

Shafritz Introducing Public Administration

Jay M. Shafritz, Edward W. Russell, Christopher P. Borick

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ADMINISTRATIVE THEORY PARDEEP SAHNI,ETAKULA VAYUNANDAN,2009-04-14 This book presents a detailed introduction to the fundamental concepts, principles and processes of the field of public administration. It provides comprehensive coverage of the major topics of this diverse field. Intended primarily for undergraduate and postgraduate students of public administration and political science as well as for civil services aspirants, this book will also be a handy reference for professionals in public service and social service. The book presents an overview of the field of public administration as well as its fundamental aspects, which include the theory of administration and the nature, typology and structure of organisations. It explains the major theoretical perspectives as well as two major specialised areas of the field—public policy and development administration. It also provides an extensive presentation of the prominent aspects of the public administration and management process—span of control, coordination, communication, authority and responsibility, centralisation and decentralisation, and accountability and control.

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