

COMMERCE EXAMINATION

Code No. 034(B)

ENGLISH TYPEWRITING

SENIOR - Grade - II Paper

**January, 2018**

Time:  $1\frac{1}{2}$  Hours  
Max. Marks: 100

Instructions to Candidates

1. Begin each answer on a separate sheet of paper.
2. Type on only one side of the paper.
3. Expand all abbreviations, correct misspellings and punctuate wherever necessary.
- A. Special attention should be paid to neatness & accuracy.
5. Use pen or pencil to draw vertical lines in Section - I
6. Arrange answer sheets according to question sl. Nos.

Qn: 1. Typewrite the following statement centering to the page. punctuate the figures whenever necessary and expand abbreviations. Draw vertical lines with pen or pencil.

Stt. of Pathanjali goods sold by the Unique Marketing societies in the following states in gridia. dg. 2015-2016.

Sl. No	States	Number of Societies	Number of Members		Value of goods sold during		
			Individual	Societies	2015	2016	
1	Karnataka	12,300	12,500	12,800	14,900	15,000	
2	Bihar	<del>2,300</del>	4,390	4,500	<del>5,600</del>	6,200	Stet
3	Madhya Pradesh	14,900	<del>XX</del>	15,600	16,100	16,400	
4	Tamil Nadu	13,400	13,800	14,000	14,900	15,300	
5	Punjab	9,000	9,500	10,000	10,200	10,600	
6	Assam	7,000	<del>7,600</del>	7,900	8,000	8,100	del
7	Uttar Pradesh	14,000	ΔΔ	<del>15,000</del>	15,000	15,100	{14,900
8	Andhra Pradesh	9,000	9,200	9,100	9,500	14,400	
9	Maharashtra	<del>12,300</del>	12,800	12,900	13,000	13,900	
10	Kerala	16,000	16,200	<del>16,300</del>	16,600	16,900	Stet
11	Gujarath	6,000	8,100	8,500	9,300	9,500	
12	Orissa	8,000	6,800	7,000	7,300	7,800	
13	Hariyana	5,000	5,400	5,800	5,900	6,000	
14	West Bengal	17,400	17,800	18,600	18,900	19,000	
15	Rajasthan	15,600	15,700	15,800	15,900	16,000	

~~XX~~ 15,100

ΔΔ - 14,500

Marka: 25

Qn:- R.

Typewrite the following Receipts and payments statement properly centering to the page. Punctuate the figures wherever necessary, and expand abbreviations. Draw vertical lines with pen or pencil.

Chaitra Co-operative & Housing Society // all caps  
Bajjanna Street, Chamaraipuram,  
MYSURU.

Receipts and payments a/c. for the year ending  
31-03-2016. Expend.

Receipts		Rs.	payments		Rs.
21	To Cash @ Bank	18,000	By purchase of site		AA
	" cash on hand	500	" A/c.		
	" Capital Share	15,000	" Return	20,347	
	" Loan from Housing corporation	20,000	" Office equipment	42,000	T/A
	" Admission Fee	250	" Investment	2,347	
stet	" Interest	<del>558</del>	" Salaries	11,000	
	" Misc. Receipts	680	" postage	<del>22</del>	
	" Account Suspense	145	" printing & stny.	<del>676</del>	stet
	" Deposit for sites	90,000	" Conveyance & Travelling	<del>640</del>	840
			" Interest	660	
	Total	1,39,130	Total	1,39,130	

(AA) 55,000 (T/A) 860

Marka: 15

Qn: 3.

Typewrite the following Circular in proper form, Take two Carbon copies, Expand all abbreviations, Correct all Mis-spellings.

---  
 No. DPAR: 39 EGV/2004 dated 13th June 2005.  
 From the Secretary to Government e-Governance  
 DPAR, Vidhana Soudha, Bangalore.

Expand

Sub:- procedure for formulation, approval, implementation and monitoring of e-Governance project Clarification Req.

Expand.

Ref:- 1) G.O. NO. DPAR 39 EGV 2004 dated: 7-1-2005

---  
 Vide reference (1) above, a Government order was issued regarding the procedure to be followed for implementation of e-Governance project to the Departments. In the said G.O it was explained that all the Departments U.C Stet should necessarilty prepare an e-Governance action plan clearly prioritizing their projects.

--- R.

to computerize citizen centric services and backend processes. While the Empowered Committee U.C Meeting are being held from time to time, some of the departments have sought clarification while conducting their TAP meeting <sup>re-clarification</sup> as to whether upgradation of existing hardware and application software also needs to be placed before the Empowered Committee. Para <sup>re-clarification</sup> In the Departmental TAP meeting of F.D. and Expend application software was deferred for want of clarification to the Government order referred (1) above. This confusion has arisen primarily because of e-Governance project has not been defined in the Govt. Expend order referred (1) above.

3. The object of seeking approval of e-Governance projects through an Empowered Committee headed by Chief Secretary is to ensure that whenever a new e-Governance

Project is launched its business model, its technology its synergy with other projects which capability to use ~~infrastructure~~ like Stat Data Centre, wide Area, Network, Security design are well examines and ensured before implementation.

(RAJEEV CHAWLA)  
Secretary (e-Governance)

DPAR (A.R) Retain  
Abbrev.

To

- 1) The Chief Secy to Govt. Govt. of Kataka,
- 2) The Addl. Chief Secy. to Govt. of Kataka.
- 3) The Addl. Chief. Secy. and Development Commnr.
- 4) The Addl. Chief Secy. and principal Secy. to Government planning Department.

Marks: 30

Section: II

page: 7

code no. 034(B)

Qn: A.

Typewrite the following Business letter in proper form, correcting all Mis-spellings and expanding abbreviations. Take one Carbon Copy.

Telegram: "Sukanya" Telephone: 08023463113, From  
The proprietor, Sukanya printing press, Chamaraipet,  
Bangalore, dated: 25th October 2016. Ltr No. 435/15-16,  
to The Manager, M/S. Avinash Enterprises,  
Shivrampet, Mysore. D/S,

Sub:- Distribution of 2016 New year  
Calendars.

We have recd. your letter dated 3<sup>rd</sup> instant  
and thank you for yr. enquiry as a matter of  
fact, we were ~~thinking~~ Thinking of writing  
to all our esteemed ~~customers~~ in day or two. Stet  
your enquiry for the 2016 New year Calendars  
is timely and reasonable also ¶ you are para  
aware the price of all materials and labour  
have greatly increased for the order of Central ¶  
government introduced GST. SO, we are forced  
to increase the price of our Attractive Calendars

---

in order to meet the increased cost of production. However, our profit margin is very low. We are enclosing a copy of our ~~to test~~ price list for your information and reference.

You are kindly requested to send your kind valuable orders specifying the total number of copies required by you. ~~therefore~~

Therefore please find herein enclosed an order form which may kindly be returned to us duly filled, by return of post. In this connection, kindly note that once you place your order for a particular number of copies, it will not be possible for us to increase the number at a later stage.

Further, we are glad to inform you that you will be entitled to 5% discount if you can make full payment of the Bills within a week from the date of



Section: II

page - 9

Code No. 034 (B)

1.0 Receipt of the Bills. We hope that you will avail this concession. We assure you of our best and prompt services at all times.

4/7  
For SUKANYA PRINTING PRESS, <sup>Export</sup>

SUKANYA,  
Proprietor.

Marks: 30

---