

18 BPO33C- PRINCIPLES OF PUBLIC ADMINISTRATION.UNIT - II

FACULTY: Mobile number 8248097854

UNIT- II : PRINCIPLES OF ORGANISATION

PLANNING : Planning is the process by which managers established goals and define the methods by which these goals are to be attained.

CHARACTERISTICS OF PLANNING:

- (1)Planning is dispersive
- (2)Planning is future oriented
- (3)Planning is goal oriented
- (4)Planning is continuous
- (5)Planning is intellectual process
- (6)Planning aims at efficiency

OBJECTIVES OF PLANNING:

- (1)Economic growth
- (2)Attaining economic equality and social justice
- (3)Achieving full employment
- (4)Attaining economic self reliance
- (5)Modernization of various sectors
- (6)Redressing imbalance in the economy

HIERARCHY: It very important one in the origination . An organization has several stages and various functions.

SPAN OF CONTROL: Span of control should be minimum because there is a limit to the number of persons that can be effectively supervised by one boss . The number of subordinates may be few or many. Has four deciding factors (I) Nature of job

(2) Personality (3) Time (4) Place

UNITY OF COMMAND: This principle was introduced by Henry Fayal . According to this principle, each subordinate should have only one superior and dual subordination should be avoided.

DELEGATION: The organization structure should provide for the delegation of authority at every level. The authority delegated should be equal to responsibility.

KINDS OF DELEGATION: (1) Downward delegation

(2) Horizontal delegation (3) Upward delegation

CO- ORDINATION: Coordination is the unification, integration, synchronization of the efforts of group members to provide unity of action in the pursuit of common goals.

LEADERSHIP: Leadership can be defined organizationally and narrowly as the ability of an individual to influence, motivate, and enable others to contribute toward the effectiveness and success of the organizations of which they are members.

(For extensive reading refer books)