

Public (1895) Department.

ORDINARY PRINTED.

G.O., No. 128

DATED 20th Feb 1895

INDEXED.

[Despatch Abstract.]

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 be applied to all official correspondence in the Presidency.

21

BACK PAPERS.

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

FURTHER PAPERS.

G.O.	No.	Department.	Date.	G.O.	No.	Department.	Date.
538-III Rev Spl 1920 Go 641 Rev Spl 29 3.20							

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.

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.)

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.

Ref 1

Make Enquiries in
Revenue Dept. I am
nearly sure they have
from time to time
issued orders on the
subject. Get spare copies.

J.F.P.

15/2

G.O. 128 P.W. & 20-2-95

The Reve Dept where I made
enquiries has not been able
to give any general orders
on the subject subsequent to
1885. It appears however that
whenever subordinate officers
violated the rules regarding
the use of Vernacular terms
this mistake was pointed
out by the Reve Dept.

V. S. M.

15/2

Note for Reference.

Public Cno. 457.

Government of India Resolution
No. 2—81-95 of 31st January 1881,
cannot be traced from the
Revenue & Public Receipt Ledger.
Please see, however, para 3
of the Secretary of State's Dispatch
of 23-12-80:48, printed in G.O.
24-1-81:170 Rev. The India
Resolution evidently com-
municated this part of the
Dispatch.

kk
4/2/85.

Subd to CA.

Blm
15/2

No. ^{2 Public}
134

FROM

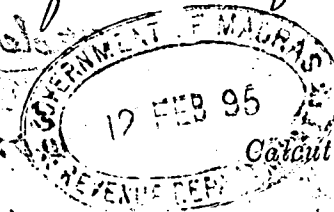
J. P. HEWETT, Esq., C.I.E.,
Offg. Secretary to the Government of India,

TO

The Chief Secretary to the Govt. of Madras

Home Department.

Public.



Calcutta, the 7th February 1895.

SIR,

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.

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.

I have the honour to be,

SIR,

Your most obedient Servant,

J. P. Hewett

Offg. Secretary to the Govt. of India.

7 sic enclosed

Pub. No. 43 of 17-1-74 orig.
Rev. 170 of 24-1-81 orig.
460 of 7-4-85...

Pub.

457

From

The Govt of India
Home Dept.

no. 2 Pub
134

Dated 7/2/95
Recd. 12/2.
Encls. 7 S.C.

Subject.

Inviting attention to their
Circular letter no 70-3943-52
of 31/12/93 & the extract circ.
with Resoln no 2-81-95 of 31/1/81,
restricting the use of vernacular
terms in official correspondence
or reports intended to go beyond
the local govt first concerned &
regⁿ that such restriction may,
in the absence of any objection,
be extended to all official cor-
respondence in this Prescy:

P.S.

Order 820

Feb. 95 No. 138

Comm^d to Depts of the
Secretariat and to all Heads
of Depts under the Chief
Secretary in contrⁿ of G.O.
of 17-1-74, No 43, Public
2. Attention is specially
directed to para: 4 of the
letter.

5.8.13
16.2.95.

To The Revd Dept 31
.. Public Works Dept 41 despo
.. Milly "21 28/2/95
.. L & M "6

All Heads of Depts under the
Chief Secretary 1/3/95

[G.]
34

200-21-10-24.

Public DEPARTMENT.

List showing the distribution of the Proceedings of Government
dated 20 February 1895 No. 128

Revenue Department	..	..	..	31	} despo 28/2/95
Public Works Department	..	..	..	41	
Military Department	..	..	..	21	
Local and Municipal Department	..	..	..	6	
Honorable the Chief Justice with C.L.	..	..	..	31	} despo 28/2/95
Inspector-General of Police	..	..	..	30	
Do. of Prisons	..	..	..	30	
Do. of Registration	..	..	..	25	
Chief Presidency Magistrate	..	..	..	3	} despo 1/3/95
Commissioner of Police	..	..	..	3	
Judges of the Madras Court of Small Causes	..	..	..	3	
Advocate-General	..	..	..	1	
Government Solicitor	..	..	..	1	
Administrator-General	..	..	..	1	
Sheriff of Madras	..	..	..	1	
Government Pleader	..	..	..	1	
Registrar of Joint Stock Companies	..	..	..	1	
Surgeon-General	..	..	..	6	} despo 1/3/95
Meteorological Reporter	..	..	..	1	
President, Board of Examiners	..	..	..	1	
Private Secretary to the Right Honorable the Governor.	..	..	..	1	
Government Astronomer	..	..	..	1	
Superintendent, Government Central Museum	..	..	..	1	
Chemical Examiner	..	..	..	1	
Superintendent of Stationery	..	..	..	1	
Protector of Emigrants	..	..	..	1	
Superintendent, Government Press	..	..	..	1	
Tamil Translator to Government	..	..	..	1	
Telugu do. to do.	..	..	..	1	
Malayalam do. to do.	..	..	..	1	
Canarese do. to do.	..	..	..	1	
Hindustani do. to do.	..	..	..	1	}
British Consular Agent, Pondicherry	..	..	..	1	
Superintendent, Archaeological Survey	..	..	..	1	
Government Epigraphist	..	..	..	1	
Resident in Travancore and Cochin	..	..	..	6	}
Paymaster, Carnatic Stipends	..	..	..	1	
Political Agent, Pudukota	..	..	..	1	
Do. Sandur	..	..	..	1	
Do. Banganapalli	..	..	..	1	
Government Agent, Tanjore	..	..	..	1	}
Special Agent, South Arcot	..	..	..	1	
The Right Reverend the Bishop of Madras	..	..	..	3	}
Venerable Archdeacon of Madras	..	..	..	1	
Senior Chaplain of the Church of Scotland	..	..	..	1	
Presidency Port Officer	..	..	..	20	}
Chairman, Harbour Trust Board	..	..	..	1	

FINANCIAL { Accountant-General 6
Commissioner of Paper Currency 1

EDUCATIONAL { Director of Public Instruction 20
Commissioner for Government Examinations 1

THE DISTRICT MAGISTRATE OF { Anantapur
North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput (Saidapet)
Coimbatore
Cuddapah
Ganjam (Chatrapur)
Godavari (Ocanada)
Kistna (Masulipatam)
Kurnool
Madura
Malabar (Calicut)
Nilgiris (Ootacamund)
Nellore
Salem
Tanjore
Tinnevely
Trichinopoly
Vizagapatam

DISTRICT AND SESSIONS JUDGE OF { North Arcot (Chittoor)
South Arcot (Cuddalore)
Bellary
South Canara (Mangalore)
Chingleput
Coimbatore
Cuddapah
Ganjam (Berhampore)
Godavari (Rajahmundry)
Kistna (Masulipatam)
Kurnool
Madura
North Malabar (Tellicherry)
South Malabar (Calicut)
Nellore
Nilgiris (Ootacamund)
Salem
Tanjore (Tanjore)
Tinnevely (Palamcottah)
Trichinopoly
Vizagapatam

First copy sent to Press.

Returned for signature.

Despatched in print.

READ AGAIN G.O., No. 189

DATE

CURRENT No.

ENCLOSURE TO C. No.

ORDER OF GOVERNMENT

LETTER OF GOVERNMENT.

STATEMENT WITH DITTO.

PAPERS NOT FILED UP, BEING MEANT FOR DESPATCH IN ORIGINAL.

NUMBER OF COPIES REQUIRED. { Order complete.
Letter only.
Order complete with Letter.

N.B.—
A = Print in full.
B = Not to be printed.
P = Print abstract only.
Q = Print heading only.