

B.A. (2019 Pattern) (Semester - II)

Subject : Public Administration

Paper Code: 120-II

Title of the Paper: Public Administration – II

Unit 1: Personnel Administration

- a. Meaning, Importance and Scope.
- b. Recruitment process and Training.
- c. Promotion and Retirement.

Unit 2: Financial Administration

- a. Meaning and Importance
- b. Types of Budgets and Budgetary Process.
- c. Participatory budgeting

Unit 3: Accountability and Control

- a. Concept of Accountability and Control
- b. Control over Public Administration: Legislative, Executive and Judicial

Unit 4: Public Grievances Administration

- a. Structure and Role of Administrative Tribunals.
- b. Lokpal and Lokayukta
- c. Right to Public Services