



**ProdegyIAS**  
DEMOCRATIZING EDUCATION  
An Institute for Civil Services Examination

# Public Administration

## Foundation: September 2023

### B2\_H2: Syllabus Decoded for Paper II

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**{Use the handout along with notes dictated in the class. Class-room notes are mandatory for clearer understanding}**

	Syllabus	Focus area	Linkages
	<b>Evolution of Indian Administration:</b>	UNDERSTANDING THE ORIGIN OF PUBLIC ADMINISTRATION IN INDIA.	
1	Kautilya's Arthashastra;	Kautilya's theory on Political Realism, Relevance of Arthashastra in the present context, Saptanga Theory, Personnel Administration, Revenue Administration	
	Mughal administration;	Administrative Reforms introduced by the Mughals(Mansabdari System), Centralised and Urban despotism, Indian and Extra-Indian Elements, Revenue Administration	
	Legacy of British rule in politics and administration - Indianization of public services, revenue administration, district administration, local self-government.	Reorganisation of the provinces, Administrative Reforms, Rural and Urban Governance, Police and Military Administration, Evolution of Civil Services. Post-Independence developments, Coercive to Welfare Administration, Development of Political and Administrative Culture.	
2	<b>Philosophical and Constitutional framework of government:</b>	THE LAW OF THE LAND The context in which the Indian constitution was developed.	
	Salient features and value premises;	Various value premises mentioned in the constitution	
	Constitutionalism; Political culture;	Meaning and scope, practical realities.	
	Bureaucracy and democracy; Bureaucracy and development.	Nature, Roles and responsibilities of Bureaucracy in the Indian context.	
3	<b>Public Sector Undertakings:</b>	ROLE OF PSU IN NATIONAL BUILDING AND CHANGING SCENARIO IN THE ERA OF NPM	
	Public sector in modern India;	Changing nature of PSU: A chronological overview.	
	Forms of Public Sector Undertakings; Problems of Autonomy, accountability, and Control;	A historical perspective on PSU in India. Role of PSU in economic growth	
	Impact of liberalization and privatization.	Modern practices in the management of PSE	

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4	<b>Union Government and Administration:</b>	THE GOVERNMENT MACHINERY AT THE CENTRAL GOVERNMENT, ITS ASSESSMENT FOR EFFICIENCY AND EFFECTIVENESS.	
	Executive, Parliament, Judiciary - structure, functions, work processes; Recent trends; Intragovernmental relations;	Executive, Parliament, Judiciary- structure, functions, work processes Recent Trends, Intra-governmental relations.	
	Cabinet Secretariat; Prime Minister's Office; Central Secretariat; Ministries and Departments;	Significance of the offices, changing dynamics as per the influence of the PM, structures and process in the government administration - assessing their effectiveness	
	Boards; Commissions; Attached offices; Field organizations.	Various forms of organization in the government of India and their utility.	
5	<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	Need for planning, How planning has shaped growth of India, relevance of planning in the era of NPM and LPG.  Assessment of various institutions involved in planning, evaluation of their performance in terms of effectiveness.	
6	<b>State Government and Administration:</b>	THE GOVERNMENT MACHINERY AT THE STATE GOVERNMENTS, ITS ASSESSMENT FOR EFFICIENCY AND EFFECTIVENESS.	
	Union-State administrative, legislative, and financial relations; Role of the Finance Commission; Governor; Chief Minister; Council of Ministers; Chief Secretary; State Secretariat; Directorates.	Understanding the structures, process and interaction of government machineries at the level of states. Various institutions, their mandate, role in running a government. Critical assessment of various offices. Way forward.	

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7	<b>District Administration since Independence:</b>	THE GOVERNMENT MACHINERY AT THE LOWER LEVELS OF GOVERNMENT, ITS ASSESSMENT FOR EFFICIENCY AND EFFECTIVENESS.	
	Changing role of the Collector; Union-state-local relations; Imperatives of development management and law and order administration; District administration and democratic decentralization.	Understanding the structures, process and interaction of government machineries at the level of district. The layer that directly interacts with people. <i>The visible arm of government aka administration.</i> Various institutions, their mandate, role in running a government. Critical assessment of various offices. Way forward.	
8	<b>Civil Services:</b>	PERSONNEL ADMINISTRATION: PRACTICAL REALITIES	
	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.	Extension of the personnel administration from paper 1. The personnel administration in Indian context. Issues and way forward.	
9	<b>Financial Management:</b>	FINANCIAL MANAGEMENT: CHECKING THE FUEL OF THE GOVERNMENT AND ENSURING ITS EFFECTIVENESS.	
	Budget as a political instrument;	Significance of financial management for the government.	
	Parliamentary control of public expenditure. Role of finance ministry in monetary and fiscal area;	Accountability and control in financial management	
	Accounting techniques; Audit; Role of Controller General of Accounts and Comptroller and Auditor General of India.	Financial management and control, various institutions in place – their evaluation and way forward.	

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10	<b>Administrative Reforms since Independence:</b>	ADMINISTRATIVE REFORMS FOR EFFICIENT AND EFFECTIVE OF ADMINISTRATION.	
	Major concerns; Important Committees and Commissions; Reforms in financial management and human resource development; Problems of implementation.	Meaning of reforms, nature of administrative reforms, various commissions and committees. Issues in implementation of administrative reforms	
11	<b>Rural Development:</b>		
	Institutions and agencies since independence; Rural development programmes: foci and strategies; Decentralization and Panchayati Raj; 73rd Constitutional amendment	Carrying forward the concept of development from the paper 1, Governmental initiative for rural development in India, various structures, processes in place, assessment of government initiatives, possible way forward.	
12	<b>Urban Local Government: Municipal governance:</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.	Deepening democratic processes, Strengthening Governance at local level, learning from the best practices across the borders.	
13	<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; Criminalisation of politics and administration; Police-	Existing structures, processes and behaviour, problems in current system, the need for change, government actions to change the status quo, reforms.	

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	public relations; Reforms in Police.		
14	<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.	Factual information related to various institutions in news, Issues from current affairs, and contemporary changes to be incorporated from newspapers.	

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