

**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"><li>• Recruits at national level</li></ul>	<ul style="list-style-type: none"><li>• Recruits at national level</li></ul>	<ul style="list-style-type: none"><li>• Recruits at state level</li><li>• Appoints in state</li></ul>

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

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- 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.
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- 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:*

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