

Audit Report for Audit ID - AU00260-1

VA-HR Routine

Audit Score

82/100

Details

Audit	AU00260
Scheduled Audit	AU00260-1
Location	Hyderabad
Hotel	AVASA Hotel
Department	Human Resources
Checklist	VA-HR Routine
Audit Type	External
Auditor	Saritha C
Start Date	25-10-2018
End Date	05-11-2018
Submitted Date	29-10-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	3
Chronic Issues	0

Comparison

AVASA HOTEL VA-HR ROUTINE				
VA-HR ROUTINE		Oct 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	HR Functions	82	-	-
Audit Score		● 82	-	-

	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 agreement is entered into with the contractors and is up to date and signed by all the parties? **NC**

Rating: 7

Attachments :

Book1-EXPIREDKSTLABOURAGREEMENT_20181029_104719.xls

Observation Text :

The agreement with SB Infra was expired on 31-May-18. However the process for renewal was applied by the unit. Payment of Rs.6.10 Lakhs done after the expiry of agreement. (Sample Size: NA)

2: 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 **NC**

Rating: 6

Observation Text :

Unit does not have practice of obtaining the compliance report. (Sample Size: NA)

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

Rating: 7

Attachments :

Book2-NOINANDOUTTIMEFORKSTEMPLOYEES_20181029_105823.xls

Observation Text :

The same could not be verified as the IN/OUT timings of the KST employees was not documented. Instead, only Present or Absent was documented. (Sample Size: NA)

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 :

Valid till 31-12-18. (Sample Size: NA)

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.

3: Whether the abstract of the act is displayed

Rating: 9

Observation Text :

Displayed and found to be satisfactory. (Sample Size: NA)

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

Rating: 7

Attachments :

Book1-EXPIREDKSTLABOURAGREEMENT_20181029_104719.xls

Observation Text :

The agreement with SB Infra was expired on 31-May-18. However the process for renewal was applied by the unit. Payment of Rs.6.10 Lakhs done after the expiry of agreement. (Sample Size: NA)

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 **NC**

Rating: 6

Observation Text :

Unit does not have practice of obtaining the compliance report. (Sample Size: NA)

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 :

Found to be satisfactory. (Sample Size: Apr'18 to Jul'18)

7: Whether agreed manpower provided by the contractors?

Rating: 9

Observation Text :

Found to be satisfactory

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

Rating: 7

Attachments :

Book2-NOINANDOUTTIMEFORKSTEMPLOYEES_20181029_105823.xls

Observation Text :

The same could not be verified as the IN/OUT timings of the KST employees was not documented. Instead, only Present or Absent was documented. (Sample Size: NA)

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

Rating: 9

Observation Text :

Found to be satisfactory. (Sample size: May'18 and Jun'18)

10: In case of discrepancies, whether approvals are taken and documented? ☒ Not Applicable