

**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")**

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**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 (500) 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 सट्टेबाज़ी 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

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

## 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, ज़ब्त 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 भेदभाव
8. **discriminatory:** (adjective) showing unfair treatment based on prejudice भेदभावपूर्ण
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
<b>Sir</b>	Respectful address	Like writing "Dear Sir" in a letter
<b>Essential Commodities Act</b>	Official law name	All important words in law titles get capitals
<b>Minister</b>	Refers to specific government position	When talking about THE Minister (specific person)
<b>Bill</b>	Official government document	Formal document name
<b>Food Minister</b>	Official job title	Government position title
<b>Government</b>	The institution/authority	When meaning the official body (not just "a government")
<b>State</b>	Official administrative unit	Specific level of government in India
<b>Motor Vehicles Act</b>	Official law name	Same as Essential Commodities Act
<b>Hon. Member</b>	Respectful title	"Honourable" - parliamentary courtesy
<b>House</b>	The Parliament/Legislature	Specific building/institution where laws are made
<b>Central</b> (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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