

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 General in Council
His Honour the Lieutenant-Governor (and Chief Commissioner) sees no objection to so doing, he you will extend

these instructions to all official correspondence in

- the Madras Presidency.
- the Bombay Presidency.
- the North-Western Provinces and Oudh.
- the Punjab.
- Burma.
- Assam.
- Coorg.
- the Hyderabad Assigned Districts.

Recd. 22-3-95

6-3-95 No. 572W
4-2-74 No. 12

No. 736W. dated 25 March 95.

To The Secretary to the Govt of Madras
Public Works Department

Recorded with reference
to G.O. 512W of 6 March 1895

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[For Heads of Departments.]

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Circular No. III Public Works.
GOVERNMENT OF INDIA.
PUBLIC WORKS DEPARTMENT.
GENERAL.

Prohibition against use of vernacular terms in official
correspondence.

Calcutta, the 13th March 1895.

The Governments of Madras and Bombay, Public Works Department, General and Railway Branches.
The Governments of Bengal, the North-Western Provinces and Oudh, and the Punjab.
The Chief Commissioners of the Central Provinces, Burma, Assam, and Coorg.
The Resident at Hyderabad.
The Agents to the Governor General for Rajputana, Central India, and Baluchistan.
The Accountant General, Public Works Department.
The Director General of Military Works.
The Director General of Railways.
The Consulting Engineers to the Government of India for Railways, Calcutta, Lucknow, and Assam.
The Director General of Telegraphs.

The following is forwarded to the Local Governments, Administrations, and Officers noted on the margin for information and guidance in continuation of Public Works Department Circular No. V, P. W., dated 14th February 1881.

By order,

J. H. Walker

Under Secy. to the Govt. of India.

Circular Letter No. 2 Public 134-145, dated 7th February 1895.

From—J. P. HAWTT, Esq., C. I. E., Offg. Secy. to the Govt. of India.

To—Local Governments and Administrations.

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 Honourable 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.

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the North-Western Provinces and Oudh.
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Burma.
Assam.
Coorg.
the Hyderabad Assigned Districts.

these instructions to all official correspondence in

To The Joint Secretary to the Govt of Madras
Public Works Department, Railway Branch

[For Heads of Departments.]

Circular No. III Public Works.

GOVERNMENT OF INDIA.

PUBLIC WORKS DEPARTMENT.

GENERAL.

Prohibition against use of vernacular terms in official correspondence.

Calcutta, the 13th March 1895.

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The Governments of Bengal, the North-Western Provinces and Oudh, and the Punjab.
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The Agents to the Governor General for Rajputana, Central India, and Baluchistan.
The Accountant General, Public Works Department.
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By order,

G. H. Walker

Under Secy. to the Govt. of India.

Circular Letter No. 2 Public 134-143, dated 7th February 1895.

From—J. P. HEWITT, Esq., C. I. E., Offg. Secy. to the Govt. of India.

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