

MEANING OF PUBLIC ADMINISTRATION

Public Administration is an aspect of a more generic concept of administration. Public Administration houses the implementation of government policy and an academic discipline that studies this implementation and that prepares civil servants for this work. Some of the various definitions which have been offered for them are - the management of public programs and the study of government decision making, the analysis of the policies. Public Administration is centrally concerned with the organization of government policies and programs as well as the behavior of officials formally responsible for their conduct. Before understanding the meaning of public administration, it is necessary to understand the meaning of the word 'administration'. The English word 'administer' is derived from a combination of two Latin words 'ad' and 'ministrare' meaning 'to serve or manage'. Literally, the term 'administration' means management the affairs of public or private. Administration refers to mobilisation of resources – human and material- to achieve pre-set of objectives. Administration is thus an activity undertaken in pursuit of the realisation of a goal. It is an effort requiring a group of persons, each individually carrying out certain allotted tasks, which when so performed by all, leads to the achievement of an objective which has already been established and made explicit. Public Administration is a part, even though a large and important part, of administration. Administration means performance of the executive functions of the state. Public Administration lends itself to two usages. It refers to the practice. Also, it means a field of intellectual enquiry or discipline.

Public Administration refers to the study of the activities of the State, but these activities may relate to the executive or the legislature or the judiciary. Many thinkers restrict it to the executive. But some scholars

would have broaden the definition of the term and extended it to all the three branches. Public Administration refers to the organisation and management of activities financed from the tax-payer's money. In the USA, civil servants and academics such as Woodrow Wilson promoted American civil service reform in 1880, moving public administration in to academia. Woodrow Wilson is considered the father of public administration. As a discipline, public administration is a post-1947 growth in India. Despite being very young discipline in a family of social science, it has shot into prominence; and today it is a very popular subject. Public Administration is the front of the government, being its visible face. The visibility of public administration is conspicuous and continues. While the government observes fixed hours of working but public administration is ever at work.

With the ushering in an era of welfare states, the administration is construed as a "moral act" and "administrator as a moral agent". Public Administration has become the machinery for formulating plans and programs and carrying them out. All this reveals that Public Administration is imperative for all societies -developed or developing, dictatorial or democratic. The Meaning of Public Administration The conventional view of the public administration is that it discusses only the processes, leaving aside the substantive concerns. Thus it concerns itself with planning, organisation, staffing, directing, coordinating, reporting, budgeting, evaluating, etc. The advent of public policy studies has obliged the public administration to study contents of public policies. This is a substantive field. Therefore, public administration deals not only with the processes but also the substantive field. Public Administration is a part of the wider field of administration. Administration is a process permeating all collective effort, be in public or private, civil or military, large scale or otherwise, and is thus of universal nature. Administration, being characteristic of all enterprises in pursuit of conscious purposes, and is not a peculiarity of modern age alone.

Public Administration of today, however, has three distinguishing features: Its purpose have been completely reoriented, its functions have enormously increased in number, variety and complexity, and its methodology has enormously increased in number, variety and complexity, and methodology has grown from trial-and- error stage into an orderly discipline with an organized, ever-increasing body of knowledge and experience. Public Administration exists in a political system for the accomplishment of the goals and objectives formulated by the political decision makers. It is also known as governmental administration because the adjective 'public' in the word 'public administration' means 'government'. Hence, the focus of public administration is on public bureaucracy, that is, bureaucratic organisation (or administrative organisation) of the government.

Public Administration has gained greater importance since the emergence of Administrative State. It is an instrument not only for protecting and restraining but also fostering and promoting. Its contents, today, are more positive in nature for it is now engaged in looking after myriad needs of human life- health, education, recreation, sanitation, social security, etc. It is, therefore, a creative factor, its motto being the 'welfare of man'. These functions are in addition to its basic functions of maintaining law and order in society. In nature, contents and scope – all go to make it the 'heart of the problem of modern government'. A country's progress is, thus, largely determined by the quality of its public administration. In the analysis, Administration is a moral act and administrator is a moral agent. This thesis is basic to the transformation which is needed in public administration to make it an effective instrument for the ushering in of the democratic welfare state.

Public Administration is the machinery used by the service state to place itself in a position to make plans and programs that can carried out,

and to carry out the plans and programs it has made. Administration is of importance for another reason too. Its essentially national character makes it a powerful instrument of national integration. Public Administration is the first need of a society, more so of a developing country like India, which has chalked out for herself numerous plans of economic and social betterment. "Administration", as **E N. Gladden** says, "is a long and slightly pompous word, but it has humble meaning". The word administers, derived from the Latin word ad + ministrare, means to care for or to look after people, to manage affairs. Administration is a process permeating all collective effort, be it public or private, civil or military, large scale or otherwise, and it thus has a universal nature. Public Administration of today, however, has distinguishing features: its purpose has been completely reoriented, its functions have enormously increased in number, variety and complexity, and its discipline has an ever increased body of knowledge and experience.

In the words of **Woodrow Wilson**, "Public administration is detailed and systematic application of law". Every particular application of law is an act of administration. Pfiffner defines Public administration as consisting of all those operations having for their purpose the fulfillment or enforcement of public policy. According to **Gladden**, "Public administration concerns with the administration of the government." **Professor L. D. White** observes, "Public administration consists of all those operations having for their purpose the fulfillment or enforcement of public policy". According to **Luther Gullick**, "Public Administration is that part of the science of administration which has to do with government and thus concerns itself primarily with the executive branch where the work of the Government is done" **Waldo** defines Public Administration as "the art and science of management as applied to the affairs of state." Public Administration lends itself to two usages: it is an activity; and it also refers to the discipline (or subject) of intellectual inquiry and study.

Maintaining law and order is an activity and is part of public administration. But public administration is also a discipline like Economics, Sociology, History etc., and is a subject of study : it studies these activities and functions, formulates concepts and builds models and theories. The above definitions point out that the term Public Administration has been used in two senses. ***In the wider sense it includes all the activities of the government whether in the sphere of the legislative, executive or judicial branch of the government. This wider view has been taken by L D. White, Woodrow Wilson, Pfiffner and Marshall Dimock. In the narrow sense public administration is concerned activities of the executive branch only. This view has been taken by Gullick, Simon, Willoughby, Fayol and Ordway Tead.*** By common usage and practice the term 'public administration' is restricted to the organisation and operations of the executive branch only. Public Administration may thus be defined as government in action.