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Date: 25-Jan-2025

Day: Saturday

Ayesha Baryum

Mock Admission

17301-9806166-6

Part - I  
MCQs

- |       |       |
|-------|-------|
| 1. d  | 11. a |
| 2. a  | 12. a |
| 3. a  | 13. d |
| 4. a  | 14. a |
| 5. a  | 15. b |
| 6. b  | 16. b |
| 7. a  | 17. a |
| 8. b  | 18. a |
| 9. c  | 19. c |
| 10. a | 20. c |

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## Part - II

### Question: 2

~~keeping administration~~  
Woodrow Wilson said the,  
"administration lies outside the  
proper sphere of politics," Define  
the role & scope of public  
Administration in a society &  
particularly in Pakistan.

#### 1. Introduction:-

Reinventing government  
means making it  
more responsive,  
coordinating, & citizen  
friendly.

#### Osborne (Theorist)

Public administration lies  
out side the sphere of politics  
due to their several roles  
& norms. Both are the state  
bodies that work to deliver  
services to people in different

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Domains: In Pakistan, role & scope of public administration is shifting to New Public Administration

## 2. What is Public Administration?

According to Dimock, Public administration refers to the execution of public policy by civil servants.

## 3. How Administration lies outside the Sphere of Politics?

Book : Politics & administration

By: Good now

This book suggests that politics & administration have different roles such as Politics make the policy & administration execute the public policy made by politicians.

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## 4. Role of Public Administration:

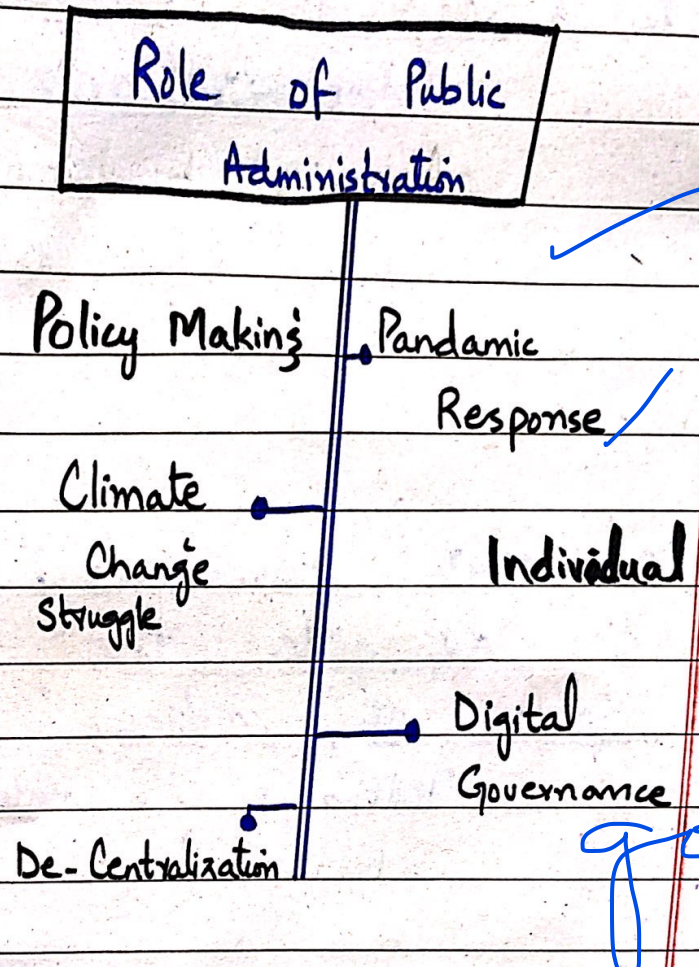


Fig #1: Represents the role of Public Administration

### 4.1 Pandamic Response

According to NDMA Pakistan, recent floods represented the active role of administrators to cope with the consequences of the flood.

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## 4.2. Climate Change Response

According to UNFCCC, the emerging role of administration is high required to cop with the climate challenges to prevent & mitigate its consequences & occurrence.

## 4.3. Digital Governance

Modern means of administration meet the modern technology. E-governance requires the upliftment of society to concern governing bodies digitally.

## 4.4. Decentralization

It refers to the process of distribution of resources towards the provinces on equity base by considering their population.

## 4.5. Policy Making:

It helps ministers to make & execute the policies.

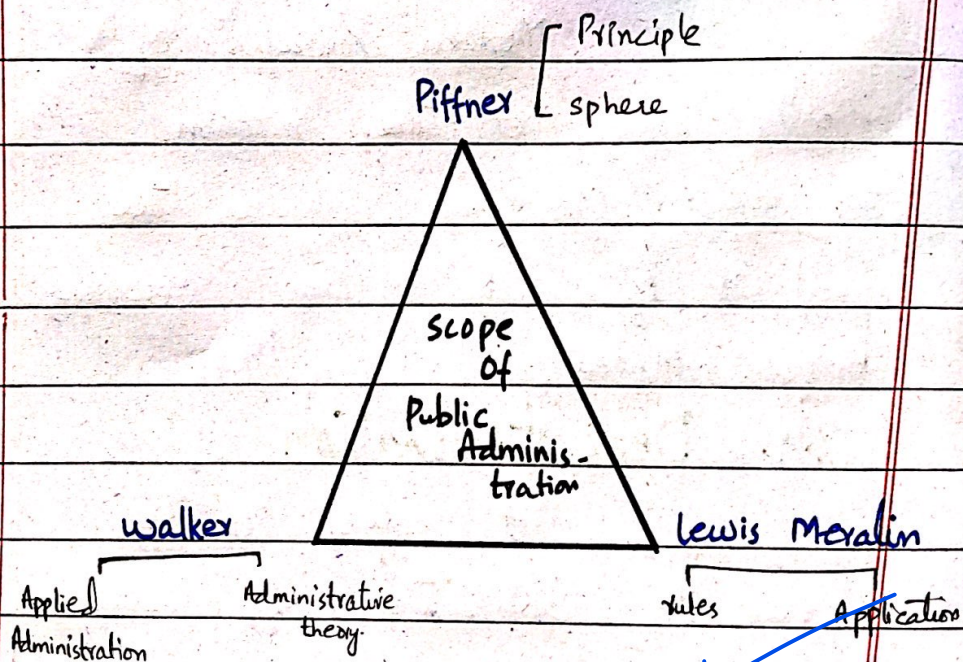
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## 4.6. Services for Individual:

It serves individual "from cradle to grave" by responding through services in each sphere of life.

## 5. Scope of Public Administration



Figure# 2:

Scope of Public Administration in View of Pittner, Walker & Lewis Merzalin.

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## 5.1. Scope according to Piffner

Piffner gave the model of principle & sphere:

→ Principle: Contain the rules & norms to serve people

→ Sphere: Domain of application

## 5.2. Scope according to Walker

Represented following model:

→ Administration theory: Requires the norms & values involve in services

→ Applied Administration: Refers to the domain of application

## 5.3. Scope according to Lewis Merzline

Public Administration is an instrument with 2 blades which refers to rules & its application

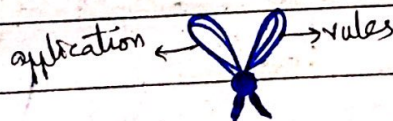


Figure #a

Represent instrument model by Lewis Merzline

# 6. Scope in Pakistan:

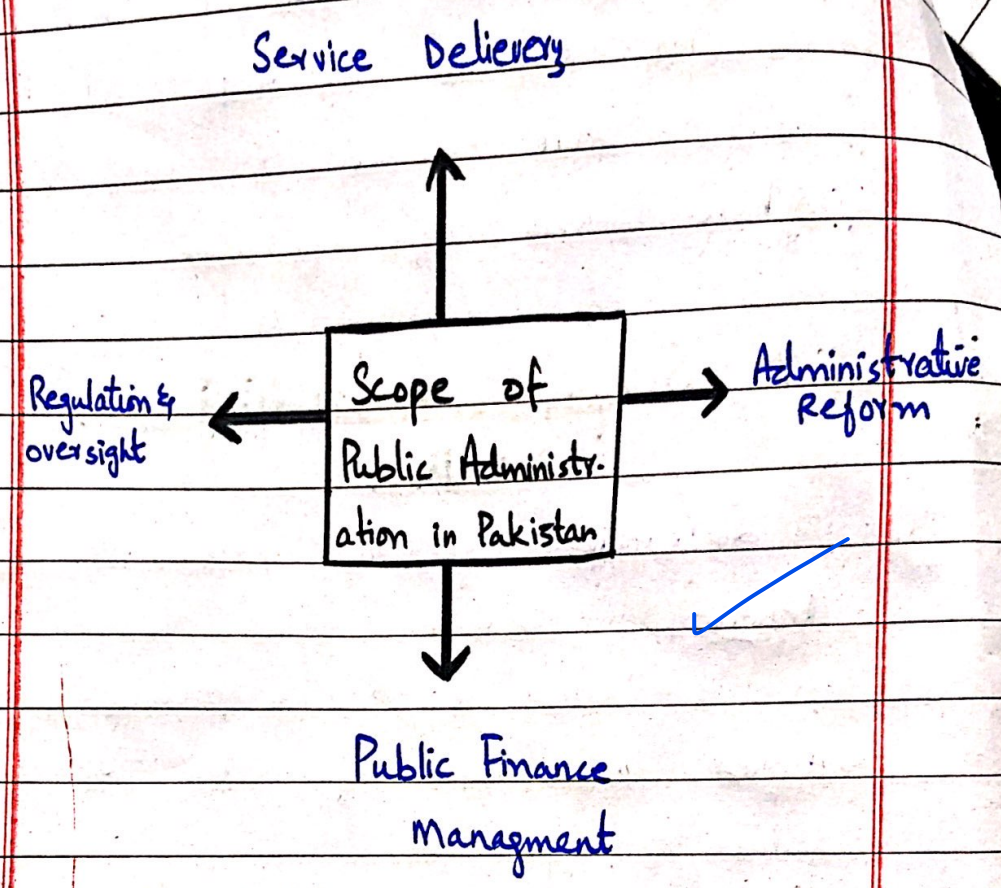


Figure # 3

Represent scope of Public Administration in Pakistan.

## 6.1. Services Delivery to Public:

It involves "Pakistan citizen Portal" which allow public to share



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their voices regarding inefficiency of services by public officials.

## 6.2. Administrative Reforms

It includes training of public bodies to serve public more efficiently through service delivery.

## 6.3. Regulation & Oversight on Public Affairs.

State bodies like "PEMRA" Pakistan Electronic Media Regulatory Authority keep a digital check on sensitive content online.

## 6.4. Public Finance Management

Process of "Budget Making" in Pakistan involves the role of administrative bodies. It involves choosing its best model & distribution on the basis of equity.

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## 7. Conclusion

Politics and administration are two different entities that are composed of different roles & functions. The role of public & its scope also suggest the distinguish role & domain of both state bodies such as politicians make the public policy & administrators execute the public policy.

### Question # 5

How accountability can be ensured through program evaluation, performance measurement, & audits ...  
Discuss various types & methods of accountability in public administration.

## 1. Introduction :

According to world Bank report 2023, Measures of

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accountability fuel the long-run of administrative bodies. Its practice can be ensured through various measures such as reporting, auditing, & performance & evaluation process.

## 2. What is Accountability?

Accountability refers to the process of holding some body responsible for their action. It includes questioning individual, organization, & state bodies.

## 3. How Accountability Can be Ensured Through Program Evaluation, Performance Measurement, & Audits

Process of program evaluation includes the check on progress & loopholes of certain functions. Performance measurement includes the posting of certain skilled person to the particular job or project.

Audit process includes the report of resources and its distribution or allocation.

### 4. Types of Accountability:

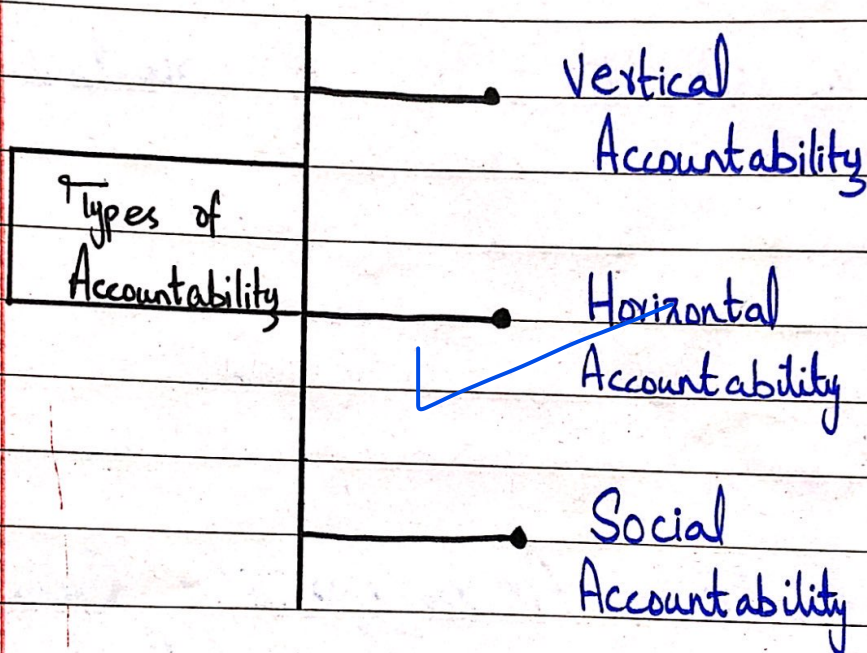


Figure # 1:

Represents the types of Accountability :-

### 4.1. Vertical Accountability :

Vertical accountability refers to the process of holding government bodies accountable

by organizational leaders through feedback system.

### 4.2. Horizontal Accountability:

Horizontal accountability refers to the process of managerial approach with the features of with-in department accountability.

### 4.3. Social Accountability:

Social accountability refers to the process of holding government bodies accountable by citizens & Non-profit organizations.

## 5. Methods of Accountability:

Following measures are the methods to ensure accountability.

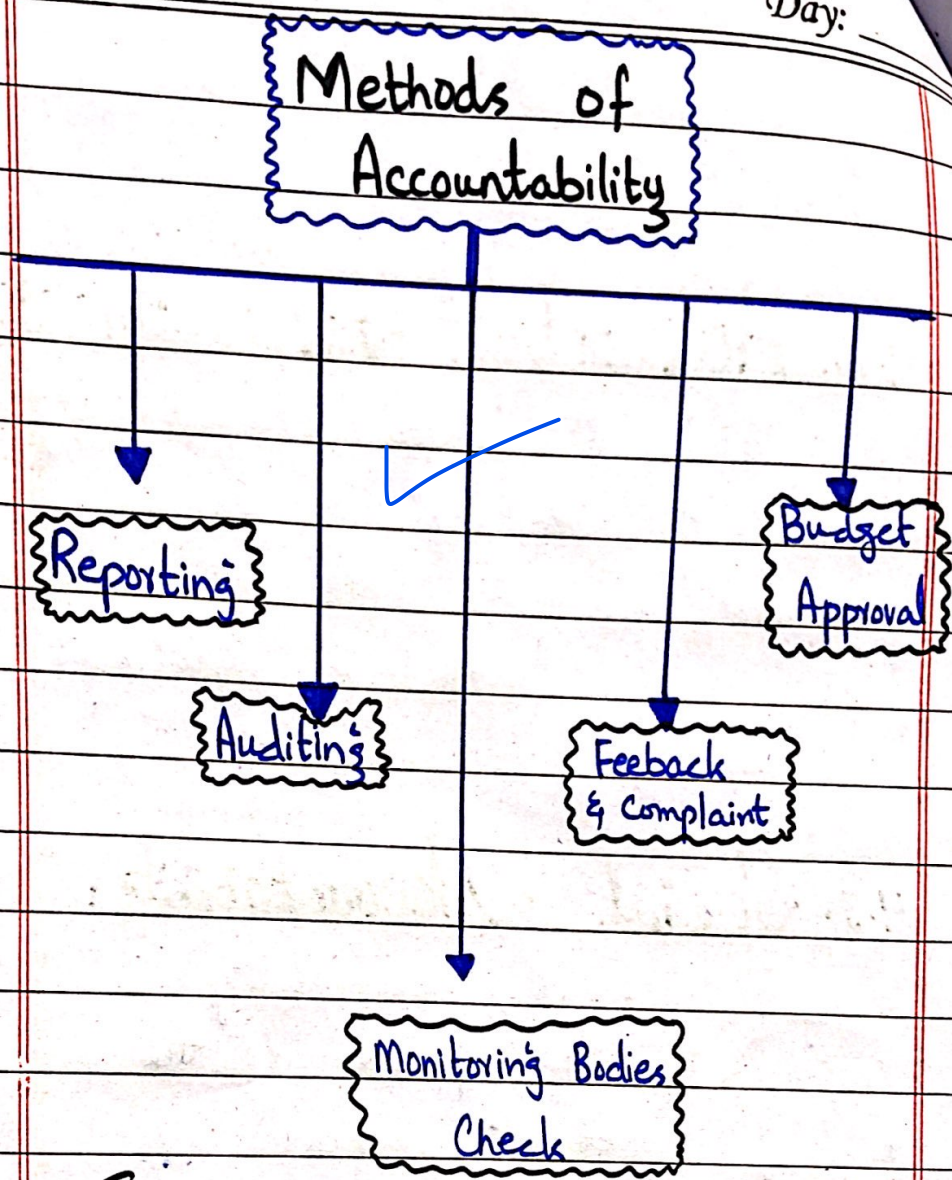


Figure #2  
Represent Methods of ensuring  
Accountability:-

### 5.1. Reporting of Officials About Tasks:

Submission of reports  
after the completion of tasks  
by government officials.

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## 5.2. Auditing & Accounting:

Auditing & accounting includes the measures of financial accountability by the state bodies.

## 5.3. Active Role of The Monitoring Bodies:

Monitoring bodies like NAB, FIA, and Police authority shall play active role in sustaining accountability.

## 5.4. Feedback & Complaint:

Creating platforms through which citizens can file complaints or either feedbacks regarding government activities.

## 5.5. Budget Approval:

### Distribution of Resources:

Budget approval by other state bodies to ensure the efficiency of budget along

with the equitable distribution of resources towards provinces.

## 6. Conclusion:-

Accountability is vital measure for efficient function of state bodies. It is achieved by different methods between different bodies towards each other's actions.

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## QUESTION #6.

The vision of separate, expert, role of civil services in terms of new public management and its principles is

### 1. Introduction :

Governance is about steering, not rowing. It is about coordination not control.

F.W Taylor.

NPM approach towards citizens centric governance.



## 2. What is New Public Management

New public management includes the process of implementing the norms of private sphere into the public sphere.

## 3. Principles of New Public Management

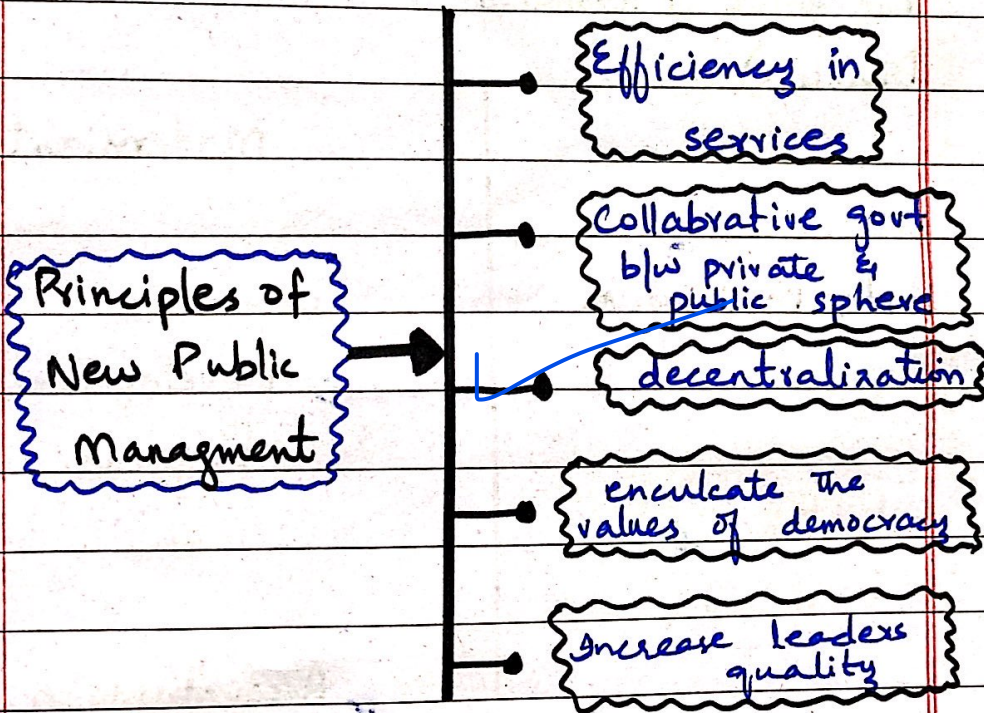


Figure # 1:

Principles of New Public Administration

# 4: Role of Civil Services in terms of New Public Management:

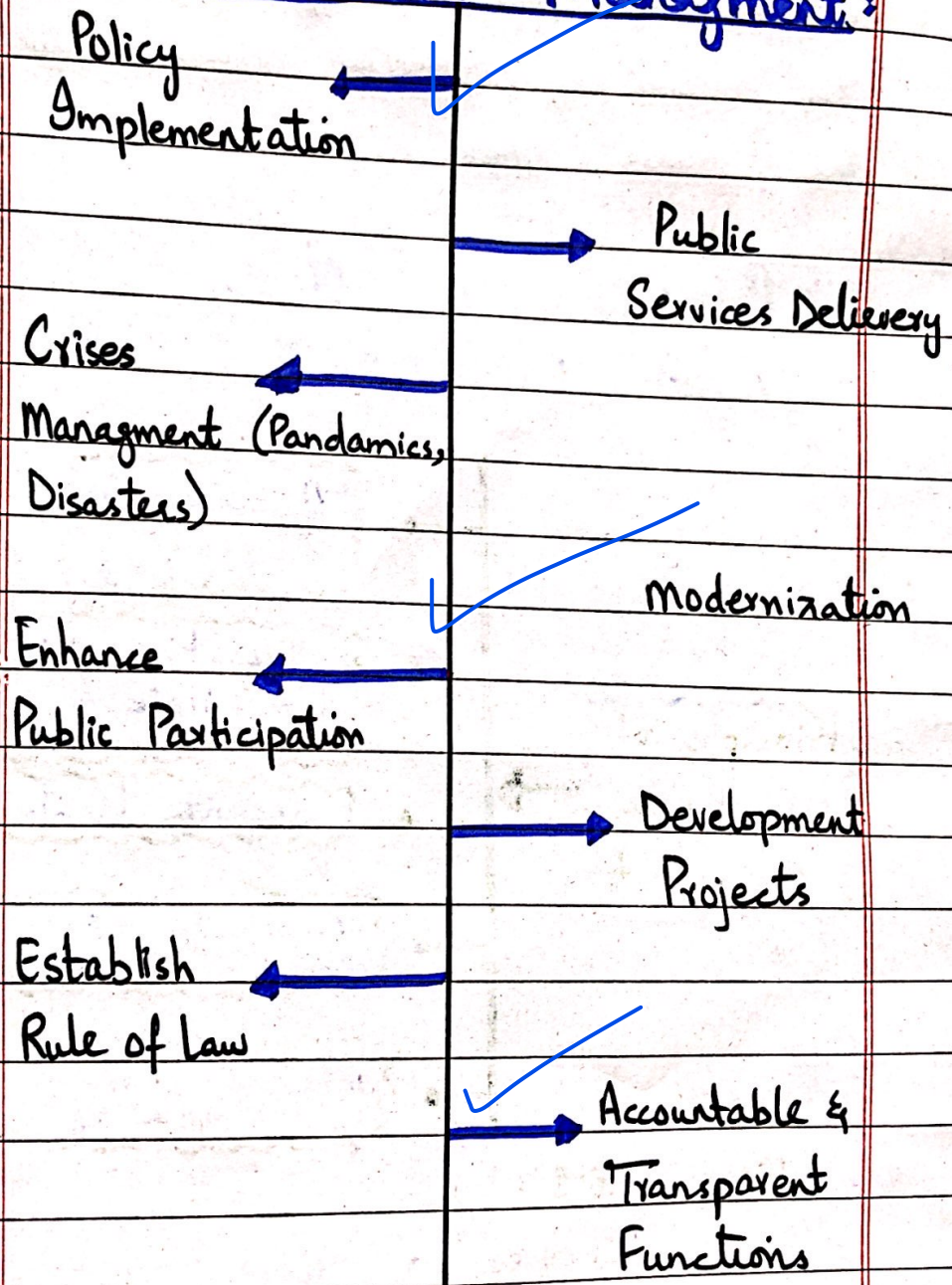


Figure #2

Role of Civil Services in New Public Management

4.1. Policy Implementation:

Role of services of civil bodies includes the policy implementation made by govt bodies.

4.2. Public Service Delivery:

It enhances the service delivery by being citizen centric approach of NPM.

4.3. Crises Management:

Civil servants actively response in the time of crises such as pandemics & disasters.

4.4. Modernization Process:

It involves modernization by introduce gender neutral programs & modern education.

4.5. Enhance Public Participation:

It enables public to participate in public decision making.

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#### 4.6. Development Projects :

It encompasses the urbanization process & introducing modern technology.

#### 4.7. Establish Rule of Law :

It includes the equitable distribution of resources between the provinces.

#### 4.8. Accountable & Transparent Functions :

It boost the ethical dilemma of civil services by sustaining, transparent, & accountable functions.

### 5. Conclusion :

NPM play a critical role in shaping services of civil servants by introducing human-centric approach & reformative governance structure which shape functions of civil services.

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## Question : 7

Define budgeting & its various types what are best way to use budget as policy & managerial tool.

### 1. Introduction

Budget is the financial plan for specific period.

Dimock &  
F.W Taylor

Budget is the financial plan of the state that vary from country to country with different approaches. Its types are based on different features of budgets.

### 2. What is Budget?

#### 2-1 Meaning of Budget:

Budget is derived from the word Bouze which means

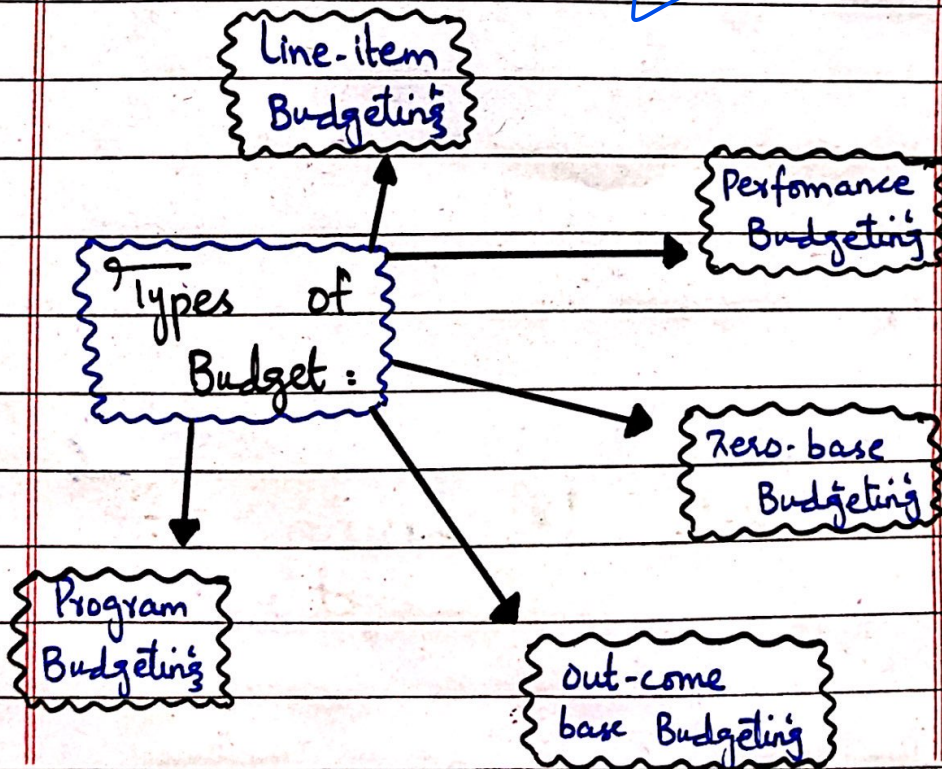
wallet.

## 2.2. Definition of Budget:

Budget refers to the process financial plan based on past experiences & according to the future plan & policy.

## 3. Types of Budget:

Budget have following types:



good

### 3.1. Line-Item Budgeting

Line-item budgeting refers to the budget type in which budgets are made according to each product or activity.  
→ Mostly <sup>found</sup> at domestic level.

### 3.2. Performance Budgeting

It is based on best performance of a department or a group. It enhances budget provision to best budget.

### 3.3. Zero-Based Budgeting

It cancels the left-over of previous budget & starts allocating on new scale.

### 3.4. Out come Base Budgeting

Out come of allocation of project decide the budget for it.

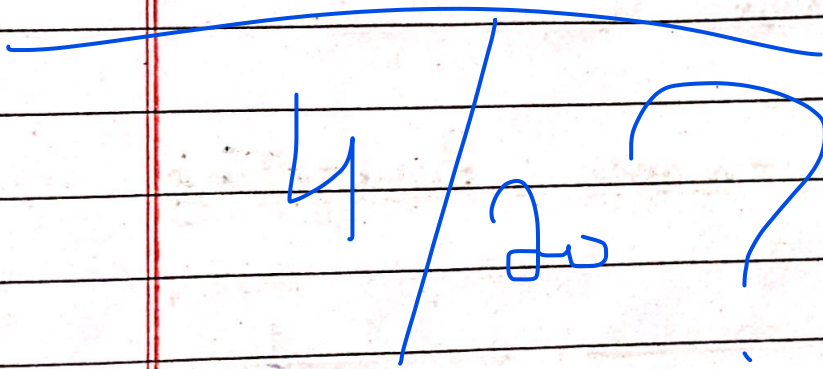
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### 3.5. Program Budgeting:

It involve budget planning according to the design of each program.



there is clear issue of time management  
need improvement in explanation  
answers are decoded  
but last answer is incomplete  
need improvement  
symbols like @#\$% are not appreciated in exams