

**Books Recommended :**

- 1 John pfiffner and Robert presthus, Public Administration.
- 2 Dimock and Dimock, Public Administration.
- 3 Torrify, Principles of Management.
- 4 Jhon; D. Millat, Management in Public Services.
- 5 E.N. Goledden, Essentials of Public Administration.
- 6 M.P. Sharma Principles and Practice of Public Administration (Allahabad, Kitab Mahal)
- 7 D.R. Sachdeva and Meena Sogani, Public Administration, Concepts and Application (New Delhi Associated Publishing House, 1981)
- 8 A. Awasthi : S.R. Maheshwari, Public Administration (Agra, Laxmi Narain Agarwal, 1987)
- 9 C.P. Bhambri, Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
- 10 A.R. Tyagi : Public Administration (Meerut, Jai Prakash Nath & Co. 1987)
- 11 **Vishnu Bhagwan & Vidya Bushan, Public Administration.**
- 12 Avasthi & Maheshwari, Lok Prakashan
- 13 C.P. Bhambri, Lok Prakashan.
- 14 Harish Chandra Sharma, Lok Prakashan ke Adhar.
- 15 Vishnu Bhagwan and Vidhya Bhushan, Lok Prakashan.
- 16 B.L. Fadia, Lok Prakashan.
- 17 Ravindra Sharma, Lok Prakashan ke Tatwa
- 18 Surendra Kataria : Lok Prashasan ke Tatwa

**PAPER-II  
PUBLIC ADMINISTRATION IN INDIA**

**UNIT-I**

Historical background of Indian Administration with special reference to influence of British period, Salient features of Indian Administration since Independence.

**UNIT-II**

The Union Executive : The President, Prime Minister and Council of Ministers, The Organisation and working of Central Secretariat, Cabinet Secretariat, Prime Minister's Office, Ministry of Home and Ministry of Personnel, Pension and Public Grievances.

**UNIT-III**

Major Forms of Public Enterprises in India; Departments, Corporations, Companies, Parliamentary Committee on public undertakings.

**UNIT-IV**

Financial Administration : Budget : Formulation, Approval and Execution, Comptroller and Auditor General of India, Parliamentary Committees : Public Accounts, Estimates Committee, Control Over Administration : Legislative, Executive & Judicial.

**UNIT-V**

Personnel Administration - Classification, Recruitment and Training of All India Services, Problems of