

**CLASS-XII**  
**Public Administration**

**SYLLABUS**

**GROUP-A**

**Unit-I      Personnel Administration**

- a) Recruitment and Training: UPSC: Its Organisation and Role.
- b) Promotion and Position classification.
- c) Conduct and Discipline.
- d) Morale.
- e) Joint Consultative Machinery: Employer-Employee Relations.

**Unit-II      Financial Administration**

- a) Budget-Meaning, Principles, and Importance. The budget as an instrument of Public Policy. The Budgetary process.
- b) Ministry of Finance- Its Organisation and Working Legislative Control Finance.
- c) Public Accounts Committee at the central level.
- d) Estimates Committee at the central level.
- e) Performance Budgeting.

**GROUP-B**

**Unit-III     Audit and Its Role**

- a) Comptroller and Auditor General of India.
- b) Accounting: Its Importance and Organisation.

**Unit-IV     Selected Approaches**

- a) Scientific Management.
- b) Human Relations Approach.

**GROUP-C**

**Unit-V      Functional Aspects of Administration**

- a) Communication.
- b) Supervision.
- c) Coordination.

- d) Centralisation.
- e) Decentralisation.
- f) Field Headquarter Relationship.

#### **Unit–VI Policy and Planning**

- a) Leadership.
- b) Policy Formation.
- c) Planning and Decision Making.

### **GROUP-D**

#### **Unit–VII Administration Improvement**

- a) O & M (Organisation and Methods).
- b) Administrative Reforms.

#### **Unit–VIII Law and Legislation**

- a) Administrative Law.
- b) Rule of Law.
- c) Delegated Legislation.
- d) Administrative Tribunals- Role, Structure and Working.