

PUBLIC ADMINISTRATION

Public administration

It is the effective utilization of men and materials for the implementation of existing laws , Gov. policies , programmes and developmental projects.

Significance of public administration

- Provide goods and service.
- Ensure welfare of the people.
- Findout solutions to public issues.
- Formulate Gov. policies

Bureaucracy

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

Basic features of bureaucracy

✓ Hierarchical Organisation

One employee at the top and the number increases. Ehen it reaches lower level.

✓ 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

Party interest should not reflect in their work. They should act neutrally.

✓ Professionalism

Every Gov. Employee must be skilled in their work

History of public administration in India

- Public administration existed in India from ancient times.
- But modern administrative system came into existence during the British period.

- They constituted the civil services for selecting the employees.
- It become the civil service of India after independence

Classification of Indian civil service

❖ All India service

- Recruits at national level
- Appoints in Central or State service.
- Eg: IAS , IPS

❖ Central service

- Recruits at national level
- Appoints in Central Gov. Service.
- Eg: Indian railway service , Indian foreign service

❖ State service

- Recruits at state level.
- Appoints in State Gov. Service
- Eg : Sales tax officer

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.

UPSC and State PSC are constituted on the basis of constitutional provisions. *So they are called constitutional institutions.*

Administrative reforms.

A number of steps are taken by Gov. for increasing the efficiency of the services and to provide service to people in a time bound manner.

E- Governance

It is the use of electronic technology in administration.

Benefits of E- Governance

- ✓ Need not wait in gov. offices for services.
- ✓ Less expense.
- ✓ Gov. service offered speedily.
- ✓ Can receive service with the help of information technology.

Right to information.

- Collect information from any Gov. office about its working.
- Came into existence in 2005.
- The efforts MAZDOOR KISAN SHAKTHI SAMGHATHAN of Rajasthan has led to the legislation of this act.

The main objectives of Right to information act.

- To prevent corruption.
- Create responsibility.
- Make the function of the Gov. transparent.

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 Gov. Office.

Lokpal and Lokayuktha

- Lokpal and Lokayuktha are institutions constituted to prevent corruption at administrative and bureaucratic and political level.
- To prevent corruption at national level is Lokpal.
- To prevent corruption at state level is Lokayuktha.

Central vigilance commission.

- It is the institution constituted at the national level to prevent corruption.
- It came into affect in 1964.
- It is formed to prevent corruption in the central Gov. offices.
- The state vigilance commission enquires in to corruption in the state Gov. office.

OMBUDSMAN

- ✓ Elected representatives and bureaucrats are part of public administration.
- ✓ Complaints can be failed against their corruption and Nepotism of duties etc..
- ✓ 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.
- ✓ Ombudsman has its beginning in banking sector.