

SYLLABUS
DIPLOMA IN LOCAL SELF GOVERNMENT EXAMINATION

PAPER – I : URBAN LOCAL GOVERNMENT AND ADMINISTRATION

1) Process of urbanization :-

Indian scenario, changing structure of Cities, Planning for urban development. Urban Development infrastructure, Housing water supply, sewerage, environment, transport master plan.

2) Historical Development of Urban Local Government :-

Different types and forms of urban authorities in India including Mayor in Council.

3) 74th Constitutional Amendment and it's Impact :-

Salient feature of Municipalities, Act of Maharashtra.

4) Organisation of Urban Local Government :-

Institutions with special reference to Maharashtra, viz., Metropolitan local authorities of Mumbai, Nagpur Improvement Trust, Nagpur Municipal Corporation and Municipalities - classification of Municipalities areas, Composition, Powers and Functions of elected councils, Committee system, Executive Organs i. e. President, Vice President, Mayor, Deputy Mayor, CEO, Secretary and Municipal Commissioner and other officers, their position and powers, inter relationship amongst these.

5) Working of Urban Local Government :-

Municipal Elections, Finance, Personnel Administration, Municipal leadership, Pressure groups and Political parties, Relationship with State Government. Modes of control and techniques of supervision, Town Planning and Slums problems of Urban Administration.

6) Special Purpose Agencies :-

Their nature, advantages and disadvantages.

Books Recommended :

1. Local Self-Government and Finance in U. P. (Historical and General portions)
Dr. M. P. Sharma
2. Maharashtra Municipal Act, 1965, amended upto date
3. Nagpur Municipal Corporation Act, 1948 (50)
4. The Improvement Trust Act, 1936 (37)
5. Municipal Government in India – R. Agrwal
6. Local Government in India – S. R. Maheshwari
7. The Bombay Town Planning Act, 1954
8. The Maharashtra Regional and Town Planning Act, 1966
9. Maharashtra Municipal Corporation Act.
10. भारतीय स्थानिक स्वराज्य संस्था. उदगम आणि विकास, जी. एस. बढे, हिमालय प्र.रा. मुंबई



PAPER - II : PANCHAYATI RAJ

- 1) **Background** : Ancient antecedents, Janpad, Scheme, Community Development Programme. Democratic Decentralisation 73rd Constitutional Amendment; Earlier Patterns of Panchayati Raj.
- 2) **Maharashtra Panchayati Acts** : 73rd Constitutional Amendment Salient Features of Maharashtra Zilla Parishad Panchayat Samiti, & Gram Panchayat Acts, Administrative Areas.
- 3) **Panchayati Raj Bodies** : Compositions, Powers and Functions of Zilla Parishad Panchayat Samiti and Gram Panchayat. Office Bearers, their Powers and duties. Conduct of business, Committee System, Election Process, Rural bureaucracy, Collectors, CEO, BDO, Gramsevak, Relationship between official & non officials.
- 4) **Working of Panchayati Raj Institutions** : Role of Political Parties, Panchayati Raj Finances, Personnel Administration, Role of Committee System, Panchayati Raj Leadership, Panchayati Raj and State Government, Role of weaker sections and women in Panchayati Raj.

Book Recommended :

- 1) Report of the Committee on Democratic Decentralization (Naik Committee) Government of Maharashtra
- 2) The Maharashtra Zilla Parishads and Panchayat Samitis Act. 1962 as amended upto date
- 3) The Bombay Village Panchayat Act, 1953 (Bombay Act, III 1959)
- 4) Patil D. R. Maharashtra Nave Panchayat Rajya (Marathi)
- 5) Dr. Kapadnis, D. G. - Panchayat Rajya Prakashan (Marathi)
- 6) Dr. G. S. Badhe, Bharatiya Sthaniya Sawarajya Sanstha Udgam Ani Vikas
- 7) The Maharashtra Zilla Parishads and Panchayati Samitis manuals (Vol. I & II) Govt. of Maharashtra.

PAPER III : COMPARATIVE LOCAL GOVERNMENT WITH SPECIAL REFERENCE FOR U.K. U.S.A. & FRANCE

1. Pattern of Local Government - Constitutional and Legal status
2. Distribution of Power to Local Bodies.
3. Structure of Local Bodies - Council, Committees, Executives and service.
4. Functions of Local Bodies.
5. Local Finance.
6. State - Local Relationship.
7. Problems of Local self Government.
8. Personnel Management.

Books Recommended :

- 1) B. C. Rai - Foreign Local Government
 - 2) M. A. Muttalib and Mohammed Akbar Ali Khan - Theory of Local Government, New Delhi, Sterling 1982.
 - 3) Henry Maddick - Democracy, Decentralisation, and Development. Delhi, Asia.
 - 4) Reddiffe Mand and Brace wood - English Local Government, London, Oxford.
 - 5) Adrian - State and Local Government, Newyork, McGrant Hill.
 - 6) Blondel Jean - The Government of France, Newyork, Thomas Y. Crewell & Co.
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**PAPER – IV : LOCAL FINANCES AND ACCOUNTS IN INDIA WITH
SPECIAL REFERENCE TO MAHARASHTRA.**

- (A)
- 1) Significance of Finance to Local Bodies.
 - 2) Principles of Local Finance
 - 3) Transfer of Powers of Taxation and Financial Management, and Control.
 - 4) Separation of Sources of Local revenues from those of Central and State Government.
 - 5) Financial Powers contained in several Acts governing Local Authorities.
 - 6) Problems of Local Finance.
- B) **Revenue : -**
- 1) Classification of financial resources of local bodies.
 - 2) Principles of taxation and kinds of Taxes.
 - 3) Taxes, rates and fares levied by local bodies.
 - 4) Principles regarding collection, remission and writing off.
 - 5) Imposition, variation, and abilities of Taxes.
 - 6) Purposes and principles of grant in aid in the local.
 - 7) Sources of Income of local authorities.
 - 8) Control over income, assessment, demand register Receipt Bodies, Depositing Receipts
 - 9) Loans and Borrowing powers.
- (C) **Expenditure -**
- 1) Forms of Public expenditure including planned and non-planned expenditure.
 - 2) Statutory Provisions :- (a) Restricting Scope of expenditure
(b) Compulsory and Discretionary activities.
(c) Restricted repayment out of local funds.
 - 3) Departmental control of Budget under rules and Sanction Control Committees
 - i) Forms of Budget, its preparation & presentation, and different Acts governing local authorities,
 - ii) Voting of Budget, Consideration of powers,
 - iii) Powers, responsibilities and financial initiative, Standing Financial committee, and Officers under different local authorities,
 - iv) Budget in committee, and Officers under different local authorities,
 - v) Revised Estimates, their propriety and utility,
 - vi) Supplementary Budget,
 - vii) Meaning and implications of the various terms used, Budget and standard Budget,
 - 4) Controls.
 - 5) Stores - Control over purchase - Crises and State
 - 6) Control over establishments - scheduled, non scheduled, and statutory.
- D) **Budget .**
- 1) Basis of Budget, principles of Budgeting.
 - 2) Basis of forming original estimates in the Departments.
- E) **Book Keeping, Accounts and Audit.**
- 1) Elementary Principles of Book Keeping Aims and objects, classification of accounts systems of accounting, single entry, Double entry etc. Manual and methods of keeping subsidies account.
 - 2) Auditing of accounts principles kinds internal and external auditing.
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- 3) Funds Constitution of local funds and their control. Special fund, sinking fund, Depreciation fund, provident fund, their purposes and utility. Reserves, Surcharge rates.
- 4) Elementary Banking - function of Commercial Banks cheques, endorsement etc.
- 5) Fundamental and supplementary roles relating to pay leave allowances super session allowances compensatory allowances, Retirement rules, T.A. rules, Service Book and Leave accounts.

References -

- 1) Nagpur Corporation Act.
- 2) The Nagpur Improvement Trust Act - 1937
- 3) The Maharashtra Zilla Parishads and Panchayat Samiti's Act 1962, rules and amendments.
- 4) The Bombay Village Panchayat Act, 1958
- 5) The Provident Fund Act and rules thereunder by the state.
- 6) Local Authorities, Loans Act 1974, and rules.
- 7) Bombay Civil Service Rules -(Selected)
- 8) Bombay Local Fund and Audit Act and rules
- 9) Elements of Book Keeping.
- 10) Gyanchand : Local Finance in India
- 11) S.R. Maheshwari :- Local Government in India.

PAPER - V : MANAGEMENT IN LOCAL GOVERNMENT

Unit - I

- i) Features of Local Government
- ii) Significance of Resource in Local bodies.
- iii) Relationship between Resources and Development.
- iv) Public Management Vs. Private Management.
- v) Role of Leadership in major Local bodies.

Unit - II

Administrative pattern in Local bodies

- i) Corporation, Municipality and Panchayat Raj Institutions.
- ii) Top and Middle Administrations Levels.
- iii) Organisation and function of Important Department- General Administration, Finance, works and Education.

Unit - III

Office Management

- i) Role of Office and Office Management.
- ii) Scientific Office Management - Aims, Principles, and Importance.
- iii) Principles of Office Organisation and Office Services.
- iv) Correspondence - Types of Letters and Mail Handling.
- v) Filing systems
- vi) Indexing and Record keeping.
- vii) Office system, Procedure and
- viii) Types and Methods of preparing Report, Report

Unit IV

A) Public Relation -

- i) Meaning, Need Functions and Techniques
- ii) Mass Education and social Transformation

- B) **Peoples Participation in Local Governments** - Meaning, Purposes, ways and modes, Effective.
- C) **Revamping Local Bodies** - New, courses of performance, Dys functions of Political Deficiency in administrative machinery. Techniques of revamping including aids to efficiency, work culture.

Unit - V Personal Administration

- i) Features of Local Services.
- ii) Recruitment and Selection, Training, Motivation techniques office personal.
- iii) Promotion, Service Conditions, Employees Association.
- iv) Techniques of supervision and inspection.
- v) Rules regulating, the pay, leave, allowances, Types of allowances, leave Account, Service Book, Recruitment rules, Terminals, Super annotation and dismissal.

Books recommended :

- 1) Public Administration in India (Theory and Practical) Hoshiar Singh and Mohinder Singh.
- 2) Municipal Administration in India- Agra, Lakhane, Naraini Agarwal.
- 3) Municipal and Urban India - A. Dutta.
- 4) A.K. Padalia- Personal System of Urban bodies in India.
- 5) G. M. Reddy - Pattern of Panchayati Raj in India, New Delhi, Macmillan Co.
- 6) R. B. Dass -Deliberative and Executive wing in Local Government. Calcutta, Oxford LBH Co.
- 7) Darde - Local Government - A Comparative Study. Jodhpur, Rajasthan.
- 8) Sahib Singh & Swinder Singh - Local Government in India. Jallander, New Academic Publication House Co.

PAPER – VI : PRACTICAL TRAINING TEST OR RESEARCH PAPER

By arrangement with Local Bodies, Viz. – Municipal Corporation, Zilla Parishad and Improvement Trust, Nagpur, the students shall be sent to them in a single batch or groups of suitable size to gain, under the supervision and guidance of the working of the local officers a first hand knowledge and experience of the working of the various departments of Local Administration for a total period of 4 to 6 weeks part of this time shall be spent by the students at the central office organisation, administrative procedures, writing of the reports and Notes, Management problems accounting and general financial procedures, other part of the training shall be devoted to the study of the organisation and working of institutions and works and case study of development programmes of the local bodies like water supply, health centers, etc. A report with due remarks signed by the officer concerned shall be submitted to the Deptt. of Local Self Government of the University.

The training time shall be spread over the entire session in installments of a day or more per week as convenient.

OR

- i. Completion of one Research paper of 2000 to 5000 words on an aspect of the organisation and working of a local body.



- ii. The topic for the Research paper will have to be approved and research conducted under a Teacher of Political Science or Public Administration having at least ten years Post – graduate teaching experience of University Teaching Dept. or an affiliated College or having Ph.D. Degree with five years teaching experience in any college or an Officer working in a Local Body having at least ten years experience. Three copies of the Research paper including the original duly certified and forward by the Supervisor, should be submitted not later than January, 31st.

This option will be available only to the external candidates who possess a degree from a recognised University and who can take the examination as per External Certificate or Degree Examination Ordinance No. 17.

PAPER – VII

The Viva-Voce shall be based both on the therotical knowledge and the practical experience which the students have gained

The Viva-Voce for the external candidates shall be based both on their theoretical knowledge and the research paper completed.



M.A./ LSGD - Syllabus