

MAXWELL LOGISTICS PRIVATE LIMITED

SECUNDERABAD

BRANCH VISIT - AUDIT SYSTEM

(To be implemented with immediate effect)

| | Area | Scope of Auditing |
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| 1. | MONTHLY PERFORMANCE REPORT (MPR) | > MPR is like a MIRROR which gives total picture of the Branch. MPR should be looked into in full and on the basis of MPR, Function-wise AUDIT should be taken care of. |
| 2 | GENERAL ADMINISTRATION | > Smooth functioning of Administration. > Proper maintaining of discipline and punctuality > Effective implementation of company system and procedures. > Proper control over Purchase and other Administrative expenses. > Proper display of sign board and completion of Statutory Certificates and placement of Fire extinguishers in right place & renewal. > Ensure Circulars are read & signed by all staff members before filing. > Timely renewal of Rent Agreement, AMC & Stamping of Weighing Scale. |
| 3 | INFRASTRUCTURE | > Ambiance / Environment of Office / Godown, sitting arrangements Cleanliness & Record keeping > Development and optimum utilisation of infrastructure and continually review for cost control. > Possibility of reduction of rent of office/ godown / staff residence. > Proper maintenance of Company building / Office / Godown, Staff Residence and others. > Proper utilisation and maintenance of Office / Godown equipments and other resources. |
| 4 | BUSINESS | > Asses Sales achievement and steps for further development of Business (BKG & DLY) particularly FTL & Project Business - with good MARGIN and prompt PAYMENT. Also Average Business Per employee of the Branch. > Ensure no loss booking / low margin booking properly particularly for non contract > INCIDENTAL CHARGES - Ensure Incidental Free Business, if required, to be linked positively with margin and payment terms on basic freight and the same should be GENUINE and in the knowledge of TWO persons. > Ensure optimum utilisation of Sales Personnel, day to day visit to market/customers and implementation of Daily sales Report system. Also collection & encashment of Recommendation letter. > Review market potentiality, market share of MAXWELL in terms of Business (BKG & DLY). Competitors & market information at particular branch. > CONTINUOUS INCREASE in BUSINESS and CUSTOMER BASE by addition of NEW > Ensure customer satisfaction by proper feed-back and prompt reply of customers queries. > Ensure maintancne of Customer Call Register in computer. |
| 5 | DELAY COLLECTION CHARGE (DCC) OTHER COLLECTIONS BY RELOCATION | > DCC and Other Collections (MHC, Delivery Charges, OPMC, Godown Maintenance Charges, Miscellaneous Charges) are collected linking to Godown DELIVERY amount. |
| | LHPM COLLECTION | > LHPM Collection should be also checked up whether collected as per the norms of the company. |
| 6 | CREDIT CONTROL | > Fast Billing and Fast Payment realisation to be made as LIFELINE for the organisation. Usage of scanners and down Upload/down loading of Sign Ack for fast bill submission. > Fast Payment Realisation - continuous monitoring and action for immediate payment realisation against all bills - old or new, even disputed and court cases. > ON-ACCOUNT to be streamlined within 3 days of receipt of payment positively. > Unbilled Outstanding - Bills or MR to be raise immediately on delivery of CN. In case of Undelivered CNs lying in godown inform to H.O. for action > And others. |
| 7 | BILTY FREIGHT DEDUCTIONS | > Wherever Recoverable deductions, to find out whether supplementary bill submitted and payment realised. > Action to be taken after finding the reason for NR with suportive documents. |

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| 8 SERVICE & COST CONTROL | <ul style="list-style-type: none"> > Observation for Continuous reduction in Operational Cost. Proper control over Lorry Rate /Freight and Local Lorry Freight & Local Lorry Challans, Detention Charges and Check-post Expenses. > Ensure engagement of Vehicles strictly by Traffic person only where is separate Traffic person and Also implementation of vehicle engagement system as per company norms thru enquiry with minimum 3 brokers and maintainance of record. > Verification of Correct Lorry Owner Name & Working Mobile No. in Lorry Challan as well as in entry in computer and pasting of Broker Slip in HO Copy of Challans. > Ensure Original Lorry Hire Payment copy of lorry challan is not with the loading branch and BLH payment is not being paid at Loading Branch except at destination no branch of MAXWELL > Ensure speedy and direct service by economical route, ensure to timely and safe delivery. Also Timely preparation Of TAR & DPR. > For part load Proper weight adjustment and No claim due to delay, damage, shortage and mis-handling. > Ensure Proper utilisation, timely movement and monitoring of MAXWELL OWN vehicles. > Verification of MHC payment on Actual weight at Party Godown as per rates agreed/contract.. No manual is allowed at party premises for loading/unloading. > Verification of Relocation Godown Stock and Packing Material and prompt action for Short/ Excess & Undelivered C/ns. |
| 9 LEGAL, CLAIMS & UCG | <ul style="list-style-type: none"> > Proper entry & updation of Court Cases in CCMS and its follow up. > Explore possibilities for amicable settlement of all cases out of Court either Filed By Maxwell or Filed Against Maxwell. > Immediate steps for Claim RECOVERIES from party/lorry owner, broker, drivers. > Ensure the proper entry of Deduction/Payment of Claims and its Recovery . |
| 10 COMPANY VEHICLES CARS & TWO WHEELERS | <ul style="list-style-type: none"> > Proper utilization and maintenance of Company Vehicles ,Cars/Two Wheelers. > Ensure strict usage of BPCL petro card and maintaining day to day log sheet for all two wheelers. > Ensure all vehicles earns profit with more RUNNING. Also strict usage of BPCL petro card. > Ensure Timely Trip Account from Driver in his presence and also Timely Accounting of Trip sheet & Maintenance voucher as well as clearance of Drivers suspense. > Ensure up to date record related to Drivers & Vehicles. |
| 11 ACCOUNTS & ADMINISTRATIVE EXPENSES | <ul style="list-style-type: none"> > Verify Physical Cash Verification and Suspense Account. > Proper maintaining of Cash, CBS and rough book, proper accounting as per system. > Verify the Payment Procedure and Submission of SRP as per norms. > Clearance of IBT, Refund of EMD unawarded, Transportation Contract Over Security Deposit, Bank Guarantee. > Effective control over ADMINISTRATIVE EXPENSES and should not be only less than the budgeted but unnecessary/ wasteful expenses to be avoided. > Verify that the Booking Branch is maintaining the record of vehicle PAN & R.C copy properly. > Action for reduction in Wasteful/ Meaningless expenses. |
| 12 MANPOWER MANAGEMENT | <ul style="list-style-type: none"> > Manpower Assessment. Ensure right person to right job. > Optimum utilisation of Manpower, Proper Training & Developmnet. |
| 13 DOCUMENTS AUDIT | <ul style="list-style-type: none"> > Ensure correct and complete preparation of documents and data. > Enhance in quality of docuemnts, accuracy and 100% error-free data. > Verification of bills whether prepared as per contract /bility . > Ensure all the cloumns of MR is filled, particulairly Godown Delivery CNs. > Safeguard of preprinted documents / stationery and other records. > DCR report to be generated for Missing CNs, Bills,MR, Challan,TAR. |
| 14 INFORMATION TECHNOLOGY | <ul style="list-style-type: none"> > Ensure proper utilisation of computer system and function -wise computer reports. Also make surre computer knowledge to all staff. > Timely uploading of e- data and adherence of back-up procedures > Strictly restriction of misusing of Internet/e-mail |
| 15 APART FROM ABOVE OTHER IMPORTANT POINTS IN ALL AREAS IF ANY, ALSO TO BE CHECKED. | |