**PAPER- II**

**Total Marks: 100**

**1 - Organizational Structure of Federal Government and Administration**

Constitutional Framework for Federal Government; Organization and Functions of

Federal Secretariat; Organization and Functions of Federal Agencies Relationship

between Ministries and Federal Agencies/Authorities; Inter-ministerial Coordination;

Organization and Functions of Regulatory Agencies.

**2 - 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.

**3 - Intergovernmental Relationship**

Administrative Relationship between Federal Government and Provincial Government;

Fiscal Relationship between Federal Government and Provincial Government;

Administrative and Fiscal Relationship between Provincial Government and District

Government.

**4 - The Civil Service**

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, Women and Civil Service.

**5 - Public Policy and Planning**

Institutional Framework for Policy Coordination and Planning; Policy and Planning

Process; Role of Planning Commission in Policy and Planning; Strategic Planning in

Federal, Provincial Government and Local Government; Role of International Donors in

Policy Formulation; Public Policy and Implementation in Key Sectors (i.e., Health,

Education).

**6 - Financial Administration**

Structure and Functions of Revenue Administration; Budgetary Process in the Federal,

Provincial and Local Government; Tax Administration; Accounting and Auditing System;

Issue and Challenges of Fiscal Decentralization.

**7 - Managing Human Resources**

Institutional Framework for Recruitment and Training of Government Employees; Labor

Laws; The System of Compensation, and Performance Evaluation of Government

Employees; Management of Human Resources in Public Enterprises.

**8 - Development Governance and Management**

Approaches to Managing Development; History of Development and Public

Administration with Particular Reference to Pakistan; Changing Role of Bureaucracy in

Development; Role of Civil Society in Development; Role of International Institutions in

Development Policy and Management.

**RECOMMENDED BOOKS**

*1. Denhardt, R., Public Administration, Belmont, CA: Wadsworth, 1995.*

*2. David H. Rosenbloom, Public Administration – Understanding Management,*

*Politics and Law in the Public Sector, Second Edition, 1989.*

*3. Caiden, Gerald. E, Public Administration. 1982.*

*4. Cooper et al, (1998) Public Administration for the Twenty-First Century.*

*5. Harmon, Michael M. & Mayer. Richard T, Organization Theory for Public*

*Administration, Little Brown and Company 1986.*

*6. Nicholas Henry, Public Administration and Public Affairs, Sixth edition*

*7. Shafritz, J. and Hyde, A., Classics of Public Administration, Pacific Grove: Brooks*

*– Cole, 1987.*

*8. Candler, R. & Plano, J., (1983) Public Administration Dictionary, John Wiely, New*

*York.*

*9. Osbourne, D. and Gaebler, I. (1992) Reinventing Government, Reading, MA:*

*Addison Wesly.*

*10. Wilson, J. Q., (1989) Bureaucracy, Basic Books, New York.*

*11. Braibanti, Ralph (1987) Evolution of Pakistan’s Administration System. (Jameelur*

*Rehman ed.) Government of Pakistan Public Administration Research Centre.*

*12. Khadija Mahbug-ul-Haque (1999) Human Development in South Asia: The*

*Crises of Governance, Oxford University Press, Karachi.*

*13. Kennedy, Charles H., (1987) Bureaucracy in Pakistan, Oxford University Press,*

*Bombay, India.*

*14. Beckett, Julia & Koenig Heidi O., (2005) Public Administration and Law, M.E.*

*Sharpe, London.*

15. *Heady, Ferrel. (2001) Public Administration: A comparative Perspective, 6th ed.*

*Marcel Dekker, New York.*

*16. Lane, Jan-Erik (2005) Public Administration and Public Management: The*

*Principle Agent Perspective, Routledge, London.*

*17. Hasnat Abdul Hye, (2001) Governance: South Asian Perspective, Oxford*

*University Press, London.*

*18. Abdus Samad. (1993) Governance, Economic Policy and Reform in Pakistan:*

*essays in political economy, Vanguard Book, Lahore.*

*19. Government and Administration in Pakistan (1987). Jameelur Rehman Khan*

*(Ed.) Pakistan Public Administration Research Centre O & M Division, Cabinet*

*Secretariat.*

*20. Sultan Khan. (2006) Public Administration: with special reference to Pakistan.*

*Famous Books, Lahore.*

*21. Hoshiar Singh. (1995) Public Administration in India. Sterling Publishers. UK.*

*22. Kalyanaraman Srinivasan (1991) Public Administration in Asia, Vol. I, II Ashish*

*Publishing House, New Delhi, India.*