

TAMILNADU TYPEWRITING - COMPUTER INSTITUTES ASSOCIATION

MODEL TEST - FEB 2022

542



Question D]

[Marks : 40

Type the following GOVERNMENT ORDER in

Proper form :-

Govt. of Tamil Nadu

// All caps

Abstract

Public Services - Govt. Servants - Joining Correspondence
Courses - Prior permission from Heads of Departments -
Instructions - Issued.

Personnel and Administrative Reforms Dept.

G.O.Ms. No. 413

Dated the 14th April 1980.

Read the following :

G.O.Ms. No. 413, Public Services (A),
dated the 1st April 1982. (X) Shd. Obtain

ORDER:

In the G.O. read above, it was ordered th.
st. a Govt. Servant Shd. obtain ~~prior~~ permission of the
Head of the Department concerned for joining a part-
time Evening course. // 2. Similarly, in the correspon.
Courses, it requires considerable time to prepare
wh answer for the final exam. The Government, therefore,
G/ direct that a Government Servant (X) prior permission
of the Head of the ~~Department~~ concerned to join
a correspondence course conducted by a University.
(By Order of the Governor)

K. Ravi,
Second Secy. to Govt.

// All
caps

To All Heads of Departments.
All Collectors of Dist.
All Dept. of Secretariat.

Forwarded/ By order

S. O.

TAMILNADU TYPEWRITING - COMPUTER INSTITUTES ASSOCIATION

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Question I]

[Marks: 60

Type the following STATEMENT properly and rule up:

Districtwise particulars of small scale industries for the year 1979-80 // All caps.

Serial Number	District	Capital Invested	Value		
			Installed capacity	production	Sales
			(Rupees in Lakhs)		
					/ U.C.
1.	North Arcot	4,04.28	9,89.95	10,20.75	3,28.50
2.	Arcot South	2,53.42	3,28.45	30,28.10	2,42.20 / L
3.	Chengalpattu	12,42.20	13,20.40	2,58.75	10,24.30
4.	Kanyakumari	10,28.35	28.42.52	48,50.48	20,72.40
5.	Salem	32,40.28	2,52.22	34,62.46	29,42.36 / L
6.	Tirunelveli	35.83	170.82	72.14	73.13
7.	Nilgiris	5,72.43	1785.27	34,62.46	34,62.48
8.	Dharmapuri	15,38.72	6,04.94	10.25.18	72.68 / L
9.	Madurai	1,29.87	8,00.89	3,33.74	3,73.74 / L
10.	Tiruchirappalli	6,05.76	40,76.90	28.56	38.42.00
11.	Thirumalai	11,12.08	29,20.68	15,10.01	20.80.01
12.	Coimbatore	13,14.70	3620.00	15,28.12	15.28.27 / L

Note : All the figures are in the above statement is Provisional.