

Code No. **26 X**

COMMERCE EXAMINATIONS
OFFICE PRACTICE AND PROCEDURE
JUNIOR GRADE — I PAPER

July, 2015

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

Note : Answer Question No. **8** and any *five* questions from the rest.

1. Describe briefly the functions and working of three labour saving devices used in the office. 16
 2. How does a good office controller render efficient services ? What timely action should be taken to co-ordinate and control all the departments ? 16
 3. What is security ? What is its importance in the context of modern office ? 16
 4. "Office is the nerve centre of an organisation." Comment. 16
 5. "Standardisation is essential in the office." Discuss. 16
 6. Explain the different methods of Job evaluation. What are the factors to be considered in Job evaluation ? 16
 7. What is the role of planning in relation to the office function ? 16
 8. Write short notes on any *four* of the following : 4 × 5 = 20
 - a) System Analyst
 - b) Legal Tender Money
 - c) Bank Reconciliation Statement
 - d) The Accounts Office
 - e) Speed post
 - f) Cash Sales.
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