

With Special Reference to Pakistan

A Useful Book for M.A. (Pol Sc.) B.S. (Pol. Sc.) and Other Competitive Exams

Dr. Sultan Khan



PUBLIC OMINISTRATION

With Special Reference to

PAKISTAN

Upto dated according to new syllabus of Federal Public Service Commission

15215

Dr. Sultan Khan



Famous Books®

40-Urdu Bazar, Lahore - Pakistan.

Tel: 042-37232050 - 37236472

E-mail:famousbooks@hotmail.com

All rights reserved under the Copyright Act. No part of this book may be reproduced in any form or by any means, mechanical or electronic, including photocopying, without permission in writing from the publisher. All inquires should be addressed to the publishers.

Authors:

Dr. Sultan Khan

Published by:

Amjad Malik

Printed by:

Ali Printers, Lahore.

Edition:

Latest Edition

Legal Advisor:

Ranjah Chamber, The Mall, Lahore

Rs: 1000/-

Price:

Type Set by:

A.K Graphics, Lahore



Famous Books®

40-Urdu Bazar, Lahore - Pakistan. Tel: 042-37232050 - 37236472

TABLE OF CONTENTS

Chapter 1	Public Administration: Its Nature & Scope						
	Origin & Growth						
	Meaning						
Si i veni est, a	Definition						
	Scope						
	Public & Private Administration						
	Science or Art						
	Its role in modern democratic state						
	Its role in Pakistan						
	References						
Chapter 2	Public Administration in Islamic Perspective 25						
	Introduction						
, . <u>,</u>	Characteristics of Islamic Administration						
	Administration according to Quran, Sunnah and Shariah						
	Administration & Pious Caliphs						
	Administrative Institutions in Islam						
llas = V Agains - Visa	Conclusion						
6 n	References						
Chapter 3	Approaches to Study of Public Administration 3						
	1. Approaches to its Study						
	Classical approach						
	Scientific approach						
	Behaviroal approach						
	Ecological approach						
	Case-study approach						
	Comparative approach						
	2. Relations with other social sciences						
	Public Administration & Political Science						

Š	Public Administration & History	
	Public Administration & Economics Public Administration & Economics	
	Public Administration & Psychology	
	Public Administration & Psychology Public Administration & Psychology	= **
	Public Administration & Law	w
	Public Administration & Ethics	
1 . 7	3. Study of Public Administration in Pakistan	
	A Peferences	×
Chapter 4	Deingiples and Tools of Administration	. 5
Chapter 4	B: simles of Public Administration	7
	Principles of political direction	
	Principles of authority	
_ A Ki_	Principles of responsibility	
	Principles of social necessity	
	Principles of efficiency	
	Principles of organization	
_ **	Principles of public relations	
	Principles of evolution and progress	
	Principles of research	
1	Bureaucratic - Principle	
	2. Tools of Public Administration	
	3. Constitutional Frame Work of Public Administration in Pak	istan
	Introduction	
	Background	
EV 1920	Principles of State Policy	
	Principle Executives of Pakistan	
	- Distribution of Power	
	- Civil Service	
100	Majlis-e-Shura	
2 3/2	4. References	
Chapter 5	Organization	79
(180 - 190 -	(i) Definition	9
	(ii) Types	
= 12	(iii) Theories	
	(a) Mechanistic Theory	
	(b) Humanistic Theory	
1 11	(c) Bureaucratic Theory	
	(d) System Theory	
(4)	The state of the s	

	(iv)	Principles of Organization	
	* * * * * * * * * * * * * * * * * * * *	Hierarchy:	
	4 4 7	Span of control	
axx a di		Unity of command	
	e levele	Integration vs disintegration	
		Delegation	
		Centralization vs decentralization	
	(v)	Organization of Federal and Provincial Governments of Pak	istan
	(vi)	References	
Chapter 6	Struc	cture of Organization	123
Chapte		Line, Staff and Auxiliary Agencies	
,		Distinctions between Line. Staff and Auxiliary agencies	
ART THE ST		Department	
		Organization of Departments in Pakistan	
	 ·	Boards or commission	* - *
tria Villa		Regulatory commission	2 F 201
	-	Public corporations	
		Public corporations in Pakistan	. (6
		References	**: v
Chapter 7	Plan	ning	149
Chapter	(i)	Planning	
		Definition & Meaning	
		Types of Planning	
		Planning Process	
		Characteristics of Planning	
		Planning Machinery	
		Planning in Pakistan	
	(n)	Planning Machinery	Evalue :
	-12	- Sanctioning Machinery	
		Planning Process	
		Development Planning	
	1 5 3		
	. (iii)		
Chapter 8	Dec	ision - Making	100
	` (i)	Introduction	
	(ii)	Meaning & Definition	· Live
	7,	Parision Making-Theories	

	가능하는 사람이 있는 사람들은 이 그를 하는 사람이 되었다.	viii
	(iv) Decision-Making-Process	
	Common errors in Decision-Iviaking	
	(v) Common criosal (vi) Rules for rational Decision-Making	s =
1.	(vii) References	gx 14
Chapter 9	Communication	197
	(i) Introduction	7.6 7.8
	(ii) Definition	
	(iii) Types of Communication	
	(iv) Characteristics of Communication	
	(v) Principles of Communication	
	(vi) Communication Process	*
	(vii) Communication Media	
	(viii) Barriers of Communication	. (¥ - ₍₁ - 1) ≥
	(ix) How Effective Communication is Achieved	e g - ,
	(x) References	213
Chapter 10	Administrative Accountability	-10
	Definition	
	Types of control	
	(i) Internal	and a toolid
The state of the state	(ii) External	
	Internal control	
	External control	
	(i) Legislative control (ii) Executive control	
	(iii) Judicial control	
	(iv) Public control	
	References	23
Chapter 11	Administrative Adjudication	
	Definition	
	Causes of growth	
	Advantages & Disadvantage	
	Safeguards	
	Forms of Administrative Adjudication	
	Organization of Administrative Adjudication	
	Administrative tribunals	
	Statutory Inquiries	
# - D		

Ombudsman References Public Relations
Public Relations
Historia
Definition 249
Public Relati
Publicity & Propaganda Functions of Participation
Functions of Party
Public Relation References
Chapter 13 References
Chapter 13 Administrative Improvement 271
Need of Administration 271
Need of Administrative Improvement Meaning of Administrative Improvement
D VI / AUIIIIIIII Office I
The first of the f
Sumzation and Method (O. e. 10)
Meaning of O & M
Nature of O & M
Functions of O & M
Advantages and Disadvantages
Organization & Method (O & M) in Pakistan
References
293
Importance
Meaning .
Organization
Budgeting
Background
Definition
Types
Principles
New Concepts of Budgeting
Performance budgeting
Planning Programming Budgeting System (PPBS)
Totaling Toelamining Dudeching Available for
Zero Based Budgeting (ZBB) Budget as tool of administration Budgetary control

3 I	Budgeting in Pakistan	
16a 151	Constitutional provisions	* * * *
	Components of Budget	
	Budgetary process	
(S	References	
Chapter 15	Co-ordination	322
*	Introduction	327
	Definition	
(*):	Need of Coordination	
100	Types of Coordination	
	Principles of Coordination	
	Machinery and Methods	
a 4 6 6	Advantages	
	References	3 12 3 36
hapter 16	District Administration in Pakistan	
	Definition	337
	Historical Background	
	Functions of Deputy Commissioner	1.0%
	Devolution of Power Plan	
	Zila Nazim	
	District Coordination Officer	
	District Council	
	Other functionaries of District	
	Suggestion for Reform	
	Reference	
Chapter 17	Good Governance	
e ye	A THE PARTY OF THE	255
	Introduction	355
	Governance	
	Good Governance	
1 89 3	Parameters of Good Governor	
	dovernance vs Poor C	
	SOVETIMINA V. D. 1	
	Good Governance in L.	
	Good Governance in Islamic Perspective References	
. b		
×		

Chapter 18	Personnel Administration 367
Chapter 10	- Introduction 367
	Definition
	Scope
	Importance
	Personnel Process
	* Recuriment
	* Selection
	* Training .
	References
Chapter 19	Leadership 4
- 1704	Definition
	Types of Leadership
	Theories of Leadership
	* Trait Theory
	* Behavioural Theories
	* Situtional Theory
	Power of Leadership
	Qualities of Leadership
	* Personal Qualities
	* Interpersonel Qualities
	* Qualities of Vision & Action
	References
Chapter 20	Bureaucracy
	Definition
263	Characteristics
	Defects
	Bureaucracy in Pakistan
	* Characteristics
	* Role of Bureaucracy
	* Corruption in Bureaucracy
	Reforms of Bureaucracy
	* Integrated Approach
	- 보고 보고 보고 있는 사람들이 보고 있는 사람들이 되었다면 보고 있다. 사람들이 되었다면 하는 사람들이 되었다면 보고 있다면
	Application of Max Weber Theory in Pakistan

~	Public Administration & Development
Chapter 21	I done i kan in

- Role of Public Administration in Development
 - Service to citizen and the public
 - Securing the Public interest.
 - Strengthening Economy
 - Strengthening democracy
 - Protecting Human Rights
 - Performing Social rights
 - Performing administrative functions
- Concept of Development Administration
 - Introduction, Meaning, Definition, Aims & Objectives
 - Features of Development Administration
- Differences between development administration and development management
 - Development Administration
 - Development Management
 - Differences
- Changing Role of Public Administration
- Issues and challenges in Public Administration
- Pakistan's situation
- Core values of Public Administration
 - Rule of Law
 - Efficiency
 - Equality & Fairness
 - Responsiveness

Biblography

481

482		*	, 167 =	483	484	485	(P)	486
488	Š.	٧.	E AU	489	490	491	100	492