

DefusIR Solutions

Your Confidence in **HR** Matters

Name of the Establishment:

Nature of the Industry:

Name of the HR Manager:

HR Audit Checklist

SI No	Areas audited	Yes	No	Remarks
	Joining Formalities			
1	Updated Job Description			
2	Approved Manpower Request			
3	Resume of the candidate/employee			
4	Interview assessment/ evidences of evaluation			
5	Endorsement by HOD for appointment			
6	Offer letter/ Appointment Order with acceptance			
7	Joining Reports supported by certificates of qualification & Experience			
8	Proof of Identity of employee			
9	Address proof			
10	Form 11 of the EPF			
11	Acknowledgement of Standing Order/ Employee Handbook			
12	Evidences of Induction			
13	Lap Top/ Mobile Phone acknowledgement			
14	Form F of Payment of Gratuity Act			
	Training and Development			
1	Training Need Analysis/ Training request from HOD			
2	Training Calendar			
3	Training Attendance sheet			
4	Evidences of Deviations from Training Plans			
5	Training Feedback forms			
6	Training Effectiveness Report			
7	Action taken on Training Effectiveness Report			
	Confirmation			
1	Confirmation advice			
2	Performance appraisal			
3	Communication of confirmation/ probation extension/ termination			
	Performance appraisal			
1	Evidences of appraisal			
2	Communication of appraisal to employee			
3	Evidences of action taken based on evaluation reports, viz, Promotion/ Demotion/ Warning/ Termination			
4	Salary Increment letter			

	Employee Resignation			
1	Resignation letter			
2	Resignation letter acceptance			
3	Hand over note			
4	Service certificate/ relieving order			
5	Full and Final Settlement			
6	Evidences of denial of employee access			
7	Employee exit in PF Portal			
8	Payment of Gratuity			
	Employee Relations			
1	Grievance Committee			
2	Minutes/ Proceedings of Grievance Committee			
3	Committee for POSH at Workplace			
4	Minutes/ Proceedings of POSH at Workplace Committee			
5	Trade Unions			
6	Minutes/ Proceedings of meeting with trade union			
7	Safety Committee			
8	Minutes/ Proceedings of Safety Committee			
9	Welfare Committee			
10	Minutes/ Proceedings of Welfare Committee			
11	Instances of dismissal			
12	Evidences to show that principles of natural justice followed			
	Compliances of Labour Law			
1	Updated RC under relevant Act			
2	Registration of employees under ESI			
3	Registration of employees under EPF			
4	Registration of employees under other Funds			
5	Minimum Wages compliance			
6	Timely payment of Salary			
7	Timely payment of ESI, EPF and other Funds			
8	Payment of Bonus			
9	Leaves admissible as per Factories Act/ Shops Act.....			
10	Allowing Holidays as per relevant Act			
11	Payment of Gratuity			
12	Maternity Leave			
13	Payment of medical bonus under Maternity Benefit Act			
14	Whether any employee has been suspended or not?			
15	If Yes, whether Subsistence allowance has been paid or not			
16	Applicability of Contract Labour (Regulation and Abolition) Act			
17	Applicability of Interstate Migrant Workmen.....Act			
18	Enforcement of Apprentice Act			
19	Trainees without following the relevant Acts			
20	Does there exist different treatment for employment, promotion, salary, based on sex?			
21	Registers for recording attendance, salary disbursement and visit book for inspectors under various Labour enactments			
22	Abstracts of various Acts			
	Observations after One to One meeting with employees			
1	Are the employees aware of the Organisational Goals?			
2	Are the employees aware of the Departmental Goals?			

3	Are the employees aware of their rights under various Acts?			
4	Are the employees happy with their career growth?			
5	Are the employees happy with the pay and perks?			
6	Do the employees feel free to approach their RO/ HR?			

I have personally verified the books, records and returns of the establishment and the information furnished above are based on the same. I have also talked to a sample employees drawn by myself and the observations noted are based on that one to one interview.

The detailed Audit Report will follow.

Date:

Name & Signature of Auditor

Defunct