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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.*

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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This is original passage dictated in Allahabad High Court Skill Tests.

Shorthand Dictation Test
Batch - V (A)

It was further mentioned that as facility of gratuity was not available to non-teaching employees hence their age of retirement would remain 60 years.

In my opinion provision that age of retirement of non-teaching staff would be 60 years was made applicable only to those non-teaching employees who were appointed after 6.10.1990.

Through G.O. dated 18.11.1991 it was further provided that under the previous G.O. dated 6.10.1990 it was provided that those who did not give any option would retire at the age of 58 years. That provision was changed (by the said G.O. dated 18.11.1991) and it was provided that those teachers and non-teaching employees who did not give any option would retire at the age of 60 years.

In my opinion as far as those non-teaching employees who had given their option to retire at 58 years under G.O. dated 6.10.1999 are concerned, they were not affected by the subsequent G.O. dated 18.11.1991. Copy of G.O. dated 6.10.1990 has not been annexed. Under G.O. dated 6.10.1990 those non-teaching employees who opted to retire at 58 years were held entitled to gratuity. Petitioner opted for retirement at 58 years of age hence he was entitled to gratuity. Subsequent G.O. dated 18.11.1991 on the one hand cannot deprive the petitioner of his right to receive gratuity and on the other hand it did not confer any right upon the petitioner, and similarly situate non-teaching employees to continue to work (or resume work) till 60 years of age even if they had given option of retirement at the age of 58 years. In any case option had been given much before the G.O. dated 18.11.1991 and in spite of G.O. dated 18.11.1991, in view of option given by the petitioner he was made to retire at the age of 58 years on 31.10.1992 i.e. after the date of G.O. dated 18.11.1991.

The assertion of the petitioner that he gave the option hurriedly is not at all acceptable. Option was given about 2 years before attaining the age of 58 years.

Accordingly, the claim of the petitioner that he should be treated to have retired on 31.10.1994 is not acceptable, hence rejected. In this writ petition filed on 23.9.1993 no stay order was granted. However, petitioner is held entitled to gratuity and all benefits under the G.O. dated 6.10.1990 irrespective of subsequent G.O. dated 18.11.1991. Let all the benefits, if not already paid, be paid within three months from the date production of certified copy of this order before the Competent Authority failing which 2% per month interest shall be payable thereupon since after the three months till actual payment.

Writ petition is accordingly disposed of. However ^{there shall be} ~~no order as to cost~~ ^{Decided accordingly.} Parties shall bear their expenses of the litigation.

NOTE: Today's dictation is an original passage dictated in Allahabad High Court Skill Test.

Since we have dictated punctuation, which is to be added while computing actual speed of dictation. Total: 58 to 60 punctuation has been dictated.

Very important latest created passage for Supreme Court/High Court/District Court/Tribunal etc. related skill tests apart from speed building.

Topic: Effect of Subsequent G.O.

Dictation No. 6

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

(Contact No. 7355504435)

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Total Words: 459

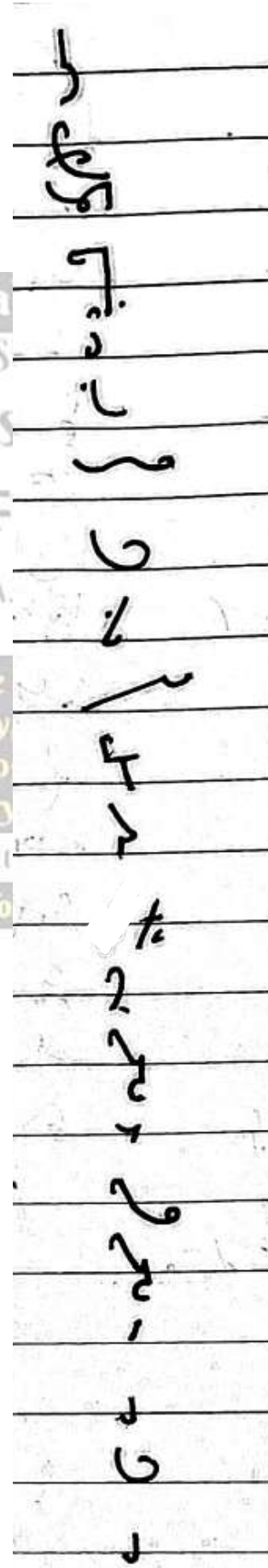
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Outlines of all highlighted words and phrases.

Note: Adopt only those outlines which are better than yours.

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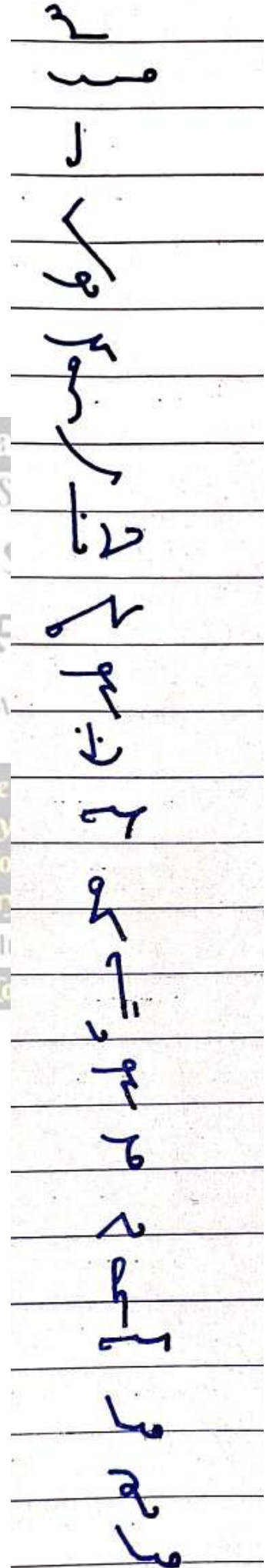
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[illegible]

THE POWER OF CONSISTENCY



(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

- 1. Further:** (adverb) additionally; in addition to what has been said आगे / इसके अतिरिक्त
- 2. Mentioned:** (verb) (past tense) referred to or spoken about briefly उल्लेख किया गया
- 3. Gratuity:** (noun) a lump sum payment made to an employee on retirement सेवानिवृत्ति पर दी जाने वाली एकमुश्त राशि / उपदान
- 4. Previous:** (adjective) existing or occurring before in time or order पूर्व / पिछला

- 5. Provided that:** (conjunction) on the condition that;
subject to the condition that इस शर्त पर कि / बशर्ते कि
- 6. Are concerned:** (verb phrase) relate to; have to do
with संबंधित हैं / जहाँ तक का सवाल है
- 7. Affected:** (verb) (past tense) had an impact on;
influenced प्रभावित किया गया
- 8. Opted:** (verb) (past tense) made a choice in favour
of something विकल्प चुना / चयन किया
- 9. Subsequent:** (adjective) coming after or following
something in time or order परवर्ती / बाद का
- 10. Deprive:** (verb) to take away or withhold
something from someone वंचित करना / छीनना
- 11. Confer:** (verb) to grant or bestow a right, title, or
benefit upon someone प्रदान करना / देना
- 12. Similarly:** (adverb) in the same or a comparable
manner इसी प्रकार / उसी तरह
- 13. Resume:** (verb) to begin again or continue after an
interruption पुनः आरम्भ करना / फिर से शुरू करना
- 14. In spite of:** (preposition phrase) without being
affected by; notwithstanding के बावजूद / होते हुए भी

- 15. In view of:** (preposition phrase) taking into account; considering के मद्देनज़र / को ध्यान में रखते हुए
- 16. Assertion:** (noun) a confident and forceful statement of fact or belief दावा / अभिकथन
- 17. Hurriedly:** (adverb) done with excessive haste; in a rushed manner जल्दबाजी में / शीघ्रता से
- 18. Attaining:** (verb) (present participle) reaching or achieving a particular age or level प्राप्त करना / पहुँचना
- 19. Acceptable:** (adjective) satisfactory; able to be agreed upon or approved स्वीकार्य / मान्य
- 20. Granted:** (verb) (past tense) officially given or allowed by a court or authority स्वीकृत किया गया / प्रदान किया गया
- 21. Irrespective:** (adverb) without being influenced by or taking account of; regardless of निरपेक्ष / पर ध्यान दिए बिना
- 22. Certified:** (adjective) officially confirmed or authenticated as true or genuine प्रमाणित / अभिप्रमाणित
- 23. Competent Authority:** (noun phrase) the official body or person having the legal power to act on a matter सक्षम प्राधिकारी / अधिकृत अधिकारी

- 24. Thereupon:** (adverb) immediately or shortly after that; as a result of that उसके पश्चात् / तत्पश्चात्
- 25. Disposed of:** (verb phrase) (past tense) dealt with and concluded finally; settled (a case) निपटाया गया / निस्तारित किया गया
- 26. No order as to cost:** (legal phrase) a direction by the court that neither party shall be required to pay the other's legal costs वाद व्यय के संबंध में कोई आदेश नहीं / खर्च के बारे में कोई आदेश नहीं
- 27. Bear:** (verb) to carry or take responsibility for something; to pay वहन करना / उठाना
- 28. Expenses:** (noun) costs or amounts of money spent on something व्यय / खर्च
- 29. Litigation:** (noun) the process of taking legal action in a court of law मुकदमेबाजी / न्यायिक कार्यवाही

By Sir AV Kushwaha,

Principal,

**Krishna Shorthand Institute, via online Telegram
Class through 7355504435**

PART 1: CAPITALIZATION ANALYSIS

PART 1: CAPITAL WORDS — WHY THEY ARE CAPITALISED

Capital Word(s)	Rule	Example from Passage
Petitioner	Starts a sentence	"Petitioner was Clerk in Seth..."
Seth Harcharan Das Girls Inter College	Proper Noun — name of a specific institution	"Clerk in Seth Harcharan Das Girls Inter College"
Hathras	Proper Noun — name of a specific city	"...College, Hathras, district Aligarh"
Aligarh	Proper Noun — name of a specific district/city	"district Aligarh"
G.O.	Abbreviation — stands for Government Order (a proper title)	"Through G.O. dated 6.10.1990"
Annexure	Used as a specific legal label/title	"Copy of the option is Annexure-1"
College	Used as part of a specific proper name, or replacing it	"College authorities issued no direction"
Principal	Title used in place of a person's name	"letter written by the Principal"

Capital Word(s)	Rule	Example from Passage
Counsel	Title/designation used as a proper reference. However, it can be transcribed in small letters too.	"learned Counsel for the petitioner"
Competent Authority	Specific legal designation treated as a proper title. However, it can be transcribed in small letters too.	"before the Competent Authority"
In	Starts a sentence	"In my opinion provision that age..."
Writ (Writ petition)	Starts a sentence	"Writ petition is accordingly disposed of"

PART 2: COMMAS AND PUNCTUATION – RULES

A. COMMAS (However, it has been dictated in today's passage.)

Punctuation Used	Where in Passage	Rule (Why Used)
Comma after place name	"Seth Harcharan Das Girls Inter College, Hathras, district Aligarh"	Commas separate items in an address or a series of locations

Punctuation Used	Where in Passage	Rule (Why Used)
Comma after date	"Through G.O. dated 6.10.1990, option was given..."	Comma after an introductory phrase before the main sentence
Comma after "In para 5 of the writ petition"	"In para 5 of the writ petition, it is mentioned..."	Comma after an introductory/opening phrase
Comma after "In any case"	"In any case, the G.O. dated 18.11.1991..."	Comma after a transitional phrase that introduces a new point
Comma with parenthetical phrase	"In my opinion provision that age of retirement of non-teaching would be 60 years was made applicable only..."	"In my opinion" is an introductory parenthetical — should ideally have a comma after it (legal drafting sometimes omits it)

B. FULL STOPS (PERIODS)

Usage	Example	Rule
End of every complete statement	"Petitioner gave option of retirement at the age of 58 years on 15.12.1990."	A full stop ends every complete sentence
Inside	"G.O." / "6.10.1990"	Full stops used

Usage	Example	Rule
abbreviations		inside abbreviations and dates

C. BRACKETS / PARENTHESES

Usage	Example	Rule
To add extra explanation inside a sentence	"(by the said G.O. dated 18.11.1991)"	Brackets enclose additional information that explains but is not essential to the main sentence. Remove the brackets and the sentence still makes sense.
"(as alleged in para 5 of the writ petition)"	Same sentence above	Writer clarifies the source/basis of a claim inside brackets
"(Annexure-3 to the writ petition)"	"copy of G.O. dated 18.11.1991 as Annexure-3 to the writ petition"	Legal reference placed in brackets to identify the document
"(or resume work)"	"continue to work (or resume work) till 60 years"	Alternative word/phrase added in brackets to cover both possibilities

D. HYPHEN

Usage	Example	Rule
Hyphen in compound expression	"non-teaching employees"	Hyphen joins two words that together form one describing term (compound modifier)

Golden Summary for Students:

- Comma = pause, separation of phrases, or after introductory words.
- Full stop = sentence is complete.
- Brackets = extra information, safely removable.
- Hyphen = two words acting as one describing word.
- Capital = name, title, place, or start of sentence.

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