

**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.*

# 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.

Since we have dictated punctuation, which is to be added while computing actual speed of dictation. Total: 51 to 60 punctuation have been dictated.

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

**Topic: Retirement Age Option Dispute**

## Volume: 1, Dictation No. 3

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

(Contact No. 7355504435)

Petitioner was Clerk in Seth Harcharan Das Girls Inter College, Hathras, district Aligarh. He was to attain the age of 58 years on 31.10.1992. Through G.O. dated 6.10.1990 option was given to the employees of the aided schools either to opt for retirement at the age of 58 years or at the age of 60 years. Petitioner gave option of retirement at the age of 58 years on 15.12.1990. Accordingly, petitioner was made to retire on 31.10.1992. Copy of the option is Annexure-1 to the writ petition. In para 5 of the writ petition, it is mentioned that

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immediately after retirement petitioner approached the respondents with the request that since age of superannuating was 60 years hence he should be allowed to work till 31.10.1994. It is stated in the same para that on 21.6.1993 College authorities issued no direction for withdrawal of the petitioner. There is no allegation that any request for withdrawal of the option was made before 31.10.1992. Neither copies of alleged written request made after the said date (as alleged in para 5 of the writ petition) have been annexed nor their dates have been given.

Petitioner has also annexed copy of G.O. dated 18.11.1991 as Annexure-3 to the writ petition and has stated that he was not aware of the said G.O.

Annexure-5 to the writ petition is a letter dated 6.9.1993 written by the Principal of the College to the petitioner. In the said letter it is mentioned that in reply to the earlier letter dated 28.8.1993 written by the Principal regarding submission of forms and documents for payment of pension, petitioner had mentioned that in the absence of gratuity retirement was not accepted. That appears to be first written communication by the petitioner to the Principal. It was made after about 10 months of actual retirement.

The main case of the petitioner is that by virtue of G.O. dated 18.11.1991 (Annexure-3 to the writ petition), age of retirement of non-

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teaching employees of aided schools again became 60 years, hence he was entitled to continue till 31.10.1994. The case of the petitioner that he was not aware of the said G.O. is not believable. No one can plead ignorance of law.

In any case the G.O. dated 18.11.1991 cannot be interpreted in the manner in which learned Counsel for the petitioner wanted it to be interpreted. It was mentioned in the said G.O. that those teachers and non-teaching employees who were appointed after the G.O. dated 6.10.1990 would automatically be held entitled to the new pension scheme and teachers would be required to give option at the time of appointment as to whether he/she would opt to retire at the age of 58 years or not. The petitioner has not exercised his option as per the G.O. for reasons best known to him.

(87, Sulem Sarai, Prayagraj, Uttar Pradesh)

(Contact No. 7355504435)

**Total Words: 469**

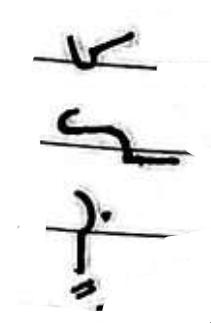
Outlines of all highlighted words and phrases.

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

Petitioner

Clerk

Seth



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Harcharan Das

Girls

Inter College

Hathras

district

Aligarh

attain

age of

Through

G.O. dated

option

employees

aided

schools

either

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at the

Accordingly,

petitioner

retire

Copy of the

Annexure

In para

writ petition

The image shows a vertical column of handwritten shorthand notes on lined paper. The notes are written in a cursive style and correspond to the text on the left. The notes are: Harcharan Das, Girls, Inter College, Hathras, district, Aligarh, attain, age of, Through, G.O. dated, option, employees, aided, schools, either, opt, retirement, at the, Accordingly, petitioner, retire, Copy of the, Annexure, In para, writ petition.



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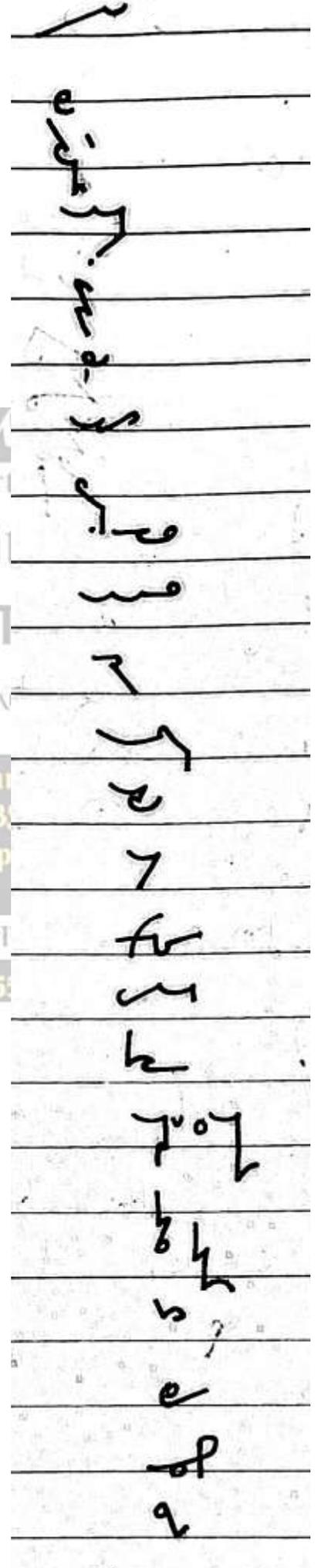
annexed  
has stated that  
he was not  
aware of the  
letter dated 6.9.1993  
Principal  
In the  
it is mentioned  
in reply to the  
letter dated  
regarding  
forms  
submission  
pension,  
had mentioned  
in the  
absence  
gratuity  
retirement  
accepted  
appears to be  
first  
communication  
It was  
actual

Handwritten shorthand notes on lined paper, corresponding to the typed text on the left. The notes are written in a cursive shorthand style. At the bottom right of the notes, the number '7057' is written.

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retirement  
is that  
by virtue of  
non-teaching  
believable  
is not  
No one  
plead  
ignorance  
In any case  
cannot be  
interpreted  
in the manner  
in which  
learned counsel for the petitioner  
wanted  
automatically  
entitled  
teachers  
at the time  
appointment  
as to whether  
exercised  
as per the



## (Increase your vocabulary:

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

Keep revising all new words learned.

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

1. **Clerk:** (noun) a person who works in an office doing administrative work लिपिक / बाबू
2. **To attain the age of:** (phrase) to reach a particular age किसी आयु को प्राप्त करना
3. **G.O.:** (noun) Government Order — an official directive issued by the government शासनादेश
4. **Aided schools:** (noun phrase) schools that receive financial assistance from the government सहायता प्राप्त विद्यालय
5. **Opt:** (verb) to make a choice or decision चुनाव करना / विकल्प चुनना
6. **Accordingly:** (adverb) in a way that is appropriate to the situation तदनुसार / उसी के अनुसार
7. **Annexure:** (noun) a document attached to a main document as supplementary material संलग्नक

- 8. Superannuating:** (verb) (present participle) retiring someone due to old age or on reaching a fixed age  
सेवानिवृत्त होना
- 9. Hence:** (adverb) for this reason; therefore इसलिए / अतः
- 10. Withdrawal:** (noun) the act of taking back or cancelling something वापसी / प्रत्याहरण
- 11. Allegation:** (noun) a claim that someone has done something wrong, without proof आरोप
- 12. Alleged:** (adjective) claimed or asserted without proof कथित / आरोपित
- 13. Annexed:** (verb) (past tense) attached or added as a supplementary document संलग्न किया गया
- 14. Gratuity:** (noun) a lump sum payment given to an employee on retirement उपदान / सेवांत लाभ
- 15. Communication:** (noun) a written or spoken message; the act of conveying information संचार / पत्र-व्यवहार
- 16. Actual:** (adjective) real or existing in fact वास्तविक
- 17. By virtue of:** (phrase) because of; on the basis of के आधार पर / के कारण

- 18. Ignorance:** (noun) lack of knowledge or information about something अज्ञानता
- 19. Interpreted:** (verb) (past tense) explained or understood the meaning of something व्याख्या की गई / अर्थ लगाया गया
- 20. Automatically:** (adverb) without any deliberate action; by itself स्वतः / अपने आप
- 21. As to whether:** (phrase) regarding the question of whether किसी बात के संबंध में कि क्या
- 22. Exercised:** (verb) (past tense) made use of a right or option अधिकार का प्रयोग किया
- 23. As per:** (phrase) in accordance with; according to के अनुसार / के मुताबिक

**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**

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

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

<b>Punctuation Used</b>	<b>Where in Passage</b>	<b>Rule (Why Used)</b>
<b>Comma after place name</b>	"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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