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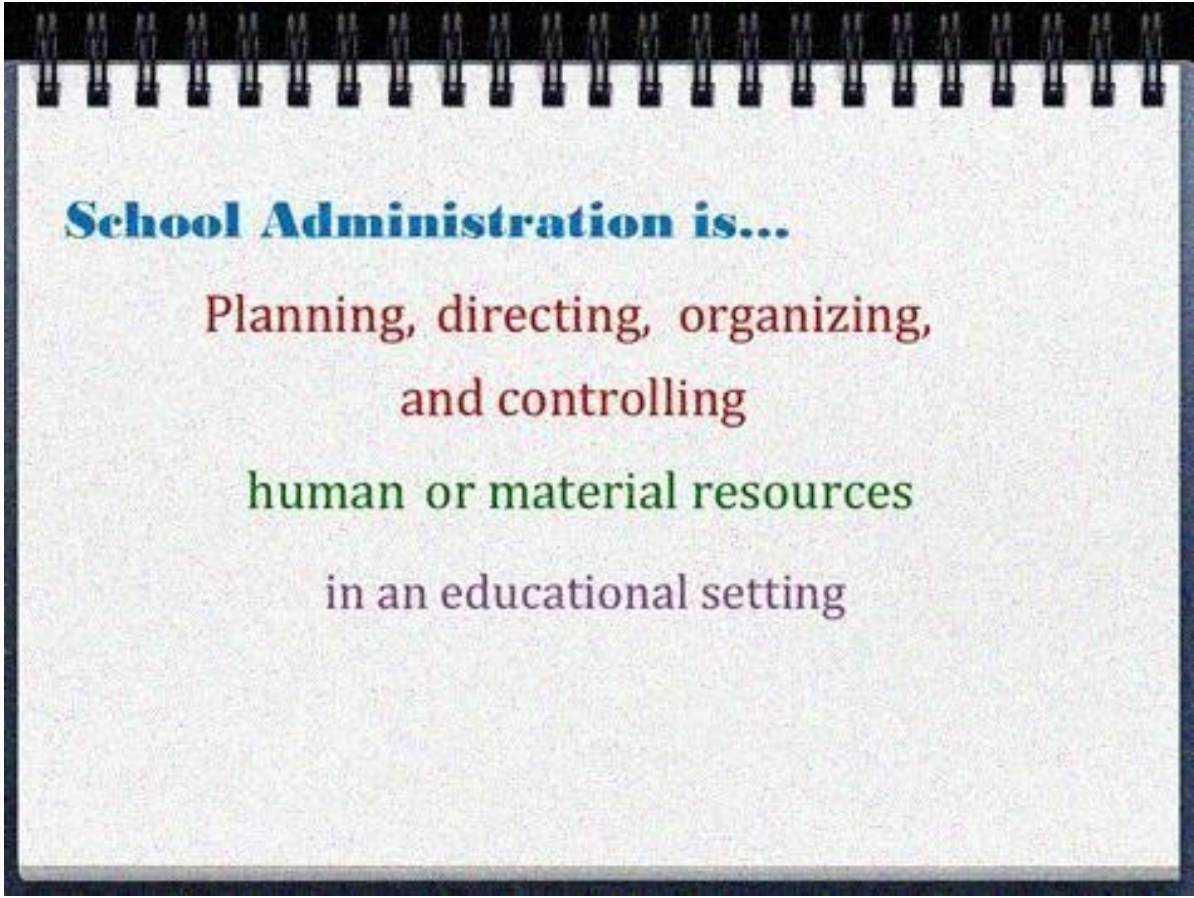
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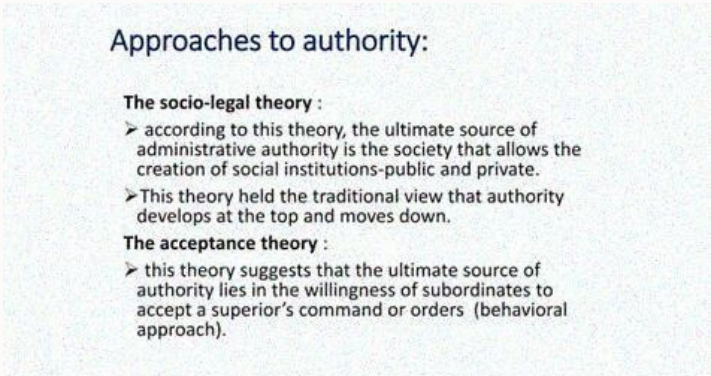
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Basic principles of administration

Last modified: Friday, 13 January 2012, 6:27 AM Subject All Subject Expand Expand Language Teaching and Learning Language Learning (Specific Skills) Language Teaching Theory and Methods Earth Sciences and Geography Engineering and Technology History of Science and Technology Criminology and Criminal Justice Interdisciplinary Studies Museums, Libraries, and Information Sciences Regional and Area Studies Home Politics, Law & Government Politics & Political Systems Max WeberThroughout the 20th century the study and practice of public administration was essentially pragmatic and normative rather than theoretical and value free. This may explain why public administration, unlike some social sciences, developed without much concern about an encompassing theory. Not until the mid-20th century and the dissemination of the German sociologist Max Weber's theory of bureaucracy was there much interest in a theory of public administration. Most subsequent bureaucratic theory, however, was addressed to the private sector, and there was little effort to relate organizational to political theory. A prominent principle of public administration has been economy and efficiency—that is, the provision of public services at the minimum cost. This has usually been the stated objective of administrative reform. ^{dev1}Despite growing concern about other kinds of values—such as responsiveness to public needs, justice and equal treatment, and citizen involvement in government decisions—efficiency continues to be a major goal.



Despite growing concern about other kinds of values—such as responsiveness to public needs, justice and equal treatment, and citizen involvement in government decisions—efficiency continues to be a major goal. In its concern with efficiency and improvement, public administration has focused frequently on questions of formal organization. It is generally held that administrative ills can be at least partly corrected by reorganization. Many organizational principles originated with the military, a few from private business. They include, for example: (1) organizing departments, ministries, and agencies on the basis of common or closely related purposes, (2) grouping like activities in single units, (3) equating responsibility with authority, (4) ensuring unity of command (only one supervisor for each group of employees), (5) limiting the number of subordinates reporting to a single supervisor, (6) differentiating line (operating or end-purpose) activities from staff (advisory, consultative, or support) activities, (7) employing the principle of management by exception (only the unusual problem or case is brought to the top), and (8) having a clear-cut chain of command downward and of responsibility upward. Some critics have maintained that these and other principles of public administration are useful only as rough criteria for given organizational situations.



Despite growing concern about other kinds of values—such as responsiveness to public needs, justice and equal treatment, and citizen involvement in government decisions—efficiency continues to be a major goal. ^{tobenunayi}In its concern with efficiency and improvement, public administration has focused frequently on questions of formal organization. It is generally held that administrative ills can be at least partly corrected by reorganization. ^{sagifa}Many organizational principles originated with the military, a few from private business. They include, for example: (1) organizing departments, ministries, and agencies on the basis of common or closely related purposes, (2) grouping like activities in single units, (3) equating responsibility with authority, (4) ensuring unity of command (only one supervisor for each group of employees), (5) limiting the number of subordinates reporting to a single supervisor, (6) differentiating line (operating or end-purpose) activities from staff (advisory, consultative, or support) activities, (7) employing the principle of management by exception (only the unusual problem or case is brought to the top), and (8) having a clear-cut chain of command downward and of responsibility upward. Some critics have maintained that these and other principles of public administration are useful only as rough criteria for given organizational situations. They believe that organizational problems differ and that the applicability of rules to various situations also differs. Nonetheless, and despite much more sophisticated analyses of organizational behaviour in later decades, such principles as those enumerated above continue to carry force. Public administration has also laid stress upon personnel. In most countries administrative reform has involved civil service reform. Historically, the direction has been toward "meritocracy"—the best individual for each job, competitive examinations for entry, and selection and promotion on the basis of merit.



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Unity of command

Definition:-

Unity of command means that "each subordinate should have one and only one superior," with orders flowing from and accountability flowing to that single superior. It bases itself on the old proverb that "no man can serve two masters".

A prominent principle of public administration has been economy and efficiency—that is, the provision of public services at the minimum cost. This has usually been the stated objective of administrative reform. Despite growing concern about other kinds of values—such as responsiveness to public needs, justice and equal treatment, and citizen involvement in government decisions—efficiency continues to be a major goal. In its concern with efficiency and improvement, public administration has focused frequently on questions of formal organization. It is generally held that administrative ills can be at least partly corrected by reorganization. Many organizational principles originated with the military, a few from private business. They include, for example: (1) organizing departments, ministries, and agencies on the basis of common or closely related purposes, (2) grouping like activities in single units, (3) equating responsibility with authority, (4) ensuring unity of command (only one supervisor for each group of employees), (5) limiting the number of subordinates reporting to a single supervisor, (6) differentiating line (operating or end-purpose) activities from staff (advisory, consultative, or support) activities, (7) employing the principle of management by exception (only the unusual problem or case is brought to the top), and (8) having a clear-cut chain of command downward and of responsibility upward. Some critics have maintained that these and other principles of public administration are useful only as rough criteria for given organizational situations. They believe that organizational problems differ and that the applicability of rules to various situations also differs. Nonetheless, and despite much more sophisticated analyses of organizational behaviour in later decades, such principles as those enumerated above continue to carry force. Public administration has also laid stress upon personnel. In most countries administrative reform has involved civil service reform. Historically, the direction has been toward "meritocracy"—the best individual for each job, competitive examinations for entry, and selection and promotion on the basis of merit. Attention has increasingly been given to factors other than intellectual merit, including personal attitudes, incentives, personality, personal relationships, and collective bargaining. In addition, the budget has developed as a principal tool in planning future programs, deciding priorities, managing current programs, linking executive with legislature, and developing control and accountability. The contest for control over budgets, particularly in the Western world, began centuries ago and at times was the main relationship between monarchs and their subjects. The modern executive budget system in which the executive recommends, the legislature appropriates, and the executive oversees expenditures originated in 19th-century Britain. ^{lixayujekizu}In the United States during the 20th century, the budget became the principal vehicle for legislative surveillance of administration, executive control of departments, and departmental control of subordinate programs. It has assumed a similar role in many of the developing countries of the world.

The classical approach to public administration described above probably reached its fullest development in the United States during the 1930s, although since that time, through educational and training programs, technical assistance, and the work of international organizations, it has also become standard doctrine in many countries. However, some of its elements have been resisted by governments with British or continental-legal perspectives, and even during the 1930s it was being challenged from several quarters.

Since that time study of the subject has greatly developed. The orthodox doctrine rested on the premise that administration was simply the implementation of public policies determined by others. According to this view, administrators should seek maximum efficiency but should be otherwise neutral about values and goals. During the Great Depression of the 1930s, and even more so during World War II, however, it became increasingly evident that many new policies originated within the administration, that policy and value judgments were implicit in most significant administrative decisions, that many administrative officials worked on nothing except policy, and that, insofar as public policies were controversial, such work inevitably involved administrators in politics. The supposed independence of administration from policy and politics was seen to be illusory. Since the 1930s there has thus been increasing concern with policy formation and the development of techniques to improve policy decisions. ^{zetoruge}Although the concept of a value-free, neutral administration is regarded by many as no longer tenable, no fully satisfactory substitute has been offered. How to ensure that responsible and responsive policy decisions are made by career administrators, and how to coordinate their work with the policies of politically elected or appointive officials, remain key preoccupations, especially in democratic states. It was with governmental efforts to combat the Depression that new informational devices were introduced, including national income accounting and the scrutiny of gross national product as a major index of economic health. The applied techniques of fiscal and monetary policy have become established specializations of public administration. Economists occupy key posts in the administrations of most nations, and many other administrators must have at least elementary knowledge of the economic implications of government operations.

France, Sweden and other Scandinavian nations, Great Britain, and the United States were among the leaders in developing economic planning techniques.

Such planning has become a dominating concern of public administration in many of the developing countries. Unity of command. Hierarchical transmission of orders (chain-of-command) Separation of powers - authority, specialization, objectives, centralization and decentralization must be adhered to.What are the 14 principles of administration?The fourteen principles of management created by Henri Fayol are explained below.Division of Work- ...Authority and Responsibility- ...Discipline- ...Unity of Command- ...Unity of Direction- ...Subordination of Individual Interest- ...Remuneration- ...Centralization-What are the principles of administration and management?Any seven principles of Fayol's Administrative Management are:Division of work: The principle is same as Adam Smith's division of labor. ...Authority and responsibility: ...Discipline: ...Unity of Command: ...Unity of Direction: ...Subordination of individual interest to general interest: ...Remuneration:What are the three elements of administration?What are the three elements of administration?Planning,Organizing,Staffing,Directing,Co-ordinating,Reporting,Record keeping,Budgeting,What are the five principles of administration?Principles of administration as presented by Henri Fayol are as below:Unity of Command,Hierarchical transmission of orders,Seperation of powers, authority, subordination, responsibility and control,Centralisation,Order,Discipline,Planning,Organisation Chart.What is the main function of administration?Basic Functions of Administration: Planning, Organizing, Directing and Controlling - Educational Administration and Management [Book]What are the 7 principles of management?7 Quality Management Principles ISO 9001:2015 DiagramCustomer Focus ...Leadership ...Engagement of People ...Process approach ...Improvement ...Evidence-based Decision Making

...Relationship Management ...Speak to usWhat is effective administration?An effective administrator is an asset to an organization. He or she is the link between an organization's various departments and ensures the smooth flow of information from one part to the other. Thus without an effective administration, an organization would not run professionally and smoothly.What are the 14 principles of accounting?Top 14 Principles of Accounting - Discussed!Accounting Entity (Separate Entity Concept): ...Money Measurement (Monetary Unit Concept): ...Accounting Period (Periodic Concept): ...Full Disclosure Principle (Full Disclosure Concept): ...Materiality (Materiality Concept): ...Prudence (Conservatism): ...Cost Concept (Historical Cost): ...Matching Principle (Matching Concept):What is the meaning of administration management?Administrative Management is the process of managing information through people. This usually involves performing the storage and distribution of information to those within an organisation.

Basic principles of administration

- Administration limited by law
- Bound and discretionary administration
 - Right to information
 - Administrative offence of less importance
- The aim of basic principles of **administration**
 - Principles v. specific norms
 - Twofold function
- Open list
 - Principles of **administrative procedure**
- Prohibition of abuse of formal requirements (basic principle of administration)
- Correction of formal errors (Principle of administrative procedure)
- Comprehensive and partial principles

They include, for example: (1) organizing departments, ministries, and agencies on the basis of common or closely related purposes, (2) grouping like activities in single units, (3) equating responsibility with authority, (4) ensuring unity of command (only one supervisor for each group of employees), (5) limiting the number of subordinates reporting to a single supervisor, (6) differentiating line (operating or end-purpose) activities from staff (advisory, consultative, or support) activities, (7) employing the principle of management by exception (only the unusual problem or case is brought to the top), and (8) having a clear-cut chain of command downward and of responsibility upward. Some critics have maintained that these and other principles of public administration are useful only as rough criteria for given organizational situations. They believe that organizational problems differ and that the applicability of rules to various situations also differs.

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Principles of Administration • For any administration-business, government, educational institutions-to function properly, the principles of management which include hierarchy, control, unity of command, delegation of authority, specialization, objectives, centralization and decentralization must be adhered to.What are the 14 principles of administration?The fourteen principles of management created by Henri Fayol are explained below.Division of Work- ...Authority and Responsibility- ...Discipline- ...Unity of Command- ...Unity of Direction- ...Subordination of Individual Interest- ...Remuneration- ...Centralization-What are the principles of administration and management?Any seven principles of Fayol’s Administrative Management are:Division of work: The principle is same as Adam Smith’s division of labor. ...Authority and responsibility: ...Discipline: ...Unity of Command: ...Unity of Direction: ...Subordination of individual interest to general interest: ...Remuneration:What are the three elements of administration?What are the three elements of administration?Planning.Organizing.Staffing.Directing.Co-ordinating.Reporting.Record keeping.Budgeting.What are the five principles of administration?Principles of administration as presented by Henri Fayol are as below:Unity of Command.Hierarchical transmission of orders.Separation of powers, authority, subordination, responsibility and control.Centralisation.Order.Discipline.Planning.Organisation Chart.What is the main function of administration?Basic Functions of Administration: Planning, Organizing, Directing and Controlling - Educational Administration and Management [Book]What are the 7 principles of management?? Quality Management Principles ISO 9001:2015 DiagramCustomer Focus. ...Leadership.

Centralization.What are the basic principles of administration?13. ...Engagement of People. ...Process approach. ...Improvement. ...Evidence-based Decision Making. ...Relationship Management. ...Speak to us.What is effective administration?An effective administrator is an asset to an organization. He or she is the link between an organization’s various departments and ensures the smooth flow of information from one part to the other. Thus without an effective administration, an organization would not run professionally and smoothly.What are the 14 principles of accounting?Top 14 Principles of Accounting – Discussed!Accounting Entity (Separate Entity Concept): ...Money Measurement (Monetary Unit Concept): ...Accounting Period (Periodic Concept): ...Full Disclosure Principle (Full Disclosure Concept): ...Materiality (Materiality Concept): ...Prudence (Conservatism): ...Cost Concept (Historical Cost): ...Matching Principle (Matching Concept):What is the meaning of administration management?Administrative Management is the process of managing information through people. This usually involves performing the storage and distribution of information to those within an organisation.

A large number of roles within business require some element of administrative management.Psssst: How do I find my local administrator password Windows 10?What is theory of administration?Definition: The Administrative Theory is based on the concept of departmentalization, which means the different activities to be performed for achieving the common purpose of the organization should be identified and be classified into different groups or departments, such that the task can be accomplished effectively.What are the elements of administrative process?a) The administration process consists of six substantive elements policy, organization, finance, personnel, procedures and control [POFFPPC].What are the types of administration?3 Types of Administration In Organization,School And EducationAuthoritative Administration.Advantages.Disadvantages.Democratic Administration.Disadvantages.Laissez-faire.Features.Advantageous.19 нояб. 2016 г.What makes a great administrator?To be a good administrator, you must be deadline-driven and possess a high level of organization. Good administrators can balance multiple tasks simultaneously and delegate when appropriate. Planning and the ability to think strategically are useful skills that elevate administrators in their career.What is the meaning of administration?1 : performance of executive duties : management worked in the administration of a hospital. 2 : the act or process of administering something the administration of justice the administration of medication. 3 : the execution of public affairs as distinguished from policy-making.