

RECOMMENDING THE PRACTICE PROCESS IN MANAGEMENT OF RECREATION
RECORDS IN ENTERPRISES

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Abstract – The explosion of science and technology, especially the emergence of the industrial revolution 4.0, has shown the importance of applying technology in all areas. It can be said that information technology is becoming a measure to assess the development of modern society, where people are gradually escaping from manual, rudimentary work and gradually to computerize in all both areas for work to be more efficient, saving time and manpower. The management of personnel records is a written information activity, serving the leadership, direction, management and administration of the work of the Party, State, economic organizations and organizations. Political - social organizations, people's armed units. The management of staff records is very important for the activities of agencies and organizations because it ensures that the information in the form of documents is updated, stored and transferred to the processor in a timely manner. and exactly. Recognizing the importance of computerization in the management of personnel records and finding solutions to help agencies and organizations in managing them more simply, faster, more effectively, replacing Traditional management by records and books. For businesses as well, stemming from the practical needs of fast, compact and scientific, the professional department also managed to manage the jobs and records arising in the process of forming work clothes. case search for records to provide timely for those who need to use. The implementation of the management of records in a unit or organization needs to be enhanced, constantly exploring and strengthening management methods so that it is reasonable and scientific to improve the work efficiency in the enterprise.

Keywords: Operation process, human resource management, personnel records management, personnel records, office administrative management.

Introduction

1. Awareness of theoretical background related to staff profile management

Records of cadres, civil servants and officials are one of the indispensable documents in the management of cadres, civil servants and officials. For agencies, organizations, cadres and civil servants, this is considered an important piece, one of the indispensable documents. It can be said that the records of cadres and civil servants are important documents and the legal basis to show clearly the origin, development process, quality, capacity, style, activities and relationships. family-social relations of cadres and civil servants. It is also the basis for supporting competent agencies to improve the effectiveness and responsibility of managing cadres, civil servants and researchers to fully understand the officials and civil servants themselves. , providing reliable information to distinguish the political qualities, working capacity, morality, family circumstances, social relations of officials and civil servants serving the use, training, retraining and arrangement of cadres and civil servants. Personnel records are legal documents that reflect the most basic information about that officer, including: Origin, work history, economic situation, quality, qualifications, capabilities, family and social relationships of cadres and civil servants. Records of cadres and civil servants also serve as a basis for management and use agencies to monitor and implement policies for cadres and civil servants more and more accurately and correctly; serving as a basis for evaluating, selecting and rewarding devoted and exemplary officials and employees and implementing insurance policies for officials and public employees.

2. Principles of document management bite in agencies and organizations

First of all, the first job belongs to the leader. Agency leaders need to direct the organization and management of documents in their agencies. They need to set regulations on the establishment, storage and exploitation of documents. At the same time, conduct the inspection and assessment of this activity to rectify the staff's working practices, raise awareness and sense of responsibility in document file management, and not only protect

document records. lost, lost, protected business secrets but also promoted positive impacts of records and documents in the activities of the agency. Therefore, the organization and management of document records need to follow the following principles:

The principle of unification. The unified management of records and documents of the agency, this is the basic principle, because to want to operate the agency in accordance with the plan objectives, the direction of the activities must be consistent. Agree here must be the organizational and professional consistency to get through, although there is no need to collect the documents of the departments into one place, but still hold all the documents to serve the operation. , quick and effective research and management.

Determining all documents created during the operation of the agency is the common property of the agency, so all members need to comply with the regulations on organization, document management, not dispersal, destruction, occupation or disclosure.

Principle of assignment and direction. The management of records and documents must be undertaken by a specialized department or officer and placed under the direct leadership of the agency's leadership. This department helps lead management of all records. Documents in agencies, when there are changes in personnel, the handover of documents must be strictly and properly implemented.

Legal principles. The management of dossiers must be elaborated on specific aspects of dossier management and document management operations such as: the regime of setting up and classifying dossiers, preservation and exploitation regimes and evaluation regime. , destroy records of archives ...

Principles often, timely. The agency must regularly or regularly organize seminars to check the organization of management of records and documents in the agency, thereby contributing to the operation of the agency in general and of each parts in particular.

3. Identify the components of the personnel profile (original records) of the staff

Personnel profile includes the following contents:

- Curriculum vitae:

As a mandatory component in the profile to reflect fully on the self, the family and social relationships of the officials, be declared with the confirmation of the authority competent to manage such officials to verify , certification;

- Curriculum vitae of officials:

As the main and mandatory document in the staff profile component to fully reflect the self, social and family relationships of officials. The curriculum vitae is self-declared by the staff and is verified, verified and certified by a competent authority.

- Summary profile of individuals:

As a document by an agency or organization with authority to administer personnel summarize from the Curriculum vitae of the officer to serve the election and appointment when required.

- Additional declarations of officials, public servants and employees:

Each officer, when conducting a resume, compares with a period of personal history that is pegged corresponding to each specific time, therefore, the résumé at the request of the management agency from time to time is work to do. This work is done regularly, the management of the new intervention is really effective. It is the document supplemented by officials periodically or at the request of the competent authority of personnel management. The supplementary curriculum vitae shall be verified, verified and certified by a competent agency managing the staff.

- Birth certificate (copy), ID card (copy), is a very important document for a citizen living in society;

- Health Certification:

- Health certificate is a kind of paper that can show the physical condition of the person granted by the health unit of district or higher level to individuals who are healthy or not healthy enough to serve the study and work. ;

- Qualifications, transcripts, certificates relating to yourself (copy) ... serving for recruitment according to the position of trained professionals.

- Decisions and resolutions related to personnel on recruitment such as appointment, transfer and rotation; reviews and assessments during the work process.
- Copies of self-criticism and evaluation of officials periodically or at the request of competent agencies, organizations or units.
- Applications, letters enclosed with verification, verification, minutes and conclusions of competent agencies, organizations and units on matters related to officials and families CB, CC and VC reflect in the letter. Do not save in the profile of applications, anonymous letters; applications, letters have not been reviewed, conclusions of competent authorities.
- For officials and public employees appointed to leading positions, they must fully supplement the documents related to the appointment of such officials.
- In addition, depending on the requirements of each management unit, some additional papers related to the individual may be added.

4. Evaluate the management of staff profile information at current businesses

For businesses, workers will apply for a job when they come to work.

When receiving personnel files, they must check the status of documents, make a reception record, make a list of documents in the dossier.

No later than 15 days after receiving the officials, they must guide the writing staff to record and complete all documents in the personnel files or request the old agencies to fully hand over the dossiers of the officials.

Regularly supplement staff records to be updated twice a month to regularly update changes in family as well as officials themselves

Documents supplementing the documents are declared by the officers themselves at the request of the case management department at the end of each semester.

Additional documents are also collected by the records management department, collecting issues related to officials and the records management department for filing in staff records.

The person assigned to study the dossier must have a letter of introduction from the head of the unit.

For special cases that need to copy documents or borrow some documents in the records, it must be permitted by the dossier management department, the borrowing time must not exceed 15 days.

The dossier management department must have a book to monitor the research and exploitation of personnel records.

Personnel records must be scientifically arranged to be easy to find, easy to see and maintain.

When officials are transferred to other agencies or promoted to hold positions under the management of superior agencies, the entire dossier must be transferred to the new manager. The transfer of personnel records between the two agencies must be ensured in a timely, strict and right manner. If traveling documents must be packed and sealed carefully.

Resignation officials: Not to receive your resume but only receive a resume, decide to quit. Other documents must be stored at the staff management agency.

Retired officers: All records of officials are still retained by the management staff at the incumbent office, only assigned to retired officials a resume of retirement, retirement book.

Dead officials: Records of officials are still kept by the agency managing officials, not assigned to other agencies or officials' families.

For businesses, the labor contract is an indispensable record between the employee and the employer. According to Article 26 of the Labor Code, the labor contract is an agreement between the employee and the user, which is a work-related action with payment, working conditions, rights and obligations of each party in the relationship. labor management Managing labor contracts not only keeps the contract from being lost or damaged but also aims to ensure that the contract implementation process takes place uniformly, ensuring that the contract is implemented as signed and minimized damages in case of arising a labor dispute and has a basis to force the parties to comply with their responsibilities in the contract.

And can not mention insurance records, it is also part of personnel records management. Under the provisions of the Insurance Law with labor contracts with a term of 3 months or more, will have to participate in

compulsory insurance. Premiums based on basic salary as of January 1, 2015, as stipulated in the Employment Law, enterprises with social insurance participants will have to participate in unemployment insurance (in the past, there was enough 10 people participating in social insurance or more must participate in unemployment insurance. - The organization of personnel records:

Every cadre and civil servant in agencies and mass organizations must have a complete and clear personal profile. Depending on each old or newly recruited profile, there are different requirements, so the organization or the other part is the filing of two specific types of objects:

+ For staff who have just started the initial profile:

Officials are first received into any agency or agency, that agency or unit is responsible for making initial records (original records) for officials. Guidance for individuals with initial records is an important first step in documenting any individual. Therefore, the instructions are meticulous, thorough all information related to the staff of such officials: historical, economic circumstances of grandfather, grandmother, parents, brother, sister, sister ... for cadres and civil servants a mandate of compulsory nature for officials.

In the documents related to the records of the staff, instructing to make dossiers, it is required that each individual employee must declare clearly and specifically. In fact, the initial application is a new job for the person who was first employed so in the declaration there are some items of information that are often left blank. In the process of receiving records without checking, the addition of additional information will face many difficulties. This is a common error in practice, so the record collector must be more careful.

+ For officials who have a working seniority:

Managing staff records of individuals with long-term working processes is an issue that always makes it difficult for the case managers. The external objective factors such as: changing the working environment, spoilage, termite during the preservation of records ..., misplaced some documents in the profile of the individual. In addition, the subjective factor due to the record manager also contributed to making the collection of an individual's information incomplete.

In order to ensure that full staff records are based on the above mentioned principle, it is not possible to have one day or two in time, the process of gathering these missing information requires a certain amount of time. enthusiasm of staff profile manager.

Therefore, when receiving records, officials must check the status of documents, make a list of all benefits of existing documents, and if the documents are incomplete, the manager The dossier must declare all the list of documents that need to be supplemented and require the individual to have full and timely additional responsibilities. It is also important to note that when receiving an old record of a person who has transferred from another place, it must be fully sealed, the recipient must check and record the record of the date and time the record came to monitor and manage.

- Managing staff records:

This is also an important job, requiring staff to manage records must be enthusiastic about the profession. Go to an agency if the approach of staff records to get information without encountering any obstacles, we can immediately understand the management of the agency is an agency that knows how to handle rolling documents neat, scientific set. The management of staff records must also meet the following criteria: Scientific arrangement, easy heart, conspicuous, easy to preserve.

In the preservation of staff records, depending on each unit, we can have different arrangements and preservation records.

5. Determine the responsibility of the case manager

Ensure simplicity, easy to understand

Managers should have a way to store records so that they can quickly access and find records when necessary, otherwise confusion about the required records and access delays.

Records can be managed, arranged according to the following criteria

- Order Time

- Follow the text number
- According to the importance of the text and the importance of the author
- Sort alphabetically

Easy-to-operate storage system is the basis for agencies and organizations to flexibly expand and receive a large number of records when necessary.

- Ensure systematic

Document records must ensure systematic, easy-to-operate systems that reflect the arrangement, nature and interplay of records. Documents can be categorized into the following small systems:

- Job profile (job profile)
- Profile principle
- Records for signing
- HR records

- Storage system is updated regularly and fully

Administrative records have a life cycle as follows:

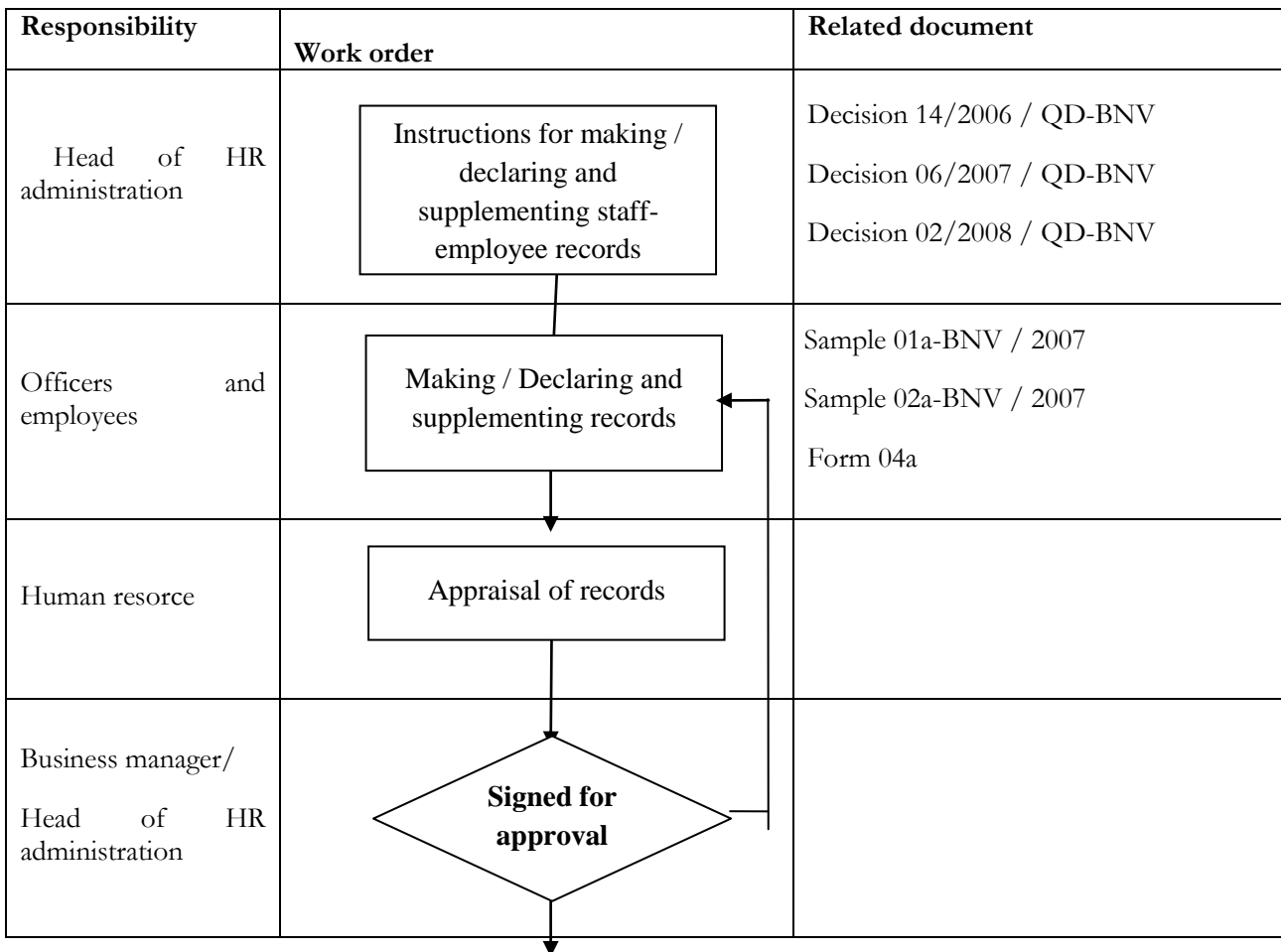
- Create
- Keep
- Preservation
- Maintain until switching to long-term storage
- Cancel

Before arising in the process of performing the job, being sensitive in regular updates and full of information is one of the necessary skills of the manager.

- Storage system is safe

Administrative records managers must review and ensure the safety of documents, fires and record damages due to dust, dirt and loss, and security of confidential records.

6. Proposing the operational process model to standardize the steps in managing staff records



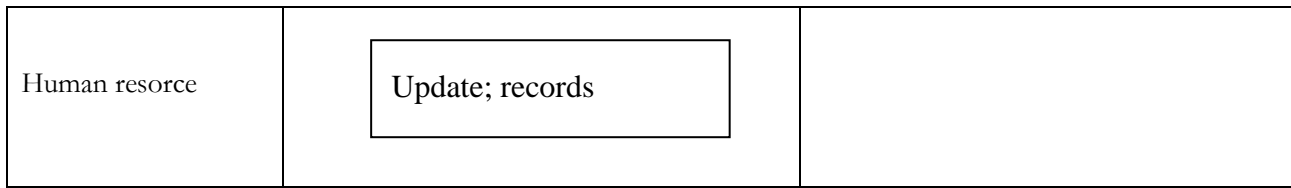


Figure 1. Process of managing staff records at enterprises
Process Description

Step 1: Instructions for making staff records

- Prepare documents: For employees who are promoted, appointed, rotated and received at the units, the Department of Human Resources and Administration is responsible for instructing staff to prepare documents as prescribed. at Decision 14/2006 / QD-BNV dated 06/11/2006; 06/2007 / QD-BNV dated 18/6/2007 and Decision 02/2008 / QD-BNV dated October 6, 2008 of the Ministry of Home Affairs.
- Additional declaration of documents: Every year (no later than January 15 of the following year), the Department of Human Resources and Administration is responsible for sending additional declarations of cadres and civil servants according to the form. 4a-BNV / 2007 and instruct staff of departments / sections / departments to declare additional documents.

Step 2: Prepare / declare and supplement the file

- Documentation:

The profile includes:

- + Book of "Curriculum vitae of civil servants" according to the form 01a-BNV / 2007;
- + The "Curriculum vitae of civil servants" according to the form 02c-BNV / 2008;
- + Copy of birth certificate;
- + Health certificate;
- + Documents related to relatives (Self-briefing resume certified by local authorities);
- + Types of documents related to training qualifications (diplomas, certificates, transcripts (if granted in foreign languages, they must be translated into Vietnamese as required by law).

- Declaring and supplementing documents:

Employees are responsible for self-declaration of additional documents according to form 4a - BNV / 2007 or report to the Organization and Personnel Department when there are changes in their records in the following cases:

- + Changes related to personal identity;
- + Changes in assets;
- + The results of studying and raising the level;
- + Reward;
- + Discipline.

Step 3: Review the application

In case the new employees are promoted, appointed, transferred or recruited, the HR Department shall verify and verify the truthfulness of the criteria and information of the employees themselves. declaration. If the dossier is not satisfactory, transfer it and instruct officials, public servants and officials to continue to improve.

Step 4: Sign for confirmation

The head of the unit which directly manages the cadres, civil servants and officials shall consider and sign for certification the annual supplementary dossier of the staff currently working at the unit.

Step 5: Update, save records

The Office of Human Resources and Administration is responsible for updating and keeping records of Employees according to the provisions of Section 6 of this process.

Step 6: Complete the profile

The set of personnel documents includes documents according to Article 6 of Decision No. 14/2006 / QD-BNV dated November 6, 2006 on promulgating the Regulation on management of personnel records.

Officials records are kept for a long time by the Administrative and Personnel Department according to security regulations (Articles 11, 14 and 15 of the Regulation issued together with Decision No. 14/2006 / QD-BNV of November 6, 2006 of the Ministry of the Interior).

7. Conclusion

Managing the types of records carried out by sequential steps will help improve the effectiveness of management at businesses. Therefore, in order to soon put the management of records into order, improve the efficiency of using and exploiting dossiers to meet the requirements of the management of cadres and civil servants in terms of innovation and integration. International economy, please have some recommendations and suggestions as follows:

- Draft Law on Cadres and civil servants should have a number of specific provisions on dossiers, management principles and assignment and decentralization of competence to manage dossiers according to the following directions: The Government agrees with regulations on lakes cadres and civil servants to apply uniformly to all subjects regulated in the Law on Public Employees.
- Establish a division under the Ministry of Home Affairs, which assists the Minister of Home Affairs in performing the state management of the dossier of cadres and civil servants to properly and fully comply with the provisions of the Ministry of Home Affairs. Law on cadres and civil servants on management of cadres and civil servants.
- Competent agencies shall issue regulations on ensuring resources and material and technical facilities for the management of dossiers of cadres and civil servants such as regulations on border work for management. file; the regime of professional training and training on personnel files; the regime of inspection and reporting on personnel profile work; facilities to store and preserve records and forms.
- The Ministry of Home Affairs shall assume the prime responsibility for, and coordinate with the concerned agencies in, formulating and submitting to the competent authorities for promulgation the title titles and policy regimes for dossier management personnel. Because staff records are classified as confidential documents of the country, people who work in the management of personnel records in addition to the standard of toxic fostering under the provisions of the National Archives Ordinance, propose to study and apply the standards. as for weak mechanical workers.
- Agencies managing personnel at all levels (Department of Organization and Personnel and Department of Home Affairs) shall review and strictly handle cases of intentionally using untruthful personal documents.
- Gradually modernize the tools to manage records of cadres and civil servants such as: equipping computers, unifying the use of computers and general software to support the management of dossiers and the organization of personnel the set; proceed to build a national database of cadres and civil servants.
- Proposing competent authorities to soon study and compile a professional handbook on the management of dossiers of cadres and civil servants to create favorable conditions for cadres and civil servants in the management of rolling dossiers. ministries and public employees; uniformly set forms of stamps to seal records, books to monitor and manage dossiers for uniform implementation.
- Promulgate soon the regulation on electronic records management to deploy the construction of a database and management software for unified cadres and civil servants nationwide, overcome overlapping and waste when developing. execution.

References

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- (2) Decree No. 116/2003 / ND-CP dated 10/10/2003 of the Government on recruiting, using and managing cadres and civil servants in the State's non-business units.
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