

Topic- Process of Delegation of Authority

1. Assignment of work-The first step in delegation is the assignment of work or duty to the subordinate i.e. delegation of authority. The superior asks his subordinate to perform a particular task in a given period of time. It is the description of role assigned to the subordinate. Duties in terms of functions or tasks to be performed constitute the basis of delegation process.

2. Granting of authority-The grant of authority is the second element of the delegation. The delegate grants authority to the subordinate so that the assigned task is accomplished. The delegation of responsibility with authority is meaningless. The subordinate can only accomplish the work when he has authority required for completing that task. Authority is derived from responsibility.

3. Creation of Accountability is the obligation of a subordinate to perform the duty assigned to him. The delegation creates an obligation as the subordinate to accomplish the task assigned to him by the superior. Where a work is assigned and authority is delegated then the accountability is the by-product of this process. The authority is transferred so that a particular work is completed as derived. His means that delegator has to ensure the completion of assigned work. Authority flows downward whereas accountability flows upward.