

SHORT COMMUNICATION

## AUTHORITY AND RESPONSIBILITY CAN FIX ACCOUNTABILITY OF SAID WORK IN ORGANIZATION

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Authority and Responsibility go hand in hand in the Organization. Authority refers to Command or Control over things. In simple words Authority is Power. Responsibility refers to responsibility or duty for that work. Accountability is answerability or responsibility of the duty. Without delegation of Authority, a manager cannot assign work to the subordinate or staff and convince them to do the work. An individual requires to be answerable for any work.



Figure 1: Authority and Responsibility

The work in any Organization requires an amount of authority and equivalent responsibility should be that an individual should be accountable for only that amount of work, for which he or she has got the authority and responsibility. It seems easy to perform task in organization and just finish it off. Any Organization can run efficiently and effectively, if they follow three factors i.e Authority, Responsibility and Accountability. These factors should be followed by every organization of any field for the superior as well as for subordinates to complete their task. If these factors are not exercised well, the employee will slack out and not work on their tasks and hence leading to a pile of work in no time. Authority is the keyword used for delegation of Authority from superior to subordinate. Responsibility is the commitment to fulfil that task by an employee. Accountability is a word use for make an employee answerable for his or her task to perform in an organisation according to their designation, knowledge, strength and skills.

### 1. DELEGACY OF AUTHORITY AND RESPONSIBILITY CAN FIGURE OUT ACCOUNTABILITY

It can be said as proper work should be divided in labour and decision making will be the supervisor which should direct reports to his manager. In other words, it is define as Manager divide his work to his subordinate through scalar chain. Scalar chain is set of authority from top management to lower management. Delegacy of work is empowering workers to do

their work which results in best of their output from their skills and knowledge. Delegacy of authority helps the employees to be more efficient in their work and its directly help in setting the accountability of work for that employee. Through delegacy of authority and responsibility the team will more improved and able to achieve the targets at highest performance which directly helps to organisational growth.



Figure 2: For successful delegation

**Authority:** Every one in the organisation whether it will be in top management, middle line management or lower management should know the scope of their authority and deals with in their entitlement. Authority is directly right to give command to finish of the work till deadline.

**Responsibility:** Responsibility is the area of scope or his framework given by top management to complete task by giving some authority in the amount of that task to be completed. Responsibility with enough authority can lead to:

- (a) Dissatisfaction between workers
- (b) Low confidence
- (c) Conflict at work area
- (d) Frustration level of employee can increase
- (e) Indiscipline

**Accountability:** Only Authority and Responsibility can be delegated, unless accountability cannot be delegated. Any worker who is given a task to accomplish his part of work is automatically accountable for the outcome of his efforts which he put in completion of his task.

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### 3. HOW TO FIX ACCOUNTABILITY?



**Figure 3:** How to Fix an Accountability Problem on Your Team

1. Team goals should be fixed
2. Team member targets should be fixed
3. Feedback of work should be there from every team mates.
4. Keep a track on employees commitment before deadline.

Every organisation works only for profit. They research on market conditions and as well as took care of internal management so that they can achieve organisational goals up to the standards of satisfaction to face market competition.

1. Distribution of work.
2. Fixing of Authority and Responsibility
3. Direction and Control
4. Command should be there
5. Proper direction

6. Interest of worker at his work front
7. High salary with good incentives
8. Centralisation of Decision making
9. Chain flow for level of Management
10. Perform task effectively to meet deadline
11. Employees should treat equally
12. Stability of workers and standard of goals
13. Training and development programs for workers
14. Motivation and Morale
15. Positive Outcomes

### 4. CONCLUSION

Employees are the basic assets for every organisation. If Organisation has to grow at faster pace then they should have to take good care of Employees at their work front .They should arrange training and development for their employees to meet the market competition. Every employee should be motivated by top management through feedback and open discussion programmes. The Organisation should give incentives or benefit other than from their salary i.e fringe benefit, Medical facilities etc. for the motivation of employees to reach organisational goals efficiently and effectively.

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