

Local & Munl. (1895) Department.

PRINTED.

G.O., No. 424 L

DATED 8th March 1895

[Despatch Abstract.]

Use of Vernacular terms.

Communicating to the Sanitary Commissioner, the Sanitary Engineer, all Presidents of District Boards and Chairmen of Municipal Councils and the President of the Municipal Commission, Madras, G.O., Public Department, communicating to Departments of the Secretariat and to all Heads of Departments under the Chief Secretary, letter from the Government of India, requesting that the -----in official correspondence intended to go beyond the Local Government first concerned may be avoided as far as possible, and that the same restriction may be extended to all official correspondence in the Presidency.

BACK PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.

PRESS.

LOCAL AND MUNICIPAL DEPARTMENT.

G.O., DATED 8-3-95

No. 424

First copy sent to Press. 8/3/95

Returned for signature. 16/5/95

Despatched in print. 16/8/95

INDEXED.

[Despatch Abstract.]

Use of Vernacular terms

Communicating to the Sanitary Commissioner, the Sanitary Engineer, all Presidents of District Boards and Chairmen of Muni. Councils and the President of the Municipal Commission, Madras, G.O. Public Department. Communicating to Departments of the Secretariat and to all heads of departments under the Chief Secretary letter from the Govt. of India requesting that the — in official correspondence intended to go beyond the Local Govt. first concerned may be avoided as far as possible, and that the same restriction may be extended to all official Correspondence in the Presidency.

BACK PAPER, No.

OF 18

READ AGAIN ORDER OF GOVERNMENT, DATED
18 , No.

FURTHER PAPER, No.

OF 15

ENCLOSURES.

CURRENT No.

615 L

A

STATEMENT WITH DITTO.

ORDER, &c., OF GOVERNMENT—A.

PAPERS KEPT OUT OF FILE FOR DESPATCH IN ORIGINAL
(not paged).

NUMBER OF COPIES
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Order complete. 580
Letter only.
Order complete with Letter.

N.B.—

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R = Print, but not for monthly volume.

Govt. of {1895} Madras.
LOCAL AND MUNICIPAL.

Issued

Recd.

Encl.

G.O., 8th March 1895, No. 424 L.

MARCH.

Use of Vernacular terms.

Communicating to the Sanitary Commissioner, the Sanitary Engineer, all Presidents of District Boards and Chairmen of Municipal Councils and the President of the Municipal Commission, Madras, Government Order, Public Department, communicating to departments of the Secretariat and to all Heads of Departments under the Chief Secretary letter from the Government of India requesting that the — in official correspondence intended to go beyond the Local Government first concerned may be avoided as far as possible, and that the same restriction may be extended to all official correspondence in the Presidency.

Order—dated 20th February 1895, No. 128, Public.

Communicated to departments of the Secretariat and to all heads of departments under the Chief Secretary for guidance, in continuation of G.O., dated 17th January 1874, No. 43, Public.

2. Attention is specially directed to paragraph 4 of the letter.

(True Extract.)

(Signed) J. F. PRICE,
Chief Secretary.

To the Revenue Department.
" the Public Works Department.
" the Military Department.
" the Local and Municipal Department.
" all Heads of departments under the Chief Secretary.

ORDER—dated 8th March 1895, No. 424 L., Local and Municipal.

Communicated to the Sanitary Commissioner, the Sanitary Engineer, all Presidents of District Boards and Chairmen of Municipal Councils, and the President of the Municipal Commission, Madras.

(True Extract.)

J. F. PRICE,
Chief Secretary.

To the Sanitary Commissioner.
" the " Engineer.
" all Presidents of District Boards.
" all Chairmen of Municipal Councils.
" the President of the Municipal Commission, Madras.

8TH MARCH 1895, No. 424 L., LOCAL AND MUNICIPAL.

GOVERNMENT OF MADRAS.

LOCAL AND MUNICIPAL DEPARTMENT.

Read—the following paper:—

G.O., dated 20th February 1895, No. 128, Public.

Read—the following paper:—

From J. P. HEWETT, Esq., C.I.E., Officiating Secretary to the Government of India (Home Department—Public), to the Chief Secretary to the Government of Madras, dated Calcutta, the 7th February 1895, No. 2 Public—134.

In the Circular letter from this department, No. 70—3943-52 of the 31st December 1873, the Government of India drew attention to the instructions of the late Honorable Court of Directors regarding the use of vernacular terms in official correspondence, and requested that such terms should be employed as sparingly as possible, especially in papers which were intended to go beyond the Local Government first concerned. Again, in the extract circulated with resolution No. 2—81-95 of 31st January 1881, the Secretary of State drew attention to the inconvenience attending the use of vernacular terms in reports or official correspondence sent home to the India Office, and directed that, whenever it was considered desirable to make use of them, their English equivalents should also be given.

2. It appears to the Government of India that these instructions have in some measure been lost sight of owing to lapse of time. Letters and reports which come before the Governor-General in Council, and especially those dealing with revenue matters, are not infrequently almost unintelligible to persons unacquainted with the Province from which they are received, owing to the number of vernacular terms with which their pages are laden.

3. I am therefore to request that the use of such terms may be avoided as far as possible. It is sometimes necessary to employ vernacular words for which there exists no English equivalent; and the precise meaning of which can be conveyed in English, if at all, only by a long periphrasis. But wherever it is possible to use an English word which expresses, with sufficient accuracy for the immediate purpose, the meaning to be conveyed, this should be done.

4. In the orders of 1873 referred to above, it was stated that they were "not meant to govern necessarily the style of correspondence carried on between a Local Government and the officers subordinate to it, but were applicable mainly to writings intended to go beyond one Local Government." It is, however, difficult to distinguish between papers that may go beyond the Local Government and those that will not; and even those that do not, must be reproduced in Proceedings which are always examined by the Government of India. Moreover, officers can hardly be expected to cultivate two distinct official styles, to be used respectively in the two classes of papers. The Government of India hope, therefore, that if His Excellency the Governor in Council sees no objection to so doing, he will extend these instructions to all official correspondence in the Madras Presidency.

First copy sent to Press.

Govt. of {1895} Madras.

PUBLIC.

PR

615 L.

Issued

Recd.

Encl.

G.O., 20th February 1895, No. 128.

FEBRUARY.

Use of Vernacular terms.

Communicating to departments of the Secretariat and to all heads of departments under the Chief Secretary letter from the Government of India requesting that the — in official correspondence intended to go beyond the Local Government first concerned may be avoided as far as possible, and that the same restriction may be extended to all official correspondence in the Presidency.

(with order)

N
P.S

Order

Communicated to the Sanitary Commissioner, the Sanitary Engineer, all Presidents of District Boards and Chairmen of Municipal Councils, and the President of the Municipal Commission, Madras.

N.R

6/3/95

11/8/95

The Sanitary Commissioner
" " Engineer
All Presidents of District Boards
" Chairmen of Municipal Councils
The President of the Municipal Commission, Madras

Disptd 16/3/95

A 6/3

5/3

ORDER—dated 20th February 1895, No. 128, Public.

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2. Attention is specially directed to paragraph 4 of the letter.

(True Extract.)

Francis
Chief Secretary.

To the Revenue Department.
 „ the Public Works Department.
 „ the Military Department.
 „ the Local and Municipal Department.
 „ all Heads of departments under the Chief Secretary.

Gobt. of {1895} Madras.

PUBLIC.

LOCAL & MUNICIPAL
PR. CURRENT TO 615 L.

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Encl. 5 SC

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(with order)

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6/5

N
P.S

Order J. 8.3 95 No. 424 L

Communicated to the Sanitary-
Commissioner, the Sanitary Engineer, all
Presidents of District Boards and Chairmen
of Municipal Councils, and the President
of the Municipal Commission, Madras.

N
4/3/95

W 8395

To
The Sanitary Commissioner
" " Engineer.
All Presidents of District Boards
" Chairmen of Municipal Councils
The President of the Municipal Commission, Madras.

Disptd 16/8/95

First copy sent to Press.

Returned for signature.

Despatched in print.

Read again G.O. No.
155

CURRENT No.

ENCLOSURES TO G. No.

NO. OF GOVERNMENT

NO. OF GOVERNMENT

MENT WITH DITTO.

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IN ORIGINAL.

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