



# AMALA INSTITUTE OF MEDICAL SCIENCES

(An undertaking of Amala Cancer Hospital Society)  
Amala Nagar, Thrissur District, Kerala State, India - 680 555

## INTERNAL AUDIT DEPARTMENT

### INTERNAL AUDIT PROGRAM - REMUNERATION SYSTEM

Name of Division: Medical college Month: April '25 Frequency: Monthly

#### Analysis of Key Payroll Figures

Particulars	Current Month	Previous Month	Variance	Var %	Audit Observation	Action Taken
Gross Salary - Doctors	44,025,492	43,891,710	133,782	0%	Contract renewal without increment - 4 & with increment -3, salary increment with effect from April,2025, Resignation - 5, new joining - 13 & Impact of LOP in Gross Salary & Change in VDA & Incentive for gastro & radiodiagnosis doctors will be paid from Hospital.	
Gross Salary - Staff	3,162,392	3,039,705	122,687	4%	Increment -2, Weightage increment for employees with effect from April, Deposit discontinued - 2, Change from Trainee to Staff - 2, Resignation - 1, New Joining - 0 & Impact of LOP in Gross Salary & Change in VDA.	
Gross Stipend	607,668	688,351	(80,683)	-12%	New joining - 0, , Resignation - 2, Transfer from trainee to staff - 2	
Gross Honorarium	84,640	83,690	950	1%	Weightage increased for 3 employees	
Gross Professional Fee	397,631	397,631		0%	Professional Fee remained consistent.	
Incentives	9,168,284	11,476,550	(2,308,266)	-20%	Incentive for Radiodiagnosis & Gastro doctors paid from Hospital	
TDS Deduction	5,991,808	7,844,658	(1,852,850)	-24%	As per TDS calculation sheet	
PF Deduction	145,470	145,440	30	0%		
ESI Deduction	4,295	4,631	(336)	-7%		

#### Analysis of Staff Numbers

Particulars	Last Month End	Current Month Addition	Last Month Separation	Current Month End	As per Payroll	Variance	Audit Observation	Action Taken
Staff	337	19	2	354	354			
Trainees	41		5	36	36			
Honorary Staff	4			4	4			
Professionals	3			3	3			



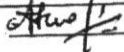
#### Verification of Payroll Supporting

Particulars	Amount as per Payroll	Amount as per Support.	Variance	Var %	Audit Observation	Action Taken
Incentives	9,168,284	9,168,284		0%	During the Processing phase, Incentive data had not been entered. Five doctors amount entered was wrong.	Notified Siljo and corrected accordingly.
Other Pay	199,082	199,082		0%		

Changes done in Payroll (other than corrections pointed out by Internal Audit)	No	
Report issues faced from Payroll team in resolving Audit Observations	Yes	Incentives, Professional Tax, Electricity were not entered during initial salary processing.
Verifications done based on Documents not signed by Director / Principal	Yes	Incentives calculation sheet, Evening OP - Staff.
Verifications done based on Documents not signed by H.R. Manager	Yes	
Verifications not done properly due to Insufficient Supporting Documents	No	
Verifications not done properly due to Non-availability of Supporting Documents	No	
Verifications not done properly due to Non-availability of System Reports	No	

**Major issues identified in Verification of Payroll**

Audit Observation	Action Taken
1. Errors noticed in the supportings given by HR dept.	Notified Sreya
2. Delay in providing signed supporting documents, some are provided after Salary payment processing	Incentives sheet, Evening OP sheet
3. Staff HR / Doctor HR not providing Checklist to ensure complete and timely handover of supporting documents	
4. Incentives sheet are not providing on time.	Notified Sreya and corrected accordingly.
5. One particular issue needs to be discussed with multiple HR staff and followed up since there is no Senior Person responsible for entire Payroll	
6. Verification by Senior Person in H.R. before forwarding to Internal Audit is not done.	
7. The signed Office Order contained a mistake.	

Payroll Verified by: Athira.P.S Signature:  Date: 30.04.2025

**Verification of Attendance, Leave & Acquittance Register**

Verification Done	Verified (Yes / No)	Audit Observation	Action Taken
Worked Days (based on LOP & Non-ESI M.L as per Attendance Register)	Yes		
Worked Days (based on ESI Leave & ESI M.L as per Attendance Register)	Yes		
Worked Days (based on eligible Casual Leave, Earned Leave, Special Leave, etc.)	Yes		
Weekly Off / Holiday Pay Eligibility (based on no. of days worked in prior week)	Yes		
Holiday Wage (based on sign on Holidays in Attend. Register with Holiday List)	Yes		
Holiday Wage (based on Punching Report with Holiday List)	No		
Signature on Holidays in Attendance Register (with Holiday List)	Yes		
Employee No. mentioned in Attendance Register (to avoid same name issues)	Yes		
Payroll Division name mentioned in Attendance Register	Yes		
Corrections / overwriting in Attendance Register	Yes		
Blank columns in Attendance Register (since staff didn't sign even though they worked)	Yes	Errors identified in case of 2 staff; Eg: Dr.Rupesh George (30 days as in Payroll instead 24 blank column in Register) Dr.Salini S (30 days as in Payroll instead 30 blank column in Register)	Informed & Corrected by Ms.Sreya
Blank columns in Attendance Register (due to leave details not filled up by H.R.)	Yes	Errors identified in case of 14 staff; Eg: Dr.Leenus Jacob (30 days as in Payroll instead 5 blank column in Register) Dr.Alvin BABu (30 days as in Payroll instead 8 blank column in Register)	Informed & Corrected by Ms.Sreya
Employees in Payroll, but Name / Sign not available in Attendance Register	Yes		
Salary processed in Payroll, but on LOP, ESI L, ESI ML as per Attendance Register	Yes		
Employees in Attendance Register, but Name not available in Payroll	Yes		



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