

Audit Report for Audit ID - AU0092-1

Human Resource Department Audit




Audit Score

50/100

Details

Audit	AU0092
Scheduled Audit	AU0092-1
Location	Hyderabad
Hotel	ISB
Department	Human Resources
Checklist	Human Resource Department Audit
Audit Type	Internal
Auditor	Ms Radhika K
Start Date	01-05-2017
End Date	31-05-2017
Submitted Date	12-02-2018
Status	Draft
Assigned By	Administrator Account
Non-Compliance	0
Chronic Issues	0

Comparison

ISB HUMAN RESOURCE DEPARTMENT AUDIT			
HUMAN RESOURCE DEPARTMENT AUDIT		VARIANCE	% of Increase / Decrease (-/+)
S.No	Sections		
	80-100 = Green	Good / Excellent	
	61-79 = Yellow	Average	
	60 below is Red	Poor / Fair	

Audit Questionnaire

Section: Manpower Planning & Recruitment

Subsection: Sanctioned Manpower Vs Actuals Department Wise

- 1: Sanctioned Manpower Vs Actuals (Department Wise) **NC**
Rating: 5

Section: Manpower Planning & Recruitment

Subsection: Recruitment Process

- 1: Recruitment Process
Rating: 0

Section: Manpower Planning & Recruitment

Subsection: Personal File Management

- 1: Three Passport Photographs
Rating: 0
- 2: Resume / Employment Application Form
Rating: 0
- 3: Interview assessment Form
Rating: 0
- 4: Photo copy of the Birth Certificate
Rating: 0
- 5: Photo copies of certificates of Academic & Professional Qualifications.
Rating: 0
- 6: Photo copy of relieving letter from last employment.
Rating: 0
- 7: Photo copies of relevant experience certificate
Rating: 0
- 8: Proof of last salary drawn.
Rating: 0
- 9: Medical fitness certificate.
Rating: 0
- 10: Appointment Letter.
Rating: 0
- 11: Reference Check Forms.
Rating: 0

12: Form -F
Rating: 0

13: Induction/Orientation.
Rating: 0

14: Bank account No./ PF No./Temporary ESIC ID Card & No.
Rating: 0

Section: Administration Salary Service Charge and Others

Subsection: Salary Administration

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

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

3: Late Coming Details.
Rating: 0

4: Absenteeism Handling.
Rating: 0

5: Pay Dates.
Rating: 0

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

Section: Administration Salary Service Charge and Others

Subsection: Service Charges

1: Fund Bifurcation.
Rating: 0

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

3: Pay dates.
Rating: 0

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

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

Section: Time Office

Subsection: Time Office

- 1: Monthly Schedule Creation by HOD
Rating: 0
- 2: Sending Manager's Punches to Unit Head.
Rating: 0
- 3: Absentees Names to display in the Notice Board.
Rating: 0
- 4: Sending Late Punch Report to GM.
Rating: 0
- 5: Maintaining of Leave Application File / Online Leave applying procedure.
Rating: 0
- 6: Maintaining of Tour Application File.
Rating: 0
- 7: Updating Staff Leave Balances.
Rating: 0

Section: Performance Management System

Subsection: Periodic Performance Appraisal for New Employees

- 1: Making the proposals.
Rating: 0
- 2: Proposal for Employment Status Change (Based on Preceding Quarterly Appraisal).
Rating: 0
- 3: Forwarding it to Corp. HR (15th of Every Month)
Rating: 0

Section: Performance Management System

Subsection: Half Yearly Performance Review

- 1: Calendar Creation & Employees Mapping (1st Oct, 1st Mar)
Rating: 0
- 2: Perform Employee Appraisals (3rd Oct, and 3rd Mar).
Rating: 0
- 3: Review by Counter signing Officer (Unit Head) (10th Oct and 10th Mar).
Rating: 0
- 4: Normalization Process (12th Oct, and 12th Mar).
Rating: 0
- 5: Process Appraisals - Closing (15th Oct, 15th Mar).
Rating: 0

- 6: Consolidate Appraisal report send to Corporate Office (17th Oct, and 17th Mar)
Rating: 0

Section: Performance Management System

Subsection: Annual Performance Appraisal

- 1: Consolidating two half Yearly appraisal ratings.
Rating: 0
- 2: Initiating the proposal for Increments & promotion April - September October - March
Rating: 0

Section: Statutory and Insurance

Subsection: Provident Fund

- 1: Declaration Form in Personal File.
Rating: 0
- 2: Monthly reconciliation and Challan payment (15th of every month)
Rating: 0
- 3: All Audit / Inspection Reports should be sent to Corp. HR Office.
Rating: 0
- 4: Any discrepancy should be brought to the notice to corporate office.
Rating: 0

Section: Statutory and Insurance

Subsection: E S I

- 1: Declaration Form in to Personal File.
Rating: 0
- 2: Monthly reconciliation and Challan payment (15th of every month)
Rating: 0
- 3: Maintaining Inspection Book.
Rating: 0
- 4: All Audit / Inspection Reports should be sent to Corp. HR Office.
Rating: 0
- 5: ESIC Temporary ID Cards in the Personal File & Distributing to Employees.
Rating: 0

Section: Statutory and Insurance

Subsection: Gratuity

- 1: Claim Forms are to be send to Corp. HR Office.
Rating: 0
- 2: Maintaining Gratuity Payment Register.

Rating: 0

Section: Statutory and Insurance

Subsection: Labour Registration & Renewal

- 1: Annual renewal of Registration Certificate.

Rating: 0

Section: Statutory and Insurance

Subsection: License

- 1: Contract Labour Agreement.

Rating: 0

- 2: Contract Labour License & Renewal.

Rating: 0

- 3: Municipal License

Rating: 0

- 4: Food License.

Rating: 0

- 5: Fire License.

Rating: 0

- 6: Police License.

Rating: 0

- 7: 24 Hours Coffee shop.

Rating: 0

- 8: P C B Consent.

Rating: 0

- 9: Weights & Measures.

Rating: 0

- 10: Weights & Measures (Peg Measure).

Rating: 0

- 11: Explosive License

Rating: 0

Section: Statutory and Insurance

Subsection: General Insurance

- 1: Coverage of all assets.

Rating: 0

- 2: Additions & Deletions of Assets.

Rating: 0

3: Claim Management.

Rating: 0

4: Unsettled Claims.

Rating: 0

Section: Statutory and Insurance

Subsection: Life Insurance

1: Additions & Deletions in Medclaim.

Rating: 0

2: Additions & Deletions in Group Insurances.

Rating: 0

3: Gratuity Claims Settlement.

Rating: 0

Section: Employee Welfare and Cafeteria

Subsection: Employee Welfare Activities

1: Salary Loans (Adherence to Policy).

Rating: 0

2: Education Fund Management for Self Education Fund.

Rating: 0

3: Education Fund Management for Children Education Fund.

Rating: 0

4: Welfare Fund Management.

Rating: 0

Section: Employee Welfare and Cafeteria

Subsection: Cafeteria Administration

1: Weekly Menus.

Rating: 0

2: Follow up of Timings.

Rating: 0

3: Hygiene & Cleanliness.

Rating: 0

4: Periodic survey about cafeteria function.

Rating: 0

5: Ambience & Seating Comfortability.

Rating: 0

Section: Employee Motivation Activities

Subsection: Employees Motivation Activities

- 1: Staff Award get together (Quarterly).

Rating: 0

- 2: Executive Award get together (Quarterly)

Rating: 0

- 3: Picnics (Yearly)

Rating: 0

- 4: Cafeteria Events.

Rating: 0

Section: Employee Motivation Activities

Subsection: Awards

- 1: Nomination Forms Verification (Monthly).

Rating: 0

- 2: Collection of Forms.

Rating: 0

- 3: Conducting Staff Day Function.

Rating: 0

- 4: Utility of Weldon Coupons.

Rating: 0

Section: Training

Subsection: Joining Checklist

- 1: Joining Checklist.

Rating: 0

Section: Training

Subsection: Induction Schedule

- 1: Induction Schedule.

Rating: 0

Section: Training

Subsection: Orientation & ReInduction

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

Rating: 0

Section: Training

Subsection: Internal Training Calendar Schedule Programme

- 1: Fire-Fighting Evacuation and Training.
Rating: 0
- 2: Basic Technical Training Programme.
Rating: 0
- 3: Induction Associate Development Programme.
Rating: 0
- 4: Management Training Programme.
Rating: 0
- 5: Departmental Co-ordination Meetings (Bimonthly)
Rating: 0
- 6: 2nd Level Meetings.
Rating: 0
- 7: Monthly Departmental Meetings.
Rating: 0
- 8: New Employees Meeting(Monthly).
Rating: 0
- 9: Knowledge Sharing Programme.
Rating: 0
- 10: Knowledge Bank Orientation.
Rating: 0

Section: Training

Subsection: External Training Calendar Schedule Programme

- 1: Process of Nominations.
Rating: 0
- 2: Taking confirmation from HOD.
Rating: 0
- 3: Displaying it on the Notice Board and informing it to Individual.
Rating: 0
- 4: Participants Attendance Verification.
Rating: 0

Section: Training

Subsection: Co ordinating with other Units

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

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

- 1: Preparing the Training Budget and its proper utilisation.

Rating: 0

Section: Training**Subsection:** Library Maintenance

- 1: Procurement of Books & Inventory.

Rating: 0

- 2: Maintaining of Issue Register with due dates.

Rating: 0

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

- 1: Selection from reputed Institutions.

Rating: 0

- 2: Budgeted Industrial Trainees.

Rating: 0

- 3: Fortnight Industrial Exposure Training Meetings.

Rating: 0

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

- 1: Authorisation as per the Policy.

Rating: 0

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

Rating: 0

- 3: Follow Up of Pending Gate Passes.

Rating: 0

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

- 1: Authorisation as per the Policy.

Rating: 0

Section: Security**Subsection:** Keys Register

- 1: Maintenance of Key Issue Register.

Rating: 0

- 2: Maintaining Duplicate Keys.

Rating: 0

Section: Security

Subsection: Movement Register

- 1: Maintaining Executive Movement Register.

Rating: 0

- 2: Maintaining of Staff Gate Passes.

Rating: 0

- 3: Maintaining Visitors Movement Register.

Rating: 0

Section: Security

Subsection: Vehicle Movement Register

- 1: Maintaining of Vehicle Movement Register.

Rating: 0

Section: Security

Subsection: Staff Cash Register

- 1: Maintaining Cash discrepancy Register.

Rating: 0

Section: Security

Subsection: Inward & Outward Register

- 1: Maintaining of Inward Material Register.

Rating: 0

- 2: Maintaining of Outward Material Register.

Rating: 0

Section: Security

Subsection: Internal Auditors Reports

- 1: Maintenance of Internal Audit Report Files and Replies.

Rating: 0

Section: Security

Subsection: Employee Grooming Check

- 1: Checking the Employee while Entry & Exit.

Rating: 0

Section: Security

Subsection: Briefing of the Guards

- 1: Daily Briefing to be taken by on duty Supervisor.

Rating: 0

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

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

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

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

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

- 1: First AID Team.
Rating: 0

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

- 1: To be kept in Engineering Department and in all Kitchens.
Rating: 0
- 2: Procurement of Medicines and maintaining of Registers.
Rating: 0

Section: Security**Subsection:** Security Induction

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

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

- 1: Checking of Expiry Date.
Rating: 0
- 2: Checking of Sprinklers.
Rating: 0
- 3: Checking of Smoke Detectors.
Rating: 0

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

- 1: Daily updation of Log Book.
Rating: 0
- 2: Log Book has to be sent to GM's Office for GM's Signature.
Rating: 0

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

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

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

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

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

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

- 2: Checking the material.
Rating: 0

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

- 1: Receiving the Item.
Rating: 0
- 2: Storing the Item.
Rating: 0
- 3: Maintaining the Lost Items Register.
Rating: 0

Section: Security**Subsection:** Staff Rotation

- 1: Staff Rotation.
Rating: 0

Section: Security**Subsection:** Security Guards

- 1: Grooming.
Rating: 0
- 2: Alert and activeness of guards @ post.
Rating: 0
- 3: Knowledge of the required posts deployed.
Rating: 0
- 4: Additional gear & equipment for posts like main road entrance /entry point of the hotel

etc.,

Rating: 0