

Code No. **26 X**

COMMERCE EXAMINATIONS
OFFICE PRACTICE AND PROCEDURE
JUNIOR GRADE

June, 2016

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

Note : Answer Q. No. **9** and any *five* from the remaining.

1. Outline the function of Despatch Section. 16
 2. Outline the scientific system for the issue of stationery in the office. 16
 3. What do you understand by the term 'Indexing' ? What is the purpose of indexing ? Describe briefly (a) Book Index, (b) Vertical Index. 16
 4. What is advertising ? What are the merits of advertisement ? 16
 5. Distinguish between Centralisation and Decentralisation. Which of them is better ? 16
 6. Briefly describe the functions and working of three labour-saving devices used in the office. 16
 7. What is office layout ? What is its importance ? What are its objectives ? 16
 8. Enumerate various kinds of Filing. 16
 9. Write short notes on any *four* of the following : 4 × 5 = 20
 - a) Petty cash book
 - b) Policy manual
 - c) The Sales Department
 - d) Wheel Index
 - e) Noise Control
 - f) Basic Time Card.
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