

CBSE Class 12 Office Procedures and Practices 2022 - Set 348 - Compartment



Question Paper

Conducted by the Central Board of Secondary Education (CBSE)

Time Allowed: 1.5 Hours

Maximum Marks: 30

General Instructions

- (i) Please read the instructions carefully.
- (ii) This question paper is divided into three sections: Section A, Section B and Section C.
- (iii) Section A carries 5 marks and has 6 questions on Employability Skills. Questions 1–4 carry 1 mark each; attempt any three. Questions 5 and 6 carry 2 marks each; attempt any one.
- (iv) Section B carries 17 marks and has 16 questions on Subject Specific Skills. Questions 7–13 carry 1 mark each; attempt any five. Questions 14–18 carry 2 marks each; attempt any three. Questions 19–22 carry 3 marks each; attempt any two.
- (v) Section C carries 8 marks and has 3 Competency-Based Questions. Questions 23–25 carry 4 marks each; attempt any two.
- (vi) Follow the instructions given in the respective sections.
- (vii) Marks allotted are mentioned against each section/question.

Section A

Answer any **3** questions out of the given **4** questions.
 $3 \times 1 = 3$

1. Define Decision-Making.

2. How is team building an entrepreneurial competency ?

3. How do Environmental Engineers work ?

4. Who is a Solar Cell Technician ?

Answer any **1** question out of the given **2** questions.
 $1 \times 2 = 2$

5. What are employee-related difficulties ? How are they barriers to becoming an entrepreneur ?

6. Explain any two roles of Green Jobs.

Section B

Answer any 5 questions out of the given 7 questions.
 $5 \times 1 = 5$

7. Define Quorum.

8. What do you understand by the term Unanimous ?

9. What is an Itinerary ?

10. Define Embarkation Form.

11. What is Visa ?

12. What is a post-dated cheque ?

13. What is Virtual banking ?

Answer any 3 questions out of the given 5 questions.
 $3 \times 2 = 6$

14. Explain Ad hoc sub-committee.

15. What is the purpose of a travel insurance policy ?

16. What is the advantage of using a private car for travelling ?

17. What do you understand by a pin number ? How is it different from OTP ?

18. What are the two differences between Savings account and Current account ?

Answer any 2 questions out of the given 4 questions.
 $2 \times 3 = 6$

19. What is a Resolution ? Explain the different types of Resolutions.

20. What is meant by Foreign Exchange ? How is it obtained ?

21. Explain RTGS and NEFT.

22. What are Cash Credit Loans ?

Section C

Answer any **2** questions out of the given **3** questions.
 $2 \times 4 = 8$

23. The CEO of ABC Limited with head office at Mumbai had convened a Board Meeting. Draft the Minutes of the Meeting held on 1st January, 2022.

24. You are a Secretary in a private limited company. Your boss has to travel from Chennai to Delhi for official work. Explain how you will book air tickets for him.

25. Nowadays bank facilities have become the need of every person. Explain the procedure of withdrawal of money through ATM.

- End of Question Paper -