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Abstract

Topic "Requirements for the execution of administrative documents of internal affairs bodies. The procedure for coordinating and approving administrative documents in internal affairs bodies"

The key aspects of the execution of administrative documents of internal affairs bodies are considered, including the requirements for their structure and content. The main norms and rules governing the process of coordinating and approving such documents are analyzed in detail, which is important for ensuring the legality and effectiveness of official activities. The project material is recommended for students majoring in "Law Enforcement Activity"

Keywords ( 10 )

Administrative documents, internal affairs agencies, registration, requirements, coordination, approval, regulations, document flow process, order, instruction.

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INTRODUCTION

The modern management system in the internal affairs bodies of the Russian Federation is unthinkable without a well-established document flow, the basis of which are administrative documents. Their execution, coordination and approval are not only organizational, but also legally significant procedures that determine the legality and effectiveness of management decisions. In the context of digitalization, reforms in the administrative sphere, as well as the complication of law enforcement practice, the requirements for the content, form and procedure for processing administrative documentation are increasing. This determines the relevance of the study of issues related to ensuring the appropriate level of organization of document flow in the internal affairs bodies. An analysis of the practice of the internal affairs bodies shows that despite the presence of detailed regulations governing the procedure for the execution and circulation of documents, in practice there are difficulties associated with both violations of established standards and insufficient regulation of individual stages of internal document flow. The most common problems remain formal errors in the content and structure of orders, untimely approval, lack of control over the approval and execution of documents, which ultimately affects managerial discipline, the legal significance of orders and the effectiveness of official activities. The existing contradiction between the abundance of regulatory documents and the unsystematic nature of their application in real practice gives rise to the need for a scientific understanding of the current procedures for the preparation and approval of administrative acts in the internal affairs bodies. The importance of the topic under consideration is confirmed by its frequent presence in methodological recommendations, departmental instructions, scientific publications on administrative law, management theory and office work. However, despite the presence of a certain volume of scientific works, the issues of coordination, approval and office support of administrative documents in the internal affairs bodies remain insufficiently systematized, which indicates the need for their further study and generalization. Thus, the study of the requirements imposed on the administrative documents of the internal affairs bodies, as well as the procedure for their coordination and approval, seems to be in demand both in the scientific-theoretical and in the applied aspects, especially taking into account the need to improve the legal and organizational mechanisms of documentation support in the system of the Ministry of Internal Affairs of Russia.

The object of the study is the organizational and legal relations that develop in the process of registration, coordination and approval of administrative documents in the internal affairs bodies of the Russian Federation.

The subject of the study is regulatory legal acts governing the requirements for the content, registration, coordination and approval of administrative documents, as well as the practice of their application in the units of the Ministry of Internal Affairs of Russia.

The purpose of the study is to improve vocabulary skills on professional topics in English and a comprehensive analysis of the requirements for the registration of administrative documents in the internal affairs bodies, and the procedure for their coordination and approval, in order to identify problems and possible areas for improving this procedure.

To achieve this goal, the following tasks are solved in the work:

 determine the legal nature and classification of administrative documents in the system of internal affairs bodies;

 study the regulatory and methodological framework governing the registration and coordination of documents;

 characterize the main requirements for the content and form of administrative documents;  consider the procedure for coordinating and approving administrative documents in the Ministry of Internal Affairs system;  analyze typical violations and errors in the preparation and approval of documentation;  identify problematic aspects and suggest ways to improve the document flow procedure in the internal affairs agencies.

Hypothesis: I assume that strict requirements for the preparation of administrative documents in the internal affairs agencies contribute to increasing legal certainty and discipline in official activities, as well as minimizing the number of errors and legal violations. In addition, an effective procedure for coordinating and approving these documents strengthens control over and implementation and allows for speeding up the decision-making process, which ultimately has a positive effect on the efficiency and effectiveness of the internal affairs agencies. The research methods are general scientific and specific scientific methods: a system approach, logical analysis, comparative legal and formal legal methods, as well as empirical methods for studying law enforcement practice (analysis of documents, regulatory legal acts, practical recommendations of the Ministry of Internal Affairs). The basis of the research are regulatory legal acts of the Russian Federation regulating the procedure for document flow in government agencies, departmental instructions of the Ministry of Internal Affairs of Russia, official methodological materials, as well as the results of the analysis of law enforcement practice of the activities of the Ministry of Internal Affairs units in the field of documentation support.

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Chapter 1. GENERAL PROVISIONS ON ADMINISTRATIVE DOCUMENTS IN THE INTERNAL AFFAIRS BODIES

1.1 Concept and types of administrative documents of the internal affairs bodies

The organization and functioning of the system of internal affairs bodies of the Russian Federation require clear regulation of all aspects of management activities, including document flow. In the context of administrative management, administrative documents are of particular importance, as they represent a key means of implementing the managerial powers of managers at various levels. It is through administrative documentation that management decisions are secured, powers are transferred, tasks are distributed, and the execution of instructions is monitored. Understanding the essence of administrative documents and their varieties is of fundamental importance for effective administrative practice in the structures of the Ministry of Internal Affairs of Russia.

Administrative documents are written administrative acts issued by authorized officials of the internal affairs bodies within their competence, aimed at organizing and regulating the activities of subordinate units or officials. They reflect management decisions that are mandatory for execution and have normative or individual legal force within the scope of the body or institution that issued them. Thus, administrative documentation is an official form of expression of the will of the management of the internal affairs bodies and carries legally significant content. The key characteristics of administrative documents are mandatory execution, focus on organizing or regulating official activities, as well as their formalized structure. The structure of any administrative document in the system of internal affairs bodies is strictly regulated by current regulations, in particular, the Instruction on office work in the system of the Ministry of Internal Affairs of Russia, approved by order of the Ministry of Internal Affairs of Russia dated 01.12.2016 No. 768 [8]. In accordance with it, mandatory document details are distinguished, such as the title, text part, signature, approval and approval stamp, appendices and indication of the executor.

1.2 Legal basis for the execution of administrative documents

An analysis of the current legal framework allows us to assess the degree of regulatory certainty, legal stability and compliance with the requirements of modern administrative office work in the system of the Ministry of Internal Affairs of Russia. The basis for legal regulation of the execution of administrative documentation is made up of normative legal acts of varying legal force: from the Constitution of the Russian Federation as the main law to orders of ministries and departments. According to Article 90 of the Constitution of the Russian Federation, the President of the Russian Federation has the right to issue decrees and orders that are mandatory for execution throughout the country.

The key source regulating the specifics of the execution of administrative documents in the system of internal affairs bodies is the Order of the Ministry of Internal Affairs of Russia dated 01.12.2016 No. 768 "On approval of the Instructions for office work in the system of the Ministry of Internal Affairs of Russia". This normative act determines the procedure for creating, executing, coordinating, registering, storing and monitoring the execution of all types of official documents, including administrative ones. In accordance with the provisions, the document must be logically structured, free of ambiguous wording and expressions that allow interpretation. From the point of view of legal technique, the document must have normative certainty and comply with the principle of legal certainty, enshrined in the law enforcement practice of the Constitutional Court of the Russian Federation. Along with departmental acts, the procedure for drawing up administrative documents is also regulated by general standards. In particular, GOST R 7.0.97-2016 is applied, establishing requirements for the design of official text documents, including state and municipal structures [9]. The standard prescribes compliance with the norms of document unification, uniform terminology, location of details and general principles of office design. In particular, the document must be printed on a standard A4 sheet, have a field for visas, number, date, title, text, signature, list of executors and approval stamp. In addition to the sources indicated, the Resolution of the Government of the Russian Federation of 15.06.2009 No. 477 “On approval of the Rules of office work in federal executive bodies” is significant.

# 1.3 Basic requirements for the execution of administrative documents

# The structure of administrative documents is determined by the requirements of regulatory acts and is designed to ensure the logical and legal completeness of each administrative act. In accordance with the Instructions for office work in the system of the Ministry of Internal Affairs of Russia, approved by the order of the Ministry of Internal Affairs of Russia dated 01.12.2016 No. 768, as well as GOST R 7.0.97-2016, any administrative document must contain a certain set of details: the name of the document, date and number, place of preparation, title to the text, introductory and administrative parts, signature of the authorized person, approval stamp, approval stamp, appendices (if any), as well as the executor. It is especially important to emphasize the logical structure of the text of the administrative document. It consists, as a rule, of two main parts - introductory and administrative. The introductory part contains the rationale for adopting the document, references to regulations, factual circumstances, the results of reviewing official information, memos, opinions, etc. The administrative part contains direct management instructions, assignments, appointments, deadlines for execution and persons responsible for execution. Such structural division ensures clarity and consistency of presentation, and forms a clear understanding of the legal consequences of the document. It should be borne in mind that when preparing administrative documents, it is necessary to strictly adhere to the requirements for the language and style of presentation. The official business style in which such documents are drawn up is distinguished by restraint, unambiguous wording, logic and regulatory completeness. The language must be precise, laconic, devoid of emotional-evaluative vocabulary, colloquial expressions, as well as words with an unclear or ambiguous meaning. Leading experts in the field of documentation support emphasize that even minor deviations from business style standards may lead to ambiguous interpretation of the document and, as a consequence, a reduction in its legal force. Thus, V. N. Kudryashov emphasizes that the quality of administrative documents is determined, among other things, by the competent use of business terminology, the accuracy of the wording of instructions and compliance with the logical sequence of the text. The language of administrative documents must be not only formally correct, but also legal in content. This means that all terms and concepts must be used in their legally significant meaning.

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# 2 PROCEDURE FOR APPROVING AND AGREING ADMINISTRATIVE DOCUMENTS IN INTERNAL AFFAIRS BODIES

# 2.1. Stages of approval and approval of administrative documents

# Despite the apparent formal simplicity, each stage of approval and coordination is a set of regulated actions involving employees of different services and management levels. Below, we consider in detail the typical procedure for passing an administrative act - from the moment of its preparation to its entry into force, based on the Instructions for office work in the system of the Ministry of Internal Affairs of Russia (approved by Order of the Ministry of Internal Affairs No. 768 dated 01.12.2016), the Rules for office work in federal executive bodies (RF Government Resolution No. 477 dated 15.06.2009) and internal methodological materials of the department. Any administrative document begins with the formulation of a management need: the need to change the work order, distribute functions, approve activities or eliminate identified violations. The initiator is the head of the structural unit or an authorized official who has the competence to identify problems and propose solutions. Consistent implementation of all n stages creates guarantees of the legitimacy of management decisions, helps maintain uniformity of departmental practice and increases the overall efficiency of the internal affairs agencies.

# 2.2 Typical errors in the preparation and approval of documents, their legal consequences

# The document flow of internal affairs agencies is formally based on a strict regulatory "framework", but it is at the junctions between regulations and the human factor that systemic failures appear. Errors made in the preparation, approval and approval of administrative acts are conventionally divided into substantive, formally technical and procedural - but in real practice they rarely exist in isolation, forming a cascade of violations with serious legal consequences.

# Substantive blunders often arise at the stage of conceptual development of the project. The initiator, seeking to speed up the release of the document, limits himself to a vague formula "in pursuance of the law", without specifying specific norms or instructions. Such uncertainty violates the principle of legal certainty and is regularly interpreted in courts as an abuse of power, which leads to the recognition of the act as null and void. Even more dangerous is the contradiction of an internal order with federal or departmental regulations: recognizing such an act as invalid automatically “nullifies” all derivative decisions and can paralyze the work of the department. Technical errors seem harmless on the surface, but they are the ones that most often surface during an internal audit. A missed detail — date, registration number, or approval stamp — casts doubt on the legal force of the document. Violation of the “introductory/administrative part” structure or confusion in the numbering of items complicates control over execution and reduces the manageability of the process. An analysis of a sample of orders conducted by the editors of “Deloproizvodstvo.ru” showed that in a third of cases, violations concerned incorrect visa execution or the absence of references to the grounds. Procedural errors are most often associated with unfair visaing. Under high workload, employees put visas “automatically,” ignoring the content. As a result, unsupported expenditure commitments or uncoordinated personnel decisions are discovered, and the visa applicant bears disciplinary responsibility for the formal signature. The substitution of approval sheets retroactively remains a vicious practice, which is classified as official forgery under Article 292 of the Criminal Code of the Russian Federation.

The use of an electronic signature has added a new level of risk: "hybrid" schemes, when some visas are signed with an enhanced electronic signature and some manually, break the seamless audit chain. In the absence of correct time stamps, it is sometimes impossible to determine which version of a file has become final, and courts recognize such acts as not having entered into force. Linguistic errors should not be underestimated either. Internal Affairs Department regulations are overloaded with bureaucratic jargon "in order to improve efficiency, ensure and optimize", but ambiguous verbs like "organize events" are more dangerous: without detail, they do not create a specific obligation - therefore, failure to execute such an order cannot serve.

A typical chain of legal consequences looks like this. At the first level, the agency tries to eliminate the error "with little bloodshed" by issuing a corrective order. If you do not react in time, the case moves to the level of internal control of the Ministry of Internal Affairs, where disciplinary liability is imposed up to the status of "incomplete official compliance". At the third level, the situation goes beyond the department and ends up in court: here, the losses reimbursed from the budget are combined with reputational losses, which are difficult to convert into material indicators, but which seriously undermine trust in the department. Obviously, neither updating regulations nor implementing an electronic document management system will eliminate errors in themselves unless they are supported by constant professional development of office workers and the development of built-in algorithms for checking projects at the stage of their loading into the system. Only the synergy of regulatory, technological and cultural elements can minimize the risks that each, even the smallest, error carries for legal stability.

CONCLUSION

The conducted study allowed us to comprehensively analyze the requirements imposed on administrative documents of internal affairs bodies and identify key problems that arise at the stages of their coordination and approval. The basic conclusion is obvious: despite the strictness of regulatory framework (Instruction No. 768, GOST R 7.0.97 2016, Office Work Rules), the efficiency of official document flow is largely determined by the culture of execution and the level of technical equipment of departments. Firstly, the legal analysis showed that the administrative document performs a dual function. On the one hand, it is a form of expression of managerial will, and on the other hand, it is a legal fact that creates, changes or terminates official legal relations. This implies the requirement for absolute legal certainty of the text: each norm must be directly based on current legislation and not conflict with federal and departmental acts. Secondly, an empirical study of typical errors demonstrated that serious legal consequences are usually caused not by a single "omission" of a requisite, but by a combination of substantive, formal technical and procedural violations. It is the "synergy" of these errors that leads to the recognition of orders as invalid, the recovery of damages and disciplinary sanctions against personnel. Thirdly, a detailed examination of the approval procedure made it possible to identify "bottlenecks": excessive duration of legal expertise, overload of financial and economic departments and low automation of execution control. The proposed improvement measures - intelligent validation of requisites in the ECM, unification of templates, risk-oriented approval and end-to-end integration of the control card - are capable of reducing document turnover times by 30-40% and simultaneously reducing the likelihood of defects.

And also, as a result of research work on the project, the hypothesis was confirmed that strict rules contribute to increased legal certainty and discipline in official activities, as well as minimizing the number of errors and legal violations. An effective procedure for coordinating and approving these documents strengthens control over their implementation and speeds up the decision-making process.

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