

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 Meaning of Fedral System Unitary Features of Govt. Fedral Features of Govt. Type of Indian Govt.
Indian Federalism	Composition of Supreme Court of India Recruitment/Appointment of C.J.G. and Justice of Supreme Court, Qualification of Justice of Supreme Court Composition of UPSC Constutional status of UPSC Qualification, Tanour and Removal of Chairman and member of UPSC Function of UPSC
Supreme Court of India	Constutional Status of CAG, Composition of CAG Appointment and Removal, Functions. Meaning Types Preparation system and enactment of Budget (Indian Budget)
Union Public Service Commission	Meaning Type Basis and Organisation Meaning Features Merit and Demerits Differences between department and Public Corporation
Comptroller and Auditor General of India	Meaning Types Merits and demerits of recruitment of All types
Budget	Meaning Types Merits and demerits Suggestion for making better Training System.
Department	Meaning Principle Merit and demerits of Promotion
Public Corporation	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.
Recruitment	
Training	
Promotion	
Panchayati Raj	