant/Sharma and Sadana

## **PAPER II**

### **UPSC SYLLABUS:**

#### **Chapter: 1 Evolution of Indian Administration**

- **Kautilya's Arthashastra;**-Arora and Goyal
- **Mughal administration;**-Arora and Goyal
- **Legacy of British rule in politics and administration-** Arora and Goyal
- **Indianization of public services, revenue administration, district administration, local self-government-** UPSCPORTAL STUDY KIT

#### **Chapter: 2 Philosophical and Constitutional framework of government**

- **Salient features and value premises;**-Arora and Goyal
- **Constitutionalism;**- UPSCPORTAL STUDY KIT
- **Political culture;**- UPSCPORTAL STUDY KIT
- **Bureaucracy and democracy-** UPSCPORTAL STUDY KIT
- **Bureaucracy and development-** UPSCPORTAL STUDY KIT

#### **Chapter: 3 Public Sector Undertakings**

- **Public sector in modern India-** Laxmi Narayan
- **Forms of Public Sector Undertakings-**Awasthi and Maheshwari
- **Problems of autonomy, accountability and control-** UPSCPORTAL STUDY KIT
- **Impact of liberalization and privatization-** UPSCPORTAL STUDY KIT

#### **Chapter: 4 Union Government and Administration**

- **Executive, Parliament, Judiciary - structure, functions, work processes; recent trends; Intragovernmental relations-** Arora and Goyal/ UPSCPORTAL STUDY KIT
- **Cabinet Secretariat;**- Arora and Goyal
- **Prime Minister's Office;**- Arora and Goyal
- **Central Secretariat;**- Arora and Goyal
- **Ministries and Departments;**-Hoshiar Singh
- **Boards; Commissions;**- Hoshiar Singh
- **Attached offices;**- UPSCPORTAL STUDY KIT
- **Field organizations-** UPSCPORTAL STUDY KIT



## **Chapter: 5 Plans and Priorities**

- **Machinery of planning**-H K Paranjape/UPSCPORTAL STUDY KIT
- **Role, composition and functions of the Planning Commission and the National Development Council**- Arora and Goyal
- **'Indicative' planning**- Arora and Goyal
- **Process of plan formulation at Union and State levels**-Arora and Goyal
- **Constitutional Amendments (1992) and decentralized planning for economic development and social justice**- UPSCPORTAL STUDY KIT

## **Chapter: 6 State Government and Administration**

- **Union-State administrative, legislative and financial relations**-D D Basu
- **Role of the Finance Commission**;- UPSCPORTAL STUDY KIT
- **Governor**; - D D Basu
- **Chief Minister**;- UPSCPORTAL STUDY KIT
- **Council of Ministers**;- UPSCPORTAL STUDY KIT
- **Chief Secretary**;- S R Maheshwari
- **State Secretariat**;- Arora and Goyal
- **Directorates**- Arora and Goyal

## **Chapter: 7 District Administration since Independence**

- **Changing role of the Collector**;- Arora and Goyal
- **Union-state- local relations**-UPSCPORTAL STUDY KIT
- **Imperatives of development management and law and order administration**-S S Khera
- **District administration and democratic decentralization**-Arora and Goyal

## **Chapter: 8 Civil Services**

- **Structure, recruitment- Civil services**-S R Maheshwari
- **training and capacity-building**;-Avasthi and Avasthi
- **Good governance initiatives**- UPSCPORTAL STUDY KIT
- **Code of conduct and discipline**;-Sharma and Sadana
- **Staff associations**;- UPSCPORTAL STUDY KIT
- **Political rights**;- UPSCPORTAL STUDY KIT
- **Grievance redressal mechanism**;- UPSCPORTAL STUDY KIT
- **Civil service neutrality**;- UPSCPORTAL STUDY KIT
- **Civil service activism**- UPSCPORTAL STUDY KIT

## **Chapter: 9 Financial Management**

- **Budget as a political instrument**- UPSCPORTAL STUDY KIT
- **Parliamentary control of public expenditure**- Arora and Goyal
- **Role of finance ministry in monetary and fiscal area**- UPSCPORTAL STUDY KIT
- **Accounting techniques**-- UPSCPORTAL STUDY KIT
- **Audit**-- UPSCPORTAL STUDY KIT

- **Role of Controller General of Accounts and Comptroller and Auditor General of India-**Arora and Goyal

## **Chapter: 10 Administrative Reforms since Independence**

- **Major concerns of Administrative Reforms;** - S R Maheshwari/ UPSCPORTAL STUDY KIT
- **Important Committees and Commissions;**- S R Maheshwari
- **Reforms in financial management and human resource development;**- UPSCPORTAL STUDY KIT
- **Problems of implementation-** S R Maheshwari

## **Chapter: 11 Rural Development**

- **Institutions and agencies since independence;**-UPSCPORTAL STUDY KIT
- **Rural development programmes: foci and strategies;**-Arora and Goyal
- **Decentralization and Panchayati Raj;**- Arora and Goyal
- **73rd Constitutional amendment.**- S R Maheshwari

## **Chapter: 12 Urban Local Government**

- **Municipal governance: main features, structures, finance and problem areas;**-S R Maheshwari
- **74th Constitutional Amendment;**- S R Maheshwari
- **Global local debate-** UPSCPORTAL STUDY KIT
- **New localism;**- UPSCPORTAL STUDY KIT
- **Development dynamics-** UPSCPORTAL STUDY KIT
- **politics and administration with special reference to city management-** UPSCPORTAL STUDY KIT

## **Chapter: 13 Law and Order Administration**

- **British legacy;**-Arora and Goyal
- **National Police Commission;**- K K Sharma
- **Investigative agencies;**- K K Sharma
- **Role of central and state agencies including paramilitary forces in maintenance of law and order and countering insurgency and terrorism;**- UPSCPORTAL STUDY KIT
- **Criminalisation of politics and administration;**- UPSCPORTAL STUDY KIT
- **Police- public relations;**- UPSCPORTAL STUDY KIT
- **Reforms in Police-** UPSCPORTAL STUDY KIT

## **Chapter: 14 Significant issues in Indian Administration**

- **Values in public service;**- UPSCPORTAL STUDY KIT
- **Regulatory Commissions;**- UPSCPORTAL STUDY KIT
- **National Human Rights Commission;**-Avasthi and Avasthi
- **Problems of administration in coalition regimes;**-UPSCPORTAL STUDY KIT
- **Citizen- administration interface;**- UPSCPORTAL STUDY KIT
- **Corruption and administration;**-Arora and Goyal
- **Disaster management-**Mohit Bhattacharya

# APPLY THESE TRICKS IN PUBLIC ADMINISTRATION MAINS EXAMINATION FOR SECURED HIGH MARKS (?)

Dear Candidates

There are certain ways to catch the questions in Mains examination. Apply following tricks in your Mains examination for getting secured high marks.

**1. Recognise the context of question-** It may be.....

Parliamentary vs Presidential Government

Fact vs Value Debate

Informal vs Formal Organisation etc.

**(It is part of our course curriculum)**

**2. Recognise the Statement Giver-** This way you can....

....Guardians of traditions..... - Paul Pigors

....moral act and moral agent.... – Ordway Tead

.....various kinds of theories have grown around.... – Peter Self

....discipline is in jeopardy ,order disturbed and stability threatened.... –Henri Fayol

.....quasi-federal.... – K C Wheare

**(In our online course we will give you complete list on it)**

**3. Recognise the key words of question-**

e.g.

Question-“In a hierarchy every employee tends to rise his level of incompetence.”Comment.

It is Peter Principal(Statement Giver) and the context of the question is Training (level of

incompetence requires an employee to be trained)and key words are hierarchy,employee,level of incompetence. Make an interlinkages of all these three words and start writing your answer.

(A) Explain the meaning of all keywords of your question.

(B) Explain correlation of keyword with the understanding of entire sentence.

**(In our online course we will train you for this)**

**4. Analyse your answer-** In the light of following concepts

(A) (Administrative) Structure

(B) (Administrative) Process

(C) (Administrative) Behaviour

(C) (Administrative or Others) Ecological Frameworks

**(In our online course we will develop your understanding and writing capability along these**

**5. Go for Linkages** – Linkages in question below can be

e.g. Question-“In a hierarchy every employee tends to rise his level of incompetence.” Comment.

**Linkages-**

- (a) Training and Employee
- (b) Training and Hierarchy
- (c) Training and level of incompetence
- (d) Training and Promotion

**(In our online course we will give you complete list of Linkages)**

**6.** Update your answer with latest developments of Seminars/Conferences related to Public Administration, enrich your answers with the administrative committees reports –National and International and Journals of Indian Institute of Public Administration(IIPA).

**(In our online course we will give you gist of Journals of Indian Institute of Public Administration(IIPA), Gist of the reports of administrative committees and your study materials will be updated with such all Administrative Seminars/Conferences)**

**7. Use Diagram and Charts in your answer-** It should be explained as per the requirements of the question.

**(In our online course we will give you complete list of diagrams and charts)**

***Wok Hard with these Tricks. Have a Nice Day.***

# MEANING OF 'LINKAGES' IN PUBLIC ADMINISTRATION

As we all know Public Administration is most interdisciplinary among all social sciences as a result it is highly dynamic and analytical.

Linkages are very important in the context of Public Administration. Since Public Administration is highly analytical, 'Linkages' mean thrust should be on applying the related concepts of Paper I in Paper I and II and ; related concepts of Paper II in Paper II and I. It is also known as '**Concept of Overlappings**'.

In comments section you have required to form linkages from three to four topics , in 30 marks question five to six topics and in 60 marks question eight to nine topics. This one is key for getting high marks in Public Administration.

Read this one also.....

<http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad/tips-tricks>

**Question-“In a hierarchy every employee tends to rise his level of incompetence.” Comment.(20 Marks)**

**Linkages-**

- (a) Training and Employee
- (b) Training and Hierarchy
- (c) Training and level of incompetence
- (d) Training and Promotion

**Question-Elaborate the World Bank's Concept of Good Governance.(30 Marks)**

**Linkages-**

- (a) Good Governance and Kautilya
- (b) Good Governance and Parliamentary Democracy
- (c) Good Governance and Human Rights
- (d) Good Governance and E-Governance
- (e) Good Governance and Civil Society
- (f) Good Governance and Public Service

**Question-Democracy and good governance are contradictions in terms. Discuss with examples.(60 Marks)**

**Linkages-**

- (a) Good Governance and Misgovernance
- (b) Good Governance and Rule of Law
  
- (c ) Good Governance and Responsible Democracy
- (d) Good Governance and good government of society
- (e) Good Governance and Sustainable Environment
- (f) Good Governance and Transparency
- (g) Good Governance and Decentralization
- (h) Good Governance and Education for All

The search for good governance is an endless one. In today's complex world , government alone is not capable of coping with myriad problems. Democracy is most popular form of the government although it was never method of governance which was ever regarded as Good.

UPSCPORTAL.COM

# MODEL QUESTION AND ANSWER FOR IAS-MAINS EXAMINATION, 2013

**Dear Aspirants**

From now we are going to start a daily feature on 'Model Question and Answer for IAS-Mains Examination,2013' **exclusively for our online course and study kit paid members.**

In IAS-Mains Examination there are some areas of special emphasis, and from some other areas every year few questions come directly or indirectly, some questions are based upon recent developments, some questions are from administrative committee report and some questions are from IIPA journals. The domain is very elaborate and you do not have enough time to spend on a particular area, so on your behalf we took this responsibility to make hard work and research for extracting these things.

Thereafter comes the problem of Model Answer for getting high marks in IAS-Mains Examination because a good answer in Public Administration should be highly analytical as you know Public Administration is most interdisciplinary among social sciences. As I also analysed in my old article :-

<http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad/tips-tricks>

## MODEL QUESTION AND ANSWER- I (FOR IAS-MAINS EXAMINATION, 2013)

**Model Question- "The field of Public Administration is a field of business" (Woodrow Wilson).Comment. (20 Marks)**

***Key Features in this comment are : (i)Politics-Administration Dichotomy***

- (ii) Administration is business
- (iii) Administrative Questions are not Political Questions
- (iv) Administrative Ethics should be guided by business Ethics
- (v) In reality Public Administration cannot ignore the ethics and value of Politics and Society.

### **Model Answer:**

The importance of Wilson's essay lies in his argument that the study of Public Administration should be akin to the central concerns of business administration namely the values of economy, efficiency and effectiveness. In view of Wilson, Administration is business and like business it does not involve itself in the questions of politics. The field of administration is a field of business and is removed from the hurry and strife of politics. Administration being removed from politics is not subject to the vagaries and vicissitudes but it goes on uninterrupted continuing the promise of the system. But Public Administration works under the political framework under some conditions can not ignore the ethics of Politics and Society unlike Business Administration. The value and ethics is to serve the interest of common man of the society.

## MODEL QUESTION AND ANSWER- II FOR IAS MAINS 2013

**Model Question- “Political Environment conditions administrative system”. Comment . (20 Marks)**

### ***Key Features in the Comment-***

- (A) ADMINISTRATIVE SYSTEM AND POLITICAL ENVIRONMENT
- (B) PRISMATIC MODEL OF FRED W. RIGGS
- (C) VANISHING POINT OF POLITICS-ADMINISTRATION DICHOTOMY

**Model Answer-** The ecology of Public Administration is the interaction of administrative system and its political environment and it requires a deeper understanding of the society and the various factors affecting its functioning. Prismatic Model of Fred W. Riggs explained illustratively how political environment influences administrative system on the basis of studies in Thailand and Philippines. Administrative System and Political environment influence each other and the understanding of the dynamics of this process is necessary to understand the nature of administrative system and in turn how it influences political environment and get influenced by it. The administrative system cannot be isolated from the larger political environment , as the latter influences the tone and tenor of the administration. There are distinct cultural peculiarities and administrative traditions across the nations that strongly influence the use of politics in the management of governmental affairs at higher levels.



# **Frequently Asked Questions (FAQs)- About UPSCPORTAL online Public Administration Mains Examination Course & Public Administration Study Kit**

## **1Q. How can this course will help a working professional ?**

This course has been designed keeping in view the demands of both working professionals and (non-working) students. Since here there is no boundation of timings so every useful for working professionals. Here everything on page either online(online course on Public Administration Mains Examination) and offline(our printed study material for Public Administration Mains Exam).

<http://www3.upscportal.com/coaching/how-it-works>

## **2Q. What is the structure of online Public Administration Mains Examination Course ?**

STRUCTURE OF THE COURSE

### **1. Public Administration Online Reading Material**

### **2. Slide Presentation of the Summary of Every Chapter**

**3. Summary of Administrative Committees Recommendations(National and International)** like anthanam Committee on prevention of corruption, Sarkaria Committee, Punchhi Commission, Baswan Report and many more.

**4. Gist of Selected Journals of IIPA (Indian Institute of Public Administration, New Delhi)** of last 25 years (As per your requirements in the exam, which we know better)- This section will help you to improve your quality of answers of comments and long and short questions.

### **5. Categorized Unit and Sub-Unit Wise Question Papers of Public Administration of last 24 years**

### **6. Solved papers of Public Administration of IAS-Mains of last 2 years**

**7. Case Studies on Public Administration**- Collected from National and International Journals and Newspapers - Examples of case studies improve the quality of your long answers.

**8. List of Useful Diagrams and Charts**- While answer writing in Public Administration always pictorial presentations with explanations (of Diagrams and Charts) pay rich returns. We will provide you the list of few diagrams and charts with explanation and on the same pattern you have to develop exhaustive list.

**9. Strategy and Suggested Reading** - It is full of tips on areas of emphasis, caution while reading and writing, how to write the answer (?) and Suggested Reading on Public Administration.

**10. Overview of Main Linkages-** In Public Administration in your answer you have to form linkages from five to six topics. This is shortest key to get high score in Public Administration. We will provide you the list of few main linkages and on the same pattern you have to develop exhaustive list. For more visit .... <http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad>

### **3Q. Can online/printed study material is sufficient for Public Administration IAS Mains ?**

No, with these materials we are providing you 24x 7 e-platform for live-chat or forums for discussions and queries.

<http://www3.upscportal.com/coaching/chat>  
<http://www3.upscportal.com/coaching/forum>

### **4Q. I have some confusion regarding 'online course' and 'printed study material' (?) Please help.**

Here 'online course' and 'printed study material' for Public Administration Mains Examination are two different concepts but purpose is same to serve you. LET ME Elaborate...

When you join our **online course for Public Administration Mains** at a very economic price of rupees 1499/- you will get all the study materials of Public Administration Paper I & II online with chat forum, e-discussion, home assignments and slide presentation of whole syllabus.

Please visit for knowing more .... <http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad>

Link for paid registration ... <http://store.kalinjar.com/courses-ias-mains-pub-ad-id-247332.html>

Link for free registration-DEMO (Only for limited period)...

<http://www3.upscportal.com/coaching/demo>

On the other hand our Printed Study materials course for Public Administration Mains Examination are not part of our online course. The price of our printed study materials are Rs.5000/- only. Although we have special discounts on printed materials for our online members. Please visit.....

<http://www3.upscportal.com/coaching/hard-copy> and all the services provided to an online member is free for those who subscribes our printed study materials at the price of Rs.5000/- only.

**Structure of Materials and Privileges in subscribing 'Printed Study Materials Course of Public Administration Mains' at the Price of Rs.5000/- (Delivered through Post):**

**1. Public Administration (Paper I and Paper II) - Printed Reading Material covering whole syllabus (No need of book reading is required thereafter)**

**2. Summary of Administrative Committees Recommendations (National and International)** like Santhanam Committee on prevention of corruption, Sarkaria Committee, Punchhi Commission, Baswan Report, Second Administrative Reforms Commission, and many more National and International Committees.

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#### **10. All the privileges of an online member.**

### **5Q. When these courses will start ?**

- **Online Course:- (Fees:- 1499/-)**
- First Batch- 5<sup>th</sup> September 2013
- Second Batch- 12<sup>th</sup> September 2013
- Third Batch- 19<sup>th</sup> September 2013
- Fourth Batch-29<sup>th</sup> September 2013
- Fifth Batch- 10<sup>th</sup> October 2013
- Sixth Batch- 17<sup>th</sup> October 2013
- .....no batch thereafter.

#### ***Schedule of First Batch:-***

<http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad/schedule>

<http://www.upscportal.com/civilservices/courses/ias-mains-pub-ad>

#### ***Printed Study Materials:-(Fees:-5000/-)***

All the printed study materials for Public Administration Mains Examination is ready but the dispatch will begin in the last week of SEPTEMBER 2013.

### **6Q. How can I ask questions in Online Course ?**

You can ask your questions in live chat and forums.

<http://www3.upscportal.com/coaching/chat>

<http://www3.upscportal.com/coaching/forum>

You can post Public Administration questions to your COURSE DIRECTOR for ANSWER

<http://www3.upscportal.com/coaching/forum/ask-your-questions-public-administration-course-director>

You will be given Home Assignments in every chapter by your COURSE DIRECTOR and will be evaluated by him.

<http://www3.upscportal.com/coaching/demo/ias-mains-pubad-questions>

For Technical Issues,online related queries,postal delivery status and overall support:-

Email-You can contact us via [email](#)

Call our Moderators(11 AM to 6 PM)- [+91 011 65023618](#), [+91 011 45151781](#)

**7Q.** What are the Timings for classes?

**Our 24x7 e-learning platform allows you to read materials anytime and at your own pace.**

**8Q.** Is there any VIDEO Classes?

**There are no video classes. Slides and Text Materials will be provided. ([Demo](#))**

**9Q.** I dont have internet Banking, how can I pay offline?

**yes. click here to [offline payment Options](#).**

**10Q.** I want to see the Demo of classes, before i enroll.

**[click here for demo classes..](#)**

**11Q.** How much time it takes to activate Login Details?

**within 48 Hours after payment confirmation from bank.**

**12Q.** Can i Join in between the Batch?

**Yes, See schedule and if you can cover last days classes, you can join.**

**13Q.** What will Happen after Course is Over?

**After course, your account will be active as free account and will be able to access only limited content.**