

# MEANING, DEFINITION AND SIGNIFICANCE OF PERSONNEL ADMINISTRATION

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# INTRODUCTION

Personnel Administration is the part of administration which is concerned with people at work and with their relationships within an organisation. It refers to the entire spectrum of an organisation's interaction with its human resources from recruitment activity to retirement process. It involves personnel planning and forecasting, appraising human performance, selection and staffing, training and development and maintenance and improvement of performance and productivity. Personnel administration is closely related to an organisation's overall effectiveness. Under a good personnel system, the personnel in an organisation would direct action towards a common goal in a cooperative and coordinated fashion. Personnel administration is systematised, specialised knowledge and technique, which can help the organisation in administering their personnel for achieving their optimum performance.

# MEANING

Administration is at the core of all human affairs. Its principal aspects are formulation of policy and its implementation for the attainment of stated objectives in the optimum manner. The term 'Personnel' means the body of employees, officers, or servants who fill the various positions in an organisation or it can be said that it is collective name given to the employees who man the various posts in an organisation. Personnel administration can thus, simply be stated as the administration of human beings in an organisation.

# DEFINITIONS

According to Dimock and Dimock, “Public personnel administration is the staff function which advises and facilitates the work of the programme manager in matters relating to the recruitment, development, motivation and training of employees, so as to improve the morale and effectiveness of the service.”

According to Felix Nigro, “Public personnel administration is the art of selecting new employees and making use of old ones in such a manner that the maximum quality and quantity of output and service are obtained from the working force.”

***In particular, personnel management is concerned with the development of policies governing:-***

1. Manpower planning, recruitment, selection, placement and termination.
2. Education and training, career development
3. Terms of employment, methods and standards of remuneration.
4. Working conditions and employees services.
5. Formal and informal communication and consultation both through the representatives of employers and employees and all levels throughout the organisation.
6. Negotiation and application of agreements on wages and working conditions, procedures for the avoidance and settlement of disputes.

# OBJECTIVES OF PERSONNEL ADMINISTRATION

1. To utilise human resources effectively.
2. To establish and maintain a productive and self-respecting relationship among all the members of an organisation.
3. To enable each person to make his maximum personal contribution to the effective working of the organisation.
4. To ensure maximum individual development of the personnel.
5. To achieve an effective utilisation of human resources (besides material resources) for the attainment of organisational goals.

6. To establish and maintain an adequate organisational structure and a desirable working relationship among all the members of an organisation by dividing organisational tasks into functions, positions, jobs, authority and responsibility
7. To generate maximum individual and group development within the organisation by offering retraining facilities.
8. To reduce friction amongst the employees by securing the integration of individuals and groups in such a manner that the employees feel a sense of involvement, commitment and loyalty to the organisation. In the absence of such an integration, friction may develop which will produce inefficiency and lead to failure.
9. To reorganise and satisfy individual needs and group goals by offering adequate and equitable remuneration, economic and social security so that the employees feel secure and work willingly and cooperate to achieve the organisations goals.
10. To maintain high morale and better human relations inside the organisation by sustaining and improving the conditions which have been established so that employees may stick to their jobs for a longer period.

***According to Michael J. Jucious, Personnel management should aim at :-***

1. Attaining economically and effectively the organisational goals.
2. Serving to the highest possible degree the individual goals.
3. Preserving and advancing the general welfare of the community.

*To obtain these objectives, Personnel administration is concerned with planning, organising, staffing, directing, coordinating and controlling the co-operating efforts of individuals within the organisation.*



# SIGNIFICANCE/IMPORTANCE OF PERSONNEL ADMINISTRATION

Personnel Administration has become a very crucial part of an administrative system. The importance of Personnel Administration whether in business or public administration cannot be ignored. Success of any administrative system depends on how effectively it handles the personnel functions. Personnel constitute an integral part of the organisation. The quality of an organisation is dependent on the quality of its employees i.e. the personnel it employs.

***The importance of personnel administration can be understood further by considering its benefits. In fact, a sound personnel administration system helps to achieve the following :***

1. It helps the work force to focus on organizational objectives.
2. It facilitates professional growth.
3. Better employee-employer relationship.
4. Leads to better team work and cohisiveness.
5. Better equipped for the future growth and taking up higher responsibilities .
6. It helps to get maximum out of the personnel.
7. Places right man at the right place (job).
8. Helps to achieve 3 Es (Efficiency, Economy and Effectiveness)

# CHANGING ROLE OF PERSONNEL ADMINISTRATION

During the past couple of decades personnel administration has become a more challenging sphere of management as well as public administration. The country has taken up vast developmental, responsibilities. This calls for an effective personnel system in order to formulate and carry out organisational functions.

***A number of changes are coming up making the discipline of personnel administration a more specialised one. The major reasons for such a trend are :***

1. The attitudes of work force have undergone a change over last few decades. The age-old employer-employee relationship of loyalty and commitment is no longer the only important reason for effective functioning of a system.

2. Growing unionism among the work force is greatly increasing their strength to demand increasing participation in the decision-making activities influencing their interests.
3. Revolution in information and technology and other technological innovations which might adversely affect the interests of the workforce and their occupational mobility; along with rapidly changing job profiles and skills requiring long-range manpower planning are the great concerns of personnel administration in modern times.
4. More emphasis on orientation training and self-development schemes.

# CONCLUSION

Employee development must now be an important activity of personnel administration. It has to reorient its policies in order to meet the ever-changing and growing needs of the employees. The growing significance of personnel administration calls for continuous and systematic changes in personnel functions in order to fulfill the expanding needs of the employees and organisation.