

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

(English Only) By. A.V. Kushwaha

(For Govt. Jobs, SSC (Group D & C), Supreme Court, High Court, District Courts, ASRB, CRPF, Railway, CBSC & all other departments requiring "English Stenographer/ Personal Assistant/Private Secretary"

(87, Sulem Sarai, Prayagraj, Uttar Pradesh)

(Contact No. 7355504435)

Note: If you are not upgrading, you are downgrading.

In regard to the amending provision, I want to know from the Minister what would be his difficulty even if / minor offences are taken to courts of law. For instance, the Motor Vehicles Act deals with various offences, both major / and minor, and various minor offences under the Act are taken to courts and people are prosecuted. What is the / difficulty in taking these cases of a minor nature to courts of law? There, the people will have some safety / that they will get a hearing and if the offences are really offences, then they would be prosecuted. Otherwise, they (800) will be ACQUITTED. Here, the Minister says that there should be a security deposit. If there is a violation of / a particular provision of the enactment, then the executive authority will have the power either to CONFISCATE a part of / the amount or the whole of the amount. We are CLOTHING the executive authority with more powers. I do not GRUDGE giving powers to the executive authority, provided they are used properly and effectively, and in a most fair manner. / But unfortunately, there have been DISCRIMINATIONS, apart from the ineffectiveness of the various provisions. Wherever these provisions were used, there (600) had been DISCRIMINATORY use of these provisions against a few or in favour of a few. Normally, when officers are / clothed with more powers, there is large scope for CORRUPTION. I feel that it would be desirable to avoid such / MALPRACTICES and it would be desirable, I think, that even for minor offences the parties should have a chance to / defend their actions. I do not think that this problem of dealing with minor offences will become COMPLEX or complicated / in any way, if we take them to courts of law. I want a reply from the Minister in what (700) way he is suffering from a HANDICAP in dealing with minor offences or offences of a technical nature.

The hon. / member made the point that even if this thing was acceptable to the House, he did not know what amount / would be demanded as security. So, the Minister should tell us what amount is normally expected from a LICENSEE in / all cases and what the offences are which are of a technical or minor nature which he has in view. / We are not told which are major offences and which are minor offences. CLARIFICATIONS on these points are necessary. (800)

I wish that the Act which came into effect long ago was implemented properly. I know that the Minister here is / very earnest in implementing it but his COLLEAGUES at the State level and at the Central level are disappointing him. (840 words)

Increase Your Vocabulary: Learn New and Important Words from the Passage Dictated

Since our primary goal is to achieve excellence in English Shorthand within the shortest possible time, we will provide vocabulary along with detailed analysis and explanation of essential punctuation.

Remember: A strong vocabulary reduces errors and improves accuracy. In English Shorthand, accuracy is the key to securing a government job. Therefore, keep revising all newly learned words at least once every week.

SSC/General/Legal Matter

1. Essential commodities: (noun phrase) basic goods necessary for daily life आवश्यक वस्तुएं
2. Enactment: (noun) a law that has been formally passed कानून/अधिनियम

3. As far as I know: (phrase) to the best of one's knowledge or understanding जहाँ तक मुझे पता है

4. In violation: (prepositional phrase) in the act of breaking or disobeying a rule or law उल्लंघन में

5. Earnest: (adjective) sincere and serious in intention or effort गंभीर/ईमानदार

6. Implements: (verb) (third person singular present) to put a plan or decision into effect लागू करना

7. Stable: (adjective) not likely to change or fluctuate; steady स्थिर

8. Scarcity: (noun) a state of being in short supply; shortage कमी/अभाव

9. Foodgrains: (noun) edible grains used as food, such as wheat and rice खाद्यान्न

10. Procurement: (noun) the action of obtaining or acquiring something खरीद/प्राप्ति

11. Consequent: (adjective) following as a result or effect परिणामी/फलस्वरूप

12. Speculative: (adjective) involving risky financial transactions in hope of profit सट्टेबाजी संबंधी

13. Prosecution: (noun) legal proceedings against someone in a criminal court अभियोजन/मुकदमा

14. **Launched:** (verb) (past tense) to initiate or start something शुरू किया

15. **Contravened:** (verb) (past tense) to violate or go against a law or rule उल्लंघन किया

16. **Sympathise:** (verb) to feel or express sympathy; to understand and share feelings सहानुभूति रखना

By Sir AV Kushwaha,

Krishna Shorthand Institute,

via online Telegram Class at 7355504435

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SSC/General/Legal Matter

1. **in regard to:** (prepositional phrase) concerning or about something के संबंध में, के बारे में
2. **for instance:** (phrase) for example उदाहरण के लिए
3. **acquitted:** (verb) (past tense) to declare someone not guilty of a criminal charge बरी करना, निर्दोष घोषित करना
4. **confiscate:** (verb) to take or seize someone's property with authority जब्त करना, जब्त करना
5. **clothing:** (verb) (present participle) to give power or authority to someone (in this context: "clothing the executive with powers") शक्ति प्रदान करना, अधिकार देना
6. **grudge:** (verb) to be unwilling to give or allow something reluctantly नाराज़गी रखना, अनिच्छा से देना
7. **discriminations:** (noun) (plural) unfair treatment of different categories of people भैदभाव
8. **discriminatory:** (adjective) showing unfair treatment based on prejudice भैदभावपूर्ण
9. **malpractices:** (noun) (plural) improper, illegal, or negligent professional conduct भ्रष्टाचार, दुराचार

10.complex: (adjective) consisting of many interconnected parts; complicated जटिल

11.complicated: (adjective) involving many different and confusing aspects जटिल, पेचीदा

12.handicap: (noun) a disadvantage that makes achievement difficult बाधा, रुकावट

13.licensee vs. licencee: **CORRECT SPELLING:** licensee (noun) a person who holds a license अनुज्ञापत्रधारी, लाइसेंसधारी

Accuracy Mantra to Avoid Spelling Errors: Understanding LICENSE vs LICENCE:

REMEMBER: WE FOLLOW BRITISH ENGLISH:

- **Licence** (noun) = the permit/document अनुज्ञा-पत्र
- **License** (verb) = to grant permission अनुमति देना
- **Rule:** 'C' for noun, 'S' for verb (like advice/advise, practice/practise)

LICENSEE (Person who holds a license):

- **Spelling:** Always "licensee" with 'S' (in both American and British English)
- **Never:** "licencee" ✗ - this is ALWAYS WRONG

Memory Tips for Students:

1. For the document/permit:

- "I need a driving licence" (C)

2. For the verb (granting permission):

- "The authority will license the shop" (always S)

3. For the holder:

- "He is a licensee" (always S + ee)
- **Memory trick:** "The person who gets a licence becomes a licensee"

Examples:

- **British:** "The licensee must renew his licence annually, as the board will not license expired permits."

14. clarifications: (noun) (plural) explanations that make something clearer स्पष्टीकरण

15. colleagues: (noun) (plural) people with whom one works सहकर्मी, साथी

16. implementing: (verb) (present participle) putting a plan or system into action क्रियान्वयन करना, लागू करना

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Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

| Word/Phrase | Why Capitalized? | Simple Rule |
|------------------------------|--|--|
| Sir | Respectful address | Like writing "Dear Sir" in a letter |
| Essential Commodities Act | Official law name | All important words in law titles get capitals |
| Minister | Refers to specific government position | When talking about THE Minister (specific person) |
| Bill | Official government document | Formal document name |
| Food Minister | Official job title | Government position title |
| Government | The institution/authority | When meaning the official body (not just "a government") |
| State | Official administrative unit | Specific level of government in India |
| Motor Vehicles Act | Official law name | Same as Essential Commodities Act |
| Hon. Member | Respectful title | "Honourable" - parliamentary courtesy |
| House | The Parliament/Legislature | Specific building/institution where laws are made |
| Central (in "Central level") | Central Government | Official government level |

Simple Memory Tips:

Capitalize when:

- It's someone's official title (Minister, President)
- It's a law/act name (Essential Commodities Act)
- It's a formal institution (Government, House, State)
- It's a respectful address (Sir, Hon. Member)

✖ Don't capitalize:

- General terms: courts, provisions, offences

Punctuation & Comma Rules with Simple Reasons:

| Punctuation | Where Used | Why Used | Simple Rule |
|-------------------|--|--------------------------------|---|
| Comma (,) | After "Sir" | Separates direct address | Always use comma after addressing someone |
| Comma (,) | "...five years ago, and when..." | Joins two complete sentences | Before conjunctions (and, but, or) joining sentences |
| Comma (,) | "may be very earnest, may be very able, may be..." | Lists similar ideas | Separate items in a series |
| Comma (,) | "For instance, the Motor Vehicles Act..." | After introductory phrase | Pause after opening words |
| Comma (,) | "Unfortunately, we are kept..." | After transition word | Comma after words like: however, therefore, unfortunately |
| Comma (,) | "Later on, by the Government, when..." | Sets off extra info | Encloses additional details |
| Period (.) | End of sentences | Completes a thought | Full stop at sentence end |
| Question Mark (?) | "What is the difficulty...?" | Asking a question | Shows inquiry |
| Semicolon (;) | Not occurred in passage | (Would join related sentences) | Stronger than comma, weaker than period |

Key Comma Rules:

1. After Introductory Words/Phrases

- "Sir, the Essential Commodities Act..."
- "Unfortunately, we are kept in the dark..."
- "For instance, the Motor Vehicles Act..."

2. Separating Clauses (Complete Thoughts)

- "...five years ago, and when the Minister..."
- "...failed to realise the objectives, I am afraid..."

3. In Lists/Series

- "may be very earnest, may be very able, and may be very anxious"
- "iron and steel, paper, etc."

4. Setting Off Extra Information

- "The Food Minister, apart from being earnest, is also able"
- "Here, the Minister says..."

5. Before Contrasting Ideas

- "I do not grudge giving powers, provided they are used properly"
- "...more powers, but unfortunately..."

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