

**एतदर्थ मंडळ (मराठी प्रशिक्षण व परीक्षा), महाराष्ट्र शासन**

भाषा संचालनालय, महाराष्ट्र राज्य, प्रशासकीय इमारत,  
डॉ.आंबेडकर उद्यानाजवळ, शासकीय वसाहत, वांद्रे (पूर्व), मुंबई-४०० ०५१.

**अराजपत्रित कर्मचाऱ्यांसाठी मराठी भाषा निम्नस्तर परीक्षा**

सोमवार, दिनांक

(वेळ दुपारी १.४५ ते दुपारी ४.१५)

(एकूण गुण-१००)

**प्रश्नपत्रिका दोन-सुसंगत लेखन व अनुवाद**

**सूचना :- प्रत्येक प्रश्नाचे गुण त्या त्या प्रश्नासमोर नमूद केले आहेत.**

प्र.१. खालीलपैकी कोणत्याही एका विषयावर सुमारे १५ ते २० ओळींचा निबंध लिहा.

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- (१) माझा आवडता खेळ
- (२) पाणी अडवा, पाणी जिरवा
- (३) सार्वजनिक स्वच्छता
- (४) गाडगे महाराज स्वच्छता अभियान
- (५) झाडे लावा, झाडे जगवा
- (६) प्राथमिक शिक्षणाचे महत्त्व
- (७) भ्रष्टाचार हाच शिष्टाचार
- (८) अल्पबचतीचे फायदे
- (९) आतंकवाद आणि आपण
- (१०) झोपडपट्टी : एक समस्या
- (११) अभिव्यक्तीचे स्वातंत्र्य
- (१२) दूरदर्शनवरील जाहिराती
- (१३) रस्त्यावरील वाढते अपघात
- (१४) स्त्रियांवरील अत्याचार
- (१५) स्थूलपणाची समस्या
- (१६) दूरदर्शन फक्त श्रीमंतांचे ?
- (१७) आला पावसाळा
- (१८) वाचनाचे महत्त्व
- (१९) मोबाईल फोन, सोय की उपद्रव ?
- (२०) रेल्वे प्रवासातील वाढते अत्याचार
- (२१) मुंबई कुणाची ? करदात्यांची की झोपडीदादांची ?
- (२२) वर्तमानपत्रांचे महत्त्व
- (२३) जीवनातील व्यायामाचे महत्त्व
- (२४) दूरदर्शनवरील बातम्या ? की बातम्यांच्या मालिका ?
- (२५) वृद्धांच्या वाढत्या समस्या
- (२६) शहरातील वाढते प्रदूषण
- (२७) मराठी सिनेमाचे बदलते स्वरूप
- (२८) वाढता दहशतवाद
- (२९) धार्मिक उत्सवांवरील वाढता राजकीय प्रभाव
- (३०) नोकरी करणाऱ्या स्त्रियांचे प्रश्न
- (३१) रस्त्यावरील वाढते अपघात

- (३२) प्रशासन आणि शिस्त
- (३३) झाडे लावा, झाडे जगवा
- (३४) धर्म आणि दहशतवाद
- (३५) महाराष्ट्र राज्याचे शैक्षणिक धोरण
- (३६) मॉल संस्कृती
- (३७) महिला व बालसंगोपन
- (३८) हिंदी चित्रपटांतून दाखवण्यात येणाऱ्या हिंसाचाराचे परिणाम
- (३९) फाशीची शिक्षा असावी की नसावी ?
- (४०) उड्डाण पुलांची उंची वाढवण्याची मर्यादा
- (४१) स्त्रियांसाठी राजकारणात आरक्षण असावे काय ?
- (४२) बेरोजगारीची समस्या
- (४३) मुंबईवरील दहशतवादी हल्ले
- (४४) उत्सवावरील धार्मिक अतिरेक
- (४५) संगणकाचे महत्त्व
- (४६) जाहिरातींचे युग
- (४७) मुंबईतील ट्रफिकची समस्या
- (४८) शेतकरी आणि त्यांच्या आत्महत्या
- (४९) माझा आवडता नेता
- (५०) पाण्याची समस्या व त्यावरील उपाय.

प्र.२. खालीलपैकी कोणत्याही एका विषयावर सुमारे १५ ते २० ओळीत तुमचे विचार लिहा.

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- (१) वाढती गुन्हेगारी
- (२) माझी वाचनाची आवड
- (३) गर्दी-- एक समस्या
- (४) अल्पबचतीचे फायदे
- (५) वृत्तपत्रांचे कार्य
- (६) वाढती महागाई
- (७) प्रदूषण-- एक समस्या
- (८) प्रवासाची आवड
- (९) पर्यटनाचे फायदे
- (१०) प्रशासन आणि शिस्त
- (११) कायदा आणि सुव्यवस्था
- (१२) ध्वनि प्रदूषण
- (१३) संगणकाचे फायदे
- (१४) माझा दिनक्रम
- (१५) लोकलगाडीचा प्रवास
- (१६) रस्त्यावरील वाढते अपघात
- (१७) आरोग्याची काळजी
- (१८) माझी संगीताची आवड
- (१९) प्रसारमाध्यमांची जबाबदारी
- (२०) झोपडपट्टी-- एक समस्या
- (२१) दहशतवाद
- (२२) स्वेच्छानिवृत्ती-- एक समस्या
- (२३) प्रसार माध्यमांची भूमिका

- (२४) माझा कार्यालयीन अनुभव
- (२५) प्रदूषणाची कारणे
- (२६) दूरदर्शनवरील जाहिराती
- (२७) ग्रामस्वच्छता मोहीम
- (२८) सार्वजनिक उत्सवांचे स्वरूप
- (२९) स्त्रियांवरील अत्याचार
- (३०) शालेय अभ्यासक्रमात "माहिती आणि तंत्रज्ञान" या विषयाचे महत्त्व
- (३१) प्रशासकीय व्यवहार राजभाषेतूनच झाला पाहिजे
- (३२) शालेय शिक्षणात नैतिक मूल्य संस्काराचे महत्त्व
- (३३) आदिवासी कल्याण योजनांचे स्वरूप
- (३४) मंत्रालयातील कामकाजात संगणकाचे महत्त्व
- (३५) राज्याच्या विकासात सहकार चळवळीचे स्थान
- (३६) अभ्यासक्रमात माहिती आणि तंत्रज्ञान या विषयाचा समावेश
- (३७) व्यवसायनिष्ठ शिक्षणाचे महत्त्व आणि शासनाची भूमिका
- (३८) इयत्ता चौथीसाठीची प्रमाणपत्र परीक्षा
- (३९) राखीव जागांची आवश्यकता
- (४०) शालेय अभ्यासक्रमात संगणकाचे महत्त्व
- (४१) पाण्याची टंचाई दूर करण्याविषयी योजना
- (४२) समाजाच्या आरोग्याची जबाबदारी कोणाची ? शासनाची की सर्वांची ?
- (४३) लहान मुलांमध्ये वाचनाची आवड कशी निर्माण करता येईल ?
- (४४) महाराष्ट्रात मराठीचे शिक्षण अपरिहार्य
- (४५) भारतीय संस्कृतीची सर्वसमावेशकता
- (४६) प्रशासकीय व्यवहारात संगणकाचे महत्त्व
- (४७) शालेय अभ्यासक्रमात मूल्यशिक्षणाचे महत्त्व
- (४८) व्यवसायनिष्ठ शिक्षणाचे महत्त्व आणि शासनाची भूमिका
- (४९) शालेय अभ्यासक्रमात "माहिती आणि तंत्रज्ञान" या विषयाचे महत्त्व
- (५०) शेतकऱ्यांच्या आत्महत्या-- नेमकी जबाबदारी कुणाची ?
- (५१) भारतातील दरहजारी पुरुषांपेक्षा स्त्रियांचे घटते प्रमाण
- (५२) शासकीय योजना व त्यांची प्रत्यक्षात अंमलबजावणी
- (५३) विजेचे भारनियमन सक्तीचे की आवश्यक ?
- (५४) ओ.बी.सी.आरक्षण
- (५५) सेवानिवृत्तीनंतर मिळणाऱ्या रिकाम्या वेळाचे नियोजन
- (५६) प्रशासकीय व्यवहारात संगणकाचे महत्त्व
- (५७) व्यवसायनिष्ठ शिक्षणाचे महत्त्व आणि शासनाची भूमिका
- (५८) वाढते वेतन आणि वाढती महागाई
- (५९) प्रशासनिक सेवेतील मराठी भाषेची आवश्यकता
- (६०) खैरलांजी हत्याकांड-- एक प्रशासकीय विफलता |
- (६१) विजेचे भारनियमन सक्तीचे की आवश्यक ?
- (६२) मैदाने वाचवा !
- (६३) आपली सामाजिक बांधिलकी
- (६४) सहाव्या वेतन आयोगाच्या शिफारशींचे परिणाम
- (६५) राजभाषा मराठी प्रशासनात कशी आणावी
- (६६) सद्यःस्थितीतील वाढता शैक्षणिक खर्च व त्रस्त पालक
- (६७) शासन व्यवहारातील राजभाषेचे महत्त्व.

- (१) सामाजिक वनीकरणाचे प्रसिद्धीपत्रक तयार करा.
- (२) प्राथमिक शिक्षण योजनेविषयी शासकीय निर्णयाचे परिपत्रक तयार करा.
- (३) पाणीटंचाईच्या समस्येवरील उपायांचे प्रसिद्धीपत्रक तयार करा.
- (४) शिक्षणसेवक योजनेविषयी शासकीय निर्णयाचे परिपत्रक तयार करा.
- (५) रोजगार हमी योजनेचे प्रसिद्धीपत्रक तयार करा.
- (६) आदिवासी विकास योजनेविषयी शासकीय निर्णयाचे परिपत्रक तयार करा.
- (७) महिला आरक्षणाविषयी प्रसिद्धीपत्रक तयार करा.
- (८) खर्चकपातीच्या शासकीय निर्णयाचे परिपत्रक तयार करा.
- (९) कर्मचाऱ्यांची कपात करण्याच्या शासकीय निर्णयाचे परिपत्रक तयार करा.
- (१०) विद्युत पुरवठ्याबाबत निर्माण झालेल्या समस्येवरील उपायांचे प्रसिद्धीपत्रक तयार करा
- (११) ग्रामपंचायतीतर्फे रोगाच्या साथीसंबंधाचे निवेदन तयार करा.
- (१२) सार्वजनिक सुट्टी जाहीर करण्याच्या संदर्भातील परिपत्रक तयार करा.
- (१३) दुष्काळ निवारणाच्या विविध उपक्रमांची माहिती देणारे (वृत्तपत्राकडे देण्यासाठी) निवेदन तयार करा.
- (१४) शासकीय कामकाजातील दफ्तरदिरंगाई कशी दूर करता येईल, या संबंधीचे परिपत्रक तयार करा.
- (१५) दुष्काळामुळे सर्व खात्यांनी आपल्या खर्चात कपात करण्यासंबंधीच्या सूचना वरिष्ठांकडून आल्या आहेत यासंबंधी आपण केलेल्या कार्यवाहीची टिप्पणी लिहा.
- (१६) कार्यालयीन कामकाजाच्या वेळा बदलण्यात आल्यासंबंधीचे निवेदन पत्रक तयार करा.
- (१७) पाणीटंचाईच्या समस्येवरील उपायांचे प्रसिद्धीपत्रक तयार करा.
- (१८) खर्चकपातीच्या शासकीय निर्णयाचे परिपत्रक तयार करा.
- (१९) विद्युत पुरवठ्याबाबत निर्माण झालेल्या समस्येवरील उपायांचे प्रसिद्धीपत्रक तयार करा.
- (२०) प्रशासकीय व्यवहारात मराठीचा वापर करण्यास प्रोत्साहन देण्यासंबंधी शासकीय निर्णयाचे परिपत्रक तयार करा.
- (२१) नागरिकांनी आपल्या घरातील केरकचरा घंटागाडीतच टाकावा यासाठी प्रसिद्धीपत्रक तयार करा.
- (२२) राजपत्रित अधिकाऱ्यांसाठी मराठी भाषेची परीक्षा आयोजित केल्याबद्दलचे परिपत्रक तयार करा.
- (२३) नागरिकांनी आपल्या परिसरात पावसाचे पाणी भरल्यास कोणती खबरदारी घ्यावी", याबाबत प्रसिद्धीपत्रक तयार करा.
- (२४) नागरिकांनी भोंदूगिरीला (बुवाबाजीला) बळी पडू नये म्हणून अंधश्रद्धा दक्षता समितीच्या वतीने प्रसिद्धीपत्रक तयार करा.
- (२५) नागरिकांनी आपल्या परिसरात चिकुनगुनीया व डेंग्यू पसरू नये म्हणून घ्यावयाच्या काळजीबाबत प्रसिद्धीपत्रक तयार करा.
- (२६) चतुर्थश्रेणी कर्मचाऱ्यांसाठी विभागांतर्गत पदोन्नतीकरिता आयोजित केलेल्या परीक्षेबाबत परिपत्रक तयार करा.
- (२७) येत्या पावसाळ्यातील ठराविक जास्त पावसाच्या दिवशी नागरिकांनी घ्यावयाची काळजी याबाबत हवामान खात्यातर्फे प्रसिद्धीपत्रक तयार करा.
- (२८) "ज्ञानपीठ" पुरस्कार विजेत्या साहित्यिकाचा भाषा संचालनालयातर्फे सत्कार आयोजित केल्याचे परिपत्रक तयार करा.
- (२९) विद्युत पुरवठ्याबाबत निर्माण झालेल्या समस्येवरील उपायांचे प्रसिद्धीपत्रक तयार करा.

- (३०) खर्चकपातीच्या शासकीय निर्णयाचे परिपत्रक तयार करा.
- (३१) पूर परिस्थितीत नागरिकांनी घ्यायच्या काळजीसंबंधी आरोग्य विभागाचे प्रसिद्धीपत्रक तयार करा.
- (३२) परिचारिकांना देण्यात येणाऱ्या रात्रपाळीच्या विशेष वेतनात वाढ करण्यासंबंधीचे परिपत्रक तयार करा.
- (३३) घरगुती अडचणीमुळे परगावी झालेली बदली रद्द करून घेण्यासंबंधीचा अर्ज करून त्यावर टिप्पणी आणि ज्ञापन करा.
- (३४) ज्येष्ठताक्रमानुसार पदोन्नती मिळावी यासाठी शिफारस करून त्यावर टिप्पणी आणि ज्ञापन करा.
- (३५) पदोन्नतीसाठी अर्ज करून त्यावर टिप्पणी करा.
- (३६) दीर्घमुदतीच्या रजेसाठी शिफारस करून त्यावर टिप्पणी व ज्ञापन करा.
- (३७) पदोन्नतीसाठी आपला ज्येष्ठताक्रम विचारात घ्यावा अशी विनंती करणारा अर्ज करून त्यावर टिप्पणी आणि ज्ञान तयार करा.
- (३८) कौटुंबिक अडचणीमुळे आपली बदली करावी अशा विनंती अर्जाची शिफारस करून त्यावर टिप्पणी व ज्ञापन करा.
- (३९) तुमच्या परिसरात बेवारशी कुत्र्यांचा वावर फार वाढला आहे. त्यांचा बंदोबस्त करण्यासाठी महानगरपालिकेच्या अधिकाऱ्यास पत्र लिहा.
- (४०) मराठी भाषा चांगल्याप्रकारे आत्मसात करण्यासाठी मार्गदर्शनाची अपेक्षा करणारे पत्र "मराठी भाषा केंद्रास" लिहा.
- (४१) कार्यालयीन कामाचा निपटारा त्वरित करण्यासंबंधी वरिष्ठांकडून आलेल्या सूचनेवर आपण केलेल्या कार्यवाहीची टिप्पणी तयार करा.
- (४२) स्वतःकडील भ्रमणध्वनीचा कार्यालयीन कामकाजाच्या वेळी उपयोग न करण्याविषयीचे निवेदन-पत्रक तयार करा.
- (४३) वित्त विभागात रिक्त झालेल्या सहायकाच्या पदावर आपली नियुक्ती व्हावी यासाठी आलेल्या अर्जावर टिप्पणी आणि ज्ञापन तयार करा.
- (४४) स्वेच्छा निवृत्तीसाठी अर्ज करून त्यावर टिप्पणी आणि ज्ञापन तयार करा.
- (४५) आई खूप अस्वस्थ असल्यामुळे दीर्घ मुदतीची रजा घेणे आवश्यक असल्यासंबंधीचा अर्ज करून त्यावर टिप्पणी तयार करा.
- (४६) महाराष्ट्र शासनाने लघुउद्योजकांच्या हितांकरिता सुरू केलेल्या योजनांचा लाभ मिळावा म्हणून अर्ज व त्याचे उत्तर तयार करा.
- (४७) मुलीच्या शिक्षणासाठी भविष्यनिर्वाह निधीतून कर्ज काढणे आवश्यक असल्याचा अर्ज करा व त्याचे उत्तर तयार करा.
- (४८) कार्यालयातील दूरध्वनी आवश्यक तेव्हा वैयक्तिक कामासाठी वापरू द्यावा म्हणून आलेल्या अर्जावर टिप्पणी व ज्ञापन तयार करा.
- (४९) सुमन शिपिंग कंपनी येथे सहाय्यकाच्या पदासाठी तेथील व्यवस्थापकांस अर्ज करा व त्याचे उत्तर तयार करा.
- (५०) कार्यालयीन कामाबाबत केलेल्या दिरंगाईबद्दल टिप्पणी सादर करून संबंधितास देण्यासाठी ज्ञापन तयार करावे.
- (५१) स्वतःकडील भ्रमणध्वनीचा कार्यालयीन कामकाजाच्या वेळी उपयोग न करण्याविषयीचे निवेदन-पत्रक तयार करा.
- (५२) पदोन्नतीसाठी अर्ज करून त्यावर टिप्पणी तयार करा.
- (५३) विशेष बाब म्हणून "परदेशी अभ्यासासाठी जाण्यासाठी" केलेल्या अर्जासाठी भविष्यनिर्वाह निधीतून रक्कम मंजूर करण्यासाठी टिप्पणी तयार करा.
- (५४) कार्यालयीन सभेच्या दरम्यान भ्रमणध्वनी न वापरण्याच्या सूचनेचे उल्लंघन केल्याबाबत कर्मचाऱ्यास द्यावयाचे ज्ञापन तयार करा.

- (५५) गृहबांधणीकरिता प्रसिद्ध वित्त संस्थेकडून कर्ज काढण्याकरिता अर्ज करा व त्याचे उत्तर तयार करा.
- (५६) राष्ट्रीय एकात्मता सप्ताह साजरा करण्यासाठी कर्मचाऱ्यांना द्यावयाचे टिपण तयार करा.
- (५७) मोठ्या आजारानंतर विश्रांतीची गरज आहे म्हणून वरिष्ठांना अर्ज करा व त्याचे उत्तर तयार करा.
- (५८) हॉटेल व रेस्टॉरंट सारख्या ठिकाणी जारी केलेल्या धुम्रपानबंदीविषयी हॉटेल मालकांना द्यावयाचे ज्ञापन तयार करा.
- (५९) प्रवाशांनी रेल्वे स्थानके, बस आगारे, इत्यादी ठिकाणी घ्यावयाच्या काळजीबाबत गृह विभागाचे प्रसिद्धीपत्रक तयार करा.
- (६०) पोलिसांना देण्यात येणाऱ्या रात्रपाळीच्या विशेष वेतनात वाढ करण्यासंबंधीचे परिपत्रक तयार करा.
- (६१) विशेष बाब म्हणून "विदेशी जाण्यासाठी" केलेल्या अर्जासाठी भविष्य निर्वाह निधीतून रक्कम मंजूर करण्याकरिता टिप्पणी तयार करा.
- (६२) खाजगी कामासाठी कार्यालयाचा दूरध्वनी न वापरण्याच्या सूचनेचे उल्लंघन केल्याबाबत कर्मचाऱ्यास द्यावयाचे ज्ञापन तयार करा.
- (६३) चक्री वादळात नागरिकांनी कोणती काळजी घ्यावी यासंबंधी आरोग्य विभागाचे प्रसिद्धीपत्रक तयार करा.
- (६४) मंत्रालयीन विभागात सुट्टीत येऊन कामे पूर्ण करणाऱ्यांना विशेष वेतन देण्यासंबंधात परिपत्रक तयार करा.
- (६५) भविष्य निर्वाह निधीतून घर बांधणीसाठी केलेल्या अर्जास अनुसरून रक्कम मंजूर करण्यात येत असल्याची टिप्पणी तयार करा.
- (६६) मतदानाची गणना चालू असताना मतदान प्रतिनिधींनी केलेल्या गोंधळामुळे त्यांच्यावर करण्यात आलेल्या कारवाईचा अहवाल तयार करा.
- (६७) एडस् रोगासंबंधी नागरिकांनी घ्यावयाच्या काळजीसंबंधी आरोग्य विभागाचे प्रसिद्धीपत्रक तयार करा.
- (६८) होमगार्डस् किंवा पोलीस यांना देण्यात येणाऱ्या रात्रपाळीच्या विशेष वेतनात वाढ करण्यासंबंधीचे परिपत्रक तयार करा.
- (६९) अध्ययन रजा मंजूर करण्यासाठी टिप्पणी तयार करा.
- (७०) कार्यालयात वारंवार अनुपस्थित राहिल्याबाबत कर्मचाऱ्यास द्यावयाचे ज्ञापन तयार करा.

प्र.४. खालीलपैकी कोणत्याही दहा पदनामांचे मराठी पर्याय लिहा.

१०

- (1) Associate
- (2) Booking Clerk
- (3) Custodian
- (4) Dean
- (5) Instructor
- (6) Principal
- (7) Security Officer
- (8) Store Keeper
- (9) Receptionist
- (10) Head Clerk
- (11) Accountant
- (12) Administrator
- (13) Forest guard
- (14) Honorary Advisor

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- (15) Law Officer
- (16) Mayor
- (17) Passport Officer
- (18) Prosecutor
- (19) Revenue Clerk
- (20) Trainee
- (21) Accountant-General
- (22) Chairman
- (23) Home Guards
- (24) Deputy Minister
- (25) Engineer
- (26) Inspector
- (27) Under Secretary
- (28) Trainee
- (29) Co-ordinator
- (30) Assistant Secretary
- (31) Chairman
- (32) Management Trainee
- (33) Lecturer
- (34) Prime Minister
- (35) Attorney General
- (36) Deputy Engineer
- (37) Assistant Secretary
- (38) Supervisor
- (39) Co-ordinator
- (40) Section Officer
- (41) Assistant
- (42) Deputy Commissioner
- (43) Chairman
- (44) Secretary
- (45) Forest Officer
- (46) Chief Executive Officer
- (47) Upper Division Clerk
- (48) Honorary Magistrate
- (49) Apprentice
- (50) Arbitrator
- (51) Census Clerk
- (52) Collaborator
- (53) Desk Officer
- (54) Director
- (55) Guard
- (56) Investigator
- (57) Magistrate
- (58) Accountant
- (59) Administrator
- (60) Collector
- (61) Commissioner
- (62) Deputy Minister
- (63) Executive
- (64) Personal Assistant

- (65) Stenographer
- (66) Auditor General
- (67) Boilerman
- (68) Bus Conductor
- (69) Certificate Clerk
- (70) Chief Inspector
- (71) Coolie
- (72) Counsellor
- (73) Dietician
- (74) Electrician
- (75) Geologist
- (76) Typist
- (77) Senior Clerk
- (78) Polling Officer
- (79) Clerk
- (80) Constable
- (81) Supervisor
- (82) Additional Secretary
- (83) Professor
- (84) Chief Justice
- (85) Relieving Officers
- (86) Advocate General
- (87) Border Police Inspector
- (88) Chief Auditor
- (89) District and Sessions Judge
- (90) Electoral Registration Officer
- (91) Factory Superintendent
- (92) General Manager
- (93) Head Accountant
- (94) Interpreter
- (95) Auditor
- (96) Branch Manager
- (97) Cashier
- (98) Enquiry Clerk
- (99) Foreman
- (100) Teacher
- (101) Electrician
- (102) Head Peon
- (103) Superintendent
- (104) Sales Tax Officer
- (105) Head Clerk
- (106) Player
- (107) Transport driver
- (108) Registrar
- (109) Art Editor
- (110) Bus Conductor
- (111) Controller
- (112) Competent Officer
- (113) Depot Manager
- (114) Yard Master



- (115) Rent Collector
- (116) Store Keeper
- (117) Mason
- (118) Minister of State
- (119) Judicial Clerk
- (120) Principal Secretary

प्र.५. खालीलपैकी कोणत्याही पाच वाक्यांचे मराठीत भाषांतर करा.

१०

- (1) After hearing the person concerned.
- (2) As soon as conveniently may be.
- (3) Brief note is placed below.
- (4) Carry forward the balance.
- (5) Compulsorily recalled from leave.
- (6) Determination of disputed questions.
- (7) For favour of necessary action.
- (8) Leave on medical certificate
- (9) Observations made above.
- (10) Papers are sent herewith.
- (11) Appointment to the Subordinate Services.
- (12) Approach Government with a Complaint
- (13) Bill to be paid by transfer credit.
- (14) Calculation has been duly verified.
- (15) Cases should be deal with promptly.
- (16) Character and antecedents of Government Servant.
- (17) Classification of overdues by periods.
- (18) Dislocation in the public transport system.
- (19) Failing which serious action will be taken.
- (20) Incidence of pay and allowance, pension and leave salary.
- (21) Appointment by nomination.
- (22) Return of file may kindly be expected.
- (23) Income for services rendered.
- (24) Shall be bound to obey such order.
- (25) Not withstanding the expiration of term.
- (26) Deposited in record room.
- (27) Expenditure is within the budgetary allotment.
- (28) Lower stage in time scale.
- (29) Lay on the table of the House.
- (30) In view of the Long Service
- (31) Papers have been amalgamated
- (32) These papers may now be referred
- (33) Non-fulfilment of contract
- (34) The cases under reference
- (35) If may be pointed out that
- (36) Appointing authority has reason to believe that
- (37) Submitted for perusal
- (38) It may be presumed that
- (39) Interstate trade and commerce
- (40) Now these presents witness that
- (41) Please treat this as strictly confidential

- (42) Obtain formal sanction
- (43) I shall be grateful
- (44) I solicit your orders
- (45) There is no reason to suspect
- (46) Day to day administration
- (47) Reply may be sent as per draft
- (48) It has come to my notice
- (49) Apportionment of assets and liabilities
- (50) As far as feasible and convenient
- (51) As the circumstances of the case may require
- (52) Budget head to which the cost of the indent is debitable
- (53) Case is remanded for fresh disposal
- (54) Drafting capacity and general efficiency
- (55) Duly authorized under power of attorney
- (56) Explanation from the defaulter may be obtained
- (57) The Defence Minister made a statement in the Parliament
- (58) The Officer transferred the clerk in the public interest
- (59) The welfare of the state is in the hands of our people
- (60) The Officer came to the office and was angry with his peon
- (61) They will be Ministers after the next election
- (62) They sent a message through their servant
- (63) O! no, I shall never undertake such an unpleasant task
- (64) The Ministers has discussed this point in their last meeting
- (65) Approved as per remarks in the margin
- (66) Documentary evidence should be called for
- (67) Kindly acknowledge the receipt of this letter by return of post
- (68) Join duties at once
- (69) Leave if due and admissible may be granted.
- (70) Necessary entries may be made in his service book
- (71) Please treat this as most urgent
- (72) Orders in this connection will be issued very shortly
- (73) By virtue of higher start given to him
- (74) Depends upon the circumstances of each case
- (75) Eight-monthly expenditure statement
- (76) Expansion of the departmental staff
- (77) For favour of due consideration
- (78) In anticipation of Government sanction
- (79) Analysis and valuation of the crops
- (80) At any time during working hours
- (81) Concurrence of the Finance Department has been obtained
- (82) Consultation with Finance Department is necessary
- (83) Defect or irregularity not to vitiate proceedings
- (84) Ensure that rules are properly observed in future
- (85) In accordance with the provisions
- (86) Main case which is under issue
- (87) Marginally noted items should not be accounted for
- (88) Having regard to the merits of the case
- (89) I fully agree with the office note
- (90) I have the honour to inform you
- (91) In exercise of the powers conferred by sanction

- (92) Judgement is not in rhymes with the facts
- (93) Kindly confirm and a copy may be furnished
- (94) Losses written off against reserve fund
- (95) Necessary steps should be taken
- (96) No substitute has been asked for
- (97) Number of education and propoganda staff maintained
- (98) Cash is closed now
- (99) So far as may be
- (100) This may please be treated as top priority case
- (101) It is a matter of regret
- (102) It has been brought to my notice that
- (103) Refund of Income-tax
- (104) Claims of reimbursement admissible under these rules
- (105) Not traceable
- (106) Debited to the head
- (107) Copy enclosed for ready reference
- (108) Subject to the provisions
- (109) As a temporary measure
- (110) I have no instruction
- (111) Incorporated in the draft
- (112) Proposed tour programme
- (113) Administrative approval may be obtained
- (114) Setting of question paper
- (115) For information only
- (116) In proof of the payment
- (117) Approved Service Certificate
- (118) I shall be highly obliged
- (119) Calculations checked by me
- (120) Obtain formal sanction
- (121) Approved as per remarks in the margin
- (122) Orders in this connection will be issued very shortly
- (123) Claims of reimbursement admissible under these rules
- (124) You should give a suitable reply to this letter
- (125) Amended draft as per secretary's orders be put up immediately
- (126) Candidates should be given to understand that their appointment is on trial
- (127) Carry forward the balance on the next page
- (128) Copy forwarded for information and guidance
- (129) Ensure that the rules are properly observed in future
- (130) Government may be moved to waive the recovery of arrears
- (131) Group application by Government servants should never be entertained
- (132) He has about Rs.10,000 to his credit in the General Provident Fund
- (133) His absence from office may be treated as extraordinary casual leave as a special case
- (134) Leave if due and admissible may be
- (135) Depends upon the circumstances of each case
- (136) Discretion of State Government is not restricted
- (137) Draft may issue subject to approval

- (138) Explanation from the defaulter may be obtained
- (139) Instruction contained in the memo will be noted in the department
- (140) Issue by registered post acknowledgement due
- (141) Keep pending till the decision is taken on the main file
- (142) Put up with connected case papers
- (143) Documentary evidence should be called for
- (144) Fair Copy of the draft is put for approval
- (145) I find no reason to change my previous order
- (146) May I know when a reply in the matter can be expected
- (147) No previous advances from the G.P.F. are outstanding against him
- (148) Over-time allowance is not admissible in the case of Gazetted Officers.
- (149) Please write the abbreviated address of the office
- (150) Right to reject any application is reserved with the Department
- (151) The present arrangement will continue till further order
- (152) This is a criminal breach of trust
- (153) Conduct of Civil Litigation to which Government is a party
- (154) Copy forwarded for information and necessary action
- (155) Draft as amended is put up for approval
- (156) Expenditure on the above account should be debited to the head
- (157) Finance Department may kindly see for concurrence
- (158) For the reason now explained we concur in the proposal
- (159) Government servant had adduced false collateral evidence
- (160) Holiday cannot be interposed between two periods of casual leave
- (161) Instruction, contained in the memo will be noted in the department
- (162) At your convenience
- (163) Consolidated statement
- (164) File not traceable
- (165) I shall be grateful
- (166) No objection certificate
- (167) Personal attention is required
- (168) Relevant papers be put up
- (169) Verified and found correct
- (170) At any time during working hours
- (171) Certificate of taxation
- (172) Diplomatic relations
- (173) I shall be highly obliged
- (174) Points under consideration
- (175) Return journey
- (176) Universal demand
- (177) Your presumption is correct
- (178) As per request
- (179) Balance Sheet
- (180) Cancellation of Passport
- (181) Cause and effect
- (182) Put up a new draft

- (183) Pros and cons
- (184) Recruitment of posts
- (185) May be rejected
- (186) Intelligence Test
- (187) I shall be thankful
- (188) Age limit
- (189) Annual report
- (190) Status quo
- (191) Financial aid
- (192) Appear in person
- (193) Trace out the previous papers and put up
- (194) This office cannot trace out papers
- (195) Substantive appointment to a permanent post
- (196) Such action as may be deemed necessary
- (197) Revised memo is put up as desired
- (198) Reservation of circuit houses and rest houses
- (199) Provision of alternative arrangement
- (200) Prior recommendation (to bills) required
- (201) Prefix or Suffix a holiday to leave
- (202) Order of the Lower Court is upheld
- (203) Reduction in Punishment
- (204) Gradation List
- (205) Allocation of Duties
- (206) Consolidated Pay
- (207) Traditional Practice
- (208) Suitable Action
- (209) Provisional Order
- (210) Should be given to understand
- (211) Mistake is regretted
- (212) It is unreasonable to insist on
- (213) Confined to office
- (214) In certain cases
- (215) Capable of executing the work
- (216) Sentence of imprisonment
- (217) In the ordinary course of business
- (218) Papers have been amalgamated
- (219) Non-fulfillment of contract
- (220) If may be pointed out that
- (221) Failing which serious action will be taken
- (222) Appointing authority has reason to believe that
- (223) Submitted for perusal
- (224) It may be presumed that
- (225) Interstate trade and commerce
- (226) Now these presents witness that
- (227) Analysis and valuation of the crops
- (228) At any time during working hours
- (229) Consultation with Finance Department is necessary
- (230) In accordance with the provisions
- (231) Main case which is under issue
- (232) An account of the reasons given above

- (233) Unless the context otherwise requires
- (234) Judgment is not rhyme with the facts
- (235) Know all men by these presents
- (236) Hoping to be excused for the trouble
- (237) Guarantee given in all solemnity
- (238) Extraordinary powers in case of emergency

प्र.६. खालील उताऱ्याचे मराठीत भाषांतर करा.

१०

१. Freedom is the greatest gift. God can give a nation, but freedom is a strange gift. If we do not wish to lose freedom, we should show our love for it. This love we must, show both in words and deeds. It is not enough to say. I am an Indian and I am proud of it. We must ask ourselves, "Is our motherland proud of us ? Love is shown in sacrifice. Are we ready to die for our country ?"
२. Reading is a discovery. It engages the reader's mind and imagination. Today we are faced with the spectacle of bored people loaded with information but utterly devoid of the ability to think and assimilate everything into an integrated view of life. What the media feeds our children through their eyes and ears is artificial food, dead food.
३. Heart failures are sometimes caused by low potassium content in the coronary muscles. There is no doubt that lack of potassium and magnesium result in fatal heart attacks. The point here is that not only do we eat too much salt (Sodium) today, but we consume too little potassium. This is the result of eating too many manufactured and engineered foods. Almost every product we buy has a hidden source of sodium, which is liberally added to preserve the food, enhance the flavour, improve the texture and to control moisture.
४. What is our duty towards our country ? Obedience and discipline are of two qualities that make a nation great. Those people who lack obedience and discipline cannot become a great nation. Our duty is not only to obey the law ourselves but also to help the government to keep law and order in the country.
५. Even though more and more women have started taking up fulltime jobs outside the house, they still end up doing

nearly all the housework. In spite of a demanding career, a woman is expected to be an efficient housewife but most men still do not make good house husbands. When it comes to helping with the housework many men feel totally helpless. When they decide to do a few jobs around the house they only pick the ones they enjoy. Sometimes if they are in the mood they don't mind doing a bit of a gardening or mending a few things but they refuse to do any boring jobs-like cleaning the house, washing and ironing the cloths, looking after the children or cooking dinner. Most of these jobs have to be done immediately and regularly, while household repairs, the job that men enjoy doing most can always wait till a more convenient time one feels like doing them.

६. Scrap collection is the first stage in the recycling sector and is undertaken by two categories of workers, the waste-pickers and the itinerant buyers. Waste-pickers retrieve paper, plastic, metal and glass scrap from garbage bins or receptacles that are provided by the municipalities for the disposal of garbage on the street, and from land fill sites where the collected garbage is transported and dumped. Ninety two percent of waste-pickers are women. They move mostly on foot covering upto 10-12 kms. A day with head-loads of upto 40 kg. The average daily earning is about 50 to 60 Rs.
७. Jawaharlal Nehru, speaking over the radio that night said, "The light has gone out of our lives and everywhere it is dark. The father of the nation is no more. The best prayer we can offer is to give ourselves to truth, and carry on the noble work for which he lived and for which he died."
८. Tolstoy gave away all his money. He gave it all to his wife and children and tried to live like a poor peasant. He wore the dress of a peasant, and spent some hours every day in hard work in the fields. But he still continued to write. All his books after this are concerned with our relations with God and our fellow men.
९. The twin hills of Udaygiri and Khandgiri were honey combed to make retreats for Jain monks. Located just off the highway that runs from Bhubaneswar to Kolkata, the hills rise suddenly from the flat surroundings plains and are separated from each other by the highway. As one approaches from Bhubaneswar, Udaygiri is the hill on the right, and is best explored first as it has the more interesting caves.

१०. What is our duty towards our country ? Obedience and discipline are the two qualities that make a nation great. Those people who lack obedience and discipline cannot become a great nation. Our duty is not only to obey the law ourselves but also to help the government to keep law and order in the country.
११. The first world Book Fair of the millennium will be organized by the National Book Trust, India from 5 to 13 February, 2000 at Pragati Maidan, Delhi. It will be open from 11 a.m. to 8 p.m. daily. A wide variety of Books will be on display and sale under one roof : books that will be catering to all age groups and all tastes. The fair will offer a uniform discount of 10 per cent on all books.
१२. No society can, even in peace time, survive and flourish without loyalty and sacrifice. A society is democratic in proportion as sacrifice is voluntary and not coerced. Royalty is instilled not by ruthless order but by honest discussion and open reasonable persuasion. Whatever its multiple failures in practice our democracy is certainly committed to the ideal of free co-operation and willing, unforced allegiance.
१३. Men speaks in more languages than all the animals and birds put together. The multi-cultural character of the human race stems from the fact that man is multi-lingual. It also creates artificial barriers setting human beings apart from each other. In this respect perhaps man is probably jealous of birds and animals.
१४. Children do not take their values only from what they read. They get them from their surroundings parents, friends, etc.—hence creator of children’s literature should be careful. Fantasy entertains without any adverse effect on the Child’s value system. Mythology has been a rich source of fantasy. It imparts informal education.
१५. Reading is a discovery. It engages the reader’s mind and imagination. Today we are faced with the spectacle of bored people loaded with information but utterly devoid of the ability to think and assimilate everything into an integrated view of life. What the media feeds our children through their eyes and ears is artificial food, dead food.
१६. The child imitates his elder, particularly his parents. He gives importance to books if she the same enjoy a place of



importance in his households. Look within and you will realize that your priorities have changed. Are not cars, gadgets, furniture, politics and social rounds more important than books ? Books have been relegated to a place of no importance in a great number of households. Create an atmosphere in which books are read.

१७. A significant change in reading preferences was visible at the fair. The visitors were attracted more towards teaching aids and educational toys than books. There was a time when children were seen browsing at various stalls. Not any longer. They were apparently guided by their parents towards the stalls displaying teaching aids.

१८. May be our priorities are changing as feared by Shri Teerath Singh Rawat, Minister of State for Education, who inaugurated the fair. In his inaugural address Shri Rawat too expressed concern over the influence of TV channels on the life of children. This sudden spurts of TV channels has cut much of the reading hours from the daily schedule of a child.

१९. Trees not only provide fruit, flowers and shelter, they also prevent deserts from spreading and erosion of soil. They help to attract rain and preserve the balance in Nature. Today every school boy studies this and yet the want on destruction of our forest wealth goes on.

It is very easy to acquire bad habits, such as eating too many sweets or too much food, or drinking too much fluid of any kind. The more we do a thing, the more we tend to like doing it ; and if we do not continue to do it, we feel unhappy.

२०. The City of Banaras, India, has more than a thousand places to pray—temples for people who belong to the Hindu religion.

Most Hindu temples have many Shrines. Hindus go to these shrines to pray. Each temple has a main shrine for one important god or goddess. One of the most visited temples is the Temple of Shiv. The God Shiv is one of the three most important Gods. The other two are Brahma and Vishnu.

२१. Long ago, an emperor of India built a great tomb in memory of his favorite wife. The tomb was so big and so hard to build that first he had to build a whole town for the twenty thousand men who built the tomb. When the tomb of white marble and red sandstone was finished, twenty years later, it was one of the most striking manmade sights in the world, just

as the emperor vowed it would be. The emperor named the tomb the Taj Mahal for his wife Mumtaz-i-Mahal.

२२. Before the monsoon, the heat is terrible. The hot and dry weather becomes almost unbearable when the rain comes, the atmosphere cools down. There is thunder and lightning and dark clouds appear in the sky. After the rain, the fresh sweet smell of earth spreads all around. Plants begin growing again and the earth becomes lovely green.
२३. The objective of Mahatma Phule was to create a society based upon equality. It was, therefore necessary to bring about the development of the Dalits and weaker sections of the society and he strove towards it. Mahatma Phule criticized the priestly class and the upper castes that exploited and oppressed the Dalits and the other weaker sections of the society.
२४. Without fresh air we cannot live, nor can fire burn, nor plants grow. If a person were shut up in a small room, in which the doors and windows are so closed that no air can get in, he will soon die. If we cover a lighted lamp by something, so as not to let air into it, the lamp, though there may be oil and wick in it, will soon be put out. This shows that air is necessary to make fire burn.
२५. All Government departments which come in close touch with rural residents and rural institutions especially those connected with education, Social Welfare, Publicity, Revenue, etc. Should use Marathi to the maximum possible extent. In initial stages simple Marathi may be used. If Marathi equivalent of an English term or word is not known, that English term or word may be written in Devnagari Script.
२६. For six decades we have been a democratic republic and have been guided by the principles of justice, liberty, equality and fraternity. The both milestone is marked with the many successes that we have achieved in different fields and a host of issues that need our attention. We can look at our achievements with justifiable pride and focus on our shortcomings with a spirit of resolve. It is the manner in which we address the challenges we face that will determine the destiny towards which our nation is steered.
२७. You know very little about your body. You Know only its external appearance. You know nothing of the internal organs which operate beyond your enroll. Innumerable

biochemical and electromagnetic reactions are occurring constantly throughout the body, but you have no knowledge of them.

२८. Ajintha and Verula are two Historical Monuments of India. These two caves are symbols of Buddhist culture. Government of Maharashtra has already initiated scheme to preserve these two Historical monuments. Similarly Maharashtra Government has developed these two places as tourist points. Number of tourists of our country as well as tourists of Buddhist countries visit these two Historical monuments.

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