



# SYSTEM OF WORK IN STATE ORGANIZATIONS AND ITS ECONOMIC ESSENCE

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<b>Received:</b> May 10 <sup>th</sup> 2022 <b>Accepted:</b> June 10 <sup>th</sup> 2022 <b>Published:</b> July 22 <sup>th</sup> 2022	In this article, the system of working in state organizations is analyzed, besides, the economic significance of these processes is considered.
<b>Keywords:</b> administration, information, management body, leadership, ministry, information calculation, execution, control.	

## INTRODUCTION

Business document management is a field of activity that provides documentation and organizes work with official documents.

Documenting - recording information in various media according to established rules.

A document is information recorded on a material medium with signs (properties) that enable comparison (identification).

Document circulation is a process in the organization from the moment of creation or receipt of documents to their execution or sending.

Information is the basis of management. In the state administration system, all structures and officials are connected with each other by information flows and form a unified communication network. In this network, each body of state administration consists of a link of the communication network, and information flows from many sources pass through this link. These information flows differ from each other according to their content, speed, correctness or incorrectness, and time order.

## MATERIALS AND METHODS

Any management body, whether it is a ministry or a department or a small office, the basis of its activity is to receive information, process it, make appropriate decisions, and deliver it to executives, as well as organize execution, control, and draw conclusions. Thus, the core of the activities of the information management bodies recorded in the material means is at the same time its main product. It is also a method of communication between the controlling and controlled systems. The quality and efficiency of management and all its branches depends on the speed, stability and acceptability of information flows. In other words, the flow of information feeds the control organism, like a blood vessel system.

Currently, the problems faced by the bodies of all spheres of power are becoming more complex and

the interdependence between them is becoming stronger. This hinders the improvement of the efficiency of the public service at all levels. The solution of this task is directly related to the state of the information field, the organization of providing management with information.

The state of affairs in management bodies has a decisive influence on the most important areas of work, such as leadership, execution, information calculation, control. Work efficiency, economy and high level of organization in management, cultural level of the work of management employees largely depends on the organization of work. It is no coincidence that in the last decade, the term "documentation of management" has been used as a synonym of the term "business management" in the scientific literature. This term represents the information technology character of the modern organization of business management. In other words, it includes the whole complex of working with documents - including document circulation and document storage technology.

The term "bookkeeping" entered scientific circulation and the practice of administrative organizations of the CIS countries in the second half of the 18th century. The original meaning of this word refers to all activities related to decision-making or "business management", where "business" refers to matters decided by an administrative or judicial body of power and management. were meant. The information about the origin of the document in the state administration of the Eastern countries is described in the book "Business Administration" published in 2003 by the scientific publishing house "National Encyclopedia of Uzbekistan".

Accounting in the modern sense means providing management with documents, and the institution of the organization has become an independent branch of administrative and management activities. means the creation of a



documentary information base recorded in various tools for use in the process of performing tasks.

## RESULTS AND DISCUSSION

Documentation is an important component of business administration, which consists of an orderly process of recording and formalizing all the information necessary for the implementation of management activities.

Modern documentation of ministries, departments, bodies of all levels of government, natural, traditional methods of recording information (handwritten, typewritten, including types of telegrams, phonegrams, faxes, maninograms, videograms) artificial methods (punched cards, punched tapes, magnetic tapes, cards, discs, crystals and other means of computing and micrography).

The choice of documentation tools also determines the method of recording information. They can be simple weapons (pen, pen) used in document creation, mechanical weapons (electro-mechanical means, i.e. typewriters, tape recorders, dictaphones, photo, film, video equipment). Computing tools are also included in such tools. The documentation methods differ depending on the documentation tools as follows:

- documentation of texts;
- documentation in film, photo, video media;
- electronic documentation.

As a result of documentation, a document is created, it is primary information written on a material medium with signs and requisites that allow identification.

Unlike other means of information, i.e., books, newspapers, and magazines, which describe processed secondary information, information is recorded for the first time in documents.

The tasks of the document are divided into general and specific tasks, and it consists of the following:

\* information task - the purpose of any document is to preserve the document recorded in time and time;

\* social task - any document is an expression of some social need;

\* communicative function - the document always serves as a means of communication between managing and managed structures, between state and community organizations, and officials;

\* cultural mission - the document is a means of strengthening and spreading cultural traditions.

A number of special tasks of the document arise from the specific features of various areas of management activity:

- specially developed management documents (plans, reports, organizational-order documents) for

the implementation of management goals will have a management function;

- legal documents and legal regulatory documents that record legal norms and legal relations in society or documents that temporarily perform these tasks (for example, any document that serves as evidence in court) have a legal function;

- the documents that have fulfilled their main tasks and have been submitted to the archive perform a scientific-historical task. These documents make up almost 12-14% of the total volume of documents.

## CONCLUSION

Copies of the registration form collected during the registration of documents are used to organize performance control.

The list of controlled documents (control list) is regulated separately by the period of execution of documents, executors, as well as groups of documents.

The following activities are carried out by the control service:

- \* organizing a box of controlled documents;
- \* sending the controlled document sheet (handover) to the executive unit;
- \* to determine the name, surname and patronymic of the performer in the structural unit, as well as the phone number;
- \* receiving information about the executive unit and its results;
- \* write down the progress and results of the execution on the document sheet under control;
- \* providing regular information to managers about the status and results of execution;
- \* providing information about the progress and results of the execution of documents at daily meetings, in the complex of public organizations;
- \* releasing documents from control according to the instructions of the leaders;
- \* compilation of executed documents.

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