

Govt. of {1895} Madras.
PUBLIC.

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.

20 512 W d/b March 1895.

Communicated to
officers of the Public
Works Department for
information and guidance.

(20) C.W.B.B.
D.W.

25.2.95

Ch. for I
Ch. for Dp
En. P.W. A
S. Engrs
C. A.
S. G. W. D.
D. R. A.

GOVERNMENT OF MADRAS.
PUBLIC DEPARTMENT.

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—131.

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.

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.)

Manis

h 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.

4-2-74 N-12

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Recd: 1.3.95

No 512 Wd/b March 1895

Communicated to
officers of the Public Works
Department for information
and guidance:

Issued

Recd.

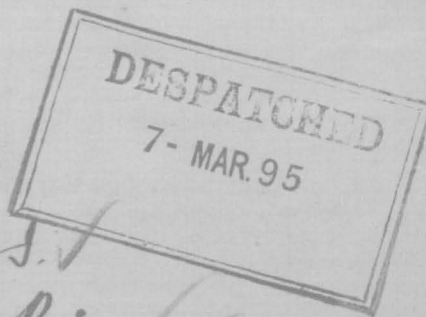
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C. G. for S. ✓
C. G. for S. ✓
Encl. ✓
S. G. for S. ✓
C. G. ✓
S. G. for S. ✓
Encl. ✓

L.S.

With order

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(True Extract.)

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.

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Mxd. T. K. Narayana Iyengar.

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No 512 W d 16 March 1895

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Works Department for
information and guidance

(Sd) C.H.B.B.
DW

Ch. for I
Ch. for Rys
En P.W.D.
S. Engro
C.A.
S. J. W. S.
En Ry. A.

Proceedings of the Madras Government, Public Works Department,
4th February 1874.

Read the following Proceedings of the Madras Government in the Public Department, dated 17th January 1874, No. 43 :—

Read the following letter from A. C. LYALL, Esq., Secretary to the Government of India, Home Department (Public), to the Secretary to Government, Fort St. George, dated Fort William, 31st December 1873, No. 70—3,943 :—

As the practice of using in official correspondence vernacular terms that are generally unintelligible beyond the province in which they are current is common and productive of much inconvenience and delay in the despatch of public business, I am desired to call attention to the subjoined orders of the late Honourable Court of Directors forbidding indiscriminate use of Indian words in English correspondence, and to request that the spirit of these instructions may still be observed as closely as possible.

2. It must, however, be understood that this restriction is not meant to govern necessarily the style of correspondence carried on between a Local Government and the officers subordinate to it, but is applicable mainly to writings intended to go beyond one Local Government. When in such papers a correct English equivalent to a local vernacular designation cannot be given, the word can usually be best explained by reference to the class or business to which an office or employment belongs, for the chief difficulties are found to occur in returns of subordinate establishments.

EXTRACT from a despatch from the Honourable the Court of Directors, dated the 6th January 1815, circulated on the 17th October 1815.

Paragraph 138.—Adverting to the various terms and appellations, borrowed from the oriental languages, which appear on your Revenue Consultations, and the meaning of which it is sometimes difficult to discover, we direct that you instruct the Boards of Revenue and of Commissioners to desire the different Collectors subject to their respective authority to avoid as much as possible the use of Native designations in their correspondence; and, in cases where it may be impracticable to dispense with them without frequent periphrasis, to affix a marginal explanation of the terms which, for the sake of convenience, may be employed in the text of their letters.

COMMUNICATED to all Departments.
(True Extract.)

(Signed) W. HUDLESTON,
Chief Secretary.

ORDER THEREON, 4th February 1874, No. 12.

COMMUNICATED to the officers of the Public Works Department.
(True Extract.)

(Signed) G. W. WALKER, Colonel, R.E.,
Secretary to Government.

To District Engineers.
To Lieutenant-Colonel R. B. Kennedy.
To the Officiating Controller of Public Works Accounts.
„ Consulting Engineer for Railways.
„ Examiner of Railway Accounts.
„ Consulting Architect.
To Inspecting Engineers.
To the Chief Engineer for Irrigation.
Exd. E. C. Shunker.
Spare Copies