DEPARTMENT OF PUBLIC ADMINISTRATION

FOURTH SEMESTER

PERSONEL AND FINANCIAL ADMINISTRATION

NO. OF CREDITS- 5 **NO. OF HOURS- 55**

Course Objective:

- To understand the concept, functioning, importance and issues in Public Personnel Administration
- To study the career system in civil services, its advantages, scope and limitations.
- To understand the need and the significance of discipline and ethics in career administrators.
- To gain an understanding of the modes of budget preparation, it's implementation and its impact on the society.
- To understand the functions of financial institutions and strategies of resource mobilisation and utilisation in the India.
- To develop an understanding of the critical role of Comptroller and Auditor General in the management and expenditure of finances.

Learning Outcome:

At the end of the course the students shall –

- Analyse various aspects of Personnel Administration and examine their importance in a career administrator.
- Examine and evaluate various issues in Personnel Administration including the need for moral and ethical issues attached to administration and career administrators.
- Be in a position to understand and critically review the financial administration in India.
- Be able conceptualize the budgetary process in India
- To be aware of Indian tax structure along with the knowledge of Goods and Services Tax (GST) and its impact on India's economy.

UNIT 1 **(12 Hours)**

- Public Personnel Administration: Meaning, Nature, Growth and Significance.
- Commissions: Union Public Service Commission, State Public Service Commission and Staff Selection Commission, Pay Commission.
- Service Aspects: Position Classification, Recruitment, Training, Promotion, Pay Scale, Superannuation and Voluntary Retirement Scheme.

UNIT 2 **(12 Hours)**

- Administrative Reforms: Administrative Reforms Commission.
- Issues in Public Personnel Administration: Neutrality, Ethics and Accountability, Lateral Entry, Merit v/s Seniority
- Discipline and Punishment: Code of Conduct, Departmental Enquiry, Suspension and Termination.
- Grievances Redressal Mechanism: Central Administrative Tribunal and State Administrative Tribunal.

UNIT 3 **(09 Hours)**

- Financial Administration: Meaning, Scope and Significance of Financial Administration.

- Financial Policy: Fiscal Policy and Monetary Policy.
- Budget: Meaning, Significance and Functions; Types: Performance and Zero-Based Budgeting.

UNIT 4 **(10 Hours)**

- Budget in India: Stages of Budget Preparation, Enactment of the Budget and Execution of Budget.
- Public Expenditure: Meaning and Canons of Public Expenditure
- Reasons for Growth of Public Expenditure and Issue of Budgetary Subsidies

UNIT 5 **(12 Hours)**

- Financial Control: Legislative, Executive and Judicial control over Finance; Parliamentary Committees.
- Taxation: Principles of Taxation and Types and Sources of Taxes; Deficit Finance and Public Debt.
- Financial Audit: Meaning and Significance of Audit; Comptroller and Auditor General of India.
- Finance Commission: Composition, Challenges and Recommendations.

Exercises:

- Visit to a training academy.
- Case study on CAT or KAT judgements.
- Analysis of the Union and State budget.

Suggested Readings

1. Burkhead, J. (1956). Government budgeting. Wiley Sons.
2. Chand, P. (2010). Control of public expenditure in India (2nd ed.). Allied Publishers.
3. Chand, P. (2010). Performance budgeting (2nd ed.). Allied Publishers.
4. David, C. (1996). Politics in Indian administration: From ICS to IAS. Oxford University Press.
5. Dutt, R., & Sundharam, K. P. M. (1997). Indian economy. S. Chand & Co. Pvt. Ltd.
6. Gadkari, S. S., & Kolhatkared, M. R. (n.d.). Innovations in public administration. Allied Publishers.
7. Ghosh, P. (1973). Personnel administration in India. Sudha Publications.
8. Government of India. (1996). Report of the Fifth Central Pay Commission. Publications Division.
9. Government of India. (2010). Second Administrative Reforms Commission: Refurbishing of personnel administration—Scaling new heights (10th Report). Government of India.
10. Khan, A., & Hildreth, W. B. (2003). Case studies in public budgeting and financial management (Rev. & expanded, 2nd ed.). Routledge.
11. Khan, M. Y., & Jain, P. K. (1982). Financial management. Tata McGraw Hill.
12. Lall, G. S. (1979). Public finance and financial administration in India. HPJ Kapoor.
13. Lal, G. S. (1987). Financial administration in India. HPJ Kapoor.
14. Mahajan, S. K., & Mahajan, A. P. (2014). Financial administration in India. PHI Learning.
15. Maheshwari, S. R. (2001). Indian administration. Orient Longman.
16. Rabin, J., & Stevens, G. L. (2001). Handbook of fiscal policy (1st ed.). Routledge.
17. Sadasivan, S. N. (2002). Productivity and efficiency in administration. Phoenix Publishing House.
18. Sarapa, A. (2004). Public finance in India. Kanishka Publishers.

19. Saxena, A. P. (2010). Training and development in government. Indian Institute of Public Administration.
20. Sharma, M. P., & Sadana, B. L. (2001). Public administration in theory and practice. Kitab Mahal.
21. Srivastava, R. N. (1988). Management of financial institutions. Himalaya Publishing House.
22. Stahl, O. G. (1971). Public personnel administration (6th ed.). Oxford and IBH Publishing.
23. Sundharam, K. P. M., & Dutt, R. (1997). Indian economy. S. Chand & Co. Pvt. Ltd.
24. Sury, M. M. (1990). Government budgeting in India. Commonwealth Publishers.
25. Thavaraj, M. J. K. (1996). Financial administration in India. Sultan Chand & Sons.
26. Thavaraj, M. J. K. (2001). Financial administration in India (6th ed.). Sultan Chand.
27. Thompson, F., & Green, M. T. (Eds.). (1998). Handbook of public finance (1st ed.). Marcel Dekker.
28. Tyagi, B. P. (1997). Public finance. Jai Prakash Nath.
29. White, L. D. (1982). Introduction to the study of public administration. Eurasia Publishing House.

Journals

- Economic and Political Weekly
- Mainstream Weekly
- Kurukshetra
- Indian Journal of Public Administration.
- leading News Papers.