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## **Public Administration 2021**

### **100 Days Answer Practice Program**

**By**

**Santosh Sir**

**6 CSE Mains with Public Administration**

**Cracked 4 CSE Mains with Public Administration**

<b>DATE</b>	<b>TOPIC OF THE DAY</b>
01 JAN	Meaning, and Scope, Significance of Public Administration.
02	Evolution of the Discipline and its Present Status
03	Wilson's Vision of Public Administration
04	New Public Administration
05	Public Choice Approach
06,07	New Public Management
08	Challenges of Liberalisation, Privatisation and Globalisation
09	Good Governance: Concept and Application
10	Revision
11	Administrative theories and aspects, TAYLOR
12	FAYOL, GULLICK AND URWICK
13	FOLLET AND ELTON MAYO
14	Revision
15,16	WEBER, NEO WEBERIAN, ANTIBUREAUCRACY THESIS, MARX
17	CHESTARD BARNARD AND COMMUNICATION
18	SIMON AND DECISION MAKING
19	Revision

20,21,22	ALL PARTICIPATIVE THINKERS
23	MOTIVATION ,MORALE
24	LEADERSHIP
25	Revision
26,27	Models of Policy-Making and their Critique ,MEANING SCOPE AND ASPECTS
28	Processes of Conceptualisation
29	Planning and Implementation
30	Evaluation and Review and their Limitations
31,01	State Theories and Public Policy Formulation
02	Revision
03	Salient features and Value Premises, Constitutionalism
04	Executive, Parliament, Judiciary-Structure, Functions, Work Processes , Intra-Governmental Relations ,
05	PM,PRESIDENT,Cabinet Secretariat ,Prime Minister's Office, Central Secretariat,
06	Ministries and Departments, Boards and Commissions,Attached Offices; Field Organizations
07	Union-State Administrative, Legislative and Financial Relations ,Role of the Finance Commission , Role of Controller General of Accounts and Comptroller and Auditor General of India,Financial accountability
08	Governor ,Chief Minister, Chief Secretary ,State Secretariat, Directorates
09	REGULATORY BODIES
10	Revision
11	CONCEPT OF ACCOUNTABILITY AND SOCIAL AUDIT
12	CSO,MEDIA
13	RTI AND TRANSPARENCY
14	CITIZEN CHARTER,CITIZEN AND ADMINISTRATION
15	e-governance
16	Revision
17	Meaning, Scope and Significance ,Dicey on Administrative Law
18	Delegated Legislation ,Administrative Tribunals
19	Revision
20	Concept of Development. Changing Profile of Development Administration
21	Anti-Development Thesis ,Bureaucracy and Development
22	Strong State Versus The Market Debate, Impact of Liberalisation on Administration in Developing Countries
23	Women and Development - The Self-Help Group Movement
24	Revision
25	LOCAL GOVERNMENT, Changing Role of the Collector.
26	LOCAL GOVERNMENT ,Union-State-Local
27	URBAN GOVERNMENT, District Administration and Democratic Decentralization
28	URBAN GOVERNMENT, Schemes
01 MAR	Revision
02	Importance of Human Resource Development ,Recruitment, Position Classification
03	Training ,Career Advancement
04	Discipline and Performance Appraisal, Promotion, Pay and Service Conditions
05	Employer-Employee Relations, Grievance Redressal Mechanism
06	Code of Conduct, Administrative Ethics
07	Revision
08	Monetary and Fiscal Policies.
09	Public Borrowings and Public Debt
10	Budget - Types and Forms

11	Budgetary Processes
12	Accounts and Audit
13	Revision
14	Concept ,evolution and Current Status of Comparative Public Administration
15	Riggsian Models and their Critique
16	Administration and Politics in Different Countries
17	Historical and Sociological Factors Affecting Administrative Systems
18	
19	Organisation and Methods, Work Study and Work Management Management Aid Tools Like Networking Analysis, MIS,PERT, CPM
20	Revision
21	Systems Theory and
22	Contingency Theory
23	Revision
24	Kautilya's Arthashastra, Mughal Administration. n
25	Legacy of British Rule in Politics and Administration. Indenisation of Public Services, Revenue Administration, District Administration
26	Revision
27	Public Sector in Modern India ,Forms of Public Sector Undertakings
28	Problems of Autonomy, Accountability and Control ,Impact of Liberalization and Privatization
29	Revision
30	Major Concerns of Administrative reforms, Important Committees and Commissions
31	Reforms in Financial Management and Human Resource Development Problems of Implementation, generalist versus specialist
APR 01	Revision
02	British Legacy National Police Commission
03	Investigative Agencies.
04	Role of Central and State Agencies Including Para Military Forces in Maintenance of Law and Order and Countering Insurgency and Terrorism
05	Criminalisation of Politics and Administration ,Police-Public Relations;
06	Reforms in Police and recent issues
07	Revision
08	NHRC,PPP
09	DISASTER MANAGEMENT
10	Planning process and structure
11	Planning-niti aayog
12	Revision

**Thank you**

**Best of luck**