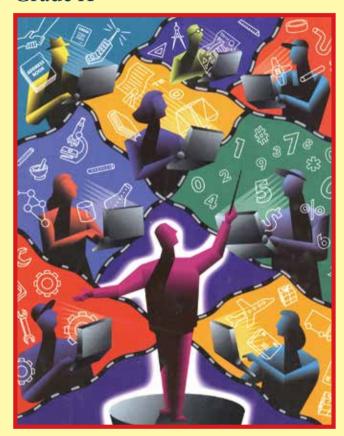
OFFICE PRACTICE & ACCOUNTANCY

GRADE X



OFFICE PRACTICE & ACCOUNTANCY

Grade X



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NINTH EDITION

BUDDHA

PUBLICATIONS

OFFICE PRACTICE & ACCOUNTANCY

Grade X

Edition First 2005
Eighth 2015
Ninth 2017
Reprint 2018
Reprint 2019
Reprint 2020
Tenth 2021

Text \odot reserved by authors, press processing, layout, design and formatting \odot reserved by publishers.

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Publishers: **Buddha Publications Pvt. Ltd.**

Anamnagar (Buddha Complex)

Kathmandu - 29, Nepal

Tel. 00977-1- 5705165, 5705210, 5705177

e-mail: buddha@wlink.com.np www.buddhapublication.com

Design by: Dipendra Shrestha

Rajani Shrestha

ISBN: 978-9937-30-051-3

Printed in Nepal

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PREFACE

Quality education ensures the overall development of an individual. Quality education demands quality textbooks that shape and develop inner potentiality of a reader. The traditional reading materials have failed to fulfill the present competitive requirement of the learners who have the urgency to strengthen themselves in diverse fields and expose or apply their competency in the global environment.

Considering this reality, we have come up with 'Office Practice and Accountancy' for SLC level students. We, indeed, feel immense pleasure for our invaluable attempt to meet the pressing and changing need of the present day learners. It is, in fact, an ideal product with distinct concepts and features in the field of 'Office Practice and Accountancy'. Truely speaking, it is an outcome of prolonged and efficient teaching experience in the concerned field. It has been written in plain words with practical examples to match the requirement and level of the learners.

The book contains the following distinct **features**:

LEARNING OBJECTIVES Every chapter of the book begins with learning objectives, which the readers should be able to achieve after they have completely studied it. The illustrative examples, figures, lists, theoretical questions as well as class work and home work problems are designed to help them achieve the objectives.

POINTS TO REMEMBER (PTR) Important points and concepts have been emphasized in the boxes entitled 'PTR'. These boxes help to overview quickly the main points of the sections as well as additional information required to the readers. Those PTR also help to remind the main conclusion of the text as well as main points of the topic.

ILLUSTRATIONS The illustrations given in the chapters cover every possible requirement of the readers. These illustrations help to clarify the subject matter relating to theoretical aspect as well as practical aspect.

KEY TERMS At the end of every chapter, a list of key terms has been provided for a quick review and linking purposes of the relevant terms. Those terms help to clarify the meaning of the related terms used in the chapters.

CHAPTER SUMMARY At the end of each chapter, chapter highlight is given as the summary of the chapter. Such summary helps students to extract and recall the main contents of the chapter without loss of time with great ease and comfort.

THEORETICAL QUESTIONS At the end of every chapter, a section relating to 'Theoretical Questions' is provided which helps the readers to develop their theoretical understanding of the concerned chapters. Such theoretical questions are also useful from the point of view of final examinations of SLC.

CLASS WORK AND HOME WORK PROBLEMS This book has provided a large number of numerical problems at the end of the concerned chapters. These problems help the readers to get mastery in the chapters. These problems are arranged in order of simple to complex, and the problems are classified into class work problems and home work problems. The class work problems are to be solved in the classroom with the help of the teacher and home work problems are for home assignments, which the students can easily solve after solving the class work problems.

GROUP ASSIGNMENTS At the end of each practical chapter, Group Assignments have been given with a view to motivate students share and learn problems in group.

SLC PROBLEMS At the end of each chapter, the SLC questions of previous years are given. This section helps the readers to identify and learn the pattern of the questions that have already been asked and helps them to prepare for upcoming SLC examinations.

MODEL ANSWER At the end of the text, a model answer is presented. Such presentation will guide students to attempt all the questions in a balanced form within the specified time duration in the SLC examinations.

ACKNOWLEDGEMENTS

This book is an outcome of a long inspiration and moral support of many people, especially, our SLC graduate students in Nepal, and we are always grateful to all of them. It is hardly possible to list the names of all our well-wishers here but we sincerely acknowledge the precious encouragement they offered us. We take this opportunity to express our sincerest gratitude to all those who have inspired to write this book.

We are indebted to all those authors whose works have directly or indirectly influenced in this textbook. We have also taken a number of references, which have been listed, at the end of the text. We sincerely acknowledge the references used in this book.

We are proud to acknowledge Prof. Dr. Prem Raj Pant, Prof. Dr. Puskar Bajracharya, Prof. Dr. Kundan Dutta Koirala, Prof. Dr. Madhav Raj Koirala, Prof. Dr. Dev Raj Adhikari and Prof. Dr. Jai Raj Awasthi, Tribhuvan University, whose philosophy and guidance has inspired us to write the text in this form.

Besides, we are also fortunate to acknowledge Prof. Dr. Kamal Das Manandhar and Prof. Dr. Kamal Deep Dhakal, Tribhuvan University, who encouraged and provided us moral support to write the book.

Similarly, we would like to acknowledge Mr. Umesh Shrestha, Founder Principal of Little Angels' School, Lalitpur, Mr. Tika Uprety, Founder Principal of Devkota Memorial School, Biratnagar, Mr. Laxman Rajbanshi, Principal of Siddhartha Vanasthali Institute, Kathmandu, Mr. Narayan Prasad Sharma, Principal of Budhanilkantha Higher Secondary School, Kathmandu, Mr. Karna Thapa, Former Principal of Little Angels' College, Lalitpur, Mr. Nanda Thapa, Vice Principal of St. Xaviers' School, Lalitpur and Mr. Lok Nath Poudel, Principal of New Horizon School, Butwal who inspired and provided us moral support for preparing this book.

We would like to acknowledge Mr. Nabaraj Bajgain of Buddha Publications Pvt. Ltd. for his constant support in every way of writing and publishing the book.

We are equally grateful to Mr. Dipendra Shrestha and Ms. Rajani Shrestha for taking a good care during computer typing, setting the matters and other issues.

Our special thanks are due to Mr. Govinda Prasad Acharya, Lecturer, Shanker Dev Campus for carrying out the painstaking job of the final proofreading.

Last but not least, we express our affectionate credit to Mrs. Sushila Pandey and Mrs. Bimala Subedi for the vigorous support they offered to Mr. L P Pandey and Mr. Dhruba Subedi in writing the book.

We are entirely responsible for the errors undetected despite our meticulous proofreading of the matter. We would be highly obliged if such errors were pointed out by the learned teachers and beloved students for its improvement in the next edition.