

# Audit Report for Audit ID - AU0091-2

## Human Resource Department Audit

Audit Score

NAN/100

### Details

Audit	AU0091
Scheduled Audit	AU0091-2
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Human Resources
Checklist	Human Resource Department Audit
Audit Type	Internal
Auditor	Jagan Mohan
Start Date	01-09-2018
End Date	30-09-2018
Submitted Date	29-09-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	154
Chronic Issues	27

## Comparison

<b>GREENPARK HOTEL- GPV</b> <b>HUMAN RESOURCE DEPARTMENT AUDIT</b>					
HUMAN RESOURCE DEPARTMENT AUDIT		Jan 2018	Sep 2018	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
Audit Score		● NAN	● NAN	NAN	NAN%

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

## Non-Compliance

No non-compliances found

## Chronic

# Audit Questionnaire

**Section:** Manpower Planning & Recruitment**Subsection:** Sanctioned Manpower Vs Actuals Department Wise

1: Sanctioned Manpower Vs Actuals (Department Wise)

Rating: 0

**Section:** Manpower Planning & Recruitment**Subsection:** Recruitment Process

1: Recruitment Process

Rating: 0

**Section:** Manpower Planning & Recruitment**Subsection:** Personal File Management

1: Three Passport Photographs

Rating: 0

2: Resume / Employment Application Form

Rating: 0

3: Interview assessment Form

Rating: 0

4: Photo copy of the Birth Certificate

Rating: 0

5: Photo copies of certificates of Academic & Professional Qualifications.

Rating: 0

6: Photo copy of relieving letter from last employment.

Rating: 0

7: Photo copies of relevant experience certificate

Rating: 0

8: Proof of last salary drawn.

Rating: 0

9: Medical fitness certificate.

Rating: 0

10: Appointment Letter.

Rating: 0

11: Reference Check Forms.

Rating: 0

12: Form -F  
Rating: 0

13: Induction/Orientation.  
Rating: 0

14: Bank account No./ PF No./Temporary ESIC ID Card & No.  
Rating: 0

**Section:** Administration Salary Service Charge and Others

**Subsection:** Salary Administration

1: Auto Attendance Compiling in HRMS Software.  
Rating: 0

2: Leave Management (Adherence to Leave Policy)  
Rating: 0

3: Late Coming Details.  
Rating: 0

4: Absenteeism Handling.  
Rating: 0

5: Pay Dates.  
Rating: 0

6: Forwarding PF, PT & ESI Reports to A/C Dept. for Payment.  
Rating: 0

**Section:** Administration Salary Service Charge and Others

**Subsection:** Service Charges

1: Fund Bifurcation.  
Rating: 0

2: Preparation of distribution sheets as per the appropriate Points Systems.  
Rating: 0

3: Pay dates.  
Rating: 0

4: Utility of HOD's Discretionary Fund and giving awards for best performer in department.  
Rating: 0

5: Direct Disbursement in to employees accounts.  
Rating: 0

**Section:** Time Office

**Subsection:** Time Office

- 1: Monthly Schedule Creation by HOD  
Rating: 0
- 2: Sending Manager's Punches to Unit Head.  
Rating: 0
- 3: Absentees Names to display in the Notice Board.  
Rating: 0
- 4: Sending Late Punch Report to GM.  
Rating: 0
- 5: Maintaining of Leave Application File / Online Leave applying procedure.  
Rating: 0
- 6: Maintaining of Tour Application File.  
Rating: 0
- 7: Updating Staff Leave Balances.  
Rating: 0

**Section:** Performance Management System

**Subsection:** Periodic Performance Appraisal for New Employees

- 1: Making the proposals.  
Rating: 0
- 2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal).  
Rating: 0
- 3: Forwarding it to Corp. HR (15th of Every Month)  
Rating: 0

**Section:** Performance Management System

**Subsection:** Half Yearly Performance Review

- 1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar)  
Rating: 0
- 2: Perform Employee Appraisals (3rd Oct, and 3rd Mar).  
Rating: 0
- 3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar).  
Rating: 0
- 4: Normalization Process (12th Oct, and 12th Mar).  
Rating: 0
- 5: Process Appraisals - Closing (15th Oct, 15th Mar).  
Rating: 0

- 6: Consolidate Appraisal report send to Corporate Office (17th Oct, and 17th Mar)  
Rating: 0

**Section:** Performance Management System

**Subsection:** Annual Performance Appraisal

- 1: Consolidating two half Yearly appraisal ratings.  
Rating: 0
- 2: Initiating the proposal for Increments & promotion April - September October - March  
  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** Provident Fund

- 1: Declaration Form in Personal File.  
Rating: 0
- 2: Monthly reconciliation and Challan payment ( 15th of every month)  
Rating: 0
- 3: All Audit / Inspection Reports should be sent to Corp. HR Office.  
Rating: 0
- 4: Any discrepancy should be brought to the notice to corporate office.  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** E S I

- 1: Declaration Form in to Personal File.  
Rating: 0
- 2: Monthly reconciliation and Challan payment (15th of every month)  
Rating: 0
- 3: Maintaining Inspection Book.  
Rating: 0
- 4: All Audit / Inspection Reports should be sent to Corp. HR Office.  
Rating: 0
- 5: ESIC Temporary ID Cards in the Personal File & Distributing to Employees.  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** Gratuity

- 1: Claim Forms are to be send to Corp. HR Office.  
Rating: 0



- 2: Maintaining Gratuity Payment Register.  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** Labour Registration & Renewal

- 1: Annual renewal of Registration Certificate.  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** License

- 1: Contract Labour Agreement.  
Rating: 0

- 2: Contract Labour License & Renewal.  
Rating: 0

- 3: Municipal License  
Rating: 0

- 4: Food License.  
Rating: 0

- 5: Fire License.  
Rating: 0

- 6: Police License.  
Rating: 0

- 7: 24 Hours Coffee shop.  
Rating: 0

- 8: P C B Consent.  
Rating: 0

- 9: Weights & Measures.  
Rating: 0

- 10: Weights & Measures (Peg Measure).  
Rating: 0

- 11: Explosive License  
Rating: 0

**Section:** Statutory and Insurance

**Subsection:** General Insurance

- 1: Coverage of all assets.  
Rating: 0

## 2: Additions &amp; Deletions of Assets.

Rating: 0

## 3: Claim Management.

Rating: 0

## 4: Unsettled Claims.

Rating: 0

**Section:** Statutory and Insurance**Subsection:** Life Insurance

## 1: Additions &amp; Deletions in Mediclaim.

Rating: 0

## 2: Additions &amp; Deletions in Group Insurances.

Rating: 0

## 3: Gratuity Claims Settlement.

Rating: 0

**Section:** Employee Welfare and Cafeteria**Subsection:** Employee Welfare Activities

## 1: Salary Loans (Adherence to Policy).

Rating: 0

## 2: Education Fund Management for Self Education Fund.

Rating: 0

## 3: Education Fund Management for Children Education Fund.

Rating: 0

## 4: Welfare Fund Management.

Rating: 0

**Section:** Employee Welfare and Cafeteria**Subsection:** Cafeteria Administration

## 1: Weekly Menus.

Rating: 0

## 2: Follow up of Timings.

Rating: 0

## 3: Hygiene &amp; Cleanliness.

Rating: 0

## 4: Periodic survey about cafeteria function.

Rating: 0

5: Ambience & Seating Comfortability.

Rating: 0

**Section:** Employee Motivation Activities

**Subsection:** Employees Motivation Activities

1: Staff Award get together (Quarterly).

Rating: 0

2: Executive Award get together (Quarterly)

Rating: 0

3: Picnics (Yearly)

Rating: 0

4: Cafeteria Events.

Rating: 0

**Section:** Employee Motivation Activities

**Subsection:** Awards

1: Nomination Forms Verification (Monthly).

Rating: 0

2: Collection of Forms.

Rating: 0

3: Conducting Staff Day Function.

Rating: 0

4: Utility of Weldon Coupons.

Rating: 0

**Section:** Training

**Subsection:** Joining Checklist

1: Joining Checklist.

Rating: 0

**Section:** Training

**Subsection:** Induction Schedule

1: Induction Schedule.

Rating: 0

**Section:** Training

**Subsection:** Orientation & ReInduction

1: Orientation & Re-Induction (if necessary).

Rating: 0

**Section:** Training

**Subsection:** Internal Training Calendar Schedule Programme

- 1: Fire-Fighting Evacuation and Training.  
Rating: 0
- 2: Basic Technical Training Programme.  
Rating: 0
- 3: Induction Associate Development Programme.  
Rating: 0
- 4: Management Training Programme.  
Rating: 0
- 5: Departmental Co-ordination Meetings (Bimonthly)  
Rating: 0
- 6: 2nd Level Meetings.  
Rating: 0
- 7: Monthly Departmental Meetings.  
Rating: 0
- 8: New Employees Meeting(Monthly).  
Rating: 0
- 9: Knowledge Sharing Programme.  
Rating: 0
- 10: Knowledge Bank Orientation.  
Rating: 0

**Section:** Training**Subsection:** External Training Calendar Schedule Programme

- 1: Process of Nominations.  
Rating: 0
- 2: Taking confirmation from HOD.  
Rating: 0
- 3: Displaying it on the Notice Board and informing it to Individual.  
Rating: 0
- 4: Participants Attendance Verification.  
Rating: 0

**Section:** Training**Subsection:** Co ordinating with other Units

- 1: Co-ordinating with other Units.

Rating: 0

**Section:** Training

**Subsection:** Preparing the Training Budget and its proper Utilisation

- 1: Preparing the Training Budget and its proper utilisation.

Rating: 0

**Section:** Training

**Subsection:** Library Maintenance

- 1: Procurement of Books & Inventory.

Rating: 0

- 2: Maintaining of Issue Register with due dates.

Rating: 0

**Section:** Training

**Subsection:** Industrial Exposure Training

- 1: Selection from reputed Institutions.

Rating: 0

- 2: Budgeted Industrial Trainees.

Rating: 0

- 3: Fortnight Industrial Exposure Training Meetings.

Rating: 0

**Section:** Security

**Subsection:** Returnable Gate Passes

- 1: Authorisation as per the Policy.

Rating: 0

- 2: Updating Due Time for getting Material as per the Policy.

Rating: 0

- 3: Follow Up of Pending Gate Passes.

Rating: 0

**Section:** Security

**Subsection:** Non Returnable Gate Passes

- 1: Authorisation as per the Policy.

Rating: 0

**Section:** Security

**Subsection:** Keys Register

- 1: Maintenance of Key Issue Register.

Rating: 0

2: Maintaining Duplicate Keys.

Rating: 0

**Section:** Security

**Subsection:** Movement Register

1: Maintaining Executive Movement Register.

Rating: 0

2: Maintaining of Staff Gate Passes.

Rating: 0

3: Maintaining Visitors Movement Register.

Rating: 0

**Section:** Security

**Subsection:** Vehicle Movement Register

1: Maintaining of Vehicle Movement Register.

Rating: 0

**Section:** Security

**Subsection:** Staff Cash Register

1: Maintaining Cash discrepancy Register.

Rating: 0

**Section:** Security

**Subsection:** Inward & Outward Register

1: Maintaining of Inward Material Register.

Rating: 0

2: Maintaining of Outward Material Register.

Rating: 0

**Section:** Security

**Subsection:** Internal Auditors Reports

1: Maintenance of Internal Audit Report Files and Replies.

Rating: 0

**Section:** Security

**Subsection:** Employee Grooming Check

1: Checking the Employee while Entry & Exit.

Rating: 0

**Section:** Security

**Subsection:** Briefing of the Guards

1: Daily Briefing to be taken by on duty Supervisor.

Rating: 0

**Section:** Security**Subsection:** Conducting Fire Fighting Sessions for New Employees

- 1: Conducting Fire Fighting Sessions for New Employees.  
Rating: 0

**Section:** Security**Subsection:** Emergency Fire Fighting Team Meeting Monthly Once

- 1: Emergency Fire Fighting Team Meeting Monthly.  
Rating: 0

**Section:** Security**Subsection:** First AID Team

- 1: First AID Team.  
Rating: 0

**Section:** Security**Subsection:** First AID Kits

- 1: To be kept in Engineering Department and in all Kitchens.  
Rating: 0
- 2: Procurement of Medicines and maintaining of Registers.  
Rating: 0

**Section:** Security**Subsection:** Security Induction

- 1: Induction should be taken on the first day of new Employee.  
Rating: 0

**Section:** Security**Subsection:** Fire Extinguishers Periodic Check

- 1: Checking of Expiry Date.  
Rating: 0
- 2: Checking of Sprinklers.  
Rating: 0
- 3: Checking of Smoke Detectors.  
Rating: 0

**Section:** Security**Subsection:** Maintenance of Log book

- 1: Daily updation of Log Book.  
Rating: 0
- 2: Log Book has to be sent to GM's Office for GM's Signature.  
Rating: 0

**Section:** Security**Subsection:** Maintaining good relation with Local Police

- 1: Maintaining good relation with Local Police Station.  
Rating: 0

**Section:** Security**Subsection:** Providing Special Security

- 1: Providing Special Security at PUB & Mid Night Buffet.  
Rating: 0

**Section:** Security**Subsection:** Security on VIP Visits

- 1: Taking care of VIP Parking.  
Rating: 0

- 2: Checking the material.  
Rating: 0

**Section:** Security**Subsection:** Lost and Found items Management

- 1: Receiving the Item.  
Rating: 0
- 2: Storing the Item.  
Rating: 0
- 3: Maintaining the Lost Items Register.  
Rating: 0

**Section:** Security**Subsection:** Staff Rotation

- 1: Staff Rotation.  
Rating: 0

**Section:** Security**Subsection:** Security Guards

- 1: Grooming.  
Rating: 0
- 2: Alert and activeness of guards @ post.  
Rating: 0
- 3: Knowledge of the required posts deployed.  
Rating: 0
- 4: Additional gear & equipment for posts like main road entrance /entry point of the hotel



etc.,

Rating: 0