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## **PAPER-II**

### **PUBLIC ADMINISTRATION IN INDIA**

#### **UNIT-I**

Historical background of Indian Administration with special reference to influence of British period, Salient features of Indian Administration since independence.

#### **UNIT-II**

The Union Executive : The President, Prime Minister and Council of Ministers, The Organisation and working of Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Ministry of Home and Ministry of Personnel, Pension and Public Grievances.

#### **UNIT-III**

Major Forms of Public Enterprises in India: Departments, Corporations, Companies, Parliamentary Committee on public undertakings.

#### **UNIT-IV**

Financial Administration : Budget : Formulation, Approval and Execution, Comptroller and Auditor General of India, Parliamentary Committees : Public Accounts, Estimates Committee, Control Over Administration : Legislative, Executive & Judicial.

#### **UNIT-V**

Personnel Administration—Classification, Recruit-ment and Training of All India Services, Problems of Indian Administration. Corruption & Administrative Reforms with special reference to Administrative Reforms Commission and Sarkaria Commission.

#### **Books Recommended :**

1. S.R. Maheshwari : Indian Administration
2. C.P. Bhambhri : Public Administration in India
3. P. Sharan : Public Administration in India
4. D.D. Basu : An Introduction to the Constitution of India
5. K.V. Rao : Parliamentary Democracy in India
6. Laxmi Narain : Principles and Practice of Public Enterprises Managements
7. B.B. Mishra : Administrative History of India
8. Ramesh Arora : Indian Public Administration

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9. V.M. Sinha : Personnel Administration
10. P.D. Sharma & B.M. Sharma : Bhartiya Prashashan
11. Saroj Chopra : Bharat Mein Lok Prashashan
12. R.S. Darda : Bharat Mein Lok Prashashan
13. B.L. Fadia : Bharat Mein Lok Prashashan
14. Avasthi & Avasthi : Indian Administration (In Hindi also)

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