Delegation

Delegation is an administrative process of getting things done by others by giving them responsibility. All important decisions are taken at top level by Board of Directors. The execution is entrusted to Chief Executive. The Chief Executive assigns the work to departmental managers who in I urn delegate the authority to their subordinates.

"**Delegation takes place when one person gives another the right to perform work on his behalf and in his name, and the second person accepts a corresponding duty or obligation to do what is required of him.**"

* Delegation has the following characteristics:

1. Delegation takes place when a manager grants some of his powers to subordinates.

2. Only a part of authority is delegated to subordinates.

3. A manager delegating authority can reduce, enhance or take it back. He exercises full control over the activities of the subordinates even after delegation.

4. It is only the authority which is delegated and not the responsibility.

* Types of Delegation:

1- General or Specific Delegation

When authority is given to perform general managerial functions like planning, organizing, directing etc., the subordinate managers perform these functions and enjoy the authority required to carry out these responsibilities. The chief executive exercises overall control and guides the subordinates from time to time.

The specific delegation may relate to a particular function or an assigned task. The authority delegated to the production manager for carrying out this function will be a specific delegation.

2- Formal or Informal Delegation:

Formal delegation of authority is the part of organizational structure. Whenever a task is assigned to a person then the required authority is also given to him. Every person is automatically given authority as per his duties. When production manager gets powers to increase production then it is a formal delegation of authority.

Informal delegation does not arise due to position but according to circumstances.