

# Audit Report for Audit ID - AU00232-1

## VA-HR Routine


Audit Score

75/100

### Details

Audit	AU00232
Scheduled Audit	AU00232-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Human Resources
Checklist	VA-HR Routine
Audit Type	External
Auditor	Saritha C
Start Date	01-10-2018
End Date	06-10-2018
Submitted Date	08-10-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	3
Chronic Issues	0

## Comparison

MARIGOLD HOTEL VA-HR ROUTINE				
VA-HR ROUTINE		Oct 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	HR Functions	75	-	-
Audit Score		 75	-	-

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

## Non-Compliance

**Section:** HR Functions

**Subsection:** Contract Labour

1: Whether the abstract of the act is displayed **NC**

Rating: 7

Observation Text :

The abstract of the act is displayed in English. (SAMPLE SIZE- As on 17-Aug-18)

Response: Notice in english displayed. We have tried to find notice in telugu, but couldnot find in Hyderabad. Will check and update the same.

2: Whether the outsourced personnel work as per the work timings as stipulated ? **NC**

Rating: 0

Observation Text :

No such details available for our verification, so cannot be commented. (SAMPLE SIZE- As on 17-Aug-18) Response: Not provided.

3: In case of discrepancies, whether approvals are taken and documented? **NC**

Rating: 7

Attachments :

VARIANACEINWORKINGDAYS\_20181003\_183707.xlsx

Observation Text :

No such documentation with approvals available for the variance in working days. (SAMPLE SIZE-May'18 & Jun'18) Response: Not provided.

## Chronic

No chronic issues found

# Audit Questionnaire

## Section: HR Functions

### Subsection: Contract Labour

1: Whether license to deploy contract labour is obtained by the unit and up to date?

Rating: 9

Observation Text :

Verified and found satisfactory. (SAMPLE SIZE- As on 17-Aug-18)

2: Whether the license of the contractor is received and documented by the unit and is up to date?

Rating: 9

Observation Text :

Verified and found satisfactory. (SAMPLE SIZE- As on 17-Aug-18)

3: Whether the abstract of the act is displayed **NC**

Rating: 7

Observation Text :

The abstract of the act is displayed in English. (SAMPLE SIZE- As on 17-Aug-18)

Response: Notice in english displayed. We have tried to find notice in telugu, but couldnot find in Hyderabad. Will check and update the same.

4: Whether agreement is entered into with the contractors and is up to date and signed by all the parties?

Rating: 8

Observation Text :

Validity till 31-Aug-18. DMS copy of application for renewal is available. (SAMPLE SIZE- As on 17-Aug-18) Response: Provided the DMS application for renewal.

5: Whether compliance checking done by the unit for confirming the statutory remittances, submission of forms, maintenance of registers, filing of statements as per various applicable acts applicable for the contractor

Rating: 9

Observation Text :

Verified & found satisfactory. (SAMPLE SIZE- Apr'18-Jun'18) Response: "As per the Gazette, revised all registers to single Integrated annual returns through Online submission every Year after completion of Financial Year. Annual returns submitted by GPHS, attached the file.

6: Whether PF and ESI remittance challans and statements are submitted along with the invoice and paid within the due dates by the contractors?

Rating: 9

Observation Text :

Verified & found satisfactory. (SAMPLE SIZE- Apr'18-Jun'18) Response: Provided

the challan copies

7: Whether agreed manpower provided by the contractors?

Rating: 9

Observation Text :

Verified & found satisfactory. (SAMPLE SIZE- Apr'18-Jun'18)

8: Whether the outsourced personnel work as per the work timings as stipulated ? **NC**

Rating: 0

Observation Text :

No such details available for our verification, so cannot be commented. (SAMPLE SIZE- As on 17-Aug-18) Response: Not provided.

9: Whether the number of duties as submitted in the invoices tally with the departmental register / bio-metric data?

Rating: 8

Attachments :

VARIANCEINWORKINGDAYS\_20181003\_183621.xlsx

Observation Text :

In 4 instances an amount of Rs.1,174/- was short paid to utility workers(Junior) to due to variance in working days in register and as per the monthly Payroll workings. (SAMPLE SIZE-May'18 & Jun'18) Response: "These employees worked for couple of hours and left due to health issue, so salary not paid for a day. AUDIT REJOINER- Document with adequate approval to be maintained for verification.

10: In case of discrepancies, whether approvals are taken and documented? **NC**

Rating: 7

Attachments :

VARIANCEINWORKINGDAYS\_20181003\_183707.xlsx

Observation Text :

No such documentation with approvals available for the variance in working days. (SAMPLE SIZE-May'18 & Jun'18) Response: Not provided.