

**PAPER-II**

**LOCAL ADMINISTRATION**

**UNIT-I**

Meaning, Nature and significance of Local Govern-ments in Modern state, Evolution of Local Government during the Ancient, Medieval and Modern India.

**UNIT-II**

Composition, functions, powers and role of various kinds of local bodies : Municipal Corporation, Municipal Council, Nagar Panchayat, Contonment Board and Single Purpose Agencies.

**UNIT-III**

Theory and practice of Democratic Decentralization in India. Panchayati Raj Institution; Zila Parishad, Panchayat Samiti, Village Panchayat, Gram Sabha- their composition, powers and functions.

**UNIT-IV**

Problem of Autonomy and Accountability of Local Bodies, Mechanism of control over local Bodies at state level, The Role of Directorate of Local Bodies, Panchayati Raj and Development Department. Financial Administration of local Bodies of India, Strengthening of Local Resources in view of Local Finance Commission recommendation.

**UNIT-V**

Personnel Administration of Rural and Urban Local bodies; Recruitment, Classification, Promotion, Training and Service condition of Local officials.

**Books Recommends :**

1. R.L. Khanna : Municipal Government and Administration in India
2. S.R. Maheshwari : Local Government in India.
3. K.K. Puri & G.S. Barara : Local Government in India
4. Rajeshwar Dayal : Panchayati Raj in India.
5. G. Ram Reddy : Panchayati Raj in India.
6. M.V. Mathur : Panchayati Raj in Rajasthan  
Narayan &  
V.M. Sinha

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7. M.V. Paylee : Indian Constitution (also in Hindi)
8. A.R.C. : Report on State Administration
9. Govt. of Rajasthan : Report of the Administrative Reforms Committee
10. S.R. Maheshwari : Indian Administration