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CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Human Resource Development Govt. of India)
Shiksha Sadan, 17, Rouse Avenue, New Delhi 110002.

CBSE/Acad/ EO (RS)/Voc/2011

Circular No. 70/11
September 29, 2011

To
All Heads of Institutions
Affiliated to CBSE

Subject : Theory Paper of Office Practice and Secretaryship (Subject Code : 604)

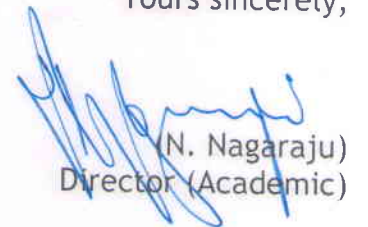
Dear Principal,

I am directed to inform you that the following changes have been made w.e.f. 2011 examination in the subject mentioned above which may kindly be noted.

Office Practice and Secretaryship (Subject Code: 604) (Theory)

Sl. No.	In the year 2010	In the Year 2011
1.	Subject Nomenclature "Office Practice and Secretaryship" Common to Office Secretaryship, Stenography, Accounting and Auditing (Theory) Paper - I	"Office Procedures and Practice"
2.	Time allowed : 2 Hrs.	Time Allowed : 3 Hrs.
3.	Maximum Marks : 30 Marks	Maximum Marks : 60 Marks
4.	Total No. of Questions : 16	Total No. of Questions : 20
5.	Question No. 01 to 10 - 01 mark 11 to 15 - 03 marks 16 - 05 marks <hr/> Total - 30 marks	Question No. 01 to 10 - 02 mark 11 to 16 - 03 marks 17 - 04 marks 18 to 20 - 06 marks <hr/> Total - 60 marks

Yours sincerely,


(N. Nagaraju)
Director (Academic)

Copy to:

1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
2. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
3. The Commissioner, Navodaya Vidyalaya Samiti, A-28, Kailash Colony, New Delhi-110048.

4. The Director, Central Tibetan School Administration, ESS Plaza, Sector-3, Rohini, Delhi-85
5. The Additional Director General Director General of Army Education, A-Wing, Sena Bhawan, DHQ-PO, New Delhi.
6. The Deputy Director of Education, Border Security Force, Block-10, CGO Complex, Lodhi Road, New Delhi-110003.
7. The Secretary, AWES, Army Headquarters, Adjutant General Branch CW-4, Army Welfare Education Society, West Block No.; 3, R.K. Puram, New Delhi-110022.
8. The Secretary & Director Education, Govt. of Sikkim, Gangtok(Sikkim)-737101.
9. The Director of Education, Andaman and Nicobar Islands, Port Blair-744101.
10. The Director of School Education, Govt. of Aurnachal Pradesh, Civil Sectt. Ita Nagar-740111, Arunachal Pradesh.
11. The Director of Public Instruction, Chandigarh Administration, Sector-9, Chandigarh-160017.
12. All the Directors and other officers of CBSE DELHI.
13. E.O. to Chairman, CBSE, DELHI
14. All the Regional Officers of the CBSE.
15. All the Education Officers of the CBSE, DELHI.
16. Joint Secretary (IT), CBSE with a request to put the circular on the Website.


Director (Academic)