

TED (21)5141
(Revision – 2021)

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Reg. No.....
Signature

**DIPLOMA EXAMINATION IN ENGINEERING/TECHNOLOGY/
MANAGEMENT/COMMERCIAL PRACTICE, NOVEMBER – 2023**

SHORTHAND ENGLISH (ELABORATION) 100 WPM

Time for Dictation: 6minutes
Time for Transcription: 2 ½ hours

Maximum Marks:75

Instructions:

- 1. This question paper should not be handed over to the students.**
2. The following matter is to be dictated to the students loudly and clearly and only once @100 wpm. Instruct the students to transcribe each answer in proper form and on a separate page.
3. Speed should be regulated at every quarter of a minute.
4. The shorthand notes tied along with the answer book should be collected from the students.

Answer all questions

(5 x 15 = 75 Marks)

Qn. No.I	Prepare a Government Order issued by K. Biju I A S, Secretary, Public Works (E) Department G.O. (Rt)No.1137/ \ 2023/ PWD dated 25th August, 2023. Abstract Public Works Department - Construction of PWD Rest House at Varkala-Phase II \ \ - Administrative Sanction accorded Orders issued. Read 1. Letter No.CE/BL/PL I /TVPM/96214/ \ \ 202151 Dated 06.03.2023 from the Chief Engineer, Buildings, PWD, Thiruvananthapuram. Read 2. AS/ (1) PWD/23/28691. Order - As per letter read above, the Chief Engineer, Buildings, Public Works Department has furnished a detailed \ estimate amounting to Rs.600 Lakhs for 'Construction of PWD Rest House at Varkala-Phase -II' prepared based on the 2018 DSR \ \ for according Administrative Sanction.	MI .03	A
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	<p>Government have examined the matter in detail and are pleased to accord Administrative Sanction for the 'Construction of PWD Rest House\\ at Varkala- Phase -II' for an amount of Rs.600 lakhs (Rupees Six Hundred Lakhs Only).</p> <p>The expenditure for the above purpose will (2) be debited under the H/A-4059-01-051-86.</p>		
Qn. No.2	<p>Draft \ a Business Letter from Pai and Company, Bhavani Street, Delhi-1 to Canara Bank. Car street Delhi, regarding the cheque No.8-234 \ dated 15th March, 2022 for Rs.2 lakhs issued in favor of M/s. Bhanupriya and Company, Delhi is reported to have been lost \ in transit. M/s. Pai and Company requested the Bank to stop payment of the cheque and issue a non-payment certificate to facilitate them to (3) issue a fresh cheque to the payee.</p>	M2.03	
Qn. No3	<p>Draft an advertisement issued by the Manager(Administration) Mercantile Securities Limited, Temple Tower,Anna Street, \ Chennai-35. Requires Secretary to the Managing Director. Required Male or Female candidate having at least 3 years Secretarial Experience at a Senior Level. Good \ command over spoken and written English. Knowledge of Computers and Administrative skills is essential. Apply with detailed Bio-data within ten days from the advertisement.\</p>	M3.02	A
Qn. No.4	<p>Draft Press report of the speech of the Minister in charge of Housing. Paid tribute to the work of City Improvement Trust, (4) resulting in the constitution of the State Housing Board for tackling housing problems m the State. Aid offered by Life Insurance Corporation and the Centre \ utilized for the low-income and middle income housing schemes. Besides several schemes of the Co-operative Department and the loans offered to House-building Co-operatives, \ the Government have two schemes of their own for their own</p>	M4.02	A

	<p>employees; (1) rental housing scheme and (2) hire purchase housing scheme, both to benefit \\\ five hundred Government employees. The Minister, presiding said, notwithstanding difficulties, the government is doing their best to provide housing accommodation. Urged Government employees to seize (5) this opportunity to have their own houses. Secretary, Kerala Secretariat Association proposed vote of thanks.</p>		
Qn. No.5	<p>The twenty first Annual General Meeting of \ Guru Transport Limited, Bangalore, to be held on 21st June, 2022 at 4.00 p.m. at Hotel Ashoka, to receive, and adopt the Director's Report, \ Audited Accounts and Balance Sheet and Profit and Loss Account for the previous calendar year; to declare dividend to shareholders; to appoint Auditors and fix \\\ their remuneration; to elect Directors in place of two retiring Directors; and to transact any other business with the permission of the chair. Prepare Notice..(6)</p>	M3.04	A
