SYLLABUS FOR THE SUBJECT OF PUBLIC ADMINISTRATION
PAPER- I

Total Marks: 100

1. **Public Administration: Definition, Concepts, Approaches and Context**

   Definitions; Role and Scope of Public Administration in Society; Issues in Public Administration Theory and Practice – Democracy versus Bureaucracy, Politics versus Administration, Efficiency versus Equity; Core Values of Public Administration – Rule of Law, Efficiency, Equity and Fairness, Responsiveness; Traditional Public Administration; New Public Management; New Public Service; Governance Approach to Public Administration; Islamic Concept of Public Administration.

2. **Public Organization: Classical and Contemporary Theories and Concepts**

   Bureaucracy; Scientific Management; The Human Relations; Leadership, Motivation, Network; Governance; Strategic Management; Public Choice; Administrative Culture; Types of Organizational Structure; Organization of Federal, Provincial, and Local Government; Administrative Culture.

3. **Public Policy Planning, Implementation and Evaluation**

   Strategic Planning and Management; Planning Process; Policy Analysis; Policy Implementation; Program Evaluation; Planning Machinery; Role of Donors and International Institutions in Public Polity and Management.

4. **Budgeting and Financial Management**

   The Budget as a Policy Tool; The Budget as a Managerial Tool; Principles of Budgeting, Auditing and Accounting in Government; The Line-Item Budget; The Performance Budget; Program Budgeting; Zero-Base Budgeting; Outcome-Based Budgeting.

5. **Managing Human Resources**

   Spoil versus Merit System in Public Employment; Personnel versus Human Resources Management; Close versus Open System of Public Employment; Functions of Human Resources Management; Challenges of Adopting HRM in Public Sector.

6. **Public Management Skills**

   Communication; Decision Making, Conflict Management; Leading, Administrative Buffering; Managing Change; Managing Diversity; Stress Management; Delegation and Motivation; Creativity and Problem Solving; Issues of Public Management.

7. **Governance and Administrative Reforms**
Theories of Administrative Reforms; Types of Administrative Reforms – Privatization, Regulation, De-regulation, Decentralization, Business Re-engineering, Quality Assurance.

8. Public Administration and Citizens

Bureaucratic Responsiveness; Representative Bureaucracy; Citizens Engagement in Public Service; The Concept and Approaches to Public Accountability of Public Service; Institutional Framework for Administrative Accountability; Administrative Corruption; Role of Civil Society in Good Governance.

9. Public Administration and Development

Role of Public Administration in Development; Concept of Development Administration; Difference Between Development Administration and Development Management; Changing Role of Public Administration in Development.
1 - **Organizational Structure of Federal Government and Administration**

Constitutional Framework for Federal Government; Organization and Functions of Federal Secretariat; Organization and Functions of Federal Agencies; Relationship between Ministries and Federal Agencies/Authorities; Inter-ministerial Coordination; Organization and Functions of Regulatory Agencies.

2 - **Organization of Provincial and Local Government**

Governance Structure of Provincial Administration; Organization of Provincial Secretariat; Organization and Functions of Provincial Authorities and Agencies; Relationship with Government Departments; Post-devolution Local Governance; Organization and Functions of District Government and Administration; Organization and Structure of City District Government; Issues and Challenges of Local Governance.

3 - **Intergovernmental Relationship**


4 - **The Civil Service**

Historical Background of Civil Service; The Structure of Civil Service; History of Civil Service Reform; Management of Civil Service; Institutional and Cultural Context of Civil Service; Role of Civil Service in Good Governance, Women and Civil Service.

5 - **Public Policy and Planning**

Institutional Framework for Policy Coordination and Planning; Policy and Planning Process; Role of Planning Commission in Policy and Planning; Strategic Planning in Federal, Provincial Government and Local Government; Role of International Donors in Policy Formulation; Public Policy and Implementation in Key Sectors (i.e., Health, Education).

6 - **Financial Administration**

Structure and Functions of Revenue Administration; Budgetary Process in the Federal, Provincial and Local Government; Tax Administration; Accounting and Auditing System; Issue and Challenges of Fiscal Decentralization.

7 - **Managing Human Resources**

8 - Development Governance and Management

Approaches to Managing Development; History of Development and Public Administration with Particular Reference to Pakistan; Changing Role of Bureaucracy in Development; Role of Civil Society in Development; Role of International Institutions in Development Policy and Management.

RECOMMENDED BOOKS


