

English Stenography Test Session - 9/2014
(200 words 4 minute dictation, 50 words per minute)

I am directed to invite your attention to the instructions contained in Punjab Government circular on the above mentioned subject wherein it was decided that where a Government employee dies while in service without repaying the loan including interest which has accrued thereon or any part of it obtained by him for the construction, purchase, repair of house, such loan or part thereof including interest accrued which remains unpaid is to be adjusted towards the Death cum Retirement Gratuity admissible and further if the amount due happens to be greater than the amount of Death cum Retirement Gratuity, the difference between the two is to be written off. The matter has further been considered and keeping in view the extreme hardship which the sudden demise of the employee causes his bereaved family, it has been decided that the outstanding balance of loan taken by any such employee before his death for the construction, repair or purchase of plot or house including interest accrued thereon shall be written off with the sanction of the competent authority in consultation with the Department of Finance. These orders will take effect immediately and formal amendment of the relevant rules will be issued

Paper-II
English Stenography Test Session - 6/2014
(200 words 5 minute dictation 40 words Per minute)

In order to provide relief to the power consumers who are served wrong bills pertaining to use of electricity, it has been decided to set up a Grievance Cell headed by the Director Distribution at the PSEB Head quarter 40 Patiala. Other Members of the Cell are the concerned Chief Engineer Operation, Chief Accounts Officer Revenue and concerned SE Operation. Further field officers are advised not to include arrears in the current energy bills to avoid harassment 80 to the consumers. Due to the water table having gone down, requests from AP consumers are pouring in to shift the tubewell connections from one place to other and club it in higher capacity motor to get more 120 quantity of irrigation water. The matter has been considered and it has been decided that the shifting of the tubewell connection shall be allowed after recovering the actual cost involved in such shifting to the changed site. Although 160 officers and officials posted at Joginder Nagar and Barot are entitled to free electricity as per provisions of Sales Regulations, yet concession at higher scale is not being allowed to them elsewhere in Punjab where their families are residing. 200