

Public administration SS1-3

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.

Public Administration - definition of N.Gladden

- Public Administration is concerned with the administration of the government.

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.

Significance of public administration?

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

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'.

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.

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.
- The Indian Civil Service can be divided into three

1. All India Services

- Recruits at national level
- Appoints in central or state service
- Eg: Indian -Administrative Service, Indian Police Service

2. Central Services

- Recruits at national level
- Appoints in central government departments only
- Eg: Indian Foreign Service, Indian Railway Service

3. State Services

- Recruits at state level
- Appoints in state government departments only
- Eg : Sales tax officer.

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.

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

-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.

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.

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

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 Lokayukta

-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.

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.

**BIJU KK
GHSS TUVVUR
MALAPPURAM**