

B.A. (Liberal Arts)
Core Course (CC): PUBLIC ADMINISTRATION
SEMESTER – IV
(BLAB32406T) FINANCIAL ADMINISTRATION IN INDIA

MAX. MARKS: 100

EXTERNAL: 70

INTERNAL: 30

PASS: 40%

Credits: 6

OBJECTIVE:

The objective of this course is to provide elementary knowledge to the about financial administration, Budgeting finance commission, CAG of India.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER:

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions each from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any 10 questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES:

Candidates are required to attempt any two questions each from the sections A, and B of the question paper, and any ten short answer questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

SECTION – A

UNIT I	Meaning and Significance of Financial Administration.
UNIT II	Budget: Meaning & Types (Performance and Zero Base Budgeting) Budget as a Tool of Administration.
UNIT III	Principles of Budget Making.
UNIT IV	Preparation of Budget. Enactment and Execution of the Budget.

Section-B

UNIT V	Finance Commission: Composition & Functions;
UNIT VI	Union Ministry of Finance: Organisation and Functions, Financial Relations between the Union and the States.
UNIT VII	Parliamentary Control over Finance.

UNIT VIII Comptroller and Auditor-General of India: Appointment, Powers and Functions.

RECOMMENDED READINGS:

- K.N. Basiya, Financial Administration in India, Bombay, Himalya Publishing House, 1986
- P. Bhambri, Public Administration in India, Bombay, Vikas Publications House, 1973.
- A.K. Chanda, Aspect of Audit Control, Bombay, 1969
- Padam Nath Guatam, Financial Administration in India, Vitt Prashan, Haryana Sahitya Academy, Chandigarh, 1993
- S.L. Goel, Public Financial Administration, Deep and Deep Publication, Second Edition, New Delhi, 2008
- S.S. Janjua, Centre-State Financial Relations in India and Finance Commission, Deep and Deep Publications, New Delhi, 1999
- G.S. Lall, Public Finance and Financial Administration in India, Kapoor Publishers, New Delhi, 1976.
- Peter, A. Pyhrr, Zero Base Budgeting, New York, John Wiley and Sons, 1973.
- Ajit Singh, New Economic Policy in India, Deep and Deep Publications, New Delhi, 1994
- R.K. Sinha, Fiscal Federalism in India, Sterling Publishers, New Delhi, 1987
- Andley Sudharam, Public Finance, Rattan Prakashan Mandir, Agra, 1979
- R.N. Srivastave, Management of Financial Institutions, Himalaya, Mumbai, 1984
- Rudder Datt & K.P. Sundaram, India Economy, S. Chand and Co., Pvt. Ltd. New Delhi, 2002
- M.J.K. Thavraj, Financial Administration in India, Sultan Chand and Sons, New Delhi, 1996
- M.M. Suri, Government Budgeting in India, Commonwealth Publishers, New Delhi, 1990
- P.L. Joshi, and V.P. Raja, Techniques of Zero-Base Budgeting, Himalaya Publishing House, Bombay, 1988
- S. Panda, Financial Administration and Personnel Management in Public Enterprises, New Delhi, 1989
- S.S. Tiwana, "Centre-State Relations in India: Recent Trends, ISDA Journal, Vol.3, Nos. 3&4, July-September and October-December, Thiruvananthapuram, 1993.
- B.P. Tyagi, Public Finance, Jai Prakash Nath, Meerut, 1997.
- B.P.R. Vithal and M. Shashri, Fiscal Federalism in India, Oxford University Press, New Delhi, 2004
- Harbir Singh, Public, Personnel and Financial Administration (3 Mediums), Latest Edition
- Sahib Singh and Swinder Singh, Public Personnel and Financial Administration, New Academic Publishers, Jalandhar, 2013
- Sanjiv Kumar Mahajan & Anupama Puri Mahajan, Financial Administration in India, PHI Learning, Pvt.Ltd, Delhi, 2014