

CBSE Question Paper – 2010

MANAGEMENT OF BANK OFFICE

(Theory) Paper III

Class – XII

Time allowed: 3 hours

Maximum Marks: 60

1. How is a safe Deposit Vault in a bank hired and operated?

6

OR

What services are provided by banks to ensure safe custody of your valuables? To what extent is a bank responsible for such safety?

3+3=6

2. What are incoming and outgoing mails in a Bank? Narrate the process of handling outgoing mail.

2+4=6

3. Whose services do you consider to be better – the Private Sector Banks or that of Public sector Banks? Answer giving reasons.

2+3=6

4. "Bank records are better kept by computers." Argue in favor of computerization of bank branches.

5

5. How are bank properties protected? Give five points.

5

Other Educational Websites:

ICSEGuess.com | NIOSGuess.com | IGNOUGuess.com | IITGuess.com | MagicSense.com | AIPMTGuess.com | AIEEEGuess.com | IndiaGuess.com

6. How would you proceed to get an extension counter of your bank opened in a school? 4
7. What is filing? Explain its advantages for a bank office. 2+2=4
8. List the advantages of a photocopying machine for a bank branch. 3
9. Should there be multipurpose counters in a bank branch? Why? 3
10. Explain teller system. 2
11. Give two advantages of a Bank locker to a housewife. 2
12. Give the full form of ATM. 2
13. What is a credit card? 2
14. If a locker is not locked, what two steps would you take? 2
15. Should the contents of lockers be known to the Bank Branch Manager? 2
16. State two functions of a Currency Counting Machine. 2
17. Should Bank Ledgers co-exist with computer records? 2
18. What is a Mobile Bank? 2

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