

DELEGATION

Delegation means the transfer of authority by a superior officer to his subordinate subject to his supervision and control.

Need of delegation

1. Effective Leadership
2. Immense educative value
3. Flexibility in Rigidities
- 4) Economy and efficiency.

Forms of Delegation:

1. Full or Partial
2. Conditional or Unconditional
3. Formal or Informal
4. Direct or intermediate

General Principles of Delegation

1. Should be written and specific
2. Should be within the competence of subordinate
3. Should be properly planned
4. Systematic reporting system should be established
5. Procedure should be well defined

Limits of Delegation (Certain powers that cannot be delegated)

1. Power to sanction expenditure above a specified amount
2. New policies and plans
3. Rule making power
4. Beyond geographical coverage

Hindrances to Delegation

1. Lack of established methods and procedures
2. Lack of means of coordination and communication
3. Unstable and non repetitive nature of work
4. Size and location of organisation
5. egotism
6. Afraid of superior
7. Fear of disloyal
8. Unhealthy political influence
9. Cultural change

Solution of dilemma of Delegation

1. Systematic plan for reporting and reviewing
2. Periodical supervision by higher authority
3. Corrective suggestion by superior