

**Run By Shorthand Dictation Legal Matters**

Since 2005

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

*Small daily actions  
and habits can  
have a significant  
impact on  
long-term success.*



The other point is that the CREDIT-WORTHINESS of the managing agency firm does count to a certain extent in getting / credit from the banks and other financial institutions.

Yesterday, it was mentioned by my hon. friend that the CRUX of / the problem is the question of payment of REMUNERATION to a particular managing agency system. He said that in this / Bill a definite encouragement has been given to the alternative type of management, namely, the managing director or the manager, / where an individual has been permitted to take 5 per cent while in the case of the managing agency it (500) has been permitted to take about 10 per cent. I would like to point out to him that it is / not merely the question of remuneration which will decide the alternative type of management. The remuneration is not a very / important thing. Unless and until you allow a certain amount of FLEXIBILITY for any system to function, it will not / be possible to EVOLVE any other system to take the place of the managing agency system. IN SPITE of so / many SHACKLES, you may find that those few business houses which are carrying on now may have to carry on (600) on the present basis; you may not find many new people coming in the field.

Several times, it has been / mentioned in this House why the business community has not prescribed for itself a code of conduct. In this connection, / I would like to point out that a degree or diploma is essential for the profession and in case of / VIOLATION of the code, sanction should be provided by it to prevent a person from PRACTISING the profession. Today even / Ashoka Mehta and Shri C. C. Shah can set up a GROCERY shop and become businessmen. Nobody lays down any (700) condition for starting business and nobody can prevent others from continuing it, but I would like to point out that / with regard to the code of conduct, there is a certain amount of ETHICS and there are certain standards and / TRADITIONS on which business houses function. If a particular firm has not got proper ways of managing its business, you / will find that that business house will find it difficult to function and it would be difficult for it to / command the confidence of the business community. It would not be possible for it to function as effectively as a (800) firm which has proper ways of managing its business. That is sufficient as a code of conduct. It is not / possible to prescribe a certain code of conduct in the manner it has been done for the profession in general. (840 words)



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

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## SSC/General/Legal Matter

1. **Credit-worthiness**: (noun) the quality of being trusted to repay borrowed money; financial reliability साख, ऋण-पात्रता
2. **Remuneration**: (noun) payment for services or work done; compensation पारिश्रमिक, वेतन
3. **Flexibility**: (noun) the ability to change or adapt easily; not being rigid लचीलापन, सुविधा
4. **Evolve**: (verb) to develop gradually; to come into being विकसित होना, उत्पन्न होना
5. **Shackles**: (noun, plural) restrictions or limitations that prevent freedom or development बेड़ियाँ, बंधन
6. **In spite of**: (phrase/preposition) regardless of; despite; notwithstanding के बावजूद, होते हुए भी **Similar words with examples:**

- **Despite**: *Despite the rain, they continued playing.*

- Notwithstanding: *Notwithstanding the difficulties, he succeeded.*
- Regardless of: *Regardless of the cost, we must proceed.*

7. **Violation:** (noun) the act of breaking a rule, law, or code उल्लंघन, भंग करना

### 8. **Practising vs. Practicing:**

- **Practising** (British English spelling) - used in UK, India, Australia
- **Practicing** (American English spelling) - used in USA
- **Both mean the same:** actively working in a profession (e.g., practicing doctor)
- *Example: He is a practising/practicing lawyer.*
- **Accuracy Mantra For Students: Use "practising" (British spelling) as it's standard in Indian English**

9. **Grocery:** (noun) a shop selling food and household items; provisions किराना, खाद्य सामग्री की दुकान

10. **Ethics:** (noun, plural) moral principles governing conduct; standards of right and wrong नैतिकता, आचार-संहिता

11. **Traditions:** (noun, plural) customs, beliefs, or practices passed down through generations परंपराएँ, रीति-रिवाज
12. **Code of conduct:** (noun phrase) a set of rules outlining proper practices and behaviour for individuals in a profession आचार संहिता, व्यवहार नियम

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# Accuracy Builder:

## Capitalized Words with Simple Reasons for Capitalization:

### Part 1: Capitalization Analysis

Word/Phrase	Why Capitalized?	Simple Rule
Tenth Five Year Plan	Proper noun (official name of a government plan)	Names of specific plans, projects, programs → Capital
Shri Ashoka Mehta	Proper noun (person's name with title)	People's names + titles (Mr., Shri, Dr.) → Capital
House	Refers to Parliament/Legislature	Specific institutions (Parliament, House, Senate) → Capital
Bill	Refers to a specific proposed law	Specific laws/bills being discussed → Capital
Finance Minister	Official government position	Government positions/titles → Capital
Shri C.C. Shah	Proper noun (person's name with title)	People's names → Capital

### Key Rules (Simple!)

- 1. People's names** = Always capital (Ashoka Mehta, C.C. Shah)
- 2. Titles before names** = Capital (Shri, Minister)
- 3. Official institutions** = Capital when specific (House = Parliament)

**4. Government plans/programs** = Capital (Tenth Five Year Plan)

**5. Start of sentences** = Always capital

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## Part 2: Comma & Punctuation Analysis

### 📌 Pattern 1: Introductory Phrases

**Rule:** Comma after opening words/phrases

Example	Why?
"Now, I would like to say..."	After transition words (Now, However, Therefore)
"Yesterday, it was mentioned..."	After time words starting a sentence
"In this connection, I would like..."	After prepositional phrases at the start

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### 📌 Pattern 2: : Dependent Clauses

**Rule:** Comma when extra information is added

Example	Why?
"If at all it is able to function, it will be able to function..."	Comma after IF-clause before main sentence
"Unless and until you allow...flexibility, it will not be possible..."	Comma after UNLESS-clause
"When we are on the threshold...,	Comma after WHEN-clause



Example	Why?
such a measure should be passed"	

### **Pattern 3: Non-Essential Information**

**Rule:** Commas around extra details that can be removed

Example	Why?
"this Bill, a definite encouragement has been given"	Separating subject from predicate with interruption
"the managing director or the manager, where an individual..."	WHERE adds extra info

### **Pattern 4: Direct Address/Clarification**

**Rule:** Comma before explanatory phrases

Example	Why?
"managing agency system, namely, the managing director"	Before "namely" (meaning "that is")
"to him, that even when companies..."	Before THAT-clauses after verbs like "mention"

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