

Rules for the Formalization of Documents Related to Personnel Matters

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Abstract. A significant part of management activity related to records and documentation is reflected in organizational and directive documents. Each year, over a billion documents are produced in the field of administration. Through these documents, information is preserved and delivered to its intended recipients. Documents serve as a mirror of management. Written documentation fully reflects and conveys the course of human activity, as well as the development of statehood, civilization, and culture. In recent years, documents have become increasingly prevalent in the initial stages of management. The operation of an enterprise begins on the basis of organizational documents. Various types of organizational documents are prepared to record and convey different kinds of information. Based on these organizational documents, the state registry service begins its work. A document is a medium that consolidates and conveys facts, events, objective realities, and human intellectual activity through various methods on a specific material basis. Some documents are significant in one context but may hold no importance in another. For example, a handwritten letter sent to an ordinary person may seem insignificant but could serve as evidence in a court proceeding.

Keywords: *clerical work, control sheet, organizational documents, administrative documents, personnel documents*

Introduction

Naturally, the ability to properly document and organize records is essential for all managerial personnel. During the operation of an administration, enterprise, or organization, the need arises to record and preserve various events and facts. For this purpose, different types of information carriers are used. Among these, the most widely used are textual documents prepared on paper. These documents play an important role in organizing and improving management, which is determined by the significance of the information recorded in them. Information recorded on paper can be used over a long period of time. Documents create connections between different administrations, organizations, and individuals (Huseynov, 2025). Documents that maintain records of work and have legal significance are used as primary sources in courts, investigative bodies, and all areas of the economy.

Through different types of documents, it is possible to analyze the entire activities of an administration or organization because all their operations are reflected in these documents. In terms of origin,

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documents are divided into official and personal records. Official documents reflect the activities of the administration and concern the interests of a group of employees, whereas personal documents relate to a specific individual.

To facilitate the search for personal files, a card index of employees is created both alphabetically and by job position. Personal files are stored in a special room with a stamped door; if a separate room is not available, they are kept in a metal cabinet in the General Department. When an employee is dismissed, their personal file is retained for 10 years. After this period expires, personal files are either transferred to the archive or destroyed based on the opinion of an expert commission, and an act is drawn up to document this.

Laws of the Republic of Azerbaijan, decrees of the President of the Republic of Azerbaijan, and decisions of the Cabinet of Ministers of the Republic of Azerbaijan, unless another term is specified in them, enter into force on the day of their publication. Normative legal acts of the relevant central executive authorities, as well as normative acts of local executive authorities, local self-government bodies, and the Central Bank of the Republic of Azerbaijan, come into force on the day of publication after undergoing state registration in the prescribed manner, unless another procedure is specified in them (CDEO, 1999).

For a part (chapter, article, or clause) of a normative legal act to enter into force, a period different from the general effective date of the act as a whole may be established.

One of the duties of the personnel service is to maintain the attendance records of employees. Attendance records are kept in a centralized manner by a designated personnel specialist according to the staff schedule provided by the enterprise. In larger structural units or organizations located in different areas, this record-keeping is conducted separately for each unit.

In general, in organizations, the creation of directive-type documents (decisions, orders, and decrees) is based on the legal grounds provided by the applicable legislation, specific instructions from higher-level organizations, and the need to execute tasks assigned to the organization (Huseynov et al., 2025). Such documents also arise when it is necessary to regulate the work of the organization's apparatus legally during ongoing organizational, directive, administrative, or economic activities within the scope of its authority.

Methodology

The preparation of the list of positions reviewed within the Office of the Head of the Executive Authority, as well as the processing and consideration of proposals related to personnel matters, are carried out by the Head of the Executive Authority in accordance with the legislation.

The list of positions reviewed within the Office of the Head of the Executive Authority consists of three parts in accordance with the Regulations on Local Executive Authorities:

List No. 1: persons appointed by the Head of the Executive Authority. This list includes the staff of the Office of the Head of the Executive Authority, its departments and services, as well as senior officials of the representations of the Head of the Executive Authority in cities, settlements, and villages subordinate to the district.

Deputy heads of district and city executive authorities are appointed to and dismissed from office by the Head of the Executive Authority in agreement with the Head of the Executive Office of the President of the Republic of Azerbaijan.

Deputy heads of the district executive authorities of the city of Baku are appointed to and dismissed from office by the relevant Head of the Executive Authority in agreement with the Head of the Baku City Executive Authority.

In the Nakhchivan Autonomous Republic, deputy heads of the relevant executive authority are appointed to and dismissed from office by the relevant Head of the Executive Authority in agreement with the highest official of the Nakhchivan Autonomous Republic.

Heads of local bodies of central executive authorities (with the exception of the local divisions of the Ministries of Justice, Internal Affairs, National Security, Defense, Taxes, and the State Customs Committee) are appointed to and dismissed from office in accordance with Lists No. 2 and No. 3.

List No. 2: persons appointed by the relevant central executive authorities with the consent of the Head of the Executive Authority.

This list includes the heads of the local bodies of the Ministry of Finance, the Ministry of Education, the Ministry of Culture, the State Land Committee, the Ministry of Labor and Social Protection of the Population, the Ministry of Health, and the State Social Protection Fund of the Republic of Azerbaijan.

After the Head of the Executive Authority interviews the candidate to be appointed to a position provided for in this list and communicates his or her consent to the relevant central executive authority, that authority appoints the person to the position and sends a copy of the decision to the Head of the Executive Authority.

List No. 3: persons appointed by the Head of the Executive Authority in agreement with the relevant central executive authorities of the Republic of Azerbaijan. This list includes the heads of bodies with dual subordination, except for the cases specified in List No. 2. The procedure for appointing personnel included in this list is the same as that for List No. 1.

Additionally, candidates recommended to the Head of the Executive Authority by the Office of the Head of the Executive Authority or by the Council are appointed after coordination with the relevant ministries and main departments.

In general, the Head of the Executive Authority regularly supervises the selection and placement of personnel by enterprises, organizations, and institutions located within the district or city territory and, when necessary, closely participates in resolving personnel matters.

For the consideration of personnel matters, the following documents must be submitted to the Office of the Head of the Executive Authority:

- Written justification of the proposed personnel changes and the autobiography of the proposed employee;
- A personally completed questionnaire;
- Two photographs measuring 4 × 6 cm;
- Copies of educational documents;

- A medical certificate.

After a submission and the employee's registration and reference documents are received by the Office of the Head of the Executive Authority, they are registered in the General Department and then forwarded to the relevant structural division of the Office for review.

That department thoroughly and comprehensively examines the proposal and submits its written opinion on the candidate to the Head of the Executive Authority.

If the Head of the Executive Authority gives consent, an order on the appointment of the candidate to the position is prepared (for Lists No. 1 and No. 3), or, for List No. 2, a notification of consent is sent to the relevant central executive authority.

After the decision is adopted, a copy of the order and the employee's registration and reference documents are submitted to the department (or staff member) responsible for maintaining personnel records within the Office. There, a personal file is opened consisting of the following documents:

- A numbered folder;
- An attachment to the personnel registration questionnaire;
- The questionnaire;
- An autobiography (curriculum vitae);
- Copies of educational documents;
- A list of documents contained in the personal file;
- A medical certificate;
- A control sheet.

The department (or staff member) responsible for personnel records periodically updates employees' personal files with subsequent changes, such as education, academic degrees, awards, participation in elected bodies, and other relevant information (Azerbaijan Republic, 2008). When a personal file is provided to other departments of the Office for familiarization, an appropriate note is made on the control sheet.

Results

When official documents are prepared and formalized, their requisites must be written in accordance with established requirements. Documents should be clear, concise, and well written, and they must be complete and objective enough to eliminate the need for additional correspondence in the future.

Unless a longer period is specified in interstate agreements ratified by the Republic of Azerbaijan, a normative legal act regulating foreign trade activities must indicate that it enters into force 30 days after its publication. In exceptional cases, provided that international organizations are immediately informed, the normative legal act regulating foreign trade activities may enter into force within the period specified in the act.

A normative legal act, unless otherwise specified within itself, is effective indefinitely. The act as a whole, or any part of it, may be temporarily in force. Once the specified period expires, the act or the relevant part of it automatically ceases to be in force without additional announcement. Until the

specified period expires, the authority that adopted the act may decide to extend its validity or give it an indefinite duration.

A normative legal act (or part of it) ceases to be in force in the following cases:

1. When the period of validity of a temporary act (or part of the act) expires;
2. When the provisions of a previously adopted act conflict with a newly adopted act;
3. When the provisions of a previously adopted act conflict with an international treaty to which the Republic of Azerbaijan is a party;
4. When a decision is made by the Constitutional Court;
5. When the authority that adopted the act, or an authority legally granted such powers, adopts a decision on its repeal or suspension.

If the registration authority has serious doubts about the authenticity of documents, the registration may be suspended for a period of one month. The registration authority must correct any technical errors made during the state registration of rights within three days from the day they are discovered or from the day an application is received from an interested party.

Corrections of technical errors during state registration are carried out only if there is reason to believe that they will not harm the rights holders or third parties, or infringe upon their lawful interests. If the rights holder or a third party objects, such corrections are made based on a court decision (Behbudov et al., 2024).

It should be noted that decisions, orders, and directives, like charters, instructions, regulations, protocols, acts, contracts, certificates, and other documents, are not only executive and directive documents but also constitute normative state acts.

According to the Constitution, the right to issue decrees belongs exclusively to the President of the Republic. Article 113 of the Constitution states that the President of the country has the authority to resolve general matters in the republic by issuing decrees and to address other issues by adopting orders. Unless otherwise specified in such decrees and orders, they come into force on the day of their publication.

The Cabinet of Ministers of the Republic issues decisions and orders based on decrees to ensure their implementation. In short, a decree is a legal act adopted solely for the execution of state matters assigned to the President in accordance with the Constitution of the Republic of Azerbaijan.

The requisites of a decree are as follows:

- The state emblem;
- The type of document;
- The heading;
- The content;
- The signature;
- The place and date of issuance.

In practice, among directive documents, orders are used most frequently.

Discussion

The organization of documentation in administrations and organizations has created favorable conditions for the establishment of the state management system (Musayev, 2008). A general act applicable to all administrations, enterprises, and organizations has been adopted, including laws and instructions related to the unified state record-keeping system. An example of such an instruction is the *Instruction on the Maintenance of Records in State Authorities, Administrations, Organizations, and Enterprises*, approved by Decree No. 935 of the President of the Republic of Azerbaijan on September 27, 2003.

In organizations, documentation is carried out by the office staff or by employees specifically assigned for this purpose (Musayev, 2005). Every organizational directive document must be prepared in accordance with the established form and standards, issued by an authorized person based on legally granted powers, and must not contradict laws or legal norms.

The text of documents should consist of two parts. The first part describes the facts and events on which the preparation of the document is based. The second part expresses the conclusions, proposals, decisions, orders, and requests (President of the Republic of Azerbaijan, 1999).

Another document can serve as the basis for creating a new document. In such cases, the first part should indicate the type, number, date, and title of the document that served as the basis.

The second part can be divided into clauses according to the nature of the actions, the responsible executors, deadlines, and other principles.

In some cases, a document may consist only of the final part, for example, orders without an introduction, request letters without explanations, and so on. For single-part documents, the first sentence should justify the creation of the document and explain the reasons, while the second sentence should state the decision, order, or request.

The numbering of each part must include numbers separated by periods to indicate the hierarchy of sections and subsections.

In general, all registered documents must be subject to supervision. The execution of documents and the tasks contained within them is monitored by the heads of relevant departments of the administration and the persons they authorize. In organizations, the execution of documents and tasks is overseen by the heads of the organization and its structural units.

Direct supervision of document execution is assigned to the records management service and to a specially established control service within the organization. In structural units, supervision of document execution is carried out by employees responsible for records management within those units.

The following documents are subject to special supervision:

1. Documents directly related to the implementation of legislative acts;
2. Documents containing tasks from state authorities or higher-level organizations with specified deadlines;
3. Documents containing tasks of the organization itself with specified deadlines.

Other documents whose execution results are to be reported may also be placed under supervision by order of the organization's leadership. The general execution period of documents is determined by the organization itself in accordance with legislative requirements. In specific cases, a special execution period may be set by the organization's leadership or by the higher-level organization in relation to a particular document.

If a deadline is indicated in the document for receiving a response, that deadline should generally be observed. The execution period of a document is calculated from the time it is received by the organization. The execution period may be extended by the head of the organization upon a written request from the executor(s), provided that legislative requirements are not violated.

As a rule, documents are removed from supervision after they have been executed. Information on the execution and removal of documents from supervision is recorded on the control sheet. The organization's leadership is informed about the execution of supervised documents once a month. The progress and results of the execution of other documents are analyzed at least once a year.

All documents must have a date. The date of the document is considered to be the date of its signing, approval, or the date of the event recorded in it. For example, the date of signing an order or a letter is considered its document date; the date of holding a meeting or drafting an act is the date of the act or protocol; the date of approving a report or other documents requiring confirmation is considered their document date.

Studying the system of organizational directive documents in *Working with Documents in the Management Apparatus* allows young specialists to acquire practical knowledge of the laws, rules, and principles of the Unified State Records Management System and the International Correspondence System in administration. This equips them with real skills and prepares them for successful professional activity in the state management system in the future.

Experience shows that graduates of higher education institutions, administrative organizations, and vocational schools are often engaged either in their specialized fields or in public-administrative management and may be required to lead a team or collective. In such cases, they encounter many types of operational documents and face the necessity of preparing them. Therefore, greater attention must be given to this area.

Conclusion

Consequently, prepared documents, being directly related to the collective, should be aimed at supporting and guiding their activities. Otherwise, the quality of management decisions may be negatively affected. Document types play an important role in people's lives and activities. Due to their significance, the preparation of a document carries political, historical, legal, scientific, economic, and social importance.

The preparation of documents in accordance with unified state standards, the use of proper preparation and writing methods, and adherence to document forms, as well as rules for storage and usage during practical training hours, are given significant attention (Cabinet of Ministers of the Republic of Azerbaijan, 2004).

Since documentation constitutes a core component of records management activities, competent managerial personnel with strong administrative abilities are required. Documentation must be carried

out neatly and efficiently. There should be no inaccuracies, falsifications, or elements of delay in the documentation process.

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