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Total No. of Pages : 02

Total No. of Questions : 09

**BHMCT (Sem.-8)**  
**PURCHASING & RECORD (STORES)**  
Subject Code : BH-412  
M.Code : 14594

Time : 3 Hrs.

Max. Marks : 30

**INSTRUCTION TO CANDIDATES :**

1. SECTION-A is COMPULSORY consisting of TEN questions carrying ONE mark each.
2. SECTION-B contains FIVE questions carrying  $2\frac{1}{2}$  (Two and Half) marks each and students has to attempt any FOUR questions.
3. SECTION-C contains THREE questions carrying FIVE marks each and students have to attempt any TWO questions.

**SECTION-A**

**1. Write short notes on :**

- a) Purchasing
- b) Receiving
- c) Storage
- d) LIFO
- e) Standard purchase specifications
- f) Open market Purchase
- g) Blind Receiving
- h) Requisition
- i) Meat Tag
- j) Standing Order



### SECTION-B

2. Narrate the organisation structure of purchasing department.
3. Write a note on training staff.
4. Discuss the duties of a purchase officer.
5. Explain "Opportunity Purchases".
6. What is minimum maximum method?

### SECTION-C

7. Discuss in details selection of suppliers for hotels.
8. Write in details about different types of frauds by suppliers and receiving clerks.
9. Write about different types of records maintained by stores.

**NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.**