

Audit Report for Audit ID - AU0063-1

Human Resource Department Audit

Audit Score

88/100

Details

Audit	AU0063
Scheduled Audit	AU0063-1
Location	Hyderabad
Hotel	Marigold Hotel
Department	Human Resources
Checklist	Human Resource Department Audit
Audit Type	Internal
Auditor	Mr Jagan Mohan
Start Date	01-01-2018
End Date	30-01-2018
Submitted Date	07-02-2018
Status	Draft
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

Quick View

MARIGOLD HOTEL HUMAN RESOURCE DEPARTMENT AUDIT			
HUMAN RESOURCE DEPARTMENT AUDIT		VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections		

Audit Questionnaire

Section: Manpower Planning & Recruitment

Subsection: Sanctioned Manpower Vs Actuals Department Wise

1: Sanctioned Manpower Vs Actuals (Department Wise)

Rating Value : 9

Observation Text :

356vs354

Section: Manpower Planning & Recruitment

Subsection: Recruitment Process

1: Recruitment Process

Rating Value : 0

Section: Manpower Planning & Recruitment

Subsection: Personal File Management

1: Three Passport Photographs

Rating Value : 9

2: Resume / Employment Application Form

Rating Value : 9

3: Interview assessment Form

Rating Value : 9

4: Photo copy of the Birth Certificate

Rating Value : 9

5: Photo copies of certificates of Academic & Professional

Qualifications.

Rating Value : 9

6: Photo copy of relieving letter from last employment.

Rating Value : 9

7: Photo copies of relevant experience certificate

Rating Value : 8

8: Proof of last salary drawn.

Rating Value : 8

9: Medical fitness certificate.

Rating Value : 8

10: Appointment Letter.

Rating Value : 8

11: Reference Check Forms.

Rating Value : 8

12: Form -F

Rating Value : 0

☒ Not Applicable

13: Induction/Orientation.

Rating Value : 9

14: Bank account No./ PF No./Temporary ESIC ID Card & No.
Rating Value : 9

Section: Administration Salary Service Charge and Others

Subsection: Salary Administration

1: Auto Attendance Compiling in HRMS Software.
Rating Value : 0

2: Leave Management (Adherence to Leave Policy)
Rating Value : 0

3: Late Coming Details.
Rating Value : 0

4: Absenteeism Handling.
Rating Value : 0

5: Pay Dates.
Rating Value : 0

6: Forwarding PF, PT & ESI Reports to A/C Dept. for Payment.
Rating Value : 0

Section: Administration Salary Service Charge and Others

Subsection: Service Charges

1: Fund Bifurcation.
Rating Value : 0

2: Preparation of distribution sheets as per the appropriate Points Systems.
Rating Value : 0

3: Pay dates.
Rating Value : 0

4: Utility of HOD's Discretionary Fund and giving awards for best performer in department.
Rating Value : 0

5: Direct Disbursement in to employees accounts.
Rating Value : 0

Section: Time Office

Subsection: Time Office

1: Monthly Schedule Creation by HOD **Non-Compliant**
Rating Value : 7

2: Sending Manager's Punches to Unit Head.
Rating Value : 8

3: Absentees Names to display in the Notice Board. **Non-Compliant**
Rating Value : 7

4: Sending Late Punch Report to GM. **Non-Compliant**
Rating Value : 7

5: Maintaining of Leave Application File / Online Leave applying procedure.

Rating Value : 9

6: Maintaining of Tour Application File. **Non-Compliant**

Rating Value : 7

7: Updating Staff Leave Balances.

Rating Value : 9

Section: Performance Management System

Subsection: Periodic Performance Appraisal for New Employees

1: Making the proposals.

Rating Value : 0

2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal).

Rating Value : 0

3: Forwarding it to Corp. HR (15th of Every Month)

Rating Value : 0

Section: Performance Management System

Subsection: Half Yearly Performance Review

1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar)

Rating Value : 0

2: Perform Employee Appraisals (3rd Oct, and 3rd Mar).

Rating Value : 0

3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar).

Rating Value : 0

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

Rating Value : 0

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

Rating Value : 0

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

Rating Value : 0

Section: Performance Management System

Subsection: Annual Performance Appraisal

1: Consolidating two half Yearly appraisal ratings.

Rating Value : 0

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

Rating Value : 0

Section: Statutory and Insurance

Subsection: Provident Fund

1: Declaration Form in Personal File.

Rating Value : 10

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

Rating Value : 10

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

Rating Value : 10

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

Rating Value : 8

Section: Statutory and Insurance

Subsection: E S I

1: Declaration Form in to Personal File.

Rating Value : 10

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

Rating Value : 10

3: Maintaining Inspection Book.

Rating Value : 10

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

Rating Value : 10

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

Rating Value : 10

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

1: Claim Forms are to be send to Corp. HR Office.
Rating Value : 10

2: Maintaining Gratuity Payment Register.
Rating Value : 0
☒ Not Applicable

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

1: Annual renewal of Registration Certificate.
Rating Value : 10

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

1: Contract Labour Agreement. **Non-Compliant**
Rating Value : 6

2: Contract Labour License & Renewal.
Rating Value : 10

3: Municipal License
Rating Value : 10

4: Food License.
Rating Value : 0

5: Fire License.
Rating Value : 0

6: Police License.
Rating Value : 0

7: 24 Hours Coffee shop.
Rating Value : 0

8: P C B Consent.
Rating Value : 0

9: Weights & Measures.
Rating Value : 0

10: Weights & Measures (Peg Measure).
Rating Value : 0

11: Explosive License
Rating Value : 0

Section: Statutory and Insurance

Subsection: General Insurance

1: Coverage of all assets.
Rating Value : 0

2: Additions & Deletions of Assets.
Rating Value : 0

3: Claim Management.
Rating Value : 0

4: Unsettled Claims.
Rating Value : 0

Section: Statutory and Insurance

Subsection: Life Insurance

1: Additions & Deletions in Medclaim.
Rating Value : 0

2: Additions & Deletions in Group Insurances.
Rating Value : 0

3: Gratuity Claims Settlement.
Rating Value : 0

Section: Employee Welfare and Cafeteria

Subsection: Employee Welfare Activities

1: Salary Loans (Adherence to Policy).
Rating Value : 9

2: Education Fund Management for Self Education Fund.
Rating Value : 0
☒ Not Applicable

3: Education Fund Management for Children Education Fund.

Rating Value : 0

☒ Not Applicable

4: Welfare Fund Management.

Rating Value : 8

Section: Employee Welfare and Cafeteria

Subsection: Cafeteria Administration

1: Weekly Menus.

Rating Value : 8

2: Follow up of Timings.

Rating Value : 8

3: Hygiene & Cleanliness.

Rating Value : 8

4: Periodic survey about cafeteria function.

Rating Value : 8

5: Ambience & Seating Comfortability.

Rating Value : 8

Section: Employee Motivation Activities

Subsection: Employees Motivation Activities

1: Staff Award get together (Quarterly).

Rating Value : 10

2: Executive Award get together (Quarterly)
Rating Value : 10

3: Picnics (Yearly)
Rating Value : 10

4: Cafeteria Events.
Rating Value : 10

Section: Employee Motivation Activities

Subsection: Awards

1: Nomination Forms Verification (Monthly).
Rating Value : 8

2: Collection of Forms.
Rating Value : 9

3: Conducting Staff Day Function.
Rating Value : 10

4: Utility of Weldon Coupons.
Rating Value : 8

Section: Training

Subsection: Joining Checklist

1: Joining Checklist.
Rating Value : 0

Section: Training**Subsection:** Induction Schedule

1: Induction Schedule.
Rating Value : 0

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

1: Orientation & Re-Induction (if necessary).
Rating Value : 0

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

1: Fire-Fighting Evacuation and Training.
Rating Value : 0

2: Basic Technical Training Programme.
Rating Value : 0

3: Induction Associate Development Programme.
Rating Value : 0

4: Management Training Programme.
Rating Value : 0

5: Departmental Co-ordination Meetings (Bimonthly)
Rating Value : 0

6: 2nd Level Meetings.

Rating Value : 0

7: Monthly Departmental Meetings.
Rating Value : 0

8: New Employees Meeting(Monthly).
Rating Value : 0

9: Knowledge Sharing Programme.
Rating Value : 0

10: Knowledge Bank Orientation.
Rating Value : 0

Section: Training

Subsection: External Training Calendar Schedule Programme

1: Process of Nominations.
Rating Value : 0

2: Taking confirmation from HOD.
Rating Value : 0

3: Displaying it on the Notice Board and informing it to Individual.
Rating Value : 0

4: Participants Attendance Verification.
Rating Value : 0

Section: Training**Subsection:** Co ordinating with other Units

1: Co-ordinating with other Units.
Rating Value : 0

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

1: Preparing the Training Budget and its proper utilisation.
Rating Value : 0

Section: Training**Subsection:** Library Maintenance

1: Procurement of Books & Inventory.
Rating Value : 0

2: Maintaining of Issue Register with due dates.
Rating Value : 0

Section: Training**Subsection:** Industrial Exposure Training

1: Selection from reputed Institutions.
Rating Value : 0

2: Budgeted Industrial Trainees.
Rating Value : 0

3: Fortnight Industrial Exposure Training Meetings.

Rating Value : 0

Section: Security

Subsection: Returnable Gate Passes

1: Authorisation as per the Policy.

Rating Value : 0

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

Rating Value : 0

3: Follow Up of Pending Gate Passes.

Rating Value : 0

Section: Security

Subsection: Non Returnable Gate Passes

1: Authorisation as per the Policy.

Rating Value : 0

Section: Security

Subsection: Keys Register

1: Maintenance of Key Issue Register.

Rating Value : 0

2: Maintaining Duplicate Keys.

Rating Value : 0

Section: Security

Subsection: Movement Register

1: Maintaining Executive Movement Register.
Rating Value : 0

2: Maintaining of Staff Gate Passes.
Rating Value : 0

3: Maintaining Visitors Movement Register.
Rating Value : 0

Section: Security

Subsection: Vehicle Movement Register

1: Maintaining of Vehicle Movement Register.
Rating Value : 0

Section: Security

Subsection: Staff Cash Register

1: Maintaining Cash discrepancy Register.
Rating Value : 0

Section: Security

Subsection: Inward & Outward Register

1: Maintaining of Inward Material Register.
Rating Value : 0

2: Maintaining of Outward Material Register.
Rating Value : 0

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

1: Maintenance of Internal Audit Report Files and Replies.
Rating Value : 0

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

1: Checking the Employee while Entry & Exit.
Rating Value : 0

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

1: Daily Briefing to be taken by on duty Supervisor.
Rating Value : 0

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

1: Conducting Fire Fighting Sessions for New Employees.
Rating Value : 0

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

1: Emergency Fire Fighting Team Meeting Monthly.
Rating Value : 0

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

1: First AID Team.
Rating Value : 0

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

1: To be kept in Engineering Department and in all Kitchens.
Rating Value : 0

2: Procurement of Medicines and maintaining of Registers.
Rating Value : 0

Section: Security**Subsection: Security Induction**

1: Induction should be taken on the first day of new Employee.
Rating Value : 0

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

1: Checking of Expiry Date.
Rating Value : 0

2: Checking of Sprinklers.
Rating Value : 0

3: Checking of Smoke Detectors.
Rating Value : 0

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

1: Daily updation of Log Book.

Rating Value : 0

2: Log Book has to be sent to GM's Office for GM's Signature.
Rating Value : 0

Section: Security

Subsection: Maintaining good relation with Local Police

1: Maintaining good relation with Local Police Station.
Rating Value : 0

Section: Security

Subsection: Providing Special Security

1: Providing Special Security at PUB & Mid Night Buffet.
Rating Value : 0

Section: Security

Subsection: Security on VIP Visits

1: Taking care of VIP Parking.
Rating Value : 0

2: Checking the material.
Rating Value : 0

Section: Security

Subsection: Lost and Found items Management

1: Receiving the Item.
Rating Value : 0

2: Storing the Item.
Rating Value : 0

3: Maintaining the Lost Items Register.
Rating Value : 0

Section: Security

Subsection: Staff Rotation

1: Staff Rotation.
Rating Value : 0

Section: Security

Subsection: Security Guards

1: Grooming.
Rating Value : 0

2: Alert and activeness of guards @ post.
Rating Value : 0

3: Knowledge of the required posts deployed.
Rating Value : 0

4: Additional gear & equipment for posts like main road entrance
/entry point of the hotel etc.,
Rating Value : 0