

Code NO. 034(C)

COMMERCE EXAMINATIONS

ENGLISH TYPEWRITING

SENIOR GRADE - II PAPER

January, 2018

Time: $1\frac{1}{2}$ Hour

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.
4. Special attention should be paid to neatness and accuracy.
5. Use pen or pencil to draw vertical lines in section-I
6. Arrange answer sheet according to Question Sheet.

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Section-I

Page-2

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Q. NO. 1: TYPE The following statement in Proper form
Expand abbreviation, Punctuate figures. Draw Vertical
lines with Pen or Pencil.

The following statement shows the distribution
of different kinds of dryfruits from Mrs. Punith
Traders to the several Parts of Bangalore
for the year 2014 in terms of Kilograms.

Sl. NO.	Name of the Place	Grapes	Figs	Cherry	Apricot	Raisins
1	Vijayanagar	29,400	28,850	27,450	29,500	28,200
2	Jayanagar	24,820	25,200	25,450	22,250	23,520
3	Yelahanka	23,220	23,230	22,280	25,590	22,420
4	Shivanagar	23,480	☒	23,490	22,840	25,200
5	Cubbonpet	22,220	23,855	23,250	23,220	23,050
6	Kengesi	24,540	25,250	25,030	24,290	25,530
7	Whitefield	24,530	24,250	29,430	25,480	25,470
8	Ulsoor	24,020	24,080	24,200	24,420	24,890
9	Sarakki gate	24,000	22,200	27,050	24,020	25,050
10	Peenya	23,330	24,050	25,240	25,480	28,040
11	Nagavara	23,220	23,270	23,090	22,540	23,040
12	Hebbal	22,440	22,580	22,500	22,290	23,350
13	Jakkur	25,490	25,720	25,490	25,000	22,000
14	Jalahalli	25,225	28,440	24,220	27,330	25,990

MARK: 25

Section - I

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Q. No. 2: Type the following Balance sheet in proper form (Expand abbreviations). Punctuate figures. Draw vertical lines with Pen or Pencil

Triveni Trading Corporation
Bangalore - 560080

Balance sheet as on 31.03.2008

Liabilities		Rs.	Assets		Rs.
Capital	o fee	72,000	Cash		42,000
Net Profit		8650	Inventory	stock	8000
lc sundry Creditors		12000	Accounts Receivables		6200
Accounts Payable		9000	Prepaid Expenses		850
<u>EXPENSES</u>			machinery		18000
<u>OUTSTANDING</u>			supplies		1500
Audit o		7500	Salary		12000
Rent		15000	Cash at bank		20000
ptax Taxes Payable		12250	Stock on hand		15,850
					124400
Total		1,24,400	Total		124400

Auditor's Certificate

Having audited the books of the above firm for the yr. ended 31.3.2004, we certify that the B/S exhibits the correct state of affairs

Harsha Varadhan
Chartered Accountant.

Marks: 15

Section-1

Page 4
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Q. No 3: TYPE the following Circular in Proper form. Expand all abbreviations. Correct all mis-spelling. Take TWO Carbon Copies.

Circular No. DPAR 2 SDE 2005 dated 19.2.2005
from Chief Secretary to Govt. Karnataka Govt.
Secretariat, Vidhana Soudha, Bangalore.

Subject: To furnish detailed records
while submitting proposal for
Departmental Enquiry.

Ref: Circular No. DPAR 7 SDE 2003
dated 12.5.2003.

retain
abbreviations

to

close
up

while sending the proposals reg. disciplinary cases to DPAR in addition to complying with the instructions contained in the Circular righted above, it is stated th. the Administrative departments shd. prepare articles definite of charges indicating there in a clear stt. of the misconduct, the law or rule which has been violated by the officer. The allegations against the officers shd. be sent after obtaining the opinion of the Head of the Department

Q. NO. 3 Contd

NP concerned and with the exact judgement of the dept. [They should not delay in sending proposals relating to the officers who are about to retire. If such proposals or sent at the last moment and (Enquiry) (the) becomes time-barred, the officials responsible for delay will have to be identified and action will be taken against them. In cases where the authority convey a decision or seeks any clarifications from the concerned, they should not send comments or giving directions to the Enquiry team, thereby delaying the process. At any stage of the enquiry, before sending replies the approval of The Secretary of the related dept. should be invariably be obtained. All the original documents have to be retained with them.

uc

NP

Q

The original documents may not be returned back until the enquiry is completed. [If it is noticed that incomplete proposals are sent in violation of the above mentioned instructions, disciplinary ~~action~~ action will have to be taken against the officers including

Section. II

Q. No. 3 Contd.

Principal Secretary, or Secretary who send such incomplete proposals to conduct Enquiry or any accused officials.

4. This circular is issued with the approval of the Hon'ble Chief Minister.

Sd/-

Chief Secretary to Govt.
Department of Personnel and
Administrative Reforms

Mark: 30

Section-II

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Q. NO. 4 Type the following Business letter in Proper form.
Expand all abbreviation, correct all mis-spellings
Take ONE carbon copy.

Letter no. SSS 25 dated 2nd May 2014 from
Star Software Solutions, Block No. 2, 3rd Floor
Dhanya Tech Park, Bagalkot, to the manager,
Kushi Infotech, Industrial Area, Gadag.

D/S,
Sub: Non achievement of
Project work.

We have recd. your letter of 10th instant.
our Contract with you for a data entry project
was entered into on the clear understanding that
you will observe its terms and conditions. We shd.
like to point out that ~~our~~ we are not satisfied
with your performance. As per the terms of the
settlement, the work was to be completed by
15.04.2014 and there is no reasonable belief of
this being achieved. You or well known that what
would happen if the work is not carried out
in time. [We informed through email that we
should not have had to reopen the subject
to you but for the way in which our
instructions have been disregarded. We
hope you will excuse us for saying so,

Q. NO. 4

but it looks as though you will never put yr. heart and soul into the work or carry out the terms of the contract. we cannot resist the

conclusion that you could have done more with (vigilance greater). If you finish the work rapidly now, we would not take any legal

action against you on the ground of delay. (It may seem to you that we are unduly severe, but on careful consideration, we found that you are not doing the work honestly.

In the meantime, it is impossible for us to say in how many other cases we have been put to loss involving a large sum of money.

But you know (well perfectly) that we have shown great patience in a large no. of cases, when a similar case was under consideration. We look forward to have your utmost co-operation in the matter. Kindly send us your reply as early as possible within a week.

Manager

Yours faithfully

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Marks: 30

————— X —————