

**Run By Shorthand Dictation Legal Matters**

Since 2005

(Sir Isaac Pitman's Shorthand)

**Krishna Shorthand Institute**

**कृष्णा आशुलिपिक संस्थान**

**(English Only)** By. A.V. Kushwaha

**(For Govt. Jobs, SSC (Group D & C), Supreme Court, High Court, District Courts, ASRB, CRPF, Railway, CBSC & all other departments requiring "English Stenographer/Personal Assistant/Private Secretary")**

**(87, Sulem Sarai, Prayagraj, Uttar Pradesh)**

**( Contact No. 7355504435)**

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

## Topic: Representation Before Chief Minister

Difficulty Level: Normal

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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).

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### Volume 1, Dictation No. 25

Note: Outlines of all highlighted words/phrases are given at the end of the passage. Adopt all better outlines than yours.

Various applications and representations on diverse subjects are received by the Chief Ministers of the States as the Head of the State and in respect of the Ministries under their control. Often such applications are directly addressed by members of the public to the Chief Minister. The Chief Minister then endorses the same to the concerned department so that the same may subsequently be followed up by the concerned department. When the Chief Minister is on tour in various parts of the State, representations and applications are given to him by various people who meet him. In the routine course, the Chief Minister endorses the same with a noting "please put up" and forwards the same to the

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concerned department. Such notation merely means that the concerned department should process the applications and representations lawfully and in accordance with certain prescribed procedure. While making such notations on the representations/applications so received, the Chief Minister does not analyse each and every case since this is to be done at the level of the concerned department which then scrutinizes the same in accordance with law. In our view, the notation is not even treated as a determination of eligibility or the merit of the concerned application. It is a routine notation made in the normal course and is really an action of forwarding to the concerned department the representations/applications received by the Chief Minister. The concerned department is then expected to examine the said representations/applications and decide the same on its own merits and in accordance with law. As rightly pointed out by learned Solicitor General as to how he treats the file, the nomenclature given to such matters are of matters of internal administration of the concerned department/corporation. Such an endorsement is purely administrative in nature and signifies only that the matter be processed in accordance with law and prescribed procedure. It does not reflect any assessment of merit, eligibility, or approval of the request. The responsibility of scrutiny and decision-making lies entirely with the competent



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department. Treating such routine notings as conferring favour or approval would undermine lawful administrative processes and unjustifiably reflect upon the functioning of the Chief Minister's office.

In our view, the observations and strictures made by the High Court and are extracted in paragraphs (supra) certainly reflects on the functioning of the office of the Chief Minister and day-today discharge of the duties of the Chief Minister. As rightly pointed out by learned Solicitor General, after the endorsement 'please put up', is made the file may or may not be approved by the concerned department and it is clear that the said notations are not approval of the contents of the representation and in our view, no other meaning could be taken. The observations/strictures made and the inference drawn by the High Court from the notation 'please put up' made by the Chief Minister are not warranted and are required to be expunged as rightly contended by learned Senior Counsel for the State of Maharashtra. The High Court has, in our view, erred in holding that by making a notation 'please put up' the applicants had blessings of the then Chief Minister. In our opinion, the civil appeal at the instance of the State of Maharashtra is maintainable inasmuch as the observations and strictures made by the High Court shall affect the working and functioning of the office of the Chief Minister of the State of Maharashtra.

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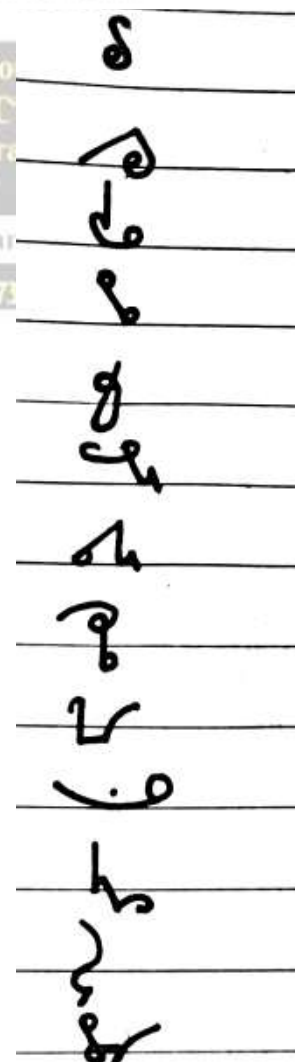
In case the submission of learned Senior Counsel is accepted, it would result in nullifying the mandatory maximum period beyond which a Government servant, who has ceased to hold the post, can occupy the official residence and to treat it, as if it is an ordinary residential accommodation allotted to a person. **Total Words: 624**

**Total 601+624=1225**

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Outlines of all highlighted words and phrases.  
Adopt only those outlines which are better than yours.

applications  
representations  
diverse  
subjects  
Chief Ministers  
in respect of the  
Head of the  
Ministries  
directly  
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concerned department

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please put up

forwards

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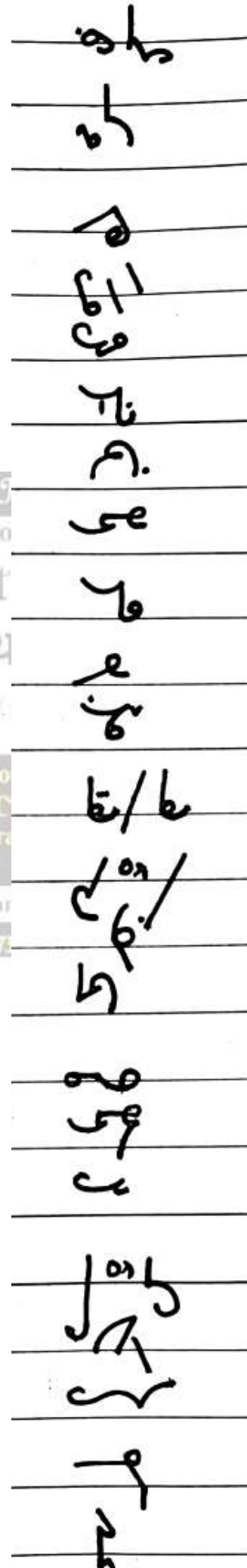
eligibility

normal

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expected

pointed out



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learned Solicitor General

nomenclature

internal

administration

administrative

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Treating

notings

conferring

undermine

lawful

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functioning

Chief Minister's

In our view

Learned Solicitor General  
nomenclature  
internal  
administration  
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observations

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High Court

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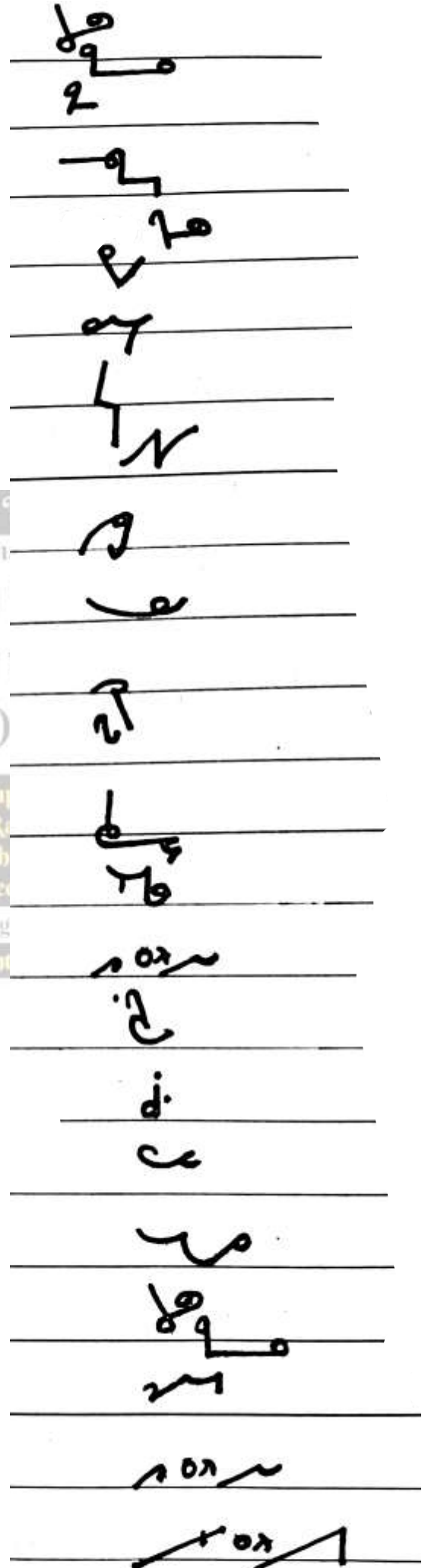
observations

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expunged

learned Senior Counsel for the State of

Maharashtra

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inasmuch as the

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Government servant

official residence

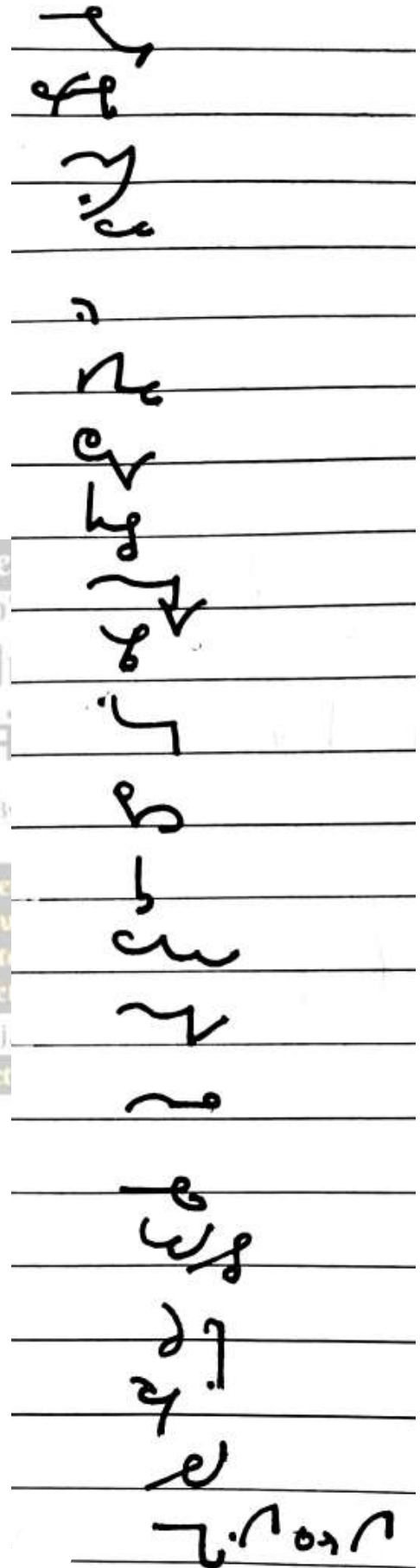
ceased

treat

ordinary

residential

accommodation/allotted



**(Increase your vocabulary:**

**Learn New and Important Words of the Matter)**

**Keep revising all new words learned.**

**Legal/General Matter (Legal Vocabulary Building)**

1. **Diverse:** (adjective) of different kinds or varied  
विविध, भिन्न-भिन्न
2. **Endorses:** (verb) (present tense) to write a note or comment on a document and forward it पृष्ठांकन करना, टिप्पणी लिखकर आगे भेजना
3. **Please put up:** (phrase) a routine administrative noting meaning "please process this matter" कृपया प्रस्तुत करें, कार्यवाही करें
4. **Forwards:** (verb) (present tense) to send something to another person or department आगे भेजना, प्रेषित करना
5. **Notation:** (noun) a note or comment written on a document टिप्पणी, संक्षिप्त लेख
6. **Scrutinizes:** (verb) (present tense) to examine something carefully and critically सावधानीपूर्वक जांच करना, छानबीन करना

- 7. Eligibility:** (noun) the state of being qualified or entitled to something पात्रता, योग्यता
- 8. Normal:** (adjective) usual, regular, or ordinary सामान्य, साधारण
- 9. Nomenclature:** (noun) a system of names or terminology used in a particular field नामपद्धति, नामकरण प्रणाली
- 10. Endorsement:** (noun) a written note or approval on a document पृष्ठांकन, समर्थन
- 11. Processed:** (verb) (past participle) to deal with something according to a procedure कार्यवाही की गई, प्रक्रिया में लाया गया
- 12. Reflect:** (verb) to show, indicate, or express प्रतिबिंबित करना, दर्शाना
- 13. Entirely:** (adverb) completely, fully पूर्णतया, पूरी तरह से
- 14. Competent:** (adjective) having the legal authority or ability सक्षम, समर्थ
- 15. Notings:** (noun) (plural) written comments or observations on files टिप्पणियां, लिखित नोट्स

- 16. Conferring:** (verb) (present participle) to grant or bestow something प्रदान करना, देना
- 17. Undermine:** (verb) to weaken or damage something gradually कमजोर करना, नुकसान पहुंचाना
- 18. Unjustifiably:** (adverb) in a manner that cannot be justified or defended अनुचित रूप से, बिना औचित्य के
- 19. Strictures:** (noun) (plural) severe criticism or censure कड़ी आलोचना, निंदात्मक टिप्पणी
- 20. Extracted:** (verb) (past participle) to remove or take out something निकाला गया, उद्धृत किया गया
- 21. Supra:** (adverb) (Latin) mentioned above or earlier ऊपर उल्लिखित, पूर्वोक्त
- 22. Day-to-day:** (adjective) relating to daily routine activities दैनिक, रोजमर्रा का
- 23. Endorsement:** (noun) a written note or approval on a document पृष्ठांकन, समर्थन
- 24. Inference:** (noun) a conclusion drawn from evidence or reasoning निष्कर्ष, अनुमान
- 25. Warranted:** (adjective) justified or authorized उचित, न्यायसंगत



**26. Expunged:** (verb) (past participle) to remove or erase completely हटाया गया, मिटाया गया

**27. Erred:** (verb) (past tense) to make a mistake or be incorrect गलती की, त्रुटि की

**28. Inasmuch as:** (conjunction) to the extent that; because चूंकि, क्योंकि, इस हद तक कि

**29. Affect vs. Effect:**

- **Affect:** (verb) to influence or produce a change in something प्रभावित करना
- **Effect:** (noun) a result or consequence; (verb) to bring about परिणाम, प्रभाव; लागू करना

**30. Nullifying:** (verb) (present participle) to make something legally invalid or ineffective निरस्त करना, शून्य करना

**31. Mandatory:** (adjective) required by law or rules; compulsory अनिवार्य, आवश्यक

**32. Ceased vs. Seized: (Accuracy Mantra)**

- **Ceased:** (verb) (past tense) to stop or come to an end समाप्त हो गया, बंद हो गया *Example:* "The officer ceased to hold the post means he stopped holding that position."

- **Seized:** (verb) (past tense) to take hold of forcibly or suddenly; to confiscate जब्त किया, पकड़ा *Example:* "The police seized the illegal documents from the accused."

**33.Treat:** (verb) to regard or consider something in a particular way मानना, व्यवहार करना

**34.Ordinary:** (adjective) normal, usual, or common सामान्य, साधारण

**35.Residential:** (adjective) relating to residence or housing आवासीय, निवासीय

**36.Accommodation:** (noun) a place to live or stay आवास, निवास स्थान

**By Sir AV Kushwaha,**

**Principal,**

**Krishna Shorthand Institute,**

**via online Telegram Class through 7355504435**