

2018

CBCS

1st Semester

OMSP

PAPER—C2P

(Vocational)

(Practical)

Full Marks : 40

Time : 2 Hours

The figures in the right-hand margin indicate full marks.

Candidates are required to give their answers in their own words as far as practicable.

Illustrate the answers wherever necessary.

Office Practice

1. Answer any one questions : 1×10

- (a) A fire broke out at godown of XYZ Co. Pvt. Ltd. Incidence has been reported the Hare Street Police Station. FIR number is 16. The valuer of your company has estimated the loss to the extent of Rs. 10 lakhs. There is no salvage.

(Turn Over)

Suppose you are the director of XYZ Co. Pvt. Ltd.

Write a letter to the Insurance Company requesting early inspection and valuation to settle the claim.

- (b) Suppose you are the incharge of handling of correspondence of an organisation. A letter has been received by your office. How would you record the details in an Incoming Mail Register (use imaginary data)

2. Answer any two questions :

2×5

(a) Write an application for the post of Accountant of ABC Co. Ltd.

(b) You are supplied some files of an organisation. How do you place the files following vertical method of filing.

(c) What is Visible Card Index ? What are the advantages of such on index over the ordinary Card Index ?