

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)

Regular practice is key to success.

Topic: Government Financial Address (Budget)

Sir, several questions raised regarding the De-fence 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)

Topic: Government Financial Address (Budget)

The hon. Member also suggested that the rules for recruitment and promotion etc. should be UNIFORM for all Ministries, whether / participating in the Central Secretariat Service Scheme or not. It must be, and this is so, except for the Ministry / of External Affairs and the Railways. These have different rules, but these rules are very much similar and there is / not much difference. But because these persons are recruited for different purposes and by different agencies, they are separate. Therefore, / his purpose in saying that there should be uniformity is almost CARRIED OUT. The only difference is that the Ministry (500) of Home Affairs does not control the services in these two Ministries.

Then, Sir, questions were raised about backward areas / and the backward States, and also about the city of Kolkata. If the Budget is properly SCRUTINISED, it would be / found that assistance is provided for the States, particularly the backward States, and the Finance Commission which ASSESSES the OVERALL / requirements of the States, takes this into consideration and makes its recommendations which are carried out every time the Finance / Commission's recommendations are received, and they are received PERIODICALLY according to the Constitution. Sir, I would like to give the (600) total amount paid to the States on this account.

The main objective of planning is to create conditions in which / living standards are raised in a sufficiently reasonable level and all citizens are given full and equal opportunity for growth / and service. The plans seek to provide a balanced emphasis on increase in production and employment. The development plans are / THUS accepted as the means for ensuring equitable development in the field of social services. There is no reason to / suppose that the needs of the less fortunate or PROSPEROUS States are being neglected. But it would not be proper (700) to expect that all these differences could be WIPED OUT now immediately. It must be seen whether we are going / towards that very end or not. We are DELIBERATELY going towards that end and we hope and trust that in / course of time these inequalities would be wiped out; if not completely wiped out, at any rate they would be / LESSENERED. My hon. friend complained about inadequate provision included in the plan for meeting the growing requirements of the city / of Calcutta where even the basic services like WATER SUPPLY, SEWAGE disposal and drainage were not being AUGMENTED and that (800) the Central Government was not enthusiastic about solving these difficulties. (810 words)

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

**By Sir AV Kushwaha,
Krishna Shorthand Institute,
via online Telegram Class at 7355504435**

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

SSC/General/Legal Matter

1. **Uniform:** (adjective) the same in all cases and at all times; consistent एकसमान, समान
2. **Participating:** (verb) (present participle) taking part in an activity or event भाग लेना, हिस्सा लेना
3. **Carried out:** (verb) (past tense) performed, executed, implemented किया गया, लागू किया गया
4. **Uniformity:** (noun) the quality of being the same or consistent एकरूपता, समानता
5. **Scrutinised:** (verb) (past tense) examined or inspected closely and thoroughly जांच की गई, छानबीन की गई
6. **Assesses:** (verb) (present tense) evaluates or estimates the nature, ability, or quality of something आकलन करना, मूल्यांकन करना
7. **Overall:** (adjective) total; including everything समग्र, कुल मिलाकर
8. **Periodically:** (adverb) at regular intervals समय-समय पर, नियमित रूप से

9. **Emphasis:** (noun) special importance or attention given to something जोर, बल
10. **Thus:** (adverb) as a result or consequence; therefore इस प्रकार, इसलिए
11. **Equitable:** (adjective) fair and impartial न्यायसंगत, समान
12. **Fortunate:** (adjective) having good luck; favoured by circumstances भाग्यशाली, सौभाग्यशाली
13. **Prosperous:** (adjective) successful, wealthy, or thriving समृद्ध, संपन्न
14. **Wiped out:** (verb) (past participle) completely removed or eliminated समाप्त किया गया, मिटा दिया गया
15. **Deliberately:** (adverb) intentionally; on purpose जानबूझकर, सोच-समझकर
16. **Inequalities:** (noun) (plural) differences in size, degree, or circumstances असमानताएं, विषमताएं
17. **Lessened:** (verb) (past participle) reduced in amount, degree, or intensity कम किया गया, घटाया गया
18. **At any rate:** (phrase) used to indicate that something is true regardless of other circumstances किसी भी हाल में, कम से कम

19. **Water supply:** (noun) the provision of water to an area जल आपूर्ति, पानी की आपूर्ति
20. **Sewage disposal:** (noun) the removal and treatment of waste water मल-जल निपटान, गंदे पानी का निपटान
21. **Augmented:** (verb) (past participle) increased or made greater बढ़ाया गया, वृद्धि की गई
22. **Enthusiastic:** (adjective) having or showing intense interest or excitement उत्साही, उत्सुक

**By Sir AV Kushwaha,
Krishna Shorthand Institute,
via online Telegram Class at 7355504435**

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!

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!

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"

**By Sir AV Kushwaha,
Krishna Shorthand Institute,
via online Telegram Class at 7355504435**