

Understanding Fundamentals of Public Administration

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Mirpur Cantonment, Dhaka-1216**



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CONTENTS

Chapter One: Understanding Public Administration	1
1.1 Administration	1
1.2 Public Administration	2
1.3 Nature of Public Administration	4
1.3.1 Integral View	4
1.3.2 Managerial view	4
1.4 Scope of Public Administration	5
1.4.1 Scope of Public Administration as a State Activity	5
1.4.2 Scope of Public Administration as a Discipline	5
1.5 Importance of Public Administration	7
1.6 Similarity between Public and Private Administration	8
1.7 Difference between Public and Private Administration	9
1.8 Paradigm of Public Administration	11
Chapter Two: Principles of Organisation	17
2.1 Understanding Organisation	17
2.2 Types of Organisation	18
2.2.1 Formal Organisation	18
2.2.2 Informal Organisation	18
2.3 Principles of Organisation	19
2.3.1 Hierarchy or Scalar Process	19
2.3.2 Span of Control	20
2.3.3 Line and Staff Organisation	22
2.3.4 Unity of Command	24
2.3.5 Centralisation and Decentralisation	25
Chapter Three: Organisation Theories	29
3.1 Organisation Theory	29
3.2 Classical Organisation Theories	30
3.2.1 Scientific Management Theory by F.W. Taylor	31
3.2.2 Administrative Management Theory by Henri Fayol	34

3.2.3	Bureaucratic Management Theory by Max Weber	37
3.3	Neo-Classical Theories	40
3.3.1	Human Relations Approach	41
3.3.2	Behavioural Approach	42
3.4	Modern Organisation Theory	42
3.4.1	System Theory	43
3.4.2	Contingency Theory	44
Chapter Four: Government and Governance		49
4.1	Understanding Government	49
4.2	Types or Forms of Government	50
4.2.1	Autocracy	50
4.2.2	Democracy	51
4.2.3	Monarchy	51
4.2.4	Republic	52
4.2.5	Parliamentary form of Government	52
4.2.6	Presidential form of Government	53
4.2.7	Unitary Government	53
4.2.8	Federal Government	53
4.2.9	Capitalist Government	54
4.2.10	Socialist Government	54
4.3	Roles and Functions of Government	54
4.4	Understanding Governance	55
4.5	Dimensions of Governance	56
4.5.1	Political Governance	57
4.5.2	Economic Governance	57
4.5.3	Corporate Governance	57
4.5.4	Social Governance	57
4.5.5	Environmental Governance	58
4.6	Good Governance	58
4.7	Elements of Good Governance	59
4.7.1	Rule of Law	59
4.7.2	Accountability	60
4.7.3	Transparency	60
4.7.4	Participation	60

4.7.5 Responsiveness	60
4.7.6 Equity and Inclusiveness	60
4.7.7 Effectiveness and Efficiency	61
4.7.8 Consensus Oriented	61
4.8 Role of Civil Society in Promoting Good Governance	61
4.9 Good Enough Governance	62
4.10 E-governance	63

Chapter 5: Public Administration from Islamic Perspective **67**

5.1 Understanding Islam	67
5.2 Concept of Islamic Public Administration	67
5.3 Principles of Islamic Public Administration	68
5.3.1 Justice and Fairness	69
5.3.2 Accountability and Responsibility	70
5.3.3 Rule of Law	70
5.3.4 Ethics and Morality	71
5.3.5 Participative Decision-Making	71
5.3.6 Corruption Free Administration	72

Chapter 6: Theories & Concepts Related to Public Administration **75**

6.1 Administrative Culture	75
6.2 Administrative Elite	76
6.3 Administrative Law	77
6.4 Administrative Reform	78
6.5 Administrative Tribunal	79
6.6 Bureaucracy	80
6.7 Change Management in Public Administration	81
6.8 Civil Society	83
6.9 Corruption	84
6.10 Decision Making	86
6.11 Development Administration	87
6.12 Generalist and Specialist in Public Administration	89
6.13 Globalisation and Public Administration	90
6.14 Human Resource Management	91

6.15 Innovation in Public Administration	92
6.16 Leadership Theories	94
6.17 Motivation Theories	96
6.18 New Public Management	97
6.19 Non-Government Organisations	99
6.20 Organisational Behaviour	100
6.21 People-Oriented Public Administration	101
6.22 Performance Management	102
6.23 Prismatic Sala Model	103
6.24 Project Management	105
6.25 Public Personnel Administration	105
6.26 Public Policy	106
6.27 Strategic Management Process	108
6.28 Sustainable Development	110
6.29 Synergy of Artificial Intelligence in Public Administration	111
6.30 Total Quality Management	113

Chapter 7: Scholars and their Contributions to Public Administration **123**

7.1 Kautilya (350-275 BCE)	123
7.2 Woodrow Wilson (1856-1924)	124
7.3 Karl Marx (1818-1883)	125
7.4 Henri Fayol (1841-1925)	125
7.5 Frederick Winslow Taylor (1856-1915)	126
7.6 Mary Parker Follett (1868-1933)	127
7.7 George Elton Mayo (1880-949)	128
7.8 Chester Irving Barnard, (1886-1961)	129
7.9 Paul Henson Appleby (1891-1963)	130
7.10 Lyndall Fownes Urwick (1891-1983)	131
7.11 Luther Halsey Gulick (1892-1993)	131
7.12 Douglas Murray McGregor (1906 -1964)	132
7.13 Abraham Maslow (1908-1970)	133
7.14 Peter Ferdinand Drucker (1909-2005)	134
7.15 Dwight Waldo (1913-2000)	135
7.16 Felix Anthony Nigro (1914-2007)	136

7.17 Robert Alan Dahl (1915-2014)	137
7.18 Herbert Alexander Simon (1916-2001)	137
7.19 Fred W. Riggs (1917-2008)	137
7.20 Frederick Irving Herzberg (1923-2000)	138

Chapter 8: Public Administration in Bangladesh 141

8.1 Brief History of Public Administration in Bangladesh	141
8.2 Civil Service in Bangladesh	144
8.2.1 Bangladesh Civil Service (BCS)	144
8.2.2 Bangladesh Public Service Commission (BPSC)	146
8.2.3 Recruitment in Bangladesh Civil Service	146
8.2.4 Training in Bangladesh Civil Service	148
8.2.5 Hierarchy in Bangladesh Civil Service	149
8.3 Central Administration	149
8.3.1 Secretariate	149
8.3.2 Ministry	150
8.3.3 Cabinet Division	150
8.3.4 Minister VS Secretary	151
8.4 Field Administration	151
8.4.1 Divisional Administration	152
8.4.2 District Administration	152
8.4.3 Upazila Administration	153
8.5 Local Government in Bangladesh	154
8.6 Constitution and Public Administration	157
8.6.1 Constitutional Articles Related to Public Administration	157
8.6.2 Constitutional Posts and Institutions	159
8.7 Public Service Innovation in Bangladesh	160
8.7.1 The Governance Innovation Unit (GIU)	160
8.7.2 Aspire to Innovate (a2i) Programme	160
8.7.3 Intention for Public Service Innovation	161
8.7.4 Salient Examples of Public Service Innovation	162

Index 167

PREFACE

The field of Public Administration is a complex and dynamic domain that serves as the foundation of modern governance. Its principles, theories, and practices reinforce governments' efficient and effective functioning worldwide. As I embark on this journey to explore the fundamentals of Public Administration, it is with a sense of academic inquiry that I present this comprehensive text, "Understanding Fundamentals of Public Administration."

This book is a thoughtful compilation of the essential concepts that constitute the bedrock of Public Administration. It offers a structured and thorough assessment of the subject, enabling students, scholars, and practitioners to gain a profound understanding of the discipline's multifaceted dimensions. Its exploration begins with Chapter One, "Understanding Public Administration," which provides the fundamental framework within which the field operates. Here, it explores the concept of administration, public administration, its nature, scope, importance, and paradigm shift that underlie the discipline.

Chapter Two, "Principles of Organization," takes further into the intricate machinery of public administration. It elucidates the foundational principles that guide the design and functioning of governmental organisations, such as Hierarchy, Span of Control, Line and Staff Organization, Unity of Command, and Centralization-Decentralization.

In Chapter Three, "Organisation Theories," this book navigates the dynamic world of organisational theories. It mainly explores classical, neo-classical, and modern theories of organisation.

Chapter Four, "Government and Governance," discusses the broader context in which public administration operates. It discusses the concept of government and its forms and functions, governance and its different dimensions, good governance and its elements, the role of civil society in promoting good governance, good enough governance, and e-governance.

Chapter Five, "Public Administration from Islamic Perspective," provides a unique and insightful exploration of the field through the lens of Islamic governance perspective. This chapter enriches our understanding by highlighting the intersection of religion and administration.

Chapter Six, "Theories & Concepts Related to Public Administration," offers a general understanding of the theoretical foundations that shape the discipline. This book describes concepts such as administrative culture, bureaucracy, public policy, and many other concepts that are integral to comprehending public administration in its entirety.

Chapter Seven, "Scholars and their Contributions to the Field of Public Administration," pays homage to the intellectual giants who have made seminal contributions to the discipline. This chapter illuminates the intellectual lineage that has shaped our understanding of public administration.

Finally, Chapter Eight, "Public Administration in Bangladesh," provides a comprehensive overview of Bangladesh's public administration. It covers the historical background, the structure of the civil service, recruitment and training processes, central and field administration, local government, constitutional connections, and public service innovations.

"Understanding Fundamentals of Public Administration" is a product of extensive endeavour and a genuine passion for advancing knowledge in the field of public administration. I hope this book will serve as a valuable resource for students, educators, policymakers, and practitioners seeking to understand the intricate and ever-evolving world of public administration.

I would like to express my heartfelt gratitude to the individuals who have played a significant role in the creation of this book. Their guidance, support, and encouragement have been instrumental in bringing this work to fruition.

First and foremost, I extend my profound gratitude to the Omnipotent Allah swt for endowing me with the strength, knowledge, capability, and opportunity requisite for the initiation and successful culmination of this

book. Without His benevolent blessings, this achievement would have remained beyond attainment.

I would like to acknowledge the invaluable guidance provided by my respected teachers. Their wisdom and expertise have been a constant source of inspiration throughout my academic journey. I am deeply grateful for the knowledge they have imparted and the mentorship they have offered.

I am also indebted to my friends, colleagues, and acquaintances in both the academic and non-academic communities. Their constructive feedback, insightful discussions, and collaborative spirit have enriched the content of this book. Their willingness to engage in meaningful conversations has been a source of inspiration and growth. Special gratitude is accorded to Mr. Md. Aynul Hossain, publisher of A H Development Publishing House, for the publication of the book.

Last but certainly not least, I want to express my deepest gratitude to my wife, Jannatul Ferdous Ety. Her unwavering support, patience, and understanding have been the foundation for this book. Her encouragement during the long hours of research and writing motivated me to persevere through the challenges of this journey. I am truly blessed to have her by my side.

This book would not have been possible without these wonderful individuals' collective contributions and encouragement. I am profoundly thankful for their presence in my life and their role in completing this work.

February 2024

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"Understanding Fundamentals of Public Administration" is an indispensable guide to the intricate world of public administration studies. This comprehensive text meticulously explores the principles, theories, and practices that form the backbone of public administration, offering a profound understanding of its multifaceted dimensions. Starting with the foundational framework, the book delves into the principles of organisation, organisational theories, and the broader context of government and governance. Notably, it provides a unique perspective by examining public administration through an Islamic lens, enriching the reader's understanding with insights into the intersection of religion and administration. It also discusses significant concepts and theories related to the field of Public Administration and the contribution of prominent scholars to the field. Finally, it provides a comprehensive overview of Bangladesh's public administration, covering historical background, the structure of the civil service, recruitment and training, central and field administration, local government, constitutional connections, and public service innovations.

The book is a product of extensive endeavour and a genuine passion for advancing knowledge, that caters to students, scholars, policymakers, and practitioners. Importantly, this book extends its utility beyond the academic realm. It serves as an invaluable resource for Public Administration graduates, not only for academic purposes but also as a comprehensive guide for job interviews and professional development.

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Helal Uddin, hailing from the enchanting village of Jashore in Bangladesh, embarked on a remarkable journey of academic and professional excellence. Fueled by an insatiable thirst for knowledge, he pursued higher education at the esteemed University of Dhaka, where he earned both his Bachelor of Social Sciences (BSS) and Master of Social Sciences (MSS) in Public Administration. The academic foundation laid at Dhaka University became the cornerstone of his successful career. His commitment to academia was further underscored by an MPhil Fellowship at the Center for Higher Studies and Research in BUP.

Beyond his academic pursuits, Mr. Helal contributed significantly to the field through diverse roles in Governance Innovation Unit (GIU), Access to Information (A2I) Programme and Bangladesh University of Professionals (BUP). His expertise spans across governance, public service innovation, local governance, higher education administration, and police administration.

In addition to his academic and professional accomplishments, Helal Uddin has made substantial contributions to research. He has authored research publications in reputable journals, showcasing his dedication to advancing knowledge in his areas of expertise. He can be reached at helal.pa.du@gmail.com and helal.uddin@bup.edu.bd.



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