

PART B—VERNACULAR CORRESPONDENCE CONNECTED  
WITH JUDICIAL MATTERS.

The rule regarding correspondence being ordinarily conducted in English is not intended to require the use of the English language when the vernacular language is obviously the most expeditious and convenient vehicle of communication.

When correspondence in vernacular advisable.

2. For instance, if a Judicial Officer requires further information on some subject from a subordinate in an adjoining district, he should so word and engross his enquiry in the Vernacular that the same sheet of paper which he sends may be forwarded to such subordinate, through the agency of, but without troubling, the Deputy Commissioner or District Judge of that District; and be returned, in the same way, with the information endorsed on it, but leaving no trace of itself but the receipt in the letter despatch book.

Ditto.

3. Similarly, whenever offenders have to be arrested or transmitted, a vernacular papers is the most convenient medium, so that there may be no mistake in the name and residence of the party, but the same paper which is sent will be received back with the proper endorsement.

Correspondence regarding arrest and transmission of offenders.

4. In like manner, when offenders have to be proclaimed or public notice given of any fact, the proclamations or notices should be prepared by the officer who has occasion for them in the jail press or elsewhere; he should use a proper selection in determining the places where the notices are to be published, and will then forward them by a vernacular docket to District Officers, Officers in charge of Sub-Divisions or Tahsildars, as the case may be, taking care not to entail on the office receiving the notice any more trouble than is involved in executing the order, and in endorsing the fact on the docket, and returning it.

Public notices and proclamations.

5. English figures alone shall be used in all official papers prepared and registers maintained in the Judicial

English figures.

Department, except in the case of vernacular summonses or notices, or in the vernacular judgments of Judicial Officers, or in vernacular translations of English Judgements.

Judicial orders and processes : Signatures and address of the officers.

6. Judicial Officers are reminded that, as a rule, every order passed by them, and every process issued from their courts under their signatures, should be signed in *full, with the name of their office, or the capacity in which they act, whether as judge, Magistrate, Deputy Commissioner, etc.* The practice adopted by many officers of endorsing important orders and issuing *robkars* with only the initial letters of their names and these often illegible, causes much inconvenience and it should be avoided.

Vernacular correspondence between officers of different ranks.

7. Vernacular correspondence between an officer of superior rank and an officer of lower rank shall be conducted by *parwana* on the part of the former and by *arzi* on that of the latter. A Tahsildar or other officer of superior rank, when corresponding with an officer of equal rank with himself, will make use of the *robkari* form. The use of the word '*tum*' should be avoided; the word '*ap*' being used as far as practicable.