

### Books Recommended :

1. R. Prasad & Others : Administrative Thinkers
2. R. N. Singh : Management Thought & Thinkers
3. S. S. Ali : Eminent Administrative Thinkers
4. Tilest, Kemperner: Management Thinkers & Mills
5. Daniel E. Criffths : Administrative Theory
6. R. J. S. Baker : Administrative Theories & Public Administration
7. Chester I. Barnard : Functions of the Chief Executive
8. Fayol : General & Industrial Management
9. Peter Self : Administrative Theories & Politics
10. Nicolos P. Mouzelia : Organisation and Bureaucracy
11. Fred Luthaus : Organisational Behaviour
12. Gerald E. Caiden : The Dynamics of Public Administration Guideline to current transformation in Theory and Practice.

### PAPER-III

## COMPRATIVE ADMINISTRATIVE SYSTEMS

### UNIT-I

Comparative Public Administration :

Concept, Nature, Evolution, Scope and Significance  
Theory Building in Comparative Public Administration.

Public Administration and Environment : Social,  
Economic, Cultural, Political and Constitutional.

### UNIT-II

Approaches to the study of comparative Public  
Administration :

- a. Behavioural
- b. Structural-Functional
- c. System
- d. Ecological

### UNIT-III

Max Weber's Typology of Authority and Administrative  
Systems :

Essential features and use of Ideal Type Bureaucratic  
Model, Weber's Model and its Utility and Limitations  
in the context of Administrative Systems of Third  
World.

Rigg's Typology of Societies :

Agreria - Industria Typologies, Fused - Presmatic  
Diffracted Model and Sala Model.

#### UNIT-IV

Concept of Development Administration and Adminis-  
trative Development.

Administrative Systems of Advanced Countries :

Salient features of Administrative Systems of U.K.,  
U.S.A. and France.

#### UNIT-V

A Study of the following institutions :

- a. Department of State (U.S.A.)
- b. Independent Regulatory Commission (U.S.A.)
- c. Salient Features of State Administration in U.S.A.
- d. British Treasury (U.K.)
- e. Parliamentary Commissioner (U.K.)
- f. Ombudsman (Sweden)

#### Books Recommended :

1. Ferrel Heady : Public Administration : A  
Comparative Respective  
(Englewood Cliffs, N. J.  
Prentice Hall. 1966)

2. Sybil I. Stokes : Papers in comparative Public  
Administration (Ann Arbor :  
University of Michigan Press,  
1962)

3. Nimrod Rapheels : Readings in Comparative  
Public Administration  
(Baston, Allynt Bacon, 1967)

4. Ramesh K. Arora : Comparative Public Adminis-  
tration : An Ecological Pers-  
pective (Associated Publish-  
ing House, New Delhi, 1979)

5. Kelth Henderson : Comparative Public Adminis-  
(Ed)  
tration : Theory and  
Relevance (New York  
Graduate School of Public  
Administration- New York  
University, 1967)

6. Prestone Le Breton : Comparative Administrative  
Theory (Seattle, University,  
Washington Press, 1968).

7. E. N. Gladden : Central Administration in  
Britain.

8. Mc Henry and Ferguson : The American System of  
Government (Latest Edition)

9. T. N. Chaturvedi : तुलनात्मक लोक प्रशासन

10. Ramesh K. Arora : तुलनात्मक लोक प्रशासन