



# Ethical Administration

Amita Prasad, IAS.  
Director General  
ATI, Mysore

GOA

# Ethical Administration

**“Rules cannot substitute for character”.**

**N R Narayan Murthy.**

**“Ultimate Test of Ethics as the measure of man’s real character is what he would do if he knew he would never be found out”**

**Lord Macaulay.**

# Definition of Administration

**Effective Performance of civilian functions which need to be performed by the Chief Executive.**

## Hence it refers to

- (a) **Accountability of the Chief Executive to the law makers.**
- (b) **Interactions and relations between:-**
  - (i) **Chief Executive and very senior officers.**
  - (ii) **Very senior officers and the higher operating officers.**
  - (iii) **Chief Operating officers and Supervisors.**
  - (iv) **Supervisors and field level officers.**

# Goals enshrined in the Indian Constitution

- Justice – Social, economic, and political.
- Liberty of thought, expression, belief, faith and worship.
- Equality of status and opportunity.
- Fraternity – dignity of individuals and unity and integrity of the Nation.

What is the connection between civilian functions and the preamble of the Constitution?

**That the civilian functions should Result in the achievements of the Goals enshrined in the Constitution.**

# Role, if any, of values and ethics in Administration

**Important role because these Values can ensure the establishment and then continuation of a just and equitable society.**

# **What are values**

**Experiences**

**Impressions**

**Opinion**

**Conclusion**

**Belief**

**Conviction**

# Behavioral Values

- (a) **Punctuality**
- (b) **Politeness**
- (c) **Credibility**
- (d) **Accessibility**
- (e) **Learning Core Competencies and Skills**

# Core values

- (i) **Honesty and Probity in public affairs.**
- (ii) **Hard work**
- (iii) **Helpfulness**
- (iv) **Concern for the underdog**
- (v) **Sense of fairness and assuring equality to all citizens.**

**Contd.**

**(vi) trustworthiness.**

**(vii) Refusal to bend under pressure.**

**(viii) Self-discipline.**

**(ix) Freedom from jealousy.**

**(x) Strive for excellence in your work.**

# What can I do?

- (i) Do my assigned work sincerely and conscientiously.
- (ii) Do my work honestly without fear or favour.
- (iii) Not take undue advantage of my position in office.
- (iv) Always do, or write the correct thing on files.

**contd**

- (v) Be helpful to people who have to come to your office for their work, without any expectations.**
- (vi) Be responsible in work, and cooperative with colleagues and superiors.**
- (vii) Be thoughtful for the welfare and benefit of poor people.**

# Paradigm change

- **From power to Humility;**
- **From ordering to involving;**
- **From boss to first Among Equals;**
- **From change others to change self first;**
- **From telling followers what to do to inducing them to think for themselves;**
- **From taking credit for success to giving credit to the team;**
- **From forcing people to do things to enthusing them;**
- **In short, from ‘Taking’, to ‘Giving’.**

# Leadership vs. Management

- Leadership is working with people, motivating and enthusing them to get the best out of them. The leader is like a creator with a vision.
- The manager is one who manages the resources. He is the preserver.
- The leader motivates and the manager monitors.

# What is Leadership

Leadership is **INFLUENCE**. It is your ability to build relationships and influence among those around you so that they want to follow your lead. They want to do what you are suggesting to them.

Leadership cannot be designated or elected. Leadership has to be earned.

Leadership is **GIVING** and not taking.

# Characteristics of Leader

- **Absolute Honesty**
- **Fairness**
- **Self knowledge**
- **A focus on Contribution**
- **Openness to Change**
- **Non Dogmatic Spirituality**
- **An unusual Self-discipline**

The background of the slide is a solid dark brown color with a pattern of lighter brown, stylized autumn leaves scattered across it. The leaves have prominent veins and are oriented in various directions, creating a textured, seasonal feel.

**Any Question?**