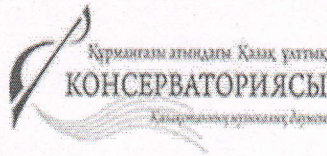


Қазақстан Республикасы  
Мәдениет және ақпарат министрлігі

"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
мекемесі



Republican State Institution  
Kurmangazy Kazakh National  
Conservatory

Ministry of Culture and Information of  
the Republic of Kazakhstan

ҚАҒИДА

REGULATION

25.09.2025

No R-07-25

Алматы қ.

Almaty

APPROVED

By the decision of the Academic Council  
RSI «Kurmangazy Kazakh National  
Conservatory»

Ministry of Culture and Information  
of the Republic of Kazakhstan  
Chairperson

G. Tasbergenova

Protocol No. 02 «25» 09 2025

Regulation for Documentation, Document Control in the Republican State  
Institution  
Kurmangazy Kazakh National Conservatory

Designed by:			
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## **Introduction**

This Regulation is developed by the Document Support Department and Archives.

This Regulation is approved by the Rector and are binding on all departments in terms of their implementation in the course of their activities.

Changes to this Regulation are developed based on the results of their application or when the requirements specified in paragraph 4 of this Regulation change.

Responsibility for the organization and coordination of activities to implement this Regulation lies with the Document Support Department.



## Chapter 1. General Provisions

1. The Regulation for documenting, document control and using electronic document management systems in the Republican State Institution Kurmangazy Kazakh National Conservatory of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as the Regulation) are developed in accordance with the **Regulation for documenting, document control and using electronic document management systems in public and non-public organizations approved by the Decree of the Government of the Republic of Kazakhstan dated August 25, 2023 No. 236**

2. The Regulation establishes the procedure for documenting, document control and using electronic document management systems in the Republican State Institution Kurmangazy Kazakh National Conservatory (hereinafter referred to as the Conservatory).

3. Organization, maintenance and improvement of the system of documentary support for management, methodological guidance and control over compliance with the Conservatory documents operation procedure established by the authorized body in the field of archiving and documentary support of the RSI "Central State Archive" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter referred to as CSA) is carried out by the DCD which is entrusted with the functions of documentary support for management.

4. The Regulation do not apply to documents containing information constituting the state secrets of the Republic of Kazakhstan.

Work on the creation of private keys of electronic digital signature (the procedure for generating, registering, issuing, storing, destroying) for legal entities, state bodies or officials and the procedure for ensuring the secrecy and safety of electronic documents and private keys of electronic digital signature containing information constituting state secrets are determined by regulatory legal acts in the field of protection of state secrets.

The work procedure of state bodies with electronic documents of limited distribution marked "For official use" is determined by the Decrees of the Government of the Republic of Kazakhstan dated September 14, 2004 No. 965 "On some measures to ensure information security in the Republic of Kazakhstan" and dated December 31, 2015 No. 1196 "On approval of the Regulation for classifying information as proprietary information of limited distribution and its operation."

5. The Regulation provide:

1) the procedure for preparing, formalizing, passing administrative documentation and instructions from higher authorities in accordance with the legislation of the Republic of Kazakhstan;

2) organization of accounting, registration, control over the execution of documents;

3) the procedure for reproduction, copying, replication of official documents, the procedure for their systematization, preparation for archiving, storage and use.

6. When changing the head of the DCD, documents and files as well as the DCD to them shall be transferred to the newly appointed manager or key official according based on the acceptance and transfer certificate.

7. Responsibility for the organization and state of office work, timely and high-quality execution of documents in accordance with the document control regulatory requirements, safety in structural divisions rests with the heads (deans, heads of departments, heads, etc.) of departments.

8. This Regulation uses the following concepts:

1) paragraph is a part of the text which is a semantic unity, highlighted by an indent in the first line and starting with a capital or lowercase letter, paragraphs end with a semicolon (except for the first and last paragraphs of the part);

2) means of cryptographic protection of information refer to means that implement algorithms for cryptographic transformations, generation, formation, distribution and management of keys;

3) carrier of key information is a specialized carrier in which cryptographic information protection tools are used to protect the stored private keys of an electronic digital signature, which have a certificate of compliance with the requirements of ST RK 1073-2007 “Means of cryptographic information protection. General technical requirements”;

4) certification center of state bodies of the Republic of Kazakhstan is a certification center serving state bodies, officials of state bodies in information systems and other state information resources of state bodies of the Republic of Kazakhstan (hereinafter - SBCC);

5) national certification center of the Republic of Kazakhstan is a certification center that provides means of electronic digital signature and registration certificates to individuals or legal entities for the formation of electronic documents in public and non-public information systems;

6) release of a document (letter) is a copy of the outgoing document remaining in the file of the initiating organization;

7) electronic copy of a document is a document that fully reproduces the form and information (data) of a genuine document in electronic digital form;

8) normative reference information is the information (classifiers, directories, lists and others) based on normative documents and used to determine various characteristics of a document;

9) the owner of the registration certificate is an individual or legal entity in whose name the registration certificate is issued, legally owning the private key corresponding to the public key specified in the registration certificate;

10) electronic information resources is the information presented in electronic digital form and contained on an electronic medium, Internet resource and (or) in an information system;

11) protection of electronic information resources and information systems is a set of legal, organizational and technical measures aimed at preserving, preventing unauthorized access to electronic information resources, information

systems (also from unauthorized access to information) including illegal actions to obtain, copy, distribute, distort (and/or modify), destruct or block the information;

12) electronic document is a document in which information is presented in electronic digital form and certified by means of an electronic digital signature;

13) electronic document management is the exchange of electronic documents between state bodies, individuals and legal entities;

14) electronic document management system is an electronic document exchange system, the relations between the participants of which are regulated by the Law of the Republic of Kazakhstan dated January 7, 2003 "On Electronic Document and Electronic Digital Signature" and other regulatory legal acts of the Republic of Kazakhstan (hereinafter - EDMS);

15) EDMS participant is an individual or legal entity, a state body or an official participating in the processes of collecting, processing, storing, transferring, searching and distributing electronic documents;

16) hard copy of an electronic document is a document on paper obtained through extracting information (data details) from an electronic original, having fully reproducing information of a genuine electronic document, certified by an electronic digital signature created using the private key of an electronic digital signature, and all its details or part of them and certified by a person with authority to certify this document;

17) the original electronic document is a document certified (signed) by an electronic digital signature created using the private key of an electronic digital signature, initially generated in the format of an electronic document and not having a paper source original;

18) electronic registration control card is an electronic document with the document credentials fixing its details in the prescribed form;

19) format of an electronic document is the structure of the content of an electronic message on the basis of which an electronic document is formed;

20) means of electronic digital signature is a set of software and hardware used to create and verify the authenticity of an electronic digital signature.

## **Chapter 2. The procedure for documenting, preparing and processing documents**

### **Paragraph 1. Documentation procedure and paperwork requirements**

9. The language of work and office work in the Conservatory is Kazakh language, Russian language is officially used along with Kazakh, and in cases provided by the Law of the Republic of Kazakhstan dated July 11, 1997 "On Languages in the Republic of Kazakhstan", other languages may also be used.

10. Documents are drawn up on white A4 format blank paper sheets in (210 x 297 millimeters (hereinafter referred to as mm), A5 (148 x 210 mm) and have margins of at least:

1) left margin - 20 mm;

- 2) right margin - 10 mm;
- 3) top margin -10 mm;
- 4) bottom margin - 10 mm.

For double-sided printing, the back side of the document sheet:

- 1) left margin - 10 mm;
- 2) right margin - 20 mm;
- 3) top margin - 10 mm;
- 4) bottom margin - 10 mm.

11. Forms are used when drawing up a document. The details on the forms are arranged in a certain sequence in accordance with the layout of the details of the document in accordance with Appendix 1 to this Regulation.

12. The following forms of documents are used at the Conservatory:

- 1) the form of the letter of the Conservatory in the form in accordance with Appendix 2 to this Regulation;
- 2) the form of the order of the Conservatory in the form in accordance with Appendix 3 to this Regulation;
- 3) the general form of the Conservatory in the form in accordance with Appendix 4 to this Regulation.

The general form of the organization is used for preparing all types of documents.

13. Forms of documents are made in a typographical way using the means of operational printing.

14. Paper blanks of documents of state organizations with the image of the State Emblem of the Republic of Kazakhstan are subject to accounting, for this, in the lower left corner of each copy of the blank document, its number, series shall be affixed in a typographical way or by a numerator. Electronic forms are not subject to accounting.

15. Forms of documents of the Conservatory are used strictly for their intended purpose and are not transferred to other organizations or other persons without the appropriate permission of the Rector of the Conservatory.

16. The Document Support Department issues letterheads and a general forms to structural divisions, and the HR Department issues forms of orders that are registered in the relevant registration and forms issuance logs. The use of photocopies of these forms when creating documents is not allowed. Damaged forms are handed over to the office and the personnel department for cancellation.

17. Documents are drawn up using a stamp that reproduces the name of the organization, by affixing its imprint in the upper left corner or with the obligatory registration of the following details:

- 1) the official name of the Conservatory that issued the document or an imprint of a stamp reproducing the name of the Conservatory that issued the document by placing it in the upper left corner;
- 2) the name of the type of document, except for a letter;
- 3) date of the document;
- 4) registration number (index) of the document;



5) the name of the position of the person who signed the document, the signature and full length of the signature;

6) an imprint of the seal of the Conservatory.

18. Internal documents, with the exception of administrative documents shall be drawn up on white paper sheets using the logo of the Conservatory .

19. It is not allowed to issue a document in two or more languages on one form.

A document in the Kazakh language and an authentic document being created in Russian or another language are each printed on separate forms (separate sheets) and drawn up with the same details.

A document created in two or more languages is drawn up on separate forms (separate sheets) with common details.

Documents in different languages are assigned common outgoing details. Documents in different languages must be authentic to each other.

Sheets of documents (forms and annexes to them) are numbered through numbering at the top of the sheet in the middle.

## **Paragraph 2. The procedure for issuing the document details**

20. The State Emblem of the Republic of Kazakhstan is depicted on the letterhead of a document of a state organization in accordance with the legislation of the Republic of Kazakhstan on state symbols of the Republic of Kazakhstan.

21. The name of the organization includes the name in accordance with the constituent documents indicating the legal form. **Republican State Institution Kurmangazy Kazakh National Conservatory**

22. Reference information about the Conservatory indicates: 050000 Almaty, 86 Abylai Khan avenue, telephone 8 (727) 2617640, fax 8 (727) 2727219, e - mail: info@conservatoire.kz.

When drawing up a joint document developed by two or more equal organizations, the names of organizations shall be arranged in alphabetical order of the organization names.

A joint document on paper is subject to certification by the seals of organizations.

23. The name of the structural unit is indicated in cases where it is the author of the document and is located below the name of the organization.

24. The name of the type of document is printed in capital letters in bold.

25. The date of the document is the date of its signing (approval) or the event recorded in the document.

The date of the document is affixed by the official signing or approving the document. For electronic document management, date system stamping or manual stamping by an authorized person is allowed.

Service line notes on the document related to its processing and execution (familiarization) within the Conservatory shall be dated and signed.

The document is dated:

1) in legal acts, Minutes, banking, financial, accounting documents and documents affecting the rights and interests of individuals and legal entities, in a verbal and numeric way - the day of the month and the year shall be drawn up in Arabic numerals and the month - in words.

For example: ***May 06 of 2020 or May 06, 2020 ;***

2) in other documents - digitally the day of the month and the month by two in pairs of Arabic numerals separated by a dot, the year - in 4 Arabic numerals.

For example: ***"06.05.2020".***

26. The registration number (index) of the document consists of the index of the file according to the nomenclature of files of the Conservatory, the serial number of the document in the registration and control form (hereinafter referred to as the DCD).

The registration number (index) of a document compiled by two or more organizations consists of the registration number (index) of each of these organizations, separated by a slash in the order in which authors are indicated in the document.

Continuous numbering is allowed in the electronic document management system.

27. The reference to the registration number (index) and the date of the incoming document shall indicate the registration number and the date of the document to which the answer is given.

28. The place of compilation or publication of the document is indicated in accordance with the accepted administrative-territorial division and includes only generally accepted abbreviations.

The place of compilation or publication of the document is drawn up in accordance with the name of the location which is the place of the organization - the author of the document.

29. Documents shall be addressed to organizations, their structural subdivisions, officials or individuals.

The "Recipient" requisite shall be arranged in lowercase letters, in bold type. The name of the organization, its structural subdivision shall be written in the nominative case, position, surname of the person to whom the document is addressed - in the dative case.

For example: **RSI Kurmangazy Kazakh National Conservatory**  
**Department of Human Resources**  
or **Ministry of Education and Science**  
**of the Republic of Kazakhstan**  
**Administrative Office**  
**A.S. Akhmetova**

When addressing a document to the head of the organization, the organization name shall be shown together with the position of the addressee.

When addressing a document to an individual, the initials of the name and surname of the recipient, a postal address shall be indicated.

For example: **A. Kaliyev**  
**5 Sadovaya st., apt. 28**

050000 Almaty

When communicating within the Conservatory, the position shall be indicated in the dative case together with the initial of the name and surname of the official.

For example: **Manager  
Finance and Economic Unit  
RSI Kurmangazy Kazakh National  
Conservatory  
G.S. Kasymova**

If the document is addressed to several organizations they shall be indicated in a generalized way.

For example: **Rectors of higher educational institutions  
Almaty city**

**or Deans of the faculties of the Conservatory,  
Heads of Departments  
Faculty of Instrumental Performance**

No more than 4 addressees shall be shown in one document. With a larger number of recipients, a distribution list (register) for the document shall be compiled. The words "Original" and "Copy" in the requisite "Recipient" shall not be used.

When sending a document to non-permanent addressees, the addressee requisite includes a postal address which is drawn up by the originator. Elements of the postal address are indicated in sequence in accordance with the Law of the Republic of Kazakhstan dated April 9, 2016 "On Post Service".

For example: **The editorial office of the  
"Kazakhstanskaya Pravda" newspaper  
32 Kunayev st.,  
050000 Almaty**

30. The heading to the text of the document shall be typed bold from the border of the left margin of the document without word wrapping and contain no more than 35 characters per line. In a document with a header size of more than 5 lines, it is allowed to design the header in the middle of the document. There shall be no dot at the end of the heading.

The title to the text of the document shall be formulated in accordance with the name of the document type and its content.

The title to the text of the document shall be less than 10 lines and not drawn up on an A5 form.

The title to the text should be short, accurately convey the content of the document. It must be consistent with the name of the type of document and answer the questions: "what about?" ("whom about?"), "what?" ("who?").

31. For paper documents, the seal of the Conservatory certifies the authenticity of the official's signature on the document. The seal of the Conservatory shall be affixed after the name of the position of the person who signed the document, without capturing his personal signature.

32. The text of the document shall be drawn up in the form of a questionnaire, diagram, table, coherent text or a combination of these forms.

The diagram form is used when presenting digital or verbal information. The diagram should not be divided and go to another page.

The form of a diagram is used when presenting digital or verbal information about several objects according to a number of features.

Tables have two levels of text division: vertical - columns and horizontal - lines. The columns and rows of the table must have headings expressed by a noun in the nominative case. The subheadings of columns and lines must be consistent with the headings. If the table is printed on more than one page, the columns of the table must be numbered and only the numbers of these columns must be printed on the following pages.

A connected text usually consists of two parts. The first part indicates the reasons, goals, grounds for creating the document; in the second (final) - decisions, conclusions, requests, recommendations. In some cases, requests, suggestions are indicated in the first part, justifications and arguments are provided in the second. The text may contain one final part (for example, orders - an administrative part without a statement, letters - a request without explanation). The text of a document prepared on the basis of or in pursuance of a previously issued document shall indicate its details: the name of the document and the author organization, date, registration number, title to the text.

33. If the document contains paragraphs, then the paragraphs in the document are arranged in a logical sequence, considering the chronology of the stages of resolving the issue. Items that are close in content and significant in volume are combined into chapters, several chapters - into sections, sections - into parts. In large chapters, paragraphs are allocated, in sections - subsections.

Items can be subdivided into sub-items. Within paragraphs and subparagraphs there may be parts separated by paragraphs.

Items, paragraphs, chapters, subsections, sections and parts of documents are numbered with Arabic numerals with a dot as follows: 1., 2., 3. and so on.

The numbers of subparagraphs in paragraphs are indicated by Arabic numerals with brackets as follows: 1), 2), 3) and so on.

The numbering of paragraphs, chapters and sections is continuous, subparagraphs in a paragraph, paragraphs in a chapter, subsections in a section are independent.

It is not allowed to designate paragraphs with hyphens or other signs.

34. The text of the document is typed on a typewriter with one and a half line spacing or using computer equipment in size No. 14 of the Times New Roman font (Times New Roman) with one line spacing. In some cases as well as when designing tables, applications, notes about the artist, comments, it is allowed to change the font size and line spacing.



When drawing up a document on two or more sheets, the second and subsequent sheets are numbered. The numbers are put down in Arabic numerals in the middle of the top margin of the sheet without punctuation marks.

In the note about the presence of the appendix mentioned in the text of the document, the number of sheets, copies, and the language of execution are indicated.

For example: **Appendix: on 10 sheets, in 3 copies, in the state language.**

In the note about the presence of an appendix that is not mentioned in the text of the document, its name is additionally indicated as well as the date and registration number (index) if available. If there are two or more applications, they are numbered. For electronic document management specifying the number of copies is not required.

If the appendices to the document are bound, the number of copies is indicated.

For example:

**Appendix 1. Staffing on 4 sheets, in 3 copies, in the state language**

**Appendix 2. Cost estimate on 4 sheets, in 1 copy, in the state language.**

If another document with an appendix is attached to the document, the details of this document and the total number of sheets are indicated in the note about the appendices.

For example: **"Appendix: letter of the Ministry of Culture and Information of the Republic of Kazakhstan dated October 15, 2014 No. 3-5 / 151 and its annex, total on 7 sheets, in Kazakh language."**

If the appendix is not sent to all the addressees specified in the document, then the note about its presence indicates to whom the appendix is to be sent.

For example: **Appendix: on 2 sheets, in 1 copy, to the first address.**

35. The signature of a document on paper includes:

1) the name of the position of the person who signed the document, the official name of the structural unit or Conservatory (if the document is not issued on a letterhead);

2) personal signature and transcript of the signature (initial name and surname).

The document shall be signed with lightfast ink.

For example:

**Vice-Rector**

**on academic issues**

signature

**Zh. Kosherbaev**

**01.09.2025**

It is not allowed to sign the original document by affixing a facsimile.

The right to sign documents of the Conservatory is determined in accordance with the legislation of the Republic of Kazakhstan, the constituent documents of the Conservatory, the administrative documents of the Head of the Conservatory on the delegation of authority or powers of attorney to perform certain actions on behalf of the Conservatory.

An electronic document is certified by an electronic digital signature of a person who has the authority to sign this document.

The release of the document (letter) is subject to signing. It is not allowed to replace the issue of a document (letter) with a copy of the document. When a document is signed by two or more persons of equal positions, their signatures are arranged in alphabetical order of the official names of organizations or structural divisions.

When a document is signed by several officials, their signatures are placed one under the other in accordance with the descending hierarchy of positions.

The document drawn up by the commission does not indicate the names of the positions of the persons who signed the document, but their duties as members of the commission.

Documents of the collegiate bodies of the Conservatory (colleges, councils, maslikhats, boards) are signed by the chairman and secretary (the chairman and the person who made the recording). The minutes of the operational (operational) meetings of the Conservatory and its structural divisions are signed by the presiding person.

If there is no official whose signature is prepared on the draft document, then the document is subject to re-issuance to the person performing his duties.

For example:      **Acting Rector**                      **Signature**                      **N. Kuldанov**

It is not allowed to sign a document with the preposition "for" or putting a slash before the title of the position.

36. Approval of a draft document is formalized with a signature on the document (internal approval) or a stamp of approval (external approval or agreement with the consultative and advisory and public bodies of the Conservatory). For an electronic document approval occurs through an electronic digital signature.

In case of internal approval, the documents are endorsed by the originator (executor in charge), the head of the department, other interested officials, the Deputy Head of the Conservatory in accordance with the distribution of duties.

Visas are affixed to copies of paper documents remaining at the Conservatory on the front side below the signature. Draft administrative documents are endorsed on the first copy. It is allowed to endorse draft administrative documents on the reverse side of the last sheet.

The visa includes the signature of the approver, the date, the transcript of the signature (initial name, surname), the title of the position of the approver. Comments, dissenting opinions and additions to the draft document are drawn up on a separate sheet, about which a corresponding mark is put in the draft document.

The external approval of the document is formalized with the stamp of approval which is located in the lower left corner of the last sheet of the document and consists of the word "**AGREED WITH**", ("**AGREED BY**") as well as the name of the position of the person with whom the document is agreed (including the name of the organization), personal signature and its transcripts (initial name and surname), date of approval.

For example: **Agreed with**  
**Vice-Rector for**  
**Academic Work of the**  
**RSI Kurmangazy Kazakh National Conservatory**  
**of the Ministry of Culture and information**  
**of the Republic of Kazakhstan**  
\_\_\_\_\_**Zh. Kosherbaev**  
" \_\_\_\_ " \_\_\_\_\_**2025**

When a document is approved by two or more persons of equal positions, the approval stamps are put at the same level in alphabetical order of the official names of organizations. When a document is approved by several officials, the approval stamps are arranged in accordance with the descending hierarchy of positions.

If the reconciliation is provided by a letter, Minutes or other document, then the type of document in the instrumental case, the name of the organization in the genitive case, the date and number (index) of the document are indicated in the approval stamp.

For example: **Agreed by**  
**Decision of the**  
**Academic Board of the**  
**RSI Kurmangazy Kazakh National Conservatory**  
**of the Ministry of Culture and information**  
**of the Republic of Kazakhstan**  
" \_\_\_\_ " \_\_\_\_\_**2025 No. 01**

External approval of a document with several organizations is drawn up by an approval sheet in the form in accordance with Appendix 5 to this Regulation.

37. The stamp of approval of the document is put in the upper right corner of the first sheet of the document and is drawn up in lowercase letters.

When a document is approved by a specific official, the approval stamp consists of the following elements: the word "APPROVED", the title of the position, signature, full name and date of approval.

For example: **Approved by**  
**Rector of the**  
**RSI Kurmangazy Kazakh National Conservatory**  
**of the Ministry of Culture and information**  
**of the Republic of Kazakhstan**  
\_\_\_\_\_**G. Tasbergenova**  
" \_\_\_\_ " \_\_\_\_\_**2025**

When a document is approved by two or more persons of equal positions, the approval stamps are put at the same level in alphabetical order of the names of organizations.

When a document is approved by a resolution, decision, order, Minutes, the approval stamp consists of the word "APPROVED" ("APPROVED BY"), the type of the administrative document in the instrumental case, its date and number.

For example: **Approved by**

**Order of the Rector  
RSI Kurmangazy Kazakh National Conservatory  
of the Ministry of Culture and information  
of the Republic of Kazakhstan  
dated 01.12.2025 No. 35**

or

**Approved by  
Decision of the  
Academic Board  
RSI Kurmangazy Kazakh National Conservatory  
of the Ministry of Culture and information  
of the Republic of Kazakhstan  
"        "        2025 No. 03**

38. The resolution is on a separate form (chip) indicating the signature of the person who imposed the resolution, the incoming registration number (index), the date of receipt and a mark on the details of the document to which the resolution relates (author, outgoing number and date of the document), or at the top of the first sheet of the document in a free space without the text. The composition of the resolution includes the initial(s) of the name(s) and surname(s) of the originator (executors), the content of the order(s), the deadline for execution, the signature of the author of the resolution and the date.

**It is allowed to issue an Order resolution in the form of resolutions sent to other organizations and they shall be registered by the DCD.**

Documents that do not require additional indications of prescribed actions and have established deadlines for execution, shall contain the resolution indicating the executor, the signature of the author of the resolution, and the date.

In cases where an order is given to two or more persons, the main executor shall be the person indicated first in the order, unless otherwise provided in the resolution itself.

The main executor and co-executor may issue instructions in the form of a resolution to persons directly subordinate to them. In this case the resolution shall be drawn up on a document.

39. The control mark proving the execution of the document is indicated by the words or stamps "Baqylau", "Baqylauga alyndy" and is placed in the upper left part of the first sheet of the document outside the text field.

40. To certify that the copy of the document corresponds to the original, below the "Signature", the certification statement: "Copy is correct" (without quotes), the name of the position of the person who certified the copy, the personal signature, the transcript of the signature (initial name and surname) of the signatory, the seal of the Conservatory, the date when it was certified, shall be put.

41. A hard copy of an electronic document is certified with an indication that the source document is an electronic document and a positive result of the procedure for verifying the electronic digital signature of the person who certified the electronic document has been received. To certify a copy of an electronic document on paper and apply information about the result of checking an



electronic digital signature, a stamp (triangular shape) with the text "\* \* \* Electronic quzhattyn koshirmesi durys." (a positive result of the electronic digital signature verification procedure was obtained) and an indication of the fields for the number of sheets and the signature of the certifying person.

42. An electronic copy of the document is certified:

1) by the executor - in case of attaching additional paper documents when creating a draft electronic document;

2) by an employee of the documentation control department of a state body - when registering a document received only in hard copy.

The authority to certify a hard copy of an electronic document created by means of an EDMS is vested in the employees of the Document Control Department of the state body and the mail operator.

A hard copy of an electronic document contains:

1) the text of the document;

2) a mandatory mark "Copy of an electronic document" reflecting the results of the procedure for verifying the electronic digital signature of the person who certified the electronic document;

3) the name of the information system from which it was received;

4) the date of creation of the hard copy;

5) a stamp with the text "\* \* \* Electrondyq quzhattyn koshirmesi durys." (the positive result of the electronic digital signature verification procedure is obtained), the number of sheets and the signature of the witness.

43. The note about the executor of the document includes the abbreviated word "Executor", the initial of the name and surname of the executor of the document, his phone number, including internal, e-mail addresses (if any) and is on the front or back of the last sheet of the document in the lower left corner.

44. A note on the execution of the document and sending it to the file includes a reference to the number and date of the document indicating the execution (in the absence of such a document - brief information about the execution), the words "To the file", the number of the file in which the document will be stored.

A note on the execution of the document and its direction to the file is put on the bottom margin of the front side of the first sheet of the document, which is signed by the executor indicating the date of sending to the file.

45. The identifier of the electronic copy of the document on paper is a mark (footer) containing the name and version of the software with which the document was created, affixed on the front side of each sheet of the document.

46. A note on the receipt of the document at the Conservatory is put in the lower right corner of the front side of the first sheet of the document and contains the serial number of the incoming document and the date of receipt (if necessary - hours and minutes).

47. An electronic document consists of two parts: content and details.

The content of an electronic document consists of one or more files in the following formats:

1) PDF, PDF/A-1, TIFF, JPEG, JPG- graphic format;

- 2) RTF, DOCX - text format;
- 3) XLS, XLSX - tabular format;
- 4) PPT, PPTX - presentations;
- 5) RAR, ZIP - archived format.

The content of the draft acts of the President of the Republic of Kazakhstan in the EDMS is formed only in PDF format.

The content of the electronic document has the following details:

- 1) the official name of the Conservatory;
- 2) reference data about the Conservatory (legal address, telephone, fax, e-mail address of the Conservatory (if available));
- 3) name of the type of document;
- 4) reference to the registration number and date of the incoming document;
- 5) place of compilation or publication of the document;
- 6) addressee;
- 7) stamp of approval of the document (if any);
- 8) title to the text (if any);
- 9) the text of the document;
- 10) a note about the performer (surname and telephone number of the performer);
- 11) electronic digital signature.

The requisite part of the electronic document is formed by compiling an electronic registration control card (hereinafter - ERCC), which uses the following details:

- 1) name of the type of document;
- 2) registration number of the document;
- 3) index of the nomenclature of files;
- 4) the name and version of the software with which the document was created;
- 5) electronic digital signature;
- 6) the nature of the issue;
- 7) the number of sheets of the main document and annexes;
- 8) the name of the state body-addressee;
- 9) the name of the position of the addressee (if any);
- 10) surname of the addressee (if any);
- 11) the surname of the performer;
- 12) telephone number of the performer;
- 13) control mark;
- 14) a note on the execution of the document and sending it to the file;
- 15) a note on the presence or absence of the original paper document, a hard copy of the electronic document.

The use of additional details is determined depending on the type of document in accordance with this Regulation.

48. When exchanging electronic documents between organizations, the list of mandatory details and the procedure for using the electronic digital signature of an electronic document are defined by written forms of transactions in accordance

with the Civil Code of the Republic of Kazakhstan dated December 27, 1994, compliance with the norms of the Law of the Republic of Kazakhstan dated January 7, 2003 "On Electronic Document and electronic digital signature", This Regulation.

49. Electronic documents are transferred for storage in accordance with the state standard RK ST "Document Control. An electronic document file format for long-term storage. Part 1: Using PDF 1.4 (PDF/A-1)".

### **Paragraph 3. The procedure for preparing and issuing orders**

50. Orders draw up decisions of a legal nature as well as on operational, organizational, personnel (admission, relocation, combination, transfer, dismissal; attestation, advanced training, conferment of ranks; change of surname; encouragement, awards, imposition of disciplinary sanctions; remuneration, bonuses, various payments; all types of vacations of employees; duty on the profile of the main activity; business trips) and other issues of the Conservatory's activities in accordance with the forms in accordance with appendices 6-7 to this Regulation.

The details of the order are:

1) the image of the State Emblem of the Republic of Kazakhstan or the emblem, logo, trademark (service mark) subject to the requirements of paragraphs 16, 17 of This Regulation;

2) the official name of the Conservatory;

3) name of the type of document;

4) date of the order;

5) registration number of the order;

6) place of issue of the order;

7) title to the text;

8) text;

9) signature;

10) a note on the approval of the order;

11) an imprint of the seal of the Conservatory.

Draft orders are prepared and submitted by structural units on the basis of instructions from the head of the Conservatory, his deputy, or on their own initiative. Draft orders on personnel issues are prepared by the personnel management department in accordance with the labor legislation of the Republic of Kazakhstan.

Draft orders and annexes to them are endorsed by the executor and his immediate and supervising managers, as well as heads of structural divisions for whom the draft order provides for tasks and instructions whose competence is affected by the issues specified in the project.

Objections to the draft order that arise upon approval are set out in the certificate that is attached to the draft. If fundamental changes are made to the draft order during the approval process, then it is finalized and re-approved.

Draft orders, the execution of which requires financial support, are endorsed

by the chief accountant or a person replacing him.

Draft orders for core activities are endorsed by: the supervising vice-rector, the head of the relevant structural unit or persons replacing them, and, if necessary, the head of the legal department. Projects regarding the movement of the contingent of students (admissions, dismissals, transfer, re-admittance, academic leave, retraining); changes in the names of students and their personal data; the provision of discounts on tuition fees must be endorsed by the chief accountant and chief economist of the Conservatory.

Orders are issued in the state and Russian languages, having the same force.

Sheets of orders and annexes to them are numbered by continuous numbering at the top of each sheet in the middle.

Orders are numbered sequentially within the calendar year. Orders on the main activity, personnel of employees. Orders on the contingent of students are registered in the appropriate journals in the office of the registrar, and the department of postgraduate education. The letters "l / s" or "k" are added to the serial number of the order for personnel through a hyphen.

Copies of orders or their reproduced copies are certified with a seal indicating the date of certification and sent to the addressees in accordance with the distribution index, which is compiled and signed by the executor.

Before the text, the order must have a heading, which begins, as a rule, with the preposition "On" and reflects a summary of the order.

For example : ***“On approval...”***, ***“On carrying out...”***, ***“On establishment...”***.

The text of the order consists of two parts: ascertaining (preamble) and administrative.

The ascertaining part (preamble) briefly outlines the goals and objectives, facts and events that served as the basis for issuing the order. If the order is issued on the basis of another document, then the stating part indicates the name of this document in the genitive case, its author, date, number and heading. When referring to a normative legal act registered with the justice authorities, the number under which it is registered in the register of state registration of normative legal acts is additionally indicated.

The preamble in draft orders ends with the words **"IT IS ORDERED"**, which is written in capital letters, in bold type. It cannot be moved to another line.

The administrative part contains a list of prescribed actions with an indication of the performer of each action and the deadlines for execution. If necessary, the administrative part is divided into paragraphs, subparagraphs and paragraphs.

Actions of a homogeneous nature can be listed in one paragraph. Structural subdivisions or specific officials are indicated as executors. Information about the unit or official who is entrusted with control over the execution of the order is indicated in the last paragraph of the administrative part.

For example: ***I reserve control over the execution of the order or I entrust the control over the execution of paragraphs 3 and 4 of the order to the vice-rector for academic and social work B.T. Abdrashev***



Familiarization of employees with orders on personnel matters is certified by the signature, surname and initials of the employees, affixed below the requisite "document approval mark" or on the reverse side of the order.

If the order is supplemented by an application, then the text about the addition of the order by the application is entered. When referring to applications, the application numbers are indicated, assigned in the order in which applications are mentioned in the text of the act, except when there is one application to the order. The link to the application must match the name of the application itself. The requisite "mark on the presence of an attachment to the document" after the text of the order is not issued independently.

The use of free-form forms for issuing orders is not allowed.

The transfer of orders, their copies to employees of third-party organizations is allowed only with the permission of the rector.

If the order is drawn up on the letterhead of the Conservatory, the requisite "signature" does not indicate the full name of the position of the person signing the document.

The joint orders shall indicate the full title of the posts, the surname and initials of the jointly signing persons.

#### **Paragraph 4. The procedure for preparing and issuing an order**

51. Order - a non-normative legal act issued:

- 1) the Rector or a person replacing him in order to resolve operational issues;
- 2) vice-rectors in the areas of their activities;
- 3) the head of the service for planning and organizing the educational process - orders are issued within the framework of the educational process;
- 4) deans of faculties - within their powers.

As a rule, the order has a limited duration and concerns a narrow circle of organizations, officials and citizens. The order is equal in legal status to the order.

52. The procedure for drawing up and issuing orders is generally similar to the procedure for issuing orders for the main activities of the organization. The differences are as follows: the stating part ends with the word **"IT IS OFFERED"** or **"IT IS OBLIGATORY"** in bold capital letters and without the use of quotation marks. capital letters.

53. In some cases, the order may not contain a statement part, but begin with the words **"IT IS OFFERED"** or **"IT OS OBLIGATORY"** with a statement of administrative clauses and subparagraphs.

54. Orders are issued on the general form of the Conservatory.

55. Mandatory details of the order are:

- 1) an image of the State Emblem of the Republic of Kazakhstan or an emblem, logo, trademark (service mark);
- 2) the official name of the organization;
- 3) name of the type of document;
- 4) the date of the order;

- 5) registration number of the order;
- 6) place of issue of the order;
- 7) title to the text;
- 8) text;
- 9) signature;
- 10) visa approval;
- 11) an imprint of the seal of the organization.

## **Paragraph 5. Procedure for preparation and execution of the Minutes**

56. The Minutes is drawn up on the basis of the notes made during the meeting (sessions, meetings), submitted abstracts of reports and speeches, certificates, draft decisions and other materials in the form in accordance with Appendix 8 to this Regulation.

The Minutes drawn up within the Conservatory and not beyond its limits, shall not be drawn up on a form (letterhead).

The details of the Minutes are the following:

- 1) the official name of the Conservatory and (or) structural unit;
- 2) name of the type of document;
- 3) date;
- 4) registration number of the Minutes;
- 5) place of publication of the minutes;
- 6) stamp of approval (in some cases);
- 7) Minutes header;
- 8) text;
- 9) signature.

Protocols are drawn up in full or short form.

The text of the full Minutes consists of two parts: introductory and main.

In the introductory part, after the heading of the minutes, the following shall be indicated: the initials of the names and surnames of the chairman (chairing member) and the secretary of the meeting, the list of those present (if the number of those present exceeds 10 people, the list of those present shall be drawn up in an annex to the minutes).

In the minutes of the meeting of the consultative and advisory body, the members present are listed personally by last name in alphabetical order. After them, the names of those invited with their position and the name of the organization, shall be recorded.

The introductory part ends with the agenda (list of issues under consideration), listed in order of their importance, indicating the speaker (the initial of his name, surname, position) for each item on the agenda. Each question is printed from a paragraph, numbered with an Arabic numeral and its name begins with the preposition "On". If the agenda is drawn up as an annex to the minutes, the entry "The agenda is attached" shall be made in the minutes before the text.

The main part of the Minutes consists of sections corresponding to the agenda items. Each section consists of three parts: **"LISTENED"**, **"SPEAKED"**, **"DECIDED"**, which are printed from the left margin in capital letters.

The adopted decision is printed in full, if necessary, the results of the vote shall be provided too.

The content of the dissenting opinion expressed during the discussion is recorded in the text of the Minutes after the relevant resolution (decision).

In the **"LISTENED"** section, the initials of the name and surname of the speaker are given, the main content of the reports and speeches is placed in the text of the Minutes or attached to it, in the latter case, a footnote "The text of the speech is attached" is drawn up in the text.

The section **"LISTENED"** contains the text of the speech. At the beginning of the text, from a new line in the nominative case, the initial of the name and surname of the speaker are indicated. The record of the speech is separated from the name by a dash. The speech is written in the third person singular. If the recording of the speech or the text of the report is made in the form of an annex to the Minutes, after the surname "Record of the speech is attached", "The text of the report is attached" is indicated.

In the **"SPEAKED"** section, the initials of the names, surnames, the content of the speeches, speaking in the order in which they were made at the meeting, are indicated.

Questions to the speaker, speakers and their answers are recorded as they are received and recorded in the same sequence, while the words "Question", "Answer" are not written, but the initial of the name and surname of the person from whom the question or answer was received.

The **"DECIDED"** section reflects the decision made on the issue under discussion. The operative part uses indefinite verbs.

The text of the brief Minutes consists of two parts: introductory and main. The agenda is not indicated in the introductory part.

The main part of the short Minutes includes the names of the issues under consideration and the decisions taken on them.

The name of the question is numbered and begins with the preposition "On", is aligned in the center of the line and underlined with one line below the last line. Below the line are the names of the officials who spoke during the discussion of this issue. Then the decision made on the issue is indicated.

The title of the Minutes includes an indication of the type of collegial activity and the name of the collegial body in the genitive case (for example: a meeting of employees, a meeting of the council).

The Minutes is signed by the chairman and the secretary (the chairman and the person who made the recording). The date of the minutes is the date of the meeting. If it lasted several days, then the dates of the beginning and end of the meeting are indicated through a dash.

Minutes are assigned sequential numbers within the clerical year separately for each group of minutes - minutes of meetings, meetings of boards, minutes of technical, scientific and expert councils, and others. Minutes of joint meetings have

composite numbers, including serial numbers of minutes of organizations participating in the meeting.

Copies of the Minutes or adopted decisions in the form of extracts from the Minutes are sent to interested organizations and officials in accordance with the distribution index. The distribution index, which is approved by the head of the structural unit, is compiled and signed by the responsible executor of the unit that prepared the consideration of the issue. Copies of Minutes and extracts from them are certified by the seal of the Conservatory.

## **Paragraph 6. The procedure for the preparation and execution of the Act**

57. The content of the Act is information confirming the established facts or events (delivery and acceptance of work; acceptance and transfer of material assets, documents; inspection of facilities for fire safety, working conditions; testing (commissioning) of samples, systems, technologies; allocation to destruction of material assets, documents; violation of established Regulation (requirements); investigation of accidents, accidents; liquidation of the organization; completed work; refusal; inspection; reconciliation; provision of services, etc.). The Act is drawn up by several persons confirming this fact.

The Act is drawn up on a form in the form in accordance with Appendix 9 to this Regulation. An Act drawn up within the Conservatory and not going beyond it shall not be drawn up on a letterhead (form).

The details of the Act are the following:

- 1) the image of the State Emblem of the Republic of Kazakhstan, taking into account the requirements of paragraphs 1 6 , 1 7 of this Regulation;
- 2) the official name of the Conservatory;
- 3) name of the type of document;
- 4) date;
- 5) registration number (index) of the Act;
- 6) the place of signing the Act;
- 7) stamp of approval (in some cases);
- 8) title of the Act;
- 9) text;
- 10) signature.

The text of the Act consists of an introduction and a statement.

The introduction indicates the basis for drawing up the Act, lists the compilers and persons present at the same time.

The ascertaining part of the Act contains the essence of the established facts, the methods by which the verification was carried out, its results as well as the conclusions, proposals, conclusions of the commission. If necessary, the text of the ascertaining part of the Act is divided into paragraphs.



At the end of the ascertaining part, the number of copies of the Act and the location of each copy are indicated, after which a note is made about the presence of annexes to the Act (if any).

At the end of the ascertaining part, a note is made on the number of copies of the act and the location of each copy, after that - a note on the presence of annexes to the Act (if any).

The Act is signed by the chairman and members of the commission or the person (s) who drew up the Act. Surnames, initials of the persons signing the Act are drawn up in alphabetical order by last name, their positions are not indicated, according to Appendix 9

Familiarization of persons with the Act is carried out against signature. A person who disagrees with the content of the Act signs it with a reservation and the reasons for his disagreement. A dissenting opinion of a member of the commission is drawn up on a separate sheet and attached to the Act.

### **Paragraph 7. Procedure for preparing and issuing a reference certificate**

58. The content of the reference certificate is information that describes facts, events or information. Certificates sent outside the Conservatory are drawn up on a common form. An internal certificate shall be drawn up on white sheets of paper without using any letterhead (form).

Certificate is issued according to the forms in accordance with appendices 10, 11 to this Regulation.

Reference certificate details are the following:

1) the image of the State Emblem of the Republic of Kazakhstan, taking into account the requirements of paragraphs 16, 17 of this Regulation;

2) the official name of the Conservatory;

3) name of the type of document;

4) date;

5) registration number (index) of the certificate;

6) place of publication;

7) addressee;

8) title to the text;

9) text;

10) signature;

11) mark of approval (if necessary);

12) seal;

13) note about the executor.

The texts of certificates issued to citizens confirming the place of work, position, salary and other information begin with the indication in the nominative case of the surname, name, patronymic (if any) of the person about whom the information is reported. At the end of the text or in the upper right corner, the organization where the certificate is submitted is indicated.

The text of such a certificate does not use the phrases **“this certificate”** , **“really resideds (studies, works)”** .

If the certificate is signed by the executor, then the requisite "mark about the executor" is not indicated.

### **Paragraph 8. Procedure for preparing and executing a letter**

59. Letters from the Conservatory are drawn up on the form of a letter in the form in accordance with Appendix 12 to this Regulation and contains the following details:

1) an image of the State Emblem of the Republic of Kazakhstan or an emblem, logo, trademark (service mark) subject to the requirements of paragraphs 16, 17 of this Regulation;

2) the official name of the organization;

3) date;

4) outgoing registration number (index) of the letter;

5) reference to the registration number and date of the incoming document (if it is a response document);

6) addressee;

7) title to the text;

8) text;

9) a note about the presence of the application;

10) signature;

11) mark of approval (if necessary);

12) mark about the performer.

The content of the letters may be:

1) answers on the fulfillment of instructions from higher organizations;

2) responses to requests from various organizations and individuals;

3) initiative letters;

4) cover letters to various documents.

In addition, the contents of the letters are: requests, notifications, agreements, claims (complaints), tasks, messages, reminders, answers, requests, reviews, suggestions (offer), comments, notices, invitations, confirmations and others.

Service letters signed by the heads of two or more organizations are drawn up on a sheet of A4 paper. At the same time, data on the name of the organizations that signed the letter are included in the title of the position in the requisite "signature".

Marks on the approval of the letter are affixed on the release of the letter (on the copies remaining in the organizations). Copies of such letters must also be signed by the head of the Conservatory.

The text of the letter has one or two semantic parts. A one-part letter is a request without explanation, a reminder without a preamble, a message without reason.

If the text of the letter consists of stating and concluding parts, the first part sets out the reason, basis or justification for compiling the letter, provides links to the documents that are the basis for preparing the letter, and the second contains conclusions, suggestions, requests, decisions.

Reverse constructions of the text (conclusion - statement) are possible in rejection letters.

The following forms of presentation are used in letters:

- 1) from the first person plural (for example: “please provide”, “we send you”);
- 2) from the first person singular (for example: “please send”, “I consider it necessary”);
- 3) from the third person singular (for example: "the Ministry is not against").

### **Paragraph 9. Procedure for the preparation and execution of a memorandum**

60. Memorandum is a document addressed to the head of a superior organization, head of a structural unit or organization and stating any issue with the conclusions and proposals of the compiler.

Usually, a memorandum informs the management about the events that have taken place, facts, phenomena, the current situation, requiring a decision.

61. Depending on the content and purpose, memos are divided into informational and reporting. Depending on the addressee, memos are internal (act within the organization) and external (sent to higher or other organizations).

62. Internal notes are printed on a sheet of A4 or A5 paper. Signed by their author. External notes are drawn up on the general letterhead of the organization in A4 format, signed by the head of the organization.

63. The date of the document is the date of its signing.

64. The memorandum can be drawn up both at the initiative of the author, and at the direction of the management. The purpose of the initiative memorandum is to encourage the leader to make a decision. Informative progress reports should be presented to management on a continuous basis.

65. The text of the memorandum is divided into two parts. The first is a statement of the facts that served as the reason for its compilation, the second is the conclusions, opinions of the compiler (organization or official).

66. Mandatory details of the memorandum are:

- 1) image of the State Emblem of the Republic of Kazakhstan - for an external memorandum, Appendix 13;
- 2) official name of the organization, logo - for an internal memorandum;
- 3) name of the type of document (MEMO);
- 4) date and registration number;
- 5) addressee;
- 6) title to the text;
- 7) text
- 8) signature.

### **Paragraph 10. The procedure for preparing and issuing a memo**

67. Memo is a form of internal correspondence. It is sent by structural divisions or officials to any addressee within the organization, except for direct managers appendix 14.

68. Memos may be informational, proactive or reporting in nature. The text sets out business issues related to the structural unit or official. A memo may contain a request, suggestions and be addressed to any indirect manager including a top manager.

69. The Memo is signed by the head of the structural unit.

70. The text component of a Memo usually consists of two parts. In the first part, the facts that gave rise to its writing are stated, in the second, conclusions are drawn and proposals are made on the issue being posed.

71. Mandatory details of a Memo are the following: name of the structural unit, name of the type of document, registration number, date, addressee, title to the text, text, signature.

### **Chapter 3**

#### **Paragraph 1. Procedure for processing incoming documents**

72. Documents received by the Conservatory undergo primary processing, preliminary review, registration, review by the management and are delivered to the performers.

73. Reception, primary processing of documents and preliminary consideration are carried out centrally by the DCD.

74. Primary processing of incoming documents consists in checking the correctness of delivery to the destination, the integrity of the packaging and attachments, fixing the fact of receipt of documents by the Conservatory and preparing them for transfer to the destination.

If a document is found to be incomplete or damaged, appropriate marks are made on the bottom margin of its last sheet and in the registration log and an act of any form is drawn up in triplicate. One copy is sent to the sender, the second remains in the DCD, the third is transferred to the executor of the document.

Envelopes are not destroyed in cases where the sender's address, the dates of sending and receiving the document, as well as upon receipt of personal documents are determined only by them.

Envelopes marked "Confidential" without opening are handed over to their destination.

Mistakenly delivered mail is returned to the post office.

75. During preliminary consideration of documents, they are sorted into registered and unregistered. The list of non-registrable documents is developed on the basis of an approximate list of documents not subject to registration in the DCD, in accordance with Appendix 15 to this Regulation, and is approved by the Rector of the Conservatory.

On the received documents (registered and unregistered) a registration stamp indicating the date of receipt is affixed.

Unregistered documents are transferred to the relevant structural divisions of the Conservatory.

76. Registered documents after their registration in the DCD are submitted to the management of the Conservatory for consideration for a decision.

If it is necessary to immediately execute the received document, it is allowed to familiarize the performer with its content before considering the document by the management of the Conservatory.

77. Appeals from individuals and legal entities are accounted for centrally and registered in journals on the day they are received by the Conservatory separately from general documents in the manner established by the state body, which, within its competence, carries out statistical activities in the field of legal statistics and special records.

78. During the preliminary review, the received documents are divided into those requiring mandatory review by the management of the Conservatory and those not requiring it. Documents that do not require mandatory consideration by the rector are sent directly to structural units or responsible executors.

79. Preliminary consideration of documents is carried out on the basis of an assessment of their content, authorship, complexity and novelty of the questions raised on the basis of the distribution of duties established in the Conservatory.

80. Documents received from the Administration of the President of the Republic of Kazakhstan, the Parliament of the Republic of Kazakhstan, the Office of the Prime Minister of the Republic of Kazakhstan, central and local government bodies, a higher organization, appeals from individuals and legal entities are subject to mandatory consideration by management.

81. Documents reviewed by the leadership of the Conservatory are returned to the DCD, where the contents of the resolutions are entered in the journal, and the documents are handed over to the performers against signature.

The document, the execution of which is entrusted to several structural divisions, is transmitted to them simultaneously in copies with a corresponding mark in the DCD. The original is handed over to the performer named first in the resolution.

Received telegrams are accepted against receipt with the date and time of receipt, are registered, and then transferred to management for consideration and execution.

The text of the received telephone message is recorded (printed) by the recipient, registered and promptly transmitted to the head to whom it is addressed.

When receiving a telephone message, the following details are drawn up: text, sender, name of the type of document, date, number, job title, initial of the name and surname of the person who signed the document. In addition, the positions and names of the persons who transmitted and received the telephone message, hours and minutes of reception and transmission are indicated.

82. When resolving issues without compiling additional documents, the contractor makes notes on the document and in the journal about the dates of receipt (if there is a time interval between the receipt of the document and its



delivery to the contractor), dates of intermediate execution (request for information, telephone conversations, etc.), date and results final execution.

83. Upon receipt of an electronic document by the DOD, a procedure for verifying the authenticity of an electronic digital signature is carried out using the public key of the electronic digital signature and cryptographic information protection tools that implement the process of generating and verifying an electronic digital signature (electronic digital signature means), as well as those that have passed the compliance confirmation procedure in the manner established by the legislation of the Republic of Kazakhstan in the field of technical regulation.

4. If a discrepancy between the electronic digital signature is detected after the procedure for verifying the electronic digital signature using the means of the electronic digital signature (hereinafter referred to as the negative result of the verification of the authenticity of the electronic digital signature), the electronic document is considered not received, about which the recipient of the electronic document sends a notification-receipt, which is an electronic document marked "not accepted", signed by an employee of the DCD, indicating the reason for not receiving the document.

Upon receipt of confirmation (establishment) of the authenticity of an electronic digital signature using the means of electronic digital signature after the procedure for verifying an electronic digital signature (hereinafter referred to as a positive result of verification of authenticity, electronic digital signature), the electronic document is subject to primary processing.

85. Primary processing of an electronic document includes checking:

- 1) the validity of the registration certificates of the electronic digital signature and the public key of the electronic digital signature, with the use of which the electronic document was certified;
- 2) all details of the electronic document;
- 3) authority of the status of all persons, with the use of whose electronic digital signature the electronic document is certified.

86. Registration of an electronic document of the DCD is carried out when establishing the ownership of the electronic document by the sender and the integrity of the content by carrying out the procedure for verifying the electronic digital signature and obtaining a positive result of verifying the electronic digital signature of the rector of the Conservatory of an official of a state body (organization) used to certify electronic documents published by him in within the limits of his authority.

87. Registered documents after their registration in logs and ERCC are submitted for consideration to the management of the Conservatory for a decision.

If it is necessary to immediately execute the received document, it is allowed to familiarize the performer with its content before considering the document by the management of the Conservatory.

88. Upon receipt of an incoming document sent only on paper, the EDMS participant reproduces in electronic digital form (scans) the received document and

all its attachments into one electronic file of the same format (an electronic document certified by an electronic digital signature).

89. Receipt and registration of an electronic document is confirmed in the EDMS by sending the sender a notification-receipt - an electronic document containing data on the actual delivery and the following marks (hereinafter referred to as the notification-receipt):

- 1) data on the sender of the notice-receipt;
- 2) date, time of receipt of the electronic document;
- 3) the date of registration and the registration number assigned in the EDS of the recipient of the electronic document;
- 4) electronic digital signature of an employee of the DCD of the state body (organization) - the recipient (after registration of the electronic document);
- 5) data on the responsible executor of the state body (organization)-recipient.

The state body (organization) - the recipient ensures the relevance and reliability of data on the responsible executor of the electronic document.

90. An electronic document is considered not delivered to the recipient if the sender has not received a notification-receipt of receipt of the electronic document.

91. If the notification-receipt is not received by the sender within one business day after sending the electronic document, the sender notifies the recipient of the absence of confirmation of receipt of the electronic document using other means of communication.

Upon receipt of a paper document that has already been registered in the format of an electronic document and is being processed, the DCD marks the receipt of the document on the paper document. In the previously created electronic registration card of this document, a mark is made on the presence of a paper document.

92. The documents reviewed by the management of the Conservatory are returned to the DCD, where the contents of the resolutions are entered in the journals and ERCC, and the documents are transferred to the performers.

The document, the execution of which is entrusted to several structural divisions, is transmitted to them simultaneously in copies with a corresponding mark in the journal and ERCC. The original is handed over to the performer named first in the resolution.

Transfer of electronic documents to executors is carried out by means of EDMS.

Received telegrams are accepted against receipt with the date and time of receipt, are registered, and then transferred to management for consideration and execution.

The text of the received telephone message is recorded (printed) by the recipient, registered and promptly transmitted to the head to whom it is addressed.

When receiving a telephone message, the following details are drawn up: text, sender, name of the type of document, date, number, job title, initial of the name and surname of the person who signed the document. In addition, indicate the positions and names of the persons who transmitted and received the telephone message, hours and minutes of reception and transmission.

93. When resolving issues without compiling additional documents, the contractor makes notes on the document and the journal and ERCC: on the date of receipt (if there is a time interval between the receipt of the document and its delivery to the contractor); dates of interim execution (request for information, telephone conversations, etc.); date and results of final execution. All marks on the document are placed in places free from text.

## **Paragraph 2. Procedure for processing outgoing documents**

94. Outgoing documents are processed by the DCD.

The procedure **for preparing outgoing documents** includes work on drafting a document, agreeing, signing, replicating.

95. Before submitting a document for signature, the executor must check its content, correctness of execution, availability of necessary visas and applications. The document is submitted for signature along with the materials on the basis of which it was prepared.

96. A heading is printed for each document in the upper left part before the text.

97. In documents drawn up on two or more sheets, the second and subsequent sheets are numbered in Arabic numerals in the middle of the top margin of the sheet without punctuation marks.

98. The text of the document is printed with one line spacing. Times is used for official documents New Roman 14, left margin - at least 20 mm, right margin 10 mm, top and bottom margins - 10 mm.

99. The documents coming from the Conservatory must have a note indicating the name of the employee who prepared the document, his phone number. This requisite is placed on the front, and in the absence of space there, on the reverse side of the last sheet of the document in the lower left corner after the requisites "Signature", "Document Approval".

100. Documents signed by the **Rector of the Conservatory or a person replacing him**, addressed to higher and other organizations, are registered with the DCD and delivered to the addressees by the clerk through the post office.

101. The originals of the executed paper documents, together with the release of the document, are transferred to those structural units that were the main executors and produce the formation of the relevant cases in accordance with the nomenclature of files.

102. Signed documents are registered and sent to the addressee (addressees) on the day of their signing (approval) or no later than the next business day, telegrams and telefaxes - immediately.

103. The EDMS allows automatic assignment of the registration number and date of the document when signing an electronic document with an EDS.

104. Before sending an electronic document, the correctness of its execution (the presence of mandatory details of the electronic document) is checked,

including the procedure for checking the electronic digital signature, checking the positive result of the electronic digital signature and registration certificates.

sending Conservatory is responsible for the conformity of the content of the electronic document with the original of the paper document.

105. If a document sent to another organization must be returned, then in the upper right corner of the first sheet of the document on paper, on a field free from text, a stamp is affixed or a return note is made, the same note is made in the journal and ERCC.

106. The clerk, before sending correspondence, checks the correctness of its execution, the presence and completeness of the attachments indicated in the main document. Incorrectly executed documents are returned to the performers.

The letters are converted by the clerk of the DCD, the packaging of parcels is done at the post office.

### **Paragraph 3. Procedure for passing internal documents**

107. The passage of internal documents at the stages of their preparation and execution corresponds to the passage of outgoing documents, at the execution stage - of incoming documents.

108. The transfer of internal documents between structural divisions is carried out by officials responsible for documentary support of management in structural divisions. Documents are transferred with a corresponding mark in the journal.

Documents created in the process of correspondence between executive bodies and their subordinate organizations, as well as between executive bodies financed from the local budget, are not included in internal documents.

### **Paragraph 4. Procedure for registration of documents**

109. Documents requiring registration, execution and use for information and reference purposes are subject to registration.

110. Registration of incoming and outgoing documents is carried out centrally by the DCD.

111. The movement of documents in the Conservatory from the moment they are created or received until the completion of execution, sending, forming the file and putting it in the archive of the Conservatory forms a document flow.

112. The document flow intensity is determined by the total number of incoming, outgoing and internal documents per month, quarter, year. The unit of accounting for the number of documents is the document itself, excluding copies.

113. Registration of internal documents is carried out in a decentralized manner.

Documents submitted for consideration by the rector of the Conservatory, administrative documents, appeals of individuals and legal entities, correspondence signed by the rector, vice-rectors are registered in the DCD.

Documents transmitted or received via communication channels are registered with the DCD.

114. Registration and acceptance of original paper documents, paper copies of an electronic document received from participants in the EDMS are carried out only if the relevant electronic documents are available.

115. Documents are registered at the Conservatory once: incoming - on the day of receipt, outgoing and internal - on the day of signing (approval).

Documents that are not completed by paperwork, or require a long period of execution, are not subject to re-registration.

When transferring a document for execution (familiarization) from one department to another, a new registration number is not assigned. On the bottom side of the last sheet of the document or on its reverse side, as well as in the journal, the date (if necessary, the time) of the transfer is entered.

116. Registration of incoming response documents (initiative documents) is carried out in the logs of incoming documents:

- 1) register of incoming documents from higher organizations;
- 2) register of incoming documents from the organization.

Registration of outgoing documents (initiative and response) is carried out in the journals of outgoing documents:

- 3) journal of registration of outgoing documents to higher organizations;
- 4) journal of registration of outgoing documents in the organization.

117. The Conservatory uses a journal system for registering documents according to the form in accordance with Appendix 16 to this Regulation.

118. The following composition of information about a document subject to mandatory registration is established:

- 1) name of the organization (author or correspondent);
- 2) name of the type of document;
- 3) date and registration number (index) of the received document;
- 4) title to the text (summary of the document);
- 5) resolution (executor, content of the order, author, date);
- 6) deadline for execution of the document;
- 7) the signature of the contractor on receipt of the document;
- 8) a note on the execution of the document and sending it to the file.

The composition of mandatory information, depending on the nature of the document and the tasks of using the information, if necessary, is supplemented with other information (availability of attachments, number of sheets, movement of the document within the Conservatory, postponement of deadlines).

119. The outgoing number of the document being sent is the digital number (index), the file number in which the document must be filed, the serial number of the letter registration in the journal.

For example:



**The file number has a digital index 01-17, the file (Correspondence with the Ministry of Education and Science of the Republic of Kazakhstan), the serial number of the letter registration in the journal is 127 and the date of registration: No. 01-17 / 127 of 20.03.2020.**

120. Information about documents obtained during their registration enters the information retrieval system, which includes file cabinets and classification reference books.

121. DCD make up the following file cabinets:

- 1) by correspondents;
- 2) by types of documents;
- 3) by authors of documents;
- 4) control;
- 5) codification;
- 6) at the request of individuals and legal entities;
- 7) others, depending on the tasks of information retrieval.

122. EDMS participants use a single reference information. Regulation and change of normative and reference information relating to organizational and administrative documentation is carried out by the authorized body.

123. The fields of the database record of an automated information retrieval system must fully comply with the parameters of the subsequent operational search for documents and control over the execution of documents.

### **Paragraph 5. Procedure for using an electronic digital signature**

124. EDMS participants ensure the authenticity and integrity of electronic documents by:

1) integration (interfacing) into the EDMS of cryptographic information protection tools that implement the process of generating and verifying an electronic digital signature (electronic digital signature means), as well as those that have passed the conformity assessment procedure in the manner established by the legislation of the Republic of Kazakhstan in the field of technical regulation;

2) compliance with the differentiation of access rights to electronic documents.

125. SED participants should:

1) to keep secret official information that became known to them in the process of working with means of cryptographic information protection;

2) keep secret the content of closed (secret) keys of electronic digital signature means (means of cryptographic information protection);

3) ensure the safety of key information carriers and other documents on electronic digital signature keys issued with these information carriers;

4) to synchronize time on personal computers with the reference time;

5) not to operate programs (including viruses) on personal computers that disrupt the functioning of electronic digital signature facilities, in accordance with the requirements for the use of cryptographic information protection facilities.

126. For registration of electronic documents in the EDS of state bodies, only those closed (secret) keys of the electronic digital signature are used, which correspond to the public keys of the electronic digital signature that have valid registration certificates issued by the CC SA.

127. The procedure for applying an electronic digital signature in the EDMS is as follows:

1) the formation of an electronic digital signature for signing an electronic document is carried out using:

one or more electronic digital signatures of officials of state bodies when certifying electronic documents issued by them within their powers;

one electronic digital signature of an employee of the Document Control Department;

2) formation of an electronic digital signature of officials of a state body when certifying electronic documents issued by them within their powers:

an official of a state body, when certifying electronic documents issued by him within his authority, certifies (signs) the text of the document (attached files) before its registration using an electronic digital signature, which ensures the authenticity and integrity of the text of the document;

the formation of an electronic digital signature of an official of a state body when certifying electronic documents issued by him within their powers (the first electronic digital signature) is carried out using cryptographic information protection tools that implement the process of generating and verifying an electronic digital signature (electronic digital signature means), a key carrier information of means of cryptographic protection of information and a registration certificate obtained from the CC SA;

3) the use of an electronic digital signature of an DCD employee for sending an electronic document between state bodies:

An electronic digital signature of an DCD employee certifies (signs) an electronic registration card (a unique identifier assigned from the EDMS, the date of the document, the author of the document and an electronic document certified by an electronic digital signature of an official of a state body).

The formation of an electronic digital signature of an employee of the Document Control Department is carried out using cryptographic information protection tools that implement the processes of generating and verifying an electronic digital signature (electronic digital signature means), a key carrier and a registration certificate received at the CC SA.

## **Paragraph 6. Ensuring information security of the EDMS**

128. Information security of hardware, software, telecommunications support of the EDMS is regulated by the relevant regulatory legal acts of the Republic of Kazakhstan in the field of information security.

The functioning of the EDS, the unified transport environment of state bodies, the CC SA, the list of participants in the EDS, their duties, responsibilities

are determined and carried out with the fulfillment of information security requirements in accordance with contracts for joint work to ensure information security between the customer organization, state bodies and operating organizations (organizations-executors).

129. Cryptographic information protection tools that implement the process of generating and verifying an electronic digital signature are used in strict accordance with their operational documentation and Regulation of use.

130. Documents containing information constituting state secrets are not subject to acceptance, processing, storage and transmission through the EDMS.

## **Paragraph 7. The procedure for monitoring the execution of documents**

131. Control over the execution of documents includes putting the document under control, regulating the progress of execution, removing the executed document from control, sending the executed document to the file, recording, summarizing and analyzing the progress and results of the execution of documents, informing the management about the status of the execution of documents. Information on the execution of documents subject to control and appeals of individuals and legal entities are filled in in accordance with Annexes 17 and 18 to this Regulation.

Document execution control includes the following steps:

- 1) setting documents for control;
- 2) checking the timeliness of bringing documents to the executors;
- 3) preliminary check and regulation of the progress of execution;
- 4) removal of the document from control;
- 5) sending the executed document to the file;
- 6) accounting, generalization and analysis of the results of control over the execution of documents;
- 7) informing the management about the progress and results of the execution of documents.

132. All registered documents requiring execution are subject to control, including those of previous years, which, for various reasons, were not executed and their execution was postponed to the current year. In these cases, re-registration of documents is not carried out, and the journals indicate the newly established deadlines.

133. Acts and instructions of the President of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, taking into account the established deadlines for execution, are put under the following types of control:

- 1) urgent - with notes: "very urgent" - within three working days, "urgent", "speed up" - up to ten working days;
- 2) short-term - from ten working days to one month;
- 3) medium-term - from one to six months;
- 4) long-term - over six months.

The deadlines for the execution of instructions, established in the acts and instructions of the President of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan, are calculated in working days from the date of their receipt by the organization.

In cases where the instructions do not specify the deadlines, they are executed within a month with the introduction of information to the President of the Republic of Kazakhstan, the Administration of the President of the Republic of Kazakhstan.

134. Acts and instructions of the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan or his deputies and the Head of the Office of the Prime Minister of the Republic of Kazakhstan are subject to the following types of control:

1) urgent control marked "very urgent" - within one working day from the date of receipt of the order, "urgent", "speed up" - no later than three working days, unless otherwise established by the relevant order;

2) short-term control, no later than five working days before the deadline for execution, unless otherwise established by the relevant order;

3) mid-term control, no later than ten working days before the deadline for execution, unless otherwise established by the relevant order;

4) long-term control, no later than twenty working days before the deadline for execution, unless otherwise established by the relevant order.

The deadlines for the execution of instructions established in the acts and instructions of the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan or his deputies and the Head of the Office of the Prime Minister of the Republic of Kazakhstan are calculated in working days from the date of their receipt by the organization.

In cases where the instructions do not specify deadlines, they are executed within a month with the introduction of information to the Government of the Republic of Kazakhstan, the Prime Minister of the Republic of Kazakhstan or his deputies and the Head of the Office of the Prime Minister of the Republic of Kazakhstan.

Control orders of the President of the Republic of Kazakhstan and the Head of the Administration of the President of the Republic of Kazakhstan with resolutions to them of the Prime Minister of the Republic of Kazakhstan, his deputies and the Head of the Office of the Prime Minister of the Republic of Kazakhstan are executed by organizations no later than 20 days from the date of the order, unless other deadlines are specified in the orders. The organization - co-executor sends its information to the responsible organization - the contractor no later than five days before the expiration of the established period.

1 35. Deadlines for the execution of Minutes instructions contained in the minutes of meetings of the Government of the Republic of Kazakhstan and meetings with the Head of State, the leadership of the Government of the Republic of Kazakhstan and the Head of the Office of the Prime Minister of the Republic of Kazakhstan are calculated from the date of the meeting (meeting). If at the meeting (conference) a deadline for the execution of a specific instruction was named, then

the relevant organizations, to which the instruction was given and whose representatives were present at the meeting (conference), proceed to execute the instructions immediately after the session (conference), without waiting receipt of the minutes of the meeting (meeting).

136. Control over the execution of documents on the merits of the issue is assigned to the **heads of structural units or officials**.

Control over the timing of the execution of documents, the timing of consideration of applications from individuals and legal entities is carried out by the DCD.

137. When organizing control over execution, registration logs and control forms are used.

With insignificant volumes of controlled documents, control is carried out by making the necessary marks in the registration logs.

138. The document is removed from control by the official who put it under control, or on his behalf - DCD.

139. When changing the heads of DCD and structural divisions, documents and files, as well as magazines for them, are transferred to the newly appointed head or responsible official according to the act of acceptance and transfer.

#### **Paragraph 8. The procedure for accounting and storing seals, stamps and forms**

140. Accounting, use, storage and destruction of printed materials, seals, stamps subject to protection, and means of protecting documents are carried out by officials appointed by orders (instructions) of the heads of conservatories.

141. The Conservatory has one seal depicting the State Emblem of the Republic of Kazakhstan.

142. Accounting for printed and blank products with the image of the State Emblem of the Republic of Kazakhstan is kept in the register and issuance of printed and blank products subject to protection, in the form in accordance with Appendix 19 to this Regulation.

The journal of accounting and issuance of printed and blank products subject to protection is entered for each type of printed and blank product subject to protection. Forms of chips with the image of the State Emblem of the Republic of Kazakhstan are not subject to special accounting.

1 43. Issuance of forms subject to protection is made against receipt in the relevant registration forms provided for by departmental instructions of organizations.

144. When making copies of documents drawn up on forms with the image of the State Emblem of the Republic of Kazakhstan and intended for distribution, the number of the copy and the seal of the Conservatory are affixed.

145. Reproduction and copying by means of operational printing of blank forms subject to protection are not allowed.



146. Accounting for seals, stamps subject to protection, and special stamp ink with chemical additives that have individual properties to protect against forgery, as well as their issuance are kept in the journal of registration and issuance of seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink in the form in accordance with Appendix 20 to this Regulation.

147. The headings of the registers are included in the nomenclature of the organization's files.

Sheets of logs are numbered, stitched and sealed.

148. The transfer to another official of unused printed and paper products, seals, stamps to be protected, as well as means of protecting documents and registration accounting forms for them is drawn up by an act of acceptance and transfer of printed and paper products, seals, stamps to be protected, means of protecting documents and registration accounting forms to them in the form in accordance with Appendix 21 to this Regulation.

149. Printed and blank products, seals, stamps subject to protection, and means of protecting documents are stored in sealed safes or metal cabinets.

150. Destruction of damaged printed matter subject to protection is carried out with the drawing up of an act on the allocation for destruction of damaged copies of printed matter subject to protection, in the form in accordance with Appendix 22 to this Regulation, and putting down the appropriate marks in the registers and issuing printed blank products subject to protection.

151. The destruction of seals and stamps subject to protection is carried out with the drawing up of an act on the allocation for destruction of seals and stamps subject to protection, in the form in accordance with Appendix 23, 24 to this Regulation, and putting down the appropriate marks in the register and issuing seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and a special stamp ink.

152. When reorganizing or liquidating an organization, making a decision to deregister a branch (representative office), the destruction of unused printed and paper products, seals, stamps subject to protection, as well as means of protecting documents, is carried out with the preparation of acts, according to the forms in accordance with appendices 23, 24 to this Regulation, approved by the head of the organization or the chairman of the liquidation commission, and putting marks in the relevant registers and issuance.

Destruction or further storage of magazines and other registration forms is carried out in accordance with the legislation of the Republic of Kazakhstan in agreement with the Central State Archive of the Republic of Kazakhstan Ministry of Culture and Sports.

153. Checking the availability of copies of printed matter, seals, stamps subject to protection, and means of protecting documents is carried out at least once a year by a commission created by order (decree) of the rector of the Conservatory. Marks on the results of checks are put down in the registers of accounting and issuance in accordance with appendices 21, 22 to this Regulation.

154. In case of loss of the seal (stamp) with the image of the State Emblem of the Republic of Kazakhstan, all necessary measures are taken to search, in case of a negative result of the search, an act of loss of any form is drawn up, approved by the rector of the Conservatory.

**Paragraph 9. The procedure for compiling the nomenclature of files, the formation and storage of files**

155. The nomenclature of files is intended for grouping executed documents into files, systematizing and accounting for files, determining their storage periods and is the basis for compiling inventories of files of permanent and temporary (over 10 years) storage as well as recording files of temporary (up to 10 years inclusive) storage.

156. The nomenclature of files includes all documents created at the Conservatory and received by the Conservatory. Electronic documents and databases are included in the nomenclature of files on a general basis.

157. In the nomenclature of files, the form of the document is fixed - electronic with an indication of the information carrier or paper.

158. When compiling the nomenclature of files, be guided by the constituent documents, regulations on structural divisions, job descriptions of employees, standard, industry (departmental) lists of documents indicating the storage periods, typical (approximate) nomenclature of files, structure (staffing), plans and reports on work, the types, composition and content of documents formed in the activities of the Conservatory are studied.

159. The nomenclature of files in the form in accordance with Appendix 25 to this Regulation is compiled (no later than December 10 of the calendar year) by the DCD on the basis of the nomenclature of files of structural divisions submitted by the relevant divisions.

160. The newly created division within a month develops the nomenclature of affairs of the division and submits it to the DCD.

161. The nomenclature of the affairs of the Conservatory is signed by the head of the DCD, agreed with the expert commission of the Conservatory (hereinafter - EC), the expert verification commission of the RSI "Central State Archive" of the Ministry of Culture and Information of the Republic of Kazakhstan (hereinafter - CSA), to which the documents are transferred for permanent storage, and approved (no later than the end of the current year) by the rector of the Conservatory. The nomenclature of files is agreed with the state archival institution at least once every 5 years, if there were no conceptual changes in the functions and structure of the Conservatory.

162. The nomenclature of files is printed in the required number of copies. One copy of the approved nomenclature of files is stored in the state archive, with which it was coordinated.

163. The nomenclature of files at the end of each year is specified, approved by the rector of the Conservatory and put into effect on January 1 of the next year.

164. The names of sections of the nomenclature of files are the names of structural units which are located in accordance with the approved structure of the Conservatory (staffing). The first section of the nomenclature of files includes headings of files containing administrative documentation and documents of advisory and advisory bodies headed by management.

165. The terms of storage of the electronic registration control card correspond to the terms of storage of electronic documents. Electronic registration control cards are stored together with electronic documents, corresponding registration certificates of electronic digital signatures, notification receipts for the delivery of these electronic documents.

166. The terms of storage of electronic documents and the obligation to issue paper originals of documents are established by the list of standard documents generated in the activities of public and non-public organizations, indicating the terms of storage, approved by the authorized body.

Electronic documents are stored in the format (with regard to attached files) in which they were generated, sent or received, with simultaneous storage of the generated electronic digital signatures under the corresponding electronic documents.

167. The Conservatory develops a list of documents generated in their activities, only in electronic form indicating the terms of their storage, agreed with the authorized body, and reflect the types of documents in the nomenclature of files.

168. The storage of electronic documents is accompanied by the storage of relevant electronic databases, used public keys of electronic digital signatures (registration certificates of electronic digital signatures) and programs that implement the processes of generating and verifying electronic digital signatures of electronic documents.

169. For public keys of electronic digital signatures, state bodies and the CA SC store duly executed documents (registration certificates) confirming that these keys belong to a specific EDMS participant.

For each public key, information about the beginning and end of its validity period is stored. At the same time, access to arrays of public keys that are in operational (departmental) archival storage is limited.

Safety, proper use of information carriers with closed (secret) keys of electronic digital signature (hereinafter referred to as the key carrier), as well as the use of closed (secret) keys of electronic digital signatures and their protection from unauthorized access are assigned to the owners of registration certificates.

170. When storing electronic documents, the binding (synchronization) of electronic documents and the corresponding public keys of electronic digital signatures is ensured.

171. EDMS participants provide protection against unauthorized access, inadvertent destruction and (or) distortion of credentials contained in databases, and also ensure the creation of backup copies of electronic documents.

Protection of information (electronic information resources) in information systems, including in archives of electronic documents, cryptographic information

protection tools that implement the process of generating and verifying an electronic digital signature (electronic digital signature tools, cryptographic keys), is carried out jointly with the organization operating the EDMS, EDMS participants in the manner prescribed by the regulatory legal acts of the authorized body in the field of information security.

172. State bodies ensure the delivery of electronic documents with a volume of no more than 95 MB, the number of attachments of which does not exceed 80 files.

#### **Paragraph 10. The order of registration of the nomenclature of files**

173. The nomenclature of files includes headings of files reflecting all documented areas of the work of the Conservatory, including personal files, files inventories, DCD, control and reference, thematic card indexes as well as databases.

Printed publications are not included in the nomenclature of files.

174. In column 1 of the nomenclature of files, the indices of each files included in the nomenclature are affixed. The files index consists of the numerical designation of the structural unit and the serial number of the title of the file according to the nomenclature of files within the structural unit. Index elements are separated from each other by a hyphen.

For example: 10-05, where 10 is the designation of the structural unit;

05 - serial number of the heading of the file according to the nomenclature

In the nomenclature of files, it is recommended to maintain the order of the location of homogeneous files within different structural units; for passing files, the index is preserved.

175. Column 2 of the nomenclature of files includes the headings of files (volumes, parts).

Header requirements:

1) the heading of the file must clearly, in a generalized form, reflect the main content and composition of the documents of the file;

2) it is not allowed to use non-specific wordings in the heading of the file (“various materials”, “general correspondence”, “outgoing correspondence”, “incoming documents”), as well as introductory words and complex phrases;

3) the title of the file consists of elements arranged in the following sequence:

name of the type of file (correspondence, log) or type of documents (minutes, orders);

name of the organization or structural unit (the author of the document),

the name of the organization to which the documents will be addressed or from which the documents will be received (addressee or correspondent of the document);

a summary of the file documents;

the name of the locality (territory) with which the content of the file documents is related;

the date (period) to which the documents of the file relate;

4) in the headings of files containing documents on one issue, but not related by the sequence of execution, the term “documents” is used as the type of file.

The term "documents" is also used in the headings of files containing documents - annexes to any document, and are drawn up as follows: "Minutes of the meeting of the Board of Directors of the company and documents to them" or "Documents to the minutes of the meeting of the Company’s Board of Directors";

5) in the headings of files containing correspondence, it is indicated with whom and on what issue it is being conducted (in the case of correspondence with homogeneous correspondents, their common specific name is indicated in the headings);

6) in the headings of files containing correspondence with more than three heterogeneous correspondents, their names are not listed;

7) when designating administrative-territorial units in the headings of files, the following is taken into account:

if the content of the file concerns several homogeneous administrative-territorial units, their specific names are not indicated in the heading of the file, but their common specific name is indicated;

if the content of the file concerns one administrative-territorial unit (settlement), its (his) name is indicated in the heading of the file;

8) in the headings of files containing planning or reporting documentation, the period (quarter, year) for (for) which plans (reports) are drawn up is indicated;

9) the headings of judicial, investigative, personal, personal, arbitration files, as well as files containing documents related to the sequence of office work on one issue, begin with the word "File";

10) if the file will consist of several volumes or parts, then a general heading of the file is drawn up, and then the headings of each volume or part are drawn up, clarifying the content of the heading of the file.

176. Headings of files within the sections of the nomenclature are arranged in accordance with the degree of importance of the documents that make up the files and their relationship.

Headings of files containing normative legal documentation are placed first. At the same time, the headings of files containing resolutions and orders of higher organizations are placed before the headings of files with orders of the organization. Next are the headings of files containing other legal acts, as well as planning and reporting documents.

Draft administrative documents, documents on their preparation, changes to plans, grounds for orders are placed in the nomenclature of files after the corresponding main documents.

The headings of files filed according to geographical and correspondent characteristics are entered into the nomenclature of files in alphabetical order by geographical names and correspondents.

Headings of files are specified in the process of formation and execution of files. If during the year there are new documented areas of work, not foreseen cases, they are additionally included in the nomenclature.



177. Column 3 is filled in after the end of the calendar year.

178. Column 4 indicates the storage periods for the file with reference to the numbers of paragraphs (articles) of a standard or departmental (industry) list of documents indicating the periods for their storage, in their absence - to a typical (exemplary) nomenclature of files.

179. Column 5 of the DCD indicates the names of the list of documents, the typical (exemplary) nomenclature of files used in determining the storage periods for files and notes are made on transfer files, especially valuable documents and files, transfer of files to another structural unit or organization for their continuation, to the archive of the Conservatory, the availability of electronic copies of documents, the form and place of storage of their media.

180. At the end of the year, reconciliation (clarification) of the nomenclature headings with the actual composition of the file documents and their content is carried out. At the end of the nomenclature of files, a final entry is made on the number of files, their sizes or parts.

Information about the number of filed volumes or parts is reported to the archives of the Conservatory.

### **Paragraph 11. The procedure for the formation of files**

181. The executed documents are formed by the executor into files in accordance with the nomenclature of files. The formation of files outside the nomenclature of files is not allowed.

182. Control over the formation of files is carried out by the DCD.

183. When forming files, the following requirements are observed:

1) only executed, correctly executed documents are placed in the file, corresponding in their content to the heading of the file according to the nomenclature of files;

2) all documents relating to the resolution of one issue are placed together in the file.

Annexes to documents, regardless of the date of their approval or compilation, are attached to the documents to which they relate.

**Applications with a volume of more than 180 sheets constitute a separate volume which is noted in the document.**

3) versions of the document in Kazakh, Russian and other languages are jointly grouped;

4) documents of one calendar year are grouped into files, with the exception of passing cases, judicial files, personal files that are formed during the entire period of work of this person in the organization, documents of elected bodies and their permanent commissions, deputy groups that are grouped during the period of their convocation, documents of educational institutions that are formed during the academic year, documents of theaters characterizing the stage activities for the theatrical season, files histories;

5) documents of permanent and temporary storage periods are grouped separately into files;

6) telegrams, photocopies of fax messages, telephone messages are placed in files on a general basis in accordance with the nomenclature of files;

7) documents subject to return, drafts and extra copies are not placed in the file;

8) in terms of volume, the file of the permanent storage period should not exceed 180 sheets;

9) if there are several volumes (parts) in the file, the number (index) and title of the file are put on each volume with the addition of the numbering of volumes (parts), in the last volume (part) the word “last” (“last”) is added.

184. Documents within the file are arranged from top to bottom in accordance with the sequence of resolving the issue (chronological order on the issues being resolved) or an initiative document is placed at the beginning of the file, then a document with a final decision on the issue, then documents covering the progress of resolving the issue.

185. All documents of a reporting and informational nature on the execution of acts and instructions of higher organizations, in which the Conservatory was the main executor, are formed into separate files according to the activities of the organization. In other cases, these documents are filed in the correspondence file for the current year.

186. Administrative documents are grouped into files by type and chronology with related appendices. Instructions, Regulation, regulations, charters, approved by administrative documents, are annexes to them and are grouped together with the specified documents. If they are approved as an independent document, then they are grouped into separate files.

187. Orders (instructions) for the main activity, orders (instructions) for personnel, administrative and economic activities are formed into separate files.

188. The Minutes in the files are arranged in chronological order by numbers along with the documents to them.

189. Correspondence is grouped for the clerical year and systematized in chronological order, while the response document is placed behind the request document. When resuming correspondence on a specific issue that began in the previous year, the documents are included in the file of the current year, indicating the index of the files of the previous year.

190. Documents in personal files are arranged in chronological order in accordance with their receipt.

191. Personal accounts for wages are formed in separate files and are located in them in alphabetical order of the names of employees.

192. Employment contracts are formed as part of the personal files of employees.

193. Lists of individuals and documents confirming the transfer of mandatory pension contributions, mandatory professional pension contributions to the unified accumulative pension fund are formed in one file.

Lists of individuals and documents confirming the transfer of social contributions are formed in one file.

Lists of individuals and documents confirming the transfer of contributions for compulsory social health insurance are formed in one file.

194. Plans, reports, estimates, limits and staffing tables are formed in the relevant files of the year for which or for which they are drawn up, regardless of the date of their compilation, approval or receipt.

1 95. Appeals from individuals and legal entities are formed into files on issues, areas of activity of the Conservatory or administrative-territorial units. With small volumes of appeals, it is allowed to form files by the names of the authors of the appeals in alphabetical order.

196. Electronic documents and databases are formed into files (folders) in accordance with the nomenclature of files of the Conservatory, separately from documents on paper, on a dedicated storage medium. Electronic databases are formed into separate files, the name of the file corresponds to the name of the database.

## **Paragraph 12. Files processing procedure**

197. The files of the Conservatory are subject to registration at their establishment and at the end of the year in order to prepare the file for storage. Registration of the file includes a set of works on the description of the file on the cover, brochure, numbering of sheets and drawing up a certification inscription. Registration of files is carried out by the person responsible for record keeping of the structural unit, with methodological assistance and under the control of the DCD.

198. Depending on the terms of storage, full or partial registration of files is carried out. Cases of permanent, temporary (over 10 years) storage and personnel are subject to full registration. Full registration of the file involves the design of the details of the cover of the file, the numbering of the sheets in the file, the compilation of the witness sheet of the file, in the form in accordance with Appendix 2 6 to this Regulation, the preparation of an internal inventory of the file documents, in the form in accordance with Appendix 2 7 to this Regulation, filing or binding the file, making the necessary clarifications in the details of the cover of the file.

199. On the cover of the file of permanent, temporary (over 10 years) storage and by personnel, the following details are indicated:

- 1) the name of the organization, the name of the structural unit;
- 2) the name of the locality where the Conservatory is located, the number (index) of the file;
- 3) the title of the file, the date of the file (volumes, parts), the number of sheets in the file, the period of storage of the file;
- 4) archival cipher of the file.

200. Details affixed on the cover of the file of permanent, temporary (over 10 years) storage are drawn up as follows:

1) the name of the organization in accordance with the constituent documents is indicated in full in the nominative case

For example:

**Republican State Institution Kurmangazy Kazakh National  
Conservatory**

**Ministry of Culture and Information of the Republic of Kazakhstan;**

2) the name of the structural unit is recorded in accordance with the approved structure, the file number - the digital designation (index) of the file is affixed according to the nomenclature of files of the Conservatory;

3) the title of the file is transferred from the nomenclature of files, the date of the file - the year(s) of the establishment and completion of the file in office work

is indicated. The date of files containing administrative documentation as well as consisting of several volumes (parts), are the last dates of the file documents, respectively, the date (day, month, year) of registration (compilation) of the earliest and latest documents included in the file. The date of the annex to the file, formed in a separate volume, is the date of registration of the main document, the annex to which is placed in this volume. In this case, the date and year are indicated by Arabic numerals, the name of the month is written in full in words.

201. In order to ensure the safety and fix the order of arrangement of the documents included in the file, all its sheets, including resolutions drawn up on a separate sheet (chips), except for the witness sheet and the internal inventory, are numbered. The sheets are numbered in black, soft, graphite pencil, the numbers are put down in the upper right corner of the sheet.

202. The order of numbering the sheets of the file:

1) a sheet larger than A4, bound at one edge, is numbered as one sheet in the upper right corner;

2) documents with their own numbering of sheets, including printed publications, may be numbered in a general order or retain their own numbering if it corresponds to the order of the sheets in the file;

3) sheets of files consisting of several volumes or parts, are numbered for each volume or part separately;

4) photographs, drawings, diagrams and other illustrative and specific documents, representing an independent sheet in the file, are numbered on the reverse side in the upper left corner;

5) envelopes with attachments filed into the file are numbered - first the envelope, and then each attachment in the envelope with the next number;

6) attachments to the file received in a binder, are drawn up as an independent volume and numbered separately;

7) in files where a large number of errors are found in the numbering of the sheets of the file, they are renumbered (when the sheets are renumbered, the old numbers are crossed out and a new sheet number is placed next to it);

8) in the presence of individual errors in the numbering of sheets, the use of letter numbers of sheets is allowed.

203. After the numbering of the sheets is completed, a certification inscription is drawn up, which is signed by its compiler, indicating the decoding of the signature, position and date of compilation.

All subsequent changes in the composition and status of the file (damage, seizure of documents) are noted in the certification sheet with reference to the relevant act.

The number of sheets in the file is indicated on the cover of the file in accordance with the final inscription.

204. The requisite "file storage period" is transferred to the cover of the file from the corresponding nomenclature of files after checking it with the storage period indicated in the lists of documents, indicating the storage periods.

205. On file of permanent storage it is written - "Keep permanently."



206. The archival cipher of the file (consists of the fund number, the inventory number and the file number according to the inventory) on the covers of the files of permanent storage is affixed in the archive only after these files are included in the sections of the summary inventories approved by the EPC (before that, it is affixed in pencil).

207. At the end of the year, clarifications are made in the inscriptions on the covers of files of permanent and temporary (over 10 years) storage - if the title of the files on the cover does not correspond to the content of the filed documents, changes and additions are made to the title of the file.

208. To account for documents of certain categories of permanent and temporary periods (over 10 years) of storage, the accounting of which is caused by the specifics of this documentation (especially valuable documents, personal files, orders, Minutes, and others), an internal inventory of documents is compiled.

An internal inventory of file documents is also compiled for files of permanent and temporary (over 10 years) storage, if they are formed according to the types of documents, the headings of which do not reveal the specific content of the documents.

209. The documents constituting the file shall be filed with at least 4 holes in a hard cardboard cover or bound, taking into account the possible free reading of the text of all documents. The first and last punctures are made at a distance of one centimeter from the upper (lower) border of the sheet. When preparing files for filing (binding), metal fasteners (pins, paper clips, etc.) are removed from documents.

210. Cases of temporary (up to 10 years inclusive) storage may be stored in folders, do not reorganize documents in the file, do not number the sheets of the file, do not draw up certification notes.

211. When functioning in an EDMS organization, the filing of documents on paper is carried out when checking with automatically generated file descriptions in the EDMS.

### **Paragraph 13. Procedure for the operational storage of documents**

212. After completing the paperwork, the documents are stored in the files at the place of their formation for one year before being transferred to the archive of the Conservatory.

213. After completion of office work, documents on paper are stored in files at the place of their formation for one year before being transferred to the archive of the Conservatory, electronic documents - in the EDS.

214. The service of the preschool educational institution, the heads of the structural divisions of the Conservatory ensure the safety of documents and files. Cases are stored in cabinets and safes in offices or rooms specially designated for this purpose.

215. Files are arranged in accordance with the approved nomenclature of files of the Conservatory, their indexes are indicated on the spines of the covers.

216. Issuance of files for temporary use to organizations is carried out on the basis of a written request and only with the permission of the rector of the Conservatory. Issuance of files to other divisions of the Conservatory is carried out with the permission of the head of the structural division, and within the structural division - against receipt.

A substitute file card is issued for the issued file. It indicates the structural unit, index of the file, the date of its issue, to whom the file was issued, the date of its return, columns are provided for receipts for receipt and acceptance of the file.

217. Withdrawal of documents from files is carried out in accordance with the legislation of the Republic of Kazakhstan, while copies of the seized documents and an act (Minutes) on the seizure of the originals are enclosed in the file.

218. In case of loss of documents and files, an internal investigation is carried out, the results of which raise the question of the responsibility of the person responsible for their loss.

#### **Paragraph 14. The procedure for transferring files to the archive of the organization**

219. The transfer of files from structural divisions to the archive of the Conservatory is carried out according to the inventories of files compiled on the basis of the results of an examination of the value of documents and files completed in office work. Documents of temporary (up to 10 years inclusive) storage are transferred to the archive of the Conservatory according to the nomenclature of files.

220. Inventories of files are compiled separately for files of permanent, temporary (over 10 years) storage and for personnel in the form in accordance with Appendix 2 8 to this Regulation.

221. The columns of the inventory of files are filled in in strict accordance with the information that is placed on the covers of the files. When entering into the inventory of files in a row, files with the same headings, the title of the first file shall be written in full, all other homogeneous files are indicated by the word "same", while other information about them is entered in the inventory in full. On a new sheet of inventory, the heading of homogeneous files is reproduced in full.

222. Each file (volume, part of the file) is entered into the inventory under an independent serial number.

223. The column of the inventory "Note" is used to make notes about the features of the physical state of the file, the transfer of the file to another structural unit (another organization).

224. The inventory of files is compiled in two copies, one of which is transferred together with the files to the archive of the Conservatory, and the second remains as a control in the structural unit.

225. The correctness of the formation and preparation of files for transfer to the archive of the Conservatory is checked by the employee responsible for the

archive Conservatory. The existing violations are eliminated by the structural subdivision of the Conservatory.

226. The reception of each file is carried out by the employee responsible for the archive of the Conservatory, in the presence of an employee of the structural unit. At the same time, on both copies of the inventory against each file included in it, a note is made about the presence of the file. At the end of each copy of the inventory, the number of actually accepted files, the date of acceptance and transfer of files as well as the signatures of the employee responsible for the archive and the person who transferred the files are indicated in numbers and in words.

227. Together with the file, registration files for documents and (or) software, databases containing information on the registration and execution of transferred documents are transferred to the archive of the Conservatory. The title of each file cabinet or database is included in the inventory.

228. In the event of the liquidation of a structural unit, branch (representative office), the person responsible for maintaining the office work of this structural unit, branch (representative office), during the period of liquidation measures, forms all available documents into files, draws up files and transfers them to the archive of the Conservatory, regardless of storage periods.

The transfer of files is carried out according to the descriptions of files and the nomenclature of files.

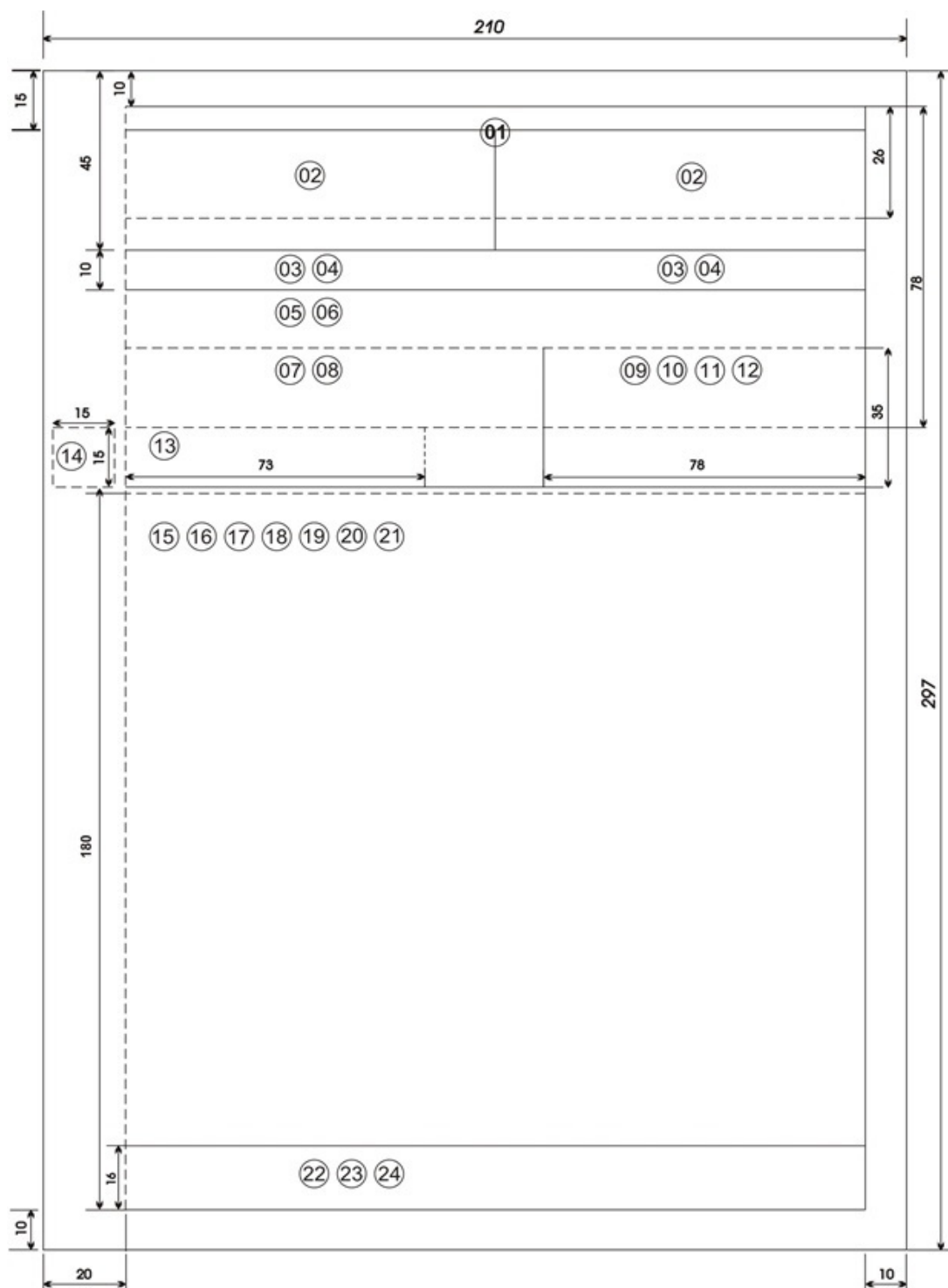
## **Section 15. Confidentiality**

This Regulation are an internal document of the Conservatory and are not subject to presentation to other parties, except for experts of certification bodies during the certification audit, with the permission of the rector of the Conservatory.

**Agreed by  
Decision of the  
Academic Board of the  
RSI Kurmangazy Kazakh National Conservatory  
of the Ministry of Culture and Sports  
of the Republic of Kazakhstan  
" \_\_\_\_ " \_\_\_\_\_ 2019 No. \_\_\_\_**

Appendix 1  
to the Regulation for Documentation, Document  
Control in the Republican State Institution  
Kurmangazy Kazakh National Conservatory

### **Details layout**



A4 format (210X297)

**Note:**

- 1 - image of the State Emblem of the Republic of Kazakhstan or an emblem, logo, trademark (service mark)
- 2 - official name of the organization
- 3 - reference data about the organization
- 4 - name of the document type
- 5 - document date
- 6 - registration number (index) of the document

- 7 - link to the registration number (index) and date of the incoming document
- 8 - place of compilation or publication of the document
- 9 - document access restriction bar
- 10 - addressee
- 11 - document approval stamp
- 12 - resolution
- 13 - title to the text of the document
- 14 - control mark
- 15 - document text
- 16 - a mark on the presence of an attachment to the document
- 17 - signature
- 18 - document approval mark
- 19 - seal imprint
- 20 - a mark on the certification of a copy of the document
- 21 - note about the executor of the document
- 22 - mark on the execution of the document and sending it to the case
- 23 - identifier of the electronic copy of the document
- 24 - a mark on the receipt of the document by the organization

Appendix 2  
to the Regulation for Documentation, Document  
Control in the Republican State Institution  
Kurmangazy Kazakh National Conservatory  
Form



ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ  
ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ

«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ  
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ  
МЕМЛЕКЕТТІК МЕКЕМЕСІ

050000, Алматы қаласы, Абылай хан даңғылы, 86  
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19  
e-mail: info@conservatoire.kz



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ  
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ  
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»

МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА  
РЕСПУБЛИКИ КАЗАХСТАН

050000, город Алматы, проспект Абылай хана, 86  
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19  
e-mail: info@conservatoire.kz

№ \_\_\_\_\_



A 005120

A4 format (210X297)

Appendix 3  
to the Regulation for Documentation, Document  
Control in the Republican state institution  
Kurmangazy Kazakh National Conservatory

Form

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ  
ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ  
«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ  
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ  
МЕМЛЕКЕТТІК МЕКЕМЕСІ



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ  
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ  
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»

МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА  
РЕСПУБЛИКИ КАЗАХСТАН

**БҰЙРЫҚ**

**ПРИКАЗ**

Алматы қаласы

№ \_\_\_\_\_  
город Алматы

A 004773

A4 format (210X297)

Appendix 4  
to the Regulation for Documentation, Document  
Control in the Republican state institution  
Kurmangazy Kazakh National Conservatory

Form

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ  
ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ  
«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ  
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ  
МЕМЛЕКЕТТІК МЕКЕМЕСІ



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ  
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ  
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»

МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА  
РЕСПУБЛИКИ КАЗАХСТАН

Алматы қаласы

№ \_\_\_\_\_

город Алматы



001065

A4 format (210X297)

Appendix 5  
to the Regulation for Documentation, Document  
Control in the Republican state institution  
Kurmangazy Kazakh National Conservatory

Form

## ЛИСТ СОГЛАСОВАНИЯ

Наименование вида проекта документа, заголовок к тексту

Согласован

Наименование должности  
с указанием наименования  
организации

\_\_\_\_\_ Расшифровка

(личная подпись) подписи

Дата

Согласован


Наименование должности  
с указанием наименования  
организации

\_\_\_\_\_ Расшифровка

(личная подпись) подписи

Дата

A4 format (210X297)

<p>ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ «ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ МЕМЛЕКЕТТІК МЕКЕМЕСІ</p>		<p>РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ» МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА РЕСПУБЛИКИ КАЗАХСТАН</p>
<p><b>БҰЙРЫҚ</b></p> <p><i>09 шілде 2018г.</i></p> <p>Алматы қаласы</p>		<p><b>ПРИКАЗ</b></p> <p>№ <u>95-п</u></p> <p>город Алматы</p>
<p><b>Об утверждении комиссии по исчислению стажа работы по специальности</b></p>		
<p>В связи с кадровыми изменениями, согласно Постановления Правительства РК № 1193 от 31 декабря 2015 года «О системе оплаты труда гражданских служащих, работников организаций, содержащихся за счет средств государственного бюджета, работников казенных предприятий», дающее право на увеличение должностного оклада</p>		
<p><b>ПРИКАЗЫВАЮ:</b></p>		
<p>Утвердить комиссию по исчислению стажа работы по специальности в следующем составе:</p>		
<p><b>Председатель комиссии</b> проректор по учебно-методической работе - Әбдірахман Г.Б.</p>		
<p><b>Члены комиссии:</b></p>		
<p>1) Руководитель отдела по работе с персоналом - Сыдыкова А.С.;</p>		
<p>2) Руководитель финансово-экономического отдела - Ермакова Н.;</p>		
<p>3) Руководитель юридического отдела - Тлегенова О.К.;</p>		
<p>4) Руководитель документационного обеспечения - Заровчатская И.А.;</p>		
<p>5) Инспектор отдела по работе с персоналом - Сулеева Ш.Р.</p>		
<p><b>Секретарь комиссии:</b> инспектор отдела по работе с персоналом - Алмаганбетова М.М.</p>		
<p>Основание: служебная записка проректора по учебно-методической работе Әбдірахман Г.Б. от 25 октября 2018 года.</p>		
<p><b>Ректор</b></p>	<p><b>подпись</b></p>	<p><b>А. Жудебаев</b></p>
<p>A 004771</p>		



Согласовано:

Проректор по учебно-методической работе \_\_\_\_\_ Г. Әбдірахман

Главный бухгалтер \_\_\_\_\_ Г. Касымова

Руководитель юридического отдела \_\_\_\_\_ О. Тлегенова

Руководитель отдела по работе с персоналом \_\_\_\_\_ А. Сыдыкова

Исполнитель: Ш. Сулеева \_\_\_\_\_

Ознакомлены:

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О. Тлегенова \_\_\_\_\_


И. Заровчатская \_\_\_\_\_

А. Сыдыкова \_\_\_\_\_

Ш. Сулеева \_\_\_\_\_

М. Алмаганбетова \_\_\_\_\_

A4 format (210X297)

<p>ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ</p> <p>«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ МЕМЛЕКЕТТІК МЕКЕМЕСІ</p>		<p>РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»</p> <p>МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА РЕСПУБЛИКИ КАЗАХСТАН</p>
<p><b>БҰЙРЫҚ</b></p> <p><u>09 июня 2018г.</u></p> <p>Алматы қаласы</p>		<p><b>ПРИКАЗ</b></p> <p>№ <u>147-1/с</u></p> <p>город Алматы</p>

**По личному составу**

1. **ПРИНЯТЬ** Зеленую Ирину Викторовну на должность (специалист высшего уровня квалификации) концертмейстера без категории по совместительству на 0,5 ставки (звено В4-4), с оплатой, согласно штатному расписанию с 01 июня 2018 года.  
Основание: трудовой договор № 79 от 01 июня 2018 года, заявление И.В. Зеленой от 23 мая 2018 года.
2. **ПРИНЯТЬ** Севрук Елену Валерьевну на должность старшего преподавателя кафедры общего фортепиано на 1,0 ставку (звено В1-3), с оплатой, согласно штатному расписанию с 01 июня 2018 года.  
Основание: трудовой договор № 80 от 01 июня 2018 года, заявление Севрук Е.В. от 23 мая 2018 года.
3. **ПЕРЕВЕСТИ** инспектора отдела безопасности Балгалиева Кенена Балгалиевича на должность руководителя этого отдела на 1,0 ставку (звено А3-1), с оплатой, согласно штатному расписанию с 01 июня 2018 года.  
Основание: заявление Балгалиева К.Б. от 01 июня 2018 года.
4. **ПЕРЕВЕСТИ** менеджера отдела по организации концертной деятельности Джаншину Анар Хозыдыясовну на должность старшего менеджера этого отдела на 1,0 ставку (звено С2), с оплатой, согласно штатному расписанию с 01 июня 2018 года.  
Основание: заявление Джаншиной А.Х. от 01 июня 2018 года.
5. **ПЕРЕВЕСТИ** инспектора отдела безопасности Козыканова Аманжолу Козыканұлы на должность старшего инспектора этого отдела на 1,0 ставку (звено С2), с оплатой, согласно штатному расписанию с 01 июня 2018 года.  
Основание: заявление Козыканова А.К. от 01 июня 2018 года.
6. **РАСТОРГНУТЬ** трудовой договор № 682 от 01 декабря 2008 года с руководителем отдела по организации концертной деятельности Ожерельевой Мариной Вячеславовной в соответствии с подпунктом 5) статьи 49 Трудового Кодекса Республики Казахстан по инициативе работника, 08 июня 2018 года, с выплатой компенсации за 05 (пять) календарных дней неиспользованного трудового отпуска.  
Основание: заявление Ожерельевой М.В. от 08 мая 2018 года.

A 004770

7. **РАСТОРГНУТЬ** трудовой договор № 114 от 20 сентября 2017 года с преподавателем кафедры социально-гуманитарных наук Тунгушбаевой Галией Жетписбаевной в соответствии с подпунктом 5) статьи 49 Трудового Кодекса Республики Казахстан по инициативе работника, 08 июня 2018 года, с выплатой компенсации за 25 (двадцать пять) календарных дней неиспользованного трудового отпуска.

Основание: заявление Тунгушбаевой Г.Ж. от 08 мая 2018 года.

Ректор

подпись

А. Жудебаев

Согласовано:

Главный бухгалтер \_\_\_\_\_ Г. Касымова

Руководитель юридического отдела \_\_\_\_\_ О. Тлегенова

Руководитель отдела по работе с персоналом \_\_\_\_\_ А. Сыдыкова

Исполнитель: Ш. Сулеева \_\_\_\_\_

Ознакомлены:

М. Ожерельева \_\_\_\_\_

Г. Тунгушбаева \_\_\_\_\_

Format A4 (210X297)

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ  
ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ  
«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ  
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ  
МЕМЛЕКЕТТІК МЕКЕМЕСІ



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ  
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ  
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»  
МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА  
РЕСПУБЛИКИ КАЗАХСТАН

**ХАТТАМА**

*20.08.2018*  
Алматы қаласы

**ПРОТОКОЛ**

№ *03*  
город Алматы

**Заседание кафедры ансамблевого искусства  
Факультета Инструментального исполнительства**

Председатель – зав. кафедрой профессор Медеубаева С.М.

Секретарь – старший преподаватель Романенко А.А.

Присутствовали члены кафедры: профессор Акбаров А.А., старший преподаватель Абдрашева Г.С., преподаватель Атагельдиева С.Д., доцент Бакиева Г.М., доцент Баяхунова Н.Я., преподаватель Валиева Э.С., преподаватель Ермагамбетова Г.У., доцент Жубанова Ш.Б., старший преподаватель Иванова М.В., старший преподаватель Курманалиева Д.Г., преподаватель Мельникова А.Ю., доцент Мухамеджанова С.В., старший преподаватель Нурбаева А.А., преподаватель Омирбекова М.К., преподаватель Панаргалиева Д.Б., доцент Сапаргалиева Г.М., старший преподаватель Сапарбаев Е.И., преподаватель Тищенко С.Н., доцент Унгарова Ш.Ш., доцент Ярославцева Е.А., научный руководитель.

**ПОВЕСТКА ДНЯ:**

1. О выдвижении кандидатуры на участие в конкурсе «100 новых лиц Казахстана».
2. Об утверждении темы магистерской диссертации магистранта 14 курса Демесиновой А. после корректировки экспертно – консультационной комиссии.
3. Разное

**1. СЛУШАЛИ:**

Выдвижение кандидатуры преподавателя для проекта «100 новых лиц Казахстана»

**ВЫСТУПИЛИ:**

зав.кафедрой, профессор Медеубаева С.М.: Целью проекта является продвижение идей успешности, конкурентоспособности, прагматизма и культа знаний на примерах конкретных историй людей внесших за годы Независимости значительный вклад в развитие Казахстана. Кафедра может предложить кандидатов с уникальными историями личных и профессиональных достижений.

001675



Предлагаю кандидатуры старших преподавателей Е.И. Сапарбаева и Д.Г. Курманалиновой. Они обладают наличием ярких достижений в концертно – исполнительской деятельности, продвижение позитивного имиджа консерватории, являются достойными примеров для подражания, способствующему нравственному формированию молодых музыкантов и воспитанию культуры труда.

**РЕШИЛИ:** принять к сведению

**ГОЛОСОВАЛИ:** единогласно

## **2. СЛУШАЛИ:**

Об утверждении темы магистерской диссертации магистранта 14 курса Демесиновой А. после корректировки экспертно – консультационной комиссии.

## **ВЫСТУПИЛИ:**

Магистрант 1-го года обучения А. Демесинова: После корректировки темы, на экспертно – консультационной комиссии которая состоялась 12 октября 2018 года тема моей диссертации на трех языках звучит следующим образом:

1. «Эволюция жанра фортепианного трио в творчестве казахстанских композиторов XXI века (на примере трио Г. Узеньбаевой и А. Токсанбаева)»
2. «The evolution of the genre of the piano in the works of Kazakhstani composers of the XXI century (on the example of the trio G.Uzenbaeva and A. Toksanbaev)»
3. «XXI ғасырдағы қазақ композиторларының шығармашылығындағы фортепианолық трио жанрының эволюциясы (Г. Узеньбаева мен А. Токсанбаевтың триосы мысалында)»

**РЕШИЛИ:** утвердить тему магистранта 1-го года обучения Демесиновой А.

**ГОЛОСОВАЛИ:** единогласно

## **РАЗНОЕ:**

## **3. СЛУШАЛИ:**

Вопросы дисциплины

На кафедру вызваны студенты пропускающие занятия

## **ВЫСТУПИЛИ:**

Преподаватель Тищенко С.Н.: студентки 4 курса Абдиманап У., Мусаева Г. не посетили ни одного занятия по дисциплине «Балет».

Зав. кафедрой, профессор Медеубаева С.М.: Прошу объяснить причину пропуском занятий.

Абдиманап У. – пропускала по болезни. Мусаева Г. - пропускала по болезни. Романенко А.А.: другие занятия тем не менее посещали.

**РЕШИЛИ:** предоставить все справки по болезни Мусаевой Г. и Абдиманап У., иначе будет недопуск к экзамену по дисциплине «Балет».

**ГОЛОСОВАЛИ:** единогласно

Председатель

подпись

С. Медеубаева

Format A4 (210X297)



Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
мекемесі



Республиканское государственное  
учреждение  
«Казахская национальная  
консерватория имени  
Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

## ХАТТАМА

## ПРОТОКОЛ

29 декабрь 2018г.  
(дата)

Алматы қаласы

№ 03

город Алматы

### Заседания кафедры ансамблевого искусства Факультета Инструментального исполнительства

Председатель - зав. кафедрой профессор Медеубаева С. М.

Секретарь - старший преподаватель Романенко А.А.

Присутствовали члены кафедры: профессор Акбаров А.А., старший преподаватель Абдрашева Г.С., преподаватель Атагельдиева С.Д., доцент Бакиева Г.М., доцент Баяхунова Н.Я., преподаватель Валиева Э.С., преподаватель Ермагамбетова Г.У., доцент Жубанова Ш.Б., старший преподаватель Иванова М.В., старший преподаватель Курманалиева Д.Г., преподаватель Мельникова А.Ю., доцент Мухамеджанова С.В., старший преподаватель Нурбаева А.А., преподаватель Омирбекова М.К., преподаватель Панаргалиева Д.Б., доцент Сапаргалиева Г.М., старший преподаватель Сапарбаев Е.И., преподаватель Тищенко С.Н., доцент Унгарова Ш.Ш., доцент Ярославцева Е.А., научный руководитель.

### ПОВЕСТКА ДНЯ:

1. О выдвижении кандидатуры на участие в конкурсе «100 новых лиц Казахстана».
2. Об утверждении темы магистерской диссертации магистранта 14 курса Демесиновой А. после корректировки экспертно – консультационной комиссии.
3. Разное

### 1. СЛУШАЛИ:

Выдвижение кандидатуры преподавателя для проекта «100 новых лиц Казахстана»

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

**ВЫСТУПИЛИ:**

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**РЕШИЛИ:** принять к сведению

**ГОЛОСОВАЛИ:** единогласно

**2. СЛУШАЛИ:**

Об утверждении темы магистерской диссертации магистранта 14 курса Демесиновой А. после корректировки экспертно – консультационной комиссии.

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**РЕШИЛИ:** утвердить тему магистранта 1-го года обучения Демесиновой А.

**ГОЛОСОВАЛИ:** единогласно

**РАЗНОЕ:****3. СЛУШАЛИ:**

Вопросы дисциплины

На кафедру вызваны студенты пропускающие занятия

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Абдимана У. – пропускала по болезни. Мусаева Г. - пропускала по болезни.  
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У., иначе будет недопуск к экзамену по дисциплине «Балет».

**ГОЛОСОВАЛИ:** единогласно

Председатель

подпись

С. Медеубаева

Правила документирования, управления документацией в Республиканском государственном  
учреждении «Казахская национальная консерватория им. Курмангазы»

Format A4 (210X297)



Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
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Республиканское государственное  
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консерватория имени  
Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

# АКТ

\_\_\_\_\_ (дата)  
Алматы қаласы

№ \_\_\_\_\_  
город Алматы

Утверждаю  
Ректор РГУ «Казахской  
национальной консерватории  
им.Курмангазы» Министерства  
культуры и спорта  
Республики Казахстан  
\_\_\_\_\_ А. Жудебаев  
(личная подпись)  
«\_\_\_» \_\_\_\_\_ 2020 год

## Приема передачи документов на факультете инструментального исполнительства

Основание: приказ ректора консерватории от 28.08.2019г. № 64-п  
«О создании на 2019-2020 учебный год комиссии по приему-передачи  
документов в структурных подразделениях»,  
Составлен комиссией в составе:

Председатель комиссии Машимбаева А.Ж.

- 1) Члены комиссии: 1. Бекенова А.С. – докторант;  
2. Жауынбаева Ж.К. – лаборант ФИИ.

1. Сдаёт документы по факультету инструментального исполнительства –  
декан Ерманов Ж.Р.  
2. Принимает документы доцент Махмуд Д.Е.

п/п	Наименование документа (дела)	Крайние даты	Кол-во документов (томов)	Примечание
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Правила документирования, управления документацией в Республиканском  
государственном учреждении «Казахская национальная консерватория им. Курмангазы»

1	Приказы ОАО «Буквоед» по личному составу	02.02.2011-18.11.2014	8	Отсутствуют приказы № 12 за 2012 год, № 23 за 2013 год
...2	...	...	...	
...3	Личные карточки	2011—2014	82	
...4	Трудовые книжки	2011—2014	82	Составлен перечень – приложение № 2

Одновременно передается печать отдела кадров.

В процессе приема-передачи документов установлено:

... (перечисляют все факты, требующие фиксации в акте, в т.ч. выявленные недостатки на основании изучения кадровых документов).

Приложение: 1. Перечень личных дел на 3 л. в 1 экз.

2. Перечень трудовых книжек на 3 л. в 1 экз.

Передал

Ж. Ерманов

Приняла

Д. Махмуд

Составлен в 1 экземпляре

**Председатель  
комиссии**

подпись

А. Машимбаева


**Члены комиссии:**

1. Бекенова А.С.

2. Жауынбаева Ж.К.

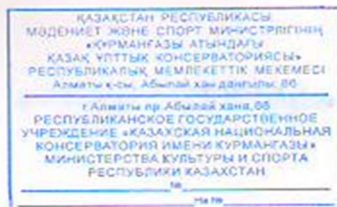
Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

Format A4 (210X297)

<p>ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ</p> <p>«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ МЕМЛЕКЕТТІК МЕКЕМЕСІ</p> <p><b>АНЫҚТАМА</b> <u>10.02.2020г.</u></p> <p>Алматы қаласы</p>		<p>РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНГАЗЫ»</p> <p>МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА РЕСПУБЛИКИ КАЗАХСТАН</p> <p><b>СПРАВКА</b> № <u>05</u></p> <p>город Алматы</p>			
<p>Департамент жилья г. Алматы</p>					
<p>Бекенова Айжан Слямовна работает в Республиканском государственном учреждении «Казахская национальная консерватория имени Курмангазы» в должности доцента кафедры струнных инструментов с 01.09.2018г. по настоящее время.</p> <p>Справка дана для предъявления в Посольство Болгарии.</p>					
<table border="0" style="width: 100%;"><tr><td style="width: 33%;">Руководитель отдела по работе с персоналом</td><td style="width: 33%; text-align: center;">подпись</td><td style="width: 33%; text-align: center;">А. Сыдыкова</td></tr></table>			Руководитель отдела по работе с персоналом	подпись	А. Сыдыкова
Руководитель отдела по работе с персоналом	подпись	А. Сыдыкова			
<p>Исп. Д. Мамиева тел. 8 727 2726348</p>					
<p>001082</p>					

Format A4 (210X297)





Департамент жилья  
г. Алматы

Бекенова Айжан Слямовна работает в Республиканском государственном учреждении «Казанская национальная консерватория имени Курмангазы» в должности доцента кафедры струнных инструментов с 01.09.2018г. по настоящее время.

Справка дана для предъявления в Посольство Болгарии.

Руководитель отдела  
по работе с персоналом

подпись

А. Сыдыкова

Исп. Д. Мамиева  
тел. 8 727 2726348

Format A4 (210X297)

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ МӘДЕНИЕТ  
ЖӘНЕ СПОРТ МИНИСТРЛІГІНІҢ  
«ҚҰРМАНҒАЗЫ АТЫНДАҒЫ ҚАЗАҚ ҰЛТТЫҚ  
КОНСЕРВАТОРИЯСЫ» РЕСПУБЛИКАЛЫҚ  
МЕМЛЕКЕТТІК МЕКЕМЕСІ

050000, Алматы қаласы, Абылай хан даңғылы, 86  
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19  
e-mail: info@conservatoire.kz



РЕСПУБЛИКАНСКОЕ ГОСУДАРСТВЕННОЕ  
УЧРЕЖДЕНИЕ «КАЗАХСКАЯ НАЦИОНАЛЬНАЯ  
КОНСЕРВАТОРИЯ ИМЕНИ КУРМАНҒАЗЫ»

МИНИСТЕРСТВА КУЛЬТУРЫ И СПОРТА  
РЕСПУБЛИКИ КАЗАХСТАН

050000, город Алматы, проспект Абылай хана, 86  
тел.: 8 (727) 261-76-40; факс: 8 (727) 272-72-19  
e-mail: info@conservatoire.kz

15.03.2017 г. № 01-18/13-и

ТОО «Кулагер»  
Юридический отдела

**О претензии по договору  
от 15.03.2017 г. № 44/56**

В партии лакокрасочных материалов, отгруженных Вами 28 декабря 2016 года по железнодорожной накладной № 324 в соответствии с договором от 12 января 2016 года № 44/56, обнаружено 3 деформированных в следствии удара или иного механического воздействия ящика, о чем свидетельствует акт от 15 марта 2017 года № 23. Лакокрасочные изделия, находящиеся в поврежденных ящиках, реализации не подлежат. Оплата партии товара произведена нами в полном объеме по счету № 33-675.

Просим Вас возместить понесенные нами убытки в размере 175 тыс. тенге. Сумму следует перечислить на наш расчетный счет.

Приложение: акт на 2 л. В 1 экз., на русском языке.

С уважением,

Ректор

подпись

А. Жудебаев

Исп. В. Иванов  
Тел. 8 7272 72 72 19

A 007528

Format A4 (210X297)

Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
мекемесі



Республиканское государственное  
учреждение  
«Казахская национальная  
консерватория имени  
Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

02.03.2016г. № 32

Ректору  
РГУ «Казахская национальная  
консерватория м.Курмангазы»  
Жудебаеву А. А

### ДОКЛАДНАЯ ЗАПИСКА

#### О нарушении трудовой дисциплины (прогуле)

Настоящим довожу до сведения руководства, что позавчера, 04.11.2016 г., сотрудницей отдела кадров Валерьевой Татьяной Олеговной допущено грубое нарушение трудовой дисциплины. После обеденного перерыва, завершившегося в 14:00, она не возвратилась на свое рабочее место и отсутствовала до конца рабочего дня (с 14:00 до 18:00). Оправдательных документов и удовлетворительных объяснений своего отсутствия Т.О. Валерьева в течение последующих двух дней не предоставила.

Наименование должности лица,  
подписавшего документ

(Личная подпись)

Расшифровка подписи

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

Appendix 14  
to the Regulation for Documentation, Document  
Control in the Republican state institution  
Kurmangazy Kazakh National Conservatory

Form

Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
мекемесі



Республиканское государственное  
учреждение  
«Казахская национальная  
консерватория имени  
Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

11.02.2020г. № 03

Главному бухгалтеру  
РГУ «Казахской национальной  
консерватории им. Курмангазы»  
Касымовой Г.С.

## СЛУЖЕБНАЯ ЗАПИСКА

Касательно обеспечения  
отдела

В связи с производственной необходимостью прошу Вас выдать  
следующие канцтовары:

- |                      |          |
|----------------------|----------|
| 1. Бумага            | - 2 кор. |
| 2. Ежедневники       | - 3 шт.  |
| 3. скоросшиватели    | - 30 шт. |
| 4. Шариковые ручки   | - 10 шт. |
| 5. Регистры          | - 8 шт.  |
| 6. Маркер            | - 4 шт.  |
| 7. Папки пластиковые | - 4 шт.  |
| 8. Скотч             | - 6 шт.  |

Наименование должности лица,  
подписавшего документ

(Личная подпись)

Расшифровка подписи

Правила документирования, управления документацией в Республиканском государственном  
учреждении «Казахская национальная консерватория им. Курмангазы»

Form

**Approved by  
Rector of the  
RSI Kurmangazy Kazakh National  
Conservatory of the  
Ministry of Culture and  
Information of the Republic of  
Kazakhstan**

\_\_\_\_\_ **A.A. Zhudebayev**  
" \_\_\_\_ " \_\_\_\_\_ **2020**

**List of documents not subject to registration by the Document Control  
Department**

1. Letters sent in copies for information.
2. Advertisements, brochures, posters, conference programs.
3. Primary accounting documents (registered in the accounting department of the organization).
4. Curricula, programs (registered in the relevant structural unit of the organization).
5. Monthly, quarterly and other reports (registered in the relevant structural unit of the organization).
6. Forms of statistical reporting (registered in the relevant structural unit of the organization).
7. Messages about meetings, meetings.
8. Congratulatory letters, congratulatory telegrams, invitation cards.
9. Printed publications (books, magazines, newspapers, bulletins).
10. Telegrams and letters of permission for business trips.
11. Telephone messages about meetings, meetings, seminars and others.
12. Documents marked on the envelope "Personally".
13. Scientific reports on topics (registered in the relevant structural unit of the organization).
14. Price lists.
15. Consumption rates of materials, applications for office supplies and organizational equipment (registered in the relevant structural unit of the organization).
16. Summaries.
17. Credentials for personnel.



Form

### Log of registration of incoming documents

Item No.	Receipt date	Correspondent, date and index of the incoming document	Type of document, title or summary of the incoming document	Resolution or to whom the document is sent for execution	Receipt for receipt of the document, date	Document execution mark	Note
1	2	3	4	5	6	7	8

A3 format (420X197)

### Register of outgoing and internal documents

Item No.	Date and index of the outgoing (internal) document	Correspondent	Title or summary of the document	A note on the execution of the document and the direction in the file	Note
1	2	3	4	5	6

A3 format (210X297)



**INFORMATION on the execution of documents subject to control**  
as of \_\_\_\_\_ (day, month, year)

Item No.	Names of structural divisions	Documents under control		Of these documents			
		Total	received in the previous month	performed	under execution	with an extended deadline	overdue
1	2	3	4	5	6	7	8

**Head of the Document Control Department**

\_\_\_\_\_ signatures  
(personal signature)

A4 format (210X297)

Note.

Information may be supplemented by columns by types of documents (orders, board decisions, and others), their registration numbers, and the names of the executors.

Appendix 18  
to the Regulation for Documentation, Document  
Control in the Republican state institution  
Kurmangazy Kazakh National Conservatory

Form

**INFORMATION on the execution of appeals of individuals and legal entities**  
as of \_\_\_\_\_ (day, month, year)

Item No.	Names of structural divisions	Under progress		Of them		
		Total	received in the previous month	completed on time	overdue	
					Total	deadline extended
1	2	3	4	5	6	7
Total:						

**Head of the Document Control Department**

Decryption  
\_\_\_\_\_  
(personal signature)      signatures

A4 format (210X297)

**Printed and blank products accounting and issuance Log**

Entrance					Issuance							
Receipt date	Date and Ref.number of accompanying document	Name of the organization	Number of copies	Series and number of forms	Date of issue	Date and Ref.number of the document for issuance	Whom issued to		Number of copies	Series and Ref. number of forms	Receipt acknowledgment	Note, comment on the destruction of damaged copies of printed and paper products
							Name of the structural unit	Surname and initials of the recipient				
1	2	3	4	5	6	7	8	9	10	11	12	13


A4 format (210X297)

Form

**Log for registration and issuance of seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink**

Item No.	Names and imprints of seals and stamps depicting the State Emblem of the Republic of Kazakhstan	Whom issued to			Return date and receipt acknowledgment	Note, marks on the destruction of seals, stamps and special stamp ink
		The name of the structural unit that stores seals, stamps with the image of the State Emblem of the Republic of Kazakhstan and special stamp ink	Surname and initials of the recipient official	Date and receipt acknowledgment		
one	2	3	4	5	6	7

A4 format (210X297)

<p>Қазақстан Республикасының Мәдениет және спорт министрлігінің "Құрманғазы атындағы Қазақ ұлттық консерваториясы" Республикалық мемлекеттік мекемесі</p>		<p>Республиканское государственное учреждение «Казахская национальная консерватория имени Курмангазы» Министерства культуры и спорта Республики Казахстан</p>
<p><b>АКТ</b></p>		
<p>_____ (дата) Алматы қаласы</p>	<p>№ _____ город Алматы</p>	
<p>Утверждаю Ректор РГУ «Казахской национальной консерватории им.Курмангазы» Министерства культуры и спорта Республики Казахстан _____ А. Жүдебаев (личная подпись) « _____ » _____ 2020 год</p>		
<p><b>Приема-передачи печатно-бланочной продукции, печатей, штампов, подлежащих защите, средств защиты документов и регистрационных учетных форм к ним</b></p>		
<p>Основание: приказ руководителя организации от (дата) № _____</p>		
<p>«О проведении проверки...» (или иной документ: план работы, поручение вышестоящего органа и т.д.). Составлен комиссией в составе:</p>		
<p>Председатель _____</p>	<p>_____ комиссии</p>	
<p>Члены комиссии: _____ должность, инициалы, фамилия</p>		
<p>1. _____</p>	<p>_____ должность, инициалы, фамилия</p>	
<p>Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»</p>		



2. \_\_\_\_\_  
должность, инициалы, фамилия

1. Неиспользованную печатно-бланочную продукцию, подлежащую защите, (отдельно по видам) серии \_\_\_\_\_ с № \_\_\_\_\_ по № \_\_\_\_\_ в количестве \_\_\_\_\_ экземпляров.

(цифрами и прописью)

2. Акты о выделении к уничтожению испорченных экземпляров печатно-бланочной продукции, \_\_\_\_\_ подлежащей \_\_\_\_\_ защите

\_\_\_\_\_ (даты, номера, количество экземпляров

\_\_\_\_\_ актов по видам бланков)

3. Печати с изображением Государственного Герба Республики Казахстан в количестве \_\_\_\_\_

штук.

(цифрами и прописью)

4. Штампы с изображением Государственного Герба Республики Казахстан в количестве \_\_\_\_\_

штук.

(цифрами и прописью)

5. Средства защиты документов:

\_\_\_\_\_ (наименования средств защиты)

в количестве \_\_\_\_\_ штук.

(цифрами и прописью)

6. Регистрационные учетные формы:

\_\_\_\_\_ (виды регистрационных учетных форм, их номера

\_\_\_\_\_ по номенклатуре дел, номера томов, даты первой и последней записи, количество листов)

Состояние учетной работы с печатно-бланочной продукцией, печатями, штампами,

подлежащими защите, и средствами защиты документов

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

(общая характеристика состояния учетной работы)

Передал (а) \_\_\_\_\_ Расшифровка подписи

(личная подпись)

Принял (а) \_\_\_\_\_ Расшифровка подписи

(личная подпись)

Составлен в \_\_\_\_\_ экземпляре (ах):


1-й экземпляр: в деле №

2 экземпляр: (адресат)

<b>Председатель комиссии</b>	подпись	расшифровка
подписи		
<b>Члены комиссии</b>	подпись	расшифровка
подписи		

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

A4 format (210X297)

<p>Қазақстан Республикасының Мәдениет және спорт министрлігінің <b>"Құрманғазы атындағы Қазақ ұлттық консерваториясы"</b> Республикалық мемлекеттік мекемесі</p>	 <p>Құрманғазы атындағы Қазақ ұлттық <b>КОНСЕРВАТОРИЯСЫ</b> Қызылтану және музыкалық білім</p>	<p>Республиканское государственное учреждение <b>«Казахская национальная консерватория имени Курмангазы»</b> Министерства культуры и спорта Республики Казахстан</p>
<b>АКТ</b>		
(дата) Алматы қаласы		№ _____ город Алматы
<p>Утверждаю Ректор РГУ «Казахской национальной консерватории им.Курмангазы» Министерства культуры и спорта Республики Казахстан _____ А. Жудебаев (личная подпись) « ____ » _____ 2020 год</p>		
<p><b>О выделении к уничтожению испорченных экземпляров печатно-бланочной продукции, подлежащей защите</b></p>		
<p>Основание: приказ руководителя организации от (дата) № _____</p>		
<p>«О проведении проверки...» (или иной документ: план работы, поручение вышестоящего органа и т.д.). Составлен комиссией в составе: Председатель _____ комиссии</p>		
должность, инициалы, фамилия		
<p>Члены комиссии:</p>		
1. _____		
должность, инициалы, фамилия		
2. _____		
<p>Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»</p>		

должность, инициалы, фамилия

Отобраны к уничтожению испорченные экземпляры следующих видов печатно-бланочной продукции, подлежащей защите:

№ п.п.	Наименование вида печатно-бланочной продукции, подлежащей защите	Серия и номера экземпляров печатно-бланочной продукции, подлежащей защите	Количество испорченных экземпляров печатно-бланочной продукции, подлежащей защите	Примечание
1	2	3	4	5

Итого \_\_\_\_\_ испорченных экземпляров печатно-бланочной

(цифрами и прописью)

продукции, подлежащей защите,

Составлен в \_\_\_\_\_ экземпляре (ах):

1-й экземпляр: в деле № \_\_\_\_\_

2 экземпляр: (адресат) \_\_\_\_\_

**Председатель комиссии** \_\_\_\_\_ **Расшифровка**  
(личная подпись) **подписи**

**Члены комиссии** \_\_\_\_\_ **Расшифровка**  
(личные подписи) **подписей**

Отметки в журналы учета и выдачи печатно-бланочной продукции, подлежащей защите, внесены, испорченные экземпляры в количестве \_\_\_\_\_

(цифрами и прописью)

уничтожены путем \_\_\_\_\_  
(вид уничтожения)

**Наименование должности** \_\_\_\_\_ **Расшифровка подписи**  
(личная подпись)

Дата \_\_\_\_\_

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

A4 format (210X297)



Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
"Құрманғазы атындағы Қазақ  
ұлттық консерваториясы"  
Республикалық мемлекеттік  
мекемесі



Республиканское государственное  
учреждение  
«Казахская национальная  
консерватория имени  
Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

АКТ

(дата)  
Алматы қаласы

№ \_\_\_\_\_  
город Алматы

Утверждаю  
Ректор РГУ «Казахской  
национальной консерватории  
им.Курмангазы» Министерства  
культуры и спорта  
Республики Казахстан  
\_\_\_\_\_ А. Жудебаев  
(личная подпись)  
«\_\_\_» \_\_\_\_\_ 2019 год

О выделении к уничтожению  
неиспользованной печатно-  
бланочной  
продукции, подлежащей защите

Основание: приказ руководителя организации от (дата) № \_\_\_\_\_  
«О проведении проверки...» (или иной документ: план работы, поручение  
вышестоящего органа и т.д.).

Составлен комиссией в составе:

Председатель комиссии \_\_\_\_\_  
должность, инициалы, фамилия

Члены комиссии: 1. \_\_\_\_\_  
должность, инициалы, фамилия

2. \_\_\_\_\_  
должность, инициалы, фамилия

Отобраны к уничтожению утратившие в связи

\_\_\_\_\_ (ликвидацией, реорганизацией) \_\_\_\_\_ (официальное наименование  
\_\_\_\_\_ практическое значение следующие виды  
государственного органа (организации)  
неиспользованной печатно-бланочной продукции:

Правила документирования, управления документацией в Республиканском  
государственном учреждении «Казахская национальная консерватория им. Курмангазы»



№ п.п.	Наименование вида печатно-бланочной продукции	Серия и номера экземпляров печатно-бланочной продукции	Количество неиспользованных экземпляров	Примечание
1	2	3	4	5

Итого \_\_\_\_\_ неиспользованных экземпляров печатно-бланочной  
(цифрами и прописью)  
продукции, подлежащей защите.

Председатель комиссии \_\_\_\_\_ Расшифровка подписи  
(личная подпись)

Члены комиссии \_\_\_\_\_ Расшифровка подписей  
(личные подписи)

Отметки в журналы учета и выдачи печатно-бланочной продукции внесены,  
неиспользованные экземпляры в количестве \_\_\_\_\_ весом \_\_\_\_\_ кг  
(цифрами и прописью)

уничтожены путем \_\_\_\_\_  
(вид уничтожения)

Наименование должности \_\_\_\_\_ Расшифровка подписи  
(личная подпись)

Дата \_\_\_\_\_

Правила документирования, управления документацией в Республиканском  
государственном учреждении «Казахская национальная консерватория им. Курмангазы»

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Қазақстан Республикасының  
Мәдениет және спорт  
министрлігінің  
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мекемесі



Республиканское государственное  
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«Казахская национальная  
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Курмангазы»  
Министерства культуры и спорта  
Республики Казахстан

# АКТ

\_\_\_\_\_ (дата)  
Алматы қаласы

№ \_\_\_\_\_  
город Алматы

Утверждаю  
Ректор РГУ «Казахской  
национальной консерватории  
им. Курмангазы» Министерства  
культуры и спорта  
Республики Казахстан  
\_\_\_\_\_ А. Жудебаев  
(личная подпись)  
«\_\_\_» \_\_\_\_\_ 2020 год

## О выделении к уничтожению печатей и штампов, подлежащих защите

Основание: приказ руководителя организации от (дата) № \_\_\_\_\_

«О проведении проверки...» (или иной документ: план работы, поручение  
вышестоящего органа и т.д.).

Составлен комиссией в составе:

Председатель \_\_\_\_\_ комиссии

Члены \_\_\_\_\_ должность, инициалы, фамилия  
комиссии:

1. \_\_\_\_\_ должность, фамилия, инициалы
2. \_\_\_\_\_ должность, инициалы, фамилия

Правила документирования, управления документацией в Республиканском  
государственном учреждении «Казахская национальная консерватория им. Курмангазы»

Отобраны к уничтожению следующие печати и штампы, подлежащие защите:

№ п.п.	Наименование	Количество	Примечание
1	2	3	4

Составлен в \_\_\_\_\_ экземпляре (ах):

1-й экземпляр: в деле № \_\_\_\_\_

2 экземпляр: (адресат) \_\_\_\_\_

Председатель комиссии \_\_\_\_\_ Расшифровка  
подписи

(личная подпись)

Члены комиссии \_\_\_\_\_ Расшифровка  
(личные подписи) подписей

Отметки в журнал внесены, печати и штампы, подлежащие защите, в количестве \_\_\_\_\_

\_\_\_\_\_ штук уничтожены путем \_\_\_\_\_

(цифрами и прописью)

уничтожения)

(вид

Наименование должности \_\_\_\_\_ Расшифровка  
подписи

(личная подпись)

Дата \_\_\_\_\_

Правила документирования, управления документацией в Республиканском государственном учреждении «Казахская национальная консерватория им. Курмангазы»

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Form

**The official name of the organization NOMENCLATURE OF FILES**

\_\_\_\_\_ No. \_\_\_\_\_  
(date) (index)

Approved  
Job title  
the head of the organization

**For \_\_\_\_\_ year**

\_\_\_\_\_  
(personal signature)  
Signature transcript

Date

File Index	File title (volumes, parts)	Number of file (volumes, parts)	The storage period of the file (volumes, parts) and the number of the item on the list	Note
1	2	3	4	5

**Position of the Head of DCD**

Transcript  
signatures

\_\_\_\_\_  
(personal signature)  
Date

Signatures of heads of structural divisions

Agreed with  
CEC Minutes (EC)  
of the organization  
(date and Minutes number)

Agreed with  
EPC Minutes  
of the State Archival  
Institution  
(date and Minutes number)

Summary record of categories and number of files,  
opened in \_\_\_\_\_ year

By storage time	Total	Including	
		forwarded	with "EPC" mark
Permanent			
Temporary (over 10 years)			
Temporary (up to 10 years inclusive)			
Total:			

**Position of the Head  
DCD** \_\_\_\_\_  
(personal signature)

Transcript  
signature

Date

The final information was transferred to the archive of the organization.

**Job title of the employee  
who transmitted information**

Transcript  
signature

(personal signature)

\_\_\_\_\_  
Date

A4 format (210X297)



Form

### CERTIFICATE SHEET FOR THE FILE

Fund No. \_\_\_\_\_ Inventory No. \_\_\_\_\_ File No. \_\_\_\_\_

\_\_\_\_\_ sheet (s) is filed and numbered in the file, including:

letter \_\_\_\_\_ No. \_\_\_\_\_ of \_\_\_\_\_ sheets

\_\_\_\_\_ missing number of sheets \_\_\_\_\_

\_\_\_\_\_ numbered blank sheets \_\_\_\_\_

\_\_\_\_\_ + sheets of internal inventory \_\_\_\_\_

Accounted for documents in the form of appendices and attachments that are not subject to numbering

\_\_\_\_\_ (types of documents and their number)

Features of the formation, execution, physical condition and accounting of file documents	sheet number
1	2
1. Brochures and other publications 2. Leaflets 3. Newspaper clippings 4. Postcards 5. Envelopes 6. Postage stamps 7. Stamps 8. Postmarks and others 9. Special postmarks 10. Wax, mastic seals 11. Photo documents 12. Maps, plans, drawings and other scientific and technical documentation 13. Drawings, engravings, watercolors 14. Autographs of prominent figures 15. Glued sheets 16. Loss of some sheets 17. Fading Text	

**Job title of the person  
who filled out the certification sheet for the file**

Transcript  
signature

\_\_\_\_\_ (personal signature)

Date

A4 format (210X297)

Note.

1. A certification sheet is compiled to take into account the number of sheets in the file and fix the features of their numbering.

2. The certification sheet is drawn up on a separate sheet (sheets) and filed at the end of the file.

3. In the certification sheet, the number of numbered sheets of the file is indicated in numbers and in words, and separately, through the “+” (plus) sign, the number of sheets of the internal inventory of the file documents.

4. In the certification sheet, the following features of the numbering, design and physical condition of the file documents are noted:

1) means of postal circulation (stamps of all types, envelopes, postcards, forms, stamps, stamps, seals);

2) seals and their impressions;

3) autographs of prominent state and public figures, figures of science, technology and culture;

4) photographic documents;

5) drawings, engravings and watercolors;

6) large format documents;

7) glued sheets, damage to documents;

8) sheets with pasted photographs, documents;

9) envelopes with attachments and the number of sheets (items) enclosed in them;

10) documents that have independent numbering (including printed materials), and the number of their sheets (pages).

5. If on one sheet of the file there are several features of the document, then in column 2 of the certification sheet, the number of this sheet is affixed against each position of column 1.

6. If the document has several stamps and other materials on one sheet, then in column 2, in brackets after the sheet number of the file, their number is indicated.

7. If there are objects in the file, the numbering of which is impossible due to the characteristics of the material from which they are made (glass, metal, fabric, etc.), then column 2 indicates the numbers of the sheets between which this object is located.

8. All subsequent changes in the composition and status of the file (damage, replacement of original documents with copies, attachment of new documents) are noted in the certification sheet with reference to the relevant act.

9. The certification sheet is not numbered.

A4 format (210X297)

## file documents No.

[illegible]

Total \_\_\_\_\_ sheets of documents  
(in numbers and words)  
Number of sheets of the internal inventory

(in numbers and words)

**Job title of the person  
who filled out the internal inventory  
file documents** \_\_\_\_\_  
(personal signature)

Transcript  
signature

Date \_\_\_\_\_

A4 format (210X297)

Form

### Description of the files of the structural unit of the organization

Official name  
structural unit  
organizations

Approved by  
Position of the Head of the  
structural unit

\_\_\_\_\_ Transcript  
(personal signature) signature  
Date

Inventory No. \_\_\_\_\_ for \_\_\_\_\_ year(s)

Item No.	File Index	File title (volumes, parts)	Deadlines (volumes, parts)	File retention period (volumes, parts)	Number of sheets in the file (volume, parts)	Note
1	2	3	4	5	6	7

This inventory includes \_\_\_\_\_ files from No. \_\_ to No. \_\_,  
including  
(in numbers and words)  
including:  
letter numbers:  
missing numbers:

**Job title of the person  
compiler of the inventory** \_\_\_\_\_  
(personal signature)

Transcript  
signature

Date

**Head of the Department  
DCD** \_\_\_\_\_  
(personal signature)

Transcript  
signature

Date

**Employee**  
The Archive of the  
organization \_\_\_\_\_  
(personal signature)

Transcript  
of the signature

Date

Note.  
In the permanent storage files inventory column 5 is not filled out.

A4 format (210X297)

[illegible]



# FAMILIARIZATION SHEET

[illegible]



