GENERAL REQUIREMENTS FOR POURING INTO PERSONAL DOCUMENTS

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Annotation

This article discusses the history of documentation, general requirements for pouring into personal documents.

Keywords: documents, organization, Content, official, personal, original, internal, external

The activities of an Enterprise, Institution, Organization at one level or another cannot be imagined without working papers. The direct basis of the proceedings is the documentation. Documents with the same content, hajman and form regulate the continuous activities of large and small work communities.

Documents also have a long history. There was a complex of laws of the XVII century BC, in the East there were such documents as labels, decrees, names, agreements, arznets, borrowings, cards, recitations of the X-XIX centuries AD.

The former Shura system has brought all spheres of economic, socio-political and cultural life into the light of the face. The principles of documentation and departmental proceedings throughout the country were also followed. The status of national languages declined due to Uta girrom language policy. In the main law of Turkestan Ulka in 1918, Uzbek and Russian were declared the state language, and in practice departmental proceedings were carried out in Russian.

By the decree of the Revolutionary Committee of the Republic of Uzbekistan dated December 31, 1924 No. 48, certain works were carried out in order to bring the work of Shura offices closer to the local people, in particular, special work papers were prepared. These documents also appeared on the basis of the Russian mold.

With the granting of the status of the state language to the Uzbek language, opportunities for the formation of excellent documentation in the Uzbek language were opened.

Documents are first of all 2 types according to the order of the structure : internal and external documents.

When the documents used in the organization's Uzi are called internal documents, the inter-organizational supporting documents are considered external documents.

When documents are simple and complex in terms of content, in terms of the form of the content statement, private, sample and molded documents differ.

Depending on the aspect of belonging, official and personal documents are distinguished.

Depending on the nature and level of preparation, draft, original, second copy (duplicate), extract documents are distinguished.

In accordance with the complexity and productivity of the management process, in accordance with departmental stationery, documents are also very diverse and out of quantity. The purpose, unification, size, shape and a number of other qualities of documents are also different. Therefore, along with the general requirements for the language of documents, there are also kupgina linguistic requirements that are poured into the work of drawing up each category of documents. A specific type of document is necessarily determined by its own linguistic features and qualities. Without a comprehensive and in-depth picture of these properties and qualities, there can be no question of creating perfect documentation. Therefore, the issue of classification of documents in this Orin is of particular importance.

In documentary Science, documents are classified into several aspects. According to tradition, the documents in the proceedings are classified first of all into the order of the structure. In this respect, internal and external documents differ. Internal documents are documents that are drawn up on the UZI of the same institution and are used within the same institution, and those that come to a particular institution from another organization or from certain persons are external documents.

Kura in the content of documents smeared two different:

1) simple documentation-includes a specific issue en;

2) complex documentation - includes two or more issues.

The form of the content statement is certified by private, sample and molded (or stencil) documents. The uniqueness, uniqueness of the text, the fact that it is not always found in one template are the main signs of private documents (for example, service correspondence, etc.). Although such documents also contain certain permanent content, the immediate content description is somewhat freely blurred. Sample documents contain texts compiled on issues related to certain identical management situations and repeated coups.

Molded documents are usually written on pre-prepared printed work papers, such documents display two types of information, namely uzgarmas (expressed in pre-prepared printed text) and uzgari (written on a typewriter or in a slave during the drafting of a document) information; therefore, in relation to this type of documents, the kupincha is used, and not "write", but "fuck" suzi. At the same time, it should be said that expanding the range of moldable types of documents is one of the optimal ways to improve business performance. This is because the event gives the commitment 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.

Depending on the aspect of belonging, it is allocated to the service or official documents and personal documents. Documents prepared by any institution or official enter into service documents (such as orders, instructions, minutes).

Personal documents are written by individual persons and relate to issues outside of their service activities or related to the performance of public works (such as a personal application, complaint, recommendation).

In the middle of the institutions, service communications are carried out mainly by letters. Through such correspondence, various instructions, flocks, answers, explanations, message, proposal, please, guarantees are provided and accepted.

In conclusion, since official documents must have practical significance, when using language, of course, the point of view must necessarily be at a clear ideographic and fast pace of communication, which requires writing in a natural,simple and understandable language; since official documents have a fixed prestige, when using language, it is necessarily necessary to reflect on the issues of how to guarantee

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