

# Audit Report for Audit ID - AU0090-2

## Human Resource Department Audit

Audit Score

70/100

### Details

Audit	AU0090
Scheduled Audit	AU0090-2
Location	Hyderabad
Hotel	Marigold Hotel
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	25-09-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	137
Chronic Issues	53

## Comparison

### MARIGOLD HOTEL HUMAN RESOURCE DEPARTMENT AUDIT

HUMAN RESOURCE DEPARTMENT AUDIT		Sep 2017	Sep 2018	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Manpower Planning & Recruitment	76	70	-6	-7.89%
2	Administration Salary Service Charge and Others	79	71	-8	-10.13%
3	Time Office	70	70	0	0%
4	Performance Management System	52	70	18	34.62%
5	Statutory and Insurance	84	70	-14	-16.67%
6	Employee Welfare and Cafeteria	82	73	-9	-10.98%
7	Employee Motivation Activities	86	70	-16	-18.6%
8	Training	77	70	-7	-9.09%
9	Security	75	70	-5	-6.67%
Audit Score		● 76	● 70	-6	-7.89%

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

# Non-Compliance

## **Section:** Manpower Planning & Recruitment

### **Subsection:** Sanctioned Manpower Vs Actuals Department Wise

- 1: Sanctioned Manpower Vs Actuals (Department Wise) **NC**  
Rating: 7

## **Section:** Manpower Planning & Recruitment

### **Subsection:** Recruitment Process

- 1: Recruitment Process **NC**  
Rating: 7

## **Section:** Manpower Planning & Recruitment

### **Subsection:** Personal File Management

- 1: Three Passport Photographs **NC**  
Rating: 7
- 2: Resume / Employment Application Form **NC**  
Rating: 7
- 3: Interview assessment Form **NC**  
Rating: 7
- 4: Photo copy of the Birth Certificate **NC**  
Rating: 7
- 5: Photo copies of certificates of Academic & Professional Qualifications. **NC**  
Rating: 7
- 6: Photo copy of relieving letter from last employment. **NC**  
Rating: 7
- 7: Photo copies of relevant experience certificate **NC**  
Rating: 7
- 8: Proof of last salary drawn. **NC**  
Rating: 7
- 9: Medical fitness certificate. **NC**  
Rating: 7
- 10: Appointment Letter. **NC**  
Rating: 7
- 11: Reference Check Forms. **NC**  
Rating: 7

12: Form -F **NC**

Rating: 7

13: Induction/Orientation. **NC**

Rating: 7

14: Bank account No./ PF No./Temporary ESIC ID Card & No. **NC**

Rating: 7

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

**Subsection:** Salary Administration

1: Auto Attendance Compiling in HRMS Software. **NC**

Rating: 7

2: Leave Management (Adherence to Leave Policy) **NC**

Rating: 7

3: Late Coming Details. **NC**

Rating: 7

4: Absenteeism Handling. **NC**

Rating: 7

5: Pay Dates. **NC**

Rating: 7

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

**Subsection:** Service Charges

1: Fund Bifurcation. **NC**

Rating: 7

2: Preparation of distribution sheets as per the appropriate Points Systems. **NC**

Rating: 7

3: Pay dates. **NC**

Rating: 7

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

Rating: 7

5: Direct Disbursement in to employees accounts. **NC**

Rating: 7

**Section:** Time Office

**Subsection:** Time Office

1: Monthly Schedule Creation by HOD **NC**

Rating: 7

- 2: Absentees Names to display in the Notice Board. **NC**  
Rating: 6
- 3: Sending Late Punch Report to GM. **NC**  
Rating: 7
- 4: Maintaining of Leave Application File / Online Leave applying procedure. **NC**  
Rating: 7
- 5: Maintaining of Tour Application File. **NC**  
Rating: 7
- 6: Updating Staff Leave Balances. **NC**  
Rating: 7

Observation Text :  
there are maintaining manual records

**Section:** Performance Management System

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

- 1: Making the proposals. **NC**  
Rating: 7
- 2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal). **NC**  
Rating: 7
- 3: Forwarding it to Corp. HR (15th of Every Month) **NC**  
Rating: 7

**Section:** Performance Management System

**Subsection:** Half Yearly Performance Review

- 1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar) **NC**  
Rating: 7
- 2: Perform Employee Appraisals (3rd Oct, and 3rd Mar). **NC**  
Rating: 7
- 3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar). **NC**  
Rating: 7
- 4: Normalization Process (12th Oct, and 12th Mar). **NC**  
Rating: 7
- 5: Process Appraisals - Closing (15th Oct, 15th Mar). **NC**  
Rating: 7
- 6: Consolidate Appraisal report send to Corporate Office (17th Oct, and 17th Mar) **NC**  
Rating: 7

**Section:** Performance Management System**Subsection:** Annual Performance Appraisal

- 1: Consolidating two half Yearly appraisal ratings. **NC**  
Rating: 7
- 2: Initiating the proposal for Increments & promotion April - September October - March  
**NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** Provident Fund

- 1: All Audit / Inspection Reports should be sent to Corp. HR Office. **NC**  
Rating: 7
- 2: Any discrepancy should be brought to the notice to corporate office. **NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** E S I

- 1: Monthly reconciliation and Challan payment (15th of every month) **NC**  
Rating: 7
- 2: Maintaining Inspection Book. **NC**  
Rating: 7
- 3: All Audit / Inspection Reports should be sent to Corp. HR Office. **NC**  
Rating: 7
- 4: ESIC Temporary ID Cards in the Personal File & Distributing to Employees. **NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** Gratuity

- 1: Claim Forms are to be send to Corp. HR Office. **NC**  
Rating: 7
- 2: Maintaining Gratuity Payment Register. **NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** Labour Registration & Renewal

- 1: Annual renewal of Registration Certificate. **NC**  
Rating: 4

Observation Text :

Form II and Form III records not mentioned it is mandatory

**Section:** Statutory and Insurance**Subsection:** License

- 1: Contract Labour Agreement. **NC**  
Rating: 7
- 2: Contract Labour License & Renewal. **NC**  
Rating: 7
- 3: Municipal License **NC**  
Rating: 7
- 4: Food License. **NC**  
Rating: 7
- 5: Fire License. **NC**  
Rating: 7
- 6: Police License. **NC**  
Rating: 7
- 7: 24 Hours Coffee shop. **NC**  
Rating: 7
- 8: P C B Consent. **NC**  
Rating: 7
- 9: Weights & Measures. **NC**  
Rating: 7
- 10: Weights & Measures (Peg Measure). **NC**  
Rating: 7
- 11: Explosive License **NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** General Insurance

- 1: Coverage of all assets. **NC**  
Rating: 7
- 2: Additions & Deletions of Assets. **NC**  
Rating: 6
- 3: Claim Management. **NC**  
Rating: 7
- 4: Unsettled Claims. **NC**  
Rating: 7

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

- 1: Additions & Deletions in Medclaim. **NC**  
Rating: 7

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

- 1: Salary Loans (Adherence to Policy). **NC**  
Rating: 7

- 2: Welfare Fund Management. **NC**  
Rating: 7

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

- 1: Hygiene & Cleanliness. **NC**  
Rating: 7
- 2: Periodic survey about cafeteria function. **NC**  
Rating: 7
- 3: Ambience & Seating Comfortability. **NC**  
Rating: 7

**Section:** Employee Motivation Activities**Subsection:** Employees Motivation Activities

- 1: Staff Award get together (Quarterly). **NC**  
Rating: 7
- 2: Executive Award get together (Quarterly) **NC**  
Rating: 7
- 3: Picnics (Yearly) **NC**  
Rating: 7
- 4: Cafeteria Events. **NC**  
Rating: 7

**Section:** Employee Motivation Activities**Subsection:** Awards

- 1: Nomination Forms Verification (Monthly). **NC**  
Rating: 7
- 2: Collection of Forms. **NC**  
Rating: 7
- 3: Conducting Staff Day Function. **NC**



Rating: 7

- 4: Utility of Weldon Coupons. **NC**

Rating: 7

**Section:** Training

**Subsection:** Joining Checklist

- 1: Joining Checklist. **NC**

Rating: 7

**Section:** Training

**Subsection:** Induction Schedule

- 1: Induction Schedule. **NC**

Rating: 7

**Section:** Training

**Subsection:** Orientation & ReInduction

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

Rating: 7

**Section:** Training

**Subsection:** Internal Training Calendar Schedule Programme

- 1: Fire-Fighting Evacuation and Training. **NC**

Rating: 7

- 2: Basic Technical Training Programme. **NC**

Rating: 7

- 3: Induction Associate Development Programme. **NC**

Rating: 7

- 4: Management Training Programme. **NC**

Rating: 7

- 5: Departmental Co-ordination Meetings (Bimonthly) **NC**

Rating: 7

- 6: 2nd Level Meetings. **NC**

Rating: 7

- 7: Monthly Departmental Meetings. **NC**

Rating: 7

- 8: New Employees Meeting(Monthly). **NC**

Rating: 7

- 9: Knowledge Sharing Programme. **NC**

Rating: 7

10: Knowledge Bank Orientation. **NC**

Rating: 7

**Section:** Training

**Subsection:** External Training Calendar Schedule Programme

1: Process of Nominations. **NC**

Rating: 7

2: Taking confirmation from HOD. **NC**

Rating: 7

3: Displaying it on the Notice Board and informing it to Individual. **NC**

Rating: 7

4: Participants Attendance Verification. **NC**

Rating: 7

**Section:** Training

**Subsection:** Co ordinating with other Units

1: Co-ordinating with other Units. **NC**

Rating: 7

**Section:** Training

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

1: Preparing the Training Budget and its proper utilisation. **NC**

Rating: 7

**Section:** Training

**Subsection:** Library Maintenance

1: Procurement of Books & Inventory. **NC**

Rating: 7

2: Maintaining of Issue Register with due dates. **NC**

Rating: 7

**Section:** Training

**Subsection:** Industrial Exposure Training

1: Selection from reputed Institutions. **NC**

Rating: 7

2: Budgeted Industrial Trainees. **NC**

Rating: 7

3: Fortnight Industrial Exposure Training Meetings. **NC**

Rating: 7

**Section:** Security**Subsection:** Returnable Gate Passes

- 1: Authorisation as per the Policy. **NC**  
Rating: 7
- 2: Updating Due Time for getting Material as per the Policy. **NC**  
Rating: 6

Observation Text :

Rgp. 2981. and 2978 prepared and kept hold no proper reason

- 3: Follow Up of Pending Gate Passes. **NC**  
Rating: 6

Observation Text :

9/1/2018,.6/62018 food items there are preparing RGP

**Section:** Security**Subsection:** Non Returnable Gate Passes

- 1: Authorisation as per the Policy. **NC**  
Rating: 7

Observation Text :

1463 NRGP

**Section:** Security**Subsection:** Keys Register

- 1: Maintenance of Key Irssue Register. **NC**  
Rating: 7
- 2: Maintaining Duplicate Keys. **NC**  
Rating: 7

**Section:** Security**Subsection:** Movement Register

- 1: Maintaining Executive Movement Register. **NC**  
Rating: 7
- 2: Maintaining of Staff Gate Passes. **NC**  
Rating: 7
- 3: Maintaining Visitors Movement Register. **NC**  
Rating: 7

**Section:** Security**Subsection:** Vehicle Movement Register

- 1: Maintaining of Vehicle Movement Register. **NC**  
Rating: 7

**Section:** Security**Subsection:** Staff Cash Register

- 1: Maintaining Cash discrepancy Register. **NC**  
Rating: 7

**Section:** Security**Subsection:** Inward & Outward Register

- 1: Maintaining of Inward Material Register. **NC**  
Rating: 7
- 2: Maintaining of Outward Material Register. **NC**  
Rating: 7

**Section:** Security**Subsection:** Internal Auditors Reports

- 1: Maintenance of Internal Audit Report Files and Replies. **NC**  
Rating: 7

**Section:** Security**Subsection:** Employee Grooming Check

- 1: Checking the Employee while Entry & Exit. **NC**  
Rating: 7

**Section:** Security**Subsection:** Briefing of the Guards

- 1: Daily Briefing to be taken by on duty Supervisor. **NC**  
Rating: 7

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

- 1: Conducting Fire Fighting Sessions for New Employees. **NC**  
Rating: 7

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

- 1: First AID Team. **NC**  
Rating: 7

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

- 1: To be kept in Engineering Department and in all Kitchens. **NC**  
Rating: 7

Observation Text :

Engg dept First aid box no cotton

- 2: Procurement of Medicines and maintaining of Registers. **NC**

Rating: 7

**Section:** Security

**Subsection:** Security Induction

- 1: Induction should be taken on the first day of new Employee. **NC**

Rating: 6

**Section:** Security

**Subsection:** Providing Special Security

- 1: Providing Special Security at PUB & Mid Night Buffet. **NC**

Rating: 7

**Section:** Security

**Subsection:** Security on VIP Visits

- 1: Taking care of VIP Parking. **NC**

Rating: 7

- 2: Checking the material. **NC**

Rating: 7

**Section:** Security

**Subsection:** Lost and Found items Management

- 1: Receiving the Item. **NC**

Rating: 6

Observation Text :

2 years old items are there

- 2: Storing the Item. **NC**

Rating: 6

- 3: Maintaining the Lost Items Register. **NC**

Rating: 6

**Section:** Security

**Subsection:** Staff Rotation

- 1: Staff Rotation. **NC**

Rating: 7

**Section:** Security

**Subsection:** Security Guards

- 1: Grooming. **NC**

Rating: 7

- 2: Alert and activeness of guards @ post. **NC**

Rating: 7

3: Knowledge of the required posts deployed. **NC**

Rating: 7

4: Additional gear & equipment for posts like main road entrance /entry point of the hotel  
etc., **NC**

Rating: 7

# Chronic

## Section: Manpower Planning & Recruitment

### Subsection: Sanctioned Manpower Vs Actuals Department Wise

- 1: Sanctioned Manpower Vs Actuals (Department Wise) **NC**  
Rating: 7

## Section: Manpower Planning & Recruitment

### Subsection: Personal File Management

- 1: Proof of last salary drawn. **NC**  
Rating: 7
- 2: Medical fitness certificate. **NC**  
Rating: 7
- 3: Appointment Letter. **NC**  
Rating: 7
- 4: Reference Check Forms. **NC**  
Rating: 7
- 5: Form -F **NC**  
Rating: 7
- 6: Bank account No./ PF No./Temporary ESIC ID Card & No. **NC**  
Rating: 7

## Section: Administration Salary Service Charge and Others

### Subsection: Salary Administration

- 1: Auto Attendance Compiling in HRMS Software. **NC**  
Rating: 7
- 2: Late Coming Details. **NC**  
Rating: 7
- 3: Absenteeism Handling. **NC**  
Rating: 7

## Section: Time Office

### Subsection: Time Office

- 1: Monthly Schedule Creation by HOD **NC**  
Rating: 7
- 2: Absentees Names to display in the Notice Board. **NC**  
Rating: 6

- 3: Sending Late Punch Report to GM. **NC**  
Rating: 7

**Section:** Performance Management System

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

- 1: Making the proposals. **NC**  
Rating: 7
- 2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal). **NC**  
Rating: 7
- 3: Forwarding it to Corp. HR (15th of Every Month) **NC**  
Rating: 7

**Section:** Performance Management System

**Subsection:** Half Yearly Performance Review

- 1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar) **NC**  
Rating: 7
- 2: Perform Employee Appraisals (3rd Oct, and 3rd Mar). **NC**  
Rating: 7
- 3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar). **NC**  
Rating: 7
- 4: Normalization Process (12th Oct, and 12th Mar). **NC**  
Rating: 7
- 5: Process Appraisals - Closing (15th Oct, 15th Mar). **NC**  
Rating: 7
- 6: Consolidate Appraisal report send to Corporate Office (17th Oct, and 17th Mar) **NC**  
Rating: 7

**Section:** Performance Management System

**Subsection:** Annual Performance Appraisal

- 1: Consolidating two half Yearly appraisal ratings. **NC**  
Rating: 7
- 2: Initiating the proposal for Increments & promotion April - September October - March **NC**  
Rating: 7

**Section:** Statutory and Insurance

**Subsection:** E S I



- 1: ESIC Temporary ID Cards in the Personal File & Distributing to Employees. **NC**  
Rating: 7

**Section:** Statutory and Insurance

**Subsection:** Gratuity

- 1: Claim Forms are to be send to Corp. HR Office. **NC**  
Rating: 7

**Section:** Statutory and Insurance

**Subsection:** License

- 1: Contract Labour Agreement. **NC**  
Rating: 7

**Section:** Employee Welfare and Cafeteria

**Subsection:** Cafeteria Administration

- 1: Hygiene & Cleanliness. **NC**  
Rating: 7

**Section:** Employee Motivation Activities

**Subsection:** Employees Motivation Activities

- 1: Executive Award get together (Quarterly) **NC**  
Rating: 7

**Section:** Training

**Subsection:** Internal Training Calendar Schedule Programme

- 1: Basic Technical Training Programme. **NC**  
Rating: 7
- 2: Knowledge Sharing Programme. **NC**  
Rating: 7
- 3: Knowledge Bank Orientation. **NC**  
Rating: 7

**Section:** Training

**Subsection:** Co ordinating with other Units

- 1: Co-ordinating with other Units. **NC**  
Rating: 7

**Section:** Training

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

- 1: Preparing the Training Budget and its proper utilisation. **NC**  
Rating: 7

**Section:** Training

**Subsection:** Library Maintenance

- 1: Procurement of Books & Inventory. **NC**  
Rating: 7

- 2: Maintaining of Issue Register with due dates. **NC**  
Rating: 7

**Section:** Security

**Subsection:** Returnable Gate Passes

- 1: Updating Due Time for getting Material as per the Policy. **NC**  
Rating: 6

Observation Text :

Rgp. 2981. and 2978 prepared and kept hold no proper reason

- 2: Follow Up of Pending Gate Passes. **NC**  
Rating: 6

Observation Text :

9/1/2018,.6/6/2018 food items there are preparing RGP

**Section:** Security

**Subsection:** Keys Register

- 1: Maintenance of Key Issue Register. **NC**  
Rating: 7

- 2: Maintaining Duplicate Keys. **NC**  
Rating: 7

**Section:** Security

**Subsection:** Movement Register

- 1: Maintaining Executive Movement Register. **NC**  
Rating: 7

- 2: Maintaining of Staff Gate Passes. **NC**  
Rating: 7

- 3: Maintaining Visitors Movement Register. **NC**  
Rating: 7

**Section:** Security

**Subsection:** Staff Cash Register

- 1: Maintaining Cash discrepancy Register. **NC**  
Rating: 7

**Section:** Security

**Subsection:** Internal Auditors Reports

- 1: Maintenance of Internal Audit Report Files and Replies. **NC**  
Rating: 7

**Section:** Security**Subsection:** Employee Grooming Check

- 1: Checking the Employee while Entry & Exit. **NC**  
Rating: 7

**Section:** Security**Subsection:** Briefing of the Guards

- 1: Daily Briefing to be taken by on duty Supervisor. **NC**  
Rating: 7

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

- 1: To be kept in Engineering Department and in all Kitchens. **NC**  
Rating: 7

Observation Text :

Engg dept First aid box no cotton

- 2: Procurement of Medicines and maintaining of Registers. **NC**  
Rating: 7

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

- 1: Staff Rotation. **NC**  
Rating: 7

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

- 1: Alert and activeness of guards @ post. **NC**  
Rating: 7
- 2: Knowledge of the required posts deployed. **NC**  
Rating: 7
- 3: Additional gear & equipment for posts like main road entrance /entry point of the hotel etc., **NC**  
Rating: 7

# Audit Questionnaire

## Section: Manpower Planning & Recruitment

### Subsection: Sanctioned Manpower Vs Actuals Department Wise

- 1: Sanctioned Manpower Vs Actuals (Department Wise) **NC**  
Rating: 7

## Section: Manpower Planning & Recruitment

### Subsection: Recruitment Process

- 1: Recruitment Process **NC**  
Rating: 7

## Section: Manpower Planning & Recruitment

### Subsection: Personal File Management

- 1: Three Passport Photographs **NC**  
Rating: 7
- 2: Resume / Employment Application Form **NC**  
Rating: 7
- 3: Interview assessment Form **NC**  
Rating: 7
- 4: Photo copy of the Birth Certificate **NC**  
Rating: 7
- 5: Photo copies of certificates of Academic & Professional Qualifications. **NC**  
Rating: 7
- 6: Photo copy of relieving letter from last employment. **NC**  
Rating: 7
- 7: Photo copies of relevant experience certificate **NC**  
Rating: 7
- 8: Proof of last salary drawn. **NC**  
Rating: 7
- 9: Medical fitness certificate. **NC**  
Rating: 7
- 10: Appointment Letter. **NC**  
Rating: 7
- 11: Reference Check Forms. **NC**  
Rating: 7

12: Form -F **NC**

Rating: 7

13: Induction/Orientation. **NC**

Rating: 7

14: Bank account No./ PF No./Temporary ESIC ID Card & No. **NC**

Rating: 7

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

**Subsection:** Salary Administration

1: Auto Attendance Compiling in HRMS Software. **NC**

Rating: 7

2: Leave Management (Adherence to Leave Policy) **NC**

Rating: 7

3: Late Coming Details. **NC**

Rating: 7

4: Absenteeism Handling. **NC**

Rating: 7

5: Pay Dates. **NC**

Rating: 7

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

Rating: 8

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

**Subsection:** Service Charges

1: Fund Bifurcation. **NC**

Rating: 7

2: Preparation of distribution sheets as per the appropriate Points Systems. **NC**

Rating: 7

3: Pay dates. **NC**

Rating: 7

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

Rating: 7

5: Direct Disbursement in to employees accounts. **NC**

Rating: 7

**Section:** Time Office

**Subsection:** Time Office

- 1: Monthly Schedule Creation by HOD **NC**  
Rating: 7
- 2: Sending Manager's Punches to Unit Head.  
Rating: 8
- 3: Absentees Names to display in the Notice Board. **NC**  
Rating: 6
- 4: Sending Late Punch Report to GM. **NC**  
Rating: 7
- 5: Maintaining of Leave Application File / Online Leave applying procedure. **NC**  
Rating: 7
- 6: Maintaining of Tour Application File. **NC**  
Rating: 7
- 7: Updating Staff Leave Balances. **NC**  
Rating: 7

Observation Text :  
there are maintaining manual records

**Section:** Performance Management System**Subsection:** Periodic Performance Appraisal for New Employees

- 1: Making the proposals. **NC**  
Rating: 7
- 2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal).  
**NC**  
Rating: 7
- 3: Forwarding it to Corp. HR (15th of Every Month) **NC**  
Rating: 7

**Section:** Performance Management System**Subsection:** Half Yearly Performance Review

- 1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar) **NC**  
Rating: 7
- 2: Perform Employee Appraisals (3rd Oct, and 3rd Mar). **NC**  
Rating: 7
- 3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar). **NC**  
Rating: 7

- 4: Normalization Process (12th Oct, and 12th Mar). **NC**

Rating: 7

- 5: Process Appraisals - Closing (15th Oct, 15th Mar). **NC**

Rating: 7

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

Rating: 7

**Section:** Performance Management System

**Subsection:** Annual Performance Appraisal

- 1: Consolidating two half Yearly appraisal ratings. **NC**

Rating: 7

- 2: Initiating the proposal for Increments & promotion April - September October - March

**NC**

Rating: 7

**Section:** Statutory and Insurance

**Subsection:** Provident Fund

- 1: Declaration Form in Personal File.

Rating: 8

- 2: Monthly reconciliation and Challan payment ( 15th of every month)

Rating: 8

- 3: All Audit / Inspection Reports should be sent to Corp. HR Office. **NC**

Rating: 7

- 4: Any discrepancy should be brought to the notice to corporate office. **NC**

Rating: 7

**Section:** Statutory and Insurance

**Subsection:** E S I

- 1: Declaration Form in to Personal File.

Rating: 8

- 2: Monthly reconciliation and Challan payment (15th of every month) **NC**

Rating: 7

- 3: Maintaining Inspection Book. **NC**

Rating: 7

- 4: All Audit / Inspection Reports should be sent to Corp. HR Office. **NC**

Rating: 7

- 5: ESIC Temporary ID Cards in the Personal File & Distributing to Employees. **NC**

Rating: 7

**Section:** Statutory and Insurance**Subsection:** Gratuity

- 1: Claim Forms are to be send to Corp. HR Office. **NC**  
Rating: 7
- 2: Maintaining Gratuity Payment Register. **NC**  
Rating: 7

**Section:** Statutory and Insurance**Subsection:** Labour Registration & Renewal

- 1: Annual renewal of Registration Certificate. **NC**  
Rating: 4

Observation Text :

Form II and Form III records not mentioned it is mandatory

**Section:** Statutory and Insurance**Subsection:** License

- 1: Contract Labour Agreement. **NC**  
Rating: 7
- 2: Contract Labour License & Renewal. **NC**  
Rating: 7
- 3: Municipal License **NC**  
Rating: 7
- 4: Food License. **NC**  
Rating: 7
- 5: Fire License. **NC**  
Rating: 7
- 6: Police License. **NC**  
Rating: 7
- 7: 24 Hours Coffee shop. **NC**  
Rating: 7
- 8: P C B Consent. **NC**  
Rating: 7
- 9: Weights & Measures. **NC**  
Rating: 7
- 10: Weights & Measures (Peg Measure). **NC**  
Rating: 7



11: Explosive License **NC**  
Rating: 7

**Section:** Statutory and Insurance

**Subsection:** General Insurance

1: Coverage of all assets. **NC**  
Rating: 7

2: Additions & Deletions of Assets. **NC**  
Rating: 6

3: Claim Management. **NC**  
Rating: 7

4: Unsettled Claims. **NC**  
Rating: 7

**Section:** Statutory and Insurance

**Subsection:** Life Insurance

1: Additions & Deletions in Medclaim. **NC**  
Rating: 7

2: Additions & Deletions in Group Insurances.  
Rating: 8

3: Gratuity Claims Settlement.  
Rating: 8

**Section:** Employee Welfare and Cafeteria

**Subsection:** Employee Welfare Activities

1: Salary Loans (Adherence to Policy). **NC**  
Rating: 7

2: Education Fund Management for Self Education Fund. ☒ Not Applicable

3: Education Fund Management for Children Education Fund. ☒ Not Applicable

4: Welfare Fund Management. **NC**  
Rating: 7

**Section:** Employee Welfare and Cafeteria

**Subsection:** Cafeteria Administration

1: Weekly Menus.  
Rating: 8

2: Follow up of Timings.  
Rating: 8

3: Hygiene & Cleanliness. **NC**  
Rating: 7

4: Periodic survey about cafeteria function. **NC**  
Rating: 7

5: Ambience & Seating Comfortability. **NC**  
Rating: 7

**Section:** Employee Motivation Activities

**Subsection:** Employees Motivation Activities

1: Staff Award get together (Quarterly). **NC**  
Rating: 7

2: Executive Award get together (Quarterly) **NC**  
Rating: 7

3: Picnics (Yearly) **NC**  
Rating: 7

4: Cafeteria Events. **NC**  
Rating: 7

**Section:** Employee Motivation Activities

**Subsection:** Awards

1: Nomination Forms Verification (Monthly). **NC**  
Rating: 7

2: Collection of Forms. **NC**  
Rating: 7

3: Conducting Staff Day Function. **NC**  
Rating: 7

4: Utility of Weldon Coupons. **NC**  
Rating: 7

**Section:** Training

**Subsection:** Joining Checklist

1: Joining Checklist. **NC**  
Rating: 7

**Section:** Training

**Subsection:** Induction Schedule

1: Induction Schedule. **NC**  
Rating: 7

**Section: Training****Subsection: Orientation & ReInduction**

- 1: Orientation & Re-Induction (if necessary). **NC**  
Rating: 7

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

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

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

- 1: Process of Nominations. **NC**  
Rating: 7
- 2: Taking confirmation from HOD. **NC**  
Rating: 7
- 3: Displaying it on the Notice Board and informing it to Individual. **NC**  
Rating: 7

4: Participants Attendance Verification. **NC**

Rating: 7

**Section:** Training**Subsection:** Co ordinating with other Units1: Co-ordinating with other Units. **NC**

Rating: 7

**Section:** Training**Subsection:** Preparing the Training Budget and its proper Utilisation1: Preparing the Training Budget and its proper utilisation. **NC**

Rating: 7

**Section:** Training**Subsection:** Library Maintenance1: Procurement of Books & Inventory. **NC**

Rating: 7

2: Maintaining of Issue Register with due dates. **NC**

Rating: 7

**Section:** Training**Subsection:** Industrial Exposure Training1: Selection from reputed Institutions. **NC**

Rating: 7

2: Budgeted Industrial Trainees. **NC**

Rating: 7

3: Fortnight Industrial Exposure Training Meetings. **NC**

Rating: 7

**Section:** Security**Subsection:** Returnable Gate Passes1: Authorisation as per the Policy. **NC**

Rating: 7

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

Rating: 6

Observation Text :

Rgp. 2981. and 2978 prepared and kept hold no proper reason

3: Follow Up of Pending Gate Passes. **NC**

Rating: 6

Observation Text :

9/1/2018,.6/62018 food items there are preparing RGP

**Section:** Security

**Subsection:** Non Returnable Gate Passes

- 1: Authorisation as per the Policy. **NC**

Rating: 7

Observation Text :

1463 NRGP

**Section:** Security

**Subsection:** Keys Register

- 1: Maintenance of Key Issue Register. **NC**

Rating: 7

- 2: Maintaining Duplicate Keys. **NC**

Rating: 7

**Section:** Security

**Subsection:** Movement Register

- 1: Maintaining Executive Movement Register. **NC**

Rating: 7

- 2: Maintaining of Staff Gate Passes. **NC**

Rating: 7

- 3: Maintaining Visitors Movement Register. **NC**

Rating: 7

**Section:** Security

**Subsection:** Vehicle Movement Register

- 1: Maintaining of Vehicle Movement Register. **NC**

Rating: 7

**Section:** Security

**Subsection:** Staff Cash Register

- 1: Maintaining Cash discrepancy Register. **NC**

Rating: 7

**Section:** Security

**Subsection:** Inward & Outward Register

- 1: Maintaining of Inward Material Register. **NC**

Rating: 7

- 2: Maintaining of Outward Material Register. **NC**

Rating: 7

**Section:** Security**Subsection:** Internal Auditors Reports

- 1: Maintenance of Internal Audit Report Files and Replies. **NC**  
Rating: 7

**Section:** Security**Subsection:** Employee Grooming Check

- 1: Checking the Employee while Entry & Exit. **NC**  
Rating: 7

**Section:** Security**Subsection:** Briefing of the Guards

- 1: Daily Briefing to be taken by on duty Supervisor. **NC**  
Rating: 7

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

- 1: Conducting Fire Fighting Sessions for New Employees. **NC**  
Rating: 7

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

- 1: Emergency Fire Fighting Team Meeting Monthly.  
Rating: 8

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

- 1: First AID Team. **NC**  
Rating: 7

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

- 1: To be kept in Engineering Department and in all Kitchens. **NC**  
Rating: 7

Observation Text :

Engg dept First aid box no cotton

- 2: Procurement of Medicines and maintaining of Registers. **NC**  
Rating: 7

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

- 1: Induction should be taken on the first day of new Employee. **NC**  
Rating: 6

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

- 1: Checking of Expiry Date.  
Rating: 8
- 2: Checking of Sprinklers.  
Rating: 8
- 3: Checking of Smoke Detectors.  
Rating: 8

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

- 1: Daily updation of Log Book.  
Rating: 8
- 2: Log Book has to be sent to GM's Office for GM's Signature.  
Rating: 8

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

- 1: Maintaining good relation with Local Police Station.  
Rating: 8

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

- 1: Providing Special Security at PUB & Mid Night Buffet. **NC**  
Rating: 7

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

- 1: Taking care of VIP Parking. **NC**  
Rating: 7
- 2: Checking the material. **NC**  
Rating: 7

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

- 1: Receiving the Item. **NC**  
Rating: 6

Observation Text :  
2 years old items are there

- 2: Storing the Item. **NC**  
Rating: 6

3: Maintaining the Lost Items Register. **NC**

Rating: 6

**Section:** Security

**Subsection:** Staff Rotation

1: Staff Rotation. **NC**

Rating: 7

**Section:** Security

**Subsection:** Security Guards

1: Grooming. **NC**

Rating: 7

2: Alert and activeness of guards @ post. **NC**

Rating: 7

3: Knowledge of the required posts deployed. **NC**

Rating: 7

4: Additional gear & equipment for posts like main road entrance /entry point of the hotel etc., **NC**

Rating: 7