



- 1- Subject - Office management
- 2- Topic - Office organization
- 3- Class - B.com (1st year)
- 4- Mobile No. - 9415992431
- 5- Email - ms9602859@gmail.com
- 6- College name - Jagatpur PG college Varanasi
- 7- Department/ faculty - Department
- 8- E -content creator - Dr. Manoj kumar srivastava



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Dr.Manoj kumar Srivastava

(Assistant proffesor)

Meaning of Office Organization

Office organization is the process of defining and grouping of office activities into the main heads of the functions, select suitable personnel assign jobs to them and delegate authority to them for performing the jobs, for lead the activities of different individual and provide necessary facilities like, forms, stationery, equipment, machines and suitable working environment to enable the person to perform their work efficiently.

Definition of Office Organization

Office organization is defined as process of defining and grouping the office activities and establishing the authority relationship among the employees who are working in an office so that they can be executed assigned activities effectively and economically.

Principals of Office Organization

Nobody is able to identify the activity of the office organization. The activities are changing according to changes in the situation and requirements of the business organization. There is no tailor made way of organizing the office to meet all situations. Some principles are used as guidelines for organizing the office. These principles are briefly explained below:

1-Objective and Purpose:

The very purpose of an office organization is to avoid wastage of time and duplication of work. At the same time it aims at maximum coordination among all the departments. In this way an office organization taken all efforts to achieve the common objective with the unity of all departments.

2- Division of Work and Specialization:

The activities of the office should be divided according to the functions and assigned to person according to the specialization.

3-Principle of Efficiency:

The office activities are assigned to an employee on the basis of talent and skill of efficiency what he possess. An effective and economical way of attaining the objectives are possible through applying the principles of efficiency.

4- Unity of Command:

Each subordinate or an employee should know who is his/her superior to whom he/she is answerable and whose orders he/she has to obey for smooth functioning of an office more than one superior or an employee or subordinate create confusion and disorder in an office organization.

5- Principles of Definiteness:

Each job in the business organization should be well defined. If so the specified can easily distributed of assigned to an employee must definitely know of his/her position in the business organization and purpose thereof.

6- Responsibility:

A superior is held responsible for whatever the acts of his/her subordinates. It means that the superior should not be allowed to avoid the responsibility by delegating authority to his/her subordinates. Authority can be delegated but responsibility cannot be delegated at any cost by the superior.

7-Principle of Authority:

An authority is the tool by which an executive do the work in order to achieve the desire objective in the office. Hence the authority of each position in an office should be clearly defined.

8-Scalar Principle:

The principle is also known as chain of authority or chain of command. There should be clear cut and well defined line of authority in the office organization. So everybody knows to whom he/she is responsible and to whom he/ she is not answerable.

9-Flexible:

The organization structure should be flexible in nature. If so it is adaptable at any time according to the changes circumstance and permit expansion.

10- Principle of Authority Level of decision making:

Decision are taken according to level of authority vested with employees in the office. It should be noted that decision making process starts from the bottom to top. If the decision is not taken or fails to take a decision at lower level, high level authority personnel is going to take decisions. At the same time if high-level authority personnel is not taking the decision or fails to take the decision, the lower-level authority personnel is not able to take a decision.

Questions

Short:

1-What do you mean by office organization?

2-What is unity of command?

Long:

1-Explain the principles of office organization?

2-Explain the principles of Definiteness? Differentiate between Unity of command and Definiteness.

REFERENCE

Website: tnschools.gov.in

DR.I.M Sahay: Office management

Sahitya Bhavan Publications

KEYWORDS

1.Specialization

2.Efficiency

3.Definiteness

4.Scalar

5.Flexible

THANKS