**Organization**

Organization is the arrangement of people to help achieve agreed-upon goals by assigning functions and responsibilities.

Organization is a group of people working together in a coordinated way to achieve a common goal.

**Principles of Organization**

**Hierarchy**: The chain of command where higher levels control lower levels within an organization.

**Span of Control**: The number of people a manager supervises.

**Unity of Command**: An employee should report to only one supervisor to avoid confusion (according to Henri Fayol).

**Integration vs. Disintegration**:

* **Integration**: Connecting parts of the organization under one manager or department.
* **Disintegration**: Breaking the organization into smaller independent parts or groups.

**Delegation**: Assigning authority from higher levels to lower levels to help with organizational tasks.

**Centralization vs. Decentralization**:

* **Centralization**: Concentrating decision-making authority at the top.
* **Decentralization**: Distributing decision-making authority among various individuals or units.

**Organization of Federal Government in Pakistan**

* **Rules of Business-1973**: Defines how ministries, ministers, and secretaries operate and manage federal government tasks.
* **Central Secretariat**: Includes ministries, divisions, attached departments, subordinate offices, and autonomous/semi-autonomous bodies to manage federal matters.
  + **Ministry**: A main unit that oversees specific government functions. Headed by a Cabinet Minister, with an administrative Secretary in charge. A Ministry formulate policies and ensure their implementation.
  + **Division**: Similar to a ministry, but it might have a smaller scope. It is managed by a state minister, with a Secretary or Additional Secretary handling administration.
  + **Attached Department**: Directly linked to a ministry or division, assisting in policy making and implementation. It is controlled by the ministry or division.
  + **Subordinate Offices**: Field offices are under attached departments. They are responsible for the execution of all the filed activities of attached departments. They are headed by an administrator.
  + **Autonomous/Semi-Autonomous Bodies**: Operate independently within sectors like Finance, Education, and Banking to make quick decisions and decentralize authority.

**Transaction of Business at the Federal Level**

* **Prime Minister**: At the top, who is responsible for managing the federal government and its functions.
* **Federal Minister**: Assists the Prime Minister in developing public policies.
* **Secretary**: Senior civil servant in charge of a ministry or division. Supports the Minister in policy-making and keeps them informed about the ministry’s work.
* **Additional Secretary**: Senior civil servant who assists the Secretary. Sometimes in charge of a division and performs similar duties to a Secretary.
* **Joint Secretary**: Works under the Additional Secretary. In a ministry, they are at the third level of the hierarchy; in a division, they assist the Additional Secretary as the second in command.
* **Deputy Secretary**: Manages a group of sections within a wing of a division or ministry.
* **Section Officer**: Comes under secretary who manages a section and its staff, including assistants, clerks, and record keepers. They are at the lowest level of the administrative hierarchy.

**Provincial Organization in Pakistan**

The structure of provincial governments in Pakistan is similar to the federal level, with a provincial secretariat and attached offices, adjusted for provincial needs.

* **Chief Minister (CM)**: The highest authority in the province is the CM, who leads the provincial cabinet and ministries. The Chief Secretary is the CM's main staff.
* **Chief Secretary**: The senior civil servant and head of the provincial secretariat. Each department under the Chief Secretary has a team that includes a Secretary, Additional Secretary, Deputy Secretary, and Section Officer, who manage the department's work.

**Local Government in Pakistan**

The local government structure in Pakistan is designed to decentralize authority, making governance more accessible and responsive at the grassroots level.

**1. District Government**

* **District Council:** This is the highest tier of local government, headed by a District Chairman. The council includes elected members who manage the primary functions like health, education, infrastructure development, and local planning.
* **Officials:** A District Commissioner (appointed by the provincial government) collaborates with the District Chairman, especially for administrative and financial matters.

**2. Tehsil/Taluka Government**

* **Tehsil/Taluka Council:** Headed by a Tehsil or Taluka Chairman, this council is responsible for governance at the sub-district level. It manages basic municipal services such as water supply, sanitation, public health, and local roads.
* **Officials:** Often includes appointed officials for operational functions, with the Tehsil Municipal Officer (TMO) playing a key role.

**3. Union Council**

* **Union Council:** This is the smallest administrative unit which covers the rural as well as urban areas across the whole district. It consists of Union Nazim, Naib Union Nazim. It provides public services, like registration of births and deaths, and family law services. Union Councils also mobilize community participation.