

Standard format of Weekly Audit Report- Dept & Jobwork Attendance.ver3.xlsx

Admin Audit -weekly Report – Attendance of Dept & Job work & Weekly vouchers

From date 12-01-2023

To date 18-01-2023

Note: 1. Tick with green indicating SOP is followed. 2. Mark x in red indicating corrections required by site. 3. Mark xx in red in case of default and re-training is required. 4. Mark xxx in red if SOP is not implemented. 5. Mark NA in green if not applicable.

S No	Description	Rating													
		GVRC	GVDC	GV1	NRK	BRGV	MCMET	GHT	MGA	GVSH	GMR	MPL	SOV	NGH	AGH
1	Attendance of Turnkey contractors.	✓	✓	NA	NA	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
2	Sending Job work sheets to Viber Audit group by 12 noon.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
3	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
4	Preparation of job work sheets by engineers.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
5	Any remarks in site by way of virtual tour.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
6	Data entry of attendance on daily basis.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
7	Daily certification of labour attendance pinious.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
8	Timely approval of Annexure A/ Job work sheets by MD/ Partner.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
9	Dept. work within limits.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
10	Job work within limits.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
11	Preparation of Attendance vouchers.	✓	✓	✓	✓	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA
Remarks / Suggestions															
1	GMR & GVRC site are sending delay in daily in attendance Viber Group. send tags are														
2															
3															
4															
5															
6															
7															
8															
9															
10															

