

(g) What is mail service?

(h) Write phases of work in organisation.

SECTION 'B'

Note : Attempt any two parts of the following : $6 \times 2 = 12$

2. (a) "The office is a co-ordinating factor". Explain.
- (b) Explain the principles of office accommodation.
- (c) Write the types of indexing.
- (d) Describe the importance of communication.

SECTION 'C'

Note :- Attempt all question from this section. Attempt any two parts from each question : $8 \times 5 = 40$

3. (a) State the duties and responsibilities of an office manager.
- (b) Write the importance of organization.
- (c) Explain the principles of an organization.
4. (a) "How the office manager can get maximum efficiency with minimum cost". Explain.

- (b) Describe the importance of office building.
 - (c) Explain the types of lighting system.
5. (a) Explain the factors is selecting the office machines.
- (b) What do you mean by record management and also discuss its importance.
 - (c) Distinguish between central filing and departmental filing system.
6. (a) Explain the effective communication system and procedure.
- (b) Explain the process of communication.
 - (c) What are the different arrangements mode with post office?



