



**ORDER OF THE RECTOR OF TASHKENT STATE
UNIVERSITY OF ORIENTAL STUDIES UNDER THE
MINISTRY OF HIGHER EDUCATION, SCIENCE AND
INNOVATION OF THE REPUBLIC OF UZBEKISTAN**

May 5, 2026

No. UM-118

Tashkent city

**On the Digitalization of University Operations and Regulation of Paper
Usage**

For the purpose of ensuring the implementation of Resolution No. 109 of the Cabinet of Ministers of the Republic of Uzbekistan dated March 18, 2026, “On measures to regulate the use of paper within the framework of digitalizing work processes in the activities of republican and local executive authorities,” as well as Order No. 163 of the Ministry of Higher Education, Science and Innovation dated April 27, 2026:

I HEREBY ORDER

1. Oliy Order No. 163 of the Ministry of Higher Education, Science and Innovation dated April 27, 2026 shall be accepted for guidance and execution.

In accordance with Resolution No. 109 of the Cabinet of Ministers dated March 18, 2026: the target indicators for reducing paper usage within the framework of digitalizing work processes in the activities of the Ministry of Higher Education, Science and Innovation for 2026–2030;

as well as the approved “Roadmap” for the gradual transition to paperless workflow and the regulation of paper use within the framework of digitalizing work processes in the Ministry of Higher Education, Science and Innovation and its system organizations shall be taken into information.

2. To all Vice-Rectors, institute directors, faculty deans, heads of departments, and heads of departments:

All internal official correspondence, orders, meeting minutes, and reports within the university shall be maintained fully in electronic form.

3. To the Vice-Rector for Finance and Economic Affairs (Sh.Mirziyatov)ga:

In the university’s operational activities, the mandatory use of double-sided printing on printers shall be introduced.

The procurement and widespread use of recycled paper products within the university shall be established.

4. Starting from May 1, 2026, an eco-initiative titled “Paperless Day” aimed at reducing paper consumption shall be held on the last Friday of each month. On this day, full electronic document circulation within the university shall be ensured.

5. To the Head of the Office and Archives Department (Sh. Yakubjanova):

You are instructed to ensure the delivery of this order to the relevant responsible persons.

6. The control over the implementation of this order shall remain with myself.



O‘ZBEKISTON RESPUBLIKASI
OLIY TA’LIM, FAN VA INNOVATSIYALAR VAZIRLIGI
TOSHKENT DAVLAT SHARQSHUNOSLIK
UNIVERSITETI REKTORINING BUYRUG‘I

2026-yil 5-may

118-UM

Toshkent shahri

Universitet faoliyatida ish jarayonlarini raqamlashtirish hamda qog‘ozdan foydalanishni tartibga solish to‘g‘risida

O‘zbekiston Respublikasi Vazirlar Mahkamasining “Respublika va mahalliy ijro etuvchi hokimiyat organlari faoliyatida ish jarayonlarini raqamlashtirish doirasida qog‘ozdan foydalanishni tartibga solish chora-tadbirlari to‘g‘risida”gi 2026-yil 18-martdagi 109-son qarori hamda Oliy ta’lim, fan va innovatsiyalar vazirligining 2026-yil 27-apreldagi 163-sonli buyrug‘i ijrosini ta’minlash maqsadida:

B U Y U R A M A N

1. Oliy ta’lim, fan va innovatsiyalar vazirligining 2026-yil 27-apreldagi 163-son buyrug‘i rahbarlik va ijro uchun qabul qilinsin.

Vazirlar Mahkamasining 2026-yil 18-martdagi 109-son qaroriga muvofiq:

2026-2030-yillarda Oliy ta’lim, fan va innovatsiyalar vazirligining faoliyatida ish jarayonlarini raqamlashtirish doirasida qog‘ozdan foydalanishni kamaytirish bo‘yicha **maqsadli ko‘rsatkichlar**;

Oliy ta’lim, fan va innovatsiyalar vazirligi va tizim tashkilotlarida qog‘ozsiz ish yuritishga bosqichma-bosqich o‘tish hamda ish jarayonlarini raqamlashtirish doirasida qog‘ozdan foydalanishni tartibga solish bo‘yicha “**Yo‘l-xaritasi**” tasdiqlanganligi ma’lumot uchun qabul qilinsin.

2. **Barcha prorektorlar, institut direktorlari, fakultet dekanlari, kafedra mudirlari va bo‘lim boshliqlariga:**

Universitetdagi barcha ichki xizmat yozishmalari, buyruqlar, yig‘ilish bayonlari va hisobotlar to‘liq elektron shaklda yuritilsin.

3. **Moliya-iqtisod ishlari bo‘yicha prorektor (Sh.Mirziyatov)ga:**

Universitet ish faoliyatida foydalaniladigan printerlarda ikki tomonlama chop etish tartibini majburiy joriy etilsin.

Qayta ishlangan qog‘oz mahsulotlarini xarid qilish va ulardan universitetda keng foydalanish yo‘lga qo‘yilsin.

4. 2026-yil 1-maydan boshlab har oyning oxirgi juma kunida qog‘oz sarfini kamaytirishga qaratilgan “Qog‘ozsiz bir kun” ekoaksiyasi o‘tkazib borilsin, mazkur kun davomida universitetda hujjatlar aylanishi to‘liq elektron shaklda amalga oshirilishi ta’minlansin.

5. **Devonxona va arxiv bo‘limi mudiri (Sh.Yakubjanova)ga:**

Ushbu buyruqni tegishli mas’ullarga yetkazish vazifasi topshirilsin.

6. Mazkur buyruq ijrosini ta’minlash va nazorat qilishni o‘z zimnamda qoldiraman.