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)

What you will find today:

1. Dictation Passage

2. Outlines

3. Vocabulary

4. Accuracy Builder & Analysis

Note: For convenience, we have divided this dictation in two parts, each containing approximately 600 Words.

NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Passport Matter

Volume 1, Dictation No. 4

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

The petitioner, an advocate practicing before this Court, has filed the present writ petition invoking the extraordinary jurisdiction of this Court under Article 226 of the Constitution of India. He seeks a direction to the Regional Passport Officer, Patna, to issue a passport to him in accordance with the notification of the Ministry of External Affairs dated 25 August 1993. The grievance of the petitioner is that though he submitted an application for a fresh passport, the authorities have failed to issue the same on the ground of adverse police verification reports indicating the pendency of two criminal cases against him. The first of these relates to an incident registered as Case Crime No. 113 of 2013, under Sections 147, 504, 506, 507, 354 and 354D of the Indian Penal Code, and the

second relates to Case Crime No. 123 of 2011, under Sections 323, 504 and 506 of the Code. It is submitted that in one case he approached the trial court seeking permission to obtain a passport, but the court, relying upon a judgment of a co-ordinate Bench of another High Court, held that no such permission was required. In the other case, according to the petitioner, a final report has already been filed by the Investigating Officer, though there is no clear record of its acceptance. On these facts, the petitioner claims that there is no legal impediment to the issuance of a passport and contends that the respondents are acting arbitrarily in withholding the same. In support, he relies upon the judgment in Umapati versus Union of India wherein it was observed that prior permission from the trial court is not a condition precedent for renewal or issuance of a passport. It is argued that Article 21 of the Constitution guarantees the right to travel abroad and that the administrative authorities cannot impose additional restrictions beyond those contemplated by law. Learned counsel for the Union of India, on the other hand, submits that the reliance placed on Umapati's case is misplaced, as the said judgment did not consider earlier binding precedents and relevant statutory provisions. Attention is drawn to Section 6(2)(f) of the Passport Act, 1967, which specifically mandates that if proceedings in respect of an offence alleged to have been committed by the applicant are pending

before a criminal court in India, the passport authority shall refuse to issue a passport or travel document. It is urged that the word 'shall' leaves no discretion and the bar is absolute unless lifted by an appropriate order of exemption. The respondents further rely on Section 22 of the Act, which empowers the Central Government to exempt any person or class of persons by notification in public interest from the operation of all or any provisions of the Act. In exercise of this power, the Ministry of External Affairs issued a notification dated 25 August 1993, exempting citizens of India facing pending criminal cases from the rigour of Section 6(2)(f) provided they obtain an order from the concerned court permitting them to depart from India. The notification clearly lays down conditions regarding the period of validity of such passports and renewals. It is argued that without such permission, the exemption cannot operate and the statutory bar remains. Reliance is also placed on the Office Memorandum dated 10 October 2019 issued by the Ministry, prescribing the procedure for processing applications where criminal cases are pending. According to this memorandum, the applicant is required to disclose all cases, obtain leave of the trial court to travel abroad, submit such order to the passport authority and undergo police verification and permission.

Total Words: 600

Outlines of all highlighted words and phrases.

Note: Adopt only those outlines which are better than yours.

practicing

before this Court

advocate

writ petition

invoking

extraordinary jurisdiction

of this Court

under Article

of the Constitution of India

Regional Passport Officer

Patna

Indian Penal Code

notification

Ministry of External Affairs

dated

grievance

application

fresh

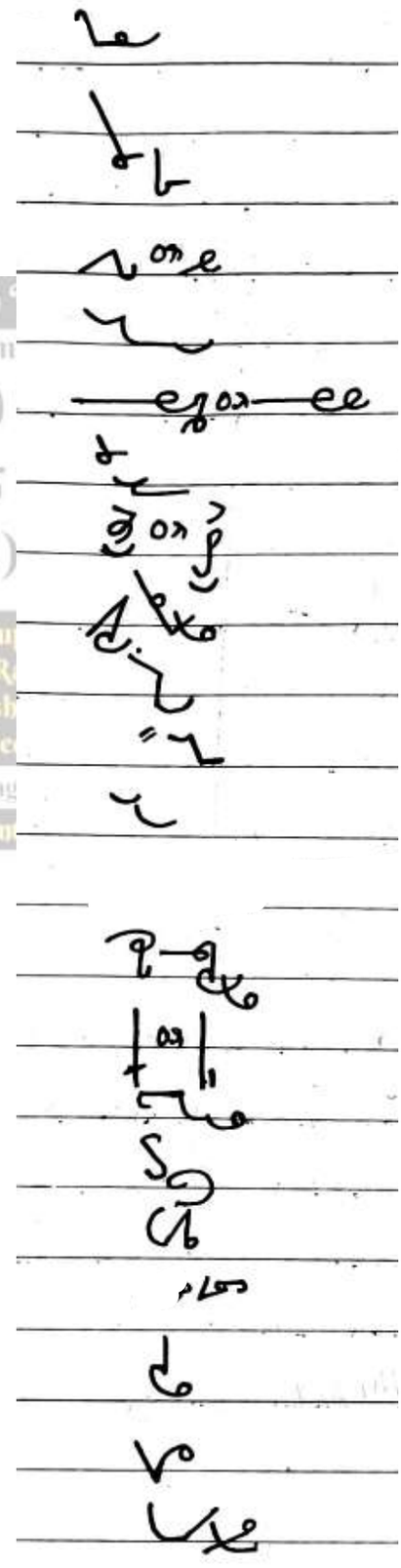
authorities

on the ground

adverse

police

verification reports



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other departments requiring "English
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indicating the
pendency
criminal cases
registered
Case Crime No.
under Sections
in accordance with the
It is submitted that
co-ordinate Bench
according to the
final report
Investigating Officer,
though there is no clear
acceptance.
On these facts
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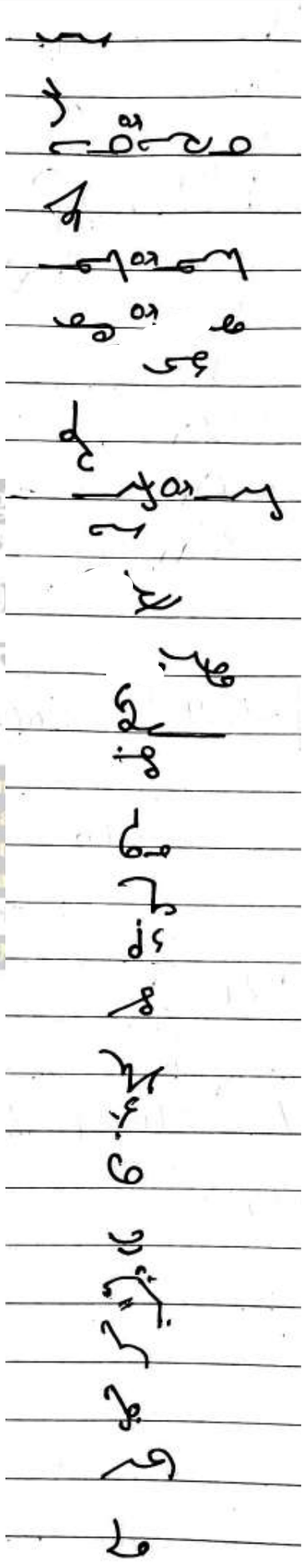
contends that the
respondents
arbitrarily
withholding
versus
Union of India
Umapati
prior
precedent
renewal
issuance



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argued that
guarantees
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administrative authorities
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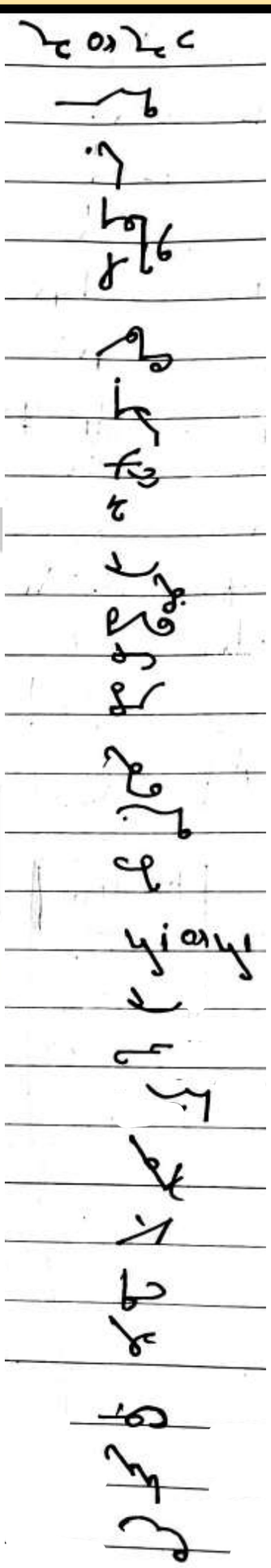
contemplated
learned counsel for the Union of India
on the other hand
binding precedents
statutory provisions
to Section
specifically
proceedings
mandates
in respect of
to have been committed
pending
criminal court
in India
passport authority
urged
discretion
absolute
exemption.
appropriate order
empowers



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(Contact No. 7355504435)

Central Government
to exempt
public interest
operation
provisions
in exercise of
exempting
citizens
obtain
criminal cases
depart
argued that
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Office Memorandum dated
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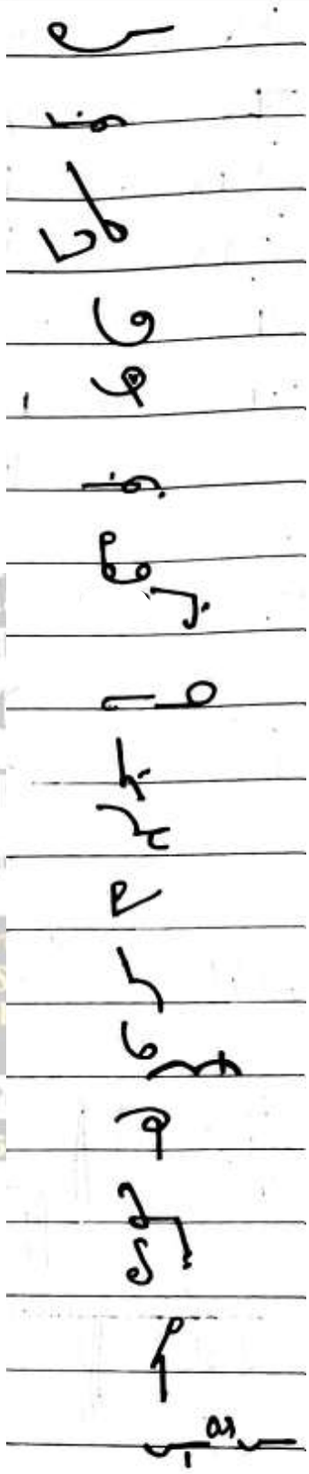

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(87, Sulem Sarai, Prayagraj, Uttar P
(Contact No. 7355

(Increase your vocabulary:

Learn New and Important Words of the Matter)
Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

Accuracy Mantra

1. *Regarding "practising vs. practicing": In British English, "practising" is correct for the verb form (with 's'), while "practicing" is the American English spelling. For the noun/adjective form, both British and American English use "practice" (without 's'). Example: "a practising lawyer" (British) vs "a practicing lawyer" (American).*

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Final Accuracy Mantra

- *British English = Practice (noun), Practise (verb), Practising (adj/verb participle)*
- *American English = Practice (noun & verb), Practicing (adj/verb participle)*

👉 *So, both are correct depending on which English you are following.*

For steno skill test in India, since we usually follow British English, the correct forms are:

- ***practice (noun), practise (verb), practising (present participle).***

2. **writ petition: (noun) a formal written request to a higher court seeking legal remedy** रिट याचिका

3. **invoking: (verb) (present participle) calling upon or appealing to (a law, authority, or right)** आह्वान करना

4. **extraordinary jurisdiction: (noun phrase) special legal power of superior courts to hear cases outside normal procedure** असाधारण क्षेत्राधिकार

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5. **under Article: (prepositional phrase) according to or as provided by a specific article** अनुच्छेद के तहत

6. **Regional Passport Officer: (noun) official responsible for passport issuance in a specific region** क्षेत्रीय पासपोर्ट अधिकारी

7. **Indian Penal Code: (noun) the main criminal code of India** भारतीय दंड संहिता

8. **notification: (noun) an official announcement or notice** अधिसूचना

9. **grievance: (noun) a complaint or concern about unfair treatment** शिकायत

10. **adverse:** (adjective) unfavorable or harmful प्रतिकूल

11. **indicating:** (verb) (present participle) showing or pointing to संकेत देना

12. **pendency:** (noun) the state of being pending or awaiting resolution लंबितता

13. **in accordance with:** (prepositional phrase) in agreement or conformity with के अनुसार

14. **co-ordinate Bench:** (noun) a bench of equal judicial rank समन्वयी पीठ

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15. **according to the:** (prepositional phrase) as stated or reported by के अनुसार

16. **acceptance:** (noun) the act of agreeing to or approving स्वीकृति

17. **impediment:** (noun) an obstacle or hindrance बाधा

18. **contends that:** (verb phrase) argues or claims that तर्क देता है कि

19. **arbitrarily:** (adverb) in a random or unreasonable manner मनमाने तरीके से

20. **withholding:** (verb) (present participle) refusing to give or keeping back रोकना

21. ***versus: (preposition) against (in legal cases)*** *बनाम*

Accuracy Mantra: All forms, i.e, vs. v. Vs. and versus are correct. Prefer vs. or versus.

22. **prior: (adjective) existing before in time** पूर्व

23. **precedent: (noun) a previous case that serves as an example** पूर्व उदाहरण

24. **renewal: (noun) the action of extending validity** नवीनीकरण

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25. **issuance: (noun) the action of supplying or distributing** जारी करना

26. **guarantees: (verb) (third person singular) ensures or promises** गारंटी देता है

27. **abroad: (adverb) in or to a foreign country** विदेश में

28. **contemplated: (verb) (past participle) considered or intended** विचारित

29. **on the other hand: (phrase) expressing contrast** दूसरी ओर

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30. **binding precedents: (noun phrase) previous court decisions that must be followed** बाध्यकारी पूर्व उदाहरण

31. **statutory provisions: (noun phrase) rules established by law** वैधानिक प्रावधान

32. **specifically: (adverb) in a clearly defined manner** विशेष रूप से

33. **proceedings: (noun) legal actions or processes** कार्यवाही

34. **mandates: (verb) (third person singular) requires or commands** आदेश देता है

35. **committed: (verb) (past participle) carried out or performed** किया गया

36. **urged: (verb) (past tense) strongly recommended or argued** जोर दिया

37. **discretion: (noun) freedom to decide what should be done** विवेकाधिकार

38. **absolute: (adjective) complete and unrestricted** पूर्ण

39. **exemption: (noun) freedom from an obligation or requirement** छूट

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40. **empowers:** (verb) (third person singular) gives authority or power अधिकार देता है

41. **to exempt:** (infinitive verb) to free from an obligation छूट देना

42. **in exercise of:** (prepositional phrase) while using the power of के अभ्यास में

43. **depart:** (verb) to leave or go away प्रस्थान करना

44. **statutory:** (adjective) required or permitted by law वैधानिक

45. **bar:** (noun) a legal prohibition or restriction रोक

46. **Office Memorandum dated:** (noun phrase) an official internal communication with specific date दिनांकित कार्यालय ज्ञापन

47. **prescribing:** (verb) (present participle) laying down as a rule निर्धारित करना

48. **undergo:** (verb) to experience or be subjected to गुजारना

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Accuracy Builder: following words occurred in the dictation is to be capitalized;

CAPITALIZED WORDS AND REASONS:

1. PROPER NOUNS (Names of specific places, people, organizations):

- **Court** - Specific court being referred to
- **Article** - Specific constitutional article
- **Constitution of India** - Official document name
- **Regional Passport Officer** - Official job title
- **Patna** - City name
- **Ministry of External Affairs** - Government department name
- **Indian Penal Code** - Official law book name
- **Code** - Short reference to Indian Penal Code
- **High Court** - Specific court name
- **Investigating Officer** - Official job title
- **Umapati** - Person's name
- **Union of India** - Official legal entity name
- **India** - Country name
- **Passport Act** - Official law name
- **Central Government** - Official government body
- **Act** - Reference to the Passport Act

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- **Office Memorandum** - Official document type
- **Ministry** - Short for Ministry of External Affairs

2. SENTENCE BEGINNINGS: The following words often indicate the beginning of a new sentence. Pay special attention to them and be very careful when capitalizing such words, and always capitalise the first word when a new sentence starts.

- **The** (multiple times) - First word of sentences
- **He** - First word of sentences
- **It** - First word of sentences
- **In** - First word of sentences
- **On** - First word of sentences
- **Learned** - First word of sentences
- **Attention** - First word of sentences
- **Reliance** - First word of sentences
- **According** - First word of sentences

3. LEGAL/FORMAL TERMS:

- **Sections** - Legal divisions in laws
- **Case Crime No.** - Official case reference
- **Bench** - Court division
- **Article 21** - Specific constitutional provision

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SUMMARY OF CAPITALIZATION RULES:

1. **PROPER NOUNS** - Names of specific people, places, laws, organizations, and official titles

2. **SENTENCE STARTERS** - First word of every sentence

3. **LEGAL REFERENCES** - Specific laws, articles, sections, and case numbers

4. **OFFICIAL TITLES** - Government positions and formal designations

5. **FORMAL DOCUMENTS** - Names of acts, constitutions, memorandums

Accuracy Builder: Analysis from the passage dictated today.

COMMAS (,)

1. **After introductory phrases:**

- "The petitioner, an advocate practicing before this Court, has filed..." *Reason: Sets off descriptive information about the petitioner*

2. In lists/series:

- "Sections 147, 504, 506, 507, 354 and 354D"

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- "Sections 323, 504 and 506" *Reason: Separates items in a list*

3. Before connecting words:

- "seeking permission to obtain a passport, but the court"
- "filed by the Investigating Officer, though there is no clear record" *Reason: Joins two related but contrasting ideas*

4. Around extra information:

- "relying upon a judgment of a co-ordinate Bench of another High Court, held that"
- "according to the petitioner, a final report has already been filed" *Reason: Sets off additional explanatory information*

5. In legal citations:

- "Umapati versus Union of India, wherein it was observed"
- "Office Memorandum dated 10 October 2019, issued by the Ministry" *Reason: Separates the case name from additional details*

Note: All legal citations are capitalized except versus. Umapati versus Union of India

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PARENTHESES ( ) -

- "Section 6(2)(f)" **and** **"Section 6**(2)(f)" *Reason: Contains subsection references*

QUOTATION MARKS (" ")

- **'shall'** *Reason: Emphasizes the specific legal word*

APOSTROPHES (') -

- "Umapati's case" *Reason: Shows possession*

By Sir AV Kushwaha,

Principal,

Krishna Shorthand Institute,

via online Telegram Class through 7355504435

NOTE: Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Passport Matter-2

Volume 1, Dictation No. 4

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

This Court has considered the submissions. It is well settled since the decision of the Hon'ble Supreme Court in Satwant Singh Sawhney versus Union of India that the right to travel abroad is an integral part of personal liberty under Article 21 of the Constitution, but it is not an unfettered right. To regulate this liberty, Parliament enacted the Passport Act, 1967. Section 3 prohibits departure from India without a passport; Section 5 deals with applications; Section 6 enumerates circumstances in which a passport must be refused. Among these, clause (f) of sub-section (2) deals with the pendency of criminal proceedings. It is important to note that the legislature deliberately used mandatory language, showing its intent to protect the process of law and ensure that an accused person does not abscond while facing trial. At the

same time, the Act balances individual liberty by enacting Section 22, a saving provision enabling the Central Government to grant exemptions. The notification of 25 August 1993 issued under this provision has statutory force. It exempts citizens facing criminal trials if they produce an order of the court allowing them to depart from India. The conditions laid down are precise: if the court specifies the period of travel, the passport is to be issued for that period; if no period is mentioned, it is to be issued for one year; if a lesser period is granted, the passport is to conform to that period. Renewal is allowed only upon fresh orders or if travel has not yet taken place. This notification is a clear legislative mechanism to reconcile the right to travel with the needs of the criminal justice system. The Ministry's Office Memorandum of 2019 and a further clarification by Office Memorandum dated 6 December 2024 reiterate the same position. The latter document specifically clarifies that the permission required is not a general 'no objection' for issuance of a passport but a specific leave to depart from India. If an applicant fails to produce such an order, the passport authority is bound to refuse the application under Section 6 and must record reasons. Courts have repeatedly upheld this requirement. Division Benches of various High Courts, including decisions in Salim Kumar versus Union of India, Shiv Shankar versus Union of India, and Smt. Rashmi Kapoor versus Union of India, have

consistently ruled that permission from the trial court is mandatory. The Supreme Court has also stressed that when there are conflicting views of coordinate benches, the earlier view prevails and a later judgment rendered without noticing previous authorities cannot constitute a binding precedent. The principle of per incuriam applies in such cases. Applying these settled principles, this Court finds that the petitioner cannot succeed merely on the basis of the judgment in Umapati's case, as that judgment did not consider the earlier binding authorities and statutory notifications. The facts reveal that in one criminal case, the trial court declined to grant permission, holding it unnecessary, and in the other, though a final report was filed, there is no evidence of its acceptance. In such a situation, the petitioner is under an obligation to ascertain the status of the second case and, if necessary, approach the concerned criminal court for permission to travel abroad. Only when such permission is obtained can the bar under Section 6(2)(f) be lifted by the exemption under Section 22. The Regional Passport Officer is justified in awaiting such an order. This Court therefore holds that the refusal to issue the passport at this stage cannot be said to be arbitrary. However, since the trial court's observation that no permission was required is contrary to law, that order cannot stand.

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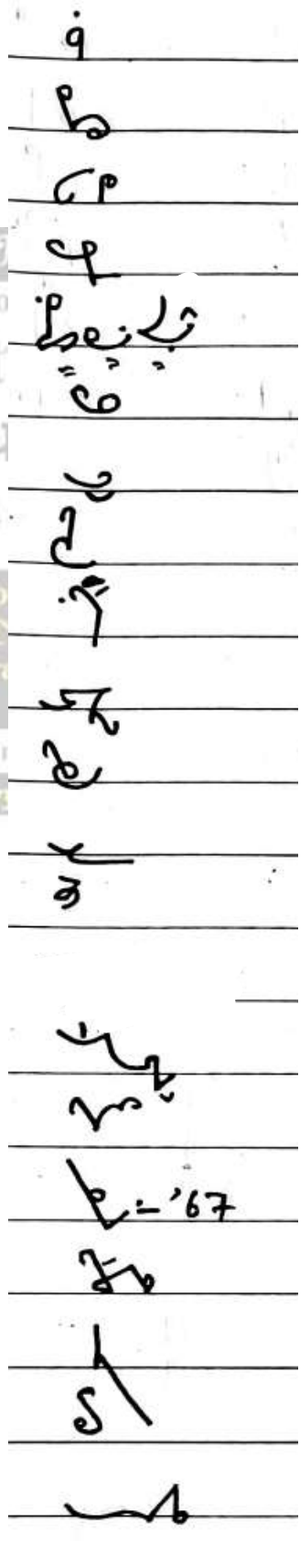
Total Words 631 Total 605+630=1235

Outlines of all highlighted words and phrases. Adopt only those outlines which are better than yours.

considered
submissions
well settled
Hon'ble Supreme Court
Satwant Singh Sawhney
versus
Union of India
travel
abroad
integral part of
personal
under Article
of the Constitution,
unfettered right
Parliament
Passport Act, 1967
prohibits
departure
applications
enumerates



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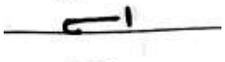
sub-section

pendency

criminal proceedings 

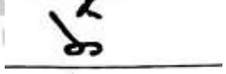
important

legislature

deliberately

mandatory

process of law

abscond 

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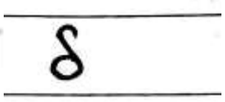
~~same time~~ 

balances

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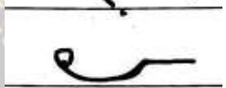
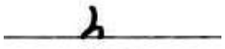
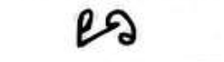
enabling 

Central Government

grant

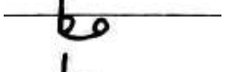
exemptions.

notification 

issued 

statutory force

exempts

citizens 

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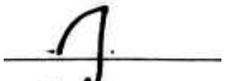
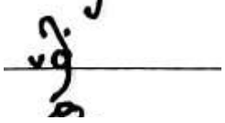
laid down 

precise 

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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 & other departments requiring "English Stenographer" 'Personal Assistant/Private Secretary"
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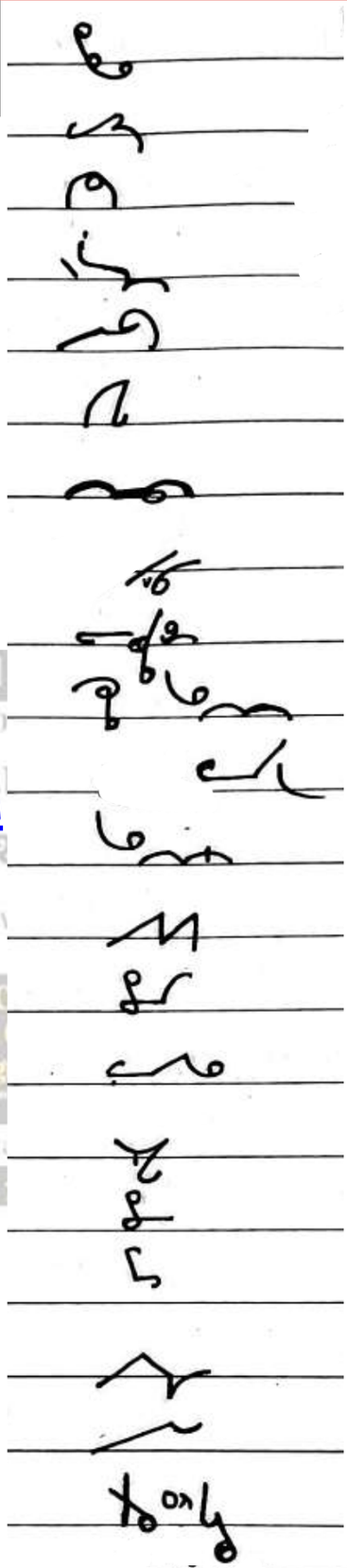
Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 by Sir AV Kushwaha, Shorthand Dictation Legal Matters.



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Shiv Shankar versus Union of India
Smt. Rashmi Kapoor versus Union of India
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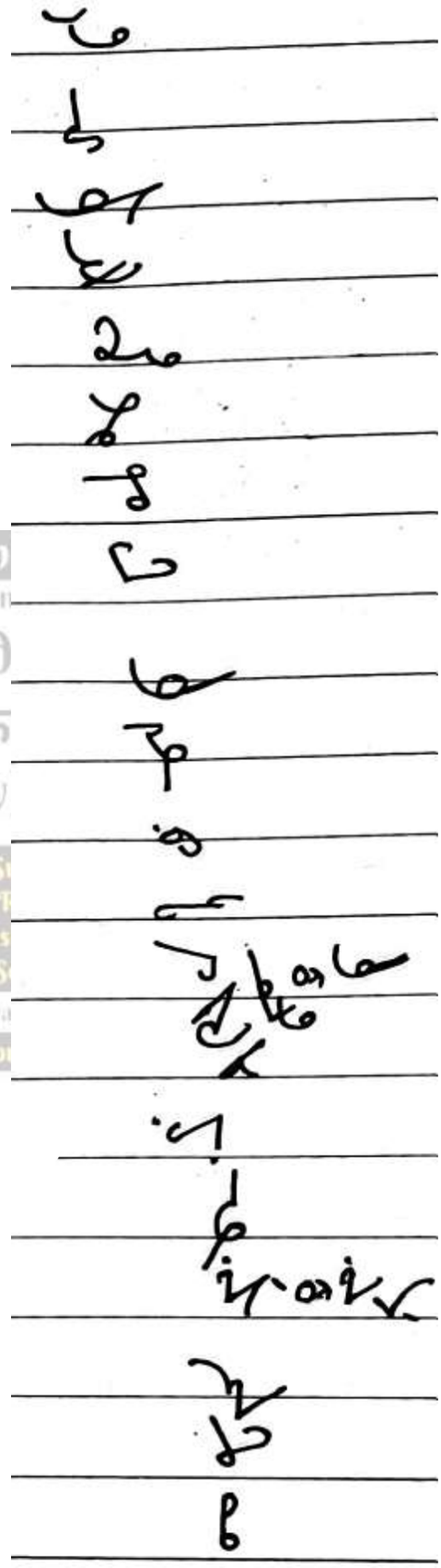

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(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter

1. **Considered**: (verb) (past tense) to think about carefully; examined विचार किया गया
2. **Submissions:** (noun) (plural) arguments or statements presented to a court प्रस्तुतियां/अभिवेदन
3. **Well settled:** (adjective phrase) clearly established by law or precedent सुस्थापित/निर्धारित
4. **Versus:** (preposition) against (in legal cases) बनाम/के विरुद्ध
5. **Abroad:** (adverb) in or to a foreign country विदेश में
6. **Integral part:** (noun phrase) essential component अभिन्न अंग

Accuracy Mantra:

7. **Personal vs. personnel: (noun) individual matters vs. staff/employees** व्यक्तिगत बनाम कर्मचारी

8. **Unfettered right:** (noun phrase) unlimited or unrestricted right निरंकुश अधिकार

9. **Prohibits:** (verb) (present tense) forbids or bans प्रतिबंधित करता है

10. **Departure:** (noun) act of leaving प्रस्थान/रवानगी

11. **Enumerates:** (verb) (present tense) lists or specifies गिनाता है/सूचीबद्ध करता है

12. **Criminal proceedings:** (noun phrase) legal action in criminal matters आपराधिक कार्यवाही

13. **Deliberately:** (adverb) intentionally; on purpose जानबूझकर

14. **Mandatory:** (adjective) required by law; compulsory अनिवार्य

15. **Process of law**: (noun phrase) legal procedures कानूनी प्रक्रिया

16. **Abscond**: (verb) to run away secretly फरार होना

17. **Enacting:** (verb) (present participle) making into law अधिनियमित करना

18. **Enabling:** (verb) (present participle) making possible सक्षम बनाना

19. **Grant:** (verb) to give or allow प्रदान करना

20. **Exemptions:** (noun) (plural) exceptions or exclusions छूट

21. **Notification:** (noun) official announcement अधिसूचना

22. **Statutory force**: (noun phrase) legal authority वैधानिक बल

23. **Precise:** (adjective) exact and clear सटीक

24. **Specifies:** (verb) (present tense) states clearly निर्दिष्ट करता है

25. **To conform:** (verb) (infinitive) to comply with अनुपालन करना

26. **Renewal:** (noun) extension or fresh issuance नवीकरण

27. **Reconcile:** (verb) to bring into harmony समन्वय करना

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28. **Reiterate:** (verb) to repeat or restate दोहराना

29. **Specifically:** (adverb) in a clear and detailed manner विशेष रूप से

30. **Consistently:** (adverb) in a uniform manner निरंतर/लगातार

31. **Conflicting views:** (noun phrase) opposing opinions परस्पर विरोधी मत

32. **Prevails:** (verb) (present tense) succeeds or dominates प्रबल होता है

33. **Rendered:** (verb) (past tense) delivered or given प्रदान किया गया

34. **Binding precedent:** (noun phrase) legally enforceable previous decision बाध्यकारी पूर्व निर्णय

35. **Per incuriam:** (Latin phrase) through lack of care; oversight असावधानीवश

36. **Merely:** (adverb) only; just केवल

37. **Binding authorities:** (noun phrase) legally enforceable decisions बाध्यकारी प्राधिकरण

38. **Statutory:** (adjective) relating to written law वैधानिक

39. **Notifications:** (noun) (plural) official announcements अधिसूचनाएं

40. **Declined:** (verb) (past tense) refused इनकार किया

41. **Obligation:** (noun) duty or responsibility दायित्व

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42. **Ascertain:** (verb) to find out for certain पता लगाना

43. **Obtained:** (verb) (past tense) acquired or received प्राप्त किया

44. **Regional:** (adjective) relating to a particular area क्षेत्रीय

Accuracy Mantra:

45. **Awaiting vs. waiting: (verb) expecting vs. staying for** प्रतीक्षा करना बनाम इंतजार करना

- **Awaiting (verb) → *expecting something to happen or arrive***
- 👉 **More formal usage.**
- 👉 **Example: *The students are awaiting the result.*** (विद्यार्थी परिणाम की प्रतीक्षा कर रहे हैं।)
- **Waiting (verb) → *staying somewhere until something happens or someone arrives***
  👉 **More general / everyday usage.**
- 👉 **Example: *He is waiting at the bus stop.*** (वह बस स्टॉप पर इंतजार कर रहा है।)

📝 **Shortcut Memory Trick:**

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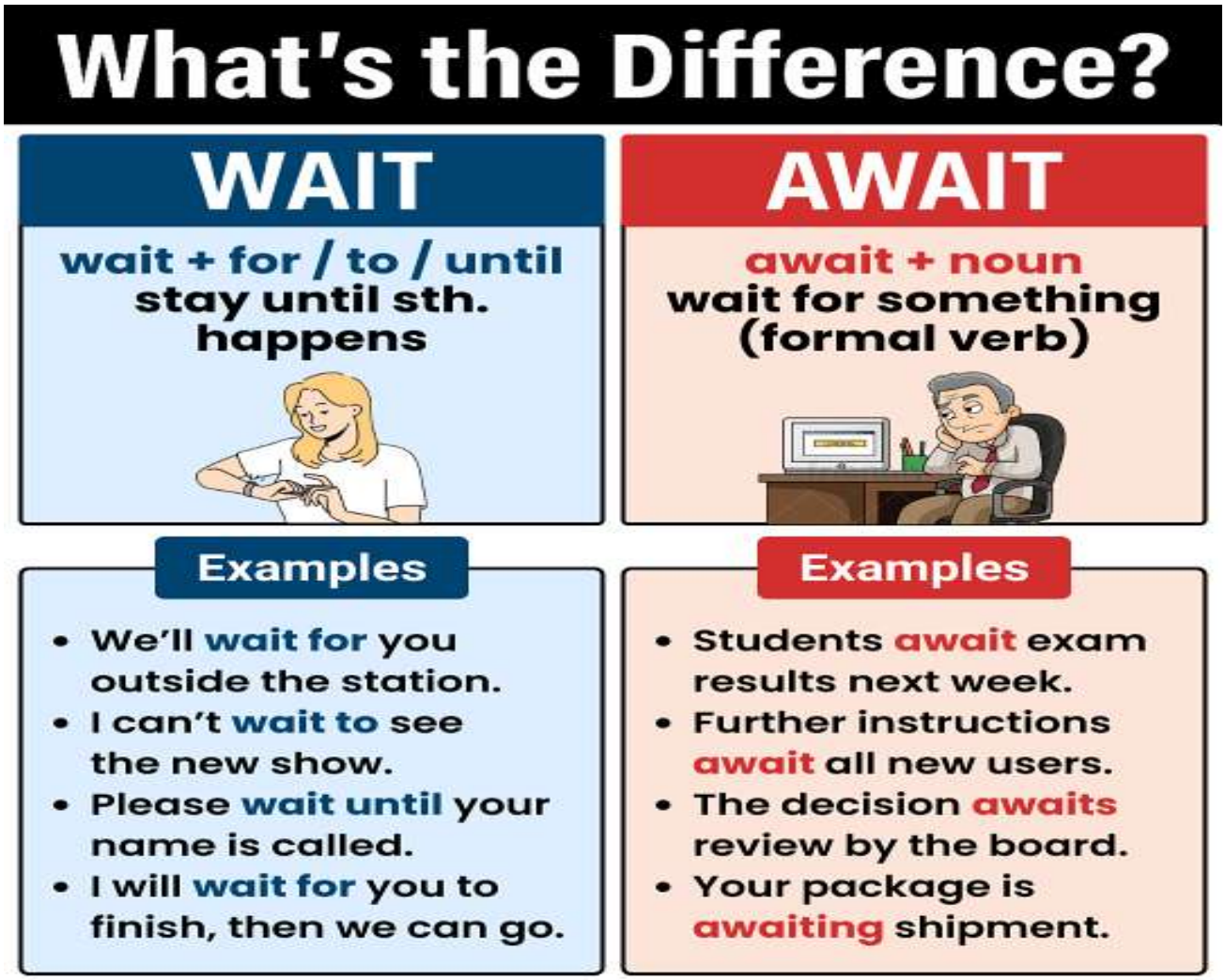
- *Awaiting = expecting* (formal, often used with objects like results, reply, orders).
- *Waiting = staying* (casual, used for people, transport, daily actions).



46. **At this stage:** (prepositional phrase) at this point in time इस चरण में

47. **Contrary to law:** (adjective phrase) against legal requirements कानून के विपरीत

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48. **Arbitrary:** **(adjective) unreasonable or capricious** मनमाना

Accuracy Builder: Capitalization

Following words to be written in capital letters;

1. **This Court** - Refers to the specific court hearing the case (institutional respect)

2. **Hon'ble Supreme Court** - Honorific title for the highest court (respect and protocol)

3. **Satwant Singh Sawhney** - Person's name (proper noun)

4. **Union of India** - Official name of the country as legal entity (proper noun)

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5. **Article 21** - Specific constitutional provision (legal reference)

6. **Constitution** - The Indian Constitution (proper noun - foundational document)

7. **Parliament** - Legislative body of India (proper noun - institution)

8. Passport Act, 1967 *- Name of specific law (proper noun - legal statute)*

Accuracy Mantra: Always put a comma just before year.

9. Section 3, Section 5, Section 6, Section 22 - Specific legal provisions (formal legal references)

10. Central Government - Official governmental body (proper noun - institution)

11. Office Memorandum - Official government document type (formal administrative term)

12. Ministry - Government department (institutional name)

13. Division Benches - Specific court formations (legal terminology)

14. High Courts - Court system level (proper noun - judicial institution)

15. Salim Kumar, Shiv Shankar, Smt. Rashmi Kapoor - People's names in legal cases (proper nouns)

16. Supreme Court - Highest court (proper noun - institution)

17. Umapati - Person's name in legal case (proper noun)

18. Regional Passport Officer - Official government position/title (proper noun - official designation)

Accuracy Builder: Comma

Comma Usage in the Passage - Simple Explanation

1. **Setting Off Introductory Elements**
   - **"At the same time, the Act balances individual liberty..."**
   - **"Among these, clause (f) of sub-section (2)..."**
   - **Rule**: Comma after introductory phrases/words

2. **Non-Essential Information (Parenthetical)**
   - **"It is well settled since the decision of the Hon'ble Supreme Court in Satwant Singh Sawhney versus Union of India that the right to travel abroad is an integral part of personal liberty under Article 21 of the Constitution, but it is not an unfettered right."**
   - **Rule**: Commas around extra information that can be removed

3. **Series/Lists**
   - **"Section 3 prohibits departure from India without a passport; Section 5 deals with applications; Section 6 enumerates circumstances..."**

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- **Rule**: Separating items in a series (here using semicolons for complex items)

4. **Before Coordinating Conjunctions**
   - **"...personal liberty under Article 21 of the Constitution, but it is not an unfettered right."**
   - **"...trial court declined to grant permission, holding it unnecessary, and in the other..."**
   - **Rule**: Comma before 'but', 'and', 'or' when joining complete sentences

5. **After Dependent Clauses**
   - **"If an applicant fails to produce such an order, the passport authority is bound to refuse..."**
   - **"When there are conflicting views of coordinate benches, the earlier view prevails..."**
   - **Rule**: Comma after conditional clauses starting with 'if', 'when', 'since'

OTHER PUNCTUATION:

SEMICOLONS (;)

- **Used to separate related but complete thoughts**
- **"Section 3 prohibits departure; Section 5 deals with applications; Section 6 enumerates..."**
- **Rule**: Stronger than comma, weaker than period

COLONS (:)

- **"The conditions laid down are precise: if the court specifies..."**
- **Rule**: Introduces explanations or lists

PERIODS IN ABBREVIATIONS

- **"Smt. Rashmi Kapoor"** (Smt. = Shrimati)
- **Rule**: Periods mark abbreviated titles

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