

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Government Commercial Certificate Examination

2 JULY, 2018

[Time : 14-00]

(Total Marks (A) and (B) : 100)

ENGLISH SHORTHAND

(130 Words Per Minute)

(Time allowed for Transcription of (A) and (B) passages : 2 Hrs. and 30 Min.)

[A]**(Marks : 45 + 5 for note taking)**

The observation which I wish to make arises from the nature of the business in which our more spectacular increase has been achieved. You have reminded us that within the last two / years we have initiated in this society two new kinds of insurance business- the group insurance and the 'Safeguard' policy. The 'Safeguard' policy, as all in this room know, is a means whereby // anybody in the event of the untimely death of the breadwinner may ensure that his income shall be continued for a number of years after his death, and that during those critical /// and difficult years when his dependents are growing up and need education and maintenance, and when his widow has neither the experience nor the leisure to earn for herself and for her children. //1// provision may be made to protect their interests and to provide the necessary means for their education and maintenance, and that at the same time a lump sum shall be paid when / those critical days are over.

The fact that this system has met with such an immediate and ready response is a testimonial to the vision and sagacity of our general manager. Immitation is // the sincerest form of flattery, and we are glad to see that other companies are copying our good example; but I hope the public will not forget that those who were the /// pioneers in the business probably know most about it and are best able to adapt their policies to the particular circumstances of each individual case. Indeed, the fact that we have today, after. //2// I think some twelve months of experience, already a sum of nearly Rs. two lakhs assured by this form of policy proves. I think, that the public do realize what

a valuable / provision has been made. I am tempted to repeat what I have often said on other platforms and in another connection, that the success of the safeguarding policy is proved wherever the experiment // is tried.

I pray, gentlemen, now to the other form of novel assurance, where the results are equally gratifying from the public, as well as from our own point of view. I /// refer to the system of group insurance. In these days of intense competition we are always being told that industry and commerce must rationalize in order to survive. By 'rationalization' is meant. I //3// suppose, the ruthless cutting down of expenditure where it is not financially profitable and the careful examination of every rupee spent in order to be quite certain that it is yielding the best / results; and I think that one of the difficulties in the way of rationalization lies in the fact that often a firm or a company must find that there are among their staff // and in their employment men and women some of whom have given many years of their lives to building up the business and are, perhaps, largely responsible for its success, but who /// are reaching an age at which high salaries which they command are not reflected by efficiency in either energy or output, and where better results might be obtained by employing an energetic person. //4//

[An interval of two minutes]

[B]

[Marks : 45 + 5 for note taking]

Gentlemen,

I have great pleasure in welcoming you to the first annual general meeting of your Company. The Director's report and audited accounts for the period upto 30th June Twelve have / been in your hands for sometime now and, with your permission, I take them as read.

It the structure of shareholdings may be taken as an index, your company has been favoured by // a wide degree of public support. Subscriptions is were widely distributed on a regional basis and also according to the size of applications.

The Government of India have issued licenses to a number /// of industrial undertakings for expansion of capacity and or setting up of new units for the production of automobile tyres and tubes within the plan target. At present there are ten units licensed //1// for the manufacture of automobile tyres and tubes out of which six are

in operation, as against two in 90-91. In genuine interest of a healthy growth of the industry as / a whole, the Government would, I am certain, consider the desirability of regulating their licensing policy in such a manner as to enable the new enterprises sanctioned to achieve economic production and establish // themselves on a sound footing.

Your Company represents of the undertakings licensed for establishing a new tyre plant in West Bengal with a capacity of fifteen thousand numbers each of tyres and /// tubes per month. You should have got an idea about the progress of this company from the Directors' report already circulated to you. Construction of the main factory building, stores, canteen and offices //2// is fast nearing completion. Out of the import licence for plant and machinery worth Rs. Two Crores obtained by the company, a major portion has already been received at the factory site / and further shipments are on the way. It is expected that delivery of all plant and machinery to be imported from Japan will be completed by 2012. According to arrangements with the // technical collaborators, a team of erectors is expected to be at the factory site shortly to supervise the erection of plant and machinery. The technical personnel deputed by the Company to Japan /// for training and finalisation of the project report have returned to India. If there is no serious hold-up in the present programme, the plant at the factory will be commissioned for trial //3// production by the middle of next year. Which should be accepted as a good performance.

In order that your company may lay its proper role in the tyre manufacturing industry in / the country, your Directors have decided to expand the scope of its activities and accordingly, an application has been made to the Government of India for permission to expand and diversify the Company's // operations by installing further and or fresh capacity for the manufacture of tyres and tubes for cars, trucks and buses, motor cycles and scooters etc.

In regard to other important raw materials /// also, namely tyre, cord, bed wire, valves, carbon black, the country is yet largely dependent on imports. It is gratifying to note that steps are being taken to arrange for more effective production. //4//