

CODE NO. 054 (D)

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING

JUNIOR GRADE

II Paper

JULY, 2015

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

Marks: 100

Instructions to Candidates:

1. Begin each answer on a separate sheet of paper
 2. Type write only on one side of the paper
 3. Expand all abbreviations. Correct all miss-spellings and Punctuations wherever necessary.
 4. Use Pen or Pencils to draw the vertical lines in Section I
 5. Arrange the answer sheets according to question serial numbers.
 6. Special attention should be given to neatness & accuracy
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Q.No. 1

Type the following statement in proper form.
Correct all mis-spellings. Draw vertical lines with Pen or Pencils.

Stt. showing the no. of various trees planted by the Forest Department on either of the road side in various districts of Karnataka State from May 2010 to August 2010.

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(In thousands) uc

Sl. No.	Name of the District	May	June	July	August
1	Bangalore North	9,200	9,400	9,520	9,630
2	Bangalore South	8,450	8,250	8,520	8,640
3	Kolar	6500	6420	6320	6870
4	Mandya	7460	7520	7650	7480
5	Mysore	8600	8650	8690	9620
6	Tumkur	<u>5230</u>	<u>5360</u>	5480	5500
7	Hassan	8560	8460	8850	8960
8	Bidar	6660	6680	Δ	6790
9	Belgaum	4530	4440	4560	4980
10	Bidar	1500	1800	1600	1850
11	Shimoga	5500	5630	5470	5590
12	Chikmagalur	5820	5680	5690	5500
13	Ramanagara	3500	3200	3350	3650
14	Kodagu	1500	1200	1550	1250

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Note: The figures as mentioned in the manual Published by the Forest Department.

marks: 40

SECTION II

CODE NO: 054 (D)

Q. No. 2.

Type the following official letters in proper form
Expand all abbreviations, correct misspellings
Take one carbon copy.

Letter No. FD 21 BPE 2006. from The Principal Secretary
to The Govt. Karnataka Government Secretariat,
Vidhana Soudha, Bangalore, dt 21st November 2006. to
The Secretary to Govt., Department of Rural Development,
Bangalore. Sub: Guidelines for classification of
expenditure.

Sir,

With ref. to the above subject, Govt. of India
has sent some Guidelines for the classification
of expenditure. According to that all outlays
connected with all plans, programmes, projects or
schemes which have been sanctioned in the
10th plan or earlier, and which have been
completed as on 31.03.2007. The approach to
categorisation of schemes / completed, partly
completed or not completed may vary from
scheme (on the depending) nature of them.
The basis for classifying them should be
specifically indicated. However, in case of
Central Sector or centrally sponsored schemes
these will constitute the plan outlay for
the "Spill-over" schemes or projects. All plan
outlays should be shown on a gross basis.

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Section II

Q. No. 2 Contd.

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Also the breakup of internal resources should be shown separately

3. The Components of the plan outlay is

(Revenue Capital and) for each of the Projects or schemes be shown separately. The Revenue outlay should be done carefully with reference to the Committed Expenditure already provided under the non-plan side. This should be completed on or before 15.12.2006 and copy of the information is to be sent to this office.

Y/t,

R. R. Rao

Principal Secretary to Govt
Finance Department

Marks: 30

SECTION: II

Q. No. 3

CODENO: 054 (D)

Type the following business letter in proper form
Expand all abbreviations. correct mis-spelling.
Take ONE Carbon copy.

Letter No. SBM/ACC/52, from The Senior manager,
State Bank of Mysore, Mysore Road, Ramanagara,
to Mr. Santhosh. Sri Ranga Communications, No. 58,
New Extension, Ramanagaram. Telegram: "SBM"
dt. 1.06.2010 Telephone: 33225566
Dear Sir,

Sub: @

w.r.t the above, we have recd. your letter
dated 20.05.2010 Enquiring us about the loan
facilities available with us. Ramanagaram is
growing commercially very fast after it is
changed from (District Taluk to) So our branch
also come across many facilities to meet the
needs of our customers. In this branch you can
have many types of accounts ~~so that~~ and we will
provide Debit cards for all such accounts so that
you can access yr. account in any part of the world.

In our branch customers can avail the vehicle
loan, Building loan, Education and also
loans on jewellery at a very reasonable rate of
interest. Special plans for senior citizens are
also available. Since it is a fully computerized
branch you can save your valuable time.

@ Enquiry regarding loan facility

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Q. No. 3 contd.

Regarding your Enquiry, may we ask to visit our branch once personally. ↵

A check list of necessary documents will be provided with you. AS SOON as the documents are ready to you, we can help you to get the loan as early as possible.

Run
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Thanking you,

Yours faithfully,

for - - - - -

(ANANTH. K.S.)

Senior Manager.

marks: 30

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