

ಕರ್ನಾಟಕ ಪ್ರೌಢ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು-560003

KARNATAKA SECONDARY EDUCATION EXAMINATION BOARD  
MALLESHWARAM, BENGALURU-560003

ವಾಣಿಜ್ಯ ಪರೀಕ್ಷೆ COMMERCE EXAMINATION

ಏಪ್ರಿಲ್ / ಮೇ -2021 APRIL / MAY -2021

ವಿಷಯ : ಪ್ರೌಢ ದರ್ಜೆ ಆಂಗ್ಲ ಬರಹ - ಪತ್ರಿಕೆ-2 (ಕೈಬರಹ)

Subject : SENIOR GRADE ENGLISH TYPEWRITING -II PAPER (MANUSCRIPT)

ವಿಷಯ ಸಂಕೇತ: 03Y A

ಗರಿಷ್ಠ ಅಂಕಗಳು : 100

Subject Code: 03Y A

Maximum Marks : 100

ಸಮಯ : ಮಧ್ಯಾಹ್ನ : 3:30 ರಿಂದ 5:00

ಅವಧಿ : 1 ಗಂಟೆ 30 ನಿಮಿಷಗಳು

TIME : 03:30 PM to 05:00 PM

DURATION : 1 Hour 30 Minutes

**ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸಾಮಾನ್ಯ ಸೂಚನೆಗಳು / General Instructions to Candidates**

1. ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ಪ್ರವೇಶಪತ್ರದಲ್ಲಿ ನೀಡಿರುವ ಸೂಚನೆಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಓದಿಕೊಳ್ಳುವುದು ಹಾಗೂ ಅದರಂತೆ ಅನುಸರಿಸುವುದು.

Candidates must compulsorily read and follow the instructions given in their hall ticket.

2. ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ನೋಂದಣಿ ಸಂಖ್ಯೆಯನ್ನು ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿರುವಂತೆ ತಮ್ಮ ಉತ್ತರ ಪತ್ರಿಕೆಯ ಮೇಲೆ ನಿಗದಿತ ಸ್ಥಳದಲ್ಲಿ ಸ್ಪಷ್ಟವಾಗಿ ಬರೆಯತಕ್ಕದ್ದು.

Candidates should write their register number in the space provided on the answer sheets as printed in the hall ticket.

3. ಅಭ್ಯರ್ಥಿಯು ಕೇಳಿರುವ ಮಾಹಿತಿಯನ್ನು ನಿಗದಿಗೊಳಿಸಲಾದ ಸ್ಥಳದಲ್ಲಿ ಮಾತ್ರವೇ ಬರೆಯತಕ್ಕದ್ದು. ಇದನ್ನು ಹೊರತು ಪಡಿಸಿ ಇನ್ನಾವುದೇ ಪುಟಗಳಲ್ಲಿ ನೋಂದಣಿ ಸಂಖ್ಯೆ, ಗುರುತು, ಚಿಹ್ನೆ ಇತ್ಯಾದಿ ಮಾಹಿತಿಗಳನ್ನು ಬರೆದಿರುವುದು ಕಂಡುಬಂದಲ್ಲಿ ಅಂತಹ ಉತ್ತರ ಪತ್ರಿಕೆಯನ್ನು ಮೌಲ್ಯಮಾಪನಕ್ಕೆ ಪರಿಗಣಿಸುವುದಿಲ್ಲ.

Candidates should write the details only in the space provided. Do not write the register number, mark, sign etc., in any of the sheets. Violation of the instruction, such papers will not be considered for evaluation.

4. ಪರೀಕ್ಷಾ ಸಮಯದಲ್ಲಿ ಅಭ್ಯರ್ಥಿಯು ಪರೀಕ್ಷಾ ಅವ್ಯವಹಾರ ಮಾಡುವುದು ಕಂಡು ಬಂದಲ್ಲಿ ಅಂತಹ ಅಭ್ಯರ್ಥಿಗಳ ವಿರುದ್ಧ ಪರೀಕ್ಷಾ ನಿಯಮಾನುಸಾರ ಶಿಸ್ತು ಕ್ರಮಕ್ಕೆ ಗುರಿಪಡಿಸಲಾಗುವುದು.

If any candidate is found indulged in malpractice during examination, disciplinary action will be initiated against the candidate as per the examination rules.

SECTION: I

Page. 2.

CODE No. 03Y (A)

Q. No. 1

Type the following Statement in prose from punctuate figures. Draw vertical line with pen or pencil.

The following Statement shows the distribution of Tura Seeds from messrs PRIYANKA AGROTECH Kalaburgi to the Revenue taluk of Karnataka State from April to July in the year 2016.

A 32,322

SL. NO.	Name of the Taluk	April	May	June	July	August
1	Aland	39,300	38,710	25,410	30,100	27,200
2	Kamalapur	34,710	<del>21,400</del>	23,510	42,212	13,300
3	Chincholli	32,430	33,580	43,110	21,751	45,671
4	Humanabad	<u>2</u>	<u>3</u>	<u>1</u>	33,730	11,900
5	Awarad	53,470	43,100	14,590	34,320	32,718
6	Basava Kalayan	15,330	Δ	43,110	33,450	33,430
7	Sedam	24,240	33,117	39,340	36,178	31,671
8	Chittapur	33,417	36,281	34,178	30,617	34,189
9	Shahabad	31,861	37,189	33,671	35,671	36,175
10	Jewasgi	32,619	37,123	h	35,178	36,194
11	Afzalpur	34,449	34,070	37,891	21,643	22,173
12	Yadrami	23,871	20,137	21,571	19,991	19,812
13	Shahapur	19,987	19,792	19,781	23,214	23,798
14	Shorapur	23,178	23,216	23,215	27,138	27,763
		27,879	27,563	27,136		

MARKS: 25

## SECTION I

Page: 3

CODE No. 03Y (A)

Q. No. 2 Type the following Receipts and payment

Accounts in proper form punctuate figures  
Draw vertical lines by pen or pencil.

NAVODAYA CO-OPERATIVE SOCIETY  
LIMITED KALABURGI.

Receipt and payment Accounts for the year  
ended 31st March 2016.

Receipts	Rs.	Payments	Rs.
By. Admision Fees	48,250	To Subscription	84,000
" Application Fees	38,000	" printing	80,000
" membership Fees	58,000	" Telephone	36,000
" patrons	Δ	" publicity	80,000
" Donations	66,000	" meeting exp	5000
" Interest	52,000	" General body meeting	60,000
" Recovery	XX	" Application Fees	58,000
" Advance	84,000	" Deposit Bank	81,500
" Bank at cash	92,000	" cash on hand	80,000
3 2 1	6,09,250	Total:	6,09,250

Note: The above figures are tentative  
are

MARKS: 15

00058  
XX

SECTION: II

page: 4

CODE No. 03Y (A)

Q. NO. 3

TYPE the following Business letter in proper form Expand all abbreviations. Correct all misspellings, TAKA ONE carbon copy.

— o —

From Mysuru Software Company, Block No. 5,  
2nd Floor, Dhanyas Tech. Park, Bellary. Letter No.  
mmmdo. Dated 1st April 2016. Address to the Manager  
Raj Info Tech Industrial Area, Bijapur. D/S.

[XX]

We have received your letter of 10th instant  
our contract with you for a data entry project  
was entered into on the clear understands with  
you will observe its terms and conditions. We should  
like to point out that we are not satisfied with  
performance. As per the terms of the the work settlement  
as to be completed by 15-5-2016 and there is no  
reasonable belief of this being achieved. You are  
well known, that what would happen if the work is not  
carried out ~~the~~ in time.

Thank

Q.

We inform through email that we should not  
have had to reopen the subject so soon but for &  
for the way in which our instructions have been  
disregarding. We hope you will excuse us for saying  
so, But it looks as though you will never put  
your heart and soul into work or out the terms carry  
of the contract. We cannot resist the conclusion  
that you could have done work with greater 4. If  
you finish the work and rapidly now, we would

uc.  
A  
Vigilan  
26

SECTION: II  
Q: NO. 3. Contd.

Page: 5

CODE NO. 03Y (A)

N.P

Trans.

Q.

Case

Del

not take any legal action against you on the ground of delay. [It may seem to you that we are unduly Server, but on carefully consideration, we found that you are not doing the work honestly. In the meantime, it is for impossible us to say as how many other cases we have been the put to loss involving a large sum of money. But you know well perfectly that we have shown great penitence in a large number of cases, when a similar Co-operation was under consideration. We look forward to have your utmost assistance in the matter. Kindly send us your reply as early as possible within one week.

yours faithfully  
for. Mysuru Software Co. Ltd.

MARKS: 30

Manager

Page: 6

SECTION NO: II

CODE No. 03Y (A)

Q: No. 4.

Type the following OFFICIAL MEMORANDUM  
in proper form. Expand all abbreviations, correct  
all miss-spelling and Take ONE CORBAR copy,  
—o—

## GOVERNMENT OF KARNATAKA

No. DPOR-14 SDE-90-91

Karnataka Govt. Secretariat,  
Bidhar Goudy

Byeline, dated 5th Apr 1995

OM

Sub:- prompt disposal of appeal petition  
submitted by the govt servant against the order  
of the disciplinary authority by the appellate  
authority in strictm Reg.

Trans  
uc.

According to rule 18 of Service Civil Karnataka  
Control and appeal rule 1957. every person who  
is a member of the State Service is intitled to  
appeal the entire and to the disciplinary  
authorities specified therein against the order  
made by the authority or by an appellate  
reviewing authority of the penalties specified  
in rule 8 of the said rules. In the case  
of an appeal against an imposing any of order  
the penalties specified in rule 8. The appellate  
authority has to consider the appeal petition

---7

Page: 2

SECTION: II

Q. No 4 condit

CODE No. 03Y (A)

is accordance with the provision contained in rule 25 of the said rules and sub order as it deems just and equitable as provided under rule 25.

2. While disposing application no. 5578/89 filed by one Sri Sharappa P. FDA in the dept. of mines and Geology on the ground that the appeal submitted to the appeal authority AAA was not disposed of for a long time etc. the Karnataka Administrative Tribunal has observed as follows. // It has been noticed by the Tribunal on scores of cases the because of the failure of the appellate authorities to pass final order in respect of appeals filed before them within a period of 6 months the Govt. officials concerned are forced to seek redress at the hands of the Tribunal. This leads to a lot of available litigation, appeal from the unnecessary increase in work load for all for concerned as well as waste of time and energy and incurring of unavailable expenses. These instructions should brought to the notice of all the disciplinary authorities under their administrative control.

Sd/-

(K. Hanram)

Dy. Secty to Govt.

Copy to all the Head of Dept. (D.P.A.R. Service Rule)

MARKS- 30

against the order of the  
disciplinary authority

AAA

a

Expend

N.P.

Expend

**Do not write on this area**