

FIRST BELL-2

SOCIAL SCIENCE -I

CHAPTER -3

50

Chapter

03



PUBLIC ADMINISTRATION

BIJU KK, HST SS, GHSS TUVVUR, MALAPPURAM. 2021-22

Government institutions and their functions

- Primary health centre - Provides treatment facilities.
- Krishi Bhavan - Promotes agriculture
- Police station - Maintains law and order.

Aims of government institutions?

-Implementing laws and development programmes designed by the government are the aims of government institutions.

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Public Administration definition of N.Gladden

**“Public Administration is concerned with
the administration of the government.”**

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Free ration for
those below
poverty line

Free textbooks for
school children

Housing for
all by 2020

What is public administration?

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

-Governmental institutions are part of public administration.

-They functioned for the welfare of the people.

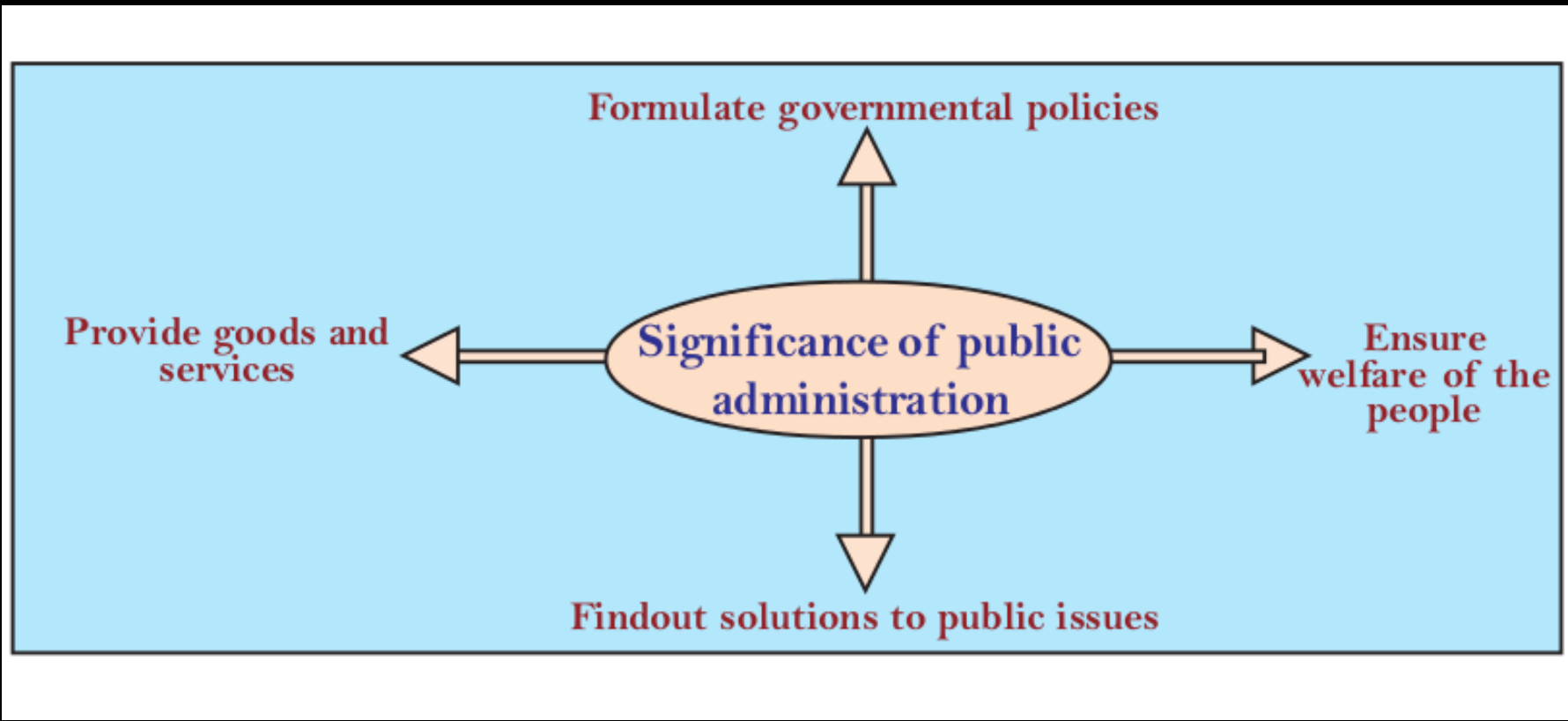
-Public administration varies according to system of governance.

List out the changes in the objectives of public administration in monarchy and democracy.

-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.



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Significance of public administration?

-Formulate governmental policies.

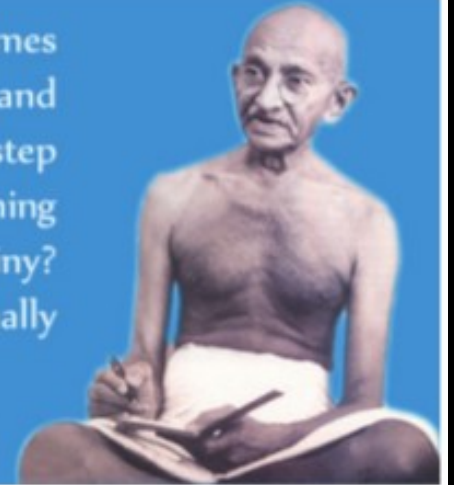
-Ensure welfare of the people.

-Find out solutions to public issues.

-Provide goods and Services.

"I will give you a talisman. Whenever you are in doubt, or when the self becomes too much with you, apply the following test. Recall the face of the poorest and the weakest man [woman] whom you may have seen, and ask yourself, if the step you contemplate is going to be of any use to him [her]. Will he [she] gain anything by it? Will it restore him [her] to a control over his [her] own life and destiny? In other words, will it lead to swaraj [freedom] for the hungry and spiritually starving millions? Then you will find your doubts and your self melt away."

Mahatma Gandhi's Talisman



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Applications
invited for
Scholarships

Government assistance
to expand rice
cultivation

Distributed
flood relief funds

Regional
Camps
to collect tax

According to Gandhiji, who should get the benefits of administration?

-Gandhiji expected the protection of the interests of all through public administration.

-But those who need more care and protection should be treated and protected separately.

-Gandhiji's concept of Grama Swaraj influenced India's outlook of public administration to a great extent.

-Local government institutions were constituted on this basis.

Bureaucracy

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

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Significance (aims) of bureaucracy

-Functioning the day-to-day operations of public Administration.

-Make the public administration system dynamic.

-Deliver all the services of government to the people.

-Prepares plans for the scientific utilization of human and material resources and implements them effectively.

Features of bureaucracy.

- Hierarchical organisation.**
- Permanence.**
- Appointment on the basis of Qualification.**
- Political Neutrality.**
- Professionalism.**

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.

Indian Civil Service

-The Indian Civil Service is made up of all the officers of the Central Government and the State Government and various Public Sector Enterprises.

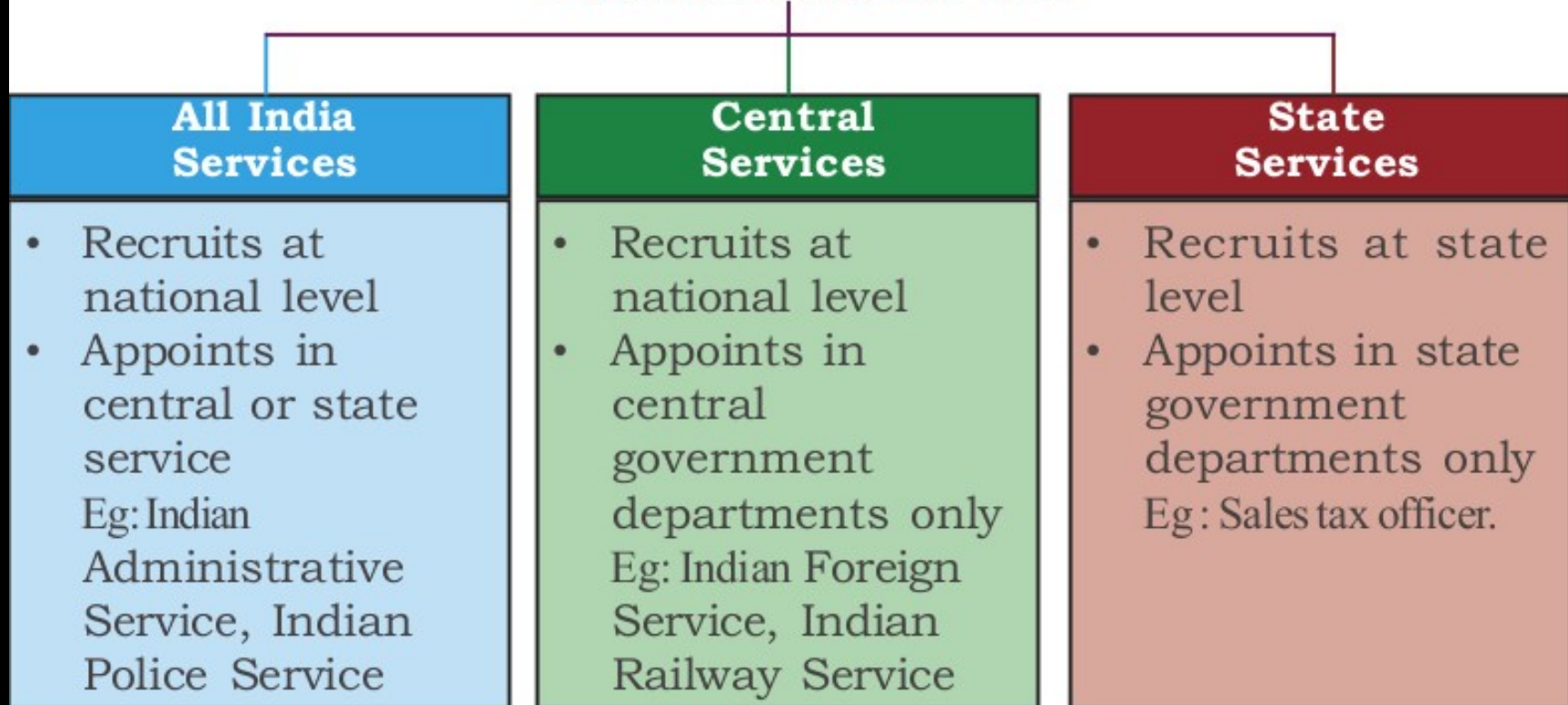
Division of the Indian Civil Service

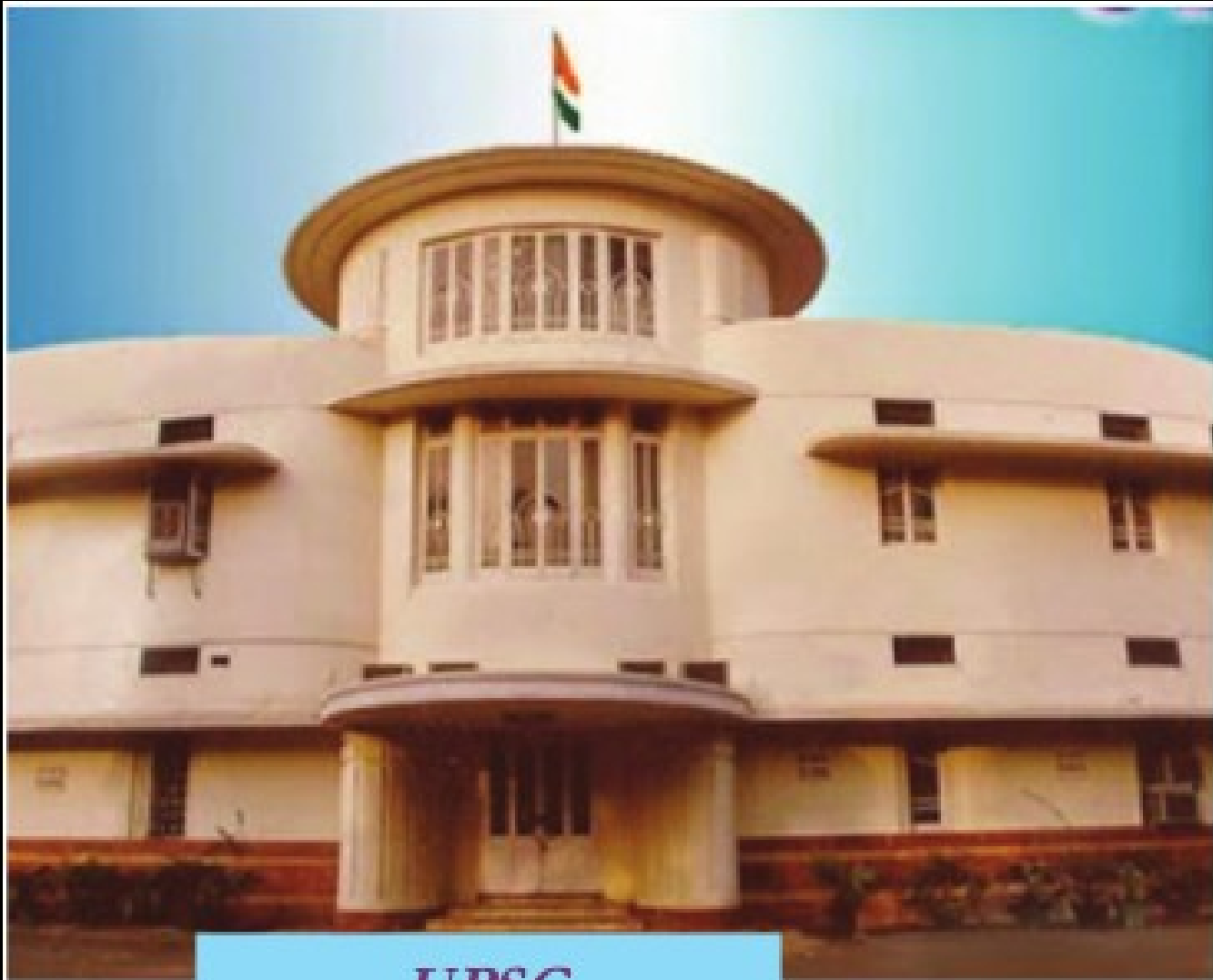
Indian Civil Service can be divided in the three

1. All India Services
2. Central Services
3. State Services

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Indian Civil Service





UPSC

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Union Public Service Commission (UPSC).

-Candidates to all India services and central services are recruited by the Union Public Service Commission.

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

-The UPSC has elaborate mechanisms for the recruitment of candidates based on qualification.

-UPSC is constituted on the basis of constitutional provisions.

-So UPSC is called constitutional institutions.



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Public Service Commission (PSC) of the State.

- At the state level, candidates are recruited by the Public Service Commission (PSC) of the State.**
- The Governor appoints the Chairman and the members of the State Public Service Commission.**
- State PSC's is constituted on the basis of constitutional provisions.**
- So State PSC's are called constitutional institutions.**

Administrative Reforms

- 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 intention is to make administration people friendly and efficient.**
- For this government constitutes administrative reform commissions at national and state levels.**

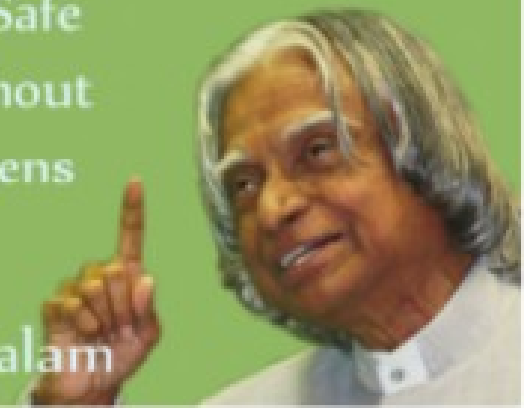
Examples for Administrative Reforms

- **E-Governance.**
- **Right to Information.**
- **Right to Service.**
- **Lokpal and Lokayuktha.**
- **Central Vigilance Commission.**
- **Ombudsman**

E-Governance

Transparent and vibrant government project. Safe and speedy information that reaches to all without red tapism. Project that is available to all citizens without any discrimination.

A P J Abdul Kalam



E-governance

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

Examples:

- The single window system for admission to Higher Secondary courses.**
- Online applications for various scholarships, etc.**



Akshaya Centre

For the benefit of people Akshaya centres have been constituted to make use of Government service delivered through E-governance. It also aims at making people E-literate. E-literacy is the awareness about basic information about Internet technology.



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.**

Reply to application for right to Information

From

Public Information Officer
Government Higher Secondary School
Karamana, Thiruvanthapuram.

To

Sri. Sureshkumar
Anaswara, Vazhuthacaud, Thiruvananthapuram.

Sir

Sub : The right to information Act 2005 - Information - reg
Ref : Your application dated 25/08/2015.

The information you demanded through the application under Right to Information is furnished below. Answers are given in order of questions.

- Answer 1 : Yes, 10 am to 4 pm
Answer 2 : No special librarian. One teacher of this school is given charge.
Answer 3 : As per the stock register there are, 6216 books in the library.
Answer 4 : Newspapers, Weeklies, Monthlies.

If you have any complaint about the reply you can approach the Appellate Authority within 3 days.

Address of the Appeal authority

Name :

Appeal Authority, DEO, Thiruvananthapuram

Yours faithfully

Thiruvananthapuram
Date : 08/09/2015

(Sd/-)
Public Information Officer.

Right to Information

- **We can collect information from any government office about its working.**
- **People got this opportunity under the Right to Information Act 2005.**
- **The efforts of Mazdoor Kisan Shakti Samghathan of Rajasthan has led to the legislation of Right to Information Act.**
- **This ensures the right of all citizens of India to receive information.**

Main objectives of Right to Information

-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.

Right to Information Commission

-To perform the functions under the Right to Information Act, 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.

-If the authorities do not give, or refuse to give the information or gave wrong and unsatisfactory replies, one can approach the Information Commission and can file an appeal.

-If the commission is convinced, a fine of Rs. 250 per day can be imposed on the employee concerned till the information is given.

സേവനാവകാശനിയമം പരീക്ഷാഭവനിൽ പൊതുജനങ്ങൾക്ക് ലഭ്യമാകുന്ന സേവനങ്ങൾ

- വിവിധ പരീക്ഷകളുടെ നടത്തിപ്പ്.
- പത്താംക്ലാസ് പഠനം പൂർത്തിയാക്കിയ കുട്ടികളുടെ ജനനതീയതി തിരുത്തൽ. (6മാസം)
- എസ്.എസ്.എൽ.സി ഉൾപ്പെടെയുള്ള സർട്ടിഫിക്കറ്റുകളുടെ ഡ്യൂപ്ലിക്കേറ്റ്/ട്രിപ്ലിക്കേറ്റ് വിതരണം, മാർക്ക് ലിസ്റ്റിന്റെ പകർപ്പ് നൽകൽ, യഥാസമയം കൈപ്പറ്റാത്ത സർട്ടിഫിക്കറ്റുകളുടെ തിരിച്ചു നൽകൽ. (പരമാവധി 3 മാസം)
- യോഗ്യത, തുല്യത, ആധികാരികതാ പരിശോധന സാക്ഷ്യപത്രങ്ങളുടെ വിതരണം. (30 ദിവസം)
- പരീക്ഷാഭവനിൽ നിന്നും വിതരണം ചെയ്ത സർട്ടിഫിക്കറ്റുകളുടെ തെറ്റുതിരുത്തൽ (രൊഴ്ച) വിദ്യാർത്ഥികളുടെ പ്രാദേശിക ഭാഷ പഠനം മാറ്റം (ഒന്നാം ഭാഷയിലെ പാർട്ട് 1, പാർട്ട് 2, പാർട്ട് 3) മൂന്നാം ഭാഷയിലെ മാറ്റവും. (ഒരു മാസം)
- ഉത്തരക്കടലാസുകളുടെ സൂക്ഷ്മപരിശോധനയും പുനർമൂല്യനിർണയവും, ഫോട്ടോകോപ്പി നൽകൽ, എസ്.എസ്.എൽ.സി പരീക്ഷയിൽ പുനർമൂല്യനിർണയത്തിലൂടെ ഉയർന്ന ഗ്രേഡി നർഹരായവരുടെ പുനർമൂല്യനിർണ്ണയ ഫീ തിരിച്ചു നൽകൽ. (ഒരു മാസം)
- ഗ്രേസ് മാർക്ക് ഉൾപ്പെടുത്തി കാർഡ് നൽകൽ. (രൊഴ്ച)
- ഗ്രൂപ്പ് ഡിപ്ലോമ സർട്ടിഫിക്കറ്റിന്റെ വിതരണം.
- വിദ്യാർത്ഥികളുടെ എസ്.എസ്.എൽ.സി. സ്കോർ വിവരം സ്ഥാപനമേധാവികൾക്ക് നൽകൽ (ഉപരിപഠനാർത്ഥം സംസ്ഥാനത്തിന് പുറത്തുള്ളവർക്ക്). (ഒരു മാസം)

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 timelimit, the responsible employee should pay a fine.

-As per the Right to Service Act, an officer is appointed in every government office to give guidance and proper help to the applicants.



ഈ ഓഫീസിന്റെ സേവനങ്ങൾക്ക് ഉദ്യോഗസ്ഥർ പണമോ, പാരിതോഷികമോ ആവശ്യപ്പെടുന്നതിൽ താഴെ പറയുന്ന മേൽവിലാസത്തിൽ ബന്ധപ്പെടുക.

സുപ്രണ്ട് ഓഫ് പോലീസ്
 വിജിലൻസ് ആന്റ് ആന്റി കറപ്ഷൻ ബ്യൂറോ,
 സതേൺ റേഞ്ച്, പൊട്ടക്കുഴി, പട്ടം പി.ഒ
 തിരുവനന്തപുരം- 695 004
 ഫോൺ: 0471-2550118
 E-mail: spsrt.vacb@kerala.gov.in

ഡെപ്യൂട്ടി സുപ്രണ്ട് ഓഫ് പോലീസ്
 വിജിലൻസ് ആന്റ് ആന്റി കറപ്ഷൻ ബ്യൂറോ
 TC 22/3742, 'F' Street, ഇലങ്കം ഗാർഡൻസ്,
 വെള്ളയമ്പലം, ശാസ്തമംഗലം പി.ഒ,
 തിരുവനന്തപുരം - 695 010, ഫോൺ: 0471-2304119
 E-mail: dysptvm.vacb@kerala.gov.in

അഴിമതി സംബന്ധിച്ച വിവരങ്ങൾ അറിയിക്കുവാൻ താഴെ പറയുന്ന സൗകര്യങ്ങൾ പ്രയോജനപ്പെടുത്തുക

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<http://vigilance.kerala.gov.in>
 vig.vacb@kerala.gov.in
 /vigilancekerala

PLAY

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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.

State vigilance commissions

-The State Vigilance Commission inquires into corruption in the state government offices.

-Vigilance courts are also constituted to track vigilance cases.

Lokpal and Lokayuktha

-Lokpal and Lokayukta are institutions 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.

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

-Both of them follow judicial procedures.

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Ombudsman

-The Ombudsman is the mechanism for complaints of corruption, nepotism or financial misconduct by Elected representatives and bureaucrats who are part of public administration.

-A retired Judge of the High Court is appointed as the Ombudsman.

-People can directly approach the Ombudsman with complaints.

-On receiving complaints, the Ombudsman has the power to summon anyone and can order enquiry and recommend actions

-Ombudsman has its beginning in banking sector to hear the complaints of clients and rectify them.

ALL THE BEST

BIJU KK

GHSS TUVVUR

MALAPPURAM - 9778300200