

SAMPLE LOG

Audit-Ready HR Service Books & Procurement System

Kerala State Pollution Control Board

CHAIN OF CUSTODY

AUDIT READY

REC/EST/2026 · VERIFIED

HR SERVICE BOOKS

AUDIT READINESS

INVENTORY TRACKING

TA CLAIM PROCESSING

01 – THE ASSIGNMENT

Paperwork an inspector could pick up without warning

Managed employee service books for 50+ staff and the laboratory inventory register, kept procurement documentation complete and traceable, and reworked how travel allowance claims moved from submission to reimbursement — so every record stood ready for audit at any time, not just before one.

SERVICE BOOKS 50+ Employee service books maintained and kept current	LAB INVENTORY 50+ Laboratory items tracked against procurement records	TA TURNAROUND 100% Faster turnaround achieved on TA claim processing
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02 — AREAS OF RESPONSIBILITY

Four registers, kept in step with each other

Register I

HR Service Books

Maintained individual service books for 50+ staff — leave records, increments, and service entries kept current and ready for inspection at any time.

Register II

Audit Readiness

Kept registers, files, and procurement records indexed and cross-referenced, so an audit query could be answered without a scramble for paperwork.

Register III

Inventory Tracking

Tracked 50+ laboratory items through the asset and stock register, matching every entry to its purchase and procurement record.

Register IV

TA Claim Processing

Reworked how travel allowance claims moved from submission to reimbursement, improving turnaround time by 100%.

03 — WHAT AUDIT-READY MEANS

Four registers, one standard held across all of them

- [✓] **Every service book current** — increments, leave, and postings entered as they happened, not backfilled before inspection.
- [✓] **Every asset logged against its purchase order** — the inventory register and procurement file always told the same story.
- [✓] **Every register cross-referenced** — a query on one file could be traced through to the related record without delay.
- [✓] **Every claim processed on schedule** — travel allowance reimbursements moving on a faster, predictable timeline.

04 – ON FILE

Records kept current, not caught up

Service books, inventory, procurement, and TA claims — four registers for the Kerala State Pollution Control Board, held to one standard: accurate as of today, and ready for review on any day.

- HR SERVICE BOOKS
- AUDIT READINESS
- INVENTORY TRACKING
- TA CLAIM PROCESSING

