

Audit Report for Audit ID - AU0091-2

Human Resource Department Audit

Audit Score

69/100

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

GREENPARK HOTEL- GPV HUMAN RESOURCE DEPARTMENT AUDIT

HUMAN RESOURCE DEPARTMENT AUDIT		Jan 2018	Sep 2018	VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Manpower Planning & Recruitment	79	70	-9	-11.39%
2	Administration Salary Service Charge and Others	84	66	-18	-21.43%
3	Time Office	80	69	-11	-13.75%
4	Performance Management System	75	70	-5	-6.67%
5	Statutory and Insurance	84	70	-14	-16.67%
6	Employee Welfare and Cafeteria	83	70	-13	-15.66%
7	Employee Motivation Activities	80	70	-10	-12.5%
8	Training	78	70	-8	-10.26%
9	Security	78	67	-11	-14.1%
Audit Score		● 80	● 69	-11	-13.75%

	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

Observation Text :

shift continuing attendance not showing correct

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

Rating: 7

3: Late Coming Details. **NC**

Rating: 7

4: Absenteeism Handling. **NC**

Rating: 6

5: Pay Dates. **NC**

Rating: 6

Observation Text :

In Salary abstract more than 20 employees Basic +DA is below Minimum wages,. and not mentioned Form 11 and Form III

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

Rating: 6

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: 6

- 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. **NC**

Rating: 7

- 3: Absentees Names to display in the Notice Board. **NC**

Rating: 6

Observation Text :

Late evening shift ie. 3 to 11 or 3 closing shift ,. attendance is not showing appropriate

- 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

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. **NC**
Rating: 7
- 2: Monthly reconciliation and Challan payment (15th of every month) **NC**
Rating: 7
- 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. **NC**
Rating: 7
- 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: 7

Section: Statutory and Insurance

Subsection: License

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

Rating: 6

Observation Text :

not complete

- 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: 7

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: Gratuity Claims Settlement. **NC**

Rating: 7

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. **NC**

Rating: 7

3: Education Fund Management for Children Education Fund. **NC**

Rating: 7

4: Welfare Fund Management. **NC**

Rating: 7

Section: Employee Welfare and Cafeteria

Subsection: Cafeteria Administration

- 1: Weekly Menus. **NC**
Rating: 7
- 2: Follow up of Timings. **NC**
Rating: 7
- 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

Observation Text :

Advised to maintain the hard copies for all reports

- 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: 7

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

Rating: 7

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

Rating: 7

Observation Text :

NRGP. using the food delivery perpass use NRGF properly

Section: Security**Subsection:** Keys Register1: Maintenance of Key Issue Register. **NC**

Rating: 6

Observation Text :

Not maintained properly

2: Maintaining Duplicate Keys. **NC**

Rating: 5

Observation Text :

not mentioned property

Section: Security**Subsection:** Movement Register1: Maintaining Executive Movement Register. **NC**

Rating: 4

Observation Text :

not mentioned in time and sign,20/09,18/09,19/09,05/09

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

Rating: 7

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

Rating: 7

Section: Security**Subsection:** Vehicle Movement Register1: Maintaining of Vehicle Movement Register. **NC**

Rating: 7

Section: Security**Subsection:** Staff Cash Register1: 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. **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: 6

Observation Text :

Engg and Production department not mentioned first aid box

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

Rating: 6

Section: Security

Subsection: Security Induction

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

Rating: 7

Section: Security

Subsection: Fire Extinguishers Periodic Check

- 1: Checking of Expiry Date. **NC**

Rating: 7

- 2: Checking of Sprinklers. **NC**

Rating: 7

- 3: Checking of Smoke Detectors. **NC**

Rating: 7

Section: Security

Subsection: Maintenance of Log book

- 1: Daily updation of Log Book. **NC**

Rating: 7

- 2: Log Book has to be sent to GM's Office for GM's Signature. **NC**

Rating: 6

Observation Text :

not showing

Section: Security

Subsection: Maintaining good relation with Local Police

- 1: Maintaining good relation with Local Police Station. **NC**

Rating: 7

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: 5

Observation Text :
checking perposs no equipment available

Section: Security

Subsection: Lost and Found items Management

1: Receiving the Item. **NC**

Rating: 7

2: Storing the Item. **NC**

Rating: 7

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

Rating: 7

Observation Text :
2015 onwards there keeping the items

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: 6

Observation Text :
Frequently changing the manpower, 19budget the manpower available 8or9. only

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

Rating: 6

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: Personal File Management

- 1: Photo copy of the Birth Certificate **NC**
Rating: 7
- 2: Photo copy of relieving letter from last employment. **NC**
Rating: 7
- 3: Photo copies of relevant experience certificate **NC**
Rating: 7
- 4: Proof of last salary drawn. **NC**
Rating: 7
- 5: Form -F **NC**
Rating: 7
- 6: Bank account No./ PF No./Temporary ESIC ID Card & No. **NC**
Rating: 7

Section: Time Office

Subsection: Time Office

- 1: Monthly Schedule Creation by HOD **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: Declaration Form in to Personal File. **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: License

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

Rating: 6

Observation Text :

not complete

- 2: Police License. **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: Security

Subsection: Keys Register

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

Rating: 6

Observation Text :

Not maintained properly

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: Procurement of Medicines and maintaining of Registers. **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: Knowledge of the required posts deployed. **NC**
Rating: 6

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

Observation Text :

shift continuing attendance not showing correct

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

Rating: 7

3: Late Coming Details. **NC**

Rating: 7

4: Absenteeism Handling. **NC**

Rating: 6

5: Pay Dates. **NC**

Rating: 6

Observation Text :

In Salary abstract more than 20 employees Basic +DA is below Minimum wages,. and not mentioned Form 11 and Form III

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

Rating: 6

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: 6

- 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. **NC**

Rating: 7

- 3: Absentees Names to display in the Notice Board. **NC**

Rating: 6

Observation Text :

Late evening shift ie. 3 to 11 or 3 closing shift ,. attendance is not showing appropriate

- 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

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. **NC**
Rating: 7
- 2: Monthly reconciliation and Challan payment (15th of every month) **NC**
Rating: 7
- 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. **NC**
Rating: 7
- 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: 7

Section: Statutory and Insurance

Subsection: License

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

Rating: 6

Observation Text :

not complete

- 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: 7

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. **NC**

Rating: 7

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. **NC**

Rating: 7

3: Education Fund Management for Children Education Fund. **NC**

Rating: 7

4: Welfare Fund Management. **NC**

Rating: 7

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

- 1: Weekly Menus. **NC**
Rating: 7
- 2: Follow up of Timings. **NC**
Rating: 7
- 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

Observation Text :

Advised to maintain the hard copies for all reports

- 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 Passess**

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

Rating: 7

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

Rating: 7

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

Rating: 7

Section: Security

Subsection: Non Returnable Gate Passes

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

Rating: 7

Observation Text :

NRGP. using the food delivery perpass use NRGp properly

Section: Security

Subsection: Keys Register

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

Rating: 6

Observation Text :

Not maintained properly

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

Rating: 5

Observation Text :

not mentioned property

Section: Security

Subsection: Movement Register

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

Rating: 4

Observation Text :

not mentioned in time and sign,20/09,18/09,19/09,05/09

- 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. **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: 6

Observation Text :

Engg and Production department not mentioned first aid box

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

Rating: 6

Section: Security

Subsection: Security Induction

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

Rating: 7

Section: Security

Subsection: Fire Extinguishers Periodic Check

- 1: Checking of Expiry Date. **NC**

Rating: 7

- 2: Checking of Sprinklers. **NC**

Rating: 7

- 3: Checking of Smoke Detectors. **NC**

Rating: 7

Section: Security

Subsection: Maintenance of Log book

- 1: Daily updation of Log Book. **NC**

Rating: 7

- 2: Log Book has to be sent to GM's Office for GM's Signature. **NC**

Rating: 6

Observation Text :

not showing

Section: Security

Subsection: Maintaining good relation with Local Police

- 1: Maintaining good relation with Local Police Station. **NC**

Rating: 7

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: 5

Observation Text :

checking perpass no equipment available

Section: Security

Subsection: Lost and Found items Management

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

Rating: 7

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

Rating: 7

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

Rating: 7

Observation Text :

2015 onwards there keeping the items

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: 6

Observation Text :

Frequently changing the manpower, 19budget the manpower available 8or9. only

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

Rating: 6

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

Rating: 7