

POSDCORB View (Detailed Explanation):

Planning (P): Planning refers to the process of outlining and specifying what needs to be done, and determining the methods by which tasks are to be accomplished. Every organization aims to create plans and programs that are tailored to achieve its goals and maintain efficiency. These efforts involve the development of structured projects and programs. Each organization is responsible for creating plans in a timely manner, utilizing all available resources efficiently.

Organizing (O): Organizing involves not just the structure of the organization itself, but also arranging the duties and activities to be performed in accordance with the objectives of the organization. It includes the efficient utilization of all resources, such as human resources, finances, technology, raw materials, and machinery, to ensure the efficient functioning of the organization.

Staffing (S): Staffing involves the recruitment, training, promotion, transfer, and provision of a conducive work environment for the employees. Staffing aims to ensure that the employees are satisfied and well-prepared to perform their roles effectively. It encompasses human resource management within the organization.

Directing (D): Directing entails decision-making within the administration and providing specific and general instructions and information to employees according to their roles. In every organization, there are higher-ranking officials who continuously provide necessary instructions to their subordinates. Directives are always provided by superiors to their subordinates to fulfill their duties. Subordinates then implement these directives accordingly.

Coordinating (CO): Coordination refers to establishing relationships between various departments of the organization or providing cooperation among them. This is because, without

cooperation, there can be complications, conflicts, and confusion in tasks. Therefore, proper positive collaboration is established among units, employees, and tasks.

**Reporting (R):** Reporting means providing information related to administrative work, development, or progress to the concerned officials. Through observation, comparison, research, record-keeping, and other such means, the requested information is gathered, consolidated and presented.

**Budgeting (B):** Budgeting involves financial planning, accounting, and managing the allocation of financial resources to different administrative units. It involves preparing a financial plan, maintaining accounts, and ensuring that administrative units are adequately funded. The POSDCORB theory emphasizes techniques that aid the administration in its functions. This theory provides unity, certainty, and definiteness to the study of public administration, making the study of public administration highly organized.

**POSDCORB** activities are carried out on a large scale in all organizations, whether they are military or non- military, central government or state governments, or local governments. However, it has been criticized for being overly focused on administrative techniques and not addressing the actual services provided to the public. Public administration involves delivering services such as law, order, education, health, public infrastructure, agriculture, and justice, among others. These services are not covered within the scope of POSDCORB techniques, leading to the view that the theory is incomplete and may be too narrow in its focus.