

Admin Audit- weekly Report - Attendance of Dept & Job work & Weekly vouchers
 From date 05-01-2023
 To date 11-01-2023

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	GVRC	GVDC	GV 1	NRK	BRGV	MCMET	GHT	MGA	GVSH	GMR	MPL	SOV	NGH	AGH	Serene
1	Attendance of Turkey contractors.	✓	NA	NA	NA	✓	NA	✓	NA	NA	✓	✓	✓	✓	NA	NA
2	Sending Job work sheets to Viber Audit group by 12 noon.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
3	Sending Dept & job work daily labour details to Viber Audit group by 12 noon.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
4	Preparation of job work sheets by engineers.	✓	✓	✓	✓	✓	✓	✓	NA	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.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
7	Daily certification of labour attendance printouts.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
8	Timely approval of Annexure A / Job work sheets by MD / Partner.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
9	Dept work within limits.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
10	Job work within limits.	✓	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
11	Preparation of Attendance vouchers.	NA	✓	✓	✓	✓	✓	✓	NA	NA	✓	✓	✓	✓	✓	NA
Remarks / Suggestions																
1	Preparation of Jobwork sheet GVRC, GNE & MPL are followed.															
2	Dept & Jobwork vouchers also followed properly by GNE, GMR, MPL. explained to lady engineers & concerned Engineer.															
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VERIFIED BY
 02 FEB 2023
 VANAM RAVI
 ADMIN.MANAGER (AUDIT)