

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.

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

Shorthand Dictation Test

Batch No. III (A)

Moreover, the impugned order recites that an enquiry was made regarding the genuineness of the Junior High School certificate of 1952 and it could not be ascertained as to from which school or which centre the petitioner had appeared for the Junior High School examination and therefore, the certificate appears to be forged. It is on that basis that the respondents have disbelieved the date of birth of the petitioner entered in the Junior High School certificate and have recorded that the date of birth entered in the primary school as 16.9.1933 is to be taken as correct. It will be seen that when the respondents could not make any verification regarding the genuineness of the certificate, they could not have come to the conclusion that such certificate is forged. Such cannot be a reason to declare a certificate as forged when the respondents themselves conducted the enquiry and could not verify that it was a forged or fictitious certificate. Therefore, the aforesaid finding in the impugned order is arbitrary and cannot be upheld.

Insofar as the date of birth of the petitioner is concerned, it is settled law that the date of birth entered at the time of entry into service will be deemed to be correct date of birth and after the employee has served and retired, a correction in the date of birth cannot be made or directed. The rules for correction of date of birth are very clear and a time frame has been given therein which is in any case not more than five years within which correction can be sought or made. In the present case, the respondent authority has disbelieved the date of birth of the petitioner entered at the time of entry into service much after the petitioner had been retired in accordance with the date of birth entered in his service record. Clearly, the same was not permissible in view of the law laid down by the Hon'ble Apex Court. The impugned order, therefore, cannot be upheld where it is recorded that the date of birth of the petitioner should be read as 16.9.1933 on the basis of the primary school register and since he has continued to work on the basis that his date of birth was 16.9.1937, the salary paid to him after 30.6.1994 upto 30.6.1998 requires to be recovered from him. Since the impugned order cannot be upheld for the reasons given therein, it requires to be set aside and the recovery ordered from the retiral benefits of the petitioner cannot be made against him.

For the aforesaid reasons, the writ petition stands allowed. The impugned order dated 24.1.2000 (Annexure 1) stands quashed. The respondents cannot recover the salary paid to the petitioner for the period 30.6.1994 to 30.6.1998 paid to him for the work which he has done during that period.

No order is passed as to costs.

Petition allowed.

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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NOTE: Today's dictation is an **original passage** dictated in Allahabad High Court Skill Test. Last two passage approximately 231 words have been added in this passage.

Since we have dictated punctuation, which is to be added while computing actual speed of dictation.

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

Topic: Date of Birth Dispute

Volume 1 : Dictation No. 7

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

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No order is passed as to costs.

Petition allowed.

It is further observed that administrative authorities are expected to act fairly, reasonably and in accordance with the principles of natural justice. Any decision having civil consequences must be supported by cogent material and proper verification. Mere suspicion or inability to verify a document, without positive proof of fabrication, cannot form the basis of an adverse finding against an employee, particularly when such finding affects his retiral dues and financial security. The

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petitioner, having rendered long years of service, had a legitimate expectation that his service conditions, including his recorded date of birth, would not be unsettled at the fag end of his career.

The action of the respondents in reopening the issue of date of birth after retirement not only contravenes settled legal principles but also causes undue hardship. Pension and other retiral benefits are not bounty but earned rights of an employee for the services rendered. Any arbitrary deduction or recovery from such benefits must withstand strict judicial scrutiny. In the absence of any fraud or misrepresentation attributable to the petitioner, the respondents were not justified in initiating recovery proceedings. Accordingly, it is directed that all consequential benefits be restored to the petitioner forthwith. If any amount has already been recovered pursuant to the impugned order, the same shall be refunded within a reasonable period, preferably within three months from the date of receipt of this order.

Total Words: 710

Outlines of all highlighted words and phrases.

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

impugned order
recites



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enquiry
 regarding the
 genuineness
 Junior
 High School
 Certificate
 High School certificate
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could not
verification
genuineness
come to the conclusion
conducted
verify
fictitious
aforesaid
finding
arbitrary
cannot be
upheld.
declare
Insofar as the
is concerned,
it is settled law
at the time
deemed
and after the
employee
served
cannot be made
correction
therein
within
in any case
sought

Handwritten shorthand symbols corresponding to the text on the left, written on lined paper.

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In the present case,
respondent authority
disbelieved
much
after the
retired
in accordance with the
Clearly,
was not
permissible
in view of the
laid down
by the
Hon'ble Apex Court
where it is
on the basis
of the
register
and since
he has
continued
requires
recovered
from him
Since the
upheld
for the reasons

The image shows a series of handwritten shorthand symbols on lined paper. The symbols are arranged vertically and correspond to the words in the typed text on the left. The symbols are: 'In', 'the', 'pre', 'sen', 't', 'ca', 'se', 're', 's', 'p', 'o', 'n', 'd', 'e', 'n', 't', 'a', 'u', 't', 'h', 'o', 'r', 'i', 't', 'y', 'd', 'i', 's', 'b', 'e', 'l', 'i', 'e', 'v', 'e', 'd', 'm', 'u', 'c', 'h', 'a', 'f', 't', 'e', 'r', 't', 'h', 'e', 'r', 'e', 't', 'i', 'r', 'e', 'd', 'i', 'n', 'a', 'c', 'c', 'o', 'r', 'd', 'a', 'n', 'c', 'e', 'w', 'i', 't', 'h', 't', 'h', 'e', 'c', 'l', 'e', 'a', 'r', 'l', 'y', 'w', 'a', 's', 'n', 'o', 't', 'p', 'e', 'r', 'm', 'i', 's', 's', 'i', 'b', 'l', 'e', 'i', 'n', 'v', 'i', 'e', 'w', 'o', 'f', 't', 'h', 'e', 'l', 'a', 'i', 'd', 'd', 'o', 'w', 'n', 'b', 'y', 't', 'h', 'e', 'h', 'o', 'n', 'o', 'b', 'l', 'e', 'a', 'p', 'e', 'x', 'c', 'o', 'u', 'r', 't', 'w', 'h', 'e', 'r', 'e', 'i', 't', 'i', 's', 'o', 'n', 't', 'h', 'e', 'b', 'a', 's', 'i', 's', 'o', 'f', 't', 'h', 'e', 'r', 'e', 'g', 'i', 's', 't', 'e', 'r', 'a', 'n', 'd', 's', 'i', 'n', 'c', 'e', 'h', 'e', 'h', 'a', 's', 'c', 'o', 'n', 't', 'i', 'n', 'u', 'e', 'd', 'r', 'e', 'q', 'u', 'i', 'r', 'e', 's', 'r', 'e', 'c', 'o', 'v', 'e', 'r', 'e', 'd', 'f', 'r', 'o', 'm', 'h', 'i', 'm', 's', 'i', 'n', 'c', 'e', 't', 'h', 'e', 'u', 'p', 'h', 'e', 'l', 'd', 'f', 'o', 'r', 't', 'h', 'e', 'r', 'e', 'a', 's', 'o', 'n', 's'

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verification.

suspicion

inability

document,

positive

proof

fabrication

adverse

particularly

affects

retiral dues

financial security

rendered

legitimate

expectation

service conditions

would not be

unsettled

at the

fag

end

career

carrier

respondents

reopening

issue

retirement

Handwritten shorthand notes for each word in the list on the left. The notes are written in a cursive style on lined paper. The words and their corresponding shorthand are: verification (v), suspicion (s), inability (i), document (d), positive (p), proof (p), fabrication (f), adverse (a), particularly (p), affects (a), retiral dues (r), financial security (f), rendered (r), legitimate (l), expectation (e), service conditions (s), would not be (w), unsettled (u), at the (a), fag (f), end (e), career (c), carrier (c), respondents (r), reopening (r), issue (i), retirement (r).

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not only
contravenes
settled
principles
causes
undue
hardship.
Pension
retiral
bounty
earned
arbitrary
deduction
recovery
benefits
withstand
strict
judicial
scrutiny
In the absence
fraud
misrepresentation
attributable
were not
justified
initiating
recovery proceedings.

The image shows a vertical list of handwritten shorthand symbols on lined paper. Each symbol corresponds to a word from the list on the left. The symbols are written in a cursive, shorthand style, often with small numbers (1, 2, 3) indicating stroke order or specific variations. The symbols are: 1. A simple hook-like shape. 2. A shape resembling a lowercase 'i' with a dot. 3. A simple horizontal line. 4. A shape resembling a lowercase 'p' with a dot. 5. A shape resembling a lowercase 's' with a dot. 6. A shape resembling a lowercase 'u' with a dot. 7. A shape resembling a lowercase 'h' with a dot. 8. A shape resembling a lowercase 'l' with a dot. 9. A shape resembling a lowercase 'r' with a dot. 10. A shape resembling a lowercase 'e' with a dot. 11. A shape resembling a lowercase 't' with a dot. 12. A shape resembling a lowercase 'n' with a dot. 13. A shape resembling a lowercase 'a' with a dot. 14. A shape resembling a lowercase 'm' with a dot. 15. 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A shape resembling a lowercase 'u' with a dot. 111. A shape resembling a lowercase 'v' with a dot. 112. A shape resembling a lowercase 'w' with a dot. 113. A shape resembling a lowercase 'x' with a dot. 114. A shape resembling a lowercase 'y' with a dot. 115. A shape resembling a lowercase 'z' with a dot.

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Accordingly,
it is directed that
consequential
benefits
restored
forthwith
amount
If any
already been
pursuant to the
shall be
refunded
preferably
three months
receipt
of this
order.

Handwritten shorthand notes on lined paper, corresponding to the typed text on the left. The notes are written in a cursive shorthand style.

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

1. **Impugned order:** (noun phrase) an order that is being challenged or disputed in court विवादित आदेश / चुनौती दिया गया आदेश
2. **Recites:** (verb) (present tense, third person singular) states or mentions formally (in a legal document) उल्लेख करना / बयान करना
3. **Genuineness:** (noun) the quality of being real, authentic, or true प्रामाणिकता / असलियत
4. **Certificate:** (noun) an official document proving a fact or qualification प्रमाण पत्र
5. **Ascertained:** (verb) (past tense) found out or discovered with certainty पता लगाना / निश्चित करना
6. **Forged:** (adjective/verb past participle) fake, counterfeit, or fraudulently made जाली / कूटरचित
7. **Primary school:** (noun phrase) elementary school; the first stage of formal education प्राथमिक विद्यालय / प्राइमरी स्कूल
8. **Verification:** (noun) the process of checking or confirming the truth or accuracy सत्यापन / जाँच

- 9. Come to the conclusion:** (verb phrase) (present tense) to reach a decision or judgment after consideration निष्कर्ष पर पहुँचना
- 10. Came to the conclusion:** (verb phrase) (past tense) reached a decision or judgment after consideration निष्कर्ष पर पहुँचे / निष्कर्ष निकाला
- 11. Fictitious:** (adjective) false, fake, or imaginary काल्पनिक / झूठा / बनावटी
- 12. Arbitrary:** (adjective) based on random choice rather than reason; unreasonable मनमाना / स्वेच्छाचारी
- 13. Upheld:** (verb) (past tense) supported, maintained, or confirmed (a decision) बरकरार रखना / समर्थन करना
- 14. Insofar as:** (conjunction phrase) to the extent that; as far as जहाँ तक / जिस हद तक
- 15. It is settled law:** (noun phrase) an established legal principle that is no longer in dispute यह स्थापित कानून है / यह निर्धारित विधि है
- 16. At the time:** (prepositional phrase) during a particular moment or period उस समय / उस वक्त
- 17. Deemed:** (verb) (past participle) considered or regarded as माना जाना / समझा जाना
- 18. Therein:** (adverb) in that place, document, or matter उसमें / उक्त में

- 19. Within:** (preposition) inside the limits of time or space के भीतर / के अंदर
- 20. Sought:** (verb) (past tense of seek) requested, asked for, or tried to obtain माँगा / खोजा / अनुरोध किया
- 21. Respondent authority:** (noun phrase) the official body or person against whom a legal case is filed प्रत्यर्थी प्राधिकरण / उत्तरदाता प्राधिकारी
- 22. Permissible:** (adjective) allowed or acceptable under the rules अनुमेय / स्वीकार्य
- 23. Laid down:** (verb phrase) (past tense) established or prescribed (a rule or principle) निर्धारित किया / स्थापित किया
- 24. Hon'ble Apex Court:** (noun phrase) Honourable Supreme Court (the highest court) माननीय उच्चतम न्यायालय / माननीय सर्वोच्च न्यायालय
- 25. Set aside:** (verb phrase) (past tense) cancelled, annulled, or overturned (a decision) रद्द करना / निरस्त करना
- 26. Retiral benefits:** (noun phrase) benefits received upon retirement सेवानिवृत्ति लाभ / रिटायरमेंट के लाभ
- 27. Annexure:** (noun) an attachment or appendix to a document अनुलग्नक / संलग्नक
- 28. Quashed:** (verb) (past tense) legally cancelled or made void निरस्त किया / रद्द किया

29.No order as to costs: (legal phrase) no direction given regarding payment of legal expenses खर्च के बारे में कोई आदेश नहीं

30.Observed: (verb) (past tense) remarked, noted, or stated टिप्पणी की / कहा

31.Administrative authorities: (noun phrase) government officials or bodies responsible for administration प्रशासनिक अधिकारी / प्रशासनिक प्राधिकरण

Accuracy Mantra: Expected vs. Accepted

Expected: (verb/adjective)

- **Verb (past tense):** anticipated or looked forward to something
- **Adjective:** considered likely or required
- **Hindi:** अपेक्षित / प्रत्याशित
- **Usage:** "The authorities are **expected** to act fairly" (अधिकारियों से उचित व्यवहार की अपेक्षा की जाती है)
- **Pronunciation:** /ɪk'spektɪd/ (इक्-स्पेक्-टिड)
- **Accuracy Note:** The word begins with "ex-".

Accepted: (verb/adjective)

- **Verb (past tense):** agreed to receive or approved something
- **Adjective:** generally approved or recognized
- **Hindi:** स्वीकृत / स्वीकार किया हुआ

- **Usage:** "The proposal was **accepted** by the committee" (प्रस्ताव समिति द्वारा स्वीकार किया गया)
- **Pronunciation:** /ək'septɪd/ (अक्-सेप्-टिड)
- **Accuracy Note:** The word begins with "ac-".

Key Difference:

- **Expected** = what is anticipated (भविष्य की ओर देखना)
- **Accepted** = what is agreed upon (सहमति देना)

33. Fairly: (adverb) in a just, reasonable, or impartial manner
निष्पक्ष रूप से / उचित तरीके से

34. Reasonably: (adverb) in a sensible, logical, or moderate manner
तर्कसंगत रूप से / युक्तियुक्त ढंग से

35. Principles of natural justice: (noun phrase) fundamental rules of fair procedure and hearing प्राकृतिक न्याय के सिद्धांत

Accuracy Mantra: Several times principle of nature justice is also dictated. Be vigilant and listen principle or principles.

36. Consequences: (noun) (plural) results or effects of an action
परिणाम / नतीजे

37. Cogent: (adjective) clear, logical, and convincing सशक्त / प्रबल / ठोस

38. Fabrication: (noun) the act of inventing or making up false information
मनगढ़त / बनावट / कपटरचना

You may join any of three Batches, as per your requirement:

(i) Batch No. 1, 80 WPM (80 to 95)

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To join, send "Your Name" & "Batch preference" payment proof of tuition fee at Teligram No. 7355504435. You can deposit Membership Fee via Bhim/ Paytm/PhonePe/Google Pay at 7355504435* (Anjali Kushwaha) or Anjali Kushwaha, Bank of India, A/c No. 701310310000508, IFSC Code: BKID0007013.

39. Adverse: (adjective) harmful, unfavorable, or negative
प्रतिकूल / हानिकारक

Accuracy Mantra: Affects vs. Effects

Affects: (verb): influences or produces a change in something

- **Hindi:** प्रभावित करता है / असर डालता है
- **Usage:** "The decision **affects** his retiral dues" (यह निर्णय उसके सेवानिवृत्ति बकाया को प्रभावित करता है)
- **Pronunciation:** /ə'fekts/ (अ-फेक्ट्स)
- **Shorthand Note:** **Affects** is a VERB (action word) - "A" for Action
- **Memory Trick:** **Affects = Action**

Effects: (noun/verb)

- **Noun (plural):** results, consequences, or outcomes
- **Verb:** brings about or causes something to happen
- **Hindi:** प्रभाव (noun) / प्रभावित करना (verb - formal)
- **Usage as noun:** "The **effects** of the order are serious" (प्रभाव गंभीर हैं)
- **Usage as verb:** "The government **effects** policy changes" (सरकार नीति परिवर्तन लागू करती है)
- **Pronunciation:** /ɪ'fekts/ (इ-फेक्ट्स)
- **Shorthand Note:** **Effects** is usually a NOUN (thing word) - "E" for End result
- **Memory Trick:** **Effects = End result**

Key Difference:

- **Affects** = the action of influencing (क्रिया - प्रभावित करना)
 - **Effects** = the results produced (परिणाम - प्रभाव)
 - **Simple Rule:** The decision **affects** (verb) you and produces **bad effects** (noun)
-

40. Retiral dues: (noun phrase) payments or benefits owed at retirement सेवानिवृत्ति बकाया / रिटायरमेंट देय राशि

41. Financial security: (noun phrase) state of having stable income and savings आर्थिक सुरक्षा / वित्तीय सुरक्षा

42. Rendered: (verb) (past tense) provided, gave, or performed (services) प्रदान किया / दिया

43. Legitimate: (adjective) lawful, valid, or reasonable वैध / न्यायसंगत

44. Expectation: (noun) a belief that something will happen अपेक्षा / उम्मीद

45. Unsettled: (adjective/verb past participle) disturbed, uncertain, or not resolved अनिश्चित / अस्थिर / बिगाड़ा गया

46. At the fag end: (idiomatic phrase) at the very end or final stage अंतिम चरण में / आखिरी समय में

Accuracy Mantra: Career vs. Carrier

Career: (noun)

- An occupation or profession pursued for a significant period of one's life

- **Hindi:** करियर / व्यवसाय / जीविका
- **Usage:** "He had a successful **career** in the civil service" (उनका सिविल सेवा में सफल करियर रहा)
- **Pronunciation:** /kə'ri:ə/ (क-री-अर)
- **Shorthand Note:** **Career** relates to JOB/PROFESSION
- **Memory Trick:** Career has ONE "r" - focus on ONE profession

Carrier: (noun)

- A person or thing that carries, transports, or transmits something
- **Hindi:** वाहक / ढोने वाला / कैरियर
- **Usage:** "The postal **carrier** delivers mail" (डाक वाहक चिट्ठियाँ पहुँचाता है)
- **Another Usage:** "Disease **carrier**" (रोग वाहक)
- **Pronunciation:** /'kæri:ə/ (कै-री-अर)
- **Shorthand Note:** **Carrier** is someone/something that CARRIES
- **Memory Trick:** Carrier has TWO "r"s - carries from here to there (two points)

Key Difference:

- **Career** = your professional life/occupation (नौकरी/पेशा)
- **Carrier** = something that transports/carries (वाहक/ढोने वाला)
- **Common Error:** "at the fag end of his **career**" NOT "carrier"

Note: In the dictation, it appears to have incorrectly been spelt out.

47. Contravenes: (verb) (third person singular present) goes against or violates (a rule or law) उल्लंघन करना / विरुद्ध होना

48. Undue hardship: (noun phrase) excessive or unreasonable difficulty अनुचित कठिनाई / अत्यधिक परेशानी

49. It is not a bounty: (phrase) it is not a favor or gift but a right यह उपकार नहीं है / यह अधिकार है

50. Arbitrary: (adjective) [repeated] based on random choice rather than reason; unreasonable मनमाना / स्वेच्छाचारी

51. Deduction: (noun) an amount subtracted or withheld कटौती / घटाव

52. Withstand: (verb) endure, resist, or survive सहन करना / झेलना / टिके रहना

53. Strict judicial scrutiny: (noun phrase) rigorous examination by a court कठोर न्यायिक जाँच / सख्त न्यायिक समीक्षा

54. Attributable: (adjective) regarded as being caused by आरोपित / जिम्मेदार ठहराया जा सकने वाला

55. Recovery proceedings: (noun phrase) legal process to recover money or dues वसूली कार्यवाही / रिकवरी की कार्यवाही

- 56. Consequential benefits:** (noun phrase) benefits that follow as a result परिणामी लाभ / फलस्वरूप मिलने वाले लाभ
- 57. Forthwith:** (adverb) immediately, without delay तुरंत / तत्काल
- 58. Pursuant to:** (preposition phrase) in accordance with or following के अनुसरण में / के अनुसार
- 59. Preferably:** (adverb) ideally, if possible; more desirably अधिमानतः / प्राथमिकता से
- 60. Receipt:** (noun) the act of receiving or a written acknowledgement of receiving something प्राप्ति / रसीद

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PART 1: CAPITALIZATION ANALYSIS

Quick Reference Chart

Capitalized Word/Phrase	Grammatical Reason	Example from Text
Junior High School	Proper noun (specific educational institution/qualification)	"the Junior High School certificate of 1952"
Hon'ble Court	Proper noun (Supreme Court of India)	"law laid down by the Hon'ble Apex Court"
Annexure	Legal document reference	"order dated 24.1.2000 (Annexure 1)"

Simple Explanations

1. JUNIOR HIGH SCHOOL

- Why capital? It refers to a specific educational certificate/institution, not just any school
- Think of it like "Cambridge Certificate" or "ICSE Board"

2. HON'BLE APEX COURT

- Why capital? It's the official name for India's Supreme Court
- Just like "Prime Minister" or "High Court" - official titles get capitals

3. ANNEXURE

- Why capital? It's referring to a specific legal document attached to the case
- Like naming a chapter: "Chapter 1" or "Exhibit A"

PART 2: PUNCTUATION ANALYSIS

Comma Usage Chart

Punctuation	Purpose	Complete Example
Comma after	Separates opening	"Moreover, the impugned order recites

Punctuation	Purpose	Complete Example
introductory phrase	clause from main sentence	that an enquiry was made"
Comma in complex sentences	Separates dependent from independent clause	"When the respondents could not make any verification, they could not have come to the conclusion"
Comma in lists/series	Separates items in a series	"act fairly, reasonably and in accordance with"
Comma with relative clauses	Sets off non-essential information	"The petitioner, having rendered long years of service, had a legitimate expectation"

Other Important Punctuation

FULL STOPS (PERIODS)

- Purpose: End declarative sentences
- Example: "Petition allowed."

PARENTHESES ()

- Purpose: Include supplementary information or citations
- Example: "the impugned order dated 24.1.2000 (Annexure 1)"
- Example: "Junior High School certificate (1952)"

Key Comma Rules Applied In the Passage

1. AFTER TRANSITION WORDS

- "Moreover, the impugned order..."
- "Therefore, the aforesaid finding..."
- "Clearly, the same was not permissible..."

2. BEFORE "AND" JOINING SENTENCES

- "could not verify, and therefore"
- "retired, and a correction cannot be made"

3. AROUND INTERRUPTING PHRASES

- "The petitioner, having rendered long years of service, had..."
- "Pension and other retiral benefits are not bounty but earned rights"

4. AFTER DEPENDENT CLAUSES AT START

- "Since the impugned order cannot be upheld, it requires to be set aside"
- "If any amount has already been recovered, the same shall be refunded"

SPECIAL LEGAL PUNCTUATION

- ABBREVIATIONS: Hon'ble (honourable with apostrophe)

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