

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

4 JULY, 2018

[Time : 09-00]

(Total Marks for Sections I and II : 100)

ENGLISH TYPEWRITING

(30 Words Per Minute)

SECTION - I

[Time Allowed : 1 Hour]

Q.1) Type the following Business Letter in proper form : **[Marks : 30]**

KRISHNA CHEMICALS LIMITED

Ring Road, Latur

Ref. No. KCL/03/04/125

Date : 10th May, 2004

To,

The Manager,

State Bank of India,

M.G. Road Branch,

Pune

Subject : Request for Credit Facility

Dear Sir,

We have plans to expand our line of manufacture and a detailed project report has been finalized and got favourable by the Industrial Development Bank of India. The working capital requirement in connection with the above project would be of Rs. 5 lakhs for a quarter.

A copy of the project report and feasibility report is enclosed for your ready reference. At present we are enjoying from your Bank Credit facility of Rs. 4 lakhs by way of overdraft. We are sure you would be happy to find from your records how satisfactory our performance has been all these years.

As in the past, we request you to grant us the credit facility for Rs. 5 lakhs also. We would offer our investments as security for the overdraft facility up to Rs. 5 lakhs that we are requesting now. The invested shares command a premium of 80% at the moment.

Yours Faithfully,

for, KRISHNA CHEMICALS LTD.

Proprietor

Encl. : As above

Q.2) Type the following statement with effective display. Use leader dots. Rule the statement on typewriter : **[Marks : 30]**

**STATEMENT SHOWING SALE OF
MATERIALS DURING THREE MONTHS**

(In Kgs.)

Serial No.	Materials	September	October	November
1.	Rajashri Cement ..	2,500	2,000	1,000
2.	Ultra Tech ..	750	500	450
3.	Birla White ..	250	200	175
4.	Vasavdatta ..	1,500	1,300	1,350
5.	Asian Paints ..	1,000	980	950
6.	Delux 3-in-1 ..	1,500	1,200	1,000
7.	Berger ..	900	850	870
8.	Nerolac ..	500	450	430
