



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Worksheet 27

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Time Booking and Objectives

F.M.: 15

Date: 29/06/2020

Choose the correct alternatives:

1 x 15 =15

1. Time booking records
(a) attendance; (b) actual hours worked; (c) time rate; (d) none of these.
2. For time booking
(a) attendance register is maintained; (b) attendance register is not maintained; (c) often attendance register is maintained; (d) none of these.
3. Through time booking
(a) no information is obtained; (b) all information are obtained; (c) particulars of work in the factory are obtained; (d) none of these.
4. Time booking is done at the
(a) main gate; (b) department; (c) campus; (d) none of these.
5. Time can be lost by the workers
(a) willingly; (b) unwillingly; (c) both willingly and unwillingly; (d) none of these.
6. Job time keeping means
(a) time employed in a job; (b) actual time employed in a job; (c) working time ; (d) none of these.
7. In a factory, workers generally work
(a) throughout their working time; (b) part of their working time; (c) outside the working time; (d) none of these.
8. Both time keeping and time booking are
(a) important; (b) not important; (c) only timekeeping is important; (d) none of these.
9. Time booking has objective to ascertain
(a) working hours; (b) leave hours; (c) labour cost; (d) none of these.
10. Time booking helps to evaluate
(a) deficiency of workers; (b) efficiency of workers; (c) health of workers; (d) none of these.
11. For ascertaining bonus,
(a) timekeeping helps; (b) time booking helps; (c) both timekeeping and time booking helps; (d) none of these.
12. Apportionment of overhead means
(a) ascertainment of overhead; (b) distribution of overhead; (c) calculation of overhead; (d) none of these.
13. Control over labour performance means
(a) to reduce deficiency of labour; (b) to increase efficiency of labour; (c) to reduce deficiency and increase efficiency of labour ; (d) none of these.
14. Idle time means
(a) unproductive time; (b) sitting time; (c) non-working time; (d) all of these.
15. Proper utilisation of labour means
(a) to execute proper timekeeping; (b) to execute proper time booking; (c) to execute proper motion study; (d) all of these.

Compiled by
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