

# Administrative procedures

## List of administrative procedures

State

Institution

Bel sportobespechenie

Name of the administrative procedure	Documents and (or) information submitted by a citizen for the implementation of an administrative procedure	The amount of the fee charged for the implementation of the administrative procedure	Maximum term for the implementation of the administrative procedure	Validity period of a certificate, other document (decision) issued in the course of an administrative procedure
1	2	3	4	5
Issuance of salary certificate	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate of accrued and actually paid contributions to compulsory pension insurance	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely

Name of the administrative procedure	Documents and (or) information submitted by a citizen for the implementation of an administrative procedure	The amount of the fee charged for the implementation of the administrative procedure	Maximum term for the implementation of the administrative procedure	Validity period of a certificate, other document (decision) issued in the course of an administrative procedure
Issuance of a certificate of the period of work with this employer	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate on the amount of child allowance and the period of its payment	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of an extract (copy) from the employment record book to the employee	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate of employment and position	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate of employment	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely

Name of the administrative procedure	Documents and (or) information submitted by a citizen for the implementation of an administrative procedure	The amount of the fee charged for the implementation of the administrative procedure	Maximum term for the implementation of the administrative procedure	Validity period of a certificate, other document (decision) issued in the course of an administrative procedure
Issuance of a certificate of entry to work, service before the expiration of leave to care for a child under the age of 3 years	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate of insecurity of the child in the current year with a ticket at the expense of state social insurance funds to a camp with round-the-clock stay	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of a certificate of being on parental leave until the child reaches the age of 3 years	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely

Name of the administrative procedure	Documents and (or) information submitted by a citizen for the implementation of an administrative procedure	The amount of the fee charged for the implementation of the administrative procedure	Maximum term for the implementation of the administrative procedure	Validity period of a certificate, other document (decision) issued in the course of an administrative procedure
Issuance of a certificate of not allocating a voucher for children to sanatorium treatment and rehabilitation in the current year	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely
Issuance of characteristics for an employee at the request of the organization	Application request or at the request of the employee, including the dismissed	free	Not later than five days from the date of application	indefinitely