

**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)

# 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).

So far as the Government policy is concerned, we find that a sum of Rs. 4 crores has been allowed / to be invested this year. We do not know how it is to be used up. We have been told / that during the period 2008-13, nearly Rs. 35 crores have been allowed to / be invested in textile machinery and generally in the textile industry. We have seen to what extent cotton and jute / have been dominated by the national capital and to what extent they play the role as against the demand for (500) them. We know further what the Government is doing in regard to these industries and how the Indian COUNTERPART in these industries are behaving. Then, why this further PENETRATION of foreign capital ?

Even in regard to the expansion scheme, we / find that paints, soaps, electric fans and machine tools are some of the industries where the Government has allowed foreign / interest to establish or expand their factories. It will adversely compete with the production of the country, when the INDIGENOUS / producers do not find any market in this sphere. Therefore, we have got to see to what extent the capital (600) issue has been REGULATED by this Government and particularly by the Finance Department so that the national WELL-BEING of / the country could be GUARANTEED.

Then, we have got to look into the fact as to how far the new / industries are allowed to function. So far as the oil REFINERIES are concerned, some of them have been established and / some more are going to be established very soon. In the control of the administration, the Indians have no share. / There are only PREFERENCE shareholders and they have no voice in the management. So far as the administrative aspect in (700) this industry is concerned, the most important part of it is the technical KNOW-HOW. They do not guarantee that they / will train the Indians. That means they say, even after 20 years, we will have to face the problem of / the know-how in respect of the oil refineries. I do not know why the Government are showing softness to / foreigners in this matter.

Then, we have another investment in COLLABORATION with the Indian Chemical Industries for the manufacture of / CIVIL, EXPLOSIVES. Here, as far as I have gathered, only 20 per cent is going to be Indian capital. The (800) majority of the shares will remain with the Indian Chemical Industries. Nobody else has been allowed to make any investment. / It would have been better if other companies and private individuals had been given an opportunity to purchase the shares. (840 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

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

## SSC/General/Legal Matter

1. **Counterpart:** (noun) a person or thing that has the same position or function as another in a different place or situation समकक्ष, प्रतिरूप
2. **Penetration:** (noun) the action of entering or spreading into something प्रवेश, घुसपैठ
3. **Expansion:** (noun) the action of becoming larger or more extensive विस्तार, प्रसार
4. **Adversely:** (adverb) in a way that prevents success or development; harmfully प्रतिकूल रूप से, हानिकारक ढंग से
5. **Indigenous:** (adjective) originating or occurring naturally in a particular place; native देशी, स्वदेशी
6. **Regulated:** (verb) (past participle/adjective) controlled or supervised by means of rules and regulations नियमित, विनियमित
7. **Well-being:** (noun) the state of being comfortable, healthy, or happy कल्याण, भलाई
8. **Guaranteed:** (verb) (past participle/adjective) provided with a formal assurance or promise गारंटीकृत, सुनिश्चित
9. **Refineries:** (noun) (plural) industrial installations where crude oil or other substances are purified शोधनशालाएं, रिफाइनरियां

**10. Preference:** (noun) a greater liking for one alternative over another; priority वरीयता, प्राथमिकता

**11. Collaboration:** (noun) the action of working with someone to produce something सहयोग, सहकार्य

**12. Civil explosives:** (noun) (compound noun) explosive materials used for non-military purposes such as mining or construction नागरिक विस्फोटक, व्यावसायिक विस्फोटक

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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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