

Register No.:

424

April 2024

Time - 45 Minuets  
(Maximum Marks:100)

- [N.B. 1. Special attention should be paid to accuracy and neatness of execution.  
2. All abbreviations should be amplified, spelling mistakes corrected and figures punctuated wherever necessary.  
3. Each question should be typed on a separate sheet of paper on any one side of the answer sheet.]

Question I]

[Marks: 50

Type the following Statement in proper form and rule up :

MICRO SMALL MEDIUM ENTERPRISES (PERMANENT)					Run on	
P	District &	Manufacture/Service (2020-21)			Employment In number	u.c.
		Manufact-ure	Service	Grand total		
	Chennai	557	1125	17069	1682	trs
u.c.	ariyalur	13658	33428	47086	18710	
	coimbatore	14741	15317	30058	33964	stet
31 k	cuddalore	2136	3531	5332	48763	
	Dindigul	1900	2680	4586	30755	180
P	Dharmapuri	2273	3443	5716	108292	
	Erode	6655	8937	12592	224576	170
stet	kancheepuram	5686	11099	16785	61646	
	kanniya kumari	3479	5109	8588	43361	
	karur	1876	1828	3704	89020	
trs	Madurai	3665	3757	7422	82362	
	Krishna giri	4837	8164	13001	118713	
75 k	Nagapattinam	1211	2196	3406	34861	

Pc-1 Note:- The above Statistics related to Micro Small Medium enterprises furnished by J.C Industries Commissioner and Director of Industries and commerce Chennai - 32.

[Turn over...

Question II ]

[Marks: 50

Type the following Official Letter in proper form :

<u>Education Department</u> //      All caps.	
From Thiru. R. Balaji, M.A., B.T., District Educational Officer, Vellore 632 001	To The Secretary, Women's co-operative Tailoring unit, Kancheepuram - 631502
23    R. NO. 328/CB/2024, dated the 6th Apr. 2024 / 2 S	
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Sir,	
u.c	sub: schools - supply of free uniforms - Reg. Ref: This office letter R. NO. 328/CB/2023 dt. the 3rd March 2023.
stat	I invite your attn. to the <del>the</del> letter <del>I</del> cited with regard to the stitching of free uniforms for school children. A list showing the number of boys and girls eligible for free uniforms in each school was sent to you along with that letter. The required cloth was also trs.   (overhanded) to you.      ec.
ec.	2. Since the distribution work has to be taken up early in June, I request to <del>and</del> <del>I</del> be informed when the uniforms will be ready.
yours faithfully,	
District Edl. Officer.	