

CLASS-XII
Public Administration
(2021-22)

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.