

HISTORICAL DEVELOPMENT AND MANAGEMENT OF OFFICIAL STYLE

Asila Shodiyeva

Teacher of the Department of Uzbek Language and Literature of Fergana State University

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Abstract. *The historical development of official working documents, the basis of its maintenance, historical terms of documents, historical periodization of documentation are given on the basis of scientific evidence.*

Keywords: *style, official work documents, decree, label, application, will, yarliġ, niġän, bidim, bitig, tuzuk, seal, stamp.*

Every person needs to be aware of language rules as well as language styles in order to fully, clearly and clearly express his/her opinion. When addressing state agencies, authorities, institutions, and organizations in writing, we certainly use the official working method. Whether he is a government employee, a worker, a student, or a farmer, they write official work documents such as an application, explanatory letter or power of attorney, receipt in the same format.

Like all events, units, there is a historical development of this style, and we think about the keeping of official work documents in the past.

In the East, in the regions where our ancestors lived, edicts, labels, petitions, wills or similar documents were widespread in the 10th-19th centuries. Labels vary in content: message, description, command, notification, confirmation, etc. [2;5] In this place, Tokhtamish Khan's label sent to the Polish king Yagaila in 1393, Temur Qutlugh's label in 1397, Umarshaikh Mirza's father Zahiriddin Muhammad Babur's Mir Said Ahmad from Margilan We can cite examples such as the label given to the person named in 1469, [8;34-35] the label sent by the governor of Tashkent Yunuskhaja to St. Petersburg on June 2, 1797 through his ambassadors [10;6] .

But if we look at the history, at first, the texts related to the official working method were not paid attention to as a linguistic phenomenon: "Until now, the name and type of the official text were not considered as a linguistic phenomenon in the works devoted to the study of the documents created in Turkology. There is a great need to study the genre of documents in the Turkish language, their structure, system of terms, standard combinations, text components, guidelines for issuing documents. The emergence of the Turkish official style, the stages of its improvement, the types and scope of application of official papers used in the past in the past, notarial relations, the composition of documents, the issue of the selection of language units in them have not been studied in science. [3;5]

Several types of official business documents were used in the Middle Ages, compared to today's practice. They are distinguished in terms of their socio-political function, legal position, content, application, and methodological features: "...Turkish documents from the early and Middle ages can be divided into the following categories:

1. Official texts related to state administration and legislation.
2. Diplomatic documents.
3. Documents related to civil court offices.
4. Foundation documents related to religious institutions.

Notarial relations between people, contracts for formalizing trade and business affairs, and business papers related to business management. [3;12]

It is known that the name of official work documents plays a key role in its understanding. In each period, the naming of documents was different, the name of the document being read, sent or written determined the type of official text and appeared as a means of ensuring its uniqueness.

There are also many types of documents used in court practice, diplomatic relations, notarial relations between people and other legal fields in the early and middle ages. They are recorded in official documents, historical and artistic works with terms such as yarlıg, nişan, bitim, bildirguluk, bitig, baş bitig, ata bitig, bodum bitig, ötuğ bitig, ay bitig, bişuğ, yumuş, bictas bitig, tutsuğ. done [3;12]

The use or designation of such historical formal style terms spans several periods. In this place, Q. Omonov divided the history, emergence and improvement of the following official style into several periods: "The history of Turkish documentation, the emergence and improvement of the official style includes several periods. Its development up to the Middle Ages can be divided into the following stages:

- I. Documentation of the oldest periods (from the III century BC to AD to the VI century).
- II. Documentation of the period of the Turkish khanate (VI-IX centuries AD).

This stage of documentation is divided into two periods:

1) Documentation of the period of the First and Second Turkish khanates (VI-VIII centuries);

2) Documentation of the period of the Uighur khanate (VIII-IX centuries).

III. Documentation of the 9th-13th centuries. This is also the stage of Turkish documentation divided into two periods:

1) Documentation of the Karakhanid period (from the second half of the 10th century to the 12th century to the end);

2) Documentation used in Kochu and Ganju states (IX-XIII centuries annuals).

Documentation of the XIII-XVI centuries. This stage of Turkish documentation divided into the following periods:

1) Documentation based on the Chigatai method (XIII-XIV centuries).

2) Documentary of the Golden Horde and subsequent khanates (XIV century from the first half to the second half of the 16th century).

3) Documentation of the Timurid era (from the second half of the 14th century to the 16th century).

4) Documentation of the early period of the Ottoman Empire (XV century from the second half to the 16th century). [3;13]

From the above periodization, we can see that, depending on different ruling dynasties, the bases of documentation were named and maintained differently. Features such as the basis of the law and the rules of writing are reflected in the documents. In particular, historical Chinese sources translated by N. Bichurin provide information about Samarkand: "Turkish law and Turkish writing prevailed here." [9;281]

Also, the first written examples of biographical and descriptive documents, which are part of the current official working documents, were written during the period of the blue Turkish script: ban. I am Tabğac äliñä qılınım. Türk bodun Tabğacqa körür ärti. - "Know that I am

Tonyuquq." I myself was educated in Tabgach state. The Turkish people were dependent on Tabgach. [6;59-70]

From the works of Yusuf Khos Hajib, we can learn the basics of keeping documents in the devan-courts of the Karakhanid era, and that the establishment of documentation is an important basis in state administration:

That's all you need,

It's over

This document is very important.

The beggars rule the country with a document. [7;85]

The documentation of the Timurid period is the high stage of the history of the Turkish official style. [4; 117-120] We can get detailed answers to issues such as documentation and administrative principles of this period, laws, and the management system of the kingdom from Amir Temur's work "Temur's Laws": and I performed it according to the rules. [5;137-139]

As in the case of current documentation, the officiality, legal basis, and authenticity of historical documents are determined by seals, stamps, and signs.

Three, four historical seals. hexagonal, round or almond-shaped. Seals were usually worn by khans, sultans, emirs and kings as rings. We can find vivid examples of such seals in the documents of the Timurid period, such seals are "chorus seal". It is called [1;17].

In particular, the role of seals in historical official documents has also gained importance. An inappropriate stamp also led to disagreements and deterioration of mutual relations. In "Boburnoma" we can find an example related to this situation: *"The letter will be finished and we will be grateful, and honest and honest answers will be sent. One of those traditions is that Shahibek used to put a stamp on the back of the letter he had written to me. ... Those who were from these sites and villages, people who have been digging for thirty or forty years will be destroyed."* [1;187-188]

In addition to these, the scribes who were engaged in the work of creating an official text in Turkic-Uyghur script in the khans' divan always wrote the name of the ruler who was signing the document, the names and attributes of his ancestors, as well as the attributes of the name of the god, always a little ahead of the new line. [3;20] Writing in this way can be said to have defined the style of historical official work documents.

In conclusion, official business documents have a long history. It can be seen from its examples that have reached us that it has a special place in the formation of the literary language. Despite the fact that documentation has some shortcomings and different aspects in the historical stages of its development, we have been studying it as the basis of current documentation.

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