

**MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE**

Government Commercial Certificate Examination

**6 JULY, 2018**

[Time : 16-30]

(Total Marks for Sections I and II : 100)

**ENGLISH TYPEWRITING**

(40 Words Per Minute)

**SECTION - I**

[Time Allowed : 1 Hour]

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**Q.1)** Type the following Company Notice carrying out all the abbreviations in full, observing the followig instructions :

**[Marks : 30]**

- (a) Take the heading of the 'Company, 'Notice to Members and 'Agenda' in the centre and in Block Capital Letters and with effective display.
- (b) Agenda word should be in spaced capital.
- (c) Use Block style of paragraphs for serially arranged items of 'Agenda' and the 'Hanging' style for 'Notes' below :

SOLAPUR CO-OPERATIVE BANK LTD., 1025, Siddheshwar Market,

U.C.

Solapur - 413 400 ----- NOTICE TO MEMBERS ----- Notice

is here by given th. the 20th annual general meeting

U.C.

of the members of Solapur Co-operative Bank Ltd., will

be held on Sunday, 25th July, 2016 at 10.00 p.m. in Girl's

I. T. I., North Court, Near Mahanagar Palika, Solapur to

Trans.

transit the business following : -----Agenda-----

6) TO appointed Internal Auditor for the yr. 2016-17 -----

7) Any other business with the permission of the chair. ---

3) TO approve the appropriation of profit. ---- 5) TO declare

the elect. of directors. ----- 2) TO receiver & adopt the <sup>h sp</sup>

report of the board of directors. Statement of A/cs. of

th Bank for the yr. ended 31 Mar. 2015, audited by Internal

Auditors Mr. M.B. Kulkarni & Chandrakant Somani & Statutory

del.

Auditor Shri. ~~Kam.~~ S. K. Patil spl. Auditor Cl.-I, Co-opera-

tive Societies, Vidharbha. ---- 1) TO confirm the minutes #

of the last Annual General Meeting held on July, 2014. -----

(4) TO consider and adopt statutory Auditor's report for <sup>stat</sup>

del.

the yr. 2014-15. ----- By/ order of the Board of Dir.

Sd/- ----- (Mr. S. S. Ramanand) ----- Solapur ----- dated

25th June, 2015.

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Notes : (2) If there is no <sup>quorum</sup> ~~quorum~~ within half an hr.

after the prescribed time, the meeting shall stand adjourned

upto 11.30 p.m. on the same day and the Agenda of the meet-

ing shl. be at the said venue irrespective of the <sup>quorum</sup> ~~quorum~~.

(1) Members wishing to offer any suggestions at the time <sup>stat</sup>

of Annual General meeting or put any question may do so in

writing and submit ←

→ the same to the Secy. within 8 days from the date of this  
notice.

**Q.2)** Type the following statement vertically with effective display and rule it on the typewriter. Heading should be in Block Capital Letter, with underline. Use leader dots wherever necessary : **[Marks : 30]**

**KRUSHNA BAKERY PRODUCTS  
STATEMENT SHOWING COMPARATIVE  
SALE OF BAKERY PRODUCTS**

(Fig. in 000')

Serial No.	Particulars	Solapur Bakery		Latur Bakery	
		January	June	January	June
1.	Honey Cake ..	5,21,325	2,22,731	1,91,090	3,25,530
2.	Plum Cake ..	2,02,765	2,88,910	4,10,111	5,25,890
3.	Wheat Bread ..	3,40,310	2,45,225	1,53,331	4,20,560
4.	Special Bread ..	1,52,690	3,45,000	5,65,879	3,50,111
5.	Veg. Patties ..	3,50,789	2,23,444	5,45,750	3,35,123
6.	Cookies ..	1,59,345	2,65,980	3,45,132	2,68,990
7.	Jeera Toast ..	2,12,000	3,00,000	2,45,450	2,25,545
8.	Jeera Butter ..	1,50,111	2,35,567	3,60,650	2,43,000
9.	Khari ..	2,80,450	1,25,000	2,50,650	2,50,450
10.	Pastries ..	2,50,350	2,30,150	2,45,890	2,00,000