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**Project work**

**Topic: "**Control over execution of documents in internal affairs bodies. Subdivisions of internal affairs bodies exercising control over the execution of documents"

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INTRODUCTION

Control over the execution of documents in internal affairs bodies is one of the important aspects of ensuring effective work of law enforcement structures. Documents, such as orders, orders, instructions, are the basis for organising the activities of internal divisions and ensure the performance of assigned tasks.

The units of internal affairs bodies that exercise control over the execution of documents usually include the personnel department, legal department, planning and analysis department, as well as structural units responsible for specific types of activities (e.g. traffic patrol service, criminal investigation, etc.).The units of internal affairs bodies that exercise control over the execution of documents include the following structural units:

* department for co-operation with governmental authorities and management bodies;
* department for control and supervision over the execution of orders and instructions of the management;
* department for analysing and planning activities;
* internal control and audit department;
* legal department.

Each of these units performs certain functions to control the execution of documents and ensure compliance of the activities of internal affairs bodies with legislation and statutory norms. It is important to note that properly organised control allows not only to prevent violations and errors, but also to improve the efficiency of the work of internal affairs bodies as a whole.

Control over the execution of documents includes the following main tasks:

* Verification of timely and correct execution of orders and instructions of the management.
* Monitoring compliance with legislation in the execution of documents.
* Analysing the effectiveness of the actions taken as a result of the execution of documents.
* Development of recommendations to improve the work of subdivisions on the basis of analysing the execution of documents.

Thus, units of internal affairs bodies that control the execution of documents play an important role in ensuring the effectiveness and legality of law enforcement agencies. It is thanks to the control over the execution of documents that it is possible to ensure the effective fulfilment of tasks and achievement of goals.

1 Significance and basic principles of organising control over document due dates.

1.1 Due dates for documents

Due dates for documents may vary depending on the type of document and the organisation that executes it. For example, deadlines for the execution of a contract may be specified in the document itself and depend on the terms agreed upon by the parties. Other documents, such as statements or requests, usually have to be processed and responded to within a certain timeframe set by law or the organisation's internal rules.

In general, deadlines for the execution of documents should be clearly defined and respected to avoid delays and misunderstandings. If a deadline cannot be met for any reason, the party or person awaiting execution should be notified and a mutually acceptable solution should be attempted.

A separate issue is the determination of the deadline for the execution of a document. In the case of a public institution, the deadlines for responding to an appeal or request are set by the normative legal acts regulating the work of the organisation or the public service as a whole, administrative regulations on the provision of public services. Such deadlines are extended only in established cases or when necessary upon request for additional documents or by decision of a superior manager.

For a private company, standard deadlines for the execution of documents of a general nature are established and are reflected in the office management instructions. For example, public services must respond to requests from citizens within 30 days, but due to urgency and importance, the response time may be shortened. In private companies, if necessary, deadlines are extended on the basis of individual memos.

The calculation of the deadline is determined in the standard manner, calendar days are taken as the basis, for most organisations they do not include holidays and weekends. This rule does not apply to the established deadlines for responding to documents received by state bodies. There it is required to execute the document within the period specified in the law or other normative act, which is usually 10 or 30 days, and weekends are not deducted from this period.

Deadlines are counted down in a different order:

* for documents received by a public organisation - from the moment of registration, usually the next day from the date of receipt;
* for private companies - from the date of signing by the head of the company of an order or instruction or other administrative documents that establish the obligation to fulfil.

It is possible to suspend or cancel the execution of a document, but the former power is only held by the superior management and the latter by the organisation that is the author of the assignment or request.

 Extension of the deadline for execution of documents shall be performed in accordance with the established procedure. The extension is initiated no later than 3-4 days before the end of the deadline. A motivated appeal shall be sent to the head, stating the reasons for the extension request and the deadline by which the executor undertakes to complete the processing of the assignment. If such a report or memo is not sent, the document is considered unexecuted. If a negative response is received, the executor or structural subdivision has time to complete the work within a predetermined period of time

Document deadline control is a process of systematic monitoring and accounting of the fulfilment of tasks and responsibilities within the established deadlines. The main purpose of document deadline control is to ensure timely and efficient performance of work and tasks, prevent delays and non-compliance with deadlines.

Basic principles of organising control over the deadlines for document execution:

* Clearly set deadlines for tasks and responsibilities. All documents should contain clearly defined deadlines, which should be realistic and achievable.
* Systematic monitoring of task fulfilment. It is necessary to regularly monitor the fulfilment of assigned tasks and determine the extent to which they are completed within the established deadlines.
* Ensuring transparency and accountability. All participants in the document execution process should be aware of deadlines and the results of deadline monitoring.
* Responsibility for breach of deadlines. In case of delays or failure to meet deadlines, responsible persons should be identified and disciplinary action should be taken against them.
* Continuous improvement of the deadline monitoring process. The results of monitoring should be analysed and adjustments made to the process to ensure that tasks and responsibilities are completed more efficiently and on time.

Thus, the organisation of control over the timing of documents allows to ensure timely performance of tasks and responsibilities, which contributes to the efficiency of the organisation and achievement of its goals.

Every document that enters the organisation is given an incoming number and an executor is assigned to it. The manager, whose duties include distribution of responsibility for document processing, may simply assign an executor, or may additionally add an assignment that discloses the essence of processing.

As part of the control, it is necessary to check:

* whether the document has been responded to;
* how timely the order is processed;
* how accurately the assignment has been completed.

Document execution control is required to check the quality of work of a particular unit and executor. It is organised at the following levels:

* the head of the organisation checks the quality of work of the divisions
* the head of the unit checks the executors;
* the office management service organises additional manual and automatic control of deadlines for the execution of orders or responses to incoming documents.

Automated control over the execution of documents involves their processing in electronic document management systems. In this case, when registering documents, such data are entered into the system as:

* document details;
* DATE OF REGISTRATION;
* designated executors;
* the essence of the assignment;
* DATE OF EXECUTION.

 In the future, the system controls the passage and execution of the document and, at the appointed time, sends a notification to the responsible specialist, subdivision and supervisory service to check whether a particular task has been completed. The principles of work in this case remain the same as when organising control over the execution of documents in manual mode.

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1.2 Standard and customised timelines

Typical deadlines for execution of documents are established by regulatory legal acts:

* by orders of the government,
* by federal laws,
* by presidential decree,
* by ordinances,
* instructions,
* bylaws,
* by the codes.



Individual deadlines for execution of documents shall be specified in the text of the document or in the resolution of the head. The individual deadline for execution of a document may be changed only by the manager who established it. A superior organisation, the organisation that authored the document and superior supervisory bodies in accordance with their competence have the right to suspend or cancel the execution of a document.

The deadlines for execution of documents shall be calculated in calendar days:

● internal - from the date of signing (approval) of the document;

● Received from other organisations - from the date of receipt;

● appeals of citizens, in accordance with Federal Law No. 59-FZ of 02.05.2006 "On the Procedure for Consideration of Appeals of Citizens of the Russian Federation" - from the date of registration of the appeal.

* Tasks to control the execution of documents

2.1 Stages of control activities

The control process consists of the following main stages (stages): development of standards, norms and criteria; preparation for control; measurement of results; comparison of actual results with standards and criteria; summarising the results of control.

Step 1*:* Establishment of standards, norms and control criteria. This stage involves the development and approval of the organisation's parameters against which its performance and development prospects will be assessed. These are standards, norms, norms, plans, criteria, and, in general, objectives. Objectives are developed in the form of performance indicators and control norms, which allow comparing the actual work done with the planned work.

The most important norms include controllable goals and objectives of activity, the main of which are defined by normative legal acts (including laws and bylaws) regulating the organisation's activity. Part of the goals and objectives, but in a more specific expression, is contained in the decisions of management subjects on the implementation of these normative legal acts, plans of activities of the organisation and its subdivisions. Compliance of the controlled activity with these goals and objectives is one of the important criteria for its assessment.

It is relatively easy to set performance indicators for quantifiable values, such as profit and sales. For example, a specific profit figure for the next year may be set as one of the targets. Some important goals are not quantifiable, such as increasing job satisfaction. In this case, various surveys and polls are conducted and the goal is expressed through other indicators. For example, a reduction in the number of redundancies usually indicates a high degree of job satisfaction.

All standards and norms used for control should be defined based on the organisation's goals, objectives and strategies. Objectives that can be used as standards should have a time frame as well as specific criteria against which the degree of performance can be measured.

In some areas, the availability and use of available forces and means, as well as the methods used to achieve the organisation's objectives, may be taken as the standard of control. Requirements concerning the permissible grounds, conditions, and procedures for carrying out specific activities may also be contained in the relevant regulations.

A prerequisite for subsequent comparison of results with performance standards is the timely communication of the established standards and evaluation criteria to the organisation's staff.

Step 2*:* Preparing for the control involves:

specification of the object and subject of control;

defining the scope of control;

Formation of temporary working teams (groups, inspection teams, commissions) or appointment of officials charged with control, distribution of functions or tasks among them;

methodological training of supervisors;

specification of control norms (standards) (what, how, by what criteria or indicators should be controlled;

selection of the most rational forms and methods of control for a given object;

preliminary familiarisation (if necessary) of control subjects with the conditions and results of the activity of the object subject to control;

development of a control plan and its approval by the management entity that made the decision to carry out the activity.

The specification of norms (standards) in each specific case is carried out depending on the nature of the object, subject and purposes of control.

Step 3*:* Measuring the organisation's performance is the most time-consuming and costly element of control. A prerequisite for the quality of this process is the selection of indicators that truly reflect the organisation's progress towards achieving its objectives. Measurement is usually selective and must fully comply with established standards, norms and targets.

To be effective, the measurement system should be as appropriate as possible to the activity being controlled. It is important to select the correct unit of measurement, to establish the frequency of measurements, their speed and accuracy, and to determine how many homogeneous control objects are being checked at the same time (scale of control). It is important to communicate not only the established standards, but also the results of the measurement of the controlled parameters to the relevant employees of the organisation.

Stage 4*:* Comparison of actual results with the standards and criteria enables to establish the existing deviations in one or another direction, identify significant factors and conditions. At this stage, control objects are assisted in eliminating the identified deficiencies, identifying measures to improve performance, and preparing proposals for inclusion in the final documents on the results of the control.

It should be borne in mind that the benefits of a control system should exceed the costs of implementing it. In this regard, a high degree of control does not always mean that it is effective. If the scope of control is overestimated, small deviations that initially arise may become a major problem for the organisation before they are captured by the control system. If, on the contrary, the scale of control is underestimated, the organisation will react violently to very small deviations, which will require unproductive expenditures of time and effort, and will paralyse and disorganise work. In the end, control can be disastrous for the organisation. Measurement is not an end in itself: in business, control measurements are made to increase profits, not to establish as accurately as possible what is actually happening.

Stage 5*:* Summarising the results of the control. Three types of results can be obtained for the parameters assessed in the control process: positive, when the actual performance parameters are higher ("better") than planned; negative, when the actual data are lower ("worse") than planned; neutral - the organisation (subdivision) functions in accordance with the plan, deviations are minimal and no corrective regulatory actions are required.

Based on the results of control, the following decisions are possible: non-interference in the work of the controlled object (nothing needs to be done); elimination of deviations from the implementation of the decision; revision and change of standards and norms of activity. In the first case, the actually achieved results coincide with the planned ones. In the second case, it is necessary to establish the causes of deviations, to achieve their elimination and to create conditions for the implementation of activities in accordance with the established standards and norms. This requires a change in some internal variables. The third case means that plans, and therefore standards and norms that are unrealistic under the current conditions, need to be revised. This may occur because the plans were optimistic and the requirements of the relevant standards cannot be met. In this case, the standards are revised downwards.

2.2 The use of document performance data in traditional and automated environments

Traditional document fulfilment typically involves manually completing and signing paper forms, submitting them by post or in person, and waiting a long time for a response and acknowledgement.

On the other hand, automated technology makes it possible to simplify the process of document fulfilment by using digital and online tools. For example, it is possible to complete and sign documents online, send them via email or specialised platforms, and receive instant notifications on the status and outcome of execution.

The benefits of automated technology include reduced turnaround time and document transmission, reduced risk of errors, increased efficiency and user-friendliness. However, it is important to consider data protection and privacy when using online technology.

Thus, the use of document execution data in an automated technology environment can significantly improve document execution and processing processes, efficiency and user-friendliness.

The use of document execution data in traditional and automated technology environments is key to effectively managing business processes and improving organisational productivity.

In a traditional technology environment, document execution data is usually stored in the form of paper reports or logs. This can make it difficult to access information and can lead to errors and loss of data.

CONCLUSION

Thus, control over the execution of documents in internal affairs bodies is one of the most important functions ensuring the effective functioning of law enforcement agencies. The units of internal affairs bodies exercising control over document execution monitor compliance with legislation, internal norms and instructions, timeliness and correctness of fulfilment of instructions. They also monitor the fulfilment of deadlines, control the quality and results of work, and ensure that management is informed of detected violations in a timely manner.

Document execution control contributes to the efficiency of internal affairs bodies, ensures transparency and accountability in the work of employees, and strengthens public confidence in law enforcement agencies. Units involved in document execution control should have sufficient authority, competence and professionalism to carry out their functions effectively.

Thus, control over the execution of documents plays an important role in ensuring law and order, as well as increasing public confidence in law enforcement agencies, and recording the measures taken to execute instructions, orders and other documents that support the activities of internal affairs bodies. Control over the execution of documents may be carried out by various departments, depending on their specifics and functions. For example, these may be departments for control and supervision, departments for coordination of subdivisions' activities, internal audit services, etc.

The main tasks of control over the execution of documents in internal affairs bodies:

* Establishment of facts of non-execution or improper execution of instructions, orders and other documents.
* Analysing the reasons for non-execution or improper execution of documents and developing measures to eliminate them.
* Coordination of actions of executors and controllers to ensure timely and quality execution of documents.
* Maintain records and reports on the fulfilment of assignments, orders and other documents.

Control over the execution of documents is an important component of the work of internal affairs bodies, as it ensures the efficiency and effectiveness of the work of departments and employees as a whole.

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