

EXECUTIVE POST GRADUATE PROGRAM IN E-GOVERNANCE

2013-14

Administrative Process and Procedures

Course Faculty	: S. K. Dasgupta
Sessions	: 10
Credits	: 2

Course Outline

Public Administration in the 21st century, due to changed situations, is required to change its course. Rising aspirations of the people and critical role of IT, particularly in the delivery-system, has posed a challenge to the existing bureaucracy, be it in the processes it follows, or in the attitudinal changes required on the part of the bureaucrats, in view of the demands for responsive administration. However, there has to be a balance between the result and the process, particularly in a Democracy. In this unit, the endeavour is to study the processes, the need for changes and the possible course of action, acceptable to the stake-holders, in view of the change in the focus, which is a citizen-oriented administration. The course would focus on the following:

1. Executive, Legislature and Judiciary – Relationship, Separation of Powers, Checks and balances;
2. Centre-State Legislative and Administrative relations, distribution of powers between the Union and the States, Planning Process, Project approvals/sanctions;
3. Machinery of Government – Central Government and States;
4. Government Office Management – Office Procedure, Principles of Filing Systems, Principles of Noting and Drafting, Records Management;
5. Post-Globalization Public Administration, New Public Management, Review of procedures, simplification, checks on delays, work culture;

6. Administrative Reforms, Good Governance, Training in Administration;
7. Public Accountability – Right to Information, Redress of Public Grievances, Citizens' Charter, Discretionary Powers in Administration.

Components

The Course will be in two components:

- a. Centre-State Legislative and Administrative Powers, Machinery of Government, Office Management;
- b. Administrative Reforms, Good Governance and Public Accountability.

Reference books and materials

- a) Constitution of India;
- b) Introduction to the Constitution of India by Dr. Durga Das Basu;
- c) Manual of Office Procedure published by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pensions;
- d) Indian Administration by Avasthi and Avasthi;
- e) Public Administration in Theory and Practice by M. P. Sharma, B. L. Sadana and Harpreet Kaur;
- f) Administrative Reforms in India by S. R. Maheshwari;
- g) Principles of Administrative Law by M. P. Jain and S. N. Jain;
- h) The Right to Information Act, 2005;
- i) Reports of Second Administrative Reforms Commission;

Session Plan

Component – 1	
Topic	Session Number(s)
- Executive, Legislature & Judiciary – Relationship, Checks and Balances*	1
- Centre-State Relations, Planning process*	1
- Machinery of Government*	1
- Office Management, File Noting & Drafting of	3

Communications, Records Management*

Component – 2

Topic	Session Number(s)
- Post-Globalization Public Administration, Review & Revision of Procedures, Checks on delays, Good Governance, Administrative Reforms, Work Culture, Training in Government*	2
- Public Accountability – Right to Information, Redress of Public Grievances, Citizens' Charter, Discretionary Powers in Administration .*	2

(*Power point presentations, discussions, group exercises)

Evaluation

<u>Component</u>	<u>Weight age</u>
1	60%
2	40%
Total	100%

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