

✓ 16
November 2017

**Half-yearly Departmental Examination for the
Officers of the Indian Administrative Service**

Law Paper I

Group A

Answer any five questions:

1. Define any four (WBEA Act): $4 \times 2\frac{1}{2}$
 - (a) Intermediary;
 - (b) Religions purpose;
 - (c) Incumbrance;
 - (d) Collector;
 - (e) Non-agricultural land;
 - (f) Notified area.
2. Write short notes on any two (WBLR Act): 2×5
 - (a) Land;
 - (b) Revenue officer;
 - (c) Personal cultivation.
3. Discuss the rights of a co-sharer and a contiguous raiyat to purchase the holding of a raiyat under section 8 of the WBLR Act. 10
4. State the effects of a notification duly published under section 4 of the WBEA Act. 10
5. (a) Which matters may constitute the subject-matter of dispute between a raiyat and his bargadar? 7+3
(b) Who is authorised to decide such disputes?
6. Specify the kinds and extent of lands an intermediary is entitled to retain under the WBEA Act. 10

Group B

Answer any five question.

7. Explain any four of the following expressions used in the Evidence Act: $4 \times 2\frac{1}{2}$
- (a) Court;
 - (b) Fact;
 - (c) Shall presume;
 - (d) Conclusive proof;
 - (e) Disproved;
 - (f) Document.
8. Distinguish between: $5+5$
- (a) Primary evidence and secondary evidence;
 - (b) Admission and confession.
9. (a) When can a search-warrant be issued? $5+5$
(b) State the manner in which a warrant is issued for search of a place suspected to contain stolen property or forged documents.
10. (a) State the procedure of arrest and duties of a police officer making arrest $6+4$
(b) Can a Magistrate effect arrest? If so, how?
11. Define any four (IPC): $4 \times 2\frac{1}{2}$
- (a) Abduction;
 - (b) Wrongful confinement;
 - (c) Theft;
 - (d) Injury;
 - (e) Court of Justice;
 - (f) Reason to believe.
12. Has A committed any offence in the following cases? $5+5$
- (a) A is at work with a hatchet. The head flies off and kills a man who is standing by.
 - (b) A intentionally causes Z's death, partly by illegally omitting to give Z food, and partly by beating Z.
- Give reasons for your answer.

✓ 16

**Administrative Training Institute
Government of West Bengal**

**Half Yearly Departmental Examination for Officers of the Indian Administrative Service
November-2017**

**Law Paper – II (Land Laws & General Laws)
(With Books)**

Answers to be written in English only

Time Allowed – 3 hours

**Full Marks- 100
Pass Marks -50**

Group-A

(Answer Q. 1 and any two from the rest)

1. Write short note on the following with a reference to Act specified against each:-
 - a) 'Collector' [WB Acquisition & Settlement of Homestead Land Act, 1969]
 - b) 'Annual Value of the Land' [The Cess Act, 1880]
 - c) 'Company' [Land Acquisition Act, 1894]
 - d) 'Transfer of Govt. Land' [West Bengal Govt. Land (Regulation Of Transfer) Act, 1993]
 - e) 'Unauthorised Occupation' [Public Land Eviction of unauthorised Occupants Act, 1962]

4 × 5 = 20
2.
 - a) What was the object behind bringing about the West Bengal Acquisition and settlement of Homestead Land Act, 1969?
 - b) Was the said Act extended to the whole of West Bengal and applicable to any and every kind of land ?
 - c) "The said Act of 1969 was a purposive legislation and it had outlived its utility with the passage of time" Discuss with the reasons if you agree with the above legal proposition.

5 × 3 = 15
3.
 - a.) Is the disclosure of the purpose of acquisition of any land in any locality in the preliminary notification is mandatory under the Land Acquisition Act, 1894?
 - b) What steps are to be taken by the authorised officer of the government, following the publication of preliminary notification under the L.A Act of 1894?
 - c) Can any person raise any objection to the intended acquisition of any land as reflected in the preliminary notification?
 - d) Who can dispose of such objections and how such objection can be disposed of under the L.A Act of 1894?

2+3+5+5=15
4.
 - a) In addition to an order of eviction of unauthorised occupation from the public land, collector has power to recover damages for such unauthorised occupation. Discuss with

reference to the relevant provision of The Public Land(Unauthorised Occupants) Act,1962.

b) Under the said Act,1962 the collector has power to enforce delivery of possession by evicting unauthorised occupants from public land.

c) Has the collector got any power to effect disposal of property of unauthorised occupants under said Act of 1962?

5+5+5=15

Group-B

(Answer Q.5 and any two from the rest)

5. Write short notes on any Five (5) of the following with reference to the relevant Act mentioned against each:-

a. 'Certificate debtor' [Bengal Public Demand Recovery Act,1913]

b. 'Decree' [Civil Procedure Code]

c. 'Guardian' [Juvenile justice (care and protection of children) Act,2000]

d. 'Dairy' [West Bengal Municipal Act,1993]

e. 'Immovable Property'[Registration Act, 1908]

f. 'Instrument of partition' [Indian Stamp Act,1899]

4×5=20

6. a) Is the state Human Rights Commission a constitutional or statutory authority?

b) What is the composition of the Sate Human Right Commission?

c) What is the status of the Secretary to the State Human Right Commission ?

d) What are the modes of appointment and removal of the chairperson and other members of the state Human Rights commission?
2+2+2+9=15

7. a) What are the duties of the registering officer under the Registration Act, 1908 when a document is presented to him for registration?

b) What particulars are to be endorsed on the document admitted to registration?

8 +7=15

8. a) Discuss the relevant provision of the civil procedure code for appointment of Receiver.

b) What are the relevant provision of the C.P.C for enforcement of receiver's duties?

c) When collector may be appointed receiver by the Court?

6+6+3=15

✓
68x5

Administrative Training Institute
Government of West Bengal
Half Yearly Departmental Examination for Officers of the WBCS Nov'-2017
Law Paper-I (Criminal Law & Law of Evidence)
(Without Books)

Answers to be written in English Only

Time Allowed –3 Hours

Full Marks-100
Pass Marks-50

Group-A
(Answer any four)

Q.1 Write short notes on any four of the following with reference to Code of Criminal Procedure

- (a) Complaint
 - (b) Non- Cognisable Offence
 - (c) Inquiry
 - (d) Victim
 - (e) Warrant case
 - (f) Public Prosecutor
- 4x5=20

Q.2.(a) What procedure are to be followed by the Executive Magistrate in a proceeding u/s 133 Cr.P.C when the existence of public right is denied by the party? 16

(b) Under what circumstances a Magistrate can pass an injunction pending inquiry in a proceedings u/s 133 Cr.P.C? 4

Q.3 what power are conferred upon the Magistrate u/s 146 Cr.P.c to attach subject of dispute and to appoint receiver in a pending proceeding u/s 145 Cr.P.C? 20

Q.4 Write short notes any four of the following with reference to Indian Evidence Act:-

- (a) Leading Question (b) Conclusive proof (c) Disproved (d) Document (e) Evidence
- (f) Shall presume 4x5=20

Q.5. (a) Define Admission and Confession

(b) What is burden of proof and on whom the burden of proof lies.

Q.6. Distinguish between any two of the following with reference to India Penal Code

- 1. Riot and Affray
- 2. Theft and Extortion
- 3. Criminal Misappropriation and Criminal breach of trust
- 4. Wrongful restraint and Wrongful Confinement 2x10=20

Q.7,(a) An Indian citizen commits a murder in a foreign country and escapes. Can an FIR be registered against him in India and can he be tried in India .

(b) A child of 5 years commits a theft, can he be tried under the Indian Penal Code.

(c) What are the ingredients of kidnapping under section 361 I.P.C. Can a thirty years old woman be kidnapped ?

Group-B.

(Answer any two of the following questions)

Q.8. what procedure is to be followed before confiscation of food grains under the essential commodities act? 10

Q.9. what remedy is available against the order of confiscation as laid down u/s 6A of the essential commodities act ? 10

Q.10. What power have been conferred upon a Special Judge while trying a case under The Prevention of Corruption Act,1988? 10

Q.11. Has any person charged with an offence punishable under the Prevention of Corruption Act,1988 be a competent witness?

56+5

Administrative Training Institute
Government of West Bengal
Half Yearly Departmental Examination for Officers of the WBCS Nov-2017
Law Paper-II (Land Laws & General Laws)
(Without Books)

Answers to be written in English Only

Time Allowed –3Hours

Full Marks-100

Pass Marks-50

Group-A

(Answer any four)

1. Write short notes(Any three) with reference to West Bengal Estate Acquisition Act 1953

- (a) Homestead
- (b) Collector
- (c) Encumbrance
- (d) Agriculture Year
- (e) Date of Vesting.

3x5=15

2. What matters may be neglected by the Court in determining compensation in land acquisition case under Land Acquisition Act 1894?.

Q3.

- (a)What do you mean by Non-Agricultural Tenant as per the provision of W.B.E.A. Act1953?

5

- (b) When a transfer would be bonafide by an intermediary made between 5th day of May 1953 and the date of vesting u/s 5A of W.B.E.A. Act 1953.?

10

4. Define any three with reference to W.B.L.R. Act 1955

- (a) Consolidation
- (b) Holding
- (c) Prescribed authority
- (d) Land
- (e) Raiyat

3x5 =15

- 5.(a) What remedy is available to a bargadar under the Land Reforms Act1955 if he terminates or caused to be terminated by the owner of the land .

15

6. (a) What do you mean by personal cultivation under West Bengal Land Reforms Act?

- (b) “) If any question as to whether a person is or is not a bargadar arises in the course of any "[suit, ease, appeal or other] proceedings before any Civil or Criminal Court”

What procedure would be followed by the Court in resolving the dispute . Explain. 10+5= 15

Group-B

(Answer Q. No 7 and any two from the rest)

7. Define any five

- (a) "Certificate-holder" with reference to The Bengal Public Demand Recovery Act 1913
 - (b) "Collector" with reference to The Bengal Public Demand Recovery Act 1913
 - (c) "Panchayat" with reference to The West Bengal Panchayat Act 1973
 - (d) "Block Development Officer" with reference to The West Bengal Panchayat Act 1973
 - (e) "Karmadhyakshi" with reference to The West Bengal Panchayat Act 1973
 - (f) "Election Commission", With reference to The Representation of the People Act 1950
 - (g) "chief electoral officer" With reference to The Representation of the People Act 1951
- 5x2=10

8. (a) Who may execute certificate under the provisions of Bengal Public Demand Recovery Act 1913?

(b) What are the modes of execution prescribed under the said act ? 5+ 10 = 15

Q.9.. What are the discretionary duties of Gram Panchayat under the West Bengal Panchayat Act 1973 ? 15

Q.10 .State the power and function of Pradhan and Up-Pradhan under the West Bengal Panchayat Act 1973 ?

Q. 11.

(a) Who is the appointing authority of Assistant Returning Officer under The Representation of the People Act 1951? 2

(b) Do you agree that an Assistant Returning Officer enjoys the same power and authority like Returning Officer in case of scrutiny of nomination? 4

(c) Who is the appointing authority of the Presiding Officer under The Representation of the People Act 1951? State the function of the Presiding Officer under the said act. 2 +7

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Administrative Training Institute

Government of West Bengal

**Half yearly Departmental Examination for
Officers of The W.B.C.S.(Executive)**

Nov-2017

Law Paper-III(Land Laws & General Laws)

With Books

Answer to be written in English only

Time Allowed-3 hours

FullMarks-100

PassMarks-50

Group-A

Answer Any Two

1.(a) What do ^{you} mean by 'Fishery' u/s 2(vi) of the WB
Inland Fisheries Act 1984?

(b)What Measures are to be taken by the competent
authority for proper authorization of multi owner ship or
other tank for Piciculture?

4+12=

16

2.(a)What are the object of Bengal Survey Act 1875?

(b)What is meant by term Estate u/s 2 of this Act?

(c)Who is the superintendent u/s 4 of this Act?

5+5+6=16

3.(a)Can a court take cognizance under W.B. Inland Fisheries Act on a complaint by a constable?If not by whom?

(b)How an appeal under this Act is preferred and disposed of?

6+10=16

+10=16

Group-B

Answer Any Two

4.Write short notes(any four)

(a)'Hazardous substance' (Environmental Protection Act, 1986)

- (b) 'Animal Article'(Wild Life Protection Act 1972).
- (c) 'Uncured Trophy'(Wild Life Protection Act 1972).
- (d) 'Monuments of Heritage Importance'(W.B. Heritage Commission Act 2001).
- (e) 'Observation Home'(Juvenile Justice Care and Protection of Children Act 2000).
- (f)'Gurdian'(Juvenile Justice Care and Protection of Children Act 2000)

4 x 4 = 16

5. Discuss the provisions for Rehabilitation and social reintegration of child as stated in chapter IV sec 40-45 of the Juvenile Justice(Care and Protection of Children Act 2000).

16

6. What steps can be taken by the State Commission during and after enquiry held under the provisions of protection of Human Rights Act 1993?

16.

GROUP-C

(Answer Any Two)

7.(a) State the documents of which registration is compulsory.

(b) State the documents of which registration is optional.

9+9=18

8. State the power of the State Government to grant allowances for spoiled stamps u/s 49 ^{of} the Indian Stamps Act 1899?

18

9.State the ground on which sanction of a building plan may be refused under the West Bengal Municipal Act 1993?What is the remedy available to an applicant in such a case?

18

Administrative Training Institute

Government of West Bengal

**Half Yearly Departmental Examination for Officers of the Indian Administrative Service
& W.B.C.S(Executive), Nov, 2017**

Accounts- Paper I (Without Books)

Full marks-50, Pass marks-25; Time-2 hours

Answer to be written in English only

Answer Question No. 1 and any three from the rest

- 1) Write short notes on the following: (5 x4=20 marks)
 - a) Allotments and Re-appropriations
 - b) Vote on Accounts
 - c) Daily closing of Treasury Accounts
 - d) Transactions with other Governments
- 2) Explain the following: - (5x2=10 marks)
 - i) Compilation and Consolidation of Accounts
 - ii) Loans and Advances by Government
- 3) Describe the classification of Government accounts into Major, Minor and detail heads. (10 marks)
- 4) a) Describe the functions entrusted with the Treasury
b) Expenditure under Consolidated Fund is divided into two parts- 'Charged' and 'Voted'- Discuss. (5x2=10 marks)
- 5) Explain the following: - (5x2=10 marks)
 - a) Principles of Classification of financial transactions of Government
 - b) Treasury Inspection
- 6) State the duties and powers of Comptroller and Auditor General. (10 marks)

**Half Yearly Departmental Examination for Officers
of the Indian Administrative Service & WBCS
(Executive) November 2017**

Accounts – Paper II (with books)

Full Marks - 100; Pass Marks - 50; Time – 3 hours

Answer Question 1 and any 4 from the rest

Q.1 Answer any 8 (eight) from the following:

[Marks: 8×2.5=20]

- a. How a Government employee is treated having been present at the place of his duty, abstains from work without permission or refuses to work at any time during the prescribed hours of work on any day?
- b. What is compensatory Allowance?
- c. What are the provisions under the West Bengal Municipal Act 1993 regarding custody of Municipal Fund?
- d. What are the provisions regarding lapse of Letter of Credit or Assignment?
- e. What are the rules regarding security arrangements for carrying cash in Zilla Parishads and Panchayat Samities in West Bengal?
- f. What is Presumptive Pay under WBSR- Part I?
- g. How pay and allowances are attached in execution of decree against the person declared as Insolvent by a Court of Law?
- h. Name any five ordinary expenses which the DDO of ZP and PS is authorised to pay without requiring special sanction of higher authority in Zilla Parishads and Panchayat Samities in West Bengal.

- i. What are the provisions under West Bengal Government Servants' Conduct Rules 1959 regarding Public Demonstration in the honour of Government employee?
- j. What are the limitations for any Government employee to take resorts to or in any way abets any form of strike for any period in connection with any matter pertaining to his service or the service of any other Government employee?
- k. Can a Government employee return from leave before due date? Answer in the light of provisions under WBSR- Part I.
- l. How pay or leave salary is paid in respect of Government employee who has no substantive appointment.

Q.2 Describe the rules under West Bengal Treasury Rules regarding arrear claims of Government Employees and claims of persons not in Govt. service. [Marks- 20]

Q.3

[Marks: 5X4 = 20]

- a. How withdrawal of money from Government Account with the permission of Treasury Officer is regulated?
- b. What are the provisions under West Bengal Municipal Act 1993 in respect of annual budget estimates of a Municipality and alteration thereof?
- c. How departmental controlling officers are responsible for credit to Government account of all sums due to Government received against demands?
- d. How accidental losses due to natural calamities are required to be reported by the departmental officer to the head of the department?

Q.4

[Marks: 10X2= 20]

- a. Describe the Principles for maintenance of accounts under West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003

- b. Who are the Authorities for writing off losses and remission of revenue accounts under West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Financial Rules, 2003?

Q.5

[Marks: 10 X 2 = 20]

- a. State the obligations of a Government employee under WB Govt. Servants' Conduct Rules 1959 in respect of acquisition, disposal, disclosure etc of movable, immovable and valuable property.
- b. In terms of provisions under West Bengal Financial Rules discuss about preparation, payment and maintenance of Muster Roll in case of Works Department

Q.6 Discuss, under West Bengal Service Rules – Part-I how pay and allowances on reinstatement by competent authority after suspension and leave during the period of suspension is regulated.

[Marks: 20]

Q.7

[Marks: 10 X 2 = 20]

- a. Discuss the role and control of Director of Treasuries and Accounts over State Treasuries and Pay and Accounts Offices.
- b. Communication of Sanction – Discuss in the light of provisions of West Bengal Financial Rules.



✓ 43+2

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
HALF YEARLY DEPARTMENTAL EXAMINATION FOR WBCS (Exe) OFFICERS
HINDI-PART 1 (WRITTEN)-(TRANSLATION AND LETTER WRITING)**

November, 2017

Time Allowed: 2 Hours

Full Marks – 40

1. निम्नलिखित अवतरण का हिन्दी में अनुवाद कीजिए :

अंक - 15

The Government, however, cannot do everything by itself. So it looks to the people for help. In fact, the most wonderful thing about our Plans is the way in which the people have come forward to improve their lives by working together.

By far the best example of this is the community development programme. The Government helps with money and advice, but most of work is done by the village-folks themselves under their own leaders. Then there are the village co-operatives. You have seen how groups of farmers, artisans and others have been getting together to form co-operative societies so that they may buy their necessities and market their goods more easily.

OR

Our aim has been summed up by the Prime Minister as a “socialist pattern of society”. Briefly, this means that everyone should have equal rights to equal chance to make good, and that the gap between the rich and the poor should be gradually removed. If the wealth in the country be divided more fairly, the common man may be much better off than he is now.

So these are the two aims of our planning : to increase production and to make the life of the common man better and still better. Let us now see what steps we are actually taking to achieve them.

2. निम्नलिखित अवतरण का अंग्रेजी में अनुवाद कीजिए :

अंक -15

सामान और सवारियों को एक जगह से दूसरी पहुँचाने के लिए सबसे जरूरी साधन रेल है । हम रेल के इतने आदी हो गये हैं कि हमें यह ध्यान ही नहीं रहता कि हम रेलों पर कितना अधिक निर्भर हैं । रोज दिन-रात सैकड़ों रेलगाड़ियों देश में इधर-से-उधर दौड़ती रहती हैं । अगर वे अचानक रुक जायें तो क्या तुम बता सकते हो कि क्या होगा ? हमारे बड़े-बड़े कारखानों को कच्चा माल नहीं मिलेगा । और तो और, हमारे और तुम्हारे ऊपर भी इसका तुरन्त प्रभाव पड़ेगा । क्योंकि, खाना पकाने के लिए भी इंधन मिलना बन्द हो जाएगा । हो सकता है कि हमें भोजन जुटाने में भी कठिनाई हो ।

अथवा

इस मशीन-युग ने, जिसे ‘औद्योगिक क्रान्ति’ के नाम से जाना जाता है, थोड़े ही समय में लोगों के रहन-सहन को एकदम बदल दिया । लोगों में नयी-नयी बातें सोचने और नयी-नयी खोज करने की होड़-सी लग गयी । यह सिलसिला तब से आज तक लगातार जारी है । नतीजा यह हुआ कि आज हम एक ऐसे अचरज-भरे संसार में रह रहे हैं जिसे बनाने में विज्ञान और कल-कारखाने, इन दोनों का ही हाथ रहा है ।

3. आपका मित्र संघ लोक सेवा आयोग की परीक्षा में सफल हुआ है । उसे बधाई-पत्र लिखिए । अंक-5

4. शिक्षा से संबंधित अधिकारियों का ध्यान आकर्षित करते हुए अपने नगर के प्रमुख समाचार पत्र के संपादक को पत्र लिखिए जिसमें स्कूली बच्चों पर बस्तों का बोझ कम करने की सिफारिश हो । अंक-5

**ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
HALF YEARLY DEPARTMENTAL EXAMINATION FOR WBCS (Exe) OFFICERS
HINDI-PART 1 (WRITTEN)-(TRANSLATION AND LETTER WRITING)**

**November, 2017
Hindi Dictation**

Marks: 20

Dictation: 15 minutes

Revision: 15 minutes

मानव-हित के लिए जीने-मरने वाला मानव सच्चा मानव होता है । मानव इसलिए मानव क्योंकि उसमें मानवता है, करुणा है, दया है, दूसरों के सुख-दुख में सम्मिलित होने का गुण है । केवल अपने सुख-साधन में सीमित मनुष्य पशु समान है । महापुरुषों के उदाहरण-महान वही, जिसने औरों के लिए जीना-मरना सीखा । गांधी, सुभाष, नेहरू, बुद्ध, विवेकानंद स्वयं के लिए नहीं, औरों के लिए लिए । ईसामसीह, पीर-पैगम्बर सभी करुणा ये युक्त थे । महान बनने के लिए स्वार्थ-त्याग की आवश्यकता होती है । त्याग से बड़ा कोई धर्म नहीं ।

Administrative Training Institute

Government of West Bengal

Half-Yearly Departmental Examination for IAS and WBCS (Exc.) Officers,

November 2017

Bengali Paper-I (Written) (Translation and Letter Writing)

Time- 2 Hours

Full Marks- 40

১। যে কোনো একটি বাংলায় অনুবাদ করুন —

১২

ক) Man is the worshipper of beauty. Since the dawn of creation his eyes have never ceased to look on the lovely things. He has found beauty in the human face, in the baby's smile, in the lover's glance and in the philosopher's brow. And all the beauty has gladdened his heart, His spirit has thrilled at its touch. He has tried to realise this joy and mystery, but in vain.

খ) We cannot all be politicians or lead millions of people. We cannot all be heroes and fight for the freedom of the oppressed. But we can, each one of us, make life happier for those around us. We can all look after our neighbour when he is sick, teach the ignorant, comfort the unfortunate and keep our environment fresh, clean and tidy. We can all be kind, patient and loving. We can all be truthful, humble and obedient. These are the greatest things in life, because without them the world will never be happier than its present condition.

২। যে কোনো একটি ইংরাজিতে অনুবাদ করুন —

১২

ক) যতীনদা প্রায় আমার সমবয়সী। অতএব তাহার আনন্দটাই সর্বাপেক্ষা প্রচণ্ড। সে কোথা হইতে ছুটিয়া আসিয়া উন্মত্ত চীৎকার শব্দে—এসেছে শ্রীকান্ত—এই এল, মেজদা! বলিয়া বাড়ি ফাটাইয়া

আমার আগমন-বার্তা ঘোষণা করিয়া দিল, এবং মুহূর্ত বিলম্ব না করিয়া পরম সমাদরে আমার হাতটি ধরিয়া টানিয়া আনিয়া বৈঠকখানার পাপোশের উপর দাঁড় করাইয়া দিল।

খ) বই হারানো কী ছেঁড়া, পেট কামড়ানো, মাথাব্যথা, খোকাকে ধরা প্রভৃতি ব্যাপারগুলো যখন অনেকদিন তাহাকে বাঁচাইবার পর নিতান্ত একঘেষে এবং শক্তিহীন হইয়া পড়ে, তখন দুই একদিনের জন্য নেহাত বাধ্য হইয়া রাণু বই স্লেট লইয়া হাজির হয়। অবশ্য পড়াশুনো কিছুই হয় না। প্রথমে গল্প জমাইবার চেষ্টা করে, পরে ধমক খাইয়া বই খোলে; তাহার পর পড়া আরম্ভ হয়।

৩। ক) আসন্ন উচ্চ-মাধ্যমিক পরীক্ষার সার্বিক প্রস্তুতি বিষয়ে জানতে চেয়ে ও পরীক্ষায় ভালো ফল করা কেন জরুরি জানিয়ে ছোটো ভাইকে একটি পত্র লিখুন। ৮

অথবা,

খ) শব্দহীন কালীপূজা বিষয়ে আপনার বক্তব্য জানিয়ে বন্ধুকে একটি পত্র লিখুন। ৮

৪। ক) উচ্চশিক্ষার জন্য ঋণ প্রার্থনা করে ব্যাঙ্ক ম্যানেজারকে একটি পত্র লিখুন। ৮

অথবা,

খ) পথশিশুদের অপরাধ প্রবণতা বিষয়ে কোনো সংবাদপত্রের সম্পাদককে একটি চিঠি লিখুন। ৮