

Foyol s Principles of Management : Henri Fayol (1841-1925) was a French Mechanical engineer who gave 14 general principles of Management which are as under :

- (1) **Division of Work :** Work is divided into small tasks / jobs and each one is done by a trained specialist which leads to greater efficiency.
- (2) **Authority and Responsibility :** Managers are empowered with authority to give orders and obtain obedience and responsible for the accomplishment of task for which they are granted authority.
- (3) **Discipline :** it is the obedience to organizational rules and employment agreement which are necessary for working of the organization.
- (4) **Unity of Command :** There should be only one boss for every employee. If an employee gets orders from two superiors at the same time the principle of unity of command is violated.
- (5) **Unity of Direction :** Each group of activities having the same objective must have one head and one plan. This ensures unity of action and coordination.
- (6) **Subordination of Individual Interest to General Interest :** The Interest of an organization should take priority over the interests of any one individual employee.
- (7) **Remuneration of Employees :** The general pay and compensation should be fair and suit employees of the organization.
- (8) **Centralization and Decentralization :** The concentration of decision making authority is called centralization whereas its dispersal among more than one person is known as decentralization. Both should be balanced.
- (9) **Scalar Chain :** The formal lines of authority between superiors and subordinates from the highest to the lowest ranks is known as scalar chain. This chain should not be violated but in emergency employees at same level can contact through Gang Plank.

