



contingency work allowance- 1% of basic time, contingency delay allowance- 2% of basic times. Determine basic time, work content and standard time of the job.

14. (a).What are the steps involved in worksampling? Enumerate the benefits of work sampling.

(Or)

(b).Explain the elements of MTM in detail.

15. (a). Explain in detail Forms design and Control

(Or)

(b). Discuss about the techniques used in work measurement of office work.