

Run By Shorthand Dictation Legal Matters

Since 2005

(Sir Isaac Pitman's Shorthand)

Krishna Shorthand Institute

कृष्णा आशुलिपिक संस्थान

(English Only) By. A.V. Kushwaha

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

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If you are not upgrading, you are downgrading.

What you will receive in this dictation:

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

Topic: Service Matters: Public Interest Transfers vs. Requested Transfers

Transfers characterised as in public interest are founded, sourced, and rooted in administrative exigencies and nothing else. Effecting or transferring²⁰ employees at their behest is equally important but exercise of that power and discretion is to subserve a different cause⁴⁰ or a value, which is distinct from transfer in public interest. It is necessary to draw a clear distinction between⁶⁰ these two, as their purpose, procedure, and consequence are distinct. This distinction is in fact recognised and incorporated in the Rules.⁸⁰ If a government employee holding a particular post is transferred on public interest, he carries with him his existing¹⁰⁰ status including seniority to the transferred post. However, if an officer is transferred at his own request, such a transferred¹²⁰ employee will have to be accommodated in the transferred post, subject to the claims and status of the other employees¹⁴⁰ at the transferred place, as their interests cannot be varied without there being any public interest in the transfer.¹⁶⁰ Subject to specific provision of the Rules governing the services, such transferees are generally placed at the bottom, below the junior-most¹⁸⁰ employee in the category in the new cadre or department. The rationale here is to avoid heartburn of existing employees here.²⁰⁰

In service jurisprudence, the general rule is that if a government servant holding a particular post is transferred to the same²²⁰ post in the same cadre, the transfer will not wipe out his length of service in the post till the²⁴⁰ date of transfer and the period of service in the post before his transfer has to be taken²⁶⁰ into consideration in computing the seniority in the transferred post. But where a government servant is so transferred on²⁸⁰ his own request, the transferred employee will have to forego his seniority till the date of transfer, and will be³⁰⁰ placed at the bottom below the junior most employee in the category in the new cadre or department. This is because³²⁰ a government servant getting transferred to another unit or department for his personal considerations, cannot be permitted to disturb³⁴⁰ the seniority of the employees in the department to which he is transferred, by claiming that his service in the³⁶⁰ department from which he has been transferred, should be taken into account. This is also because a person appointed to³⁸⁰ a particular post in a cadre, should know the strength of the cadre and prospects of promotion as such there.⁴⁰⁰

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Note: Check How Powerful Your Vocabulary is by going through it and let us know how many words you already know with their meaning.

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Page No.1

1. **Characterised:** (verb) described/defined विशेषता बताना
2. **Founded:** (verb) based/established आधारित
3. **Sourced:** (verb) obtained/derived प्राप्त करना
4. **Rooted:** (verb) originated/based मूल आधार
5. **Administrative exigencies:** (noun) urgent admin needs प्रशासनिक आवश्यकताएं

Accuracy Mantra: Try to understand difference between following two words from the examples given.

6. **Effecting vs. Affecting:** (verb) causing vs. influencing प्रभावित करना बनाम कारण बनना

◆ **Affecting** = Influencing (प्रभाव डालना)

👉 Verb, action of producing change.

✍ Example: The weather is affecting the crops.
(मौसम फसलों पर प्रभाव डाल रहा है।)

◆ **Effecting** = Bringing about / Causing (कार्यान्वित करना / लागू करना)

👉 Verb, action of carrying something out.

✍ Example: The manager is effecting major changes in the policy. (प्रबंधक नीति में बड़े बदलाव लागू कर रहा है।)

Memory Hook

- **Affecting** = Action of Influence
- **Effecting** = Execution / Bringing into Effect

7. **Behest**: (noun) command/request आदेश, a person's orders or command आदेशानुसार
8. **Discretion**: (noun) freedom to decide विवेकाधिकार
9. **To subserve**: (verb) to serve/help सेवा करना
10. **Distinct**: (adjective) different/separate अलग
11. **Distinction**: (noun) difference भेद
12. **Recognised**: (verb) acknowledged मान्यता देना
13. **Incorporated**: (verb) included शामिल करना
14. **Public interest**: (noun) public welfare जनहित

15. **Transferees:** (noun) transferred persons
स्थानान्तरित व्यक्ति

16. **Cadre:** (noun) service group/category संवर्ग

Accuracy Mantra: Try to understand difference between following two words from the examples given.

17. **Rationale vs. Rational:** (noun vs. adj) reason vs. logical
तर्क बनाम तर्कसंगत

1. **Rationale = Reason (कारण)**

- The rationale for the decision is safety.
निर्णय का कारण सुरक्षा है।

Rational = Logical (तार्किक)

- His plan is rational and practical.
उसकी योजना तार्किक और व्यावहारिक है।

2. **Rationale = Reason (कारण)**

- The teacher explained the rationale of the rule.
शिक्षक ने नियम का कारण समझाया।

Rational = Logical (तार्किक)

- Be rational, not emotional.
भावुक नहीं, तार्किक बनो।

3. **Rationale = Reason (कारण)**

- The rationale for higher taxes is to reduce deficit.

अधिक कर लगाने का कारण घाटा कम करना है।

Rational = Logical (तार्किक)

- It is rational to save for the future.

भविष्य के लिए बचत करना तार्किक है।

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4. Rationale = Reason (कारण)

- He gave the rationale behind his choice.

उसने अपने चुनाव का कारण बताया।

Rational = Logical (तार्किक)

- Only a rational person can solve this puzzle.

केवल तार्किक व्यक्ति ही यह पहेली सुलझा सकता है।

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5. Rationale = Reason (कारण)

- The rationale for punishment is discipline.

दंड का कारण अनुशासन है।

Rational = Logical (तार्किक)

- Her explanation was rational and clear.

उसका स्पष्टीकरण तार्किक और स्पष्ट था।

Accuracy Tips:

- If it names the "reason" → rationale (noun).
- If it describes "being logical" → rational (adjective).

18. **To avoid heartburn:** (idiom) prevent dissatisfaction असंतोष से बचना

19. **Service jurisprudence:** (noun) service law सेवा कानून

20. **Wipe out:** (phrasal verb) eliminate मिटाना

21. **Computing:** (verb) calculating गणना

Accuracy Mantra: Try to understand difference between following two words from the examples given.

22. **Personal vs. Personnel:** (adj vs. noun) individual vs. staff व्यक्तिगत बनाम कर्मचारी

◆ **Personal** = Private, Individual (निजी / व्यक्तिगत)

👉 Think: Personal diary, personal life.

✍ Example: This is my personal opinion.
(यह मेरा निजी विचार है।)

◆ **Personnel** = Staff, Employees (कार्मिक / कर्मचारी वर्ग)

👉 Think: Personnel department = staff section.

✍ Example: The company hired new personnel.
(कंपनी ने नए कर्मचारी नियुक्त किए।)

Memory Hook for Dictation

- *Personal* → ends with -al = qualities of a person.
- *Personnel* → ends with -nel = group of men (staff).

23. **Prospects:** (noun) future chances भविष्य की संभावनाएं

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Following words are to be written in capital letters:

1. High Court: Official name of judicial institution
2. Rules: Specific government regulations (like a law book's name)

Comma use and reasons for its application:

6 MAIN COMMA RULES

1. LISTS (3+ items)

Example: "founded, sourced and rooted" Rule: Put commas between items in a list Easy tip: Count items - if 3 or more, use commas!

2. EXTRA INFO

Example: "a value, which is distinct from transfer" Rule: Comma before "which/who/that" when adding extra details Easy tip: Can you remove the part after comma? If yes, use comma!

3. IF SENTENCES

Example: "If a government employee is transferred, he carries..." Rule: Comma after the "if" part Easy tip: IF..., then main sentence

4. HOWEVER/THEREFORE

Example: "However, if an officer is transferred" Rule: Comma after transition words Easy tip: However = comma after!

5. JOINING SENTENCES

Example: "employee will forego seniority, and will be placed at bottom" Rule: Comma before "and/but" when joining two complete sentences Easy tip: Two complete thoughts? Comma before "and"!

6. EXTRA DETAILS

Example: "placed at the bottom, below the junior-most employee" Rule: Comma before additional specific information Easy tip: General info, then specific details

SUPER SIMPLE MEMORY TRICK:

"3-List, Which-Extra, If-Then, However-Comma, And-Join, More-Details"

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