

CODE NO.03Y (B)

COMMERCE EXAMINATIONS

English Typewriting - Senior Grade

2nd Paper

January/February, 2020

Time :- 1.30 Hours.

Maximum marks :- 100.

INSTRUCTIONS TO CANDIDATES:-

1. Begin each Answer on a separate sheet of paper.
2. Type ONLY ON ONE SIDE of the paper.
3. Expand all abbreviations, Correct all mis-spellings and punctual wherever necessary.
4. Special attention should be PAID to neatness and accuracy.
5. Use PENCIL and PEN to draw the vertical lines in SECTION [I].
6. Arrange Answer sheets according to Question SERIAL NUMBERS.

Page - 2
SECTION - I

Question No. 1

Type the following STATEMENT in proper form
Punctuate the figures, Expand all abbreviations.
Draw vertical lines PENCIL or PEN.

⊗ 222.2

l.c. Revised Series of the Economic Times Index
of Wholesale Price of Commodities [Base 2013-14] is
given below.

Commodities	January	January	January	Five Week ago	Four months ago
Sugar	287.2	287.2	287.7	287.2	265.2
Pulses	331.4	335.9	335.2	345.7	435.0
Rice	183.8	543.8	583.2	483.2	897.3
Jute	346.7	908.1	567.2	983.6	908.1
Groundnut Oil	⊗	333.3	444.4	555.5	666.6
Wheat	368.1	498.1	483.0	703.3	677.2
Raw Jute	559.8	236.8	234.5	987.1	765.4
		3	1	2	
Groundnut	588.7	300.1	440.2	220.4	100.6
<u>u.c.</u> metals	448.2	679.3	902.1	436.8	843.9
Gut	442.5	783.5	200.2	201.7	206.7
Cotton	525.4	834.2	839.2	123.4	543.2
			300.4	400.5	500.6
Cotton yarn	100.3	200.3	593.2	836.2	600.2
Chemicals	923.4	392.1	287.6	908.2	403.6
Vegetables	900.3	453.2	698.4	135.7	246.8
Industrial	196.3	503.9	777.7	430.6	888.9
Cereals	876.5	321.7	169.5	169.4	169.3
<u>#</u> Textile yarn	169.2	169.8	384.4	232.4	223.4
Spices	223.4	223.4			

25 marks

SECTION - I

Question No. 2

Type the following BALANCE SHEET in proper form, Punctuate the figures, Expand all abbreviations, Draw vertical lines PENCIL or PEN.

SHREE NARAYAN ENTERPRISES LIMITED, KOLAR
 Liabilities and Assets a/c for the year ending,
 BIS a/c at 31-07-2017 Expanded

		R.			R.
Liabilities	Rs.		Assets		
(a) <u>CAPITAL:</u> Authorized 2000 Shares of Rs. 20-00 Subscribed Capital 1000 Shares of Rs. 20-00 In arrears	40,000 20,000 2500		Free Hold Premises machinery (LESS) Depreciation Furniture Stock Bank Cash at Cash on Hand	48,000 16,500 1,300 18,000 11,300 5,300 6,200	Lc. 18,000 11,300 5,300 6,200
Profit & Loss a/c Sundry Creditors Bills Payable	19,300 6,000 12,000				
Total	98,800		Total		98,800

98,800

[YOGESH S. KUMAR]
 Chief Executive Officer.

15 marks

SECTION-IIQuestion No. 3

Type the following BUSINESS LETTER in proper form
Expand all abbreviations and correct Spelling mistakes.
Take ONLY Carbon Copy.

Letter No VTCL/SVS/58/17-18 dt. 26th April 2017 From,
SRI Venkateshwarra Transport Co., Ltd., No 2574,
Poysk Road, Kuvempu Nagar, Kolar Addressed to
Siddalinga Steel Company Limited No 6919,
Industrial Estate, C.B. Pur Road, Vemagal. D/38,

We are in recd. of your letter of 14-01-17. Expand
We invite your attention to the letters which we d.c.
hv. return previously in the matter of settlement of
our claim for the damages sustained to our
goods while transporting. you have not replied
to our notice asking you to pay a sum of
Rs. 15000/- as the details furnished. Your Local
Representative delivered the goods in a very badly
damaged condition during the month of October
2016 and as you wll. observe from 1 certificate he
examined only some items which were visible but
left the other items, uncked. He has also inspected
the goods and stated that he would send a report to
your company. He had to prepare a list of all

Contd.-----

u.c.

#

damaged goods, together with estimated value and prefer a claim at your local office in Jolar before send a notice through a lawyer. Even though we had asked your company to come and inspect the goods within a fortnight from the date of receipt of our letter no auction ~~has~~ been taken in the matter. In the copy. It was presumed that the company had no intention to conduct an inspection of the damaged goods and so in all fairness, it was hoped th. the company had accepted our claim for the damages.

In your letter dated 31-12-2016 you are asking for estimates for repairing the goods when the goods damaged or considerable, We hv. no u.c means of getting estimate for repairs. Many of the gds. are irreparable and constitute total loss.

you or hereby called upon to pay the same already mentioned in our notice together with interest due on the amount since you did not pay the amount in a week.

Yours faithfully,
for _____ est.,

30 marks

[DEEVAJ S.]
Proprietor.

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SECTION - IIQuestion No. 4

Type the following CIRCULAR in proper form.  
Expand all abbreviations, correct spelling mistakes  
and Take ONE Carbon Copy.

- Q7 From The Deputy Secretary to (The) Govt. of Karnataka,  
Social welfare and Labour Dept., V.S. Bengaluru.  
dated 08th October 2018 Letter No. SWLD/1993/208-19  
Sub: Concession of admission to S.T. persons  
independent of faith continuance of --

Expand Whether in the extending the concessions both  
under article [14(4)] and [16(4)] of Constitution  
of India admissible to the S.T. persons who hv. bn.  
converted to Christianity was engaging the  
attention of the Govt. although articles 341 & 342  
of Constitution of India do not impose any  
restrictions on the members of the specified  
caste/Tribe for the concession on conversion,  
u.c. the constitution [Scheduled Caste] ord<sup>ex</sup> 1950 by  
clause [3] imposes restrictions on the members  
Expand of the S.C. Run on

The restriction is that the persons, who is  
not a members of Hindu or Sikh religion u.c.  
shall not be member of a Scheduled Caste.

Contd....

2. The similar restriction is not to be found in the Constitution [S.C.] order, 1960. By sending the above orders, it is to be inferred that the members of a Scheduled Tribe changing his faith or embracing another religion, shall be not to be a member of such Tribe. ∴ It is only Parliament which can amend the list issued under the 86th article.

Expand  
3. What emerges from the above is that members of Scheduled Tribes embracing Christianity do not cease to be S.T.s treating Scheduled Tribes converts to Christianity or backward castes are any other category would amount to the taking away of the Privileges Constitutional conferred on the members of the S.T.s. State Govt. cannot do so only Parliament issued under article.

u.c.  
4. In the Oct, Government are pleased to order that the Scheduled Tribes converted to Christianity or any other faith, shall enjoy all the benefits under Articles [14(4)] and [16(4)] of the Constitution, republished by the Govt. of Karnataka Notification dated 3-9-89. Expand

30 marks

Deputy Secretary to the Govt.,  
S. W. & L. Dept.,