

PRÉCIS

Central Superior Services Examination (CSS) 1981

Passage.

An important part of management is the making of rules. As a means of regulating the functioning of an organisation so that most routine matters are resolved without referring each issue to the manager they are an essential contribution to efficiency. The mere presence of carefully considered rules has the double-edged advantage of enabling workers to know how far they can go, what is expected of them and what channels of action to adopt on the one side, and, on the other, of preventing the management from the behaving in a capricious manner. The body of rules fixed by the company for itself acts as its constitution, which is binding both on employees and employers, however, it must be remembered that rules are made for people, not people for rules. If conditions and needs change rules ought to change with them. Nothing is sadder than the mindless application of rules which are out-date and irrelevant. An organisation suffers from mediocrity if it is too rule-bound. People working in will do the minimum possible. It is called "working to rule or just doing enough to ensure that rules are not broken. But this really represents the lowest level of the employer/employee relationship and an organisation afflicted by this is in an unhappy condition indeed. Another important point in rule-making is to ensure that they are rules which can be followed. Some rules are so absurd that although everyone pays lip-service to them, no one really bothers to follow them. Often the management knows this but can do nothing about it. The danger of this is, if a level of disrespect for one rule is created this might lead to an attitude of disrespect for all rules. One should take it for granted that nobody likes rules, nobody wants to be restricted by them, and, given a chance, riots people will try and break them. Rules which cannot be followed are not only pointless, they are actually damaging to the structure of the organization.

13
23
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320

275
Approx

1080 words

Final Draft

Role of rules: Key to ^{successful} management

Rule making is important to manage any organisation. Rules have double advantages: they tell workers about do's and don'ts and also save them from unpredictable behavior of management. The rules of company are its constitution that both employers and employees have to follow. Rules should be changed when required. Only the rules that can be followed should be made.

No one follows pointless rules. Once such a rule is broken, people start breaking other rules too. It should be known that no one likes to be chained by rules. People break them when given a chance. This can ^{harm} damage the organization.

(99 words)

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Suitable Titles

1. Designing constitution of an organization
2. Rule making:- Key to management
3. Do's and Don'ts of creating rules
4. Rule making: considerations and keys

Remarks by Examiner

In main précis

	Yes	No
1. Main idea is picked	<input type="checkbox"/>	<input type="checkbox"/>
2. Main aspect(s) of an idea is/are covered	<input type="checkbox"/>	<input type="checkbox"/>
3. Written in student's own language structure	<input type="checkbox"/>	<input type="checkbox"/>
4. Cohesion/rhythm/orgnization needs improvement	<input type="checkbox"/>	<input type="checkbox"/>
5. Spelling(s) mistakes are found	<input type="checkbox"/>	<input type="checkbox"/>
6. Need for improvement in grammar	<input type="checkbox"/>	<input type="checkbox"/>
7. Is length per Requirement?	<input type="checkbox"/>	<input type="checkbox"/>

In Title

	Yes	No
1. Title matches with précis/main idea	<input type="checkbox"/>	<input type="checkbox"/>
2. Language of title is weak/incorrect	<input type="checkbox"/>	<input type="checkbox"/>
3. Length of title as per standard	<input type="checkbox"/>	<input type="checkbox"/>

Marks

Main Précis: _____ /15 Title: _____ /5

Remarks
