

Audit Report for Audit ID - AU00275-1

SBS-HR Routine


Audit Score

49/100

Details

Audit	AU00275
Scheduled Audit	AU00275-1
Location	Hyderabad
Hotel	GreenPark Hotel- GPH
Department	Human Resources
Checklist	SBS-HR Routine
Audit Type	External
Auditor	Suma B
Start Date	02-11-2018
End Date	07-11-2018
Submitted Date	06-11-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	8
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPH SBS-HR ROUTINE				
SBS-HR ROUTINE		Nov 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	HR Functions	49	-	-
Audit Score		 49	-	-

	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 there is any renewed contract for contract labour KST? **NC**
Rating: 0

- 2: Whether the number of employees as per invoice and as per attendance register are equal? **NC**
Rating: 5
Attachments :
QUE8_DOC_20181105_205555.xlsx

- 3: Whether every person of contract labour is registered in bio-metric? **NC**
Rating: 5
Attachments :
QUE9_DOC_20181105_205614.xlsx

- 4: Whether payment made as per GPHS contract or not? **NC**
Rating: 5

- 5: Whether man days as per invoice and as per register are same? **NC**
Rating: 4
Attachments :
QUE11_DOC_20181105_205727.xlsx

- 6: Whether overtime calculations are correct? **NC**
Rating: 7

- 7: Whether every person in pay-sheet are recorded in the register? **NC**
Rating: 5
Attachments :
QUE13_DOC_20181105_205815.xlsx

- 8: Whether all the requisite data is provided by the department? **NC**
Rating: 4

Chronic

No chronic issues found

Audit Questionnaire

Section: HR Functions

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- 6: Whether overtime calculations are correct? **NC**
Rating: 7

- 7: Whether every person in pay-sheet are recorded in the register? **NC**
Rating: 5
Attachments :
QUE13_DOC_20181105_205815.xlsx

- 8: Whether all the requisite data is provided by the department? **NC**
Rating: 4

- 9: Whether there is any check list for payment of employee related statutory dues made by contractor?
Rating: 9