

Functions of Administration

P.M. Queen says that the study of administration deals with 'men, material and methods'. L. Gulick has given a magic formula in a word 'POSDCoRB' with each letter describing one function of administration.

oriented'. These letters stand for:

P = Planning

O = Organizing

S = Staffing

D = Directing

Co = Co-ordinating

R = Reporting

B = Budgeting

Planning:

Planning means working out broad outline of the things that need to be done and the method to be adopted to accomplish the purpose set for the organization.

Organization:

It is the establishment of the formal structure of authority through which the work is sub-divided, arranged, defined and coordinated for the defined objective.

Staffing:

Staffing is the process of filling all positions in the organisation with adequate and qualified personnel. Thus it means whole personnel, bringing in and training the staff and maintenance of favourable condition of work.

Directing:

It is the continuous task of making decisions and embodying them in specific and general orders and instructions and thus guiding the organization.

Coordinating:

It means integration of several parts into an orderly whole to achieve the purpose of the undertaking. In other words, coordinating means the all important duty of inter-relating the work of various divisions, sections and other parts of the undertaking.

Reporting:

It is keeping those people informed to whom the executive is responsible about what is going on. In other words reporting means keeping both the supervisors and subordinates informed of what is going on and arranging for collection of such information through inspection, research and records.

Budgeting:

It is all that goes with budgeting in the form of fiscal planning, accounting and control.

POSDCoRB activities are common to all large scale organizations. They are the common problems of management found in the different agencies, regardless of the peculiar nature of the work they do. Like public administration, social welfare administration.