

**PAPER: PUBLIC ADMINISTRATION (100 MARKS)**

**I. Public Administration: 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; Historical roots of Public administration in Pakistan.

**II. Public Administration: 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 in Pakistan; Administrative Culture of Pakistan; Inter-governmental Relations at Federal and Provincial level in Pakistan.

**III. 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 Policy and Management; Policy making and implementation of Federal Government of Pakistan.

**IV. 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. Planning and Budgeting in Pakistan.

**V. 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.

**VI. Administrative Law**

Meaning, Scope and Significance; Nature and Contents of Administrative Law, Administrative Ethics, Delegation of authority and Legislation, Administrative Tribunals; Administrative Law- Pakistan.

**VII. Public Management Skills**

Communication; Decision Making, Conflict Management; Leading, Administrative Buffering; Managing Change; Managing Diversity; Stress Management;

Delegation; Public Service Motivation, Creativity and Problem Solving; Issues of Public Management.

#### VIII. The Civil Service of Pakistan

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, Gender and Civil Service.

#### IX. Organization of Provincial and Local Government

Governance Structure of Provincial Administration; Organization of Provincial Secretariat; Organization and Functions of Provincial Authorities and Agencies and their 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.

#### X. Governance and Administrative Reforms

Theories of Administrative Reforms; Types of Administrative Reforms, Privatization, Regulation, De-regulation, Decentralization, Business Re-engineering, Quality Assurance; Administrative Reform in Pakistan.

#### XI. Public Administration: Accountability & Control

Bureaucratic Responsiveness; Representative Bureaucracy; Citizens Engagement in Public Service; Accountability & Control, The Concept and Approaches to Public Accountability of Public Service; Institutional Framework for Administrative Accountability; Legislative, Executive and Judicial Control over Administration, Administrative Corruption; Role of Civil Society in Good Governance, Media, Interest Groups, Civil Society Organizations; The Situation in Pakistan.

#### XII. 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, Issues and Challenges in Public Administration- The Pakistan Situation.

## SUGGESTED READINGS

S.No	Title	Author
1.	Public Administration	Denhardt, R
2.	Public Administration – Understanding Management, Politics and Law in the Public Sector	David H. Rosenbloom
3.	Public Administration	Caiden, Gerald. E,
4.	Public Administration for the Twenty-First Century	Cooper et al,
5.	Organization Theory for Public Administration	Harmon, Michael M. & Mayer. Richard T
6.	Public Administration and Public Affairs	Nicholas Henry,
7.	Classics of Public Administration	Shafritz, J. and Hyde,
8.	Public Administration Dictionary	Candler, R. & Plano, J
9.	Reinventing Government	Osbourne, D. and Gaebler, I.
10.	Bureaucracy, Basic Books	Wilson, J. Q.,
11.	Evolution of Pakistan's Administration System	Braibanti, Ralph
12.	Human Development in South Asia: The Crises of Governance	Khadija Mahbub-ul-Haque
13.	Bureaucracy in Pakistan	Kennedy, Charles H.,
14.	Public Administration and Law	Beckett, Julia & Koenig Heidi O.
15.	Public Administration: A Comparative Perspective	Heady, Ferrel
16.	Public Administration and Public Management: The Principle Agent Perspective	Lane, Jan-Erik
17.	Governance: South Asian Perspective	Hasnat Abdul Hye
18.	Governance, Economic Policy and Reform in Pakistan	Abdus Samad
19.	Government and Administration in Pakistan	Jameelur Rehman Khan
20.	Public Administration: with special reference to Pakistan	Sultan Khan
21.	Public Administration in India	Hoshiar Singh
22.	Public Administration in Asia Vol. I & II	Kalyanaraman Srinivasan
23.	Organizational Theory and the Public Sector	Christensen, T., Laegreid, P.,