

Transparency :-

It means that Organization should provide clear documentation & report a level of self-sufficiently groups.

Consistency :-

It means that estimate for any different inventory year & Source Categories are made in such a way that differences in the result b/w the years & Source Categories.

Completeness :-

It means that estimate are reported for all deliver Source Categories.

Accuracy :-

It means that Organization should not behave like over estimated & under estimated.

Planning

Planning is the beginning process of management. Planning is also called an intellectual ^{Process} which requires a manager to think before acting. It is thinking in advance. It is by planning that managers of Organization decide: What is to be done, when it is to be done, how it is to be done & who it is to be done. A manager must plan before he/she can Organizing, Staffing, directing & Controlling. Because planning sets all other functions into action. It can be seen as the most basic function of management. Planning is a continuous process which performs in different ~~different~~ ^{different} forms as per their requirement. In the planning decision making is planning very important role. It is the integral part of planning. Some times planning very flexible & some time it is very critical.

Importance of planning :-

- 1/. **Minimize risk & uncertainty** :- Today being Organization can no longer be relied upon as a means for decision making. This is one reason why planning has become so important. By providing more relational, fact this procedure for

for making decision, planning allows managers & organization to minimize risk & uncertainties. In a dynamic Society in which Society & economic Condition alter rapidly planning helps the managers to prepare for the changing environment.

2/. **Leads to Success :-** Planning does not guarantee Success but previous experience shown that often thinks being equal, Companies which plan not only out perform & non-planner but also out perform their own passed result But planning leads to Success by doing beyond adaptation to market fluctuation.

3/. **Facilitate Control :-** In planning the manager sets goal & develop plans to accomplish these goals. These goals & plans then become standards or benchmarks against which performance can be measured.

4/. **Focus attention on the Organization goal :-** Planning helps manager to focus attention on the organization goals & activities. This makes it easier to apply and co-ordinate the resources of the organization more efficiently.

Bureaucracy

Max Weber is Called father of Bureaucracy.

In Bureaucratic administration delegation of management responsibilities is based on the person's is based on the demonstrated ability to hold to position. No person can claim a particular position either because of his loyalty to the leader or because the position has been traditionally held by his family members. people are expected to be based capable of filling them.

Important features of bureaucracy administration-

i/. There is insistence on the following Standard rules
max weber believed that the authority in an Organization should not be governed by the personal performance of the employee but it should be governed by Standard rule.

ii/ There is a Systematic division of work:- This increase production by improving efficiency & saving time in changing over one job to another.

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