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FOR PUNJAB CLASS 12 PREPARATION

PSEB 12th Class Syllabus 2027 Public Administration

EXAM	YEAR	TYPE	SUBJECT
Punjab Class 12	2027	Syllabus	Public Administration

Public Administration

Class- XII

Session 2026-27

Group-1

Unit-I

Personnel Administration

a) Recruitment and Training: UPSC: Its Organization and Role
b) Promotion and Position Classification
c) Conduct and Discipline
d) Morale
e) Joint Consultative Machinery: Employer- Employee Relations

Unit-II

Personnel Administration

a) Budget-Meaning, Principles and Importance. The budget as an instrument of Public Policy. The budgetary process.
b) Ministry of Finance-its Organization and Working Legislative Control Finance.
c) Public Accounts Committee at the central level.
d) Estimates Committee at the central level.
e) Performance Budgeting.

Unit-III

Audit and Its Role

a) Comptroller and Auditor General of India
b) Accounting: Its Importance and Organization

Unit-IV

Selected Approaches

a) Scientific Management
b) Human Relations Approach

Group-2

Unit-V
Functional Aspects of Administration

a) Communication
b) Supervision
c) Coordination
d) Centralization
e) Decentralization
f) Field Headquarter Relationship

Unit-VI
Policy and Planning

a) Leadership
b) Policy Formation
c) Planning and Decision Making

Unit-VII
Administration Improvement

a) O & M (Organization and Methods)
b) Administrative Reforms

Unit-VIII
Administrative Law

a) Administrative Law
b) Rule of Law
c) Delegated Legislation
d) Administrative Tribunals-Role, Structure and Working