

**Run By Shorthand Dictation Legal Matters**

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**(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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***Regular practice is key to success.***

Topic: Government Financial Address (Budget)

Sir, several questions raised regarding the Defence Ministry and the External Affairs and Irrigation Ministries have been clarified by my colleagues from those Ministries. My task, therefore, has been simplified to that extent. Before I go to the questions, financial and / economic, raised by several hon. Members, I should like to clarify one or two points which are more administrative than / economic or financial. One of them was raised by my hon. friend. He raised the question about the recruitment by / the Assistant Superintendents' Departmental Competitive examination, and particularly about the examination held in 2010. He said that (100) about Rs. 6 crores were spent for the 2010 examination and later it was declared that no vacancies were available. He, therefore, suggested that a definite procedure should be there and the examination should be held according to the vacancies declared in advance, and all persons who have qualified in that examination should be eligible for promotion / or for appointment.

Sir, I do not know whether the hon. Member knows how these vacancies are filled. He probably refers to the Section Officers' Grade in the Central Secretariat Service. This is filled 50 per cent by direct recruitment (200) and 25 per cent by departmental competitive examination open to the Assistants, i.e., the next lower grade, and / the rest 25 per cent by promotion of the Assistants on the basis of seniority, subject to fitness. The / examination, therefore, that he was referring to was a departmental competitive examination for filling 25 per cent of the vacancies. It takes about one year for the Union Public Service Commission to declare the results of the examination from / the time they take up the question of the examination. It is not, therefore, possible to declare the number (300) of vacancies to be filled in, from the very beginning. To declare them just when the results are out is / more realistic and that is what is done. Sir, if the examination is treated as qualifying examination, the number / of persons who will thus become eligible for appointment will be quite unrelated to the number of vacancies to be filled in and then the very situation which the hon. Member wishes to avoid would arise. It would not then / be possible to hold any of the examinations at regular intervals and promotions against this quota would become very FITFUL. (400)

# 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

Accuracy Mantra: Hon. / Hon'ble / Honourable

Q: Which form is correct as per Indian English and formal writing?

Answer: In Indian English and formal parliamentary/official writing, "hon./hounrable" is the standard abbreviation used.

## Detailed Explanation:

1. "hon." - This is the correct and most commonly used form in Indian parliamentary proceedings, official documents, and formal writing. It stands

for "honourable" and is written in lowercase with a period.

2. "Hon." (capitalized) - Also acceptable, especially at the beginning of a sentence or in titles.. Hon. (adjective - abbreviated form) used as a title before someone's name to show respect; आदरणीय / माननीय

3. "Hon'ble" - This is a uniquely Indian abbreviated form seen in legal documents, court orders, and some official correspondence. While widely used in India, it's less formal than "hon./honourable" in parliamentary context.

4. "honourable" (British spelling) - Full form used in Indian English, following British conventions.

5. "honorable" (American spelling) - NOT used in Indian English. Never use this word while transcribing your passage.

For Parliamentary Debates & Official Documents: Use "hon./honourable" For Legal Documents: "Hon'ble" is also acceptable

2. External Affairs: (noun phrase) matters relating to foreign countries and international relations; विदेशी मामले / विदेश कार्य

3. **Colleagues**: (noun, plural) people with whom one works, especially in a profession or business; सहयोगी / सहकर्मी

4. **Simplified**: (verb, past participle / adjective) made easier to understand or do; सरल बनाया गया / सरलीकृत

5. **Administrative**: (adjective) relating to the management and organization of affairs; प्रशासनिक

6. **Central Secretariat Service**: (noun phrase) the administrative service organization that manages central government offices and departments; केंद्रीय सचिवालय सेवा

7. **Seniority**: (noun) the fact of being older or of a higher rank than others; priority based on length of service; वरिष्ठता / ज्येष्ठता

8. **Fitful**: (adjective) occurring irregularly; not continuous or steady; अनियमित / रुक-रुक कर होने वाला

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# Accuracy Builder:

## Capitalized Words with Simple Reasons for Capitalization:

### Part 1: Capital Letters Analysis

Capital Word	Rule	Simple Explanation
Sir	Form of Address	Like saying "Mr." - shows respect when speaking to someone
Defence Ministry	Proper Noun (Government Body)	Official name of a specific government department
External Affairs	Proper Noun (Ministry)	Part of official ministry name
Irrigation Ministries	Proper Noun (Ministry)	Part of official ministry name
Assistant Superintendents	Job Title	Official position name in government
Departmental Competitive Examination	Official Exam Name	Specific type of government examination
Section Officers Grade	Official Grade/Rank	Specific job grade in government service
Central Secretariat Service	Proper Noun (Service)	Official name of a government service

Capital Word	Rule	Simple Explanation
Assistants	Job Title	Specific position (when referring to the grade)
Union Public Service Commission	Proper Noun (Organization)	Official name of a government commission
Member	Formal Reference	Refers to Member of Parliament (respectful title)
Ministry of External Affairs	Proper Noun (Ministry)	Full official name of ministry
Railways	Proper Noun (Department)	Official government department name
Ministry of Home Affairs	Proper Noun (Ministry)	Full official name of ministry
States	Proper Noun (Context)	Refers to Indian States (like provinces)
Kolkata	Proper Noun (Place)	City name (formerly Calcutta)
Budget	Official Document	The national Budget (capital when referring to the official document)
Finance Commission	Proper Noun (Body)	Official constitutional body
Constitution	Proper Noun (Document)	The Indian Constitution
Calcutta	Proper Noun (Place)	City name (old spelling of Kolkata)

Capital Word	Rule	Simple Explanation
Central Government	Proper Noun (Government)	Official name for national government

### Main Rules to Remember!

**Rule 1: Respect Words** - "Sir", "Member" (like Mr., Mrs.)

**Rule 2: Official Names** - All government departments, ministries, commissions

**Rule 3: Job Titles** - When used as official positions (Assistant Superintendents, Section Officers)

**Rule 4: Places** - Cities and States (Kolkata, Calcutta)

**Rule 5: Important Documents** - Budget, Constitution

**Rule 6: Specific Organizations** - Union Public Service Commission, Central Secretariat Service

## Part 2: Comma & Punctuation Analysis

### 1. COMMAS IN LISTS (Separating Items)

Example from Text	Rule	Why?
"financial , economic , raised by several hon. Members"	List of 3+ items	Separates different types of questions
"increase in production , employment"	List of 2 items	Separates two things in a pair

**Student Tip:** Use commas like you'd use "and" - between items in a list!

## 2. COMMAS AFTER INTRODUCTORY WORDS

Example from Text	Complete Sentence	Why?
"Sir, several questions..."	Sir, several questions raised...	"Sir" introduces the speech
"Therefore, his purpose..."	Therefore, his purpose in saying...	Shows logical connection
"But, these rules..."	But, these rules are very much similar...	Starts contrasting idea
"Then, Sir, questions were raised..."	Then, Sir, questions were raised...	Double introduction (time + address)

**Student Tip:** Words like "Sir," "Therefore," "But," "Then" at the start need a comma to pause before the main idea!

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## 3. COMMAS WITH INTERRUPTING PHRASES

Example from Text	Complete Sentence	Why?
"My task, therefore, has been simplified"	My task, therefore, has been simplified to that extent.	"therefore" interrupts the flow
"The examination, therefore, that he was referring to..."	The examination, therefore, that he was referring to was...	"therefore" is inserted in middle
"Sir, I do not know..."	Sir, I do not know whether...	"Sir" interrupts to show respect

Example from Text	Complete Sentence	Why?
"It must be, and this is so, except for..."	It must be, and this is so, except for the Ministry...	Extra information inserted

**Student Tip:** If you can remove words and the sentence still makes sense, put commas around them!

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#### 4. COMMAS BEFORE CONNECTING WORDS

Example from Text	Complete Sentence	Why?
"...and the rest 25 per cent, subject to fitness"	...by promotion of the Assistants on the basis of seniority, subject to fitness.	Adds extra condition

#### 5. COMMAS IN COMPLEX SENTENCES

Example from Text	Rule	Complete Example
"If the examination is treated as qualifying examination, the number of persons..."	After IF-clause	If the examination is treated as qualifying examination, the number of persons who will thus become eligible...
"When the results are out, is more realistic"	After WHEN-clause	To declare them just when the results are out, is more realistic and that is what is done.

Example from Text	Rule	Complete Example
"If the Budget is properly scrutinised, it would be found..."	After IF-clause	If the Budget is properly scrutinised, it would be found that assistance is provided...

**Student Tip:** When sentence starts with IF, WHEN, BECAUSE  
 - put comma before the main part!

## 6. OTHER PUNCTUATION

Mark	Example from Text	Complete Sentence	Why?
Full Stop (.)	"...that extent."	My task, therefore, has been simplified to that extent.	Ends complete thought
Question Mark (?)	"He probably refers to the Section Officers Grade in the Central Secretariat Service?"	(Implied question)	Shows questioning tone
Semicolon (;)	"...completely wiped out; if not completely wiped out, at any rate..."	...they would be wiped out; if not completely wiped out, at any rate they would be lessened.	Connects closely related sentences

## 🎯 QUICK MEMORY TRICKS

**Comma Rule 1:** List = Comma between items

**Comma Rule 2:** Starter word (Sir, Therefore, But) = Comma after

**Comma Rule 3:** Extra info in middle = Commas around it

**Comma Rule 4:** IF/WHEN at start = Comma before main part

**Comma Rule 5:** Two complete ideas joined = Comma before "and," "but"

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