

Code No. **15 X**

COMMERCE EXAMINATIONS
ENGLISH SHORTHAND
JUNIOR GRADE – I Paper (Speed)

June, 2016

Time : { Dictation : 10 Minutes
Transcription : 1½ Hours

[Max. Marks : 100

Instructions to Readers :

The following passage should be dictated to the candidates at the rate of 80 words per minute as marked herein and they should be asked to take down the same in the corresponding style of phonography and transcribe the same into longhand.

This Government, after
obtaining a majority, is thinking
on these lines. It is not merely
 $\frac{1}{4}$ myself. The Prime Minister has/
made one of the most famous
announcements on labour
policy. Most of you must have
 $\frac{1}{2}$ read it. I approve // of it not
because for the time being I am
serving under her. I have been
 $\frac{3}{4}$ stating this fact for a /// very
long time and I have done it in
writing. Therefore, let us all sit

together and frame correct
policies /1/ of management, 1
labour, trade union etc., so that
we may achieve the aim of
national progress through better
production.

The / Hon'ble Member, $\frac{1}{4}$
made a great point that our
railway administration is not
following modern methods of
management. He had a // dig $\frac{1}{2}$
at public enterprises and he had
a soft word to say about private

[Turn over

enterprises because they are making use of all these computers and methods of management. He said that the railways do not have a single computer even though small firms in private sectors have got them. The Hon'ble Member never loses an opportunity to praise the private sector and blame the public sector. I welcome his views and criticisms.

The Indian Railways are the largest users of computers in the country. They have many computers, one for each zonal railway and the production unit, one for Railway Board. They are being used for freight accounting, passenger accounting and statistics, wagon control, production control and pay sheets etc. A beginning

has been made in respect of inventory control as well. The Indian Railways have, however, fifty thousand items of stores which are of various characters. A comprehensive plan for computerising stores accounting and inventory control with the overall object of minimising inventory holdings and, at the same time, improving the services of the consuming departments has been introduced in stages. The first place of this scheme, has been completed in all the railways and production units and inventory ledgers are also now on the computer. The computers also produce debit and credit summaries and other account statements required to assist the management in having better control on the inventory. Modern

methods are being introduced
 $\frac{1}{2}$ slowly and it // is expected that
 the full scheme would be
 completed shortly. In spite of the
 increasing price levels the
 $\frac{3}{4}$ inventory has /// been
 maintained at, more or less, the
 same level. It is hoped that with
 the implementation of the full
 5 scheme /5/ of computerisation
 of inventory control and
 introduction of other methods,
 it will be possible to reduce
 $\frac{1}{4}$ inventory to a level / of six
 months' requirements in the
 near future. Recognising the
 value of modern management
 methods, works study
 $\frac{1}{2}$ organisations were created.//
 The Works Study Cells or
 railways study the various
 problems given to them so as to
 $\frac{3}{4}$ suggest methods to improve///
 the working.

These studies are proving
 useful. A large number of officers
 and staff have been given
 advanced training in /6/ almost 6
 all fields of railway working.
 Besides, it is the regular feature
 of our training also. The
 curriculum of the / Railway Staff $\frac{1}{4}$
 College also includes the subject
 of management science for
 officers at all levels. So far as
 the // non-gazetted staff is $\frac{1}{2}$
 concerned, such instructions are
 imparted in the railway training
 schools. Over One Thousand
 Five Hundred Officers and /// $\frac{3}{4}$
 staff have been trained during
 the last six years in various
 modern management methods
 and it has been very useful./7/ 7

Dear Sir,

We thank you for your
 letter of inquiry of 9th September

[Turn over

$\frac{1}{4}$ in which you ask for details of /
 book cases. We have much
 pleasure in sending you our new
 illustrated booklet, and would
 $\frac{1}{2}$ call your attention to the //
 models shown on page 5, which,
 we think, would meet your
 requirements. These models are
 sectional book cases. Their
 $\frac{3}{4}$ great /// advantage is that units
 can be fitted together easily and
 perfectly. They can be supplied
 8 with either closed or open /8/
 shelves. We would emphasise
 that glass doors make the cases
 dust proof and thus keep the
 $\frac{1}{4}$ books in good condition / as well
 as improving the appearances of
 the book cases. We would like
 to call your attention to two
 $\frac{1}{2}$ other // models on page 14. As
 you will see, one of these has a

bureau as a special feature and
 is /// excellent for a study $\frac{3}{4}$
 bedroom. The other has a
 section for radio and record
 shelves. The units can be
 supplied /9/ in light or dark oak 9
 or mahagony. Prices range from
 Rupees one hundred fifty to
 Rupees Two Hundred Twenty
 Five / according to the wood and $\frac{1}{4}$
 design chosen. All the models
 described in the booklet can be
 seen at your convenience // in $\frac{1}{2}$
 our new rooms in South Delhi.
 We can guarantee delivery within
 a fortnight of receiving your
 order and hope /// to hear from $\frac{3}{4}$
 you. If the order is received
 within a week we allow five per
 cent discount.

Yours faithfully,

Manager. /10/ 10