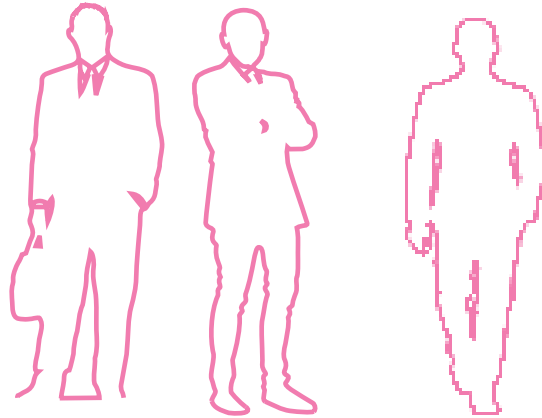
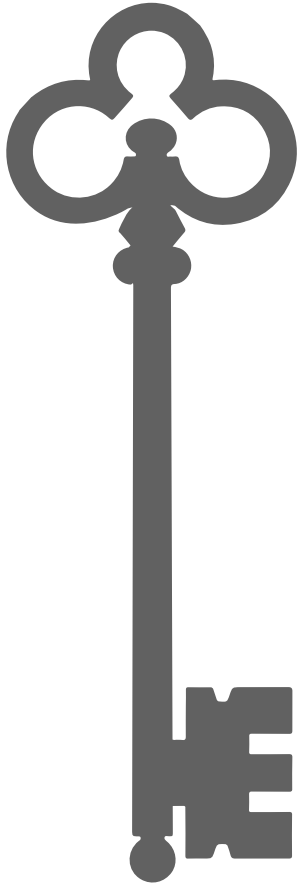
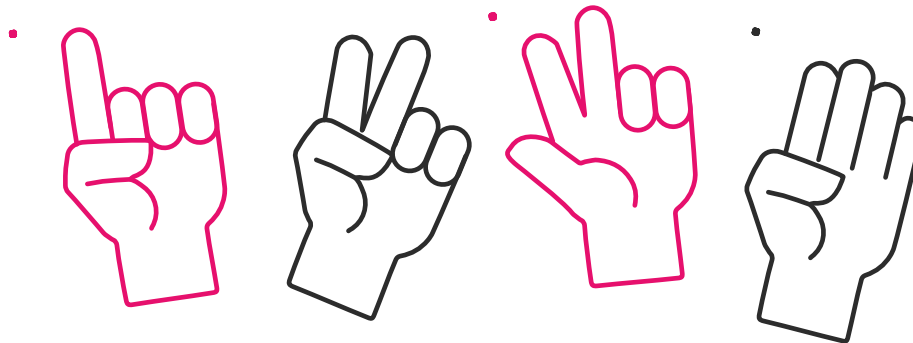


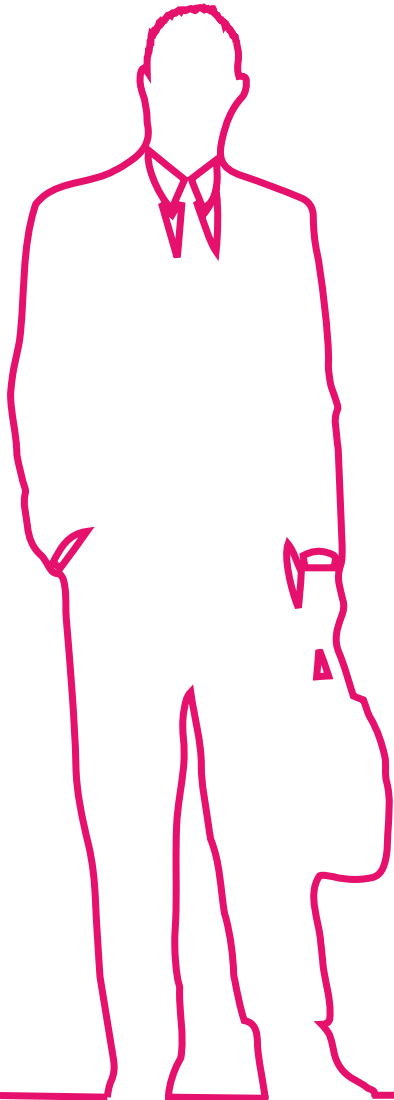
BUREAUCRACY



**KANAK
PRIYA**

Assistant Professor
P.G.Department
Patna University





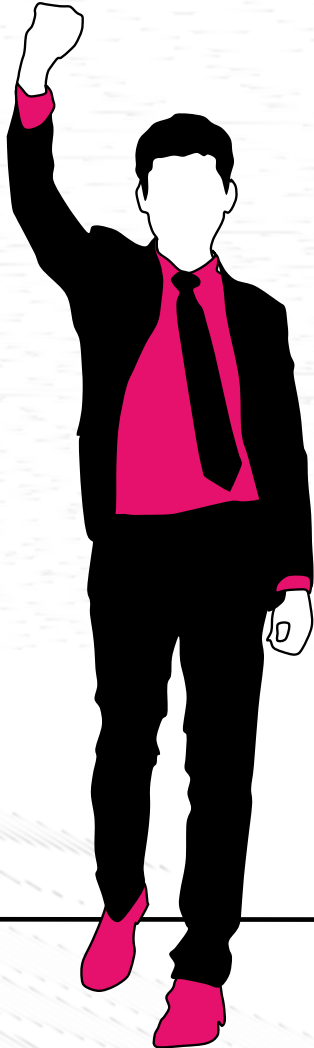
Definition

Bureau – means small desks (French)
Kratein – MEANS TO RULE (Greek)

Bureaucracy – basically means rule by office

Bureaucracy refers to: All the rules and procedures followed by government departments and similar organisations

Definition



Bureaucracy means the civil servants, the Administrative functionaries who are professionally trained for the public service and who enjoy permanency of tenure, promotion within service partly by seniority and partly by merit

Garner

In it's broad sense the term civil services is used to describe any personnel system where the employees are classified in the system of administration composed of hierarchy, sections, divisions, bureaus, departments and the like.

Willoughby

Max Weber (1864-1920)

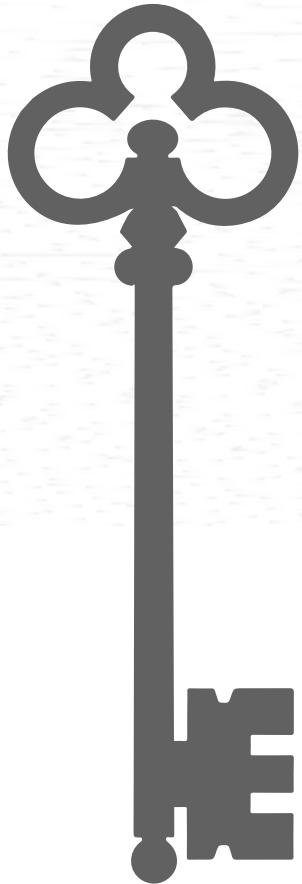


Max Weber, a German sociologist was one of the first people in modern times to think seriously about the importance of bureaucracy.

Weber saw bureaucracy as a rational way for complex businesses and government to organize



Weberian Bureaucracy

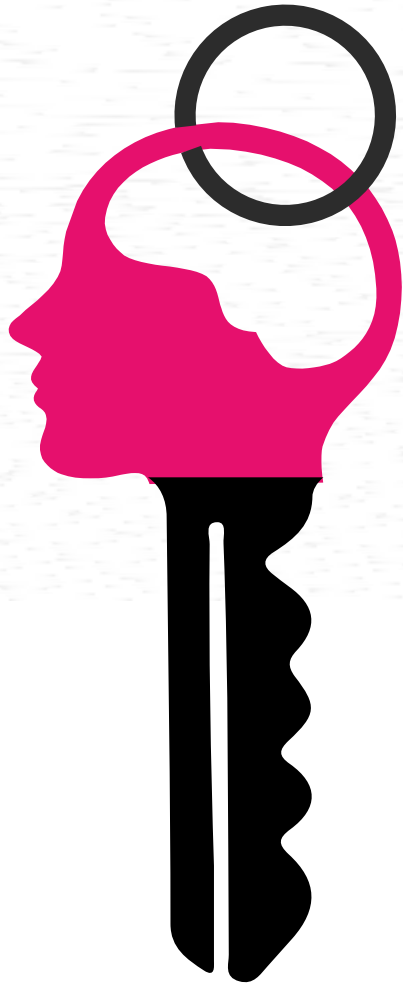


The Characteristics

- ❖ Hierarchical authority structure
- ❖ Task Specialisation
- ❖ Extensive rules
- ❖ Clear goals
- ❖ Merit principle
- ❖ Impersonality



Main Features

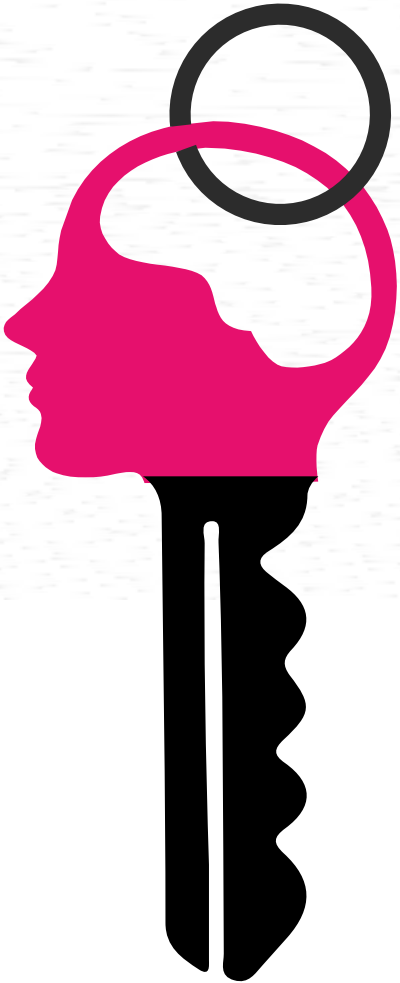


- ❖ **Permanent character:** The civil servants hold the permanent job in the government departments. They mostly join their services during their youths and continue to work as government servants till age of retirement.

- ❖ **Hierarchical organisation:** Bureaucracy is hierarchically organised in several levels. Each official is placed at a particular level of hierarchy and enjoys the privilege and power.

- ❖ **Non partisan character:** The members of bureaucracy are not directly involved in politics. They cannot join political parties and participate in political movements. They are not affected by the political changes.

Main Features

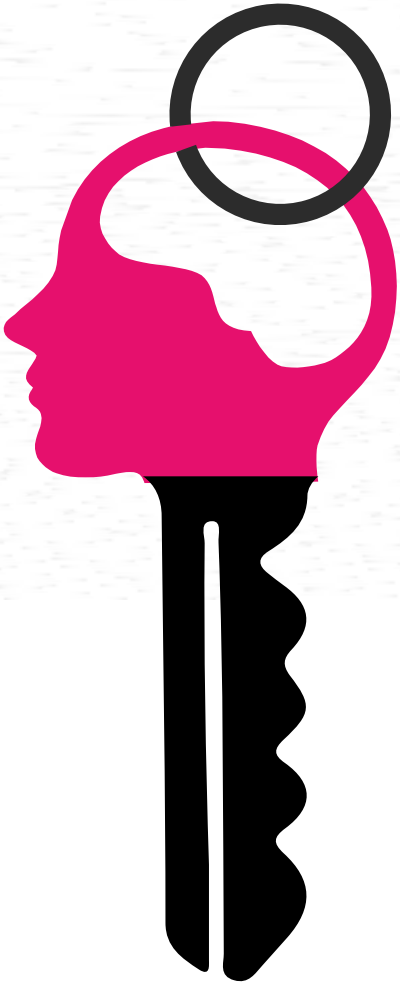


- ❖ **Professionally trained:** They are educated and professionally trained class which helps the political executive to carry out the functions. They are recruited through competitive exams.

- ❖ **Fixed salaries:** Each person receives a fixed salary. From the appointment, they are allowed a pay scale and it increases thereafter.

- ❖ **Bond by rules and regulations:** Strict obedience to rules, through proper channels, decisionmaking after satisfying the rules are the principles which always guide, direct and regulate the working of civil servants.

Main Features



- ❖ **Class consciousness:** They are highly class conscious. They work to protect and promote the interest of their class. They are called white collared jobs and superior status.

- ❖ **Public service spirit as the ideal:** Modern bureaucracy identifies itself with public service. They do work to promote the welfare of the public.

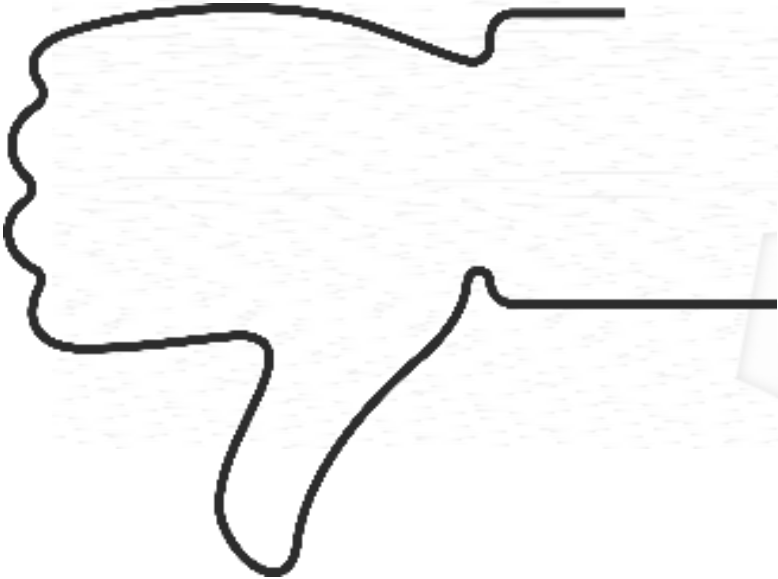
- ❖ **Bound by a code of conduct:** They have to follow a code of conduct. They have to act in a disciplined way. Their rights, duties and privileges are clearly defined.

Merits of Bureaucracy



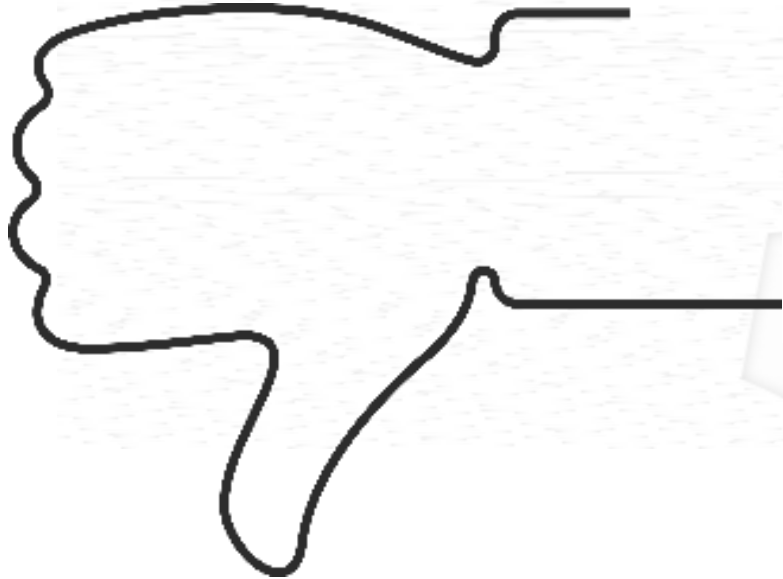
- Precision, speed, knowledge of files, unity, strict sub-ordination.
- Specialisation in administrative functions, individual performances are allocated. Specialised training and constant practise makes them ideal.
- It is suitable for the present day complex culture system. The objective discharge of duties according to rules and without any regard for persons.
- The rule or law is equal and shows no lenience to anyone.

Evils of bureaucracy



- Circum location: Greatest criticism of bureaucracy is circum location which is due to lengthy and round way of doing work. Because they have to follow the rules and regulations.
- Red tapism: Red tape is an idiom referring to regulations or conformity to formal rules or standards which are claimed to be excessive, rigid or redundant, or to bureaucracy claimed to hinder or prevent action or decision-making.
- Formalism: Too much of forms and formalities makes the official lose his sense of judgement and initiative.

Evils of Bureaucracy



- Unresponsiveness: Bureaucracy is not usually unresponsive to the needs of the people. Bureaucrats think themselves as superior class compared to other people and are destined to govern them.
- Empire building: Bureaucrats encourage the evils of dividing the work of government into sections which end up becoming independent units.
- Yes manship: Top Bureaucrats become perfect yesman of political bosses, they in turn expect from their sub-ordinate staff.
- Misuse of power: Misuse of power for personal gains.



The diagram features a central vertical line separating two columns. On the left, a hand outline in red points to the left, with a red arrow below it. On the right, a hand outline in dark blue points to the right, with a dark blue arrow below it. The background consists of several overlapping, semi-transparent gear shapes.

Advantages

- Division of labour
- Employees collaboration
- Competence and authority
- Decisions in measurable way

Disadvantages

- “Red Tape”
- Exploit bureaucracy
- Fear of reaction
- Rigid & inflexible



Criticism

1. Vertical hierarchy can become chaotic and counter productive
2. Competencies can be unclear and used contrary to spirit of law
3. Nepotism, corruption, in fighting and other degenerations may ensue.
4. Officials may avoid accountability, seek anonymity by avoiding documentation or producing confusing documentation



Limitations

1. Emphasised on office more than the officers.
2. Limits rationality affecting efficiency.
3. Ability to make correct decisions.
4. Values, ideas and purpose influencing decisions.
5. Extent of knowledge related to job.
6. Loyalty to organisation.



Thank You