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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.*

What You Will Get in This Dictation:

- 1. Passage,**
- 2. Important/advance outlines**
- 3. Vocabulary**
- 4. Accuracy Mantra**

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

SHORTHAND DICTATION TEST Batch No. 2 (A)
This petition is directed against an order of suspension dated 9.1.2008.
Petitioner was working as a Fisheries Development Officer at Bareilly when he was transferred by the Deputy Director of Fisheries, Bareilly to Fatehpur *vide* order dated 29.6.2007 but it appears that he did not join and subsequently the Director of Fisheries *vide* order dated 31.7.2007 cancelled the said transfer order for a period of one year. Subsequently, *vide* order dated 22.9.2007 the petitioner was attached with the Assistant Director of Fisheries, Pilibhit but again he did not join and made various representations to the Director etc. In the meantime, the petitioner was placed under suspension, *vide* the impugned order dated 9.1.2008, in contemplation of an enquiry and subsequently the attachment order dated 22.9.2007 was cancelled in view of a Government order dated 26.11.2007.

It is urged on behalf of the petitioner that he has unblemished record and the impugned suspension order passed by the Deputy Director of Fisheries is *mala fide* and against the spirit of the order of the Director dated 31.7.2007 and therefore, should be quashed.

A counter-affidavit has been filed on behalf of the State and also the Deputy Director of Fisheries disclosing that the petitioner did not have an unblemished record and in fact was awarded adverse entry for the Session 2001-2002 for being a indisciplined employee and the said entry was upheld when the representation of the petitioner was rejected by the Director *vide* order dated 26.2.2003. Again another adverse entry was given to the petitioner for the year 2002-2003 and his integrity was not certified and yet again his representation against the said entry was rejected by the Director of Fisheries *vide* order dated 25.1.2005. Large number of complaints have been received against the petitioner, some of which are dated 23.2.2007, 11.6.2007 and 22.6.2007 etc., which have been annexed with the counter-affidavit. In fact the District Magistrate, Bareilly *vide* his letter dated 27.5.2006 had requested the Secretary of the Fisheries Department to transfer the petitioner as his indifference to work was hampering achievement of the targets imposed by the Government.

Apart from that the Assistant Director of Fisheries, a superior officer had also complained against the petitioner *vide* his demi official letter dated 23.6.2007 that the petitioner had threatened and misbehaved with him. Certain pisciculturalists of the area had also made complaints against the petitioner for not supplying the fish seeds even after receiving the money from them. So far as his attachment at Pilibhit is concerned it is explained in the counter-affidavit that his attachment to Pilibhit was necessitated because the Assistant Director, Pilibhit *vide* his letters dated 10.7.2007 and 13.8.2007 etc. had requested the Deputy Director at Bareilly to send at least two Fisheries

The request of the authority was not acted upon for good reasons.

NOTE: Today's dictation is an original passage dictated in Allahabad High Court Skill Test. Last two passage approximately 208 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: Disciplinary Action and Suspension of Fisheries Development Officer

Dictation No. 4

Personal Assistant/Private Secretary"

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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Assistant Director of Fisheries, Pilibhit but again he did not join and made various representations to the Director etc. In the meantime, the petitioner was placed under suspension vide the impugned order dated 9.1.2008, in contemplation of an enquiry and subsequently the attachment order dated 29.9.2007 was cancelled in view of a Government order dated 26.11.2007.

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11.6.2007 and 22.6.2007 etc., which have been annexed with the counter affidavit. In fact the District Magistrate, Bareilly vide his letter dated 27.5.2006 had requested the Secretary of the Fisheries Department to transfer the petitioner as his indifference to work was hampering achievement of the targets imposed by the Government.

Apart from that the Assistant Director of Fisheries, a superior officer had also complained against the petitioner vide his demi official letter dated 23.6.2007 that the petitioner had threatened and misbehaved with him. Certain pisciculturists of the area had also made complaints against the petitioner for not supplying the fish seeds even after receiving the money from them. So far as his attachment at Pilibhit is concerned it is explained in the counter affidavit that his attachment to Pilibhit was necessitated because Assistant Director, Pilibhit vide his letters dated 10.7.2007 and 13.8.2007 etc. had requested Deputy Director at Bareilly to send at least two Fisheries. The request of the authority was not acted upon for good reasons.

Fisheries Development Officers from Pilibhit was transferred to Fatehpur as the existing staff strength was insufficient to discharge the official duties and to implement various Government schemes effectively. In view of the administrative exigencies and considering the repeated complaints regarding the petitioner's conduct and negligence in performing

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his duties, the competent authority deemed it appropriate to attach him at Pilibhit so that the departmental work might not suffer. However, despite the said attachment, the petitioner again failed to comply with the orders and did not report at the place of posting within the stipulated time, which clearly reflected his lack of discipline and disregard for lawful directions of his superior officers.

It has further been stated in the counter affidavit that the petitioner's continuous non-compliance with transfer and attachment orders, coupled with the complaints received from senior officers and members of the public, necessitated the initiation of disciplinary proceedings. Therefore, the order of suspension was passed purely as an interim measure in contemplation of a " departmental enquiry to ensure a fair and impartial investigation and to prevent any interference with official records or witnesses. The respondents have asserted that the suspension order was passed bona fide, in the interest of administration, and strictly in accordance with the applicable service rules and Government instructions.

Total Words: 673

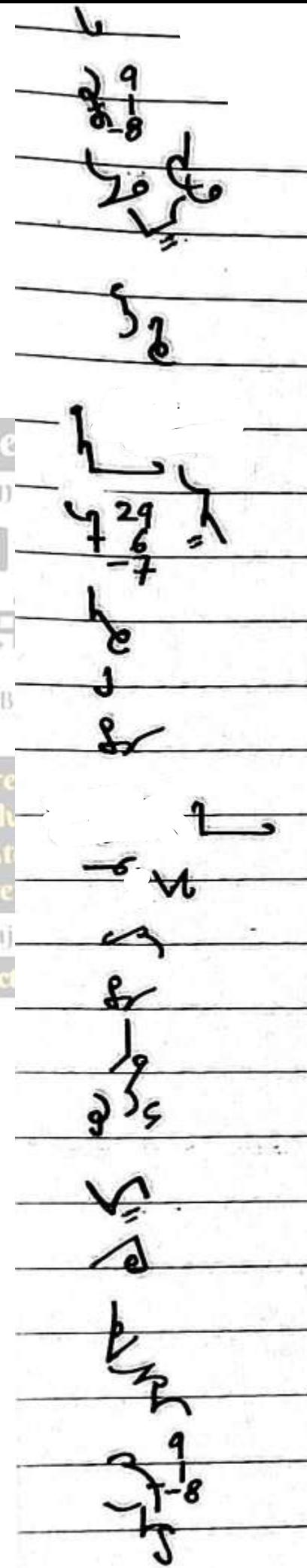
Outlines of all highlighted words and phrases.

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

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petition
suspension dated 9.1.2008
Fisheries Development Officer
Bareilly
when he was
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Deputy Director of
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vide order dated 29.6.2007
it appears that
did not subsequently
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enquiry
order dated
attachment
in view of
Government order dated
It is
urged
on behalf of the petitioner
that he
unblemished
impugned suspension
mala fide
spirit
and therefore
should be
quashed.
Counter affidavit
on behalf of the State
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did not have
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Session
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vide order dated 26.2.2003

adverse

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representation

Large number of

complaints

which are

dated

which have been

annexed

In fact

District Magistrate

letter dated 27.5.2006

requested Personal Assistant/Private Sec

Secretary of the

Fisheries Department

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by the Government.

Apart from that the

superior officer

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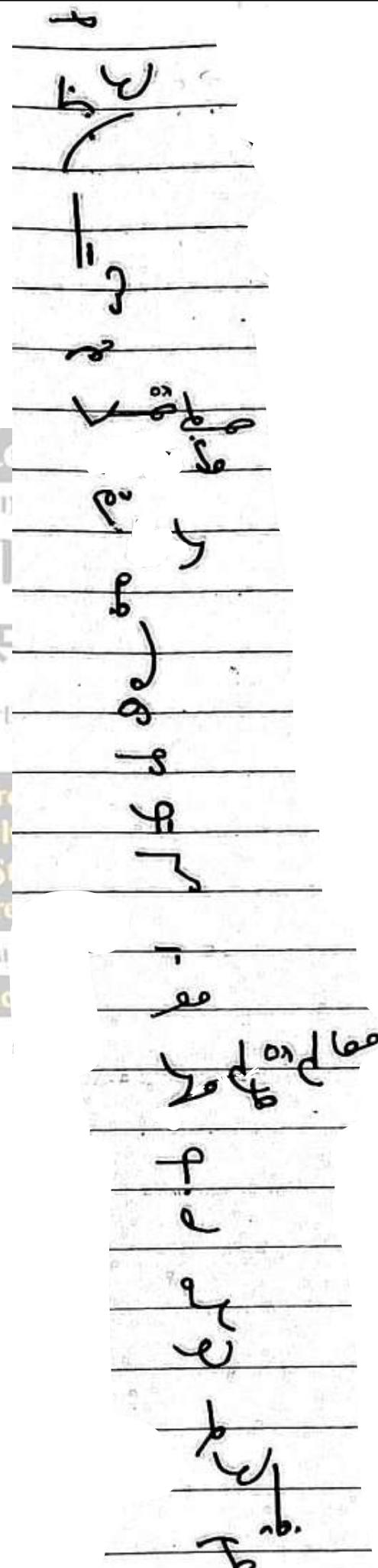
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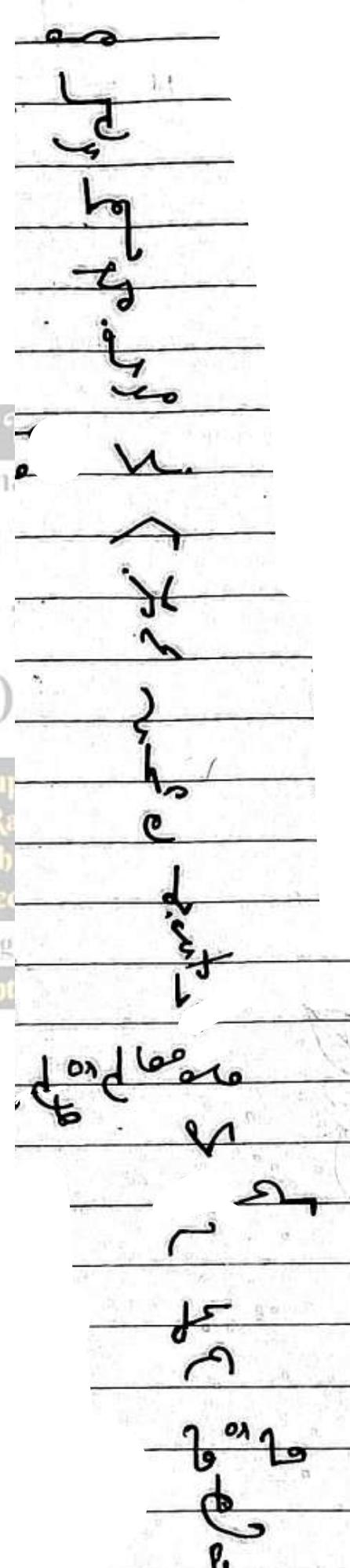
Fisheries Development Officers
existing
staff
strength
insufficient
discharge
official duties
implement



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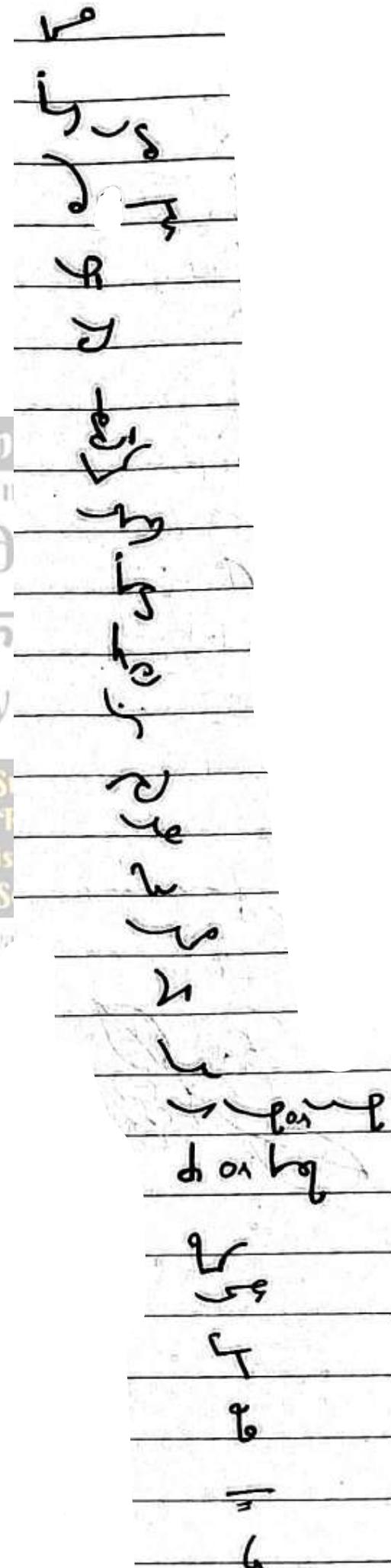
schemes
effectively
In view of the
administrative
exigencies
considering the
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so that the
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petitioner's
continuous
non-compliance
orders,
coupled with the
necessitated
initiation
disciplinary proceedings
purely
interim measure
contemplation
departmental enquiry
fair
impartial
investigation
prevent
interference
asserted
bona fide
in the interest of
administration,
strictly
in accordance with the
applicable
instructions
Government
within the



Handwritten Shorthand dictation lines showing the transcription of the text above. The lines are arranged vertically, with each line containing a different shorthand character or combination of characters. The handwriting is cursive and fluid, typical of shorthand notation.

(Increase your vocabulary:

Learn New and Important Words of the Matter)

Keep revising all new words learned.

Legal/General Matter (Legal Vocabulary Building)

- 1. Petition:** (noun) A formal written request submitted to an authority or court याचिका
- 2. Fisheries:** (noun) The industry or occupation concerned with catching or breeding fish मत्स्य पालन विभाग
- 3. Deputy Director:** (noun) An officer ranking just below the Director, authorised to act on Director's behalf उप निदेशक
- 4. Vide order dated 29.6.2007:** (phrase) As per / by virtue of the order dated 29.6.2007 दिनांक 29.6.2007 के आदेश द्वारा, or see order dated
- 5. Subsequently:** (adverb) Afterwards; at a later time तत्पश्चात / बाद में
- 6. Attached:** (verb) (past tense) Temporarily posted or assigned to another office or unit संलग्न किया गया / अस्थायी रूप से नियुक्त किया गया
- 7. Representations:** (noun) (plural) Formal written objections or requests made to an authority अभ्यावेदन
- 8. Etc.:** (abbreviation) And other similar things; and so on इत्यादि / आदि

9. In the meantime: (phrase) During the intervening period; at the same time इसी बीच / इस दौरान

10. Impugned order: (noun phrase) The order which has been challenged or called into question as illegal or improper विवादित आदेश / आक्षेपित आदेश

11. Contemplation: (noun) Consideration; the act of thinking about or planning something विचाराधीन / परिकल्पना में

12. Attachment: (noun) Temporary posting of a government employee to another office अस्थायी संलग्नता / संलग्नीकरण

13. Urged: (verb) (past tense) Strongly requested or argued a point before a court or authority तर्क प्रस्तुत किया / आग्रह किया

14. Unblemished: (adjective) Without any fault, stain or mark of misconduct; perfectly clean record निष्कलंक / बेदाग

15. Impugned suspension: (noun phrase) The suspension order which is being challenged as improper or illegal विवादित निलंबन आदेश

16. *Mala fide:* (adjective/adverb) (Latin) In bad faith; with dishonest or improper intent दुर्भावनापूर्ण / बुरी नीयत से

Accuracy Mantra: Type as two words.

17. Spirit: (noun) The true intention or purpose behind an order or law भावना / आशय

18. Quashed: (verb) (past tense) Officially cancelled, annulled or set aside by a court निरस्त किया गया / रद्द किया गया

19. Counter affidavit: (noun phrase) A sworn written statement filed by the opposite party in response to the original petition प्रति शपथपत्र

20. Awarded: (verb) (past tense) Formally given or imposed (here, an adverse entry) प्रदान किया गया / दिया गया

21. Adverse: (adjective) Unfavourable; against the interest of the concerned person प्रतिकूल

22. Indisciplined: (adjective) Lacking discipline; not following rules or orders अनुशासनहीन

23. Upheld: (verb) (past tense) Confirmed or maintained as valid by a higher authority बरकरार रखा गया / यथावत रखा गया

24. Complaints: (noun) (plural) Formal expressions of dissatisfaction or allegations made against a person शिकायतें

25. Annexed: (verb) (past tense) Attached or added as a supplementary document संलग्न किया गया

26. Indifference: (noun) Lack of interest, concern or care towards one's duties उदासीनता / लापरवाही

27. Hampering: (verb) (present participle) Obstructing or hindering progress or achievement बाधा डालना / अवरोध करना

28. Achievement: (noun) The successful accomplishment of a goal or target उपलब्धि / लक्ष्य प्राप्ति

29. Imposed: (verb) (past tense) Put in force; officially fixed or assigned थोपा गया / निर्धारित किया गया

30. Demi official letter: (noun phrase) A semi-official letter written personally by an officer to another officer on official matters, combining personal and official tone अर्ध-शासकीय पत्र

31. Threatened: (verb) (past tense) Intimidated or warned someone with the intention to cause harm धमकी दी

32. Misbehaved: (verb) (past tense) Conducted oneself improperly or rudely दुर्व्यवहार किया

33. Pisciculturists: (noun) (plural) Persons engaged in the breeding and rearing of fish मत्स्य पालक / मछली पालने वाले व्यक्ति

34. Complaints: (noun) (plural) (same as entry 25, repeated in context of pisciculturists) शिकायतें

35. Fish seeds: (noun phrase) Fertilised fish eggs or fish fingerlings used for breeding and stocking water bodies मछली के बीज / मत्स्य बीज

36. Necessitated: (verb) (past tense) Made something necessary or unavoidable आवश्यक बना दिया / अनिवार्य कर दिया

37. Acted upon: (phrase/verb) (past tense) Taken action in response to; complied with कार्यवाही की गई / पालन किया गया

38. Insufficient: (adjective) Not enough; inadequate to meet the required standard or need अपर्याप्त / नाकाफी

39. Discharge: (verb) To carry out or perform one's official duties or obligations निर्वहन करना / पालन करना

40. Official duties: (noun phrase) Responsibilities and functions assigned to a government employee by virtue of their post शासकीय कर्तव्य / सरकारी दायित्व

41. Implement: (verb) To put a plan, order or scheme into effect; to execute लागू करना / क्रियान्वित करना

42. Schemes: (noun) (plural) Government programmes or plans designed to achieve specific objectives योजनाएं / सरकारी परियोजनाएं

43. Effectively: (adverb) In a manner that produces the desired result; successfully प्रभावी ढंग से / कुशलतापूर्वक

44. Administrative exigencies: (noun phrase) Urgent or pressing needs arising out of the requirements of administration प्रशासनिक आवश्यकताएं / प्रशासनिक अपरिहार्यताएं

45. Negligence: (noun) Failure to take proper care or to perform duties with due diligence लापरवाही / कर्तव्य में शिथिलता

46. Competent authority: (noun phrase) The officially designated authority empowered to take a particular decision or action सक्षम प्राधिकारी

47. Despite the: (phrase) In spite of; notwithstanding बावजूद / के होते हुए भी

48. Comply with: (verb phrase) To act in accordance with an order, rule or instruction का पालन करना / अनुपालन करना

Accuracy Mantra: This word is often followed with preposition "With"

49. Stipulated: (verb) (past tense) Specified or required as a condition or part of an agreement निर्धारित किया गया / शर्त के रूप में उल्लिखित

50. Reflected: (verb) (past tense) Indicated or demonstrated clearly; showed as a result परिलक्षित किया / प्रदर्शित किया

51. Non-compliance: (noun) Failure or refusal to comply with an order, rule or direction अनुपालन न करना / आदेश की अवहेलना

52. Coupled with : (phrase) Combined with; together with के साथ मिलकर / के साथ संयुक्त रूप से

Accuracy Mantra: This word is often followed with preposition "With"

53. Initiation: (noun) The act of beginning or starting a formal process प्रारंभ / शुरुआत

54. Disciplinary proceedings: (noun phrase) Formal proceedings conducted against an employee for breach of conduct or service rules अनुशासनात्मक कार्यवाही

55. Purely: (adverb) Entirely; solely; for no other reason than केवल / विशुद्ध रूप से

56. Interim: (adjective) Temporary; for the time being; not permanent अंतरिम / अस्थायी

57. Fair and impartial: (adjective phrase) Just and unbiased; without favouritism or prejudice निष्पक्ष एवं न्यायसंगत

58. Asserted: (verb) (past tense) Stated or declared firmly and confidently घोषित करा / अभिकथन किया

59. Strictly: (adverb) In a precise, firm and uncompromising manner; without deviation कड़ाई से / सख्ती से

60. Instructions: (noun) (plural) Official directions or orders given by an authority निर्देश / आदेश

By Sir AV Kushwaha,

Principal,

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