

POLICY FORMATION

INTRODUCTION

One of the essential functions of government is policy-formation. In the words of Dr. Appleby, the essence of public administration is policymaking. Policy is prior to every action. It is a pre-requisite to all management. It is the policy which sets the task for administration. It provides the framework within which all actions for the accomplishment of an objective are to be activated. Policy is in fact, planning for action. It is getting ready for setting the sails to reach the desired destination.

The Meaning of Policy

Policy means a decision as to what shall be done and how, when and where. In the words of Terry "A Policy is a verbal, written or implied basic guide to action that is adopted and followed by a manager".

In the words of Dimmock, "Policies are the consciously acknowledged rules of conduct that guide administrative decisions".

According to Koontz and O'Donnell, "Policies are general statements or understandings which guide or channel thinking in the decisionmaking of subordinates".

Policy and Other Concepts

Policy is not the same thing as rule because policy is dynamic and flexible whereas rule is specific and rigid. There is also a difference between policy and custom in so far as the former is the product of conscious effort; the latter grows automatically in the soil of a society. Policy should also be distinguished from decision. Though policy itself is a big decision, it provides the framework within which several other series of decisions are taken.

Policy is not the same thing as method of procedure because the latter exists to effectuate the former. Policy deals with basic issues, basic to the working of the whole administrative machinery.

The Following Attributes of Policy May be Noted

- (i) Policy is formulated in the context of organisational objectives.

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