

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

From date 19-01-2023
To date 25-01-2023

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	GV 1	NRK	BRGV	MCMET	GHT	MGA	GVSH	GMR	MPL	SOV	NGH	AGH	Serene	
1	Attendance of Turnkey contractors.	✓	✓	NA	✓	✓	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	✓	✓	✓	✗	✓	✓	✓	✓	✓	
4	Preparation of job work sheets by engineers.	✗	✓	✓	✓	✓	NA	✓	✓	✓	NA	✓	✓	✓	✓	✓	
5	Any remarks in site by way of virtual tour.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
6	Data entry of attendance on daily basis.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
7	Daily certification of labour attendance printouts.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
8	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
9	Dept work within limits.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10	Job work within limits.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11	Preparation of Attendance vouchers.	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Remarks / Sugelions																	
1	GVRC, GMR sites they are not sending in time for daily Jobwork & Dept Workers details.																
2	GVRC & GMR sites preparation at Dept & Serene Voucher, are in progress.																
3	GVRC & GMR sites they are sending Jobwork details in Viber Group 1 site.																
4																	
5																	
6																	
7																	
8																	
9																	
10																	

VERIFIED BY

02 FEB 2023

VANAM RAVI
ADMIN.MANAGER (AUDIT)