

Meaning of Departmentation:

Departmentation is the foundation of organisation structure, that is, organisation structure depends upon departmentation.

Departmentation means division of work into smaller units and their re-grouping into bigger units (departments) on the basis of similarity of features.

As the organisation grows in size, the work is divided into units and sub-units. Departments are created and activities of similar nature are grouped in one unit. Each department is headed by a person known as departmental manager.

Relationship between Authority and Responsibility

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Authority

- ✓ It is the legal right of a person or a superior to command his subordinates.
- ✓ Authority is attached to the position of a superior in concern.
- ✓ Authority can be delegated by a superior to a subordinate
- ✓ It flows from top to bottom.

Responsibility

- ✓ It is the obligation of subordinate to perform the work assigned to him.
- ✓ Responsibility arises out of superior-subordinate relationship in which subordinate agrees to carry out duty given to him.
- ✓ Responsibility cannot be shifted and is absolute
- ✓ It flows from bottom to top.