

Copy of Circular letter No. 16670-7GS-62/3024-, dated the 25th January, 1963, from Sh. Saroop Krishan, I. C. S., Financial Commissioner Planning and Additional Chief Secretary to Government, Punjab, to all Heads of Departments etc., etc.

*Subject* :—Use of the term "Government Servant"—Instructions regarding.

I am directed to address you on the subject noted above and to say that the question regarding the desirability of the use of the term "Government Servant" in official correspondence has been considered by the Government and it has been decided that this term is not in consonance with a democratic social pattern and should, as far as practicable, be substituted by the term "Government employee" in all official correspondence.

2. It has also been decided to discourage the use of terms like "master" and "servant" which should as far as possible be replaced by the terms "employer" and "employee" in official correspondence, reports etc.

3. It is requested that the above instructions may be brought to the notice of all concerned for compliance.

4. The receipt of this letter may please be acknowledged.