ALGORITHM OF DATA PREPARATION FOR CREATION OF CURRENT BPMN MODEL OF ADMINISTRATIVE AND AUXILIARY PROCESSES OF TELECOMMUNICATION ORGANIZATIONS MANAGEMENT.

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ANNOTATION

When analyzing the activities of any organization on the basis of the system approach, it is formed from subsystem structures. You can also analyze this structure itself on the basis of the system approach, consider each of them as a separate system and define its structural elements. The article states that by continuing our research on the basis of such legislation, we continue to penetrate into each structural department to the level of their own - and facilitating business processes and administrative processes.

As you know, we classify the processes of any enterprise in 2 categories. These are administrative and business processes. Business processes are understandable, and we understand duplicate activities within the framework of the main function of the system. And we first divide administrative processes into 2 types: administrative and management processes and administrative and auxiliary processes.

Keywords

Algorithm, system approach, structural system, structural structure, system, business processes, administrative processes, administrative-administrative processes, administrative-auxiliary processes, incoming and sending correspondence, regulatory legal acts.

When the activity of any organization is analyzed on the basis of a systematic approach, it is natural that it consists of structural sub-system structures. Instead, we can analyze these structural sub-system structures themselves on the basis of a systematic approach, look at each of them as a separate system, and determine its structural elements. By continuing our research on the basis of such a pattern, we can penetrate to the level of the basic and supporting business and administrative processes of each structural department that belong to them.

As you know, we classify the processes of any enterprise in 2 categories. These are administrative and business processes. Business processes are understandable, while we understand duplicate activities within the framework of the main function of the system. We first divide administrative processes into 2 types: administrative management processes and administrative support processes.

By administrative management processes, we mean activities that ensure that the system is able to fulfill its mission and functions as a ham in the event of various district conditions arising in a focal environment on the outer ocean.

For example, if we continue our analysis on the basis of an empirical approach using the example of the "Uzbektelecom" joint-stock company, the following composition of the main administrative and economic processes in the activities of the joint-stock company can be cited: Admission to the Minister on issues relevant to the Enterprise Organization;

1. participation in discussions on issues indirectly related to the corchon organization taking place at the reception of the Minister;

2. Negotiations with delegations of domestic and foreign partners, customers or supplier organizations;

3. Trips to foreign and local business trips;

4. holding working discussions/meetings with those responsible for the central office of the Enterprise Organization, structural and territorial structures;

5. making decisions on operational, tactical and strategic issues of the current activities of the relevant complex;

6. The strategy of short-term, medium-term and long-term activities aimed at ensuring the consistency of the activities of the enterprise organization in all areas determines the main directions for the development of roadmaps, action plans for its achievement.

7. providing tasks-instructions aimed at ensuring timely and high-quality fulfillment of tasks and continuity and efficiency of activities in the plan of activities of the Enterprise Organization in all areas;

8. Working with incoming and issuing correspondence;

9. approval of regulatory legal acts;

10. Reception of legal entities and individuals, etc.

By administrative and auxiliary processes, we mean the activities of structural structures that contribute to the activities of structural units that perform the main business processes of the system. Structures that contribute to the activities of structural units performing the main business processes of the system can include such structures as human resources, accounting, devanga, legal department, executive discipline department, business department, computer

technology department, technical security department, transport department, trade unions, women's council, youth union.

Indeed, each enterprise organization has administrative and support units that do not directly deal with the main business processes related to the production or maintenance of the main products of the enterprise organization, which generates income for it. Perhaps they will be engaged in the implementation of administrative and auxiliary processes aimed at facilitating the activities of structural structures engaged in such business processes.

For example, if we take the personnel department, then its administrative and auxiliary processes can first be divided into 3 categories: Personnel management, personnel accounting, personnel development. Usually, when developing an organizational structure of an enterprise, departments are created for the activities of these 3 areas related to the organization of personnel activities. That is, Human Resources, Human Resources, Human Resources Development.

Now we are trying to compile a list of administrative jarayons in the activities of each of these departments.

List of administrative and auxiliary processes of the HR department:

Announcement of the contest for vacancies;

examination of candidates' compliance with qualification requirements;

Testing of candidates with relevant qualification requirements;

Interview of candidates with established (60-point) test score;

Preparation of regulations related to their activities, development of proposals for projects submitted from ministries and departments;

Control over compliance with the current legislation on employment;

Development of qualification requirements for positions;

Formation of a reserve of prospective candidates (formation of a personnel reserve in the State Service);

organization of candidate practices;

Recruitment of candidates for work;

Adaptation - Adaptation of new employees to work;

development of instructions on official duties;

Rotation - transfer of employees to another position;

Execution of cancellation of the mechanical contract.

List of administrative and auxiliary processes of personnel accounting department:

Development of provisions of structural subdivisions activities;

Formation of personnel management codes;

Sending to a business trip (execution of orders for internal business trip of employees);

Granting of leave;

Encouragement;

Formation of a list of employees with a scientific degree for calculating an additional allowance to labor law, possessing a national and international recognized certificate from foreign languages, an international certificate in the field of information and communication technologies;

Disciplinary action (Application of disciplinary punishment);

Personnel maintenance;

Consideration of appeals;

Presentation of tax reports;

Presentation of statistical reports;

Depletion of the employment and employment report;

Maintenance of sick leaves;

Issuance of certificates;

keeping records of military service obligations;

Retirement.

List of administrative and auxiliary processes of the personnel development department:

Evaluation of personnel performance;

Definition of areas of advanced training of employees;

Sending employees on foreign business trips;

Advanced training of employees (continuous improvement of professional competence of system employees);

Certification of employees;

organization of training of employees of the Ministry system in local educational institutions in other areas and areas;

execution of an order on sending to study employees who have received training at local OTM;

Advising employees who do not have higher education in the sectors of the economy with at least five years of experience for undergraduate studies in the form of special correspondence education;

Recommendation for the training of employees in master's and doctoral studies in local universities;

organization of internship of OTM students;

Awarding State Award nominations.

Now let's look at the decomposition of the process providing administrative assistance "Hiring."

Table 1

Decomposition Schedule for Administrative Assistance Process "Hiring"

ADMINISTRATIVE ROAD NAME	PROGRAM MILESTONES	UNITS OF WORK COMPOSED OF PARTICIPANTS	TASKS/MOVEMENTS/AFFAIRS
HIRING	FIND WORTHY CANDIDATES	IDENTIFICATION OF VACANCIES	job determination
			identification of employees who do not meet qualification requirements
			creation of a list of existing vacancies
		FIND CANDIDATES	development of qualification requirements for vacancies
			search for candidates meeting qualification requirements from the reserve candidate base at enterprises
			providing ads via social media
		FAMILIARIZATION AND SELECTION OF CANDIDATES	conduct a primary interview with candidates
			familiarization with farms confirming compliance with qualification requirements
			put in order the heads of enterprises, departments, workshops
	ADMINISTRATIVE REGISTRATION AT EMPLOYMENT	DOCUMENT COLLECTION	Collection of premises submitted by the candidate
			replenishment of the premises provided by the HR department
			obtaining certificates from other organizations and departments
		execution of orders	issue a team
			sign an order for the uterus
			Familiarize the employee with the order
	DOING BUSINESS	FAMILIARIZATION WITH OFFICIAL DUTIES	familiarization with official duties
			familiarization with the internal regulations
			replenishment of agreements on enterprise secrecy and liability
		FAMILIARIZATION WITH INTERNAL ORDER RULES	familiarization with the plan and procedure of the working day
			Familiarization with the interaction procedures in the team
			familiarization with liability procedures
		FAMILIARITY WITH THE PROCEDURES OF THE MEHNAT GOVERNORATE	familiarization with safety requirements
			Familiarization with fire safety procedures
			familiarization with the internal procedure for the secrecy of information

As a result of the division of the administrative-auxiliary process into components to the level of work, the effectiveness of the analysis of each of these actions with a special critical analysis increases dramatically. For procedures in each work movement, data will be collected based on the following questionnaire:

Is there a regulatory framework for the implementation of the administrative support process?

What are its main requirements and procedures if they have a regulatory basis?

What is the final result of the administrative support process?

Who is the subject confirming the final result of the administrative-auxiliary process?

Number and list of subjects involved in the implementation of the administrative and auxiliary process;

What are the main stages of the implementation of the administrative and auxiliary process?

What is the number and list of documents required to start the administration and support process;

What is the number and list of documents created in the administrative and auxiliary process;

How many times during the year will the administrative and auxiliary process be carried out? Number.

What are the types and amounts of payments for the administration process?

Is there a specialized information system for the administrative support process?

The answers to this questionnaire are limited to sufficient information to model the current objectivity of administrative and auxiliary processes in the management of enterprise organizations based on international BPMN standards.

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