

# SHORTHAND ENGLISH

This **FREE** booklet contains

**Tamil Nadu Government Technical  
Examinations FEBRUARY 2023**

Question papers  
with outlines and model answers

by



**R. RAJAGOPALAN**

MBA, MA, B.Sc., PGDSE, D.Com, FICS, FSAK, FSG

Retd: Indian Bank

**Principal**

[Holder of **FIRST CLASS** certificate in  
English Shorthand @ 200 wpm.]

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120/126/132 wpm

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Handwritten text in Tamil script, likely a student's response to the English text on the right. The text is written on lined paper and covers most of the left side of the page.

Honourable Prime Minister, Ladies and Gentlemen,

Today is a day of great pride for India. International Chess Olympiad has never / happened in India before. Hosting the Chess Olympiad for the first time in India is a big honour for us. // We are further delighted that Tamil Nadu has got this honour.

I would like to place my sincere thanks to /// our Honourable Prime Minister for inaugurating this historic event. It is a proud moment for India. I welcome him both (1) as the Chief Minister of Tamil Nadu and in my personal capacity. We all know that our Honourable Prime Minister / is very fond of Chess. It is pertinent to point out here that during the tenure as the Chief Minister // of Gujarat, our Honourable Prime Minister conducted a Grand Chess Festival. I am very happy that Honourable Prime Minister, who /// is very much interested in Chess has come today to inaugurate the forty fourth Chess Olympiad. The presence of the (2) Honourable Prime Minister has enhanced the image of this function to a great extent, for which I am extremely thankful / to him. I take this opportunity to convey my heartfelt thanks to the Honourable Union Minister of Sports and // other officials for providing all help and support to conduct this event in Tamil Nadu.

It is heartening to note /// here that out of Seventy three Grand Masters in India, Twenty six are from Tamil Nadu. It means thirty six (3) percentage of Indian Grand Masters are from Tamil Nadu. This is a game of intelligence. I am proud that Tamil / Nadu has achieved a lot in this game. On hearing the information about the venue, the Government of Tamil Nadu // immediately allotted fund to host the Chess Olympiad event and we are also more happy to bear all the expenses /// of our Indian players. I wholeheartedly welcome each and every player from around the world to Tamil Nadu. Thank you (4) all for coming here. I feel

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

that it is indeed an honour for Tamil Nadu. This is not a game / of luck but a game of intelligence. I have no doubt that this tournament will help to spread this game // further not only in Tamil Nadu but also all over the world. I assure you that this Government will take /// all necessary steps to include the game of Chess as part of education. With these words I conclude my speech (5).

Letter from S. Ravi, Advocate, Coimbatore to Thiru. Kannan, Adayar Road, Chennai.

Sir,

I have received your letter dated 30th / November 2022 and noted the contents. In this connection, as requested by you, I would like to inform that // as per our personal discussion during your visit to Coimbatore in my office last month I have filed the necessary /// application before the Honourable District Court at Coimbatore. The affidavit has been numbered and notice has been ordered to the (6) other side. Moreover private notice has also been ordered to the other side. If you have the opportunity to visit Coimbatore this / month, please come to my office with advance information.

I am glad to inform you that on a perusal of // the documents and papers given by you, I am sure that you will succeed in this matter. I will also /// inform you about the date of next hearing of the matter in due course of time.

Thanking you,

Yours faithfully, (7)

Dear students,

1. If you are preparing for Junior 80 wpm, it is better to practise daily dictation at 100 words per minute.
2. Mere buying the book and copying will not help. Government exam is held through digital audio.
3. Therefore, buy all available Cds at 80 and 100 words per minute and write audio dictation daily.
4. If you are appearing for 80 wpm exam, daily write one 80 wpm speed from audio two times.
5. Write more dictations at 100 wpm only.
6. The best method to practise is, take speed no.1 from book, read the printed shorthand six times, then copy down the printed shorthand in your note book six times and then write audio dictation of same speed six times. Then go for the next speed and repeat the same method of practice.
7. Note down new words and phrases you come across in this book in a separate note book and drill them daily.



Respected Headmaster Sir, Teacher, My dear students, Ladies and Gentleman,

Greeting to one and all present here! I am extremely happy to have this great opportunity / to address you all on this important occasion of celebrating our 23rd Annual Day. It is an honour for me to deliver my welcome // address the annual day function. Today's children are the future of our State as well as our Country. I have immense pleasure to say that the /// brilliant faces that I am witnessing today, receiving awards and exhibiting their talents will grow up and definitely will be worthy citizen of our beloved (1) nation tomorrow, I strongly hope and trust that they will surely grow up the level of achieving great success, fame as well as high / human values in their future life. But on the other hand, I wish them to be good human being also and make this state a // better place to live in.

I am feeling proud in saying that the talent they have displayed here today is sufficient to say that they /// have the potential to become worthy citizen of our society. Education is far more important than what happens within the four walls of a classroom. (2)

Undoubtedly we are very fortunate to have such teachers, trainers and instructors who recognize this. If infrastructure and teachers are two resources available / to the school, then definitely, you the student are the third one. Really, one important aspect of teaching is to draw the creative, academic // and sporting potential out of the students. We are all gathered here on this Annual Day to motivate and inspire the young minds to show /// their talents. This is an important occasion for all of us. Apart from the fact that this celebration highlight our school's (3) continuous success in the area of education, it is also an opportunity to welcome our chief guest of today's evening. On behalf of this / Institution, I cordially and respectfully welcome our chief guest who is a renowned social activist. He is actively involved in social work and serving the // people their actual needs. We are deeply grateful and thankful to him for graciously and gladly accepting our invitation for presiding over /// as chief guest for the function today. Our chief guest need no formal introduction as he is a well-known and





**TNGTE - INTERMEDIATE - II Paper - February 2023 - Code No.1969 - CD.1322/26,27**

1. Sealed tenders are invited by the Superintending Engineer, Public Works Department, Water Resources Organisation, Chennai through online for Repair, Renovation and Restoration of Sengatur Tank / in Madurantakam Taluk of Chengalpattu District. Work cost is Rs. 1.4 crores. Earnest Money Deposit is Rs. 82,000/-. Cost of Tender // Document is Rs.17,700/-. Tender forms and documents can be downloaded from the website till 11th January 2023 upto 5.45 /// p.m. Last date for receipt of tender is 12th January 2023 upto 3.00 p.m. Tender will be opened on the same day at (1) 4.00 p.m. in the presence of tenderers who present. Tenders received after the last date of submission will be summarily rejected. Draft tender notice. /

**(Marks 25)**

2. Tamil Nadu Public Service Commission invites application for the post of District Educational Officer in the School Education Department included in the // Tamil Nadu School Educational Service through online mode. Applicants should possess a Master's Degree with Bachelor of Education awarded by any University recognized by the /// University Grants Commission. Maximum age limit is 50 years. This post carries a salary of Rs.56,900, that is Level 23. (2) Last date for submission of online application is 13th January 2023. Applicants must have a minimum teaching experience of 12 years. Detailed Notification / can be downloaded from the Commission's Website. Draft an advertisement.

**(Marks 25)**

3. A mini van carrying ten men hit a container truck. The mishap occurred in // Rajiv Gandhi Salai near Navalur, Chengalpattu District on Wednesday in the early hours of December 7, 2022. It was told that the persons /// who were travelling in the mini van were returning to Chennai from Thiruvannamalai, after attending the lighting of the Maha Deepam during Karthigai Deepam festival. (3) Six men were killed on the spot and four others were seriously injured when the mini van hit the container truck. Three of those who / died were between 28 and 33 years of age. One was 70 years old and two others were aged 55 and // 65 respectively. They hail from sub-urban area of Pozhichalur. The injured are being treated at the Chengalpattu Government Medical College Hospital as in-patients. /// On information police rushed to the spot and enquired about the accident and registered a case. Draft an eye witness account of the accident. (4)

**(Marks 25)**



Answer to Qn.1

**GOVERNMENT OF TAMIL NADU  
PUBLIC WORKS DEPARTMENT  
WATER RESOURCES ORGANISATION  
CHENNAI 600 025**

**TENDER NOTICE****No.PWD/WRO/Sgtr/16 dated 4th January 2023**

On behalf of the Governor of Tamil Nadu, sealed tenders are invited for the following work:

|                              |  |
|------------------------------|--|
| Name of work                 | Repair, Renovation and Restoration of Sengatur Tank in Madurantakam Taluk, Chengalpattu  |
| Cost of work                 | Rs.1.40 crores   |
| Earnest Money Deposit        | Rs.82,000/- to be submitted along with tender by way of Demand Draft in favour of Superintending Engineer, Public Works Department, payable at Chennai |
| Cost of Tender form          | Rs.17,700/-  |
| Availability of Tender forms | Tender forms and documents can be downloaded from the Department's Website till 11 <sup>th</sup> January 2023 upto 3.00 p.m.                           |
| Opening of Tender forms      | Tender forms will be opened on 12 <sup>th</sup> January 2023 at 4.00 p.m. in the presence of tenders or their authorised representatives.              |

Tenders received after the last date of submission will be summarily rejected. The undersigned reserves the right to accept any tender, to reject any or all the tenders or to assign the tender to more than one tenderer. The decision of the Superintending Engineer is final and binding.

**Sd/-  
Superintending Engineer**

To

Answer to Qn.2

**TAMIL NADU PUBLIC SERVICE COMMISSION  
TNPSC ROAD, VOC NAGAR,  
CHENNAI 600 003**

Advvt. No.TNPSC/DEO/1 dated 2<sup>nd</sup> January 2023

Applications are invited by the Tamil Nadu Public Service Commission for the post of **District Educational Officer** in the School Education Department included in the

Tamil Nadu School Educational Service details of which are as under:

|  |   |
|--|---|
| Name of Post                                   | District Educational Officer  |
| Qualification                                  | Master's Degree with Bachelor of Education awarded by any university recognised by the University Grants Commission |
| Age  | Maximum age limit is 50 years   |
| Experience                                     | The incumbent should have a minimum teaching experience of 12 years.  |
| Salary   | This post carries a salary of Rs.56,900/-, ie., Level 23.   |
| Mode of application                            | Only online applications to be submitted. Detailed notification can be downloaded from the website of TNPSC.        |
| Last date for submission of online application | 13 <sup>th</sup> January 2023   |

**Sd/  
SECRETARY**

**1002****FEBRUARY 2023**

Time for elaboration and for answering  
Of questions on principles – One hour and forty – five minutes

SECTION II

(Maximum Marks 100)

PITMAN SYSTEM

- |     |  |             |
|-----|--|-------------|
| I   | Elaborate the notes dictated to you in proper letter or documentary form.  | 80          |
| II  | a How 'L' hook is written to straight strokes and curved strokes? Give two examples for each.<br>b How 'shun' hook is written to straight strokes and curved strokes? Give two examples for each.<br>c How medial 'H' is written? Give examples. | 3<br>3<br>2 |
| III | a Explain where dot 'ing' is employed? Give one example for each.<br>b How P or B is added to the M and aspirate is added to W? Give one example for each.   | 5<br>2      |
| IV  | Write the following in Shorthand<br>a Justification<br>b Perpendicular<br>c As a matter of course<br>d North and South<br>e Political party  | 5           |

-----

**Answer to Qn.3**

**S. RATHINASABAPATHY**  
Cell: 9845651265

85 Second Main Road,  
Indira Avenue,  
Navalur 600 130  
Chengalpattu District.

December 07, 2022

**An Eye witness account:****VAN HIT CONTAINER – Toll 6**

Early hours of Wednesday, December 07, 2022, filled people with sorrow. 10 men who went to Tiruvannamalai were returning to Chennai in a mini van, after attending the lighting of the Maha Deepam during Karthigai Deepam Festival. When the van was coming in Rajiv Gandhi Salai, near Navalur, Chengalpattu District, it hit against a container truck. The impact of the mishap was so horrifying that six men were killed on the spot itself. Four others were seriously injured in the impact of the accident. Of the six who died on the spot, three were between 28 and 33 years of age, one was 70 years old and the two others were aged 55 and 65 respectively.

On enquiry, it was learnt that they hailed from sub-urban area of Pozhichalur. The injured were admitted as in-patients at the Chengalpattu Government Medical College Hospital. Immediately on witnessing the accident, I informed policy who arrived at the spot within minutes, enquired about the accident and registered a case.

Sd/-

**(S. RATHINASABAPATHY)**

**ANSWERS TO THEORY QUESTIONS**

[Note: (1) In exam you need not repeat question and then write answers. Just write question number only in margin and write your answers. We have given hereunder questions also for your convenience only

(2) In exam it is enough if you give just one or two examples. We have given more so that atleast one or two will be remembered by you.]

**February 2023**

**II.(a) How 'L' hook is written to straight strokes and curved Strokes? Give two examples for each. (Marks: 3)**

Ans: A small initial hook, written with the Left motion, adds 'L' to straight strokes:

pl pl bl bl tl tl dl dl chl chl jl jl kl kl gl gl

A large initial hook, written side the curve adds 'L' to curved strokes:

Fl Fl vl vl thl thl shl shl ml ml nl nl

**(b) How 'shun' hook is written to straight strokes and curved Strokes? Give two examples for each. (Marks: 3)**

Ans: Shun hook is written on the opposite side to the last vowel when following a straight stroke without an initial attachment (except 't', 'd', 'j'):

passion passion option option action action occasion occasion

The 'shun' hook is written inside curves:

Fashion Fashion motion motion nation nation vision vision

**(a) How medial H is written? Give examples. (Marks: 2)**

Ans: Where a stroke form of h is not convenient in the middle of a word, h is represented by placing a light dot before the vowel which is to be aspirated;

apprehensive, apprehensive perhaps, perhaps vehicle, vehicle  
hogsheat, hogsheat uphill, uphill downhill, downhill

**III. (a) Explain where dot 'ing' is employed. Give one example for each: (Marks: 5)**

Ans: The dot -ing is written

(a) after light straight downstrokes and downward r

Paying Paying tying tying etching etching  
Hoing Hoing hearing hearing spluttering spluttering

(b) after circle **ns**, after k or g hooked for **f** or **v**:

Prancing Prancing coughing coughing waning waning

(c) after a half-length or double-length stroke where no angle would be formed by the use of the stroke **-ing**,

brooding brooding fidgeting fidgeting matting matting  
fielding fielding muttering muttering

(d) Generally after a contracted logogram;

Remembering Remembering coming coming thanking thanking

**III.(b) How P or B is added to the M and aspirate is added to W? Give one example for each. (Marks: 2)**

Ans: P or B is added to the curve M by thickening it:

Hem Hem hemp hemp moss moss emboss emboss

The aspirate is added to W by enlarging the hook:

Weasel Weasel whistle whistle aware aware where where

**IV. Write the following in Shorthand: (Marks: 5)**

- Justification Justification
- Perpendicular Perpendicular
- As a matter of course As a matter of course
- North and South North and South
- Political party Political party

@\*@@\*\*@@\*\*@@\*\*@@\*\*@@



ADVANCED READING

Handwritten Tamil text on a lined background, appearing to be a transcription or a student's attempt at writing the text provided on the right. The handwriting is somewhat cursive and includes some corrections and markings.

Ladies and Gentlemen,

At the outset, I would like to place my sincere gratitude to our Honourable Prime Minister of India for having come all the way from Delhi to / Tamil Nadu inspite of his busy schedule.

I would like to point out that this is the first Government function in which Honourable Prime Minister of India is taking part, // after this Government took over the reins of the State. The projects to be inaugurated and the projects for which foundation stones to be laid today are indeed for the /// development of Tamil Nadu.

You are all aware that Tamil Nadu stands apart as one of the developed states of India in many aspects. Tamil Nadu greatly contributes to the (1) overall development of our country in the fields of education, economy, health, agriculture, manufacturing, exports, etc. In other words, Tamil Nadu plays a vital role for the development of India. / The development of Tamil Nadu is unique from that of other States. The development of Tamil Nadu is not just about economy but inclusive of social justice, empowerment of women, // equality, etc.

Tamil Nadu is a leading State in terms of economic growth, education, rural health care, industrial development, information technology, skilled working force, etc. The contribution of the /// people of Tamil Nadu to the central exchequer by way of direct and indirect taxes is highly remarkable. At the same time, the central share of the State of (2) Tamil Nadu has been diminishing continuously. This is because of the various factors used by different Finance Commissions in favour of the backward States. I fully agree with the view of / the Finance Commission that the Nation will grow only if all the States grow. However, this cannot be achieved at the entire cost of the performing State Governments. As a matter // of fact, performing States should be rewarded for their achievements. In view of the declining central share to Tamil Nadu, we are not in a position to allot funds for /// development projects in Tamil Nadu. I request the Hon. Prime Minister to look into this matter and ensure that the central share of Tamil Nadu is increased to some extent (3) in future by incorporating the new factors which are favourable to Tamil Nadu. This will uphold the true spirit of co-operative federalism. I believe that our Honourable Prime minister is aware / of the fact that the contribution of Tamil Nadu is very crucial for India's development and Union Government's fiscal resources.

The next point I would touch upon is the schemes // that are jointly implemented by Union and the State Governments. Even though the Union Government provides more funds for such schemes in the beginning, we

are witnessing a trend of /// the States' share being increased over time. It has to be borne in mind that here are housing schemes which are implemented with the contribution of the beneficiaries along with (4) Union and the State Governments. In these schemes when beneficiaries are unable to pay their share, it is the State Government which is in direct contact with the beneficiary people / have to pay their share as well. This adds extra burden to the State Government. Therefore, I request the Honourable Prime Minister to ensure higher contribution by Union Government in // respect of schemes jointly implemented by the Central and State Governments. Similarly, when beneficiaries are unable to pay their share in respect of housing scheme, the Union Government should come /// forward and support the State Governments in this regard. Once again I thank the Hon'ble Prime Minister for inaugurating several projects in Tamil Nadu.

With these words, I resume my seat. (5)

Letter from the Principal, Velan Higher Secondary School, Tiruppur to Messrs. Ganapathy and Company, Dealers of School Books and Stationeries, Coimbatore.

Dear Sirs,

I am aware that you are a / leading dealer in selling all School Books and other stationeries used by the students of schools and colleges. This school is run by trustees. Even though it is a private Higher // Secondary School, the fees charged to the students are very nominal. In addition, we are granting some concession to the economically poor students who are living below the poverty line. /// Some of them are unable to spend any amount towards education. Since they are highly intelligent students we are rendering free education and also issuing free study materials.

I do (6) not deny that the quality of your books and stationeries is the best comparing with most of the dealers and your stationeries are used by leading public and private / sector companies. I will be much obliged if you can supply us the text books and other stationery items at concessional rates which will help the economically poor to continue their studies //.

In this connection, I request you to kindly let me have your price list item-wise so as to enable us to take further action. Since, /// classes have already been started, I request you to kindly take immediate action in this matter.

We expect your early and favourable reply in this regard. Thanking you,

Yours faithfully, (7)

are witnessing a trend of /// the States' share being increased over time. It has to be borne in mind that here are housing schemes which are implemented with the contribution of the beneficiaries along with (4) Union and the State Governments. In these schemes when beneficiaries are unable to pay their share, it is the State Government which is in direct contact with the beneficiary people / have to pay their share as well. This adds extra burden to the State Government. Therefore, I request the Honourable Prime Minister to ensure higher contribution by Union Government in // respect of schemes jointly implemented by the Central and State Governments. Similarly, when beneficiaries are unable to pay their share in respect of housing scheme, the Union Government should come /// forward and support the State Governments in this regard. Once again I thank the Hon'ble Prime Minister for inaugurating several projects in Tamil Nadu.

With these words, I resume my seat. (5)

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Yours faithfully, (7)

Handwritten text in Telugu script, likely a speech or report, written on lined paper. The text is dense and covers most of the left side of the page.

Ladies and Gentlemen,

I have great pleasure in hoisting our tricolour flag. It is really painful to note that we could not celebrate this day in a grand manner as / we did last year. The corona virus has affected our normal life. The Government has suggested various measures and ways and means to the people to save themselves from this // pandemic situation. Some of the suggestions have been imposed as condition by law. Being at home, wearing mask, following social distance, avoiding crowd in public places are some of the /// important suggestions. The Government also suggests and requests people not to come out of their home so as to avoid spreading of this virus. The general public were advised to (1) avoid crowd in marriages and celebrate the same with the family members. I appeal to all the people to protect and take care of children, senior citizens and pregnant women / from this pandemic.

Besides suggesting preventive measures, the Government has taken measures through medical department to save the life of the people from this virus. Blood tests have been done // to more number of persons so far and more number of persons are being tested every day. Many hospitals have been designated for the treatment of corona virus. Arrangements have /// been made for home isolation of patients whose tests results are positive and have very mild symptoms. Facilities are also being made in colleges and marriage halls which are designated (2) as covid care centres. Isolated rooms have been arranged in all district hospitals. I hope the hard efforts of the Medical Department staff right from the cleanliness staff to Doctors / will definitely save the people from this virus. I appreciate the dedicated service they are doing by directly facing the covid patients and struggling to save the lives of the // affected persons.

I am proud to say that the Revenue Department officials played a vital role in the implementation of various protective measures taken by the Government then and there. /// I would like to say that the Government have formed nine committees under the leadership of senior Indian Administrative Services officers to coordinate with the strict implementation and supervision of (3) various welfare measures. In continuation of the efforts, the Government has also



formed two more committees under the leadership of senior Indian Administrative Services officers, for ensuring the welfare of / the migrant labourers, students and senior citizens, differently abled and destitute from other States and also to ensure availability of essential commodities to these groups. In addition to these above // committees, Crisis Management Committee under the chairmanship of the District Collector has been formed in all districts to arrest spreading of virus.

Next, I would like to say a few /// words about our police force which has more responsibility in enforcing law and order in all circumstances. Because of them only, we are having peaceful sleep at home. While we (4) are at home they have to be out on roads to enforce curfew, enable availability of essential goods and help people to maintain social distancing. These are the most trivial / times as police personnel need to take care of their health too. They have to enforce curfew and ensure that shops for essential goods remain open only during stipulated time. // They need to create awareness among the people to remain indoor, maintain social distancing. They do vehicle check, seize vehicles, book cases against violation of curfew.

I am grateful to /// all who have rendered valuable service with devotion and dedication in connection with the life saving activities and enforcement of various protective measures taken by the Government. Thank you for having given me this opportunity. (5)

Senior - Elaboration - August 2022 - 1335 - CD.2322/50

1. Sealed Tenders are invited by the Commissioner of Employment and Training, Guindy, Chennai, for the Supply of Drawing Instruments to Trainees of Government Industrial Training Institutes and Government Aided / Private Industrial Training Institutes throughout the State of Tamil Nadu at a cost of Rs.22 lakhs. Tender documents should accompany with Earnest money deposit of Rs.20,000/- // Tender documents, cost of tender documents and other conditions can be downloaded from the website of the Commissionerate on or before 12th November 2020 upto 3.00 p.m. /// and opened on the same day at 4.00 p.m. in the presence of tenderers who are present at the office of the

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Handwritten text in Tamil script, likely a draft or notes, covering the left side of the page. The text is written in a cursive style on lined paper.

Commissioner at Guindy, Chennai. The Commissioner reserves the (1) right to accept or reject any tender without assigning any reason. Draft tender notice.

2. Star Infotech Services Private Limited, Race Course Road, Coimbatore invites applications for the post of Civil / Engineer. The applicant should possess Master Degree in Civil Engineering with 3 to 5 years experience in 3D modelling engineering and site layout. Salary for the post is Rs.20,000 // to 25,000 and the probation period is 3 months. After the probation, increment will be granted based on the performance. Free Food and Accommodation will be provided. Age below 30 years. Eligible persons /// should send their completed applications with copy of certificates to the Managing Director on or before 30th October 2020.

3. The Pudukottai district administration has (2) requested the general public to send their petitions relating to grievances either through WhatsApp or e-mail instead of submitting them in person at the Collectorate, since the weekly public grievances / redressal meeting is not being convened as usual at the Collectorate as a precautionary measure to check the spread of COVID-19. The WhatsApp number and e-mail id can be obtained // from the Website of the Pudukottai District Administration. Draft a letter to the Editor, The Hindu with a request to publish the above message in the newspaper to reach the /// public.

4. Five people, including four engineering students, died on the spot when the car in which they were travelling rammmed into a lorry near Avinashi in Tirupur district about (3) 40 Kilometers from Coimbatore, in the early hours of 19th March 2020. Four students and the driver died on the spot and three other students were injured. Out of the / three injured persons, two students were sent to a Private Hospital near Tiruppur and the other person was sent to Government Hospital in Coimbatore for treatment. It is said that // seven students of the private engineering college in Salem were on the way to Udhagamandalam Nilgiris district by car, after the college had announced holidays as per the directions of the /// State Government based on the instructions of the Government of India due to Corona. Draft an eye witness account as if you had seen the accident. (4)

**SECTION I – CONDENSATION**

**ROUGH DRAFT - Points:**

Hoisting our tricolour flag – Minister - grief at the corona virus pandemic situation - various laws and preventive measures taken by the Government - lockdown, masks, social distancing, etc. - to stay at home and to avoid crowd in marriages

Blood tests - many hospitals have been designated for COVID treatment - home isolation of patients with mild symptoms. Colleges and marriage halls converted into covid care centres and isolated rooms have been arranged in all district hospitals. Appreciated the efforts of the medical department staff.

Role of the Revenue department, formation of several committees under the leadership of senior IAS officers. Nine committees to coordinate with the strict implementation and supervision of the welfare measures and two committees to ensure ... have been formed. Crisis management committee under the leadership of the District Collector.

Police force appreciated for shouldering more responsibility, enforcing curfew, social distancing, enabling availability of essential goods, ensuring shops work at their allowed times only and booking cases against violation of curfew.

The Minister expressed gratitude to all who render valuable service to save lives during the pandemic.

**Total number of words in rough draft: 182**

**GOVERNMENT LAWS AND MEASURES  
IN CORONA VIRUS SCENARIO**

Hoisting tricolour flag, the Minister expressed his grief at the corona virus pandemic situation in the nation. Imprimis, he highlighted the measures taken by the Government like lockdown, wearing masks, social distancing, etc., He appealed to the people to stay at home and to avoid crowd in marriages.

**MEASURES TAKEN BY MEDICAL DEPARTMENT:**

The Government urged the medical department to increase daily blood tests. Many hospitals had been designated for COVID treatment. Arrangements for home isolation of patients with mild symptoms had been done. Colleges and marriage halls were being converted into covid care centres. Isolated rooms had been arranged in all district hospitals, the Minister said and appreciated the efforts of the medical department staff.

**ROLE OF THE REVENUE DEPARTMENT:**

The Minister spoke about the formation of several committees under the leadership of Senior IAS officers. Nine committees to coordinate with the strict implementation and supervision of the welfare measures, and two committees to ensure welfare and availability of essential commodities to all people, had been formed. A Crisis Management Committee under the leadership of the District Collector had been formed in all districts.

**POLICE FORCE APPRECIATED:**

The Minister appreciated the police force for shouldering more responsibility during the pandemic like enforcing curfew, social distancing, etc.

**CONCLUSION:**

He concluded by expressing his gratitude to all who render valuable service to save lives during the pandemic.

**Total number of words  
Excluding headings and sub-headings: 212.**



**Answer to Question 1**

**DIRECTORATE OF EMPLOYMENT AND TRAINING  
GUINDY, CHENNAI 600 032**

**TENDER NOTICE**

Ref.No.DET/Chn/DI/36 dated the 10<sup>th</sup> November 2020

On behalf of the Governor of Tamil Nadu, SEALED TENDERS are invited by the Commissioner of Employment and Training, Guindy, Chennai, for the supply of Drawing Instruments as detailed below:

|                             |   |
|-----------------------------|---|
| Tenders invited for         | Supply of Drawing Instruments to trainees of Government Industrial Training Institutes and Government Aided Private Industrial Training Institutes throughout the State of Tamil Nadu |
| Value of Tender             | Rs.22 lakhs   |
| Earnest Money Deposit       | Rs.20,000/-   |
| Availability of tender form | Tender documents can be downloaded from the website of the Commissionerate on or before 12 <sup>th</sup> November 2020 upto 3.00 p.m.   |
| Opening of Tenders          | 12 <sup>th</sup> November 2020 at 4.00 p.m. in the presence of tenderers or their authorised representatives who are present at the office of the Commissioner at Guindy.             |

Earnest money deposit should accompany tender in the form of Demand Draft issued by any nationalised bank in favour of The Commissioner of Employment and Training, payable at Chennai.

The Commissioner reserves the right to accept any tender or to reject any or all the tenders without assigning any reason therefor.

Decision of the Commissioner is final and binding. Canvassing in any form is a disqualification.

**Sd/-  
Commissioner.**

To \_\_\_\_\_

**Answer to Question 2**

**STAR INFOTECH SERVICES PRIVATE LIMITED**

Race Course Road  
Coimbatore 641 002

Require

**“CIVIL ENGINEER”**

|               |   |   |
|---------------|---|---|
| Qualification | : | Master Degree in Civil Engineering  |
| Age           | : | Below 30 years  |
| Experience    | : | 3 to 5 years in 3D modelling Engineering and site layout                                  |
| Salary        | : | Rs.20,000 to Rs.25,000  |
| Probation     | : | 3 months; After the probation period, increment will be granted based on the performance. |
| Perks         | : | Free Food and Accommodation will be provided.   |

Eligible and interested candidates may send their completed applications with copy of certificates, on or before, to

**The Managing Director  
STAR INFOTECH SERVICES PRIVATE LIMITED  
Race Course Road  
Coimbatore 641 002**

**Answer to Question 3**

**S. Nandakumar**  
Cell: 8645215489

46 Bharathi Street,  
Pudukkottai 622 003.

10<sup>th</sup> August 2023

To  
The Editor  
The Hindu  
Chennai 600 002

Sir,

**Sub: Submission of grievance petitions  
by public to the Collector – Regarding**

====

I request you to publish the enclosed write-up in your esteemed daily newspaper to create an awareness among the public as to how to submit their grievance petitions to the Collectorate, in the wake of spread of Covid-19 virus scenario.

Yours faithfully,

**S. NANDAKUMAR**

Encl: As above

**SUBMISSION OF GRIEVANCE PETITIONS  
BY PUBLIC TO COLLECTOR, PUDUKOTTAI**

===

Public are aware that the Collectorate of Pudukkottai is conducting weekly public grievances redressal meeting. During the meetings, public represent their grievances through petitions and also through oral representations. All these grievances are being registered and the Collectorate is taking efforts to redress their grievances as expeditiously as possible.

However, due to spread of Covid-19 viral disease recently and as instructed by the State and Central Governments, the Collectorate is taking all efforts to prevent the spread of Covid-19. One of the steps taken by the Collectorate is to stop the

weekly public grievance redressal meeting as numerous persons attend the meetings to submit their grievances. However, the Collectorate is keen on receiving the grievance petitions from the public and redressing the same as early as possible.

Therefore, the general public are requested to send their petitions relating to grievances either through WhatsApp or E-Mail instead of submitting them in person at the Collectorate. The WhatsApp number and E-Mail ID can be obtained from the website of Pudukkottai District Administration. Public are requested to co-operate with the District Administration.

**S. Nandakumar**

**Answer to Question 4**

**CAR RAMMED INTO LORRY – Toll 5**

A speeding car rammed into a stationary truck in Avinashi, claiming four precious lives. It was a great shock to all those who witnessed the accident in the early hours of 19<sup>th</sup> March 2020.

As usual, I was on my morning walk in the highway of Avinashi, in Tiruppur district, about 40 kilometres from Coimbatore. Suddenly I heard a thud and was shocked to see a car rammed into a stationary lorry. An SUV carrying 7 students of a private Engineering College in Salem was on the way to Udhamandalam, Nilgiris district, after the college announced holidays as per the directions of the State Government based on the instructions of the Government of India due to Corona. In the accident, the driver and four students died on the spot. Out of the three injured students, two students were sent to a private hospital near Tiruppur and the other person was sent to Government Hospital in Coimbatore for treatment. This horrible accident had created a shock and sorrow in all the persons who witnessed the accident. Police arrived at the spot immediately, registered a case and are investigating the same.

5 Kamarajar Salai  
Avinashi 642003  
Tiruppur District.  
19<sup>th</sup> March 2020

Sd/-  
**R. RAMAGURU.**

## ADVANCED READING

TNGTE - FEBRUARY 2023 - 150 wpm - I ppr - 1028- CD.339/26,28

Ladies and Gentlemen,

I am happy to be present at the Tenth Convention of Non-Resident Indians and address you this morning. I am very pleased to meet you all personally, since this Convention is now held after / a gap of four years. I would like to wish you a happy and productive New Year. I am pleased to welcome the Chief Guest for this year's Convention. It is well known that he has roots in // our country. His presence has made this event special. I also welcome your President who is going to be the Chief Guest for next year.

On this occasion, I would like to state that Indians abroad have /// become an important force in the global system. It has to be borne in mind that they have become a major community in all parts of the world. It may not be out of place, if I say (1) that they have shown great dedication and hard work. With these qualities, they have achieved excellence in all walks of life. I would like to place on record that your achievements give us immense pride. In this / connection, I would like to state that this year's Awards reflect the Government's recognition of Indians abroad for their contribution to society. These awards are significant as they show our appreciation of your efforts to make India proud. // I would like to congratulate this year's winners and hope that this would encourage you to reach great heights in future.

Over the last two decades, this Convention has enabled engagement between the people of India and /// the Indians living abroad. As you are aware, this Convention is held on the Ninth of January every year to mark the return of Gandhiji from Africa. This day also marks the contribution of the overseas Indian community (2) towards the country's development.

Ladies and Gentlemen, as you are aware, the Nation is celebrating the completion of seventy five years of Independence. These celebrations are dedicated to those who have played a key role in our / progress. At the same



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

time, it also recognises those who have helped to set up a self-reliant India. In my opinion, there is no better time to honour the efforts made by the Indians abroad. It has to // be borne in mind that this year's theme also reflects our desire to make you a partner in the achievement of national goals. In recent years, the Government has undertaken many steps for your benefit. I would /// like to bring to your kind attention the fact that these would enable you to help in building a strong nation.

On this occasion, I would also like to bring to your notice the fact that the online (3) services for Indians living abroad have been improved. At the same time, for overseas citizens, the Visa has now been made lifelong. I would like to assure you that we are taking steps to enable safe migration / of our youth to other countries for employment. In the same manner, efforts have been made to redress their problems online. I hope and trust that these efforts would be useful for Indian nationals outside, especially women and // workers. On this occasion I would also like to recall the steps taken by the Government to bring Indians back safely during the recent war in Europe.

Brothers and sisters, I would like to point out that /// we are facing tough times now. Due to certain developments in other parts of the world, we have seen crisis in the health and economic sectors. Despite the fact that we faced a lot of challenges, our country (4) has held its position high among the nations of the world. I would like to state that this can be seen in our relations with major countries of the world. I am glad to say that this / year our country has been given the Presidency of the Group of Twenty Nations. I find that this is a great chance to enable just and equal growth in all parts of the world. In the next few // years, India is to march on a journey of hard work and sacrifice. I would like to assure you that we would be world leaders in the years to come. I would like to see that each /// one of you present here, should make your contribution in this regard, so that we grow as early as possible.

With these words, I would like to conclude my speech thanking you all once again, for this opportunity. (5) ●

# ADVANCED READING

TNGTE - AUGUST 2022 - 150 wpm - I ppr - 1228 - CD.339/25,27

Speaking on the Demands for Supplementary Grants in the Lok Sabha, an Hon. Member said:

"Hon. Speaker Sir, I rise to express the views of my party on the Demands for Supplementary Grants. At the outset, I / wish to request the Hon. Speaker to give me at least fifteen minutes to speak so that I would be able to put forth all points on the floor of the House.

As the first point I wish // to mention here that as Hon. Members of the House we would raise the issues affecting the common people of this country. At the same time, I would like to bring to the notice of the House /// that we do not want to make personal criticisms against the Finance Minister. So, I would like to make it clear that all our criticisms made on the floor of the House relate to our duty as Hon. (1) Members. It is therefore necessary that they should not be taken as personal attacks on the Hon. Ministers.

Secondly, I would like to place on record that today we are discussing the Demands for Supplementary Grants for / this year. At the same time, we are also discussing Demands for Excess Grants for the previous year. You will remember that the first one refers to request for additional allotment to meet urgent expenditure. In the same // manner, the second Demand refers to approval for excess expenditure made, over and above the amount sanctioned. I request the Hon. Members to be clear about this point.

Thirdly, all Departments of the Government are expected to /// estimate their budget expenditure correctly. It has to be borne in mind that only if there is correct estimate of probable expenditure in a year, the House can allot the amount after proper discussion. So, my only point (2) in this regard, is that Departments should avoid making excess expenditure as far as possible.

Now, I would like to come to fourth point. I find that the Public Accounts Committee has reported that two Departments have / incurred expenditure over the Funds allotted in the last two years. I would like to point out that one of them is the Finance Department. As a matter of fact, it

*[Handwritten notes in Hindi script on the left side of the page, corresponding to the printed text on the right.]*

is the Finance Ministry which has // to guide other Departments on how to prepare the estimate of expenditure correctly every year. Excess expenditure can be done only if there is sudden or urgent spending due to natural calamities or major disaster. I would /// therefore, like to bring this sad state of affairs to the attention of the House. With these words, I now move on to the next point.

Hon. Speaker Sir, in this connection, I would like to bring to (3) your notice that the Revenue Department in addition to the supplementary allotment, has incurred an additional expenditure of Rupees Thirty five thousand crores. It is a matter of great concern since the amount is quite high. My / only point is this. If the Finance Ministry itself is not following the norms, what is the purpose of presenting the Supplementary Demands in the first place? So, I would request the Finance Ministry, through the Hon. Speaker, // to stick on to the norms prescribed for preparation of the Budget.

Next, I would like to point out the reasons for such excess expenditure. As a matter of fact, it is a sorry state of affairs // that there is lack of supervision on the part of the Finance Department. In this connection, I have a suggestion for the Hon. Minister. The Finance Department must do timely reviews and properly anticipate the requirement of additional (4) funds. If this is done, I am sure that we would be able to avoid excess expenditure in the years to come.

Next, I would like to state that two years ago, Government announced moratorium on bank / loans due to COVID. However, it is a matter of great concern that not even a single loan taken by the poor people has been waived. They have been given only additional time. In the circumstances, I request // that at least half of their loan amount should be waived.

Moreover, lakhs of students who have taken education loans also have not been given relief even though their studies were affected due to the pandemic. In /// the light of the above, I request that such loans which are under two lakh rupees should be waived as soon as possible.

With these few words, I thank the Hon. Speaker and conclude my speech. Thank you." (5)



**ROUGH COPY: Points:**

1. Demands for Supplementary Grants in Lok Sabha - 15 minutes requested - Criticisms made in the House related to duty and not personal attacks on Honourable Members.
2. While discussing on Demands for Supplementary Grants, Demands for Excess Grants for the previous year also discussed. First referred to additional allotment to meet urgent expenditure while the later referred to excess expenditure made over and above the amount sanctioned.
3. All departments had to make correct estimate of probable expenditure which the House will allot after proper discussion. That would help in avoiding excess expenditure.
4. Public Accounts Committee had reported that Finance and Revenue Departments incurred excess expenditure. Excess expenditure could be done only in case of sudden and urgent spending due to natural calamities or major disaster. Finance department itself, which had to guide other departments on how to prepare the estimate expenditure correctly, had incurred excess expenditure.
5. Revenue Department had incurred an additional expenditure of Rs.35000 crores in addition to supplementary grants which was a matter of great concern. He requested the Finance Ministry to stick to norms prescribed for preparation of Budget.
6. By proper supervision by Finance Department, timely reviews and properly anticipating the requirement of additional funds would help to avoid excess expenditure.
7. Two years ago, Government announced moratorium on bank loans due to COVID. Not even single loan taken by poor people waived. Only extension of time given. Requested to waive atleast of their loan and also to waive educational loans under Rupees two lakhs as students' studies affected due to the pandemic.

**No. of words in draft copy = 260 words**

In Shorthand exam rough copy is not necessary. No extra marks for it. No marks will be deducted if you do not write draft copy. But if you write draft

**FAIR COPY**

**Educational loans and loans to poor people to be waived**

Speaking in the Lok Sabha on Demands for Supplementary Grants, an Honourable member implored that criticisms made related to duty and not to be construed as attacks on Honourable Members.

Imprimis he clarified that while Supplementary Grants related to additional allotments to meet urgent expenditure, Demands for Excess Grants referred to expenditure made over and above the amount sanctioned already.

The Honourable Member besought the departments to refrain from making excess expenditure and highlighted that the House could allot the amount after discussion only if correct estimate was made of probable expenditure.

**EXCESS EXPENDITURE BY FINANCE AND REVENUE DEPARTMENTS**

Public Accounts Committee had reported that Finance and Revenue Departments incurred excess expenditure. Excess expenditure could be incurred only for sudden and urgent spending due to natural calamities or major disaster. Finance department itself, which had to guide other departments on how to prepare the estimate of expenditure correctly, had incurred excess expenditure, he pointed out.

It was a matter of great concern that Revenue Department had incurred an additional expenditure of Rs.35000 crores. Hence, he requested the Finance Ministry to stick to norms prescribed for preparation of Budget.

**STEPS TO AVOID EXCESS EXPENDITURE**

Proper supervision by Finance Department, timely reviews and properly anticipating the requirement of additional funds were sine-qua-non to avoid excess expenditure, he said.

**LOANS TO POOR AND EDUCATIONAL LOANS TO BE WAIVED**

He concluded by saying that two years ago, Government announced moratorium on bank loans due to COVID. Not even single loan taken by poor people waived. Only extension of time given. He urged to waive atleast half of the loans given to poor people and also to waive educational loans under Rupees two lakhs as students' studies affected due to the pandemic.

**(Total number of words excluding heading and sub-heading : 266)**

ADVANCED READING

TNGTE - FEBRUARY 2023 - 180 wpm - I ppr - 1052- CD.348/22,23

Handwritten notes in Hindi script, appearing to be a transcription of the text on the right side of the page. The notes are written on a set of horizontal lines and include various symbols and characters, some of which are underlined or circled.

Speaking in the Lok Sabha, an Hon. Member from the Opposition said:

"Mr. Speaker Sir, I would like to first of all thank you for the opportunity given to me to speak on the Demands for Supplementary Grants.

The first point I would like to / bring to the notice of the House is regarding COVID pandemic. During that time, the Government announced the Self Reliance Scheme. The Government also made certain concessions regarding repayment of loans given to traders, students and farmers. However, I find that the people were given // only more time but not waiver of loans. I would therefore like to request the Government to bring out a white paper on the stimulus package.

Secondly, I would like to touch upon the subjects of airports and seaports. I find that the Government is /// now encouraging the private sector to set up and maintain airports. In my opinion this is against the socialist spirit of our country. It is a matter of great concern that almost all the major airports are in the hands of a single corporate group. (1) In the same manner, maintenance of seaports has been handed over to this group. As a matter of fact, the national airline has been sold to a private company. I have a fear that the Railways would also be privatised soon in the same manner. / It has to be borne in mind that a few train routes have been given to the private sector. In the light of the above, I would request the Government to give an undertaking in the House that no more privatisation will be made in // respect of Railways.

On this occasion, I would like to bring another point to the notice of the House. After the pandemic, the Government has taken away concession for senior citizens for rail travel. It is a matter of concern that the Government has not /// restored this even after normalcy is back. It is therefore necessary that it should be restored as early as possible.

The next point I wish to bring to the attention of the House, is regarding grants given to University students. As a matter of fact, (2) we have seen reports that grants being given to minority students in Central Universities is to be stopped. I request the Hon. Prime Minister to come up with a detailed reply in the matter. In the same manner, I would like to point out that / under the rural employment scheme, adequate funds have not been released this year. In this connection, it has to be borne in mind that my home State has requested funds of about

Handwritten notes in Hindi script, appearing to be a transcription of the printed text on the right side of the page.

hundred crores. It is a matter of concern that sanction has been given // only for sixty crores. As a matter of fact, the State's share in the taxes has also not been released properly.

I now come to the point of education. In the last two years, I have made several speeches inviting the attention of the Ministry /// of Education to this matter. The Central schools in my Constituency are on the verge of closure. I have requested the Ministry to come up with a scheme for taking over these schools. Otherwise, students will be greatly affected. In my opinion, the cost involved (3) is only about Rupees fifty crores and it is not a big burden for the Central Government.

Hon. Speaker Sir, while discussing the Supplementary Demands, we must monitor two important things. First, we have to see whether the money allotted in the Budget is properly / spent or not. In the same manner, I would also like to bring to your attention that we must also see whether the targets have been achieved. Secondly, we have to see whether the goal to reduce inequality between the rich and poorer sections of // the society has been achieved.

In this connection, the Report of the Standing Committee was presented to the House yesterday. The Committee has stated that the funds meant for minority welfare has not been spent fully or has been surrendered at the end of the /// year. It is therefore necessary that the Government should come up with a reply in the matter.

As I have stated above, my main concern is about inequality. From the reports available, it is seen that in India there is large inequality between the rich (4) and the poor. The top five hundred rich individuals hold the same wealth as the rest of the population. It is a matter of great concern, that during the pandemic the number of such rich people has in fact increased. It is therefore necessary that / we must make schemes to bridge this gap.

Coming to the next issue, I would like to state that the Government had promised to double the income of farmers within five years. However, it is a matter of concern that this scheme is not there // in this year's Budget. Agriculture has been allotted only three per cent of the total Budget expenditure. We should remember that ours is an agricultural economy. Crores of small farmers are involved in this sector. It is necessary that the funds for this sector should /// be doubled in the years to come. This should be started at an early date, so that they may be able to get the benefits as soon as possible.

Hon. Speaker Sir, I would conclude my speech with these words, thanking you for the opportunity." (5)



## ADVANCED READING

TNGTE - FEBRUARY 2023 - 200 wpm - I ppr - 1076- CD.357/22,23

Ladies and Gentlemen, at the outset, I would like to convey my best wishes to all Officer Trainees of the Indian Police Service and Forest Service. It is my considered opinion that you all deserve high praise for your merit, through which you have got into this service. I will / cherish my memories of this visit to your Academies.

We are having this unified country of India, largely due to the effort of Shri Sardar Patel, popularly called the Iron Man of India. In my opinion, if you remain committed to pursuing his dreams, I have no doubt that you // can make immense contribution to the development of the country as a whole.

Ladies and Gentlemen, this Academy has been making a great contribution for several decades by turning out leaders for the Indian Police. When the country is celebrating the Seventy fifth year of our Independence, the nation remembers /// the rich contribution made by our police force in strengthening the world's largest democracy.

The Indian Police has also made its huge contribution in preserving the unity of the country. At the same time, we must not lose sight of the fact that thousands of brave policemen have laid down **(1)** their lives for the cause of India's internal security. On this occasion, I offer my humble salute to those brave men. It was a very touching experience for me when I came here this morning to pay respect to those men. I once again salute the memory of the Police / officers who sacrificed their lives while on duty. In this connection, I would like to bring a few things to the consideration of the probationers who have gathered here.

As a matter of fact, our colonial past and habits still affect many aspects of governance in the country. You have // to remember the fact that the colonial powers developed a police system in India which was based on fear among the citizens. You will agree that the Police is the most visible organ of the Government. It is a matter of satisfaction that the police force commands the trust of /// the people even now. As a result of this, it improves upon the image of the Government. I would like to bring to your attention that Police will continue to command respect only if you display alertness and honesty.

On this occasion, I want to remind you that right from **(2)** the beginning of your career, you will be in a leadership role. It is well known that the quality of your leadership will determine the success of the force led by you. It is needless to say that your actions will touch upon the lives of thousands of ordinary people. / As you are aware, the duties and responsibilities of your force are becoming complex. The detection of crime and upholding the Rule of Law are becoming

difficult. In the last few years, Cyber crimes have become a new challenge to the Police. It is therefore necessary that the police force // should also use the latest technology.

Dear trainees, in the first place, the Police has to become partners in the progress of the country at large. I have to point out that real growth is possible in a democracy only if it is inclusive. By that word, I mean the /// inclusion of the most deprived persons in the society. Their interests should also be your priority. While honesty and competence are very important, it has to be borne in mind that the Police should be sensitive to the voiceless people.

I would like to point out that police presence is **(3)** there in all parts of the country. Everything that you do, big or small, will be known to everyone. It is therefore necessary that you should have compassion and earn the love and support of the common people. In my opinion, the criminals must tremble at the thought of the / police. At the same time, the common people should look at you as a friend. I am happy that more and more women are participating in our democratic process. I am glad to see that we have a large number of women officers here. It is a matter of great // satisfaction that women have become stronger in all walks of life. At the same time, we see that there is increase in crimes against women. I am sorry to state that this is a blot on our society. It is necessary that we must ensure the safety of every girl /// at all times and we must protect the dignity of women at all costs.

Ladies and Gentlemen, I now turn to the Officers of the Indian Forest Service. In my opinion, you are the guardians of our rich and diverse forest wealth. At the same time, you are also the **(4)** protectors of the communities living there. As you are aware, India is one of the top ten countries, as far as forest cover is concerned. As we all know, forests are the anchors for all life on earth. They are home to many rare species of the world. I would / like to bring to your attention that the forests in India are more diverse. As a matter of fact, products derived from the forests support the life of about twenty crore people in India. I would like to point out that nearly eighty per cent of our medicinal plants are // from the forests.

Finally, I would like to say that tribal communities have a close relationship with the welfare of the forests. It is absolutely necessary that they must be protected at all costs. I think you will agree that it is your task to make them aware of their /// rights and duties. Only then, we would be able to protect diversity of plants and animals.

It gives me great pleasure to have spent time with Police and Forest Officers at the same time, and I convey my wishes for your bright future. With these words, I conclude my speech.

**(5)**