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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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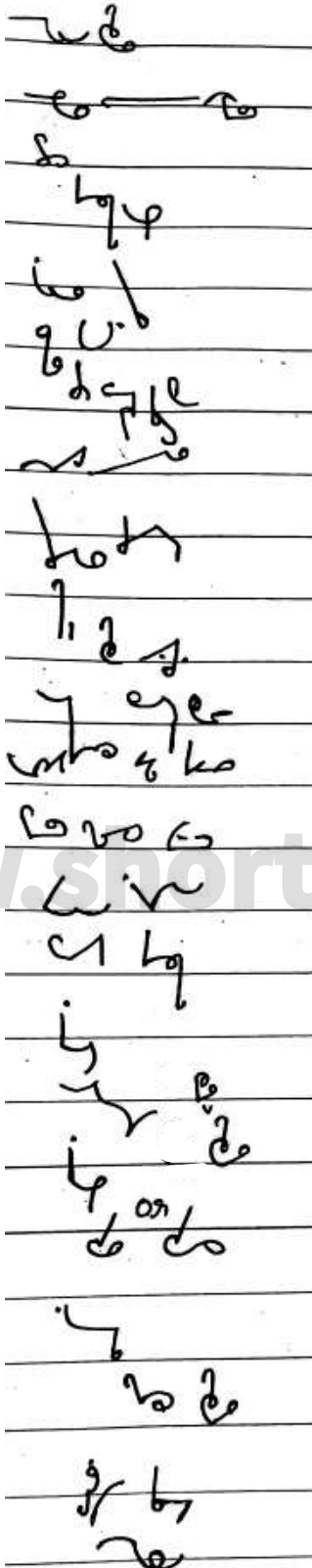
(Contact No. 7355504435)

If you are not upgrading, you are downgrading.

What you will receive in this dictation:

- 1. Text & outlines,**
- 2. Vocabulary**
- 3. Accuracy Builders Tips**
- 4. Some Punctuation Analysis**

Topic: Service Matters



The principle governing transfers in government service has greater implications than mere placement of employees. It reflects a balance between administrative necessity and individual convenience. Transfers made in public interest arise from considerations such as maintaining efficiency of administration, equitable distribution of staff, meeting emergent requirements of a particular unit, or ensuring that public services are not disrupted. They are therefore treated as an incident of service, and the employee so transferred retains all his entitlements, including his seniority. This safeguard exists because the officer is not moving voluntarily but is being directed in the interests of the State. On the other hand, transfers at the request of the employee stand on a different footing. They are rooted in personal circumstances like health issues, family obligations, or preferences for location. While such grounds may be genuine and even compelling, they cannot override the larger administrative principle that seniority in a cadre is earned by continuous service in that cadre. If an employee were allowed to carry his previous seniority while entering a new unit on personal request, it would unfairly disturb the settled rights of those who have been serving there continuously. This is why the rules provide that request transferees must be placed below the junior-most in the new cadre.

This distinction also ensures discipline and order in public administration. Seniority is not only a matter of personal pride but directly affects promotions, pay scales, and career progression. Permitting request transferees to claim earlier seniority would create resentment and litigation among existing employees. The High Courts and the Supreme Court have consistently discouraged such practices, emphasizing that seniority cannot travel with an officer when the transfer is for his personal

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(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

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1. **Implications:** (noun) (plural) consequences or results that follow from something निहितार्थ/परिणाम

2. **Convenience:** (noun) personal comfort or ease सुविधा/आसानी

3. **Efficiency:** (noun) ability to work well without waste कुशलता/दक्षता

4. **Equitable:** (adjective) fair and just समान/न्यायसंगत

5. **Ensuring vs. Insuring vs. assure:** (verb) Ensuring = making certain; Insuring = getting insurance सुनिश्चित करना बनाम बीमा कराना, Assure = To promise, guarantee, or make someone feel confident (आश्वासन देना / विश्वास दिलाना)

Assure, Ensure, and Insure



assure

(to say with confidence)



ensure

(to make certain)



insure

(to arrange compensation)

6. **Voluntarily:** (adverb) by choice, not forced स्वेच्छा से/अपनी मर्जी से
7. **Obligations:** (noun) (plural) duties or responsibilities दायित्व/कर्तव्य
8. **Preference:** (noun) liking one thing more than another प्राथमिकता/पसंद
9. **Genuine:** (adjective) real and sincere, not fake वास्तविक/सच्चा
10. **Compelling:** (adjective) very convincing or forcing attention बाध्यकारी/मजबूर करने वाला
11. **Override:** (verb) to set aside or overrule something अधिक्रमण करना/रद्द करना
12. **Accommodating:** (verb) (gerund) adjusting or making room for समायोजन करना/स्थान देना
13. **Especially vs. Specially:** (adverb) Especially = particularly; Specially = for specific purpose विशेष रूप से बनाम खास तौर पर
14. **Integrity:** (noun) honesty and moral principles अखंडता/ईमानदारी
15. **Important dimensions:** (noun phrase) significant aspects or factors महत्वपूर्ण आयाम/पहलू

16. **Suppression**: (noun) keeping something down or preventing सदमन/दबाना

Following words to be transcribed in capital with their analysis.

1. PROPER NOUNS - INSTITUTIONS

Word/Phrase	Why Capital?
First Division	Official job title
Assistant	
State	Government/country name
High Courts	Official court names
Supreme Court	Highest court name

2. SPECIFIC LEGAL DOCUMENT

Word	Why Capital?
Rule	Specific legal regulation

3. EMPHASIS/RESPECT

Word	Why Capital?
State	Shows respect for government

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