ISH YURITISH TILI VA USLUBI

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Annotatsiya O‘zbek hujjatchiligini shakllantirish hamda takomillashtirishdagi eng muhim va dolzarb maslalardan biri hujjatlarning tili va uslubi maslasidir. Hujjat tayyorlash va rasmiylashtirishda, avvalo, o‘zbek tilining barcha asosiy qonuniyatlari va qoidalarini ma’lum darjada tasavvur etish zarur. Har bir rahbar, boshqaruv muassaslarining xodimlari, umuman faoliyati ish qog‘ozlarini tuzish bilan bog‘liq har bir kishi o‘zbek tilining imlosini, tinish belgilari, shuningdek, uslubiy qoidalarini egallagan bo‘lishi kerak. Bularsiz zamon taraqqiyotiga javob beradigan aniq, lo‘na, mantiqli hujjatchilikni yaratib bo‘lmaydi. Boshqaruv sohasidagi xizmatchilar o‘z vaqtlarining 80 foiz qismini hujjatlashtirish ishiga bag‘ishlar ekanlar.

Kalit so’zlar: hujjat, o’zbek tili, nutq uslublari: so’zlashuv, badiiy, ilmiy, ommabop va rasmiy uslub.

Ish yuritish sohasi o‘zbek tilining amalda bo‘lish imkoniyatlarini namoyish qiladigan yo‘nalishlardan hisoblanadi. Yoziladigan hujjat faqat uning muallifining o‘zi uchun yozilmasdan, ko‘pchilik, shu jumladan, yuqori tashkilot va muassasalar hamda ularning rahbarlari nazaridan o‘tishi ham inobatga olinsa, uni shakllantirishga jiddiy e’tibor berish talab etiladi.

O‘zbek hujjatchiligidagi jiddiy o‘rganilishi, amaliy va nazariy tatqiq etilishi lozim bo‘lgan o‘rinlardan biri ayrim hujjatlarning nomlanishi maslasidir. Ba’zi hujjatlar rus tilida qanday nomlansa, o‘zbek tilida ham shundayligicha nomlanib kelingan. Masalan, **“Ish yuritish” degan atamani** oladigan bo‘lsak, ruscha **“deloproizvotstvo” so‘zidan tarjima** qilinib, o‘zbek tiliga olib kirilgan. Vaholanki, ma’lum bo‘lishicha, tariximizda saroy va umuman yirik mahkamalarda yozuv ishlarini olib boruvchilar **“munshiy”** (arabcha) deb atalgan. Atoqli yozuvchimiz Abdulla Qodiriyning “Mehrobdan chayon” romanidagi quyidagi satrlarini eslang: “Anvar **devonxona** sahniga yetganda, ichkarudagi kattadan-kichik, mirzo, **munshiy**lar yangi boshliqlarini muborakbod qilgali o‘rinlaridan qo‘zg‘aldilar”. Demak, ruschadan tarjima qilingan “ish yurituvchi” atamasining muqobili sifatida “munshiy” so‘ziga o‘zakdosh va ma’nodosh bo‘lgan hamda o‘tmishda bobolarimiz tilida ishlatilgan **“munshaot”** so‘zini tavsiya etish mumkin. O‘zbek tilida uzoq vaqtlar qo‘llanishda bo‘lgan **“spravka”, “raport”, “instruksiya”, “akt”, “xarakteristika”,** kabi hujjat nomlari istiqlol sharofati bilan o‘z muqobilini topdi.

Shu nuqtai nazardan, ma’lum bir korxona yoki tashkilotda ishlaydigan xodim o‘z faoliyatida zarur bo‘lgan asosiy hujjatlarning rasmiylashtirish qoidalarini puxta egallab olgani ma’qul.

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Ish yuritish jarayonida avvalgi darslarda ta’kidlab o‘tilganidek, birinchidan, «Davlat tili haqida»gi Qonun talablariga rioya qilish, ya’ni hujjatlarni o‘zbek tilida yozish zarur. Ikkinchidan, o‘zbek tilining vazifaviy jihatdan hujjatlarni rasmiy uslubda shakllantirish lozim. Ish yuritishdagi hujjatlar rasmiy uslubda shakllantiriladi. Shu sababli, ish yuritishdagi hujjatlarda ehtiroslarga berilib, turli xil obrazli so‘zlarni qo‘llash yoki shevachilikka borish, xullas adabiy va rasmiy til me’yorlaridan chetlashish maqsadga muvofiq emas. Bu hujjatlarning matnida fikrlar, ma’lumotlar, dalillar aniq, mazmunan puxta, ayni paytda, ravon ifoda etilishi, fikrning ikki xil tushunilishiga yo‘l qo‘yilmasligi lozim. Hujjatlar tilida fikr qisqa, lo‘nda, aniq maqsadga qaratilgan holda bayon etilishi zarur. Ulardagi qo‘shma gaplarda so‘zlar va gaplar o‘rtasidagi mantiqiy bog‘lanishlarga jiddiy e’tibor berishga to‘g‘ri keladi. Rasmiy uslubda so‘z tartibining buzilishiga yo‘l qo‘ymaydi. Bular barcha rasmiy hujjatlar uchun umumiy talablar hisoblanadi. Har bir hujjatning o‘ziga xos rasmiylashtirish xususiyatlari ham bor. Bu o‘ziga xosliklar hujjatdagi birlamchi va ikkilamchi qismlarning joylashtirishidan tortib, so‘z va iboralarni tanlash hamda gap qurilishida ko‘zga tashlanadi. **Hujjatlarning kirish va yakuniy qismlari deyarli bir xil. Ammo asosiy mazmunni ifoda etadigan matnda farqlar bo‘ladi.** Masalan, **ariza, tilxat, tushuntirish xati, tarjimai hol, ishonchnoma** singari hujjatlar bir kishi tomonidan yozilgani uchun uning rasmiylashtirilishi **1 shaxs tilidan bo‘ladi va unda men olmoshi, fe’lning ma’lum qilaman, iltimos qilaman, so‘rayman, harakat qilaman, ishonch bildiraman, tug‘ilganman, borganman, qabul qilinganman, tugatganman singari fe’lning 1 shaxs o‘tgan va kelasi zamon shakllari ko‘p qo‘llaniladi.**

Ma’lumotnoma, dalolatnoma, bayonnoma singari hujjatlarda esa ko‘pchilikning fikri ifoda etilgani tufayli unda **berildi, tuzildi, eshitildi, qaror qilindi singari so‘z va jumlalar o‘tgan zamonda, majhul nisbatda beriladi**. **Buyruqlarning rasmiylashtirilishi** esa tamomani boshqacha. **Unda qat’iyat ohangi kuchli bo‘ladi va topshirilsin, yuklatilsin, so‘ralsin, ogohlantirilsin, tayinlansin, ozod etilsin, berilsin singari fe’l shakllari o‘tgan zamonda, buyruq maylida ifoda etiladi.**

Hujjat matni aniqlik, ixchamlik, lo‘ndalik, mazmuniy to‘liqlik kabi talablarga javob berishi kerak. Bu kabi talablar asosida rasmiylashtirilmagan hujjatlar ish yuritish jarayoniga xalaqit beradi, aniq maqsadni ifodalamaydi, uning samaradorligini keskin kamaytiradi. Hujjatlar matniga qo‘yiladigan eng muhim talablardan biri xolislikdir. **Shuning uchun hujjatlar tilida so‘z va so‘z shakllarini qo‘llashda muayyan chegaralash mavjud. Xususun, rasmiy ish uslubida kichraytirish-erkalash qo‘shimchalarini olgan so‘zlar, ko‘tarinki tantanavor, shuningdek, dag‘al so‘zlar, shevaga oid so‘zlar, tor doiradagi kishilargina tushunadigan so‘zlar, o‘xshatish, jonlantirish, mubolag‘a kabi obrazli tafakkur ifodasi uchun xizmat qiluvchi usullar ishlatilmaydi.** Ularning ishlatilishi hujjatlar matnidagi ifodaning noholisligiga olib keladi.

Zaruriy sifatlari hujjatchilik tilining o‘ziga xos uslubi, undagi o‘ziga mos so‘z qo‘llash(leksik-semantik), morfologik-sintaktik xususiyatlar orqali tamin etiladi. **Hujjatlar tilida ot va fe’l turkumiga oid so‘zlar ko‘plab qo‘llanadi.** Shuningdek, majhul

nisbatidagi fe'l shakllari qo'llanilishi ancha yuqori: **topshirilsin, tasdiqlansin, bajarilsin, tayinlansin, eshitildi, qaror qilindi, ko'rib chiqildi** va shu kabilar.

Hujjatchilikda **imlo va tinish belgilari masalasiga alohida e'tibor berilishi** kerak bo'ladi. Hujjatning nomini yozishda ba'zan har xillik ko'zga tashlanadi. Xususan, hujjatning nomini kichik harf bilan, ba'zan bosh harf bilan yozish hollari kuzatiladi. Hujjatning nomini bosh harf bilan yozgan ma'qul.

Shuning uchun ham har bir hujjatning til va uslub xususiyatlarini o'rganmoqchi bo'lgan kishi uning keltirilgan namunalarini sinchiklab kuzatsa, ularning har birining o'ziga xos xususiyatlarini va qoliplarini bilib olishi qiyin bo'lmaydi. Hujjatlarni yozishda bir xillikka erishish va unga ko'nikma hosil qilish katta yutuq sanaladi.

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