

Code No: 03 Y (B)

COMMERCE EXAMINATIONS  
ENGLISH TYPEWRITING  
SENIOR GRADE  
II Paper

Time:  $\frac{1}{2}$  hrs

Max. marks: 100

**January, 2019**

Instructions to candidates

- 1) Begin each answer on a separate sheet of paper.
- 2) Type on only ONE SIDE of the paper.
- 3) Expand all abbreviations, and Punctuate figures wherever necessary.
- 4) Use pen or pencil to draw vertical lines in Section - I
- 5) Special attention should be given to neatness and accuracy.
- 6) Arrange answer sheets according to question serial numbers.

————— x —————

## SECTION-I

Page- 2

Code NO: 03 Y(B)

Q.No.1. Type the following statement in proper form centering the page. Punctuate the figures. Draw vertical lines in pen or pencil.

Statement showing the numbers of teacher trained and un-trained in residential and non-residential schools during 2017.

A 13000

Sl. No.	Districts	Trained in		Untrained in	
		Residential School	Non-residential School	Residential School	Non-residential School
1	Raichur	11,013	12236	15236	17,069
2	Mandya	10200	11500	12950	13970
3	Mysore	62000	10050	82000	11880
4	Madikeri	11000	12000	13850	14250
5	Gadag	10600	10300	11500	11850
6	Kolar	10666	10100	11000	Δ
7	Hassan	12100	13215	14200	15850
8	Gulbarga	13656	14185	15950	16870
9	Dharwad	10666	11100	12000	13000
10	Tumkur	17520	15720	14700	16300
11	Bidar	14564	15800	16850	17000
12	Bellary	13465	14500	15860	16600
13	Belagavi	14444	15500	16200	16600
14	Bengaluru	11365	12400	13600	15400
15	Koppal	10300	15500	14300	15700
16	Shimoga	11800	12100	12800	15500

The figures indicated above are not the actual and are provisional only.

Marks: 25

Q. No. 2 Type the following balance sheet concerning to the page Punctuate the figures. Draw vertical line in pen or pencil.

## KARNATAKA SOLAR POWER DEVELOPMENT CORPORATION LIMITED

Balance Sheet as at 31st Mar. 2017

₹ 30,000

Assets	Rs.	Liabilities	Rs.
Non-current assets	2,360	Equity and liabilities	15000
Fixed assets	3500	Shareholder's Funds	1500
Intangible assets	2500	Reserves and Surplus	2500
Capital works in progress	1750	Share Application Money	18650
Non-current Investments	30000	Pending Allotment	26000
Defferred tax assets (net)	3500	Defferred Revenue	9000
long term loans and advances	1800	Non-current Liabilities	3600
receivables Trade	2000	Other long term Liabilities	1800
Cash and cash equivalents	24350	Long term Provisions	510
Tangible assets	2500	Advance from Customers	25000
Total	101760	Total	101760

Marks: 15

Section - II

Page 4

Code No. 03 Y (B)

Q. no. 3. Type the following Business Letters expanding all abbreviations. Correct all mis-spellings <sup>TYPE</sup> in single line spacing. Take <sup>one</sup> carbon copy.

Telegram: Fiscal Estd: 1975 Telephone: 22353110 Letter  
No: 235/FPI/15-16 dated: 18<sup>th</sup> Nov. 2016 from Fiscal  
Policy Institute (Specialist in customised trainings),  
Q. No. 24/1, ~~Mylasandra~~ Mylasandra Village, Mysore Road,  
Q. Bangalore, 18<sup>th</sup> to the Secretary to Government,  
Finance Department, Vidhana Soudha, Bangalore

D/s,

Sub: Regarding training on Financial and Business  
Analysis.

This is regarding a customized training in  
"Financial and Business Analysis" being conducted  
by Fiscal Policy Institute for the officers of  
V.C. government of Karnataka and also for its  
undertakings.

This training programme helps the  
participants to read, understand, analyse and  
interpret the Financial Statements that is  
.... 5...

Q.No. 3 contd. (x) Through this training Programme will enhance the capabilities of the officers

Balance sheet, Profit and Loss Statement and Cash Flow Statements. The knowledge & skill acquired in hand evaluating the aspects financial of the proposals, be it evaluation of financial bids, calculation of net worth of the organizations, assessing financial performance and financial position of the entities with v.c. which Government department and organizations are N.E. required to deal with. This programme also helps the participants to acquire skills which are required for improving operational efficiency. Fiscal proposes Institute Policy to conduct a four day residential training programme from 9<sup>th</sup> October 2018 N.P. to 12/10/2018 at Fiscal Policy Institute campus. For this programme, I request you to kindly nominate four officers from your department, from the officers in the cadre of senior and middle level Finance Officers, Accounts Officers and other Officers v.c. (Group A and B officers only). I request you ... 6 ...

SECTION-II  
Q.NO. 3 contd...

Page-6

Code NO: 03Y (B)

to send the nominations before 3<sup>rd</sup> September 2018.  
The course capacity for this training programme  
is limited to 30 participants only.

R.O.

Registration is on first  
come first serve basis. The participants are required  
to stay on the campus in order to have close  
interaction and also to learn from each other.  
The Course Director Mr. Gorinda will get in touch  
with the nominated officers on phone and by email  
also.

Thanking you and awaiting your early reply.

△△  
(Kumar Chowdhary)  
Managing Director

Y/F.

For \_\_\_\_\_,

△△

\_\_\_\_\_ X \_\_\_\_\_

Marks: 30

... 7/-

## SECTION-II

Code No: 03 Y (B)

Q.No.4: Type the following Govt. order, Expanding all abbreviations, correct all mis-spellings, in Double line spacing. Take one Carbon copy.

Proceedings of the Govt. of Karnataka

Sub: Regarding generating Letter of Intent in the e-Procurement system.

v.c. Read: Letter No: dpar 179 ACS 2018, dated: 25/06/18.

Preamble:

The e-Procurement portal allows procuring entities in completing the financial bid evaluation of tenders published in the system with selection of successful bidders. The portal also provides for generation of Letter of Intent by procuring entity and sending the same to the successful bidders through e-Procurement portal. It has been observed that several procuring ~~ent~~ & entities, after opening of financial bids in e-Procurement portal, issue work orders manually without completing ~~the~~ stat evaluation in the portal. Further the amount of unsuccessful bidders continues to remain in system since they cannot be in initiated for refund pending completion of tender evaluation in the portal. [ It may be necessary to mandate issuing of Letter of Intent through e-Procurement portal in order. Such compulsory issue would enable capturing the correct status of tenders with the details of successful bidders and ensures reliable reports from the system. This can also ensure auto refund

...8...



SECTION-II  
Q.No. 4 contd..

Page-8

Code No. 03Y (B)

of amount to the unsuccessful bidders of the Tenders. The mandatory issue of Letters of Intent in e-Procurement portal will also help in automatic assessment of the available tender capacity of bidders. hence U.C. the following orders.

GOVERNMENT ORDER NO. FD 16 EXP 2014  
Bangalore dated, <sup>the</sup> 15<sup>th</sup> December ~~2014~~ 2014

for tenders in published e-Procurement portal, the procuring entities shall mandatorily generate Letters of Intent in the system and issue the same to be selected bidders. Subsequent to the issue of LOI, the portal shall automatically refund the amount of unsuccessful bidders in the tenders. [This order will apply for invitation of tenders for procurement of Goods, works, services to be invited hereafter and shall not be applicable for tenders already invited.]

retain  
abbreviation

N.P.

△△  
Finance Department

By order and in the name of  
Governor of Karnataka

KRISHNAMURTHY  
Deputy Secretary to Government  
△△

Copy to:

- 1) All the Deputy Commissioners.
- 2) All the Heads of Departments.
- 3) All Internal Financial Advisors.

MARKS: 30