

**M. A 1<sup>st</sup> Sem**  
**Public Administration**

**Course Code**  
**MPUB 101**

## **Introduction to Public Administration**

Unit 1-20

**By : Prof. L.R Verma**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE),  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL,**

**SHIMLA-171005**

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## **Unit 1**

# **Public Administration: Meaning, Nature, Scope and Significance. Evolution & Present Status of the discipline. Minnbrook Perspective.**

## **Structure**

- 1.1 Introduction
- 1.2 Learning Objectives
- 1.3 Meaning, Nature, Scope and Significance
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- 1.8 Glossary
- 1.9 Answers to Self-Check Exercises
- 1.10 Reference/Suggested Reading
- 1.11 Terminal Questions

### **1.1 Introduction**

The practice of administration is as old as civilization. However, it began as a field of study in 1887 when Wilson's essay on the study of administration was published. Administration is a process that takes place in both public and private institutions. It takes place in a variety of

institutional settings, including businesses, labour unions, philanthropic or religious organizations, and educational institutions. The field in which it operates influences its nature. Typically, administration is split into two categories: private and public administration. It's been an important part for government operations ever since the political system came into being. Private administration is the management of private commercial firms, whereas public administration is associated with the actions conducted by the government. The Latin term *administere*, which meaning to take care of or tend to people is the source of the English word *administrate*. "Group activity or Collective efforts which involve cooperation and coordination for the purpose of achieving desired goals or objectives" is one definition of administration.

L.D. White "The art of administration is the direction, co-ordination and control of many persons to achieve some purpose or objective"

Luther Gullick "Administration has to do with getting things done, with the accomplishment of defined objectives"

F.M. Marx "Administration is purposeful action aimed at achieving specific goals. It involves the organized management of affairs and the strategic use of resources to ensure desired outcomes are realized. By systematically planning and executing tasks, administration seeks to bring about intended results while anticipating and addressing potential challenges. In essence, it plays a vital role in shaping the direction and progress of a nation"

**M. A 1<sup>st</sup> Sem  
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# **Administrative Thinkers**

Unit 1-20

**By : Dr. Deepak Sharma**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE),  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL,  
SHIMLA-171005**

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## **UNIT-1**

### **KAUTILYA**

#### **Structure**

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- 1.4 Public Administration is Arthashastra
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- 1.7 The Mantri-Parishad (The Consultative Body)
  - Self-check Exercise-5
- 1.8 Revenues Administration
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- 1.9 Police Administration-Law and Order
  - Self-check Exercise-7
- 1.10 Municipal Administration
  - 1.10.1 Nagarika
  - 1.10.2 Sthanika and Gopa
  - 1.10.3 Power of Nagarika
  - Self-check Exercise-8
- 1.11 Rural Administration
  - Self-check Exercise-9

1.12 Summary

1.13 Glossary

1.14 Answer to Self Check Exercise

1.15 References/Suggested Readings

1.16 Terminal Question

## **1.1 Introduction:**

Kautilya, also known as Chanakya, was a renowned ancient Indian philosopher and political strategist. He is most famous for authoring the *Arthashastra*, a treatise on statecraft, economic policy, and military strategy. Kautilya's real name was Vishnu Gupta, but he is often referred to as "Kautilya" because he belonged to the Kautala clan, or "gotra." The name "Chanakya" is believed to have originated either from his place of birth, the town of Canaka, or because he was the son of a man named Chanak, though the true origin of the name is debated.



**M.A 1<sup>st</sup> Sem**  
**Public Administration**

**Course Code**  
**MPUB103**

# **INDIAN ADMINISTRATION**

Unit 1-20

**By: Prof. L.R.Verma**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE),  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL,  
SHIMLA-171005**

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**EVOLUTION OF INDIAN ADMINISTRATION**

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1.3 Administrative Organization

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1.4 Administrative Organization and its divisions

Self-Check Exercise 2

1.5 Financial Administration

Self-Check Exercise 3

1.6 Salient Feature of Mughal Administration

Self-Check Exercise 4

1.7 The Emperor

Self-Check Exercise 5

1.8 The King Council

Self-Check Exercise 6

1.9 Chief Departments of Administration

Self-Check Exercise 7

1.10 Personnel Administration

Self-Check Exercise 8

1.11 Provincial Administration

Self-Check Exercise 9

1.12 Local Government

Self-Check Exercise 10

1.13 Mughal Empire

Self-Check Exercise 11

1.14 Babur and Humayun ( 1526-1556)

Self-Check Exercise 12

1.15 Akbar to Aurangzeb (1556-1707)

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1.16 Decline (1707-1857)

Self-Check Exercise 14

1.17 Indian Council Act 1861

Self-Check Exercise 15

1.18 Indian Council Act 1892

Self-Check Exercise 16

1.19 Summary

1.20 Glossary

1.21 Answer to Self Check Exercises

1.22 References/Suggested Readings

1.23 Terminal Question

## **1.1 Introduction**

The Dharama-sutras do not contain any systematic exposition of legal principles doctrines such as we find in the Dharmasastras and Arthasastras of the later age. Nor does their conception of

law and politics conform to our present ideas on the subject. As we shall see later they “cover for more than law and do not cover the whole of law.” As regards politics they view the state or society as an organic whole, in which the different elements, such as the king and the people, play their part according to Dharma or Law, imposed or at least sanctioned by the Divine Will. Life is also regarded as whole without any sharp distinction between public and private, or individual and collective. As a matter of fact the collective organization of society dominates over the idea of individual person. Each individual has his duty and responsibility, rather than rights and privileges, fixed by law and custom and this applies as much to the King as to his mean subject. Each man has a recognized function, which he inherits as a member of a group rather than selects of his accord. To perform this function successfully is his highest object in life, a duty not merely political, social and moral, but also religious in character. For on this depends not only his well being in this life but also his salvation in the next world. Like the modern collectivist theories (such as Fascism) this view raises society above individual’ but there is an important difference. For the allegiance here is not to any party or political principle, but to Dharma conceived as an eternal and immutable Law or Order, which is divine in character and does not emanate from human will.

**M.A 1<sup>st</sup> Sem Public  
Administration**

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MPUB104**

## **FINANCIAL ADMINISTRATION**

Unit1-20

**By : Shiv Dass Katoch**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE),  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL,  
SHIMLA-171005**

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## **Unit-1**

# **FINANCIAL ADMINISTRATION: MEANING, NATURE, SCOPE AND SIGNIFICANCE**

### **Structure**

- 1.0. Introduction
- 1.1 Learning Objectives
- 1.2 Nature, Scope & Agencies involved in Financial Administration
- Self-Check Exercise-1
- 1.3. Significance of Financial Administration, Political parties & Citizens
- Self-Check Exercise-2
- 1.4. Summary
- 1.5. Glossary
- 1.6 Answers to Self-Check Exercises
- 1.7. References/Suggested Readings
- 1.8 Terminal questions

### **1.0. INTRODUCTION**

The financial administration refers to how the government manages its finances, encompassing activities such as budget preparation, managing various revenue sources, safeguarding public funds, overseeing spending procedures, and maintaining financial records. These functions are essential for the efficient operation of public finance. The relationship between finance and government is fundamental, as the available financial resources determine the limits of the government's overall activities and those of its individual departments. Effective financial management is one of the primary and unavoidable duties of the government. To ensure the smooth functioning of government operations, financial administration is of utmost importance.

**M.A 2<sup>nd</sup> Semester  
Public Administration**

**Course Code  
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# **Sustainable Development Administration**

Unit 1-20

**By : Dr. Deepak Sharma**



**CENTRE FOR DISTANCE AND ONLINE  
EDUCATION(CDOE), HIMACHAL PRADESH  
UNIVERSITY, SUMMER HILL,**

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## **UNIT -1**

### **Development Administration: Meaning Nature and Scope, Development Administration and Traditional Development Administration Dichotomy.**

#### **Structure**

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- 1.2 Learning Objective
  - Self Check Exercise-1
- 1.3 Development Administration and Public Administration (Scope)
  - Self Check Exercise-2
- 1.4 Problems in Development Administration
  - Self Check Exercise-3
- 1.5 Dimensions of Development Administration
  - Self Check Exercise-4
- 1.6 Development Administration and Traditional Development Administration Dichotomy
  - Self Check Exercise-5
- 1.7 Summary
- 1.8 Glossary
- 1.9 Answer to Self Check Exercises
- 1.10 References/Suggested Readings
- 1.11 Terminal Questions

## **1.1 Introduction**

Development is the center of politics of the so-called Third World and governments play a key role in national development. Public Administration is considered an important mechanism in this development process. Government uses its administrative authority to achieve national development task by formulating, organizing and implementing large- scale action programmes. To handle these complex Activities of the government, instrument of development administration is employed- Development administration is an instrumental means for defining consolidating and implementing national goals in developing countries.

The concept of development administration emerged shortly after the Second World War, although one American scholar claimed its emergence in the beginning of 1960's about the time when public administration had reached in zenith.

**M.A. 2<sup>nd</sup> Semester**  
**Public Administration**

**Course- MPUB 202**

# **ADMINISTRATIVE & CONSTITUTIONAL LAW**

**Unit 1-20**

**By : Shiv Dass Katoch**



**CENTRE FOR DISTANCE AND ONLINE EDUCATION(CDOE),  
HIMACHAL PRADESH UNIVERSITY, SUMMER HILL,  
SHIMLA-171005**



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# Unit-1

## Administrative & Constitutional Law

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- 1.2 Concept, nature and scope of administrative law
  - Self-Check Exercise-1
- 1.3 Sources, principles and objectives of Administrative Law
  - Self-Check Exercise-2
- 1.4 Summary
- 1.5 Glossary
- 1.6 Answer to self check exercises
- 1.7 References/Suggested Readings
- 1.8 Terminal questions

### 1.0 Introduction

Administrative law is a subfield within public law, which governs the interactions between citizens and the state, focusing on the use of state power. It forms an essential component of the legal structure supporting public administration. Public administration refers to the execution of public policies and programs across various sectors such as immigration, social welfare, defense, and economic regulation, covering nearly all areas of public service.

This branch of law specifically regulates the actions of government agencies. These actions may include creating rules, making legal decisions, and enforcing specific regulations. Administrative law oversees the decision-making processes within government entities like tribunals, boards, or commissions, which operate within national regulatory systems governing areas such as police law, international trade, environmental protection, taxation, broadcasting, immigration, and transportation. The growth of administrative law in the 20th century corresponds to the increasing number of government agencies formed to regulate the social, economic, and political dimensions of society.

**M.A.2<sup>nd</sup> Semester  
Public Administration**

**Course Code :  
MPUB 203**

# **Personnel Administration and Human Resource Management**

**UNIT 1-20**

**By : Dr. Deepak Sharma**



**CENTRE FOR DISTANCE AND ONLINE  
EDUCATION(CDOE), HIMACHAL PRADESH  
UNIVERSITY, SUMMER HILL,  
SHIMLA-171005**

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## **UNIT-1 PERSONNEL ADMINISTRATION: MEANING, SCOPE AND SIGNIFICANCE**

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- 1.2 Learning Objectives
- 1.3 Meaning and Importance
  - Self -Check Exercises-1
- 1.4 Scope of Personnel Administration
  - Self -Check Exercises-2
- 1.5 Emerging Role of Personnel Administration
  - Self -Check Exercises-3
- 1.6 Summary
- 1.7 Glossary
- 1.8 Answers to self-check exercises
- 1.9 References/Suggested Readings
- 1.10 Terminal Questions

### **1.1 INTRODUCTION**

While the evolution and development of personnel administration in UK and USA was largely voluntary, in India personnel administration had to be prodded along by governmental intervention and coercion. While in the West the pioneering work in the field of personnel management was motivated by the managerial pre-occupation with the concept of welfare, in India a combination of the disquieting recruitment practices, growing labour unrest, resulting in strike and loss of production, and a consideration of numerous grievances initiated some interest in personnel management, especially in the textile mills in the years prior to the Second World War. The evolution of personnel management in India, particularly in the textile industry, was shaped by employer-led initiatives and the Indian Institute of Personnel Management. Unlike other nations, where it grew from welfare programs, in India, it emerged from recruitment challenges and worker grievances.