

PUBLIC ADMINISTRATION

Topic 1: Public Administration

Ø: What is public administration?

- Public administration is concerned with the administration of the Government-Gladden
- It is the effective utilization of the men and materials for the implementation of existing laws, governmental policies, programmes and developmental projects.

Ø: List out the history of public administration and find out the objectives of public administration in monarchy and democracy?

- The history of public administration begins with the formation of states.
- The basis of public administration in monarchy is the interests of the monarch and in the democracy are the interests of the people.

Ø: What does the government aim through public administration?

OR

Ø: What is the importance/need /significance of public administration?

- Formulate governmental policies
- Ensure welfare of the people
- Provide goods and service
- Find out solution to public issues

Ø: What is the Gandhian view of Public administration?

- Protection of the interests of all people through public administration.
- Consider and protect specially the people who required special consideration.
- Based on the Gandhian concept of Grama swaraj our local self government administration is founded

Topic 2: Bureaucracy

Ø: What do you mean by bureaucracy? What is its duty?

- The employee who work under public administrative system and administer the Country is together known as bureaucracy.
- Its duty is to prepare plans for the scientific utilization and effective implementation of human and material resources.

Ø: What are the features of Indian bureaucracy?

- Hierarchical organization: - Bureaucracy is organized as one employee at the top and more numbers in the lower levels
- Appointment on the basis of qualification: - Appointment of the employees on the basis of educational qualifications
- Permanence: - Employment till the age of retirement
- Political neutrality: - Liable to become neutral and to implement government policies of whichever party comes to power.
- Professionalism: - Every government employee must be skilled in their work

Ø: Structure and features of Indian bureaucracy / Indian Civil Service?

Structure of Indian bureaucracy: - All India service - Central service - State service

ALL INDIA SERVICE	CENTRAL SERVICE	STATE SERVICE
<ul style="list-style-type: none">• Recruits at national level	<ul style="list-style-type: none">• Recruits at national level	<ul style="list-style-type: none">• Recruits at state level• Appoints in state

<ul style="list-style-type: none"> • Appoints in central or state service • Recruited by UPSC - Eg; IAS,IPS 	<ul style="list-style-type: none"> • Appoints in central government service only • Recruited by UPSC - Eg; IFS, Indian Railway 	<p>government departments only</p> <ul style="list-style-type: none"> • Recruited by PSC - Eg; Panchayath Secretary
---	--	--

Ø: Compare UPSC and PSC? Why are they called as constitutional institutions?

UPSC

- Recruit candidates to all India services and central services.
- The chairman and members are appointed by the Indian President.

PSC

- Recruit candidates to state services.
 - The chairman and members are appointed by the state Governor
- ❖ Both of the UPSC & PSC are constituted on the basis of constitutional provisions. So they are called as **constitutional institutions**.

Topic 3 - Administrative Reforms

Ø: What are called as administrative reforms? What is its aim? Name of the agency appointed for this purpose?

- ❖ A number of steps are taken by the government for increasing the efficiency of the services and to provide service to people in a time bound manner. They are known as administrative reforms.
 - The aim is to make administration people friendly and efficient.
 - Administrative Reform Commissions formed at **national and state level**.

Ø: List out the measures taken for administrative measures in India?

OR

Ø: Analyze the measures for increasing the efficiency of public administration?

OR

Ø: What are the measures taken for administrative reforms in India?

OR

Ø: List administrative reforms?

- E-Governance
- Right to information and Information Commission
- Right to service
- Lokpal and Lokayukta
- Central & State Vigilance Commission and Vigilance courts
- Ombudsman

Ø: Evaluate the role of e- governance in providing government services?

OR

Ø: What is e- governance? Give examples? What are the benefits / features?

- E- Governance is the use of electronic technology in administration. Eg; The single window system for admission to Higher Secondary courses, online application to various courses etc.

Benefits: -

- It is helpful to obtain government services easily in a speedy manner.
- Need not wait in government offices for services.

-
- Can receive service with the help of information technology.
 - Govt. services offered speedily and with less expense.
 - Efficiency of the offices and quality of the service get enhanced.

Ø: Name the organization which helped the legislation of the right to information act of 2005?

- **Mazdoor Kisan Shakti Samghatan of Rajasthan etc.**

Ø: What is the Right To Information Act (RTI ACT) 2005?

OR

Ø: What are the aims of the Right of Information Act of 2005?

- The act that constitutes an Information Commission at state and national level to prevent corruption; to create responsibility & to function the government transparently.

Ø: What is the structure and procedure of Information Commission?

- National and state level chief information Commissioner and not more than ten members.
- Any Indian citizen has the right to examine and demand copies of the Government files through a letter.
- If the authority do not give, or refused to give, one can approach the Information Commission.
- The commission can impose a fine of Rs. 250 per day till the information is given.

Ø: What is the Right to Service Act? What are the features?

- The Act ensures various services and time limit for every service from government offices to the people.
- If the prescribed service is not given, the responsible employee should pay a fine. There will be one officer to give guidance and proper help to the applicants in every government office.

Ø: List out the services available in Pareekshabhavan as the part of Right to Service Act?

- Correction of Date of Birth - Duplicate of S.S.L.C certificate – Mark list correction, etc.

Ø: List out the agencies which will help to prevent corruption in administration in India?

- Lokpal, Lokayukta
- Central Vigilance Commission
- State Vigilance Commission
- Vigilance Courts
- Ombudsman etc...

Ø: What is Lokpal and Lokayukta?

- Lokpal and Lokayukta are institutions constituted to prevent corruption at administrative, bureaucratic and political levels in national & state level respectively.
- Both have the power to register cases on issues of corruption.

Ø: What is the Central Vigilance Commission, aim and structure? / When did it form?

- The Central Vigilance Commission constituted at the national level to prevent corruption in 1964.
- It's head is Central Vigilance Commissioner.
- State vigilance commission also constituted like the centre.
- In every department there will be a chief vigilance officer.
- Other than this there are vigilance courts.

Ø: What is called as Ombudsman? What is its structure and power? How can we approach them?

- A retired Judge of the High Court is appointed as Ombudsman to receive complaints regarding corruption, nepotism or financial misappropriation or negligence of duties of elected representatives and bureaucrats.
 - People can directly approach the Ombudsman with complaints.
-

-
- Ombudsman has the power to summon anyone and order enquiry and recommend actions.
 - Ombudsman has its beginning in banking sector.

Ø: What also consider as corruption in modern society?

- Delayed service, denial of right service or making service as favor etc ...

Prepared by:

MAHBOOB M
CHMHSS POOKOLATHUR