

नामांक				Roll No.		

No. of Questions — 3

SS—34-2—T.W. (English)

No. of Printed Pages — 7

SENIOR SECONDARY EXAMINATION, 2011

(OPTIONAL GROUP III — COMMERCE)

TYPEWRITING IN ENGLISH

Time : One Hour

Maximum Marks : 60

GENERAL INSTRUCTIONS TO THE EXAMINEES :

1. Candidate must write first his / her Roll No. on the question paper compulsorily.
2. Type only on one side of the paper using double space.
3. 8 marks have been reserved for the proper form and display.

1.

*Marks : 28**Display : 02*

Total : 30

DESIGNING ELECTRONIC PAYMENT SYSTEMS IN INDIA.

Electronic payments represent the third great age of payment systems, following cash and paper-based transfers. An electronic payment transfer may be defined as any transfer of funds, other than a transaction initiated by a cheque or other similar paper instruments, made through an electronic terminal or computer or by means of magnetic tape so as to order, instruct or authorise a participating financial institution to credit or debit an account.

The need for electronic funds transfers has developed because of changing social and economic expectations of customers on one hand, and availability of technological options to implement such systems on the other.

Technology in banking has been used in four major ways : To handle a greatly expanded customer base, to reduce substantially the real cost of handling payments, to liberate the banks from the traditional constraints on time and place (anytime/anywhere banking) and to introduce new value added products and services.

Although recent statistics show a decline in the use of cheques as a means of payment in most developed countries, banks nevertheless need to solve the problems that arise from the physical movement of paper in the clearing process. To a limited extent this has been achieved by the cheque transaction which involves the capture of relevant data to enable payment of each cheque to be made to the payee's account, and simultaneously for the drawer's account to be debited, without the physical movement of the cheque itself.

Another method followed is Document Image Processing (DIP) in which paper documents can be converted into a digital format. This permits all forms of documents to be stored, retrieved and manipulated by computer systems.

An electronic credit system introduced in India has received a good response during the last two years. The 1997-98 fiscal year witnessed 2·3 million transactions, while the 1998-99 half year had 3·2 million transactions in the electronic credit system.

Electronic funds transfers can be broadly classified into inter-country payment systems, inter-bank payment systems within a country, intra-bank inter-branch payment systems and EFT at the point of sale.

The need of the hour consists not merely in improving the paper based payment system but also in integrating the various components of the system. Designing an integrated system would first require a clear appreciation of the architecture, and the role of the associated binding agents of payment and settlement transactions across markets local, national and international.

First efforts in this direction started in the Indian Banking industry when BANKNET was commissioned in February 1991, based on CCITT (Consultative Committee for International Telegraphy and Telephony X. 25, 1984 Packet Switch Protocol). This was further enhanced by commissioning of RBINET in 1996 using TCP/IP protocol.

If IT represents "Information Technology", ironically IT also can represent "investment trap". Once an organisation accepts information technology as a strategic response to combat competition in a globalised environment, it automatically gets to the investment trap.

It becomes virtually impossible to run the old manual processes, and procedures, as customer expectations take a different path. It is in this context that the banks have to innovate new products and services using continuously changing IT product and services.

This presupposes both learning and unlearning for all those affected in an organisation. Old ways of management and control give way to new methods and techniques of management. The Indian financial system during the last decade or so has achieved some landmarks in this area. On September 8, 1983, the first bipartite settlement was signed at IBA between the representatives of bank management and the staff union / association leaders in the Indian banking industry. The journey of the last decade of IT absorption from ALPM (automated ledger posting machines) to VSAT implementation has been saddled with the following issues :

- (i) Lack of application of IT management and technical issues at the top management level.
- (ii) Lack of timely implementation of policy directions.
- (iii) Lack of awareness about technology within a large section of bank employees, both clerical and management (junior, middle and senior levels)
- (iv) Large turnover of technical staff to vendors in the market or to newly established banks.
- (v) Lack of adequate security and safety controls.
- (vi) Inadequate appreciation of technology issues at the branch management level where the majority of technology absorption is being implemented.
- (vii) Technnology is still being used in a stand-alone mode without much networking use of telecommunications.
- (viii) Absence of industry standards and protocols for hardwaare, software, encryption, security, etc.
- (ix) Use of IT in decision making with MIS/DSS support found only by exception.

2. Type the following letter in proper form and display :

Marks : 12

Display : 03

Total : 15

ANANT RAM SHYAM DASS & SONS.

(Wholesale Cloth Merchant)

Gram : RAM	302/II Sumer Market,
Tel. No. : 2626667	Shri Krishna Road,
e-mail : shyamanantram@gmail.com	Ganga Nagar (Raj.)
No. : As/1011/11	27 January, 2011

M/s Rajnish Kumar Ashok Kumar & Co.
181/II, Jain Apartments,
Station Road,
New Delhi – 75.

Sub. : For purchase of various varieties of cloth.

Dear Sir,

Received your letter No. 786 dated 15 January, 2011 together with the latest catalogue of production and distribution of Raymond Suiting and Shirting and various cloths. Thanks for the same.

As per terms and conditions mentioned in the catalogue, we would like to purchase following goods from you. Please arrange to supply the goods within a week by Shiv Shanker Goods Transport Co., New Delhi and oblige :

200 Thans Raymond Shirting Range 255 colour code 24

400 T-Shirts Peacock Brand No. 32 to 36

300 Thans Raymond Suiting Range 787 colour code 93

200 Shirts Rock Brand No. 30 to 34

400 Blue Jeans Pants No. 11 Mix Varieties.

Please send the goods duly wrapped in waterproof packing so that it remains safe in transit. The bill of the total cost of the material and the transport receipt may please be sent through Union Bank of India, Station Road, Ganga Nagar.

Hope that our customers will have the choice of your Raymond cloth and we will be able to place a bigger order on the occasions.

Thank you,

Yours faithfully,

For Anant Ram Shyam Dass & Sons,

Sd/-

(Mahesh Kumar)

Partner

3. Type the following table in proper form and display :

Marks : 12

Display : 03

Total : 15

Trend Analysis of Rama Industries

BALANCE SHEET

(Rs. in lakhs)

	As on 31st March				
	2006 (Base) Rs.	2007 Rs.	2008 Rs.	2009 Rs.	2010 Rs.
<u>Assets :</u>					
Book Debts	100	126	116	170	190
Stock	100	108	134	131	118
Other Current Assets	100	87	72	73	50
Total Current Assets	100	106	112	124	116
Fixed Assets	100	95	90	97	104
Total Assets	100	99	98	106	108
Current Liabilities	100	95	106	120	120
Long Term Debts	100	100	100	320	320
Outsider's Funds	100	96	105	158	174
Shareholders Equity	100	100	96	92	90
Total Liabilities	100	99	98	106	108