

STANDARD X - SOCIAL SCIENCE I (E.M)
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CHAPTER - 3
PUBLIC ADMINISTRATION

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I.PUBLIC ADMINISTRATION

⇒ Public administration is the effective utilization of men and materials for the implementation of existing laws, governmental policies, programmes and developmental projects.

II.OBJECTIVE OF PUBLIC ADMINISTRATION

⇒ welfare of the people.

III.FEATURES OF PUBLIC ADMINISTRATION

- ⇒ The history of public administration begins with the formation of state.
- ⇒ An administrative system is needed for governments to exist and function.
- ⇒ Based on differences in the form of government we can find differences in public administration also.
- ⇒ During monarchy, the interests of the monarch was the basis of public administration.
- ⇒ In democratic system, importance is given to the interests of the people.
- ⇒ Democratic administration becomes more effective and efficient through public administration.

IV.IMPORTANCE OR SIGNIFICANCE OF PUBLIC ADMINISTRATION

- ⇒ Formulate governmental policies
- ⇒ Provide goods and services
- ⇒ Ensure welfare of the people
- ⇒ Find out solutions to public issues

V.GANDHI'S VISION ON PUBLIC ADMINISTRATION.

- ⇒ Gandhiji expected the protection of the interests of all through public administration.
- ⇒ But there are a number of persons in our society who require special consideration and protection.
- ⇒ He opined that public administration should consider them specially and protect them.

VI.FUNCTIONS OF THE PUBLIC ADMINISTRATION

1. BUREAUCRACY

- ⇒ The employees who work under public administrative system and administer the country are together known as 'bureaucracy'.

IMPORTANCE OF BUREAUCRACY

- ⇒ Bureaucracy is constituted to help and advise the government and to execute the programmes.
- ⇒ The bureaucrats make the public administration system dynamic.
- ⇒ All the services of government reach the people through them.
- ⇒ It is the bureaucracy which prepares plans for their scientific utilisation and implements them effectively

FEATURES OF BUREAUCRACY

Hierarchical organisation

- ⇒ Bureaucracy is organised in such a way that there is one employee at the top and the number increases when it reaches the lower levels. This is known as hierarchical organisation.

Permanence

- ⇒ Persons appointed will continue in service till the age of retirement.

Appointment on the basis of Qualification

- ⇒ Employees are recruited and appointed on the basis of educational qualification.

Political Neutrality

- ⇒ Bureaucrats are liable to implement the policies of whichever party comes to power.
- ⇒ Party interests should not reflect in their work.
- ⇒ They should act neutrally.

Professionalism

- ⇒ Every government employee must be skilled in their work.

2.BUREAUCRACY IN INDIA

Indian Civil Service

All India Services

⇒ Recruits at national level

⇒ Appoints in central or state service Eg: Indian Administrative Service.[IAS], Indian Police Service. [IPS]

Central Services

⇒ Recruits at national level

⇒ Appoints in central government departments only Eg: Indian Foreign Service, Indian Railway Service

State Services

⇒ Recruits at state level

⇒ Appoints in state government departments only Eg : Sales tax officer

CONSTITUTIONAL INSTITUTIONS.

⇒ They are constituted on the basis of constitutional provisions. So they are called constitutional institutions.

UPSC

⇒Candidates to all India services and central services recruited by UPSC.

⇒The chairman and the members of this commission are appointed by the President of India.

PSC

⇒At the state level candidates are recruited by PSC.

⇒The governor appoints the chairman and the members of the PSC.

VII. REFORMS IN PUBLIC ADMINISTRATION

1.E-GOVERNANCE

⇒E-governance is the use of electronic technology in administration.

FEATURES OF E-GOVERNANCE

⇒ to obtain government services easily in a speedy manner.

Examples for E-governance.

⇒ The single window system for admission to Higher Secondary courses, online applications for various scholarships, etc. are

BENEFITS OF E-GOVERNANCE:

- ⇒ Can receive service with the help of information technology.
- ⇒ Need not to wait in government offices for services.
- ⇒ Government services offered speedily and with less expense.
- ⇒ Efficiency of the offices and quality of the service get enhanced.

2. RIGHT TO INFORMATION

Right to Information Act 2005.

- ⇒ This ensures the right of all citizens of India to receive information.

OBJECTIVES OF RIGHT TO INFORMATION ACT

- ⇒ The main objectives of this Act are to prevent corruption, create responsibility and make the functioning of the government transparent.
- ⇒ The citizens will get copies of public documents if they apply for them.

INFORMATION COMMISSION

- ⇒ Information Commissions are constituted at the national and state levels.
- ⇒ There will be a Chief Information Commissioner and not more than ten members in the Information Commission.

3. RIGHT TO SERVICE

- ⇒ Right to Service Act is a law which ensures services to the people.
- ⇒ This law determines the time limit for every service given by a government office.
- ⇒ If the deserved service is not given within this time limit, the responsible employee should pay a fine.

4. LOKPAL

- ⇒ Lokpal is institution constituted to prevent corruption at administrative, bureaucratic and political levels.
- ⇒ The institution constituted at the national level to prevent corruption is Lokpal.
- ⇒ Lokpal has the power to register cases on issues of corruption against employees and public workers and can suggest necessary actions.

5. LOKAYUKTA

- ⇒ Lokayukta is the institution constituted at the state level to hear the corruption cases.

6. CENTRAL VIGILANCE COMMISSION

- ⇒ The Central Vigilance Commission is the institution constituted at the national level to prevent corruption.
- ⇒ It came into effect in 1964.
- ⇒ It is formed to prevent corruption in the central government offices.
- ⇒ The Central Vigilance Commissioner is the head of the Central Vigilance Commission.
- ⇒ In every department there will be a Chief Vigilance Officer.
- ⇒ The duty of the commission is to enquire into vigilance cases and take necessary actions.

7. STATE VIGILANCE COMMISSIONS

- ⇒ State vigilance commissions have been constituted at state level.
- ⇒ The State Vigilance Commission inquires into corruption in the state government offices.
- ⇒ Vigilance courts are also constituted to track vigilance cases.

8. OMBUDSMAN

- ⇒ Elected representatives and bureaucrats are part of public administration.
- ⇒ Complaints can be filed against their corruption, nepotism or financial misappropriation or negligence of duties.
- ⇒ Ombudsman is constituted for this purpose. A retired Judge of the High Court is appointed as the Ombudsman.
- ⇒ People can directly approach the Ombudsman with complaints

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