



## STATIONERY DOCUMENTS AND THEIR FEATURES

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### Annotation

This article provides an understanding of stationery documents, information about stationery documents, their application and features.

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One of the urgent problems in our country is the issue of drawing up documents in the state language, conducting proceedings in the Uzbek language, a number of reforms have been carried out in the field of office work, regulatory documents have been adopted.

In accordance with the complexity and productivity of the management process, departmental stationery, documents are also diverse and quantifiable. The purpose, direction, size, shape and a number of other qualities of documents are also typographical. Therefore, along with the general requirements for the language of documents, there are also many linguistic requirements for the work of compiling each category of documents. A specific type of document is necessarily determined by specific linguistic features and adjectives. There can be no question of creating perfect documentation without having to imagine these characteristics and qualities comprehensively and deeply. Therefore, the issue of classification of documents is of particular importance in this place.

In documentary Science, documents are classified according to several aspects. Although there is absolutely no uniform grouping in the classification, each tin can be grouped in a somewhat unique way.

According to this tradition in documentary Science, documents in proceedings are classified primarily according to the place of structure. In this respect, internal and external documents differ. Internal documents are those that are drawn up in the same institution itself and are used within the same



institution, while those that come to a particular institution from another organization or from certain individuals are external documents.

According to the content of documents are two different: 1) simple documents - contain a specific issue; 2) complex documents - contain two or more issues.

In terms of the form of the content statement, private, sample and molded (or stencil) documents differ. The uniqueness, uniqueness of the text, the fact that it is not always in one template are the main signs of private documents (for example, service correspondence, etc.).

Even in such documents, the statement of direct content is somewhat free, although there is a certain constant content.

Sample documents include texts compiled on issues related to certain identical management situations, similar to each other and with many repetitions.

Molded documents are usually written on pre-prepared printed work papers, such documents display two types of information, namely invariant (expressed in pre-finished printed text) and variable (written during the drafting of the document) information; therefore, in relation to documents of this type, the word "to fill" is often used, and not "to write". At this point, it should be said that expanding the range of molded types of documents is one of the optimal ways to improve business performance. This is because this event allows you to make the texts of the document the same and save time and labor for the preparation of the document. It is possible to include in the order of molded documents, for example, references about salary or place of residence, some acts, business trip certificates and many other documents.

Documents are divided into service or official documents and personal documents according to the aspect of belonging. If the service documents belong to the institution or officials according to the preparation, personal documents will be written by individual persons and relate to issues outside their service activities or related to the performance of Public Works (for example, a personal application, complaint, etc.).k).

The nature and level of preparation of documents is also important flawlessly. According to this aspect, documents are classified as follows: draft; original; copy; second copy (duplicate); extract.



Most documents are initially made in a draft copy, which is the original copy of the author of the document, that is, the draftsman, copied in a manuscript or on a computer.

This copy can be corrected and copied again. It is worth saying that the draft document does not have legal force. The original is the original, the first official copy of any document. Exactly the copied form of the original is referred to as a copy, usually with a "copy" check mark in the upper right corner.

In documentation, both exact (facsimile) and free copies differ. It is the copy that accurately and fully reflects all the features of the original - the location of the necessary parts of the document, the available form symbols (such as a coat of arms, a round seal, a square seal, a badge), a print in the text, written letter forms, etc., for example, a photocopy or a copy issued on a computer can be. And in a free copy, although the information in the document is fully expressed, this copy does not directly correspond to the original in terms of external characteristics, that is, in a free copy it is written as a "seal" instead of the original, as a "signature" instead of a signature, as a "coat of arms" instead of a coat of arms, etc. Sometimes there is a need not for a specific document, but for a part of it. In such cases, not a copy is obtained from the document, but an extract (for example, an extract from the minutes, an extract from the command, etc.). Copies and extracts, of course, will have legal force only if they are certified by a notary, personnel department, etc. in the appropriate order. In cases where the original is lost, a second copy (duplicate) of the document is issued, the second copy is of the same legal force as the original. According to the position of service in management activities, documents can now be classified, in principle, as follows: organizational documents; ordinance documents; information and information documents; service correspondence.

Stationery is divided into four groups according to the scope of application, goals and objectives:

1. Organizational documents (certificate, instruction, charter, contract, etc.)
2. Order documents (order, instruction, order).
3. Information and information documents (application, protocol, act, power of attorney, description, biography, receipt, explanatory note, announcement, etc.).



4. Service correspondence (invitation, Telegram, letters).

In conclusion, an important task of documentation is to document administrative activities, develop all documents, preserve them. The purpose of wrapping the subject of documentation for students is to be able to answer the question of what the documents themselves are, to convey to students the role, significance of the document; to explain the types, forms and samples of the document; to have theoretical information about the style, vocabulary and grammatical features of the work papers.

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