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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")**

**(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**

SSC/Court Skill Test Based Dictations: It covers all skill tests conducted by SSC etc including any Court (Supreme Court, High Court, District Courts, Tribunals, Law Firms).

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Krishna Shorthand Institute, Online English Shorthand Class at 7355504435 by Sir AV Kushwaha, Shorthand Dictation Legal Matters.

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. 7

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**

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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

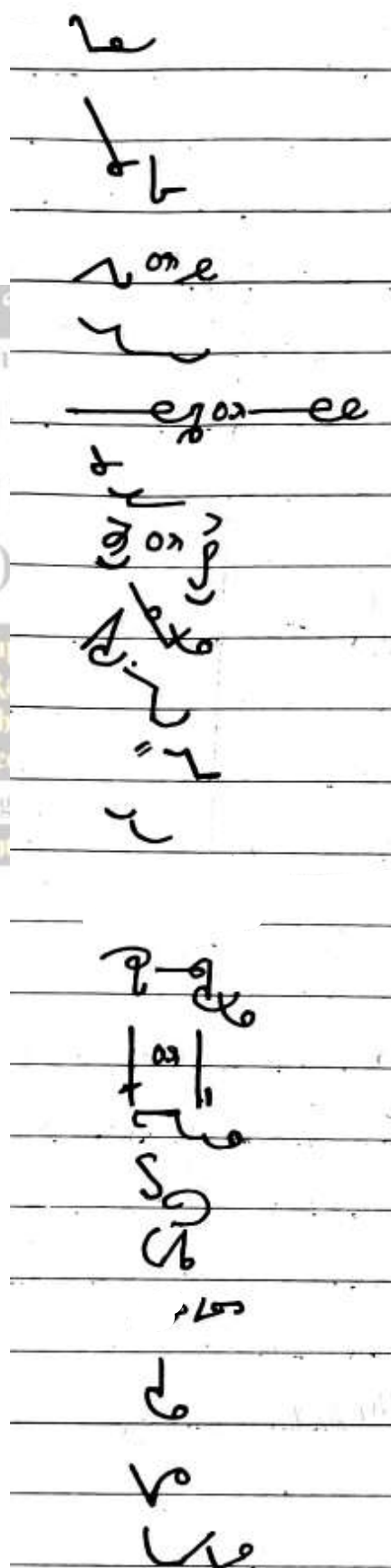
authorities

on the ground

adverse

police

verification reports



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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  
impediment  
contends that the  
respondents  
arbitrarily  
withholding  
versus  
Union of India  
Umapati  
prior  
precedent  
renewal  
issuance

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

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Handwritten musical notation on a five-line staff, featuring various notes, rests, and clefs.

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Central Government

to exempt

public interest

operation

provisions

in exercise of

exempting

citizens

obtain

criminal cases

depart

argued that

statutory

bar

Office Memorandum dated

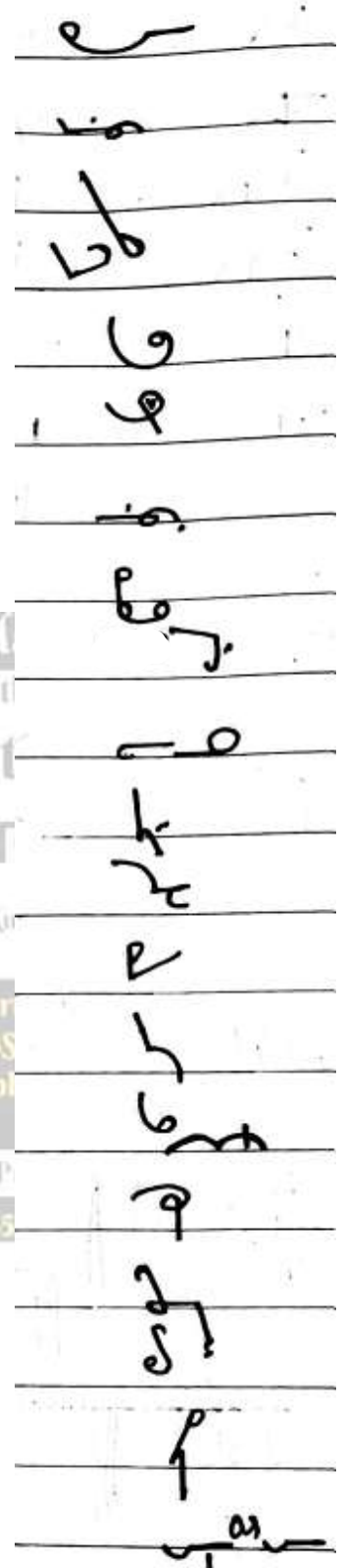
Ministry,

prescribing

applications

such order

undergo



**(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
- 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
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

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

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

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

# 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

- **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

## **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"

- "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

## 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**