

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

4 JULY, 2018

[Time : 11-30]

(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]**RAMA CHEMICALS LIMITED**

Ring Road, Latur

Ref. No. : RCL/07-08/526

Date : 2nd October, 2016

To,

The Manager,

State Bank of India,

Ring Road Branch,

Latur

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 investment as security for the overdraft facility up to Rs. 5 lakhs that we are requesting now.

Your's faithfully,
for, Rama Chemicals Ltd.,

Proprietor

Encl. : Project Report

Q.2) Type the following statement with effective display.

[Marks : 30]

STATEMENT SHOWING PLANTATION OF TREES

(Fig. In Nos.)

Serial No.	Particular	June	July	August
1.	Banyan Tree ..	1,542	1,645	1,780
2.	Mango Tree ..	1,600	1,800	1,950
3.	Coconut Tree ..	2,200	2,345	2,479
4.	Palm Tree ..	850	870	920
5.	Neem Tree ..	400	200	100
6.	Teak Tree ..	540	670	850
7.	Jackfruit Tree ..	240	430	480
8.	Pine Tree ..	3,400	4,100	5,200
