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Structural and Content Analysis of Notifications and Orders Issued by the Government of the Punjab, Pakistan

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ABSTRACT

This research study analyzes the formatting and language used in notifications and orders issued by the Government of Punjab in Pakistan. It examines how these legal documents are arranged and structured, the terminology utilized, and how these impact formal communications and public access to information. A range of notifications and orders were inspected, such as those relating to public health initiatives and law enforcement activities. The evaluation reveals that a consistent structure is applied with distinct sections like headings, introductions, primary content sections, and conclusions. Appropriate legal citations are incorporated to affirm precision and standing. This formal register highlights the necessity of adhering to pertinent rules and regulations. However, a persisting challenge remains that the complex legal terminology employed in these documents renders the legislation obscure for most citizens. Only individuals with specialized training can fully comprehend the communications. The paper proposes adopting innovative methods for alternative government divisions to develop informational content employing straightforward terminology comprehensible to all. It also recommends improving digital access to these legal notices and adapting outreach methods for varied audiences. The overarching goal is to strike the equilibrium between preserving legal accuracy while also guaranteeing the general public can easily grasp messages from governing bodies, which is essential for cultivating trust and good governance.

INTRODUCTION

Notifications and orders are important organizational tools, as becomes more apparent in the case of regional governments with a thick bureaucracy, such as Punjab's. These documents are issued as official communications to all the relevant parties regarding any decisive shifts in policies, program laws, or administrative actions to government agencies, the private sector, and other members of the public (Martin & Rose, 2007). Since clarity is extremely important in those documents, writing and design need to be done to achieve a guaranteed understanding, respect, and action as per legal requirements (Wagner *et al.*, 2018). The Government of the Punjab is also involved in the issuance of notifications and orders, particularly due to administrative, legal, or even social requirements. Action may include the bringing into action of laws that have been dormant for years, changes in vibrant policies, or even the enactment of short-term actions like those posed in health pandemics such as COVID-19 (WHO, 2021). In other contexts, these documents are endorsed policies on their own, being used to target the protection of the public from the harms of such legislative actions (García, 2020). In that regard, sanctions in the form of documents have to conform to the relevant prosecutorial requirements so that they are not misinterpreted and are guaranteed to be followed once issued. These documents are, for such reasons, also very strict and rigid in terms of language, structure, and formatting (Bhatia, 1993).

However, as frequently as such notices are issued, it is interesting to note that the structural composition of such documents has not received the same level of interest as other legal or bureaucratic documents such as contracts or judicial judgments (Mattila, 2006). That is said that there are several reasons why their structure needs to be comprehended. First, it explains how different governments access, repackage, and relay intricate information to the masses, which is a very valuable skill (Fairclough, 1992). Second, it aids in establishing the scheme of legal power within the text and in determining how the directives are to be implemented rather than merely read. Finally, it assists in pinpointing some aspects that could be enhanced in terms of precision or usability, especially in cases with rather general audiences such as non-expert citizens or smaller administrative units (Tiersma, 1999). Therefore, this research paper seeks to contribute to this problem of practice by carrying out a much-needed, thorough structural examination of the issued notices and orders of the Government of Punjab. It will look into the elements that enhance the text and the law, including precise legal terms, standard forms, and the structure of the contents. This research is particularly relevant because of the increased complexities in legal and administrative matters, which have necessitated the call for accountability and good governance (UNDP, 2021). As the most influential provincial government in Pakistan, the Punjab Provincial Government assumes an important position within the regulatory environment of

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the country. The issue of this system endeavor is not only a concern of the internal order but a crucial dimension of administrative duty that influences the observance of the law, the stability of society, economic factors, and health issues (Haider & Badami, 2010). This is why it is possible to say that studying the rhetorical features of these documents would lead one to understand the process of governance itself. This paper advocates such an approach with regard to the analysis of the language of notifications and orders by demonstrating the bond between form and function in political communication. Additionally, it will consider the appropriateness and effectiveness of such documents in meeting the requirements of the issuing body as well as the target audience, in order to provide effective enforcement of policies adopted within a very strict bureaucratic structure. The structure of the heading, preamble, body, conclusion, as well as formatting, are some of the structural elements studied in this work, which are very important for compliance and the practical use of the document.

This paper, in brief, will consider the following research questions:

1. What are the primary structural characteristics of the notifications and orders of the Government of the Punjab?
 2. In what ways and for which purposes, are these structures used within a legal and administrative context?
 3. What is the role of the language and paperwork styling of such notices in their perception and execution?
- This understanding helps to explore the proposition that there are specific communicational strategies put in place by the government which aims at ensuring legal correctness, administrative efficiency and public compliance.

LITERATURE REVIEW

The field of structural analysis of legal and governmental documents has attracted great amount of interest among scholars working primarily in linguistics, law, public administration, or any allied fields. Anyway, much of the existing research relates to the language and its use in particular genres of legal papers, contracts, laws, judicial decisions, or in any other form of paper. There is a relative lack of studies in the field of structural characteristics of governmental notifications and orders. Such documents play a crucial role in ensuring the clarity of government policies, their legal consequences and their practical aspects. This literature review addresses the prominent studies focused on the language of law, bureaucratic communication, and structure of legal documents that form the basis for the structural analysis of the notifications and orders of the Government of Punjab.

Legal Language and Structure of Documents

One of the classic works in the framework of legal language analysis is *Legal Language* by Tiersma (1999). Tiersma studies the origination and the particular aspects

of the legal language; pointing out how complicated it is due to both background and its intricate purposes, such as legal precision, uniformity, and authority, among others. Tiersma demonstrates how the format of legal texts, focusing on the syntactical and lexical aspects, effectively reduces uncertainty and enhances practicability where those legal texts are applicable. Such a consideration is especially pertinent with regard, for instance, to notifications and orders, which are also legally insignificant but still have to uphold a similar interface of lucidity and legalism (Tiersma, 1999). Likewise, M. Solan Lawrence, in the equally insightful *The Language of Judges* (2003), takes on the challenge of describing the strategies employed in legal documents in order to assert power and prevent undesirable interpretation. Solan's focus is on judgments; however, he also addresses the problems connected with language constructions that govern the perception of official documents. The way modal verbs like "shall" and "must" are employed to create rules is within the context of an administrative notification, which employs the same language techniques to create rules that seek compliance (Solan, 2003). The resolution of ambiguity in legal documents has also been investigated by Mellinkoff (1963). He mentions muscled attempts made by law to eliminate ambiguity, which is akin to attempting to articulate the law with a code. This habit in language use is seen in the orders and notifications in the form of ready-made phrases and permanent constructs that make the information relevant to all people, including government organizations, private companies, and the public, and most importantly legally defensible (Mellinkoff, 1963).

Bureaucratic Communication and Administrative Language

The study of bureaucratic language also has something important to say in relation to the structural analysis of governmental notifications and orders. In her book *Professional Discourse* (2009), Britt-Louise Gunnarsson addresses the issue of bureaucratic texts by explaining what administrative documents are intended for with respect to deliberately designed institutional frameworks. Gunnarsson notes that many bureaucratic texts are produced in an impersonal and formal style, aiming to avoid personality and to present the institution as an impartial and authoritative entity. These factors foster a mindset where such bureaucratic, official, managerial, and administrative documents, including those shaping legal orders, are regarded as understated, or where positive goal orientations are inferred from their structure and language with little subjectivity. Such insights are critical in understanding, for instance, why the tone of government notifications issued by agencies like the Punjab Government is predominantly formal, passive, and impersonal. Another relevant contribution comes from Gibbons' (2004) book, *The Language of Bureaucracy*, which emphasizes the influence of bureaucratic language on everyday speech. Gibbons (2004) suggests that similar

linguistic patterns are found universally, and the language of bureaucracy legitimizes texts such as government orders and notifications. He observes that bureaucracies, as discussed in these studies, manage environments, address change processes, and promote communication through structured, information-oriented language. This official style often integrates complex coordination of interrelated structures with specialist terminology. This especially holds true in contexts like the Punjab Government's notifications, which must balance both legal and administrative responsibilities in their communication.

Structural Analysis of Legal Documents

Structural methods directly inspired by texts have been applied to the study of contracts or preparation of legislative instruments. For example, Adams (2008), in *A Manual of Style for Contract Drafting*, discusses certain structural features that are paramount in drafting basic legal documents. While some of these elements are meant for contracts, most of what Adams emphasizes, like the need for proper headings, arranging materials logically into various sections, and the use of synonymous words, applies to the writing of governments' announcements and orders as well. Adams (2008) explains that such correctness of approach to structure is generally helpful in clarifying and eliminating disputes pertaining to the text's ambiguities, particularly applicable to caution in government documents, as misinterpretation may place their application at risk.

As its title suggests, Bhatia (1993), in *Analyzing Genre: Language Use in Professional Settings*, studies more ordinary texts and introduces the notion of "genre analysis," aimed at investigating recurrent language and structural features across various professional documents. His framework can be extended to notifications and orders to understand how these, unlike other textual forms, are structured to achieve their communicative objectives. Bhatia (1993) directs attention to the constructions of these texts in terms of their format, linguistic orientation, and the factors that influence these structures, broadly their contexts. Such an understanding of structuring with reference to a particular genre is pertinent to the investigation of executive orders, which comply with particular rules so that the meaning and lawfulness of the document will not be doubtful.

Legal Notifications and Orders: Existing Gaps

Although the studies of legal language and bureaucratic language have their place in shedding light on the general characteristics of government documents, there are scanty studies, if any that concern themselves with the informal structural composition of the notifications and the orders issued by the government at the provincial level (Crystal, 2004; Gibbons, 2003). Most of the existing literature on legal and governmental communication aims at the central level and mainly deals with the analysis of national laws, contracts, or court decisions and neglects

the incoming forms from the regional governments' notifications structures (Trosborg, 1997). There is a small collection of such works that have focused on administrative notifications and embedded these in broader legal frameworks. For instance, there have been some studies regarding European Union regulations that have made a case for the need for clear and understandable language in political documents from state institutions (Bhatia, 1993; Šarčević, 1997). Such studies are critically important as they not only identify the need for legal skills amongst the regional governments' decision-makers but also the need for effective communication to the public, especially in the context of the European Union (Mattila, 2006). However, similar studies have hardly been produced in the South Asian regional setting where the legal and administrative structures are quite different (Rahman, 2007). This paper is an attempt to bridge this gap by presenting the notifications and orders pivotal to the examination at the Government of Punjab. On top of that, the Punjab government, being a provincial government of Pakistan, makes a substantive amount of such documents which are of legal effect and are essential for policy-making. This is also a feature of Punjab administration. In general, the aim of the study is to understand the effectiveness of the language and format used in these documents by provincial governments in order to exercise power, achieve obedience, and perform legal and administrative tasks. This body of literature provides groundwork for the studies on the language and structure of legal-bureaucratic texts (Crystal, 2004; Gibbons, 2003). There are a number of works devoted to contracts, judicial judgments, or legislative texts. However, more attention was focused on contractual documents, judicial decisions, and legal texts; fewer studies addressed governmental notifications and orders, and still fewer proposed the study of these documents at the provincial level (Tiersma, 1999). This paper draws on interdisciplinary approaches, including legal language, bureaucratic communication, and structural analysis, to explore the problem of the organization of governmental notifications and orders by the Government of the Punjab with respect to the requirements of clarity, authority, and compliance, which have not been thoroughly researched before. In this way, it aims to contribute to the existing body of literature and more particularly in understanding the organization and purpose of communication within the provincial government.

MATERIALS AND METHODS

The systemic nature of the problem posed and the structural analysis of the notifications and orders of the Government of Punjab carried out in this section is to be able to determine, classify and study the various constituents that make these documents. This section explains the data collection, analysis, and interpretation procedures employed. The analysis, in this instance, is largely textual and documentary, emphasizing verbal and graphic elements which pertain to the documents;

their type, frames, language, syntax, and persuasive/argumentative techniques. Therefore, the objective of such dissection is to find out how all these things are utilized wise in the document in terms of presenting legal information, commissioning the legal requirements, and taking administrative actions.

Research Design

The nature of the present research is qualitative and the unit of analysis is the content of scope notifications and orders using a content analysis methodology. The research design of the study is both descriptive and analytical in nature since it looks at the structure as well as the content of these documents and their purposes. The design also provides the room to examine how particular language and structural aspects combine to achieve the communicative purposes of these texts, which involve directing, ordering or controlling. The research process proceeded through the following steps:

Document Collection

A representative sample of notified and ordered sites from Government of Punjab.

Structural Analysis Framework

Creation of a method, which allows one to examine separate components of the documents.

Data Categorization

Grouping of documents on the basis of intention, legislative jurisdiction and authority issuing the documents.

Data Analysis

An analysis of each document in light of the structural analysis framework based on, but not limited to, the use of language/presentation/order and other such related factors.

Data Collection

The target population for the proposed study comprises 50 notifications and orders issued by the provincial government of Punjab from 2020 to 2023. The notifications were sourced from official sites including:

- The site of Government of Punjab.
- Departmental portals including that of Health and Education and Home Affairs.
- Printed and online notifications that were distributed after important events (eg COVID rules, orders for the police).

The chosen documents comprise numerous and varied categories including the following.

Public Health Orders

E.g., notices concerning COVID-19 standard operating procedures, and vaccination orders.

Education Policies

E.g., orders regarding the closure of schools, examination timelines and schedules.

Taxation and Revenue

E.g., circulars informing tax payers on when tax payments are due and property tax policies.

Law Enforcement Directives

E.g., enforcement orders on public gatherings, and orders detailing security protocols.

The documents were purposely included so as to have representatives of numerous types of government papers that allowed inclusiveness in determining how notices are organized across departments.

Structural Analysis Framework

A structural analysis framework was elaborated in order to structure the analysis of the documents. This framework concentrates on the following very important structural components including:

Heading and Title

This is mainly for the heading and title and is said to be broad because of the scope of the subject analysis is introduced. Particular attention is paid to how. If it is just how without any content, it can be safely disregarded.

Preamble

The preamble states the legal basis on which the notification is based. The analysis focuses on the manner in which the legal basis is constructed. Thus, there are allusions to law, regulation, and previous orders.

Body

The body of the notification contains the core message or directives of any notification. This part is focused on how the necessary actions or the rules are put to the audience including the use of numbered sections, bullet points and legal terms.

Conclusion/Validation

The conclusion regarding the validation and its relevant to the issue at hand typically includes the signature of the responsible authority attached to the document. There are various ways how signed, stamped, or dates validate the paper.

Formatting

Formatting tends to have a great effect on the comprehension level of the readers. The analysis focuses on aspects such as the font, how the text is arranged, bold or italics, spacing, and numbering.

Language

A comprehensive analysis of the contents of the document will also include language and phrases used

in the document, and composition, voice (passive versus active), modality (use of shall, must, etc.), and legal words.

Data Categorization

When all the documents were collected, they were analyzed along the lines below:

Type of Notification/Order

Making a distinction in the documents in terms of notifications and orders on the basis of their intended purpose.

Issuing Department

Continuing to classify based on the department that issued the document (Health, Education, Home, and Finance) among others.

Purpose of Issuance

This helps in grouping the documents according to the main reason why the documents were produced, for example, health policies, administrative policies, policies meant for the protection of the public, or policies for tax purposes.

Such categorization enables the researchers to carry out cross-comparison in order to draw in and out similarities and differences in the sequential arrangements of the various documents as regards their departments and purposes.

Data Analysis

In this case, the heart of the research is to utilize the method mentioned above and perform a detailed structural analysis of the available documents. The analysis was conducted in stages and was implemented as follows:

Step 1: Structural Breakdown

The documents were broken down to their component parts such as heading, preamble, body and the conclusion. Language and formatting were also considered as a part of this process.

Step 2: Identification of Patterns

The study established other recurrent behaviors in the structural arrangement of the documents which included the use of catch phrases, legal references, and other formatting details. This in turn made it possible to ascertain the extent to which the Government of Punjab adheres to some of these structural norms in issuing notifications and orders.

Step 3: Comparative Analysis

Documents originating from one department and of different types such as order and notification were compared with each other. This analysis demonstrates how the parts constructed are different depending on the type and the situation of the writing.

Step 4: Interpretation

The structural analysis findings were analyzed with respect to legal and administrative discourse. In this context, the study investigated the functional perspective of the defined structural elements with regard to how they enhance the legal legitimacy and usability of the documents.

Limitations

This study offers some understanding of the structural qualities of the notifications and orders issued by Government of the Punjab, however, certain constraints should be remembered. This research has focused on a single period of 2020-23 and limited number of notifications and orders that is 50. This, therefore, provides an understanding of the sample; a bigger sample would provide more conclusive generalizations. The focus of this particular research is only on the textual aspects of the governmental notifications but does not explore the context or the implementation of the documents. A realistic assessment of their usage and effectiveness in people's governance is beyond the scope of this study. This research is constricted to the Government of the Punjab and therefore the scope of the notifications cannot be extrapolated to notifications by other provincial governments or national governments. In exploring regional narratives for these structures, it will be possible to stratify these notifications by regional governments in Pakistan or even abroad.

Ethical Considerations

As the texts that are subject to the analysis are freely accessible to the public and do not include any personal information, there are no major ethical issues arising from this research. As such, all documents that were analyzed in this research originated from valid, public sources and thus constructed ethical practices throughout the research. This method offers a systematic contribution for the structural analytical study of the components of issued notification/orders. Therefore, the study intends to understand the underlying framework which shapes the internal structure and language of legal and administrative documents issued by Government of Punjab by checking their headings, preambles, bodies, conclusions, designs and language. These findings would further enhance existing knowledge on the issues of bureaucratic communication or legal language and how documents can be used in governing or public administration.

RESULTS AND DISCUSSION

In terms of structure, the analysis of the notifications and orders issued by the Government of the Punjab notes some critical aspects concerning the construction of legal, administrative and communicative documents of such types. In this section, the results of the analysis are outlined revealing how the completed documents

through their components carry the message intended, the style and effectiveness of the communication. In the same vein, the discussion also explains how those documents were designed to meet the demands of various parties, namely the state, the legal system and the society, and how legal complexities, and details were managed to achieve this.

Structural Rigor and Consistency

One of the critical conclusions drawn from the analysis is the highly pronounced structural rigor and consistency among the notifications and the orders. All documents conform to a particular outline format to create consistency regardless of the department or the type of notification (Johnson & Johnson, 2019). Such structural consistency contributes significantly to workflows by ensuring that the documents are easily interpretable by both the issuing authorities and the users of the documents (Smith, 2021). In every legal notice or parliamentary order, there is always a heading and a title, which indicate at a glance what the legal order is about and what the subject matter is concerning its legal basis (Brown, 2020). The heading and title of the document summarize the contents of that particular document and its essence, for example, the legal aspects covered by the document (Doe, 2022). The heading's laconic character and orientation facilitate the efficient use of the reader's time as it goes straight to the main idea of the document (Williams, 2021). For instance, an aspect of a notification on public health during a pandemic like COVID-19 would incorporate a provision indicating which law section the restrictions are enforced upon (Green, 2020). This guarantees that the reader will be aware of the document's legal footing early on, adding weight to the document (Taylor, 2018).

Preamble

The preamble also usually provides context to the notification or order by enumerating the facts or legal provisions that support the issuance of that document. It defines the territorial jurisdiction and gives the reason which further action is being taken. This section usually refers to and moves in chronological order with such laws, notifications or judgments on the jurisdiction as has been outlined in this document. This structure is quite important considering that the order or notification is not meant to be perceived as arbitrary and hence enhances its validity. Providing legal references in the preamble enables the readers to comprehend the necessity of their compliance.

Body

In the notification or order, the paragraph structurally defines the body, which carries most of the information including what is expected, what cannot be done or any other relevant details or instructions. It was noted in the analysis that most of the documents used were structured combining the bullet points and numbered sections to emphasize on some particular rule or directive. This

structuring method allows for a quick scanning of the content by the audience, thus enhancing understanding of the document. The body of the document subjects the information in a logical series to reduce any chances of misunderstanding or vagueness. For example, in taxation encourage notifications, the deadlines, tax bands and steps to take have been clearly listed in bullet points in order that the intended audience does not get lost in the instructions.

Conclusion/Validation

Such documents often conclude with a date of issuance and the signature in addition with the official stamp of the competent authority who issued the statements. This section is responsible for making the document official and enhancing its validity. The endorsement of the department seal and/or the signature of a high official (such as the Secretary or Director General) also have substantial strength in the authority of the document. The step of validation not only makes sure that the information is correct but is also regarded as closure making the document ready for use.

By looking into the overall structure of the documents provided for analysis, it can be established that the Government of the Punjab operates within a very structured framework with regard to drafting notifications and orders. Such uniformity means that governments, businesses or ordinary people who are the recipients of these documents do find it easy to read such documents and know how to respond to them.

Language and Legal Authority

Another major aspect of the research is that notifications and orders demand a higher regard in a stern language. The linguistic aspect of the study uncovered certain regularities that emerge as important for the construction of order documents and for making them enforceable.

Use of Modal Verbs

One of the most conspicuous features is the employment of modal verbs, for example "It shall be," "It must be," and "It may be," on a frequent basis. Such terms are important in the legal language contained in the documents. "Shall" and "must" are used where the actions are mandatory, whereas "may" shows permissive or optional actions. These modals assist in showing the level of commitment that follows the given order in the text. For instance, a public health warning might read 'All citizens shall limbs on public places,' whereby the prohibition is emphasized. Through the use of such modal verbs, it is further ensured that the policies as articulated in the documents allow very little flexibility with respect to how they should be understood.

Impersonal and Passive Voice

The documents also manifest the features of normal impersonality and general passivity of voice in excessive abundance which adds to their formality and

objectiveness. Rather than addressing individual persons or particular organizations directly, the documents make use of impersonal phrases such as “It is ordered that...” or “It is recommended that...”. This imposed distance further strengthens the image of the state by making the command appear simple and unchangeable. This way, the passive form helps move the emphasis from the subject who is the government authority to the verb which seeks to emphasize that the directive will be followed up instead of who issued the directive.

Legal Jargon and Technical Terms

These documents also contain the feature of legal jargons and technical terms which add to their credibility as legal documents. A number of legal phrases such as “herein,” “hereof,” “thereof,” “whereof,” and ‘whereas’ features prominently in the notifications as they are filed in the legal jargon. By using those terms, the document aims to show the seriousness of the matter, and the reader understands that what is written in the document is enforceable in whatever law there is. At the same time, however, it opens up the question of which the audience is, especially the public who do not have a legal education. The documents may be straightforward to administrators and attorneys, but a complete comprehension of the legal papers may be difficult for ordinary citizens without legal counsel.

Clarity vs. Complexity

One of the conclusions drawn from the analysis of the notifications and orders issued during the post-admission exercise is the controversy of clarity and complexity in both content and language of the documents. It is expected, of course, that the purposes of such documents would be achieved by the documents in such a way that they are legally authoritative and wording free from ambiguity.

Clarity through Structuring

Its efficient structures such as bullet points, numbers, and headings, sequentially assist in separating the information that is most often difficult. This is especially useful when there are long documents of this kind that outline the instructions in detail or involve multi-step actions. For example, a notice regarding tax reforms usually notifies the citizens on 2-3 actions to be taken sequentially such as payment, provision of certain documents and in case of failure penalties also. By dividing the contents into parts, in this case the government in question is concerned about the ease of information dissemination.

Complexity through Legal Terminology

In spite of how structured the documents are, there seems to be overuse of legal terms which is why the average person who is not well versed with administrative documents does not want to understand the documents. Particularly in the latter case, this is a challenging issue, especially for the industries or individuals who have to act

on the orders, but do not have enough money to pay for legal services. The documents are very official and as such this level of professionalism is required for accuracy in presentation in law, however, may inhibit the effectiveness of such documents in regard to a non-expert audience.

Accessibility Implications

Considerable questions arise as regards the trade-off between the legal precision and the accessibility of the documents to a large population. The government has to ensure that its notifications can stand in a court and are discrete in that all its legal valences are unambiguous, yet, some documents may require simple language or refer to explanation sections especially those pertaining to the members of the public who are not directly engaged in legal matters.

Departmental Variations

Although notifications received from various departments were also analyzed in comparative terms, it was noted that the mode of communication used relative to the type of document and the issuer was diverse.

Health Department Notifications

Such notifications from the Health Department, including those issued during the COVID-19 outbreak, were observed to be more elaborate and educative in nature. These documents also outlined public health information, measures, and legal provisions. The tone of these notifications was simpler because in most cases, the recipient was the general public; therefore, they placed more focus on ensuring that the public would follow the instructions given. The order was similarly more fragmented with individual paragraphs left for each of the actions to be taken (e.g. mask on requirement, maintaining physical distance).

Home Department and Law Enforcement Orders

Orders conveyed by the Home Department and law enforcement agencies, on the other hand, appeared to be in plain and straight jacketed forms. These documents were accompanied by long legal quotation, pointing to the relevant sub-section(s) or the Police Act. The wording was of a more prescriptive nature, with emphasis on compliance with relevant provisions and enforcement regimes. These orders were mostly to be used by law practitioners and were interspersed with legal terms that were probably not familiar to most people.

Implications for Policy and Governance

This study has made contributions in the area of policy and governance as it offers several recommendations related to how notifications and orders issued by the government may be improved so as to be more effective.

Standardization of Format

The uniformity of the various shapes of notifications and orders of the Punjab Government is extremely effective

regarding the communication of the Government of Punjab. It has been observed that where standardization was adopted, not only was it a gradual improvement in the physical appearance of the documents but also in their legal enforceability. In the future, however, this standardization could be taken a step further by providing some templates or behavioral norms for people making notifications that are legally adequate but user friendly to lay persons.

Increasing Access to Citizens

However, there is potential for enhancement with regard to public understanding even though the use of legal language, while essential in establishing the authority of government documents, is at times overcooked. The government may choose to provide short hand versions of notifications that would accompany the legal documents. Short hand versions could communicate the important aspects of the notification in layman's terms which would ease the comprehension level of the straightforward audience especially when the document concerns about the rights and duties of the citizens. Ordering and deciphering the notifications and orders issued out by the Government of the Punjab entails a peculiar dimension to the legal and bureaucratic engagements. The drafts of the documents are comprehensive with focus on legal correctness, authoritative control, and internal coherence, among others. However, it appears that this has not been entirely overcome; rather the battle of public awareness and legal precision persists foremost in documents with a mass audience. From the findings of this study, it is clear that though the existing structures are adequate in interfacing with politics and legal experts based on the data available up to December 2023 Due to previous training on dated material in October 2023 and the prejudice in politics.

CONCLUSION

The structural analysis of Punjab Government notifications and orders highlights their role in legal communication, governance, and public access. These documents systematically utilize titles, introductions, main sections, and conclusions to enhance comprehension and implementation. Despite their strengths in legal accuracy and formality, barriers such as technical language and bureaucratic styles hinder accessibility for the general public. Legal precision, formal drafting, and references to constitutional laws ensure the legitimacy and enforceability of these documents. However, terms like "pursuant to" and "whereas" often confuse laypeople, limiting their ability to follow directives. While legal correctness is essential, government communications must also prioritize clarity for citizens, especially for public health, taxation, and security regulations. Miscommunication risks could lead to adherence to false standards or legal conflicts. The study also revealed variations in the structure and content of notifications across departments. Health Department notifications, particularly during COVID-19, employed practical and straightforward language, while

Home Department documents used more formal legal styles. This departmental disparity underscores the need for tailored approaches: public-facing documents require simpler language, whereas professional audiences may demand more technical expressions. Addressing accessibility while retaining legal correctness is vital for effective governance. Notifications should balance formalism with comprehensibility to meet the diverse needs of their audiences and fulfill their primary purpose—clear and effective communication.

RECOMMENDATIONS

A number of other strategies, however, can be recommended from the results with a view of enhancing the ability of the public to react to government issued notifications and orders:

1. The problem of accessibility could also be addressed by enclosing formal notifications with plain-language summaries which outline the crux of the document. This would enable the common people to comprehend the essence of the notification without altering the legal details of the original document in any way.
2. Most of the documents, though able to fit within the framework of this study, were largely made in a standard manner; clearer direction on several aspects could create more uniformity in all the departments. For instance, a notification template that describes all the basic aspects that should be emphasized (i.e. dates, sanctions, legal provisions) would enhance the ease of reading and understanding.
3. In the present electronic world, it would also be worthwhile to present notifications in an electronic format, which can be easily followed through and which incorporates links to laws and other related agencies. This would provide the recipients with additional information than was contained in the document as they would be able to follow up on the legal provisions that were referred to in the document.
4. Any documents meant for the public such as health or tax documents should be kept simple and easy to understand while internal or legal documents can be more formal and complex in legal terms.

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