

Code No. **25 X**

**COMMERCE EXAMINATIONS**  
**OFFICE PRACTICE AND PROCEDURE**  
**SENIOR GRADE**

**June, 2016**

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

*Note :* (i) All questions are to be answered.  
(ii) All questions carry equal marks, except Q.No. **8** which carries 16 marks.

1. Describe the different methods of Internal Communication that are followed in the office. 12
  2. a) Give the specimen form of a wage sheet.  
b) Describe the method involved in the preparation of a wage sheet. 12
  3. What do you understand by filing ? Explain briefly the various methods of indexing. 12
  4. How do you account the receipt and proper disposal of incoming and outgoing letters ? 12
  5. What are the labour and time saving appliances used in modern offices ? Explain the uses of any two of such appliances. 12
  6. What is a Store Ledger ? What are its uses ? Give the form of a Store Ledger. 12
  7. State the function of Management. 12
  8. Write short notes on any *four* of the following : 4 × 4 = 16
    - a) Accounting and Billing Department
    - b) Adjustment Letters
    - c) Mobile Phone
    - d) Status Enquiry Letters
    - e) Franking machine
    - f) Certificate of posting.
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