

Sixth Semester (Scheme - 2012)
Modern Office Management
STENOGRAPHY - IV (ENGLISH)

Time : One Hour

Maximum Marks : 60

- Note :** i) Dictation of 300 words passage @ 100 w.p.m. in 3 minutes and 200 words letter @ 100 w.p.m. in 2 minutes.
ii) Transcription can be done through Computer only.
iii) One hour is to be given for transcription including dictation.
iv) Question paper is to be distributed to the students after completing the examination.

1. Passage

Sir, I welcome the increase in deduction on health insurance premium and further increase in this limit in respect of senior citizen. I would like to remind the honorable Finance Minister that generally, the insurance companies in the private sector do not entertain enrolment of people above 60 years of age. I urge the honorable Minister to ensure strict compliance of the benefit announced in this Budget by the insurance companies, both in private and Government sectors. It is true that a large part of India's population is without insurance of any kind, health, accident of life. The announcement of creation of Health Insurance, Atal Pension Yojana and Pradhan Mantri Jeevan Jyoti Bima Yojana, for workers in the unorganized sector from the age of 18 to 40.

While coming to the health sector, I would like to point out the allocation is not enough which is less than last year,. Sir, it is not clear how the marginal allocation will take the family planning agenda and the new All India Institutes of Medical Sciences. In the Revised

[2]

Estimates, the allocation was reduced bringing the total health expenditure in the first three years of the 12th Five Year Plan to Rs. 70,000/-, way below the Rs. 2 crores budgetary allocation targeted. Again Sir, as far as the Department of Health is concerned as my friend has earlier stated that all human beings should have good health as it is wealth.

The Government of Tamil Nadu has been taking many steps to establish a health community. In order to ensure that competent doctors and medical personnel are appointed in time in Government hospitals, a "Medical Recruitment Board", the first of its kind in India, has been constituted in Tamil Nadu.

2. **Letter**

Kaushal Steel Store
(Producer and Seller of the Best Kind of Steel
Almirah and Steel Furniture)

42 Bara Bazar
Delhi -10032

Dated : 19th November, 2018

To,
The Manager,
Seema Steel Furniture Store,
Nai Sadak, Opposite of Ram Kishan Cloth Centre,
New Delhi.

Sub:- Acceptance of Order.

Dear Sir,

Thank you for your Ref. No. 963/F-3 dated November 10, 2018.

In this respect we have to humbly admit that at present the goods ordered by you are not in stock and we shall not be in a position to supply

S/2020/6572

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[3]

that kind of furniture for the next two months, the goods are under production.

However, other goods with an improved design compared to the goods ordered by you, are available which, in spite of its kind and quality, can be provided at the same rates.

We hope you will like this proposal of ours and will oblige us by sending an order for the supply of the goods as indicated above.

Thanking you,

Yours ,
For Kaushal Steel Store
(Producer and Seller of the Best Kind
of Steel Almirah and Steel Furniture)

(Kaushal Pandey)
Manager



S/2020/6572