



ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Worksheet 22

Class: XII

Sub: Costing & Taxation

Chapter: Unit II: Cost of Labour

Topic: Timekeeping Method 1

F.M.: 15

Date: 23/06/2020

Choose the correct alternatives:

1 x 15 =15

1. Timekeeping means
(a) recording attendance; (b) keeping time; (c) keeping movement of labour; (d) none of these.
2. Number of methods of timekeeping is
(a) 4; (b) 3; (c) 2; (d) 1
3. Manual method can be classified into
(a) two categories; (b) three categories; (c) four categories; (d) none of these.
4. In manual method, attendance is taken
(a) electronically; (b) mechanically; (c) automatically; (d) none of these.
5. Attendance register is also known as
(a) roll call; (b) counting; (c) Master Roll; (d) none of these.
6. Manual method is
(a) complex; (b) simple; (c) compound; (d) none of these.
7. Attendance Register method is
(a) costly; (b) more costly; (c) less costly; (d) none of these.
8. Under attendance register method, there is chance of
(a) manipulation; (b) duplication; (c) error; (d) all of these.
9. In the attendance register _____ is recorded.
(a) only arrival time; (b) only departure time; (c) both arrival and departure time; (d) none of these.
10. Attendance register can also be maintained in
(a) department; (b) head office; (c) branch office; (d) all of these.
11. Metal disc contains _____ of employee.
(a) identification number; (b) name; (c) address; (d) none of these.
12. Late box is replaced when
(a) normal arrival time gets over; (b) in the evening time; (c) in the morning time; (d) all of these.
13. After expiry of maximum late time, late box is
(a) kept there; (b) taken away; (c) given to the employee; (d) none of these.
14. After taking the attendance, metal discs are placed at
(a) the box; (b) the board or frame; (c) nowhere; (d) none of these.
15. Metal disc method is suffering from
(a) lack of evidence; (b) clerical error; (c) manipulation; (d) all of these.

Compiled by
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