

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

A morning walk is the best exercise which can keep all of us fit fresh for the whole day. This is an exercise which is suitable for all sections of society whether young or old. A walk in the morning time refreshes the mind and body and improves the health. Of course, it is a light exercise and highly beneficial for physical and mental fitness. The lungs are provided with fresh air which is very essential for the body. It is for this reason that the doctors always recommend the patients for having morning walk. Many great men like Gandhiji have succeed stressed its importance. Gandhiji himself also used to go out for a morning walk every day without fail.

There is no doubt that it is not very easy for some persons to get up early in the morning, particularly in the winter season. But, for those who have formed and cultivated a regular habit of rising early, a walk in the morning is a must. If they miss it even for one day, they feel very lazy and miss something for the whole of the day later on. Generally in small towns, people go out of for a walk in the fields which are quite near. In certain towns where there are canals, people cn enjoy their walking along their banks. On the other hand, in big cities

like Bombay and Calcutta people cannot have the opportunity to go into the fields for a walk every day. They can either have it on the roads in the early morning or they can go to the public parks where they can enjoy fresh air. Thus a morning walk is different in a small town and a big city. But, on the other hand, walking in the morning is a must for all the city dwellers. This is the only time when they can hope to breathe in fresh air.

While walking through the fields in small towns early in the morning. One can Enjoy the beautiful scenery of nature. A cool breeze is blowing at this time and one feels very pleasant. The birds which rise early in the morning are chirping in the business and on the branches of the trees. Some farmers are also ploughing the fields while others are busy reaping the standing crops. In the villages side one can also see the working of the persian wheels for drawing water out of the wells. In the cities where the people generally go to the public parks for a walk, one can see many old men, walking or doing light exercises. We can many also find some persons doing yogic exercises on the green grass.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Business is part of society. In fact, it exists only at the sufferance of society. No business can exist without its corresponding customer. Therefore, the primary duty of business is to satisfy the desires and aspirations of society. Retailers are part of any business and even the most uneducated among them will realize that in their own interests, they have to safeguard the interests of the consumer. They are primarily engaged in selling goods and services to the ultimate customers or consumers. So, they are of utmost importance in the distribution of consumer goods. Let us briefly analyse what is meant by retailing. It is an important and final act from which it derives social significance. It contributes to the fulfillment of the marketing process in which the various functions of the seller are accomplished. It is final marketing process which is an integral part of the productive process in the sense that it adds value to the goods supplied or services rendered through creation of time, place and possession utilizes.

No doubt, a retailer is an intermediary. Nevertheless in the scheme of things, he is very necessary as he serves a vital purpose as the last

link in the distribution channel whose services cannot be ignored or undermined, especially in the fast-moving business world of to-day. Whether a producer of manufacture produces it is the ultimate customer who has to consume it. It is here the retailer plays a vital and important role by creating and also stimulating a demand for the goods manufactured by the producers. He has thus a key role to play in marketing the goods.

It is the job of retailer to be always in touch with the consumer, assess his requirements, find out his choice for particular goods and procure them from the respective manufactures and supply them to him at competitive prices. He is acting as a purchasing agent of the consumer and at the same time the selling agent of the producer. He can best co-ordinate the product development and product consumption. He is called upon to match the requirements and aspiration of the consumer to the ability of the producer to meet those aspirations. It is an uphill task. But, a resourceful retailer will be able to stock a wide range of goods and meet the demands of the consumer from time to time.

SPEED PRACTICE

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A strong foundation exist in the State both by way of manpower and infrastructure for launching a concentrate effort for accelerated economic growth. Government of India is planning to create a favourable investment climate and the State government propose to take full advantage of this to reap the maximum benefits for the State. Economic growth has also to be balanced with justice in providing avenues for the percolation of these benefits of the common man. One of the major problems in the State is large scale unemployment and the industrial policy of the State has to consider a balanced development not only in high technology sectors or in large scale and medium industries but also in the traditionally high employment oriented areas like handlooms, cottage and village industries and small scale sector, both organized and unorganized. Over contribution to the State and this sector would also require support and strengthening. With these objectives in view certain measures are proposed to be introduced from the current year.

The major incentives provided by the State, in addition to infrastructure support, to large and medium industries have been

capital subsidies and Interest free sales tax loans. It is proposed to streamline these incentive packages in such a way as to direct their focus to backward areas and also to specific categories of industries which need to be attracted to the State. The power sector has already been provided high priority in our plan programmes and the endeavour of the state would be to overcome the deficit in power by the end of the Seventh Plan. The government are also considering power generation to be taken up through independent corporations in collaboration with private sector, with external aid or commercial credit so that the process of augmenting generation capacity can be speeded up.

The textile policy which has been announced does not provide adequate support of the handloom sector. It is very essential not only to modernize the sector but also to provide suitable incentives and financial inputs in order to increase their marketing competence so that increased output can be sustained and the large employment provided by such output is not affected. Unlike the Central government, the States lack advantage of directly tapping resources like internal assistance or domestic borrowing.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The Central Government has on July 24, 1991 announced in the Parliament an open and liberalized industrial policy lifting all forms of controls, abolishing MRTP limit and compulsory licensing, allowing direct foreign investment up to 51 per cent equity and fresh look at public sector, barring eight core areas. The 1991 industrial policy tabled in Parliament unshackles the Indian industry from unnecessary administration and legal controls and complements series of measures taken by the new Congress Government in trade policy, exchange rate, and overall macro-economic and fiscal management. In a dramatic move, the Government has abolished industrial licensing for all projects excepting for eighteen industries related to security, strategic and other considerations.

The policy is demanded by the Indian industry sought to amend the MRTP Act to remove the threshold limit of assets of Rupees one hundred crore in MRTP companies and dominant undertakings. The amendment would eliminate the need for prior approval of Central Government for establishment of new undertakings, expansion, merger, amalgamation, take-over and appointment of directors. In a bid

of to attract NRI and other foreign investments, the Governments has thrown open thirty four areas including metallurgy, food processing, hotel and tourism industries. Now onwards, approval would be given for direct investment up to fifty one per cent equity in high priority industries. This change in expressed to go a long way in making Indian policy on foreign investment attractive.

The policy stipulates that dividends to be expatriated; by companies with foreign equity will have to be met through export earnings over a period of time. Foreign equity proposals need not necessarily be accompanied by foreign technology agreements.

The policy says that there shall be no bottlenecks of any kind in clearance of proposals for foreign equity participation. The companies with foreign equity up to fifty one per cent will be encouraged to act as trading houses, primarily engaged in export activities. This will generate greater passage of Indian goods to export Markets.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The proper and timely implementation of plans has great importance in the planning process. It is facilitated, if the necessary individual are taken at the stage of formulation itself. The investments in the plans is devoted to large individual investment projects and development programmes and schemes. There are a number of steps common to both these areas. In addition, for each of the two broad areas, there are specific tasks to be undertaken for ensuring effective implementation. For example, pre investment planning should be carefully undertaken before taking up large individual projects. This involves an analysis of resources potential which should be followed by feasibility studies covering aspects such as cost estimates, profitability and assessment of national economic benefits. The projects could then be selected on the basis of technical and economic criteria.

After the project formulation stage, attention has to be paid to efficiency and economy in the construction of projects. Apart from the use of improved techniques of planning steps must be taken to improve the systems of reporting on progress and short-comings in implementation. There should be a better co-ordination of the

efforts of the different agencies engaged in construction work to ensure the completion of the projects according to schedules. During the operation stage also efforts are required for education of costs and improvement of efficiency and productivity. The plan is concerned not only with creation of new production facilities but also with getting maximum results from existing facilities. Application of improved managing systems can go a long way in yielding better results in this regard.

Continuous appraisal of progress is of vital importance for ensuring implementation. Suitable information and reporting systems and will have to be devised so that those responsible for that implementation can anticipate difficult and short comings and take appropriate corrective measures then and there. Efforts should also be taken at this stage to reduce costs and also to ensure optimum utilization of scarce materials at the national level and also avoid their wastage. Each year every large project should undertake forward planning both in physical and financial terms for a further period of five years.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Discipline is a comprehensive term. It may refer to the mental and moral training of the young. It may also refer to the body of rules, the observance of which is very necessary to attain the objectives of a group. Viewed from the point of view of the individual it consists of a set of rules written or unwritten which must be obeyed. Viewed from the point of authority controlling a group, it is a system by which the mass at the bottom is made to behave in the way wanted by the authority. The average man goes through almost from the cradle to the grave. His life is shaped into a mould by the parents, the school, the religion, elders and superiors. It is exercised in various ways by ethical laws, legal codes and customs.

The foremost value of discipline is, it conditions the raw man and fits him to be a useful member of the society. The various rules and regulations are evolved out of past experience by others and a man going through them is saved all the trouble by following the course appointed for him. The training begins from his childhood and by the time he becomes a mature youth he has gone through a safe road. It is not something impossible for a man to observe, and often carries the grace of appreciation and even prizes. Thus for instance, the child observing it

is liked by parents and teachers. In fact in any walk of life, the observance of it is enjoined by law, social customs, religion or education or be it just a behaviour of what is expected of him, has a direct value. Such a value may mean marks for the child, a higher rank for the army man, or higher order for the man of religion a promotion for the man in an office success for the professional man and definite profit of for the business man.

The subjective value of discipline to the individual is not of less value either. Man is subject to a good many failings. Great men are characterized by their self-control and sense of duty which was all acquired only through a life of it. Hence to be pure and to be strong in heart ultimately the man must be through a course of discipline. Discipline rules are the result of a number of factors. When a boy joins his school, or a young man joins his regiment, the new recruit is faced with a curriculum a drill to which he must outwardly conform whether he likes it or not. Only the authority has a clear idea of the meaning and value of the whole set of arrangements.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

The travel and tourism industry is a service industry with employment opportunities in both the public and private sectors and its scope is worldwide rather than provincial. Today, tourism is the worlds fastest growing industry. This industry provides both monetary gains and social benefits. It is probably the rare instance of an industry earning foreign exchange without exporting national wealth. The development and promoting of tourism in all its aspects is a highly competitive field and also an extremely challenging pursuit.

Tourists can be a capricious lot, so their demands are ever changing and they are always on the lookout for something new, different and unique. Tourism is a field where there is no ultimate strategy or foolproof formula for excellence. You must be young, full of enthusiasm, like people, love your country, have interest and experience of traveling be proud of your heritage and should like people from your own country and abroad to discover and understand the fascinating aspects of India. You should have the ability to handle people, organize them, deal with them and communicate with them. Once you are sure that you would like to make a career for yourself in this industry, you should be aware of the areas of productive employment, the

organization in this sector and the courses or subjects which would qualify you for a job in this fast growing industry.

The work opportunities in the Department of Tourism at the Union and State levels range wide with openings for those with just basic degrees as also for those who have professional qualification. The Tourism Department and Directorates at the state and union level have the responsibility of promoting and publicizing travel and tourism within the country, especially the tourism spots in that state, for the domestic tourists who wish to discover their own country. There are openings for information Assistants at the office counters of the Tourism department where you have to supply answer to queries of tourists, help them to plan their itinerary in India. You could also be at the Welcome to India desk of the Government of India Tourist Information Offices at the international and domestic airports.

Here your job would be to greet tourists on arrival and help them sort out their arrangements, solve there problems, guide them on where to go, how to reach there, what to do and so on.

SPEED PRACTICE

Type the following in double line spacing with a margin of ten degrees:-

Leprosy occupies a special position among communicable diseases because of the long duration of the disease, the frequency of disabilities and the social and economic consequences it engenders. From an economic point of view, leprosy's primarily a disease of the nerves. Although the modern medical technology has succeeded in changing the disease course of leprosy patient, he is still not assured of freedom from deformity and disability. The physical deformity in leprosy which is permanent and often progressive, results in both reduced employment opportunities for the patients and economic loss to the family. The consequences of these are much more pronounced due to the added effects of social stigma attached to the disease. Leprosy is considered to be the major cause of blindness in the South East Asia Region.

Through the increasingly widespread distribution of Multidrug Therapy and its effectiveness, the prevalence of leprosy, as measured by numbers of registered cases has been reduced from 5.4 million cases in 1994 to a reduction in prevalence of registered cases to one per ten thousand people in each endemic country by the year 2000 AD. The largest total number of untreated registered cases are to be found in India and Brazil.

There is always a gap between the number of registered cases and the

estimated actual number of cases. This number of undetected cases is believed to be the highest in India and Bangladesh. Of all the diseases known to India, leprosy has the longest history and greatest number of victims who are deprived of human dignity and love. The exact number of victims living in the country is unknown. According to world health organization statistics, India accounts for nearly 50% of the total number of leprosy cases in the world. While this is so in India, the State of Tamil Nadu is known for the highest endemicity. Numbers alone do not adequately describe the problems posed by the disease. Millions of leprosy patients in India are living in sorrowful conditions and are struggling through out their lives against deformities, disfigurement and disabilities. The deformed leprosy patients are living an isolated miserable life.

They are hated because of their physical ugly appearance. In India, a great majority of leprosy patients are living in remote villages where the chances of success to appropriate medical care in leprosy are limited. Though majority of the patients and their relatives are aware of the availability of appropriate medical care. They are not prepared to utilize it because of the social stigma.

SPEED PRACTICE

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For if we are to control our own and one another's actions as we are learning to control nature, the scientific point of view must come out of the laboratory and be applied to the events of daily life. It is foolish to think that the outlook which has already revolutionized industry, agriculture, war and medicine will prove useless when applied to the family, the nation or the human race. Unfortunately, the growing realization of this fact is opening the door to innumerable false prophets who are advertising their own pet theories in sociology as scientific

Science is continually telling us through their mouths that we are doomed unless we give up smocking, adopt or abolish birth control and so forth. Now it is not my object to support any scientific theory, but merely the scientific standpoint. What are the characteristics of that standpoint? In the first place, it attempts to be truthful and therefore impartial. And it carries impartiality a great deal further than does the legal point of view. A good scientist will be impartial between Mr. Smith a tapeworm and the solar system. He will leave behind him his natural revulsion of the tapeworm, which would lead him to throw it away instead of studying it as carefully as a statue or a symphony and his awe for

the solar system, which led his predecessors either to worship its constituents or at least to regard them as inscrutable servants of the Almighty, to exalted for human comprehension.

Such an attitude leads the scientist to a curious mixture of pride and humility. The solar system turns out to be a group of bodies rather small in comparison with many of their neighbors and executing the movements according to simple and easily intelligible laws.

After the project formulation stage, attention has to be paid to efficiency and economy in the construction of projects. Apart from the use of improved techniques of planning steps must be taken to improve the systems of reporting on progress and short-comings in implementation. There should be a better co-ordination of the efforts of the different agencies engaged in construction work to ensure the completion of the projects according to schedules. During the operation stage also efforts are required for education of costs and improvement of efficiency and productivity. The plan is concerned not only with creation of new production facilities but also with getting maximum results from existing

PART : B**SHORT NOTES ON SUBJECT TOPICS**

1. **STATISTICAL MATTER:** A Tabular Statement giving particulars of certain things or achievement, the particulars generally occupying the first column and the figures occurring the other columns

2. (a) **INLAND INVOICE:** A document giving full details of the price, quality, size and quantity of goods sold within a country.

(b) **DEBIT NOTE:** A Debit note is a statement sent by the seller to the buyer when and undercharge is rectified or when goods sold have not been noted in the invoice.

(c) **CREDIT NOTE:** A Credit note is a statement sent by the buyer when a portion of the goods is returned by the buyer as damaged, etc., or when an overcharge is corrected.

(d) **ACCOUNT SALES:** A statement rendered by an agent to his principal after effecting the sales showing the amount realized and the net amount after deducting the commission and the expenses connected with the sale

3. (a) **APPLICATION:** A requisition by a person seeking a job or asking for a benefit such as scholarship, permit, etc.,

(b) **BUSINESS LETTER:** A letter from a firm or a company to its customer or to another business house.

(c) **PROFESSIONAL LETTER:** A letter written by a professional like Engineer, Doctor, Lawyer, etc. and in some cases, a businessman.

(d) **OFFICIAL LETTER:** (One authority to Another authority): A letter from a Government or quasi-Government office to another Government or quasi-Government Office or firm or to an individual.

4. **GOVERNMENT ORDER:** An Order issued by the Government under the powers delegated by the Governor

PART - B

ABBREVIATIONS

A/C	:	Account	B.P.	:	Bills Payable
Authd.	:	Authorised	B.R.	:	Bills Receivable
Addns.	:	Additions	Bal. fr.d	:	Balance from
Accd.	:	Accrued	Br. Govt.	:	British Government
Acctt.	:	Accountant	B/f.	:	Brought forward
Amt.	:	Amount	B/d.	:	Brought down
Addl.	:	Additional	Bk. of Eng.	:	Bank of England
Annl	:	Annual	Bindg.	:	Binding
Accrdg.	:	According	Bus.	:	Business
At F.D.	:	At Fixed Deposit	C.A.	:	Chief Accountant
Advt.	:	Advertisement		:	Chartered Accountant
App. A/C	:	Appropriation	Cap.	:	Capital
		Account	Curr.	:	Current
Accdg.	:	According	Commn.	:	Commission
Addl.	:	Additional	Chartd.	:	Chartered
Adjt.	:	Adjustment	Constn.	:	Construction
A.G.	:	Accountant General	Cum.	:	Cummulative
Allee.	:	Allowance	C/f.	:	Carried forward
Agst.	:	Against	C/d.	:	Carried down
A.O.	:	Accounts Officer	Cash at C.A.	:	Cash at Current
Appln.	:	Application		:	Account
Assn.	:	Association	CashatS.B.A/c	:	Cash at Savings
Asst.	:	Assistant		:	Bank Account
Attn.	:	Attention	C.S.	:	Chief Superintendent
Bd.	:	Board		:	Chief Secretary
Bk.	:	Book, Bank, Block	C/o.	:	Carried over
B/s.	:	Balance Sheet	C.C. Bk.	:	Co-operative
Bal. or Bce.	:	Balance		:	Central Bank
Bldgs.	:	Buildings	Contgcy.	:	Contingency
Depn.	:	Depreciation	Ind. Bk.	:	Indian Bank
Dis.	:	Discount	Ins.	:	Insurance
Dev.	:	Development	Instn.	:	Institution
Dedn.	:	Deduction	Ind.	:	India or Indian
Deb.	:	Debenture	Int. Div.	:	Interim Dividend
Div.	:	Divident	Infm.	:	Information




ABBREVIATIONS

Dr.	:	Debtor or Director	Liby.	:	Library
Dn.	:	Division of Down	Lia. or Liaby.	:	Liability
Disconcn.	:	Disconnection	Mg. of Mang.	:	Managing
Decen.	:	Decision	Misc.	:	Miscellaneous
Dept.	:	Department	Maintce.	:	Maintenance
Dy.	:	Deputy	MD.	:	Managing Director
D/s.	:	Dear Sir (s)	N.P.	:	Net Profit
Expr.	:	Expenditure	N.L.	:	Net Loss
Endts.	:	Endorsements	Natl. Sav.	:	National Savings
Engr.	:	Engineer	Nom. Cap.	:	Nominal Capital
Edl.	:	Educational	Notfn.	:	Notification
E.g.	:	Example	O.D.	:	Overdraft
Estd.	:	Established	Obtng.	:	Obtaining
Expln.	:	Explanation	Obsvn.	:	Observation
Exps.	:	Expenses	Orgn.	:	Organisation
Excdg.	:	Exceeding	Objn.	:	Objection
Eqty.	:	Equity	P & L.	:	Profit and Loss
Fd. Dep.	:	Fixed Deposit	Prtnng.	:	Pringint
F/fly	:	Faithfully	Premm.	:	Premium
Follg.	:	Following	Provdnt. Fd.	:	Provident Fund
G.P.	:	Gross Profit	P.F.	:	Provident Fund
G.L.	:	Gross Loss	Provns.	:	Provisions
Gl.	:	General	Pendg.	:	Pending
Govt.	:	Government	Prely.	:	Preliminary
Govr.	:	Governor	Possn.	:	Possession
H.O.	:	Head Office	P.O.	:	Postal Order
H.M.	:	Head Master	P.T.O.	:	Please Turn Over
H.Q.	:	Head Quarters	Publn.	:	Publication
H.R.A.	:	HouseRentAllowences	Ptn.	:	Printing
Qln.	:	Qualification	Subscrbd.	:	Subscribed
Qtn.	:	Quotation	Socy.	:	Society
Qty.	:	Quantity	Sectt.	:	Secretariat
Qn.	:	Question	Suggn.	:	Suggestion
Regr.	:	Registrar; Register	Supt. /Supdt.	:	Superintendent
Res.	:	Reserve	Subsdry.	:	Subsidiary
Regd.	:	Registered	Transfd.	:	Transferred

ABBREVIATIONS

Reqd.	Required	Tradg.	Trading
Red.X	Red Cross	T/w	Typewriter
Remn.	Remuneration	Tech.	Technical
Regn.	Registration	Tempy.	Temporary
Rly.	Railway	U.C.	Upper case
Stt.	Statement	Unexpd.	Unexpected
S.Crs.	Sundry Creditors	Underwrtg.	Underwriting
S.Drs.	Sundry Debtors	w.e.f.	with effect from
Sty.	Stationary	w.r.t	with reference to
Subscripn.	Subscription	W.k.	Week / Work
Spl/ spe	Special	W.h.	Which
Secy.	Secretary		

PROOF CORRECTION SYMBOLS

UC	Upper Case	Run on 	Proceed without break
Lc	Lower Case		
Cap.	Capital	#	Leave space
Caps.	Capitals		Joint together
All Caps.	All Capitals		
N.P.	Next Para New Paras	/	Interest
F.P.	Fresh Para		
P// [Parts	Rom. fig	Roman Figure (ii)
o	Circle	In wrds(Words)	In Figures (2)
Oces.	Circumstances	Letter or word	In Words (Five)
Ote.	Circulate	Underlined	Use capital as
Trs. (Trans)	Transpose (Change)	Twice Italics	the case may be.
stet	Let it stand	Single	All Capitals with underline
Ø	Delete (Omit it)	Quotation	Foot (5')
Madurai	Initial capital		apostrophe (Ram's)
••	Therefore	Double	Omission of a letter (l'll)
••	Because	Quotation	Inch (5'6")
/	The		Ditto (")

PUNCTURATION FOR FIGURES:

9,34,53,050.90	-	Ordinary
93,453,050,90	-	Millions , (Population, Tonnes)
9,345,30,50.90	-	Hundreds
9,345,30,50.90	-	Thousands
9,34,530,50.90	-	Lakhs

PROOF CORRECTION METHODS

Method of directing correction (Symbols and/or abbreviations)		Explanation /Expansion	Solution
Rama's	'	Apostrophe	Rama's
XII	Arab.	Arabic numerals	12
India	Cap	Capital Letter	India
India	Caps	Capital Letters	INDIA
Indian Economy	All caps	All Cap. Letters	INDIANECONOMY
in the ^ leaf	^ book	Caret Mark	in the book leaf
in most	⊂	Close up	inmost
fulfil	⊖	Delete	fulfil
St.	/⊙	Fullstop	St. (Saint)
As I go	/⊙	Comma	As I go,
I saw	/⊙	Semicolon	I saw;
Co-operative	-	Hyphen	Co-operative
Purchase LESS Returns	⊂, ⊃	Indent	Purchase LESS Returns
twenty five	In figs.	In figures	25
23	In wds.	In words	twentythree
my Alma Mater	Ital.	Italic Letters	my <u>Alma Mater</u>
inasmuch as	#	Leave Space	inasmuch as
one man	⌢	Less Space	One man
in the market	stet	Let it stand	in the market
Book	l.c	Lower Case	book
The book was sent by post. // It was fine to read. // ⊂ ⊖	P. N.P. F.P	Paragraph Next Paragraph Fresh Paragraph	The book was sent by post. It was fine to read.
The book was sent by post. ⊂ It was fine to read.	Run on	No Paragraph	The book was sent by post. It was fine to read.
"Navy"	⌈ ⌋	Quotation	"Navy"
XXII	Rom.	Roman numerals	XXII or xxii
separate	sp.	Spelling	separate
5 2	Trs.	Transpose	2 5
(52)	Trs.	Transpose	25
book the in	Trs.	Transpose in order	in the book
India	u.c., U.C	Upper Case	India
I wish * go to @ City * to @ Mumbai		Search, find & insert * Asterisk @ Symbol for 'at'	I wish to go to Mumbai City

1.STATEMENTS (A) LAY-OUT

1.
.....

		2	2a		
3	4	4a	4b	4c	4d
i	5(.....)				
ii					
iii					
iv					
	6.....				

1. Title of the Statement (Head lines)
2. & 2a. Heads of the Details
3. Serial Number
4. Head of the Particulars
4a,4b, 4c & 4d - Sub-Headings (Particulars)
- 5 Rupees in(if any)
6. The word 'Total'

(B). MODEL

STATEMENT

STATE-WIDE DISTRIBUTION OF FINANCIAL ASSISTANCE
SANCTIONED AND DISBURSED BY THE INDUSTRIAL
DEVELOPMENT BANK OF INDIA

//

v

S. N.	State	1968 - 69		1969 -70	
		Amount Sanctioned	Amount disbursed	Amount Sanctioned	Amount disbursed
		// (Rupees in crores) //			
1.	Andra Pradesh	154.40	159.90	1,773.70	1,637.20
2.	Assam*	12.40	24.40
3.	Bihar	159.90	266.60	965.20	441.70
4.	Gujarat	328.80	301.80	3,724.60	3,148.90
5.	Haryana	58.10	53.60	262.10	249.80
6.	Kerala	133.00	68.30	440.00	342.30
7.	Madhya Pradesh	171.30	143.70	543.00	517.90
8.	Maharashtra	2,217.70	1,100.10	9,621.20	8,812.90
9.	Mysore	489.70	263.60	1,052.70	859.70
10.	Orissa	348.60	46.20	504.10	223.40
11.	Tamil Nadu and Pondicherry	118.50	114.50	1,111.70	1,134.90
Total		4,180.00	2,518.30	20,001.70	17,393.10
* Particulars in respect of 1968 - 68 are not available.					

Type the following Statements and rule up:-

The Beggars Population during
the year 2001-2003. L1 L5

Year	Thiruhelveli	Madurai	Coim	Salem
2001-02	15,686	6,750	956	7,208
2002-03	8,725	16,233	1,507	7806 L5
2003-04	9,510	18,647	2,317	9,428
2004-2005	10,175	20,010	6,218	10,680 L3
Ø 2005- 2006	10,948	21,230	4,185	11,316

Type the following Statement and rule up-

Statewise Mineral Production // caps.
In India

Name of states	Value of Production ₹		
	1985	1986	1987
	(In lakhs of rupees)		
Bihar	9030.01	8990.60	9190.91
Ex. Gujarat	103.60	980.84	5313.40
to Tamil Nadu	978.24	2210.07	9215.75
Ex. Orissa	3186.40	1090.45	456.07
West Bengal	1410.04	2720.60	6759.04

Type the following Statement and rule up:-

AREA UNDER PRINCIPAL PRODUCTION
OF CROPS

L.C MK	CROPS	Area		Production	
		Hectares	Acres	Metric Tons	Tons
	← Paddy	2,271	5,612	3,184	74
	Gingelly	2,147	370	47	45
	Cotton	404	987	350	84
	Ground-nut	817	2,014	952	937
	Sugarcane	59	135	387	381
	Millet and other cereals	152	5,612	3,134	376

Type the following Statement and rule up:-

FIGURES RELATING TO PRODUCTION
OF HANDLOOM CLOTH

Sl. No.	Variety of cloth	For the year of			
		2001	2002	2003	Total
(1)	(2)	(3)	(4)	(5)	(6)
		(in '000' metres)			
1	Sarees	10,645	8,495	8,438	27,578
2	Lungies	8,743	6,997	6,132	21,863
3	Towels	7,423	5,778	6,833	20,034
4	Dhoties	7,706	8,125	7,588	23,419
5	Bed - Spreads	12,543	14,370	11,886	39,159

Type the following Statement and
 Rule up:-

Caps // Trees planted under / "one family,
 one trees" Campaign.

Taluk	Coconut	Mango	Plan- tain	Other trees
Kasar	45,314	20,625	1,25,000	5,412
Trichy 81	23,918	8,518	22,000	52,435
Lalqudi	36,520	12,502	13,576	24,830
St Musiri	32,433	76,289	74,101	45,022
U.C <u>thudaiyur</u>	30,008	50,025	25,900	52,098

Type the following Statement and rule up

Types of Wood obtained from // forest // caps.

Year	Sandal wood Trees	Fire wood	Others
1997-98	680	4,61,740	112
15 1998-99	1,020	7,62,413	1,400
Exs 1999-2000	10,728	9,10,267	11,368
2000-2001	560	1,00,000	3,000
stat 2001-2002	1,678	75,400 -----	2,300

Type the following Statement and rule up:-

STATEMENT SHOWING PARTICULARS
ABOUT IMPORTS

Name of /Commodity	For the period		
	2000-01	2001-02	2002-03
Machinery	3,675	3,456	1,346
Tolls	2,567	2,300	1,002
Steel	3,000	2,467	1,266
Paints	1,800	1,500	1,001
Others	2,765	2,398	1,200
Total	13,807	12,121	5,815

2. INVOICE
a (LAY-OUT)

INVOICE

	1.....		
	2.....		
3.....			5.....
4.....			
6.....			
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7.....			
8.....			
9.....			
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10	11	12	13

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		14	-----
	15.....		

16.....			
			17.....
			18.....

- | | |
|------------------------------------|---------------------------------------|
| 1. Name of the Company in Capitals | 10. Quality |
| 2. Nature of the Company. | 11. Particulars |
| 3. Telephone Number | 12. Rate |
| 4. Telegrams | 13. Amount |
| 5. Post Box Number | 14. The word 'Total |
| 6. Address of the Company. | 15. Total amount in words |
| 7. Invoice Number | 16. E. & O.E. (Errors and Omissions |
| Exempted). | |
| 8. Date of Invoice | 17. For 'Name of Company' in Capitals |
| 9. To Address | 18. Designation of the Authority. |

INVOICE – (b) MODEL

INVOICE
//
MODERN ELECTRICALS LIMITED
//
(Dealers in Electrical goods)

Telephone: 53146
Telegrams: 'Modern'

Post Box No. 61,
4 West Mahsi Street,
//
23rd May 1975.

No. 384/74
//

Messrs. Pari Anand and Sons,
Building Contractors,
Thiruppathur
//

Quantity	Particulars	Rate		Amount	
		Rs.	P	Rs.	P
10 dozens	Switches	25	00	250	00
6	Ceiling Fans	300	00	1,800	00

				2,050	00
	LESS Discount at 10%			205	00

				1,845	00
	ADD packing charges			35	00

	Total			1,880	00

	(Rupees one thousand eight hundred And eighty only)				

//
E.& O.E.

for MODERN ELECTRICAL LIMITED,
////

Sales Manager

Type the following INVOICE and rule up:-

INVOICE
Suresh and company / caps.
(Automobiles)

Telephone : 2810285
Telegrams : "Suresh"

P. B. No : 370,
20, Patel St.,
Bombay - 400 025

No. 33/2001.

5th Jan. 2001.

M/s. Rajan & Sons,
No. 35, Bazaar St.,
Coimbatore - 641 007.

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
20 nos.	Star Caps	20 00	400 00
5 nos	Foot Rests	15 00	75 00
1 No.	Crown with Disc.	400 00	400 00
			875 00
	ADD: Packing and Transport charges.		25 00
	Total		850 00
	(Rupees eight hundred and fifty only)		

E. & O. E

for Suresh and company
Caps

Type the following INVOICE and rule up:-

INVOICE

National Trading Co. Pvt. Ltd., // caps
(General Merchants)

Telephone: 52134

P.B. NO. 65,
3 Nethaji St.,
Karur - 624 031

No. 190/2000

3rd March 2000.

The Warden,
Indira Hotel,
Perambalur - 621 212

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
10	Gingelly oil Tins of 10 Kgs. each	950 00	9,500 00
Ø 25	Coconut oil Tins of 5 Kgs each	500 00	2,500 00
			12,000 00
	LESS discount 6%		720 00
U.C			11,280 00
	ADD Transport charges		170 00 X 6
			11,120 00
	(Rupees eleven thousand and one hundred and twenty only)		
E. & O. E	for <u>National Trading Co. Pvt. Ltd.</u>		Caps.

manager

UC

Type the following Invoice and rule up:-

INVOICE

Ramu Stationery Mart // caps

(Dealers in fancy goods) VC

Telegram : 'Mart'

Telephone : 2491811

Post Box No. 786,
49, Gandhi Road,
Erode - 638 001

NO. 109/2004.

2nd May 2004.

M/s. Seetha & Co.,
50, Ganesh St.,
Tiruppur - 638 001

Quantity	Particulars	Rate Rs. P.	Amount Rs. P.
50	Writing Pads	20 00	1,000 00
100	Fancy Paper Weights	7 00	700 00
			1,700 00
	LESS: Discount @ 10%		100 00 185
			1,615 00
	ADD: Packing & Transport charges		55 00
	Total		1,670 00
	(Rupees one thousand six hundred and seventy only)		
E. & O. E	for <u>Ramu Stationery Mart // caps</u>		

Manager

Type the following INVOICE and rule up:-

INVOICE

KAMALRAJ STORES
(General Merchants)

Telephone: 2248135
Telegrams: 'KAMAL'

Post Box No. 23,
80, Suresh Street,
Madurai - 625 014

No. 230/2002.

4th May 2002.

M/s. Kalyani Trade,
50, Sivankoil St.,
Pondicherry - 605 001.

Qty	Particulars	Rate	Amount
		Rs. P	Rs. P.
100 Nos.	40 Pages Note Book	00 15	15.00
1 Doz.	'Pilot' Pen	200 00	200 00
5 Doz.	'Iris' Black Ink	6 00	30 00
1 Doz.	'Kores' Correcting Fluid	48 00	48.00
			293 00
	Sales Tax		8.80
	Total		301 80
	(Rupees Three hundred and one and eighty only)		

E. & O. E

for Kamalraj Stores / caps

Type the following Invoice and rule up:-

INVOICE

Santhosam Nadar and Sons ← caps
(Rice Dealers)

Telephone : 2658115

Post Box No. 53,

Telegrams : "Nadar"

6, Natesam Road,
Chennai - 600 053

No. 250/2003

7/2 July 2003.

M/s. Perumal & Bros.,
105, Kamarajapuram,
North Arcot Dist.,
Vellore - 632 003.

Qty.	Particulars	Rate	Amount
		Rs. P	Rs. P.
30 bags	Nellore Kitchadi	200 00	6,000 00
5 "	" Ponni	300 00	1,500 00
			7,500 00
	LESS: Discount @ 5%		375 00
			7,125 00
	ADD: Packing Charges.		275 00
	Total		7,400 00
L.C	(Rupees <u>Seven thousand</u> and <u>four hundred</u> only)		
E. & O E	for <u>Santhosam Nadar & Sons</u> Caps		

Manager.

2.(ii) CREDIT NOTE- MODEL

CREDIT NOTE

///

Telephone: 45016
Telegrams: 'Saroja'

Post Box No. 184.
35 Purasai High Road,
Madras 600 007.

//

No.29/71

22 nd January 1971.

//

Messrs. Soori & Company,
21 Car Street,
Kancheepuram 631 501.

//

Cr.by SAROJINI TEXTILES

//

Details of Invoice	Particulars	Amount
		//
		Rs. P.
Invoice No.110 18 th Januarv 1971	By 50 Petty Coats at Rs. 16/- each returned not being the size ordered	800 00
Invoice No. 102 19 th January 1971.	By 5 pairs of silk dhotis at Rs. 400/- each pair returned being damaged	2,000 00

		2,800 00

	(Rupees two thousand and eight hundred only)	

//

for SAROJINI TEXTILES,

7111

Accountant.

Type the following CREDIT NOTE and rule up:-

CREDIT NOTE

Telephone: 2556842
 Telegrams: "Ramu"

Post Box No. 187
 80 - Kamarajapuram,
 Chennai - 600 035

No. 360/2002

2nd June 2002.

M/s. Rajendran & Co.,
 15, Church Gate,
 Bombay - 400 058.

Cr. by THE FASHION HOUSE

Details of Invoice	Particulars	Amount
		Rs. P.
21st May 2002 Inv. No. 84	By 100 nos. two yards Dhoties (handloom) at Rs. 15/- not having bn. ordered	1,500 00
-do-	By 50 nos. napkins at Rs. 2/- not having bn. ordered.	100 00
	Total	1,600 00
	(Rupees one thousand and six hundred only)	

for THE FASHION HOUSE,

Head clerk.

Type the following Credit Note and rule up.

CREDIT NOTE

Telephone : 243 2612
Telegrams : "James"

Post Box No. 846,
6 Babu Street,
Chennai - 600 003.

No. 56/99

4th Jan. 1999.

M/s. Sagar Hotels,
Main Road,
Chennai - 600 016.

Cr. by James Tour Links. // Caps.

Details of Invoice	Particular	Amount Rs. P.
Invoice No. 817 5th Dec. 1994	By Fare for 20 Tourists @ Rs. 250 per person, since / sight seeing was cancelled	5,000 00
	Total	5,000 00
	(Rupees five thousand only)	

for JAMES TOUR LINKS.,

Manager

Type the following CREDIT NOTE and rule up!

CREDIT NOTE

Telephone: 8276095
 Telegrams: "COOL"

Post Box No. 453,
 10, Valmiki Nagar,
 Chennai - 600 053

No. 300/99

3rd Sep. 1999.

M/s. Star Electricals,
 10, Katpadi St.,
 Vellore 632 001.

Cr. by COOL FANS.

Details of Invoice	Particulars	Amount
		Rs. P.
Invoice no. 987 20th Aug. 1999	By Price difference between three & four bladed fans	825 00
Invoice no. 1015 28th Aug. 1999	By Off-Season discount omitted	175 00 UC
	Total	1,000 00
	(Rupees one thousand only)	

for COOL FANS,

Manager

Type the following CREDIT NOTE and rule up:-

CREDIT NOTE

Telephone: 18/272
Telegrams: "PARI"

Post Box no. 931,
15, Annie Besant Rd.,
Calicut - 673 002

No. 57/2000

21st Nov. 2000.

Messrs. Venu & Sons,
6, Sankhshpuram,
Visakhapatnam - 530 016.

Cr. by. PARI AND SONS

Details of Invoice	Particulars	Amount	
		Rs.	P.
Invoice no. 57 10th Nov. 2000	By 90 Leather Belts at Rs. 50 each	4,500	00
Invoice no. 57 12th Nov. 2000	50 Leather small Belts at 20/- each	1,000	00
	Total	5,500	00

20/-

(Rupees five thou-
sand and five
hundred only)

for PARI AND SONS,

Accountant