

नामांक

Roll No.

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No. of Questions — 3

No. of Printed Pages — 7

**SS—33—SH. HD. (English)**

**SENIOR SECONDARY EXAMINATION, 2015**

**SHORTHAND IN ENGLISH**

**Subject : English Stenography**

Time : 3  $\frac{1}{4}$  Hours

Maximum Marks : 40

*GENERAL INSTRUCTIONS TO THE EXAMINEES :*

- (a) Candidates must write first his / her Roll No. on the question paper compulsorily.
- (b) The shorthand outlines may be written by pencil but the transcription should not be hand-written but it should be typed.
- (c) The shorthand note-book must be attached with the answer-book.
- (d) Only the following punctuations should be dictated :
  - (i) full stops
  - (ii) signs of interrogation
  - (iii) brackets.
- (e) There should be an interval of *five* minutes after the dictation of each section. *Two and a three-fourth* hours will be allowed for transcription of the three sections of dictation ( *i.e.* excluding the time for dictation and intervals. )
- (f) All the three sections should be dictated at a speed of 80 ( Eighty ) words per minute and in one sitting.
- (g) 20% marks should be reserved for outline.

**Section - A**

1.

Marks : 10

The Board of Directors,  
Santosh Mona Limited,  
Bombay.

Re : Financial Statements for the extended Financial year / ending  $\frac{1}{4}$   
March 31, 2014 — Certification by CEO & CFO.

We, Hemendra Sudarshan, Chairman & Managing Director / and  $\frac{1}{2}$   
Anand Kumar Kanodia, Chief Financial Officer of Santosh Mona  
Ltd., on the basis of the review of / the Financial Statements & the  $\frac{3}{4}$   
each cash flow statement for the extended financial year ending  
March 31, 2014 comprising // of 18 months period from October 1, 1  
2012 to March 31, 2014, and to the best of / our knowledge and  $1\frac{1}{4}$   
belief, hereby certify that :

1. These statements do not contain any materially untrue  $1\frac{1}{2}$   
statements / or omit any material fact or contain statements  
that might be misleading.
2. These statements together present a / true and fair view of the  $1\frac{3}{4}$   
company's affairs and are in compliance with existing  
accounting standards, applicable laws and // regulations. 2
3. There are, to the best of our knowledge and belief, no  $2\frac{1}{4}$   
transaction entered into / by the company for the extended  
financial year ending March 31, 2014, comprising of 18 months  
period from / October 01, 2012 to March 31, 2014 which are  $2\frac{1}{2}$   
fraudulent, illegal or violative of the company's code / of  $2\frac{3}{4}$   
conduct.

4. We accept responsibility for establishing and maintaining internal controls and we have evaluated the effectiveness // of the internal control systems of the company. We have disclosed to the auditors and the Audit Committee those / deficiencies, of which we are aware, in the design or operation of the internal control systems and that / we have taken the required steps to rectify these deficiencies.  $3\frac{1}{4}$
5. We further certify that there have been / no significant changes in internal control during this extended financial year.  $3\frac{3}{4}$

Hemendra Sudarshan  
CMD

Anand Kumar Kanodia  
CFO

Date :// 4

**Section - B**

2. Marks : 10

LIC OF INDIA

117/E Ugam Nagar  
New Delhi.

Date - 08-10-14

Ref. BO/ 666/Claims/

$\frac{1}{4}$

SH. Hari Prasad Harsh  
S/O SH. Uttam Dutt  
Station Road,  
Hardwar.

Re : Pol. No. 199999999/ on the life of Hari Prasad Harsh.  $\frac{1}{2}$

Sir,

With reference to our letter dated 09. 09. 2014/ informing about payment of Survival Benefit claim amount of Rs. 40,000/- payable under above policy on 28. 12./ 14. It has been observed from our 1

record that requirements stated in our letter have not been complied with / so far. 1  $\frac{1}{4}$

We are committed to settle the above claim in time. However, due to non-submission / of following requirements, the claim under above policy is still outstanding with us — 1  $\frac{1}{2}$

1. The payment / under the policy will be credited, directly to your Bank account through electronic mode of payment only. For // this purpose, we require your bank details for making the policy payment through NEFT ( National Electronic Fund Transfer/ ). You are requested to submit the NEFT mandate along with necessary enclosures to settle the payment under your / policy through NEFT. 1  $\frac{3}{4}$   
2
2. Original policy document for endorsement if policy document misplaced or lost, contact us / for guidance. 2  $\frac{3}{4}$
3. Discharge form to be executed as per introductions contained therein.
4. Please inform// any change in your residential address. 3
5. If the policy is assigned then inform us full name and / address of assignee with loan a/c details. 3  $\frac{1}{4}$

If you are interested in purchasing any LIC product, please contact us/ on above address. 3  $\frac{1}{2}$

In case of any difficulty in complying with any of the above requirements, kindly contact/ us on the above address or to our customer zone. We will be pleased to help you. 3  $\frac{3}{4}$

Branch // Manager. 4

## NEFT MANDATE FORM

- |  |   |                 |
|--|---|-----------------|
| 1. Name of Policyholder or Claimant  | : |                 |
| 2. Policy Number   | : |                 |
| 3. Name/ of Bank   | : | 4 $\frac{1}{4}$ |
| 4. Address of Bank   | : |                 |
| 5. Account Type  | : |                 |
| 6. Bank A/c Number   | : | 4 $\frac{1}{2}$ |
| 7. IFS Code of Bank  | : |                 |
| 8. Mobile Number   | : |                 |
| 9. e-mail id   | : |                 |
| Kindly enclose/ : (1) A cancelled cheque leaf wherein the name of account holder is mentoined. |   | 4 $\frac{3}{4}$ |
| Signature of life assured//  |   | 5               |

**Section - C**

3. Marks : 20

The Global Economy in India

The present year would be defining in two ways. First would be/ responding to the intial challenges of a slow but sure positive reversal in the global economy. Second would be/ sustaining the recovery process. Business across the globe has seen a major turmoil over the past few years as/ a direct result of the recessionary trends that embraced the continents as a whole. The woes witnessed in various// nations in Europe further supplemented the distress. Despite the situational adversities, there has been a silver lining./ Corporates have possibly seen the worst and are now far more

galvanised to steer business in a positive direction./ It's always 1  $\frac{1}{2}$   
 said, the strongest ship is the one that braves the rough weather  
 the best. I am/ sure, across the globe, businesses that withstood 1  $\frac{3}{4}$   
 the sluggish recessionary period have not emerged for stronger and  
 better// in managing resources. 2

Year 2014 would particularly be welcomed for some excellent  
 positive results emerging across nations and continents/ that 2  $\frac{1}{4}$   
 re-emphasises the fact that recovery of economic Fundamentals are  
 now more than visible. They are here to stay/ and the convincing 2  $\frac{1}{2}$   
 growth results doubly vindicate the firm belief of a growth trend  
 settling across the globe.

To/ quote IMF data, which first spoke of signals of growth 2  $\frac{3}{4}$   
 emerging in October, 2013, recent data further// proves their initial 3  
 assumptions. Global growth has risen from 3% last year to 3.6%  
 in the present/ year and future expected to zoom up to 3.9% next 3  $\frac{1}{4}$   
 year. The good news further states that US/ leads this growth with 3  $\frac{1}{2}$   
 an overall figure at 2.8% in 2014. UK and Germany are leading the  
 recovery/ at 2.9% and 1.7% each from the European Sector. To 3  $\frac{3}{4}$   
 improve the scenario further, home in// Asia, Japan too has 4  
 recorded 1.4% growth further contributing to the emerging global  
 strength.

The present decade/ also witnessed the critical role emerging 4  $\frac{1}{4}$   
 nations have been playing in further reshaping global growth. These  
 economies are aggressive/ in their policy pursuits, have a strong 4  $\frac{1}{2}$   
 appetite to grow and further been a robust consumer and producer  
 of/ goods and services. In fact, nations like China, India & Brazil 4  $\frac{3}{4}$   
 have now been playing a convincing// if not a dominant role in 5

supply of many commodities to the advanced nations. An increase in growth would / generate a rise in demand from such advanced nations and this would create a critical catalyst as an enabling tool/ for future sustenance of this growth. Hence, while the growth in emerging and developing markets are projected to/ grow from 4.7% in 2013 to 4.9% in 2014 and further to 5.4% in 2015, this// would contribute to more than two thirds of world's overall growth. Therefore, the critical growth mass remains embedded in/ this block of nations. While financial and monetary prudence has led to an overall recovery risks while diminishing have/ vanished.

Nations like India and China once again would have a lot of hard work to do in the process/. This would call for being flexible in their policy approach at the same time being cautious in their monetary./

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