

ALIKHAN BOKEIKHAN UNIVERSITY

QMS Level 3 document	Revision No. 6 dated 02.11.2021 instead of the revision No. 5 of 01.10.2019	I. 10.03/2021
Instruction manual		

**Instruction manual
ON REGISTRATION OF ADMINISTRATIVE DOCUMENTS
I. 10.03/2021**

Semey
2021

1 DEVELOPED by the Vice-Rector for Educational and Methodological
Work

INTRODUCED to replace Revision No. 5

Content

- 1 Scope of application 4
- 2 Regulatory references 4
- 3 General provisions 4
- 4 Methods of registration of administrative documents 5
- 5 Appendices 9
- 6 Change Registration Sheet 13

1 Scope of application

This instruction sets out the requirements for the registration of administrative documents of the university.

2 Regulatory references

This instruction establishes procedures in accordance with the requirements and recommendations of the following documents:

- ST RK ISO 9001:2016 "Quality Management systems. Requirements";
- GOST R 6.30-2003 "Unified system of organizational and administrative documentation. Requirements for registration of documents";

3 General provisions

Administrative documents

An order is a regulatory document issued by the rector of the university to solve certain tasks (production or related to the personnel of the enterprise, related to administrative documents).

According to the content, orders are divided into types: by main activity, by personnel.

The order must have the name of the document type, date and number. The order comes into force from the moment of signing, unless the text specifies another date for its entry into force. Orders are numbered from January to December within a year. Orders for the main activity are numbered and maintained separately from orders for personnel.

The order on the main activity is a regulatory document reflecting management decisions on production and economic activities, planning, reporting, financing, improving the structure and organization of the university, etc.

Orders on the main activity of personnel issues are issued on the university's letterhead for internal documents (F 01 - I. 10.03/2021).

Orders on the main activity of the educational process are issued on the university's letterhead for internal documents (F 02 - I. 10.03/2021).

Personnel orders are an administrative document issued by the Rector of the University on labor relations with university employees and the movement of university students. Basically, these are orders for hiring and dismissal, the movement of students, the approval of the composition

of the SAC, etc. Orders for the personnel of university employees are issued in the form F 03 - I. 10.03/2021, orders for the personnel of students in the form F 04 - I.10.03/2021.

For example:

A job order may begin with an administrative action: "ACCEPT", "APPOINT".

An order on personnel issues can be drawn up for several employees. Such orders consist of items, each of which concerns an individual employee.

The order specifies its date and number with the index "1 / s" (by personnel). To indicate the orders for the main activity of the educational process, the index "OD" is indicated.

The draft order on personnel issues is submitted by the head of the personnel service, as an official with the necessary authority for this.

The draft order on educational issues is submitted and approved by the vice-rector for Educational and methodological work, as an official with the necessary authority for this.

The order is signed by the rector of the university and brought to the attention of the employee under the signature.

The dismissal order begins with the word "TERMINATE" with the indication of the surname, first name, patronymic (in full) of the dismissed employee.

Upon dismissal, the reason for dismissal and the corresponding article of the employment contract and the Labor Code of the Republic of Kazakhstan must be indicated. A dismissal order can be drawn up for several employees.

Such orders are made by the head of the personnel service, signed by the rector and brought to the attention of the employee. When reading the order of the dismissed employee, he puts down the signature and date.

4 Methods of registration of administrative documents

Preparation of the order includes 5 stages:

- study of the substance of the issue;
- collecting the necessary information;
- preparation of the draft order;
- approval of the project;
- signing by the rector.

The structural unit of the university may take the initiative to develop an order on any issue.

The first stage of the development of the draft order is determined by the range of issues to be reflected in it. Then materials on the issues under consideration are studied, primarily legislative and regulatory acts on this and similar issues.

At the second stage, the necessary information is collected on the merits

of the issue raised. To do this, various information and reference documents can be used: reports, certificates, memos and explanatory notes, acts, official correspondence.

Based on the collection and study of the necessary information, a draft order is being developed. Draft orders are prepared and approved by an official of the department, department of the organization, who has the necessary authority for this.

For example:

Introduced

Vice-Rector for Educational and Methodological Work

(signature)

(initials and surname)

(date)

The third stage is the preparation of the text. *The order must have a title that answers the question "About what?"*. For example: "On bringing to disciplinary responsibility", "On hiring", "On transferring from course to course", etc.

The text of the order consists of two interdependent parts stating and administrative.

The stating part sets out the goals and objectives of the prescribed actions, the reasons for issuing the order, or provides a reference to the document that served as the basis for issuing the order (regulatory documents of state bodies, decisions of general meetings, meetings, production necessity - specified specifically). As a rule, the text of the stating part begins with the wording: "In accordance with ...", "In execution ...", "For the purposes of ...", "For ...", "On the basis of ...", "In connection ...".

The stating part of the order may be absent if the reason for issuing the order is obvious and does not need to be explained.

The administrative part is stated in an imperative form and begins with the word: "**I ORDER**", which is printed in capital letters or lowercase in the order. If there is no stating part in the text of the order, then the word "**I ORDER**" is absent in the administrative part.

In the administrative part, it is indicated to whom (to the executor or structural unit) and what needs to be done (indicate specific work), the timing of its implementation or completion in the orders for the main activity.

In the personnel orders, the administrative part begins with an answer to the question - in relation to WHOM? an order is issued (to specify in detail the data of the person in respect of whom the order is being drawn up), then the prescribed action is described, for example, "terminate, appoint, expel, etc."

Particularly strict requirements are imposed on the wording of this part of the order: concreteness, clarity, clarity, inadmissibility of various interpretations.

The text of the order can be divided into points if there are several orders. Each item starts with a red line. The items are numbered in Arabic numerals.

The prescribed action is expressed by a verb in an indefinite form ("prepare...", "organize ...", "provide", etc.)

At the fourth stage, draft orders only for educational activities are sent for internal approval.

Coordination is carried out with those units whose participation is provided for in the implementation of this document and is issued with a visa.

If the execution of the document is associated with any financial costs, **then approval with the chief accountant is required.**

The document is **coordinated with the legal adviser before signing.**

The visa of the legal adviser indicates the compliance of the document with legislative and regulatory acts, as well as the compliance of certain formulations with the special requirements of certain bodies (for example: courts, prosecutors, health authorities).

Approval is issued in the form of a visa. The stamp "Agreed" is put.

For example:

AGREED

Chief accountant

(signature)

(initials and surname)

(date)

At the fifth stage, the orders are signed by the rector. If the rector is absent, the document may be signed by his vice-rectors, who have been granted such a right (on the basis of the rector's order). In this case, you need to specify the actual position and surname of the person who actually signed the document. Corrections "I.O." or "Deputy" are made by typewritten method or by hand. Putting a slash before indicating the position or the preposition "for" is not allowed.

The signature includes:

- the name of the position that signed the document;
- personal signature;
- decryption of the signature (initials of the name, patronymic and surname)

When signing a document by several persons of unequal positions, their signatures are placed one under the other in accordance with the decreasing hierarchy of positions.

For example:

Vice-Rector:

(initials and surname)

Head of the UМУ: _____

(initials and surname)

The order comes into force from the moment of its signing, unless another date for its entry into force is specified in the text.

In the order only on personnel issues, familiarization with the order of the employees responsible for its execution is recorded. On the lower field of the document or on the back of the sheet, the employee puts an introductory visa, which includes the signature and the date of acquaintance.

Applications

F 01 - I. 10.03/2021

Name of department, institution, organization (in the state language)	The place of the brand name with a diameter of not more than 20 mm	The name of the department, institution, organization (in Russian)
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BUYRYK

" ____ " _____ 20 ____ year

Place of publication

(in the state language)

On amendments

ORDER

_____ № _____

Place of publication
(in Russian)

to the job description

categories of IT and employees

In _____ connection _____ with

foundation

I ORDER:

1. Add to the job description _____

name
of the category of ITR and employees
the following changes:

- 1) _____
- 2) _____

2. To assign control over the execution of this order to _____

Rector: _____

(signature) (initials and surname)

Sample order issued on a letterhead

F 02 – I. 10.03/2021

Name of department, institution, organization (in the state language)	Place of the brand name diameter not more than 20 mm	Name of department, institution, organization (in Russian)
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order

" _____ " _____ 20__
Semey no. __- OD_

Order title
(answering the question "About what?")

The text of the order

The ascertaining part

("In accordance with...", "In execution...", "For the purposes of...", "For...", "On the basis of")

Administrative part

I ORDER:

_____ (" approve the composition of the examination commission ...", "approve the composition of the appeal commission ...", etc.) then the text according to the purpose of the order.

The _____ basis
for _____

Rector: _____
(signature)

(initials and surname)

Introduced

Vice-Rector for UMR

(signature) (initials and surname)

AGREED
Chief Accountant

and surname)

(signature) (initials

Lawyer

and surname)

(signature) (initials

F 03 – I. 10.03/2021

Name of department, institution, organization (in the state language)	The place of the brand name with a diameter of not more than 20 mm	The name of the department, institution, organization (in Russian)
---	--	--

order

" _____ " _____ 201__
No . _____

Semey

Order title
(answering the question "About what?")

The text of the order

The ascertaining part

("In accordance with...", "In execution...", "For the purposes of...", "For...", "On the basis of")

Administrative part

I ORDER:

_____ ("dismiss...", "expel...", "restore...", "admit...", "direct...", "assign a scholarship...", "approve...", "change the surname...", "issue a duplicate...", etc.) _____ then the text according to the purpose of the order.

(Full name)

The
for _____

basis

Rector:

(signature)_____
(initials and surname)

F 04 - I.10.03/2021

Name of department, institution, organization (in the state language)	The place of the brand name with a diameter of not more than 20 mm	The name of the department, institution, organization (in Russian)
---	--	--

order

" _____ " _____ 20__

Semey

no. __-u_

Order title

(answering the question "About what?")

The text of the order

The ascertaining part

("In accordance with...", "In execution...", "For the purposes of...", "For...", "On the basis of")

Administrative part

I ORDER:

_____ (" expel...", "restore...", "admit...", "send...", "assign a scholarship...", "change the surname ...", "issue a duplicate..." etc.)

_____ then the text according to the purpose of the order.

(Full name)

The

basis

for

Rector:

_____ (signature)

_____ (initials and surname)

introduced

Vice-Rector for UMR

_____ (signature)

_____ (initials and surname)

AGREED

Chief Accountant

_____ (signature)

_____ (initials

and

surname)

Lawyer

surname)

(signature) _____
(initials and

6 Change Registration Sheet

Sequence number of the change	Section, paragraph of the document	Type of change (replace, cancel, add)	Number and the date of notification	The change has been made	
				Date	Surname and initials, signature, position

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