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CHAPTER

INTRODUCTION

Administration permeates all planned human activities. It is a universal process, permeating all collective efforts, be it public or private, civil or military, large scale or otherwise. Administration, being a characteristic of all enterprises in pursuit of conscious purposes, has been practised since time immemorial; only its form and style has been undergoing a change, in response to the changing needs of the system.

Public administration is a part of administration : Like administration in general, public administration too has been practised ever since the organised state came into existence. What has changed is the nature and scope of public administration. *Modern day public administration has three distinguishing features:*

1. Its purposes have been completely reoriented.
2. Its functions have enormously increased in number, variety and complexity.
3. Its methodology has grown from the trial-and-error stage into an orderly discipline with an organised, ever-increasing body of knowledge and experience.

In common parlance the word '*administration*' appears to bear at least four different meanings:

- (a) A synonym of the word 'cabinet' or some such other body of persons in supreme charge of affairs as, for example, where we say that the first Nehru administration included the leaders of all major political parties in India.