

Class : XII
Subject : Public Administration
Syllabus

Month	Book name	Sub Topic/ Contents	Study Periods	Revision Period
April	Public Admn.	1 Chief Executive: Meaning, Function, Relationship between ministers and civil servants. 2 Union Executive: Presidents- Appointment (election system), Term and Power and Function	09 05	08
May	-do-	2 Union Executive: Prime Minister-Appointment, Term, Removal, Power and Function and Position Council of Ministers- Organisation and Functions Bills – Ordinary bill, Money bill Procedure of Making Law	05 05 05 05	05
June				
July	-do-	3 Indian Federalism 4 Supreme Court of India	12 12	04
August	-do-	5 Union Public Service Commission 6 Comptroller and Auditor general of India	12 12	04
September	-do-	7 Union Budget	10	02
October	-do-	8 Department 9 Public Corporation	08 08	04
November	-do-	10 Recruitment 11 Training	10 10	02
December	-do-	12 Promotion	10	04
January	-do-	13 Panchayati Raj	12	06
February		Revision		
March		Exam		

Detailed Syllabus

Topic	Sub Topic
Chief Executive	Chief Executive – Meaning, Function, Relationship between ministers and civil servants
Union Executive	Presidents- Appointment (election system), Term and Power and Function Prime Minister-Appointment, Term, Removal, Power and Function and Position Council of Ministers- Organisation and Functions Bills – Ordinary bill, Money bill Procedure of Making Law
Indian Federalism	Meaning of Federal System Unitary Features of Govt. Federal Features of Govt. Type of Indian Govt.
Supreme Court of India	Composition of Supreme Court of India Recruitment/Appointment of C.J.G. and Justice of Supreme Court, Qualification of Justice of Supreme Court
Union Public Service Commission	Composition of UPSC Constitutional status of UPSC Qualification, Tenure and Removal of Chairman and member of UPSC Function of UPSC
Comptroller and Auditor General of India	Constitutional Status of CAG, Composition of CAG Appointment and Removal, Functions.
Budget	Meaning Types Preparation system and enactment of Budget (Indian Budget)
Department	Meaning Type Basis and Organisation
Public Corporation	Meaning Features Merit and Demerits Differences between department and Public Corporation
Recruitment	Meaning Types Merits and demerits of recruitment of All types
Training	Meaning Types Merits and demerits Suggestion for making better Training System.
Promotion	Meaning Principle Merit and demerits of Promotion
Panchayati Raj	History of Panchayati Raj 73 rd 74 th Constitutional Amendments Importance of panchayati Raj system Hindrances in Panchayati Raj with remedies Evolution of Panchayati Raj.