

Audit Report for Audit ID - AU00230-1

VA-HR Routine


Audit Score

76/100

Details

Audit	AU00230
Scheduled Audit	AU00230-1
Location	Chennai
Hotel	GreenPark Hotel- GPC
Department	Human Resources
Checklist	VA-HR Routine
Audit Type	External
Auditor	Venkat Associates
Start Date	01-10-2018
End Date	05-10-2018
Submitted Date	08-10-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	2
Chronic Issues	0

Comparison

GREENPARK HOTEL- GPC VA-HR ROUTINE				
VA-HR ROUTINE		Oct 2018	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	HR Functions	76	-	-
Audit Score		 76	-	-

	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 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: 1

Observation Text :

We were informed that the unit is following the practice of statutory compliance checking of contractor but documentation of the same is not available with the unit to validate it.

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

Rating: 5

Attachments :

QUE20_DOC_20181005_122555.xlsx

Observation Text :

The personnel had even worked continuously for 7 & 5 shifts without a break in 2 and 4 instances respectively

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

2: Whether the license of the contractor is received and documented by the unit and is up to date?

Rating: 9

3: Whether the abstract of the act is displayed

Rating: 9

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

Rating: 9

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: 1

Observation Text :

We were informed that the unit is following the practice of statutory compliance checking of contractor but documentation of the same is not available with the unit to validate it.

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: 8

Attachments :

QUE18_DOC_20181005_122506.xlsx

Observation Text :

Delay in submission of PF and ESI was observed in 2 months - Citizen

7: Whether agreed manpower provided by the contractors?

Rating: 8

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

Rating: 5

Attachments :

QUE20_DOC_20181005_122555.xlsx

Observation Text :

The personnel had even worked continuously for 7 & 5 shifts without a break in 2 and 4 instances respectively

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

Rating: 9

10: In case of discrepancies, whether approvals are taken and documented?

Rating: 9