

Audit Report for Audit ID - AU00152-1

VA-Statutory

Audit Score

51/100

Details

Audit	AU00152
Scheduled Audit	AU00152-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Human Resources
Checklist	VA-Statutory
Audit Type	External
Auditor	NAVEEN A
Start Date	09-06-2018
End Date	14-06-2018
Submitted Date	13-06-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	70
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPV VA-STATUTORY				
VA-STATUTORY		Jun 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Statutory and Insurance	51	-	-
Audit Score		● 51	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

Non-Compliance

Section: Statutory and Insurance

Subsection: License

1: Restaurant Licences **NC**

☒ No

Observation Text :

Only trade license available.

2: Laundry Licence **NC**

☒ No

Observation Text :

Not available.

3: Boarding & Lodging Licence **NC**

☒ No

Observation Text :

Only trade license available.

4: Building Completion Certificate / Structural stability certificate **NC**

☒ No

Observation Text :

Obtained in 18-Dec-15.

5: Approval from the Department of Tourism, Government of India. **NC**

☒ No

Observation Text :

Application for Renewal under process.

6: SIHRA - Association **NC**

☒ No

Observation Text :

Application for renewal under process

7: FHRAI (Federation of Hotel and Restaurant Association of India) **NC**

☒ No

Observation Text :

Application for renewal is under process.

8: Indian Performing Right Society Ltd. **NC**

☒ No

Observation Text :

Application for exemption is under process.

Section: Statutory and Insurance**Subsection:** Minimum Wages Act 1948

- 1: Form VI- Notices containing Minimum rate of wages
- NC**

☒ No

Observation Text :

Revised Minimum wages done for comparison with previous wages for all grades and submitted to accounts, but the copy not available for 2017 Minimum rate of wages to be displayed for employees, but the same not displayed Response- We are taking minimum wages approvals as per notices. G.O copy will be display by 20.06.2018

- 2: Name and Address of the Inspector
- NC**

☒ No

Observation Text :

Not displayed in the abstract Response- Will be display on or before 20.06.2018

- 3: Are the notices written in English and in Local language ?
- NC**

☒ No

Observation Text :

Local language not displayed. Response- Will be display on or before 20.06.2018

- 4: Are the aggregate of undisbursed wages deposited with prescribed authority ?
- NC**

☒ No

Attachments :

Book1_20180609_134111.xlsx

Observation Text :

The unit does not have the practice of transferring the unpaid salaries & wages(Rs.1.58 Lakhs), Bonus(Rs.1.92 Lakhs) and service charges(Rs.2.87 Lakhs) to AP Labour Welfare Fund Act, 1987 (Sec-8).

Section: Statutory and Insurance**Subsection:** Payment of Gratuity Act 1972

- 1: Form U-Display of the abstract of the act and rules
- NC**

☒ No

Observation Text :

Not displayed.

- 2: Whether the payment is made only by Cash or Demand draft as per the requirement of employee/ nominee/ legal heirs?-
- NC**

☒ No

Attachments :

Book1a_20180609_134154.xlsx

Observation Text :

As per Payment of Gratuity Act 1972, Sec.9, Sub-section-2 : Gratuity amount shall be paid within 30days from the date of relieving. An employer who contravenes, or

makes default in complying with, any of the provisions of this Act or any rule or order made there under shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both. Observation-In a solitary instance delay of 38days was observed in releasing the gratuity amount. Response- We sent Mr. Trinadhara gratuity calculations to concern authority on 28.12.2017. We got the check with date on 14.02.2018 and delay from the candidate to collect the cheque.

3: Whether a display of the Act and rules both in English and local language understood by majority of employees has been made at prominent places?- **NC**

☒ No

Observation Text :

Not displayed. Response- Will be display on or before 20.06.2018

Section: Statutory and Insurance

Subsection: Maternity Benefit ACT 1961

1: Form J-An abstract of Act and the provisions prominently displayed in the local language. **NC**

☒ No

Observation Text :

Only displayed in English. Response- Will be display on or before 20.06.2018

2: Form A-The particulars of all women workers from whom notice of confinement was received. **NC**

☒ No

Observation Text :

Not available Response- ESIC authority confirming the maternity leaves.

3: Form K, L, M & N-The particulars in respect of the preceding year before 31st January in every year. **NC**

☒ No

Observation Text :

Not available Response- No Cases in 16-17

4: The records kept under the provisions of the Act shall be preserved for a period of two years from the date of last entry.- **NC**

☒ No

Observation Text :

Not following the same, combined annual return not filed Response- No Cases in last two year not submitted

Section: Statutory and Insurance

Subsection: Profession Tax

1: Receipt-Whether receipts are all filed properly and within due date **NC**

☒ No

Observation Text :

Acknowledgement copies of Professional Tax amount paid for the year 17-18 were not available for verification.

Section: Statutory and Insurance

Subsection: Bonus Act

- 1: Form A-Computation of Allocable Surplus Register **NC**

☒ No

Observation Text :

Not available

- 2: Form B-Set On Set Off Register **NC**

☒ No

Observation Text :

Not available

Section: Statutory and Insurance

Subsection: Contract Labour Act

- 1: Form XIII-Register of Persons employed (Sec.75) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 2: Form XIV-Employment Card (Sec.76) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 3: Form XVI -Register of wages (Sec.78) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 4: Form XX -Register of Deductions for damage or loss (Sec.78) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 5: Form XXI -Register of Fines (Sec.78) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 6: Form XXII -Register of Advances (Sec.78) **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 7: Form XIX -Wage Slips (Sec.78) **NC**

☒ No

Observation Text :

- 8: Form VII **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 9: Form XXIV-Half yearly Return **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 10: Form XXVI / Form XVI-Muster Roll **NC**

☒ No

Observation Text :

- 11: Form XXVII-Wages **NC**

☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

- 12: Form XXVIII-Wage Slip **NC**

☒ No

Observation Text :

- 13: Display of the extract of the Act **NC**

☒ No

Observation Text :

Displayed only in English

- 14: Form XV-Service Certificate **NC**

☒ No

Observation Text :

Not available

Section: Statutory and Insurance

Subsection: Child Labour ACT 1986

1: Display of notice containing abstract of sections 3 and 14 Sec.3 PROHIBITION OF EMPLOYMENT OF CHILDREN Sec.14 Penalties.-(1) Whoever employs any child or permits any child to work in contravention of the provisions of section 3 shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees or with both. **NC**

☒ No

Observation Text :

Not displayed

Section: Statutory and Insurance

Subsection: Equal Remuneration ACT 1976

1: (1) Whether the remuneration are paid to the workers without any gender bias for the same work or work of a similar nature?- **NC**

☒ No

Attachments :

Book4_20180609_134643.xlsx

Observation Text :

Response- As special cases very few based on qualification and experience we are paying

Section: Statutory and Insurance

Subsection: Inter-State Migrant Workmen ACT 1979

1: Form I-Application for registration of establishments employing migrant workmen **NC**

☒ No

Observation Text :

2: Form II-Certificate of registration **NC**

☒ No

Observation Text :

3: Form III-Register of Establishments **NC**

☒ No

Observation Text :

4: Form IV-Application for Licence for Recruitment **NC**

☒ No

Observation Text :

5: Form V-Application for license of employment **NC**

☒ No

Observation Text :

6: Form VI-Form of certificate by principal employer **NC**

☒ No

Observation Text :

7: Form VII-Application for adjustment of Security Deposit **NC**

☒ No

Observation Text :

8: Form VIII-Office of Licensing Officer / Grant of license **NC**

☒ No

Observation Text :

9: Form IX-Application for Renewal of Licence **NC**

☒ No

Observation Text :

10: Form X - to be submitted by the-Name and address of the contractor, name and address of the sub-contractor, name and address of the establishment, name and address of the principal employer, name and address of the state in which the place of work is located, name of the state in which the recruitment is made **NC**

☒ No

Observation Text :

11: Form XI - Return to be sent by the contractor to the authorities -Name and address of the contractor, name and address of the sub-contractor, name and address of the establishment, name and address of the principal employer, name and address of the state in which the place of work is located, name of the state in which the recruitment is made **NC**

☒ No

Observation Text :

12: Form XXIII-Half yearly return - to be filed not later than 30 days from the close of the year **NC**

☒ No

Observation Text :

13: Form XII-Register of Contractors **NC**

☒ No

Observation Text :

14: Form XIII-Register of workmen employed by Contractor **NC**

☒ No

Observation Text :

15: Form XIV-Service Certificate **NC**

☒ No

Observation Text :

16: Form XV-Displacement and outward journey allowance sheet **NC**

☒ No

Observation Text :

17: Form XVI-Return Journey Allowance Register **NC**

☒ No

Observation Text :

18: Form XVII-Muster roll **NC**

☒ No

Observation Text :

19: Form XVIII-Register of wages **NC**

☒ No

Observation Text :

20: Form XIX-Register of deduction for damage or loss **NC**

☒ No

Observation Text :

21: Form XX-Register of Fines **NC**

☒ No

Observation Text :

22: Form XXI-Register of Advances **NC**

☒ No

Observation Text :

23: Form XXII-Register of Overtime **NC**

☒ No

Observation Text :

24: Form XXIII-Return 10 be sent by the Contractor to the Licensing Officer **NC**

☒ No

Observation Text :

25: Form XXIV-Annual return of Principal Employer to be sent to the Registering Officer.

NC

☒ No

Observation Text :

Section: Statutory and Insurance

Subsection: AP or TS Labour Welfare Board

1: Form E - Register of unpaid accumulations and fines **NC**

☒ No

Attachments :

Book1_20180609_134347.xlsx

Observation Text :

The unit does not have the practice of transferring the unpaid salaries & wages(Rs.1.58 Lakhs), Bonus(Rs.1.92 Lakhs) and service charges(Rs.2.87 Lakhs) to AP Labour Welfare Fund Act, 1987 (Sec-8)

Section: Statutory and Insurance

Subsection: AP or TS Shops and Establishment Act 1988

1: Food served after restaurant closing time ? (15 Mins grace time considered as per Shops and Establishments Act) **NC**

☒ No

Attachments :

Book2_20180609_134409.xlsx

Observation Text :

Response- Keeping view of the guest services we are serving the food

2: Employees worked for more than 8 Hrs in a day ? **NC**

☒ No

Attachments :

Book3_20180609_134423.xlsx

Observation Text :

Employees worked for more than 9 Hrs in a day (incl. Breaks), in 169 instances

3: Did the Employees work overtime for more than 6 hrs in a week as per the over time rules in shops and establishment ? **NC**

☒ No

Observation Text :

Employees worked Overtime beyond 6 Hrs

4: Did the Employees work without weekly off in a week ? **NC**

☒ No

5: Did the Female employees worked before 6 AM and after 8:30PM ? **NC**

☒ No

Attachments :

Book3a_20180609_134455.xlsx

Observation Text :

Verified for March & April Months, few female employees left late hours

6: Is the abstract displayed ? **NC**

☒ No

Observation Text :

Not displayed Response- Will be display on or before 20.06.2018

Chronic

No chronic issues found

Audit Questionnaire

Section: Statutory and Insurance

Subsection: License

1: Bar Licence For 24 Hrs / 12 hours

☒ Yes

Observation Text :

Valid till 2022

2: Restaurant Licences **NC**

☒ No

Observation Text :

Only trade license available.

3: Contract Labour license

☒ Yes

Observation Text :

Valid till 31-12-18

4: Laundry Licence **NC**

☒ No

Observation Text :

Not available.

5: Hair cutting Saloon with AC Licence ☒ Not Applicable

6: Boarding & Lodging Licence **NC**

☒ No

Observation Text :

Only trade license available.

7: Fire and Rescue Licence

☒ Yes

Observation Text :

Valid till 11-Jan-19

8: Licence to Work Lift ☒ Not Applicable

9: Registration under the Weights & Measures Act

☒ Yes

Observation Text :

05-09-2018, 11-09-2018 & 20-09-2018

10: Pollution control license

☒ Yes

Observation Text :

Application for renewal is under process.

11: Building Completion Certificate / Structural stability certificate **NC**

☒ No

Observation Text :

Obtained in 18-Dec-15.

12: Approval from the Department of Tourism, Government of India. **NC**

☒ No

Observation Text :

Application for Renewal under process.

13: TN Catering and establishment Act ☒ Not Applicable

14: Petroleum & Explosives safety organisation (PESO)

☒ Yes

Observation Text :

Valid till 31-12-18

15: FSSAI

☒ Yes

Observation Text :

valid till 14-7-18

16: Sanitary certificate for swimming facilities ☒ Not Applicable

17: Public resort license ☒ Not Applicable

18: SIHRA - Association **NC**

☒ No

Observation Text :

Application for renewal under process

19: FHRAI (Federation of Hotel and Restaurant Association of India) **NC**

☒ No

Observation Text :

Application for renewal is under process.

20: Indian Performing Right Society Ltd. **NC**

☒ No

Observation Text :

Application for exemption is under process.

Section: Statutory and Insurance

Subsection: Minimum Wages Act 1948

1: Form XVI-(1) Mode of payment shall be in cash or in kind (either wholly or partly) where it has been the custom.

☒ Yes

Observation Text :

online transfer (through bank)

2: Form XVI-(2) Wages shall be paid on a working day on the following days: On seventh of each month in which less than 1000 persons are employed.

☒ Yes

Observation Text :

Last day of every month

3: Form XVI- Before expiry of 10th day of wage period in case of other establishments

☒ Not Applicable

4: Form XVI-(3) Only deductions prescribed under the Act shall be recovered also subject to provision that the aggregate of deductions shall not exceed 75% of wages where the deductions include payments to cooperative society and 50% in any other case. ☒ Not Applicable

5: Form X-Wage register

☒ Yes

Observation Text :

Register available at Unit, not updated. Softcopy is available

6: Form XI- Wage slips

☒ Yes

Observation Text :

Automated generated.

7: Form IV- Overtime Register

☒ Yes

8: Form V- Muster roll

☒ Yes

9: Form I and II- Register of fines and deductions

☒ Yes

Observation Text :

Register available at Unit.Started from jan'18

10: Form III- Annual return to the Inspector

☒ Yes

Observation Text :

Return submitted.

11: Form III-Register of Advance

☒ Yes

Observation Text :

Register available and same to be updated

12: Register of Loss

☒ Yes

Observation Text :

Register available and same to be updated

13: Are all the registers preserved for a period of 3 years from the date of last entry?-

☒ Yes

Observation Text :

Sofycopy available

14: Form VI- Notices containing Minimum rate of wages **NC**

☒ No

Observation Text :

Revised Minimum wages done for comparison with previous wages for all grades and submitted to accounts, but the copy not available for 2017 Minimum rate of wages to be displayed for employees, but the same not displayed Response- We are taking minimum wages approvals as per notices. G.O copy will be display by 20.06.2018

15: Form IX- Extract of the Act

☒ Yes

Observation Text :

Displayed

16: Name and Address of the Inspector **NC**

☒ No

Observation Text :

Not displayed in the abstract Response- Will be display on or before 20.06.2018

17: Are the notices written in English and in Local language ? **NC**

☒ No

Observation Text :

Local language not displayed. Response- Will be display on or before 20.06.2018

18: Are the aggregate of undisbursed wages deposited with prescribed authority ? **NC**

☒ No

Attachments :

Book1_20180609_134111.xlsx

Observation Text :

The unit does not have the practice of transferring the unpaid salaries &

wages(Rs.1.58 Lakhs), Bonus(Rs.1.92 Lakhs) and service charges(Rs.2.87 Lakhs) to AP Labour Welfare Fund Act, 1987 (Sec-8).

Section: Statutory and Insurance

Subsection: ESI ACT 1948, Central 1950 & General Regulation 1950

1: Form O & 1-Whether an application to the Regional Office for registration within 15 days from the date of applicability has been made and the Employer's Code Number has been obtained?

☒ Yes

Observation Text :

Yes followed.

2: Form 1A-Whether the employees, family details are obtained in order to complete Form 1A?

☒ Yes

Observation Text :

At the time of joining Form 1A collected for all employees

3: Form 6-Register of employees insurance numbers

☒ Yes

Observation Text :

Soft copy available

4: Form 12-Accident Report

☒ Yes

Observation Text :

Available.

5: Form 11-Accident book

☒ Yes

Observation Text :

Available

6: Form 26-Whether the employer furnishes the details of the insured person who have abstained from work and claims benefit under ESI?

☒ Yes

Observation Text :

Yes followed

7: Report-In case of any serious accidents, whether a report is sent immediately to the nearest insurance medical officer and local office, and in other cases within 24 hours of accident?

☒ Yes

Observation Text :

Yes followed

8: Form 7-Register of Employees

☒ Yes

Observation Text :

Soft copy available

9: Monthly contributions-Are the contributions made within 21 days of calendar month in which the contributions fall due?

☒ Yes

Observation Text :

Paid within due date.

10: Monthly contributions-Has the employer paid an interest of 12% in the event of default in payment of contribution within the due date? ☒ Not Applicable11: "Monthly contributions-In the event of delay in payment of contribution by the employer, the following damages for Period of delay - Maximum rate of damages in % per annum of the amount due may be recovered: Monthly contributions-(i) less than 2 months 5% Monthly contributions-(ii) 2 months and above but less than 4 months 10% Monthly contributions-(iii) 4 months and above but less than 6 months 15% Monthly contributions-(iv) 6 months and above 25%" ☒ Not Applicable

12: Inspection Book-Whether an inspection book which has to be produced during inspection to the Inspector of the ESI Corporation been maintained?

☒ Yes

Observation Text :

Inspection book available, no remarks.

13: 'Does the employer receives the various details from employees as prescribed under Form 1 and enters it in the Declaration form? Are these forms submitted to the ESI office within 10 days from the receipt of information?

☒ Yes**Section: Statutory and Insurance****Subsection: EPF Scheme 1952**

1: Form 3A- Contribution Card to be prepared by the Employer

☒ Yes

Observation Text :

UAN has been generated by HR for all employees , Uploaded online

2: Form 5- Monthly Return on new members

☒ Yes

Observation Text :

Available and the same done

3: Form 10- Monthly Return on left members

☒ Yes

Observation Text :

Available and the same done

4: Inspection Report Note Book-

☒ Yes

Observation Text :

Available and no remarks

5: Whether both the Employees and Employer make contributions within 15 days of the close of every month by Bank Drafts?-

☒ Yes

Observation Text :

Payment made before 15th of every month

Section: Statutory and Insurance

Subsection: Payment of Gratuity Act 1972

1: Form A-Within 30 days from the date of applicability of Act

☒ Yes

Observation Text :

GR000004

2: Form B-Change of Name, address or nature of business, within 30 days of change.

☒ Not Applicable

3: Form C-Proposal to close business, within 60 days before intended closure. ☒ Not Applicable

4: Form D-Notice for excluding husband from family ☒ Not Applicable

5: Form E-Notice of withdrawal of notice for excluding husband from family ☒ Not Applicable

6: Form F-Nomination

☒ Yes

Observation Text :

Available

7: Form U-Display of the abstract of the act and rules **NC**

☒ No

Observation Text :

Not displayed.

8: Whether the payment is made only by Cash or Demand draft as per the requirement of employee/ nominee/ legal heirs?- **NC**

☒ No

Attachments :

Book1a_20180609_134154.xlsx

Observation Text :

As per Payment of Gratuity Act 1972, Sec.9, Sub-section-2 : Gratuity amount shall be paid within 30days from the date of relieving. An employer who contravenes, or makes default in complying with, any of the provisions of this Act or any rule or order made there under shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year, or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees, or with both. Observation-In a solitary instance delay of 38days was observed in releasing the gratuity amount. Response- We sent Mr. Trinadhara gratuity calculations to concern authority on 28.12.2017. We got the check with date on 14.02.2018 and delay from the candidate to collect the cheque.

9: Whether a display of the Act and rules both in English and local language understood by majority of employees has been made at prominent places?- **NC**

☒ No

Observation Text :

Not displayed. Response- Will be display on or before 20.06.2018

Section: Statutory and Insurance**Subsection:** Payment of Wages ACT 1936

1: Form XVI-(1) If the factory employs less than one thousand people, are the wages being paid before the expiry of the seventh day after the last day of the wage period?

☒ Yes

Observation Text :

Last day of every month.

2: Form I- Register for Fines

☒ Yes

Observation Text :

Register available at Unit, Started from Jan 18.

3: Form II- Register for deductions for Damage to loss of goods.

☒ Yes

Observation Text :

Register available at Unit, Started from Jan 18.

4: Form III- Register of Advances

☒ Yes

Observation Text :

Register available at Unit, Started from Jan 18.

5: Form IV- Annual Return to the Inspector

☒ Yes

Observation Text :

Under process.

6: Form VI- Register of Wages

☒ Yes

Observation Text :

Register available at Unit, not updated. Softcopy is available

7: Form VII- Notice to Inspector ☒ Not Applicable

8: Form V- Abstract of the Act

☒ Yes

Observation Text :

Displayed

Section: Statutory and Insurance

Subsection: Employment Exchanges ACT 1959

1: Rule 3-Notification to the prescribed Employment Exchanges of vacancies in the establishment shall be made by the Company from such dates as may be

☒ Yes

Observation Text :

available

2: Form ER-1 - unit 1-The Employer shall furnish to local employment exchange quarterly returns and biennial return within 30 days of due dates, namely 31st March, 30th June, 30th September and 31st December and biennial returns shall be furnished within 30 days of due date as notified in the Official Gazette.

☒ Yes

Observation Text :

available

3: Form ER-II - unit 1-Occupational return to be submitted to the Local Employment Exchanges once in two years.

☒ Yes

Observation Text :

available

Section: Statutory and Insurance

Subsection: Maternity Benefit ACT 1961

1: Cross verify with Form A, & Attendance Register & Payroll-(1) Whether any woman was employed in the establishment during the six weeks immediately following the day of her delivery or her miscarriage?

☒ Yes

Observation Text :

One employee on maternity leave

2: Form J-An abstract of Act and the provisions prominently displayed in the local language. **NC**

☒ No

Observation Text :

Only displayed in English. Response- Will be display on or before 20.06.2018

- 3: Form A-The particulars of all women workers from whom notice of confinement was received. **NC**

☒ No

Observation Text :

Not available Response- ESIC authority confirming the maternity leaves.

- 4: Form K, L, M & N-The particulars in respect of the preceding year before 31st January in every year. **NC**

☒ No

Observation Text :

Not available Response- No Cases in 16-17

- 5: The records kept under the provisions of the Act shall be preserved for a period of two years from the date of last entry.- **NC**

☒ No

Observation Text :

Not following the same, combined annual return not filed Response- No Cases in last two year not submitted

Section: Statutory and Insurance

Subsection: Profession Tax

- 1: Receipt-Whether receipts are all filed properly and within due date **NC**

☒ No

Observation Text :

Acknowledgement copies of Professional Tax amount paid for the year 17-18 were not available for verification.

- 2: Form I - Certificate of registration

☒ Yes

Observation Text :

Available

Section: Statutory and Insurance

Subsection: Bonus Act

- 1: Form A-Computation of Allocable Surplus Register **NC**

☒ No

Observation Text :

Not available

- 2: Form B-Set On Set Off Register **NC**

☒ No

Observation Text :

Not available

3: Form C-Details of Bonus Payments Register

☒ Yes

Observation Text :
followed

4: Form D-Annual Return to be filed within 30 days after the expiry of time limit specified in Sec 19.

☒ Yes

Observation Text :
Under process

5: Is the Bonus paid within 8 months from the close of accounting year ?

☒ Yes

6: Is there any agreement or settlement entered into between the employer and employees to pay annual Bonus linked with production or productivity in lieu of bonus based on profits payable under this Act? If 'Yes' such bonus shall not exceed 20% of the salary or wage earned by the employee during the relevant accounting year. ☒ Not Applicable

7: Is the minimum Bonus paid at 8.33% of salary or wage earned by employee or minimum wage as per Minimum wages act whichever is higher?

☒ Yes

Observation Text :
Same is followed

8: Where an employee has not completed 15 years of age, is the minimum Bonus paid at 8.33% of salary or wage earned by the employee or Rs.60 whichever is higher? ☒ Not Applicable

Section: Statutory and Insurance

Subsection: Contract Labour Act

1: Form VI -License

☒ Yes

2: Form IV

☒ Yes

Observation Text :
Available

3: Form XIII-Register of Persons employed (Sec.75) **NC**

☒ No

Observation Text :
The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

4: Form XIV-Employment Card (Sec.76) **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

5: Form XVI -Register of wages (Sec.78) **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

6: Form XX -Register of Deductions for damage or loss (Sec.78) **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

7: Form XXI -Register of Fines (Sec.78) **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

8: Form XXII -Register of Advances (Sec.78) **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

9: Form XIX -Wage Slips (Sec.78) **NC**☒ No

Observation Text :

10: Form VII **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

11: Form XXIV-Half yearly Return **NC**☒ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

12: Form XXVI / Form XVI-Muster Roll **NC**

☐ No

Observation Text :

13: Form XXVII-Wages **NC**

☐ No

Observation Text :

The unit does not have the practice of taking / compiling a "Compliance report" regarding the maintenance of the mentioned registers

14: Form XXVIII-Wage Slip **NC**

☐ No

Observation Text :

15: Display of the extract of the Act **NC**

☐ No

Observation Text :

Displayed only in English

16: Form XXIX

☐ Yes

17: Form VI- Holiday Register

☐ Yes

18: Form XV-Service Certificate **NC**

☐ No

Observation Text :

Not available

Section: Statutory and Insurance

Subsection: Child Labour ACT 1986

1: Display of notice containing abstract of sections 3 and 14 Sec.3 PROHIBITION OF EMPLOYMENT OF CHILDREN Sec.14 Penalties.-(1) Whoever employs any child or permits any child to work in contravention of the provisions of section 3 shall be punishable with imprisonment for a term which shall not be less than three months but which may extend to one year or with fine which shall not be less than ten thousand rupees but which may extend to twenty thousand rupees or with both. **NC**

☐ No

Observation Text :

Not displayed

Section: Statutory and Insurance

Subsection: Equal Remuneration ACT 1976

1: (1) Whether the remuneration are paid to the workers without any gender bias for the

same work or work of a similar nature?- **NC**

☐ No

Attachments :

Book4_20180609_134643.xlsx

Observation Text :

Response- As special cases very few based on qualification and experience we are paying

2: For the purpose of complying with the provisions of sub-section (1), was there any reduction in the rate of remuneration of any worker?- ☒ Not Applicable

3: Does the employer follow indiscrimination against women while recruiting for same work or work of similar nature, or in any condition of service subsequent to recruitment such as promotions, training or transfer etc.?-

☐ Yes

Observation Text :

Following the same.

4: Form D-Is the register of workers employed maintained?

☐ Yes

Observation Text :

Soft copy available

Section: Statutory and Insurance

Subsection: Inter-State Migrant Workmen ACT 1979

1: Form I-Application for registration of establishments employing migrant workmen **NC**

☐ No

Observation Text :

2: Form II-Certificate of registration **NC**

☐ No

Observation Text :

3: Form III-Register of Establishments **NC**

☐ No

Observation Text :

4: Form IV-Application for Licence for Recruitment **NC**

☐ No

Observation Text :

5: Form V-Application for license of employment **NC**

☐ No

Observation Text :

6: Form VI-Form of certificate by principal employer **NC**

☒ No

Observation Text :

7: Form VII-Application for adjustment of Security Deposit **NC**

☒ No

Observation Text :

8: Form VIII-Office of Licensing Officer / Grant of license **NC**

☒ No

Observation Text :

9: Form IX-Application for Renewal of Licence **NC**

☒ No

Observation Text :

10: Form X - to be submitted by the-Name and address of the contractor, name and address of the sub-contractor, name and address of the establishment,name and address of the principal employer, name and address of the state in which the place of work is located, name of the state in which the recruitment is made **NC**

☒ No

Observation Text :

11: Form XI - Return to be sent by the contractor to the authorities -Name and address of the contractor, name and address of the sub-contractor, name and address of the establishment,name and address of the principal employer, name and address of the state in which the place of work is located, name of the state in which the recruitment is made **NC**

☒ No

Observation Text :

12: Form XXIII-Half yearly return - to be filed not later than 30 days from the close of the year **NC**

☒ No

Observation Text :

13: Form XII-Register of Contractors **NC**

☒ No

Observation Text :

14: Form XIII-Register of workmen employed by Contractor **NC**

☒ No

Observation Text :

15: Form XIV-Service Certificate **NC**

☒ No

Observation Text :

16: Form XV-Displacement and outward journey allowance sheet **NC**

☒ No

Observation Text :

17: Form XVI-Return Journey Allowance Register **NC**

☒ No

Observation Text :

18: Form XVII-Muster roll **NC**

☒ No

Observation Text :

19: Form XVIII-Register of wages **NC**

☒ No

Observation Text :

20: Form XIX-Register of deduction for damage or loss **NC**

☒ No

Observation Text :

21: Form XX-Register of Fines **NC**

☒ No

Observation Text :

22: Form XXI-Register of Advances **NC**

☒ No

Observation Text :

23: Form XXII-Register of Overtime **NC**

☒ No

Observation Text :

24: Form XXIII-Return 10 be sent by the Contractor to the Licensing Officer **NC**

☒ No

Observation Text :

25: Form XXIV-Annual return of Principal Employer to be sent to the Registering Officer.

NC

☒ No

Observation Text :

Section: Statutory and Insurance**Subsection:** AP or TS Labour Welfare Board

- 1: Whether receipts are all filed properly and within due date

☒ Yes

Observation Text :

Filed

- 2: Form D - Register of Wages

☒ Yes

Observation Text :

Register available

- 3: Form E - Register of unpaid accumulations and fines **NC**

☒ No

Attachments :

Book1_20180609_134347.xlsx

Observation Text :

The unit does not have the practice of transferring the unpaid salaries & wages(Rs.1.58 Lakhs), Bonus(Rs.1.92 Lakhs) and service charges(Rs.2.87 Lakhs) to AP Labour Welfare Fund Act, 1987 (Sec-8)

- 4: Form F - (See Rule 6) Statement regarding contribution.

☒ Yes

Observation Text :

Followed

Section: Statutory and Insurance**Subsection:** AP or TS Shops and Establishment Act 1988

- 1: Display of Notice -Company Name Board both English-40% and Vernacular languages-60%, to be displayed in the entrance of the Premises.

☒ Yes

- 2: Form II - Copy of Registration

☒ Yes

Observation Text :

Valid till 31-3-19

- 3: Form XIII - Register Of Wages

☒ Yes

Observation Text :

Soft copy available

- 4: FormXXVII - Return for the month of March/June/September/December

☒ Yes

Observation Text :

Under process

5: Form XXVI - Letter Of Appointment

☒ Yes

Observation Text :

Hard copy given to employees

6: Form XXIV - Notice Of Weekly Holiday

☒ Yes

Observation Text :

List updated.

7: Form XII - Register Of Advance

☒ Yes

Observation Text :

Maintained

8: Form XI - Register Of Deductions

☒ Yes

Observation Text :

Maintained

9: Form XXII - Register Of Employment

☒ Yes

Observation Text :

Maintained

10: Form X - Register Of Fines

☒ Yes

Observation Text :

Maintained

11: Form XXV - Register Of Leave

☒ Yes

Observation Text :

Soft copy available

12: Food served after restaurant closing time ? (15 Mins grace time considered as per Shops and Establishments Act) **NC**

☒ No

Attachments :

Book2_20180609_134409.xlsx

Observation Text :

Response- Keeping view of the guest services we are serving the food

13: Employees worked for more than 8 Hrs in a day ? **NC**

☐ No

Attachments :

Book3_20180609_134423.xlsx

Observation Text :

Employees worked for more than 9 Hrs in a day (incl. Breaks), in 169 instances

14: Did the Employees work overtime for more than 6 hrs in a week as per the over time rules in shops and establishment ? **NC**

☐ No

Observation Text :

Employees worked Overtime beyond 6 Hrs

15: Did the Employees work without weekly off in a week ? **NC**

☐ No

16: Did the Female employees worked before 6 AM and after 8:30PM ? **NC**

☐ No

Attachments :

Book3a_20180609_134455.xlsx

Observation Text :

Verified for March & April Months, few female employees left late hours

17: Is overtime payed to the employees at a double rate ? ☒ Not Applicable

18: Is the abstract displayed ? **NC**

☐ No

Observation Text :

Not displayed Response- Will be display on or before 20.06.2018