



(Subjective & MCQs)

Waqas Rasheed

New Edition According to new Syllabus of CSS

## **Advanced Publishers**

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PUBLIC ADMINISTRATION TERMS	

Syllabus: 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; Human Relations Approach; Leadership, Motivation, Network Governance; Strategic Management; Public Choice Theory; 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 in Pakistan.

#### **IV. Budgeting and Financial Management**

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

#### V. Managing Human Resources

Spoil system versus Merit System in Public Employment; Personnel versus Human Resources Management; Close system versus Open System of Public Employment; Functions of Human Resources Management; Implementation of HRM in Public Sector: Key Issues and Challenges.

#### VI. Administrative Law

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

#### VII. Public Management Skills

Planning; Decision Making, Conflict Management; Leading, Communication, 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; Partnerships and Collaboration; 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; Concept and Approaches to Public Accountability; Institutional Framework for Administrative Accountability; Legislative, Executive and Judicial Control over Administration; Administrative Corruption; Role of Civil Society in Good Governance; Media, Interest Groups and 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 of Public Administration in Pakistan.

# **New Arrivals**

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## (According to New Syllabus of CSS)

- Pakistan Affairs Paradigms (PAPs)
- Advanced General Science
- The Advanced Contemporary Affairs
- Advanced General Ability Tests
- Advanced Islamiat (in Urdu)
- Innovative Notes on International Relations (Paper 1)
- Innovative Notes on International Relations (Paper 2)
- Advanced Political Science (Paper 1)
- Advanced Political Science (Paper 2)
- Rethinking Public Administration
- Advanced Public Administration for CSS
- Advanced Environmental Science
- Advanced Governance & Public Policies
- Advanced Town Planning & Urban Management

- Advanced Urdu
- Advanced Punjabi (Subjective)
- Advanced Punjabi (Objective)
- Advanced Sindhi
- Advanced Gender Studies
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