

Public Administration: Meaning, Scope, and Significance!

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What Is Public Administration?


- ▶ The government makes different rules and programs to help people and do what it should. Public administrators make all these rules and programs work by doing their jobs.
- ▶ Public administration has two main jobs. The first job is to give services people need. The government gives important services like money for poor people, health care, schools, buses and security. Public administrators organize and manage these services.
- ▶ The second job is to make rules for things that affect people's lives. The government needs to make rules for businesses, shops and the economy so people get a fair deal. Public administrators make and carry out these rules.

- ▶ Public administration works at all levels of government- local, state and national. At the local level, they do programs for things like cleaning, water and buses.
- ▶ At the state level, they deal with police, hospitals and schools. Finally, at the national level, they manage things like the military, dealing with other countries and trade.
- ▶ The major things public administrators do are: make rules, organize work, hire people, give instructions, make different parts work together, give information, and spend money.

Evolution Of Public Administration

- ▶ Public administration has changed a lot over time. It used to work in a strict way. Now it works in an easy and helpful way for people.
- ▶ In the past, public administration followed fixed rules. Government workers had to follow the rules exactly. The persons who make policies and the public administrators work separately.
- ▶ This old way developed in the late 1800s and early 1900s. Persons like Weber, Taylor and Fayol affected it. They emphasized rules like hierarchy, division of work, authority, discipline and one boss.
- ▶ But this old way had problems. It made decisions slowly. It did not improve government services. So public administration started to change in the mid-1900s.


- ▶ Modern ways emphasize flexibility, asking people and citizens to take part and checking performance. Flexibility means administrators can change rules for new conditions. Asking people involves taking ideas from citizens.
- ▶ Taking part means involving citizens in governance and decisions. Checking performance focuses on doing work efficiently and effectively.
- ▶ Technology has also changed public administration. The use of computers, the internet and mobile phones has changed how governments function and give services. It has made administration more open, time- saving and easy for citizens.
- ▶ Globalization and competition between countries have also pushed governments to improve the efficiency and quality of public services. Governments have started using business practices in public administration.

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- ▶ Changes in societal values have also contributed to the evolution. Citizens now expect more responsive, citizen-centric and inclusive administration. This has led administrators to give importance to ethics, social justice and equality.
 - ▶ In future, public administration is likely to become even more flexible, participatory and technology-enabled. The use of artificial intelligence, big data and blockchain technologies will transform how governments work.
 - ▶ Future administrators will need new skills like data analytics, digital literacy, networking and negotiation. They will have to become more collaborative, transparent and accountable to citizens.

Scope Of Public Administration

- ▶ The scope of public administration is very broad. Public administration deals with the governance of a country. Lots of activities of the government come under public administration.
- ▶ The government makes policies, laws and rules on various subjects. It implements these policies through various departments and ministries. Public administration includes implementing these government policies and programmes properly.
- ▶ The government manages many institutions to deliver services to citizens. Schools, hospitals, post offices, police stations and courts are government institutions. Public administration helps make these institutions work well and provide good services to people.
- ▶ The government collects taxes from people. It generates income from other sources too. Public administration ensures this income is collected properly and used wisely. Good funds management is part of public administration.

- ▶ The government appoints many officers and staff at different levels. Public administration helps recruit the right people for government jobs. It trains officers to perform their duties well. It manages the promotion and other service conditions of government staff.
- ▶ The government works for the welfare of citizens. It implements various welfare schemes. Public administration helps implement these welfare schemes honestly and efficiently. It helps schemes reach deserving people.
- ▶ The government makes laws and rules for various activities. Public administration helps implement these laws properly. It monitors if people follow these laws. It punishes those who break the law.
- ▶ The government has to work with other governments at the state, national and international levels. Public administration helps the government coordinate its work properly with other governments. It represents the government at various forums.

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- ▶ Public administration helps maintain the law and order situation in the country. The police and other security agencies come under public administration. They ensure internal and external security.
 - ▶ So we see that public administration covers a broad scope of government activities. Almost every task done by the government to serve citizens falls under the scope of public administration. Good public administration results in good governance. It ensures that government policies and programmes serve citizens properly.

Significance Of Public Administration

- ▶ Public administration helps the government run a country properly. So public administration is important. Good public administration has many benefits.
- ▶ Public administration helps implement government plans well. The good implementation helps citizens get benefits. Bad implementation wastes money and does not give good results. So good implementation through public administration is important.
- ▶ It helps keep law and order. Only with peace a country can develop. Public administration keeps internal security through the police. It keeps external security through armed forces. So public administration for law and order is important.
- ▶ Public administration collects taxes properly. It uses government money wisely. Good funds management is important for development. Wasting money leads to less development. So responsible public administration of money is important.

- ▶ Public administration recruits good officers and staff for government jobs. It trains them to do duties well. Only capable government employees can implement government plans properly. So this is important.
- ▶ It gives services to citizens through schools, hospitals etc. Good administration makes these institutions give good services. So this is important.
- ▶ It helps implement welfare schemes for poor people. Only then do benefits reach people who need help. So the proper implementation of welfare schemes is important.
- ▶ Public administration makes sure citizens follow laws and rules. Only then can society be orderly and developed. So enforcing laws properly is important.



▶ **THANK YOU**