



LEGAL FOUNDATIONS FOR CONDUCTING OFFICIAL BUSINESS IN THE STATE LANGUAGE WITHIN INTERNAL AFFAIRS BODIES AND ITS IMPLEMENTATION

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Abstract: This article analyzes the concept of conducting official business in the state language and its distinctive features, legislation on the state language and its essence, the practice of using the state language in internal affairs bodies and the legal basis for its implementation, the concept of a document, and the principles of document systematization.

Keywords: state language, office administration, legislation on the state language, document management technology, procedures for conducting information and analytical work, document execution, document dispatch

The Uzbek language, a brilliant and invaluable product of our people's centuries-old cultural, scientific, educational, and artistic thinking, as well as their intellectual potential, is one of the world's richest and most ancient languages.

In Uzbekistan, the adoption of the law on the state language on October 21, 1989, which our people had dreamed of, aspired to, and fought for over centuries, was the first bold step towards the country's sovereignty and independence. It is precisely due to this historical document that the Uzbek language acquired a solid legal foundation and elevated status.

The attainment of independence by the Republic of Uzbekistan primarily created a crucial foundation for the extensive development of our native language. Article 4 of our state's fundamental law - the Constitution in its new edition - states: "The state language of the Republic of Uzbekistan is the Uzbek language. The Republic of Uzbekistan ensures respect for the languages, customs, and traditions of the nations and ethnic groups residing on its territory, and creates conditions for their development." [1]

It is of great importance to fully and correctly utilize the capabilities of the state language in all areas of our country's social life, including public administration, modern and innovative technologies, industry, the banking and financial system, law, diplomacy, military affairs, medicine, and other fields. In particular, Article 8 of the Law of the Republic of Uzbekistan "On the State Language" states: "The legislative acts of the Republic of Uzbekistan, as well as other documents of state authorities and administration, are adopted and published in the state language" [2].

With the Presidential Decree No. PF-5850, issued on October 21, 2019, "On Measures to Radically Increase the Prestige and Status of the Uzbek Language as the State Language", the primary goal was set to significantly enhance the role and reputation of the Uzbek language in society and at the international level. The decree also aimed to instill patriotism, loyalty to national traditions and values, and a sense of heritage among the younger generation, while ensuring the full implementation of the state language across the country. As part of this initiative, October 21 was officially designated as "Uzbek Language Day".

Subsequently, on April 10, 2020, the Law “On Establishing Uzbek Language Day” was adopted to further reinforce this recognition. [3]

The great attention given to the historical significance and importance of the adoption of the “Law “On the State Language” in our country is not without reason. This date holds immense “spiritual, educational, legal, and political” significance.

As the head of our state has emphasized, Uzbekistan’s efforts to build a New Uzbekistan have entered a decisive stage. In this process, our “native language”, which is a symbol of our “national identity, pride, and honor”, undoubtedly serves as a “powerful source of strength and inspiration”.

It is also important to highlight the significance of the Decree of the President of the Republic of Uzbekistan, No. PF-6084, dated October 20, 2020, "On Measures for Further Development of the Uzbek Language and Improvement of Language Policy in Our Country." This document outlines future tasks aimed at fundamentally enhancing the role and prestige of the Uzbek language in the social life of our people and on the international stage, educating the younger generation in the spirit of patriotism, loyalty to national traditions and values, and ensuring the full implementation of the state language in the country. The decree also emphasizes the preservation and development of the languages of all nations and ethnic groups in Uzbekistan, creating conditions for learning the Uzbek language as the state language, and defines the strategic goals and priority directions for the development of language policy[4].

In addition, three key documents aimed at further developing the Uzbek language have been adopted:

1. “The Concept for the Development of the Uzbek Language and Improvement of Language Policy for 2020–2030”;
2. “The Program for Implementing the Concept for the Development of the Uzbek Language and Improvement of Language Policy for 2020–2022”;
3. “The Main Directions for the Development of the Uzbek Language and Improvement of Language Policy for 2020–2030”, which have been approved.

These documents outline a comprehensive framework and strategic approach to enhancing the status and usage of the Uzbek language over the next decade.

Today, to ensure the implementation of the specific and comprehensive tasks outlined in these documents, consistent efforts are being made to conduct activities fully in the state language across various sectors. These include public administration, modern and innovative technologies, industry, the banking and financial system, legal affairs, diplomacy, healthcare, law enforcement agencies, and military institutions. As emphasized by the leader of our country, “The issue of the state language must be one of the fundamental principles of our national ideology”. This underscores the importance of promoting and fully integrating the Uzbek language into all spheres of life as a cornerstone of national identity and progress[5].

One of the most important and pressing issues in the formation and improvement of Uzbek documentation is the language and style of documents. When preparing and formalizing documents, it is essential, first and foremost, to have a clear understanding of the fundamental rules and norms of the Uzbek language. Every leader, employee of administrative institutions, and anyone whose work involves drafting official papers must master the orthography, punctuation, and stylistic rules of the Uzbek language. Without this, it is impossible to create precise, concise, and logically coherent documentation that meets the

demands of today's development. According to estimates, employees in the administrative sector spend up to 80% of their working time on documentation. If these employees are not well-versed in the rules of the Uzbek language, even dedicating 100% of their time to this task will make it difficult to achieve positive results[6].

Office work in internal affairs bodies also has important practical significance.

As the legal basis for organizing office work in internal affairs bodies, the following laws of the Republic of Uzbekistan can be cited: the Law "On State Secrets" dated December 27, 2024; the Law "On Electronic Document Circulation" dated April 29, 2004; the Law "On Normative Legal Documents" dated April 20, 2021; the Law "On Appeals of Individuals and Legal Entities" dated September 11, 2017; and the Law "On Electronic Government" dated December 9, 2015.

As a rule, document exchange refers to the movement of documents within an organization from the moment of their creation or receipt until the completion of their execution or dispatch.

The technology of working with documents includes the following:

Receiving (preparing) and initial processing of documents;

Initial review and distribution of documents;

Registering documents;

Monitoring the execution of documents;

Conducting information and analytical work;

Executing documents;

Sending documents;

Systematizing documents (forming case files from documents) and current storage [7].

Office work is an activity that encompasses the process of performing managerial tasks, documenting, and organizing work with documents. Office work is an essential component of the operations of every enterprise, organization, or institution. Various office management systems are used in the practical activities of enterprises, institutions, and organizations, but administrative office work (which is usually also referred to as general office work) is mandatory for all of them.

In the process of office work, almost all employees of the management apparatus participate to some extent: some prepare documents, others ensure their submission, and others rely on these documents in their activities.

Any situation resolved by the management apparatus and implemented into practical work is formalized with a document.

The implementation of a unified record-keeping system represents a set of fundamental rules, norms, and recommendations that define and regulate the process from the moment a document is received or prepared until its transfer to the archive. Consequently, special standards and requirements are established to determine the record-keeping system. These requirements are defined through the study of record-keeping and documentation practices in various structures of state administration. For instance, the "Model Instruction on the Organization of Record-Keeping and Execution Control in the Offices of Ministries, State Committees, Departments, Corporations, Concerns, Associations, Companies, and Other Central Institutions of the Republic of Uzbekistan" was adopted, as approved by Resolution No. 140 of the Cabinet of Ministers of the Republic of Uzbekistan dated March 29, 1999[8].

The current system of record keeping is based on the generally accepted modern theory and practice of applying advanced forms and methods of working with documents. The main task here is to facilitate the optimization and simplification of documentation in the activities of the state apparatus at various levels of management. This system necessitates the implementation and ongoing simplification of practically tested optimal methods of record keeping.

Conclusion. The activity of conducting business in the state language in internal affairs bodies plays an important role in implementing the official language policy of the country. The legal basis for this area is strong and contributes to enhancing the prestige of the state language and improving the efficiency of internal affairs bodies..

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