

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)

*If you are not
upgrading, you are
downgrading.*

Accuracy Builder: 2

You have to add comma after following words:

1. Mr. Chairman,
2. It is, therefore,
3. At the same time,
4. Now, Sir,

General Dictation: It covers all skill tests conducted by any Government Department or Court including any private institutions.

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Now, I come to the question of railway accidents. The Railway Ministry has been, for some time now, wanting to wash/ out what they call external inspection. You will remember that on the floor of the House I had asked/ more than once questions about the Government Inspectorate, but all sorts of funny arguments were advanced. In the original Committee's report, a very strong recommendation was made that the position of these Government Inspectors should be strengthened in the interest of / safety of travel. It is unfortunate that we not have the facts and figures given by them. (100) it is very unfair not to let us know what the recommendation is and to withhold from the House the arguments/ which they have given, the facts and figures which they have given and the material on which those recommendations are based. / That has been withheld. But now the Reviewing Committee wants not to strengthen the Government Inspectors, to wash them/ out as independent units and to bring them back under the control of the Railway Administration, that they should be/ a branch of the Railway Board. There is a very long history behind this. It was only in 1991 (200) that they were taken away from the control of the Railway Administration and put under a separate/ Ministry, the Ministry of Communications. I have gone into the arguments which have been advanced by the Reviewing Committee, / and, Mr. Deputy Chairman, I can tear them to pieces.

They say that in the present state of affairs, it is impossible/ for any external inspection to carry out a really sound examination and inspection, but they forget that they are/ mixing supervision with inspection. The argument that they have advanced is that under a system of external inspection a real (300) and sound supervision from stage to stage cannot be done. They say that they must have this sort of set-up. / By all means, let them have it, but external inspection serves a different purpose.

I may submit for your information/ that in 2005 the views of the General Managers of all the Government Railways were taken/ in the matter, and all the General Managers were of the view that the Inspectorate must be maintained. / Another Committee which they appointed, on which some foreign experts also served, went to the extent of advising the Railway Administration. (400)

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These Inspectors have to criticise the Railway Board, even the highest officers in the Railway Administration, and now if they are/ transferred back, we can imagine the situation. When even the report of a Committee, which was appointed with the/ knowledge of Parliament and on which so many persons served, is being shelved and suppressed, do you think/ that any independent inspection notes will ever see the light of the day? They say that in case of major accidents,/ we can have judicial inquiries. Inspection is one thing and an inquiry into a major accident is another. (500) The Inspectorate that exists now is absolutely necessary, and it must be absolutely independent so that it can criticise the Railway Board/ or even the highest of the officers, the Chief Engineer or the General Manager of the Railway concerned./ As for judicial inquiries, if they are necessary, by all means have them. I have been an advocate of it./ I have been associated all my life with the judiciary. I have risen from a magistrate; I started my career as/ a magistrate and I would always advocate judicial inquiry when it is necessary but certainly judicial inquiry cannot replace inquiry of a technical nature. (600) And if you have a judicial inquiry, you will always want some technical experts to be/ the assessors or to be associated with that inquiry so that they guide and give an independent view. Do you/ want the officers of the Railway Ministry to be assessors or do you want independent assessors? These Government/ inspectors would be absolutely independent assessors in those judicial inquiries. This is just one part of it. There are at least/ half a dozen important matters which should be referred to. (700)

I will now refer to another matter on which fortunately the original Committee and the Reviewing Committee are in agreement. I am not concerned with this or that Committee./ I am concerned only with the safety of travelling and I very much welcome that there is agreement on some/ points which I consider to be very important and that is about the adequate and full supplies of stores essential / for safety and good performance. If you read the recommendations of both these Committees, you will find that this serious/ lag has been responsible for a lot of inefficiency, for some of the accidents and for keeping our personnel idle for a long time. (800)

Even the Shroff Committee made a point of it but the Government machinery is such that/ no progress has been made in this matter with the result that the efficiency of the Railway Administration has suffered.

(840 words)

Handwritten shorthand notes corresponding to the dictation text, written in a cursive style on lined paper.

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Sir, another aspect of the Postal Department, a very important one, is the wonderful organisation of postal savings banks. This²⁰ organisation also covers very nook and corner of our country. There are 650 lakh account-holders and⁴⁰ Rs. 14,000 crores of deposits. It is a wonderful banking system, encouraging the saving effort even in small villages. And⁶⁰ we want to develop it further and modernise it further. We have been able to make the savings bank a⁸⁰ part of the national banking system by joining with the clearing house system in the bigger cities, which means that¹⁰⁰ our cheques can be handled in a very fast way in the clearing house and everything can be taken care¹²⁰ or as if we are using that service.

Sir, some points have been mentioned regarding the working of the postal¹⁴⁰ service, particularly the EDPs and the RMS side of it. Many Hon. Members have raised it¹⁶⁰ and they have shown concern that we are not doing much for the EDPs. The first thing about¹⁸⁰ the EDPs when we consider how much they are paid, is that they are not wholetime Government servants.²⁰⁰ They are not even temporary Government servants in that sense. When an EDP is recruited, one of the²²⁰ considerations is that he has already some other occupation, and his working hours are calculated according to the workload. And²⁴⁰ every year his emoluments are revised in the light of the work that he is handling. It is in no²⁶⁰ case more than five hours because after that, we upgrade the post office and a regular department man gets appointed.²⁸⁰

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We have a full point system in this, and once that stage is reached, it is converted into this. Another³⁰⁰ advantage they have is that they are in the channel of promotion in the regular department after a certain time³²⁰ which means that they do not remain EDPs all their life but they sort of move into a³⁴⁰ permanent cadre of the department. A committee has been formed. When a Pay Commission is formed by the Government of³⁶⁰ India, we also appointed a Committee to go into the emoluments of EDPs. The same has been done³⁸⁰ this time. Mr. Sharma is heading the one-man committee and he is going to give his report very soon.⁴⁰⁰

Handwritten shorthand notes corresponding to the text on the left, including abbreviations like EDPs, RMS, and various symbols and numbers.

Total Words: 1240/1209

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

SSC/General/Legal Matter

Page 1:

1. **Accident:** (noun) an unexpected incident causing damage or injury दुर्घटना Example: Railway accidents need investigation.

Accuracy Mantra: Don't confuse with word "incident" (noun) which means an event or occurrence घटना Example: The incident was reported immediately.

Key Distinction: Every accident qualifies as an incident, but not every incident constitutes an accident.

2. **To wash out:** (phrasal verb) to eliminate or remove समाप्त करना

- Example: Ministry wants to wash out external inspection.

3. **External**: (adjective) from outside; not internal
बाहरी *Example: External inspection is independent.*
4. **Inspection**: (noun) careful examination निरीक्षण
Example: Safety inspection is necessary.
5. **Inspectorate**: (noun) body of inspectors निरीक्षणालय
Example: Government Inspectorate ensures safety.
6. **Withhold**: (verb) to refuse to give रोकना *Example: Don't withhold facts from the House.*
7. **Withheld**: (verb) past tense of withhold रोका गया
Example: Material has been withheld.
8. **Independent**: (adjective) free from outside control स्वतंत्र *Example: Inspectors should be independent units.*
9. **State of affairs**: (noun phrase) current situation स्थिति *Example: Present state of affairs is problematic.*
10. **Supervision**: (noun) overseeing or directing पर्यवेक्षण
Example: They're mixing supervision with inspection.
12. **By all means**: (phrase) certainly; definitely अवश्य
Example: By all means, let them have it.
13. **To the extent**: (phrase) to the degree that जिस हद तक *Example: Advise to the extent necessary.*

Accuracy Builder: Analysis

CAPITALIZATION

Category 1: Start of Sentences

- Now, In, It is, But, That, They, The, Another
- Rule: First word of every sentence is capitalized

Category 2: Personal Pronoun

- I
- Rule: Always capitalized in English

Category 3: Proper Nouns (Names of Specific Organizations)

- Railway Ministry
- Government Inspectorate
- Railway Administration
- Railway Board
- Ministry of Communications
- Government Railways
- Reviewing Committee
- Rule: Official government departments, ministries, and committees

Category 4: Titles and Positions

- General Managers
- Government Inspectors
- Mr. Deputy Chairman
- Rule: Official job titles and forms of address

Category 5: Special References

- House (Parliament/Legislature)
- Committee (when referring to specific committee)
- Rule: Institutional references in governmental context

Accuracy Builder: Some Important Comma/Punctuation Analysis from the 5th passage provided today:

COMMA

Type 1: Introductory Elements

- "Now, I come to the question"
- "for your information, that in 2005"
- Rule: Comma after opening words/phrases before main sentence

Type 2: Interrupting/Parentetical Phrases

- "has been, for some time now, wanting"
- "and, Mr. Deputy Chairman, I can tear"
- Rule: Commas on both sides of interrupting information

Type 3: Type 4: Appositives (Renaming)

- "a separate Ministry, the Ministry of Communications"
- "Committee's report, a very strong recommendation"
- Rule: Comma before phrase that renames/explains previous noun

Type 4: Compound Sentences (Two Complete Ideas)

- "sound examination and inspection, but they forget"
- "let them have it, but external inspection"
- "in the matter, and all the General Managers"
- Rule: Comma before conjunctions (and, but, or) joining two complete sentences

Type 5: Direct Address (Speaking to Someone)

- "Mr. Deputy Chairman, I can tear"

- Rule: Comma when directly naming who you're talking to

Periods (.)

- End of complete sentences
- After abbreviations (Mr., No.)

Hyphens (-)

- "set-up" - joining words into compound adjectives

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Krishna Shorthand Institute,

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(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

SSC/General/Legal Matter

Page 2:

1. **Criticise:** (verb) to express disapproval or find fault with आलोचना करना / समीक्षा करना
2. **Shelved:** (verb) (past participle) to postpone or set aside; to put on hold टाल देना / रद्दी में डालना
3. **Suppressed:** (verb) (past participle) to prevent from being known or seen दबाया गया / छुपाया गया
4. **Judicial inquiries:** (noun phrase) formal investigations conducted by judges or legal authorities न्यायिक जांच

5. Accuracy Mantra: Inquiry vs. Enquiry:

- **Inquiry:** (noun) formal investigation (especially legal/official) जांच
- **Enquiry:** (noun) general question or request for information पूछताछ

- **Example:** Judicial inquiry is formal; customer enquiry is a simple question.
- **Note:** In American English, "inquiry" is used for both; British English distinguishes them

6. **Accuracy Mantra: Career vs. Carrier:**

- **Career:** (noun) profession or occupation throughout life करियर / व्यवसाय
- **Carrier:** (noun) person/thing that transports something वाहक
- **Example:** She built a successful career. The mail carrier delivers packages.

7. **Assessors:** (noun) (plural) persons who evaluate or assist in inquiries/judgments निर्णायक / मूल्यांकनकर्ता

8. **Dozen:** (noun) a group of twelve दर्जन (12)

9. **Risen:** (verb) (past participle of rise) moved upward; advanced in position/rank उठा / पदोन्नत हुआ

- **Pronunciation:** RIZ-en (this word was inadvertently wrongly pronounced in today's dictation).

10. **Fortunately:** (adverb) by good luck; luckily सौभाग्य से

11. **Reviewing:** (verb) (present participle) examining or assessing again समीक्षा करना
12. **Adequate:** (adjective) sufficient; enough for the purpose पर्याप्त / उचित
13. **Lag:** (noun/verb) delay or falling behind in progress देरी / पिछड़ना
14. **Accuracy Mantra: Personnel vs. Personal:**
- **Personnel:** (noun) employees or staff in an organization कर्मचारी / स्टाफ
 - **Personal:** (adjective) private; belonging to a particular person व्यक्तिगत / निजी
 - **Example:** The personnel department manages staff. This is my personal diary.
15. **Efficiency:** (noun) ability to work well without wasting time or resources कार्यक्षमता / दक्षता

Accuracy Builder: Analysis

Capitalization:

Category 1: Start of Sentences

- These, Administration, When, They, Inspection, The, As, I, Do, There, Even, Government

- Rule: First word of every sentence is always capitalized

Note: The above words can also help you identify the beginning of a new sentence. While not 100% foolproof, consider them as helpful cues for placing capitalization and full stops (periods). Just keep them in mind as a guide. निम्न शब्दों से आप यह पहचान सकते हैं कि कोई नया वाक्य कहाँ से शुरू हो रहा है। यह तरीका पूरी तरह से सटीक नहीं है, लेकिन बड़े अक्षर (capital letter) और पूर्णविराम (full stop) लगाने में यह एक उपयोगी संकेत हो सकता है। इसे एक मार्गदर्शक के रूप में ध्यान में रखें।

Category 2: Personal Pronoun

- I (appears multiple times throughout)
- Rule: Always capitalized in English, no matter where it appears in a sentence

Category 3: Proper Nouns (Official Organizations/Bodies)

- Railway Board
- Railway Administration
- Parliament
- Committee (when referring to specific committee)
- Inspectorate
- Railway Ministry
- Reviewing Committee
- Shroff Committee
- Rule: Names of specific government bodies, departments, and official committees

Category 4: Official Titles and Positions

- Chief Engineer
- General Manager
- Rule: Official job titles, especially when referring to specific positions

Context Matters:

- Committee - capitalized when referring to a specific committee
- Officers - lowercase (general reference)
- Government - capitalized when part of official title (Government Inspectors)

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SSC/General/Legal Matter

Page 3:

1. **Postal department:** (noun phrase) the government organization responsible for mail and postal services
डाक विभाग
2. **Wonderful:** (adjective) extremely good; excellent
अद्भुत / शानदार
3. **Encouraging:** (adjective) giving hope or confidence; positive
उत्साहवर्धक / प्रोत्साहित करने वाला
4. **Clearing house:** (noun phrase) a central agency for collecting and distributing information or financial transactions
समाशोधन गृह / केंद्रीय एजेंसी
5. **Wholetime:** (adjective) full-time; employed for the entire working period
पूर्णकालिक
6. **EDPs:** (noun - abbreviation) Extra Departmental Post (workers); part-time postal workers
अतिरिक्त विभागीय डाक कर्मचारी

7. **RMS:** (noun - abbreviation) Railway Mail Service
रेलवे डाक सेवा

8. **Emoluments:** (noun) (plural) salary, wages, and benefits paid for employment वेतन / पारिश्रमिक

9. **Heading** (the committee): (verb) (present participle) leading or chairing a committee अध्यक्षता करना / नेतृत्व करना

Accuracy Builder: Analysis

Capitalization:

Category 1: Start of Sentences

- Sir, This, They, And, We, It, Many, The, When, Apart

- Rule: First word of every sentence is always capitalized. Note: **The above words can also help**

you identify the beginning of a new sentence.

While not 100% foolproof, consider them as

helpful cues for placing capitalization and full

stops (periods). Just keep them in mind as a

guide. निम्न शब्दों से आप यह पहचान सकते हैं कि कोई

नया वाक्य कहां से शुरू हो रहा है। यह तरीका पूरी तरह से सटीक नहीं है, लेकिन बड़े अक्षर (**capital letter**) और पूर्णविराम (**full stop**) लगाने में यह एक उपयोगी संकेत हो सकता है। इसे एक मार्गदर्शक के रूप में ध्यान में रखें।

Category 2: Proper Nouns(Organizations/Departments)

- Postal Department
- Government (when part of official title)
- Pay Commission
- Committee
- India (country name)
- Rule: Names of specific government bodies, departments, countries, and official organizations

Category 3 Specific Names of People

- Mr. Sharma
- Hon. Members (Honorable Members)
- Rule: Names and titles of specific individuals

Category 4: Abbreviations

- EDPs (Extra Departmental Post)
- RMS (Railway Mail Service)
- Rs. (Rupees)
- Rule: Abbreviations and acronyms are capitalized

Category 5: Important Terms/Positions

- Government servants
- Hon. Members (Honorable)
- Rule: Titles showing respect or official positions

Context Matters:

- Government - capitalized when referring to official Government of India
- Committee - capitalized when referring to a specific committee (Pay Commission Committee)
- Department - capitalized when part of official name (Postal Department)

Common Words NOT Capitalized (unless starting sentence):

- savings banks
- villages
- post office
- regular department
- permanent cadre
- trains, stations, mails

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