

5. Luard, Evan: The United Nations—How its and What it Does, Macmillan, 1979.

## ***M2PAD01-Skill- 01- Office Administration***

### **Unit-I**

Meaning, nature and importance of an office. Offices in administrative agencies. Basic requirements of an office. Relationship between Head quarter and field agencies. Administrative work distribution in India. Flag code of india

### **Unit-II**

Provisions in Central Secretariat Office Procedure Manual, Secretariat manual, Govt. of Rajasthan. Noting, drafting, filing system and record and information management.

### **Unit-III**

Reception and hospitality, Receipt and dispatch, Meetings, transport and travel arrangements. Communication and letters- official and demi -official , circulars, orders and notices.

### **Unit-IV**

Establishment- Human resource management, Accounts , audit and finances, Bills and registers, Procurement , inventory, stock and stores, sales, marketing and customer services.

## **Unit- V**

Pest control and safety measures. Safety measures and security rules . Ant- theft mechanism. Co-ordination with district administration and renting the office to other agencies.

### **Books Recommended**

1. Central Secretariat Office Procedure Manual, Govt. of India
2. Secretariat Manual , Govt. of Rajasthan.
3. Gibson, Pattie, Administrative Office Management, Complete Course, Cengage Learning, 2004
4. Balchandran, Office Management, Tata Mc Graw Hiil, New Delhi,2009.
5. Schulze, William J, Office Administration, Mc Graw Hill Co., New York, 1919.

## ***M3PAD01-CT-13-Indian Administrative System-II***

### **Unit-I**

Salient features and value premises of Indian administration. Constitutionalism. Political and administrative culture. Bureaucracy and democracy.

### **Unit-II**

Major issue areas in Indian Administration: Political and permanent executives dispute. Generalist and specialist in Administration. Integrity in Administration.