GOVT. OF NCT OF DELHI: DIRECTORATE OF EDUCATION
Examination Cell, Room No. 222-A
Old Secretariat, Delhi-110054

No.DE.5 (31)/Exam/2005/ \爨 - \爨
date: 17.10.2011

//CIRCULAR//


Please find enclosed herewith copy of the Circular No. 70/11 Dated 29.9.2011 on the subject cited above received from Mr. N. Nagaraju, Director (Academic), CBSE, Shiksha Sadan, 17, Rouse Avenue, New Delhi-110002. All the HOSs are directed to disseminate the information to concerned teachers and students as well.

(SAVITA YADAV)
Dy. EO (Exam)

All Heads of Govt./Govt. Aided Schools through MIS.

Copy to:

1. All RDEs/DDEs/EOs/DEOs through MIS.
2. ADE (IT) to get it placed on website of Directorate of Education.

(SHARDA TANEJA)
OSD (Exam)
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 | 18/6-11/6
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)**

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

Yours sincerely,

(N. Nagaraju)
Director (Academic)

Copy to:
1. The Director of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054.
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.
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.

[Signature]
Director (Academic)

[Signature]
[Signature]