

516

February 2020

Time for Dictation: Seven minutes

Time for Transcription: One hour

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage and letter are to be dictated to the candidates **once only**, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passage and letter are to be dictated at the rate of **80 words** per minute. They are marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. Before dictation is commenced, the candidates should be told that they should take down the following passage and letter in the intermediate style of phonography.
4. As soon as the dictation is over, the candidates should be told that they should transcribe it into longhand **verbatim**.
5. At the end of the time allotted for transcription, both the shorthand and longhand performances of the candidates should be fastened together and given to the Superintendent.
6. Before commencing the dictation, the reader should first read through the passage for himself so as to be acquainted with it and for the purpose of adjusting the speed of dictation to the prescribed time.
7. Before commencing the dictation, the candidates should be informed that **ten marks** are reserved for their shorthand performance.
8. The candidates may be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines.

* * *

Sir, I support the Co-operative Societies Bill that has been brought forward by the Honourable Minister. At the same time, I want to make some remarks in order to improve the working of the co-operative societies.

I am sure it // will be agreed that the co-operative movement has spread rapidly in the last ten years. There is no doubt about /// it. This Bill has come at the right time. I have

been a member of co-operative societies and also a (1) Director. I found that there were many gaps in the Co-operative Societies Act. Some gaps have been filled up now. / But the point that has to be considered is whether the expansion has brought the benefits which were desired. My // own opinion is that in a Welfare State, it is the co-operative societies that can play a very important part. /// They alone will be able to raise the standard

of living of the people in the rural areas. As I (2) said, I was connected with some of the co-operative societies here. They have been doing very well. I have also / been connected with some other co-operative societies which have not been doing very well. In a Welfare State like ours, // where the majority of the people are poor, this is the only way in which they can be uplifted.

It has been pointed out that the aim of the Government is to have a credit co-operative society in every village. (3) It is a very good idea. Those who have money can put it as deposits and get interest. All the / other people stand guarantee for the money. So, the money is not at all lost and the other people are // also benefited to a great extent. In my view, we must start more and more credit co-operative societies in villages /// which will help people very much. That is the way in which we can pool our resources together and raise (4) the standard of living of our people.

I now come to employees' co-operative credit societies. They have done good work. / I was connected with a teachers' co-operative credit society which saved the teachers from the money-lenders. In the case // of

employees co-operative societies, I do not think there are many defaulters. Last year, when a clause was inserted in /// the Act, I was one of those who opposed it. But now I find that it is a healthy provision. (5)

Letter from Narayanan and Company, Chennai, to Messrs. Narasimhan and Sons, Chennai.
Dear Sirs,

We are in receipt of your / letter of the sixth instant and we thank you for it. We are glad to know that you are interested // in equipping your office with modern machines. We are confident that we will be able to supply most of the /// machines that you require for this purpose. We are in a position to supply the latest model typewriters, duplicators, etc. (6) We are prepared to offer you some concession in prices and we hope that it will be possible for us / to meet your requirements in this regard. So far as the details are concerned, we assure you that we are // willing to send our representative to meet you and discuss the matter with you. We have no doubt that he /// will give you the information you may require.

On hearing from you, we shall send our representative.

Yours faithfully, (7)

February 2020

*Time for Dictation: Seven minutes**Time for Transcription: One hour and fifteen minutes*

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following passage is to be dictated to the candidates *once only*, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passage is to be dictated at the rate of **100 words** per minute. It is marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. As soon as the dictation is over, the candidates should be told that they should transcribe it into longhand *verbatim*. At the end of the time allowed for transcription, both their shorthand and longhand performances should be fastened together and given to the Superintendent.
4. Before commencing the dictation, the reader should first read through the passage and adjust himself to the required speed with the help of a watch which has a second-hand.
5. Before commencing the dictation, the candidates should be informed that **ten marks** are reserved for their shorthand performance.
6. The candidates should be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines.

* * *

Mr. Deputy Chairman, for the last three or four days we had the pleasure of listening to a number of speeches on the Budget of / this year. The Budget was criticised by some Members and it was welcomed by others. It is only natural. As we all know, we are // going through a difficult period. So, it cannot be expected that the Budget will be welcomed by all. But, at the same time, I can /// say that this year's Budget escaped much of the severe criticism that was expected. No doubt, there may be some reasons for it and I (1) need not go into them. But I cannot forget one thing that has been said about this Budget, namely, that this Budget was expected to / be a rather severe one but that it turned out to be less severe than expected and that, therefore, there was such a welcome for // it. I tried to

analyse the speeches of the Members who criticised the Budget. I will try to deal with their criticisms and try to /// show, according to me, what the major good points are in the Budget.

Our objective is the objective of socialism, the objective of elimination of (2) inequality and the objective of giving social justice to the vast masses of the people through economic progress and growth. This is the basic philosophy / which we are applying to this problem. When we say that we are passing through difficult times, we are facing certain difficult challenges. We are // passing through a very stormy economic period. When one faces a difficult situation, one must have faith in oneself and in one's objectives and /// principles. This is what has guided the

formulation of the Budgets for the last four years.

I may inform the House that I tried to (3) go through the criticisms made on the Budget outside the House also. As somebody has said, the present economic issues are price rise, recession, economic / growth and industrial stagnation. These are the major issues on the basis of which you can try to judge the Budget. I think it is // a very fair thing to do because these are the major economic issues today in the country.

We cannot immediately expect complete disappearance of inflationary /// forces. The most important factor to be considered is whether this Budget has helped in controlling the present inflationary climate and whether it has made (4) a genuine effort for economic growth. There are different ways in which we can fight inflation through economic activities. But when we think of fighting / inflation through a Budget, I would say that there are two things by which the Budget can be judged. Whatever may be the taxation efforts // that the Budget has undertaken, we have to see whether they are anti-inflationary in character. This is one test by which we can judge /// the taxation proposals. I have enumerated the different provisions made for the core sectors. This will give real strength to the economy to fight inflation. (5)

Letter from the Secretary, Bus Passengers' Association, Chennai, to the Chairman, Metropolitan Transport Corporation, Chennai.

Sir,

We want to bring to your notice the difficulties / experienced by the public travelling in the Corporation buses, particularly the office-going public.

It is true that the population of Chennai City is growing // by leaps and bounds and there is the floating population also. Of late, the problem of transport has become a big one and travel during /// peak hours has become next to impossible. The office-going public are not able to reach their office in time due to frequent breakdown of (6) buses. Great inconvenience is caused to the travelling public as a result of bunching of buses and stoppage at many points for issuing tickets. Some / conductors take a long time to issue tickets. If stage to stage season tickets are issued for the benefit of passengers, it will help reduce // the delay in the issue of tickets. It may be suggested that the number of point to point Express buses may be increased.

On behalf /// of the City passengers, we request you to take steps to improve the services and avoid the hardships caused to the travelling public.

Yours faithfully, (7)

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February 2020

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Time for Transcription: One hour and thirty minutes

(Maximum Marks: 100)

INSTRUCTIONS TO THE SUPERINTENDENT

1. The following speech and letter are to be dictated to the candidates **once only**, in a loud and distinct voice, no word or phrase being repeated and no punctuation marks being mentioned.
2. The passages are to be dictated at the rate of **120 words** per minute. They are marked into portions of one minute's duration and each of these is sub-divided into quarters. The reader will read with a watch in his hand and notice, at every quarter minute, whether he is strictly adhering to the speed.
3. The candidates must be told that they should take down the following passage in shorthand and transcribe it into longhand **verbatim**. At the end of the time allotted for transcription, both the shorthand and longhand performances of the candidates should be fastened together and given to the Superintendent.
4. Before dictation is commenced, the candidates should be told that they should take down the following passage and letter in the reporting style of phonography
5. Before commencing the dictation, the reader should first read through the passage for himself so as to be acquainted with it and for the purpose of adjusting the speed of dictation to the prescribed time.
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7. The candidates should be informed that their handwriting during transcription should be legible and that sufficient space should be left between lines

Mr. Chairman, Sir, I am grateful to the honourable Members of this House for giving unanimous support to this Bill. At the outset, I would like to say that this / Bill has been brought in as a result of the persistent demand from the Members of both Houses. I am not saying this for the first time. As a matter // of fact, when this proposal came up for consideration before me some

time back, I noted that it might be quickly done as there was a demand from both the /// Houses in this regard.

With regard to the various provisions in the Bill, an honourable Member wanted a distinction to be made between those who were running this game and (1) those who were participating in it. I may assure him that we have made a distinction. If the honourable

Member goes through the provisions of the Bill, he will find / that as far as persons who are running this business are concerned, we have provided for a maximum punishment and also a minimum punishment. So, we have provided a minimum // punishment for those who run these betting activities. On the other hand, we have provided for a lighter punishment for those who participate in them. In this connection, I would /// like to point out that participating in betting activities is also an offence like the running of a betting house. But, at the same time, I do realise that the (2) other thing is more serious because he exploits the gambling instinct of the people. That is why we have provided also for a minimum punishment in their case. I do / agree that not only in respect of this law but in respect of every law that we pass for the purpose of regulating the conduct of the public, it is// necessary that the police should take an impartial attitude in the matter and should be strict in

enforcing the law. If that is not done, all this may become an/// instrument of oppression. So far as this point is concerned, we may be happy that our Police officers are, after all, our brethren. They will bear in mind what we (3) are saying here and what is happening outside in society also. I have no doubt in my mind that they will enforce this legislation to the best advantage of society. / But if there is misuse of this law as any other law for personal gains, then it is the duty of everybody to bring it to the notice of the // Government. I may assure the House that if any such inking is brought to the notice of the Government in respect of Police officials, we shall take very strict action. ///

Reference was also made to the publications in the Press from time to time. I am aware of this but I do not know how we can control them. As (4) we know, they are a privileged class. I am sure the honourable Members will agree with me that any restriction on the publication of news will be

regarded as curtailment / of the freedom of the Press. In view of this, it will not be right on the part of anybody to suggest that we should control the Press in any // way. I think we have to give them absolute freedom.

Let us hope that with the passage of this Bill, it will be possible to put down this evil with /// a strong hand./ Let us hope that when we discuss the next Budget, we will be able to say that we have put down this evil to a great extent. (5)

Letter from The New India Cotton Mills Limited, Kolkata, to Messrs. Ganesh and Company, Mumbai.

Dear Sirs,

We draw your kind attention to your order for supply of some goods. / With reference to your order, we are very sorry that we have to ask for extension of time in its execution. As you may know, recently there was a strike // of the cotton operatives. It affected our business for some time. But we think that you know

that we have resumed work and we are making all efforts to fulfil /// our contracts. But, at the same time, we are afraid that in spite of our best efforts, it will not be possible to effect delivery on 1st July, as agreed /(6) to.

But, we would like to assure you that we are confident that we will be able to effect delivery of your goods on 1st August. We hope and trust / that this course will meet with your approval. In this connection, we assure you that all orders will be handled in strict rotation and we shall do our best to // expedite delivery.

In the light of what we have stated, we hope you will realise that this delay is due to circumstances beyond our control and we shall very much /// appreciate if you allow this additional time. We are sure there will be no need to ask for a further extension. We tender our apologies for the delay.

Yours faithfully (7)