

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"

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

In discussing the Demands for Grants of the Finance Ministry, we have got to see to what extent the administration / of this particular Ministry has led to the development of our national wealth and the securing of the welfare which / our State claims to have in view.

Madam, we must try to ANALYSE very carefully the working of this particular / Ministry, because it is not merely a department of the Government, so to say, but it is the NERVE-CENTRE / of the administration of the country. I would like first to refer to the role of foreign capital, because in (100) DETERMINING the manner in which the permission of CAPITAL ISSUES has been granted by the particular administration, we should keep / in our mind to what extent the interests of our nation have been served. I fully ENDORSE the statement which / the previous speaker has made so far as REPATRIATION of the investments made by foreigners and of profits are concerned. / We have dealt with this topic quite a number of times and I do not want to REITERATE anything apart / from only supporting what the hon. Member, who just now spoke, said.

I would now like to deal with the (200) investments of foreigners in India. Madam, the Government of our country accepted the PROPOSITION that in allowing foreign investment, it / should come in only in such industry and such form of production wherein our national INVESTORS will not come forward / and in which technical SKILL is wanted. There is also one other factor which the industrial policy of our Government of 1948 as ADUMBRATED further in 1949 by the Prime Minister laid / down. It specifically said that the control and ownership of such concerns should, as far as possible, be in the (300) hands of Indian nationals and the technical KNOW-HOW of our country should be developed. I would like to emphasise / the figures that have been put forward for the last few years. From 1997 till the / end of 2012 or the early part of 2012 it has been / reported that Rs. 19000 crores of foreign capital have been allowed to be invested in our country. Of that, practically / more than Rs. 6,000 Crore have been allowed to be invested in managing agency and trading enterprises in our country. (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

1. **Demands for Grants:** (noun phrase) formal requests for allocation of government funds for specific departments or ministries | अनुदान की मांगें
2. **to what extent:** (phrase) to what degree or how much | किस हद तक
3. **analyse:** (verb) to examine something in detail to understand it better | विश्लेषण करना
4. **nerve-centre:** (noun) the most important or central part of an organization or system | तंत्रिका-केंद्र / नियंत्रण केंद्र
5. **determining:** (verb) (present participle) deciding or establishing something | निर्धारण करना

6. **capital issues**: (noun phrase) matters related to investment of money in business or industry | पूँजी मुद्दे / पूँजी निर्गमन

7. **endorse**: (verb) to support or approve something publicly | समर्थन करना

8. **repatriation**: (noun) the process of sending money or profits back to one's own country | स्वदेश वापसी / प्रत्यावर्तन

9. **reiterate**: (verb) to say or do something again, often for emphasis | दोहराना

10. **proposition**: (noun) a proposal or statement put forward for consideration | प्रस्ताव

11. **investors**: (noun) (plural) people or organizations that invest money expecting profit | निवेशक

12. **technical skill**: (noun phrase) specialized practical ability or expertise | तकनीकी कौशल

13. **adumbrated**: (verb) (past tense) outlined or sketched in a preliminary way | रूपरेखा प्रस्तुत की

14. **specifically**: (adverb) in a clear and detailed manner; particularly | विशेष रूप से

15. **know-how**: (noun) practical knowledge or expertise in a particular field | तकनीकी ज्ञान / जानकारी

16. **trading enterprise**: (noun phrase) a business engaged in buying and selling goods | व्यापारिक उद्यम

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Accuracy Builder:

Capitalized Words with Simple Reasons for Capitalization:

Part 1: Capital Words Analysis

Capital Word	Grammatical Reason	Simple Explanation
Demands for Grants	Proper Noun (Official Document)	Official name of a government budget document
Finance Ministry	Proper Noun (Government Body)	Specific government department name
Ministry	Proper Noun (when referring to specific ministry)	Used for the particular Finance Ministry
State	Proper Noun (Government Entity)	Refers to the nation/government as an institution
Government	Proper Noun (specific government)	India's government (specific institution)
Madam	Title/Address	Respectful title for the presiding officer (like addressing the Speaker)
Member	Parliamentary Convention	Refers to a specific Member of Parliament

Capital Word	Grammatical Reason	Simple Explanation
Prime Minister	Proper Noun (Title)	Official governmental position title
Indian/Indians	Proper Adjective/Noun	Nationality - always capitalized
Indian Chemical Industries	Proper Noun (Company Name)	Specific company name
Rs. (Rupees)	Abbreviation Convention	Currency symbol/abbreviation

Key Rule:

- **Specific names** (people, places, organizations) = Capital
- **General words** (ministry in general, government as concept) = small letter
- **Titles when addressing someone** = Capital
- **Nationalities** = Always capital like Indian

Part 2: Comma & Punctuation Analysis

COMMAS -

Type	Example from Text	Rule	Why Used
After Introductory Word	"Madam, we must try..."	Comma after vocative (address)	Separates the person being addressed
Before Coordinating	"...granted, we should keep..."	Links two independent	Joins two complete

Type	Example from Text	Rule	Why Used
Conjunction		clauses	thoughts with "and/but/or"
Around Relative Clauses	"...Member, who just now spoke, said"	Non-essential information	Can be removed without changing main meaning
In Lists	"...paints, soaps, electric fans and machine tools..."	Separating items in series	Makes list clear (note: no comma before final "and" - British style)
After Dependent Clause	"In discussing the Demands for Grants, we have got to see..."	Introductory phrase	Shows where introduction ends
Around Parenthetical Phrases	"...department of the Government, so to say, but it is..."	Extra information	Sets off additional comment

OTHER PUNCTUATION

Mark	Example	Purpose
Full Stop (.)	End of sentences	Marks complete thought
Question Mark (?)	"Then, why this further penetration...?"	Shows interrogative sentence

Mark	Example	Purpose
Hyphen (-)	"know-how", "2008-13"	Connects compound words or ranges

Key Comma Rules:

✓ Use comma when:

1. Starting with "Madam/Sir" (address)
2. After long introductory phrases
3. Separating items in a list
4. Before "but/and/or" joining two complete sentences
5. Around extra information that can be removed

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