

Scanned by TapScanner

CONTENTS

	Preface	ix					
	SECTION I						
INTRODUCTION							
1.	Public Administration: Meaning and Scope	3					
2.	Nature of Public Administration	49					
3.	Public Administration in Developed and Developing Countries	69					
4.	Public Administration and its Relation with other Disciplines	84					
5.	Approaches to the Study of Public Administration	96					
	SECTION II						
ORGANISATION							
6.	Nature and Types of Organisation	107					
7.	Structure and Basis of Organisation	119					
8.	Forms of Organisation	139					
9.	Theories of Organisation	166					

SECTION III

PROCESS AND PRINCIPLES

10	Policy-Making and Implementation	19			
11	. Planning	23			
12.	Decision-Making	25			
13.	Group Decision-Making	28			
14.	Leadership	29			
15.	Supervision	31			
16.	Communication, Coordination and Control	320			
17.	Authority and Hierarchy	337			
8.	Delegation and Decentralisation	353			
9.	Public Relations	366			
	SECTION IV				
LEGAL PERSPECTIVE					
0.	Administrative Law	381			
	Delegated Legislation	390			
	Administrative Tribunals	402			
	Citizens' Defender—Lokpal and Lokayukta	434			
	Consumer Protection Machinery	445			

-							
	-	23	4	0	13	*	0
	o		и	•	п	u	3

SECTION V

ADMINISTRATION IN ACTION

25.	Administrative Reforms	467				
26.	Headquarters-Field Relationship	492				
27.	People's Participation	506				
28.	Corruption	535				
	SECTION VI					
CONTROL OVER ADMINISTRATION						
29.	Legislative Control over General Administration	565				
30.	Executive and Judicial Control over Administration	584				
31.	Public Enterprises and Control Mechanism	599				
32.	Parliamentary Standing Committees	618				
	SECTION VII					
	ORGANISATIONAL EFFECTIVENESS					
33.	Organisational Analysis	645				
34.	Organisational Development	679				
35.	Organisational Change	700				
36.	Information Technology	716				
37.	Administrative Ethics	747				
38.	Time Management	772				
	Bibliography	788				
	Index	796				