
SELECTED READINGS:
1. Features of Indian Administration, Evolution of Indian Administration, Role of Indian Administration in socio-economic development.
2. Federal and Unitary aspects of Indian Administration.
3. Political Executive: President, Election, Powers and Functions, Positions of the President, Council of Ministers, Functions of the Cabinet, Cabinet Committee, Prime Minister as Chief Executive, Powers of Prime Minister, Prime Minister as Real Executive.
5. The Cabinet Secretariat: Evolution, Structure, functions, Role, The Cabinet Secretary.
6. Public Services, Structure of Civil Services, Recruitment Agencies—Union Public Service Commission, Staff Selection Commission, All India Services.
7. Accountability of Public Administration: Legislative, Executive and Judicial Control, Employer—Employee Relationship.
8. Issues Areas in Indian Administration: Relationship between Political and Permanent Executive, Indian Administration and Globalization.
10. State Secretariat: Functions, Internal organization of State Secretariat, functions and Role of Chief Secretary.
11. District Administration: Duties, functions and Role of District Administration, Concept and features of Disaster Administration, Role of District Administration in Disaster Administration.

SELECTED READINGS:
1. Avasthi & Avasthi
2. C.P. Bhambri
3. Harish Chandra Sharma
4. M.P. Sharma
5. S S Jain: Administration
6. S R Maheshwari

Indian Administration, Lakshmi Narain Aggarwal, Agra,
Public Administration in India, Bharat mein Lok Prashashan, Prashashak College Book Depot, Jaipur.
Public Administration in Theory and Practice, Contemporary Issues in Indian Administration, Orient Longman Narain Aggarwal.
"DEVELOPMENT ADMINISTRATION IN INDIA"

4. E-Governance - application, advantages, conditions of effective E-governance, Challenges and impact.  
5. Planning - Planning Commission, National Development Council State Planning Board, State Planning Department, District Planning Committee.  
8. Rural Development Administration - Concept and features of Rural Development, Rural Development Agencies at the State, District and Block level.  
9. Health Administration - Provisions regarding Health in Constitution of India, Administrative Machinery relating to Health in India, Health Administration in Himachal Pradesh, Problems & suggestions.  
10. Education Administration - Provisions regarding Education in constitution of India, Administrative Machinery relating to Education in India, Education Administration in Himachal Pradesh, Problems & suggestions.  

SELECTED READINGS:  
1. Aumpama Singh: Bureaucracy at the Grass Root level in India, Kanishka Publisher 12006.  
3. Govt.of India: Five Year Plan Documents.  
7. P.R. Rathod: Development Administration.  