

PAPER-II

STATE ADMINISTRATION IN INDIA

UNIT-I

General Background of State Administration in India. Growing importance of State Administration.

The office of the Governor, Office of Chief Minister, the Council of ministers and their inter-relationship.

UNIT-II

Organisation and Function of State Secretariat : Chief Secretary- Role & position. Administrative organisation of a Department, organisation & working of the Department of Home, Finance in Rajasthan. Secretariat-Directorate Relationship in Rajasthan.

UNIT-III

Organisation and working of following Boards, Commissions, Directorates in the state of Rajasthan.

- a. Revenue Board
- b. Rajasthan State Human Rights Commission
- c. Directorate of College Education
- d. Directorate of Agriculture

UNIT-IV

Office of Divisional Commissioner — position, power and functions. District Collector : position, Powers and functions.

UNIT-V

Role of the state civil services in State Administration. Recruitment, Training and Promotion of state civil services in Rajasthan, Role of Rajasthan Public Service commission.

Removal of Public Grievances, Lokayukta, Administrative Reforms and Innovation in state Administration.

Books Recommended :

1. A.P. Padhi : State Administration in India (Two Volume)
2. S.R. Maheshwari : State Government in India
3. S.S. Khera : District Administration

4. Mohan Mukherjee : Administrative Innovations in (Ed.) Rajasthan
5. B. Mehta : Dynamics of state Administration.
6. G.D. Shukla : State and District Administration
7. रविन्द्र शर्मा : राज्य प्रशासन
- 8^प सिंह, शर्मा, गोयल : राजस्थान में राज्य प्रशासन
- 9^प सुरेन्द्र कटारिया : राज्य प्रशासन
- 10^प रमेश अरोड़ा : राज्य प्रशासन
गीता चतुर्वेदी