

*Some Aspects of Indian Administration :*

**UNIT 1 EVOLUTION OF INDIAN ADMINISTRATION :**

Evolution and development of Central Administration in India (Mughal and British Period) British influence on Indian administration and its legacies.

**UNIT II INDIAN ADMINISTRATION AND CONSTITUTION :**

Indian Administration and its social, Economical, Political, Legal and constitutional influence. Legislative administration and financial relations between the Unions and the States. Controversy regarding center-state relations.

**UNIT III PERSONNEL ADMINISTRATION :**

All India Services :- Characteristics, merits and demerits Recruitment and Training of I.A.S., I.P.S. and I.F.S. (Forest) defects of Recruitment and Training in India. Role of U.P.S.C.

**UNIT IV STATE ADMINISTRATION**

Governor as Chief Executive. Administrative Secretariat. Role of Chief Secretary.

**UNIT V ADMINISTRATION OF LOCAL GOVTS**

Meaning, Features, Kinds (Panchayat, Panchyat Samiti, Zila Parishad, Municipal Committee and Municipal Corporation). Role of B.D.O. and Executive Officers. Reasons for unsatisfactory functions of Local Govts. and remedies.

**UNIT VI DEVELOPMENT ADMINISTRATION :**

Meaning, significance and essential factors for development administration. Composition and functions of Planning Commission in India, NDC (National Development Council), Contributions and problems of Public Sector in India.

**UNIT VII FINANCIAL ADMINISTRATION :**

**Budget** : Meaning , Kinds, Principles and Significance, Preparation of Budget.

**UNIT VIII CITIZEN AND ADMINISTRATION :**

Importance of citizen's participation in administration, causes of poor citizen's participation in administration. Methods to make effective citizen's participation in India.

**UNIT IX ADMINISTRATIVE TRIBUNALS :**

Meaning, reasons for growth, advantages and disadvantages. Differences between administrative tribunals and laws courts.

**UNIT X ADMINISTRATIVE CORRUPTION :**

Meaning, Causes and remedies, Ombudsman (Lokpal) Central Vigilance Commission.

**BOOKS RECOMMENDED :**

Any book conforming to the syllabus.