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Workforce Consulting™
Empowered by Clients Satisfaction



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About Us

Workforce Consulting is a leading Labour Law Consulting firm with PAN India reach. The company has a strong reputation in providing high-quality consultancy on complex Labour Law Regulations enforced by central and state government such as the ESIC Act, EPF Act, Contract Labour Act, Factory Act etc. Keeping pace with the ever increasing changes in the Central and State Labour Laws, we always ensure that we execute challenging work for a diverse client base, including medium and small enterprises, financial institutions, non-profit organizations and multinational organizations. Workforce Consulting operates as one team, sharing an extraordinary culture of a deep client relationship at its core.

Knowing the fact that compliances are an integral part of Payroll Management and that the vast array of Labour Laws in India makes, timely compliance a complex issue, Workforce Consulting also provides comprehensive Payroll Process Outsourcing Services and provide compliance services in category of Pre- Payroll Compliance, Payroll Compliance and Post- Payroll Compliance.

Our Payroll Outsourcing services go beyond merely focusing on mathematical calculations of EPF, ESI, LWF and TDS to a deeper understanding of Labour Laws which are an essential part of the Indian Payroll System.

Our Vision

At the heart of Workforce consulting our Vision is - **To be the company understanding and satisfying the consumer needs in addition to delivering resultants while reinforcing our values.**

Our Mission

The mission we adhere to at WORKFORCE - **To work with integrity and focus on customer satisfaction to enhance the trust conveyed by our Quality Service and Ingenuity.**



Our People and Culture

We firmly believe that the company's success depends on nurturing of individual talent and assisting employees to flourish their talent. We recruit top talent with a focus on diversity and incorporation forming a workplace enhancing individual talents at its best. As we believe that the heart of our success depends on our professionals we aim to maximize individual potential, increase commercial effectiveness, strengthen the work culture, expand professional opportunities, build up team spirit and help them contribute positively to the work environment. Our Team functions as a trusted partner to our clients ensuring quality proof results.

Our Values

"We are judged by how we act - our reputation is upheld by how we live up to our core values honesty, integrity, quality Service and ingenuity for our consumers." As the dictum states we at WORKFORCE believe that values are the foundation for a successful organization and follow them in an ethical manner.

Integrity

We at WORKFORCE believe that integrity connotes strength and stability, taking the high road by practicing the highest business ethics standards with honesty and accountability.

Trust

We emphasize on Trust: for it is mutual trust, even more than mutual interest that holds human associations together.

Quality Service

We aim at providing services adhering to high level of excellence, passion and resultants surpassing expectations.

Ingenuity

We adopt new ways that are truly innovative yet practical to resolve problems, always wanting to push back the limits of our capabilities with assistance of our experience and technology.

Why choose workforce consulting?

At Workforce we believe that every consumer is unique, every project is different. Our professionals go beyond the expectations to manifest long-term relationship and values for our client's organization.

> Extensive experience

At Workforce we have an extensive experience and knowledge required to advice on the sensitive issues of Labour Law compliance to fulfill client's individual requirements.

> Teams

Workforce Consulting service team include specialists in ESIC Act, EPF Act, and Factories Act. Some of these are retired government officials from respective departments and leading & senior service law advocates.

> Customer Satisfaction

Customer Satisfaction is our top priority, we treat clients as our Business Partners, focusing towards being more than simply a service provider and responding proactively to the clients' current and future requirements.

> Tailored solutions

Our Consulting and Payroll Outsourcing Team is very well equipped to cater to special tailored services to meet our clients' needs and budget.

> Allocation of resources

Our Consulting and Payroll Outsourcing Team is very well equipped to cater to special tailored services to meet our clients' needs and budget.

> Relationship Building

At WORKFORCE we work to develop relationships and trust with a concept that our team is the client's team, at both the operational and managerial levels, making it very approachable under any circumstances.

Our Services

With a formidable reputation in Indian Labour Law Compliances and comprehensive Payroll Process Outsourcing, Workforce Consulting offers a range of consulting services to an extensive national client base. .



“Empowered
by Clients
Satisfaction”



**Think
Compliance,
Think
Workforce!**

Indian Labour Law Compliance

Our repertoire of consulting competencies begins with educating employers about Labour Law regulations, to familiarize them with their obligations, responsibilities of compliance and protecting themselves against related litigation, which could prove to be an unbearably costly affair. We proffer to ensure that your business is up-to-date with changes in the Central and State Labour Laws and guarantees professional and knowledgeable representation. This entails that your staff will receive continuous guidance ensuring your company's labour law practices are consistent with all applicable Labour Laws. Most importantly, you will have a voice representing "you" in the event a Labour Inspector or Enforcement officer comes to visit your establishment.

With years of experience and a dedicated team of highly competent, proficient and qualified consulting professionals and associates, having rich and varied experience in these fields, Workforce Consulting assists in the areas of Statutory Obligations, Registrations & Licenses under Indian Labour Laws, Structuring of Compliance Module of Labour Laws Requirement for New / Start-up Companies. Our complete range of services includes:

Labour Law Compliance - Outsourcing (Record Maintenance/Management)

Non Compliance of Labour Laws not only invites legal actions by way of penalty, imprisonment, etc. but also causes a loss of reputation for the companies. At Workforce consulting, we proffer specialized and professionally managed Labour Law Compliance Outsourcing facility to our clients. Our industry specific customized service follows a Service Level agreement (SLA) based approach. Services that we undertake are:

- Registration and Licensing for all applicable Labour Laws (New licenses & Renewal both)
- Assessment of periodical liabilities; preparation and submission of challans (PF, ESIC, LWF, PT, etc.) & depositing of payments with the respective department under the prescribed legislations
- Preparation and filing of returns (monthly/ quarterly/ half Yearly / annual) & forms as applicable under the prescribed legislations
- Preparation and maintenance of records, statutory registers & forms under the prescribed legislations
- Periodical updates about any Amendments/ Notifications/Circulars/ Judicial decisions on Central & state Labour Law compliances to the clients
- Correspondence and liaising with departments falling under the prescribed legislations
- Attending to enforcement officials while inspection of records
- Replying to & satisfying show cause notices issued under the prescribed legislations
- Attending and resolving the queries & audit gaps related to the Labour Law compliance by the Chartered Accountants in Internal or Statutory Income Tax Audit
- Providing consultancy on the employment documents, HR manuals and policies. Also advice on the different aspect of employee and workmen's employment like leaves, working hours, holidays etc.
- Assistance to employers on employees in EPF withdrawals, Transfers; issuance / renewal of ESI Card; claiming various available benefits such as ESI, maternity Benefits etc.

Labour Law Compliance - Consulting / Advisory

We are very well equipped to deliver advisory services on Labour Law compliance to companies.

Assistance provided for Labour Law Compliance-

- Advice on requirement and procedure of registration and licensing for all applicable Labour Laws (New licenses' & Renewal both)
- Advice on assessment of the periodical liabilities and preparation of challans (PF, ESIC, LWF, PT, etc.)
- Advice on Preparation and Submission of (Monthly/ Quarterly/ Half Yearly / Annual) Returns & Forms
- Advice /guidance on maintenance of records, statutory registers & forms under the prescribed legislations
- Periodical updates for A m e n d m e n t s / Notifications/ Circulars/ Judicial decisions on Central & state Labour Law compliances
- Correspondence and Liaising with departments whenever required
- Attending Enforcement Officials while inspection of records
- Replying to the show cause notices issued and appearing before the concerned authorities on behalf of the clients in Show Cause Proceedings
- Advice on the queries & Audit Gapes related to the labour law compliance by the Chartered Accountants in Internal or Statutory Income Tax Audit
- Providing consultancy on the employment documents, HR Manuals and policies. Also providing advice on the different aspects of employee and workmen's employment such as leaves, working hours, holidays etc.
- Assistance to employers on employees in EPF withdrawals, Transfers; issuance / renewal of ESI Card; claiming various available benefits such as ESI, maternity Benefits etc.
- Assisting in provision of support for implementation of an effective compliance system

Labour Law Compliance - Start-up (Registration & Compliance)

We assist in the Labour Law compliance and registration related services for the new or start-up establishment of business, subsidiary, branch office or manufacturing unit. The details of various services are:

- **Consulting:**
Consultation for Labour law compliance requirements and approval strategy
- **Registration and Licensing:**
Assistance in the registration and licensing process applicable to Labour Laws
- **Post-submission Follow-ups:**
Periodical follow-ups with the Licensing body to eliminate delays in issuance of Licenses'
- **Liaising and Correspondence:**
Assistance in liaising and correspondence with the concerned Departments and Officials
- **Drafting Services:**
Services for drafting documents rendering to Specific documents like Industrial standing Order, Confidentiality & Non-disclosure Agreement, HR Manuals & Policies and Employment related documents like Offer Letters, Appointment Letter, Code of Conduct, etc.

Labour Law Compliance - Audit

In every Labour Law the Principal Employer is accountable for the non compliance whether we take EPF, ESIC, Contract Labour Act, Bonus etc. The Objective of Labour Law Compliance Audit- is to ensure that all contractors and vendors are following the Labour Law compliance. Hence in future whenever any departmental inspection or audit takes place, it must not create problems for the principal employer. There are many international buyers who must ensure that their vendors and suppliers are following the best practices of Human Rights and the standards laid by International Labour organization (ILO).

The following are different kinds of audits which are conducted to make sure that the contractor, vendor etc. are following the Labour Laws:

- **Indian Labour Law Audit**

Suitable for Employers or organizations who want to evaluate the level to Labour Law compliance at their Branch or Unit, Vendors or Suppliers , Contractors , Sub- Contractors, Outsource service providers like Security, Housekeeping, Maintenance, IT, Transport, Gardening, Cafeteria, etc.

- **Social Accountability Audit (SA 8000)**

Primarily required by Exports house or manufacturing units conducting Job-work for the international buyers.

- **Special Audits**

These audits are conducted as per customisation to a company's own code of conduct.

Audit is conducted in three stages: Pre-Audit, Audit, and Post-Audit. Post audit an audit report is generated which is further submitted to the management helping them in identifying their compliance position, gap- analysis and potential liability of the deviation.



Labour
Law



**Think
Payroll
Think
Workforce!**

Payroll Process Outsourcing

The concern for cost reduction has become a major factor resulting in the significant growth of outsourcing Payroll and enhancing the existing outsourcing functions by numerous organisations. Payroll process outsourcing has great benefits over administrating it in-house.

> The Benefits of Payroll Outsourcing

- Reliable and continuous service
- Reduction in operating cost
- Accurate and timely handling of legislative requirements
- Maximum attention can be diverted for growth of business
- Flexible Delivery on time with accuracy
- Enhanced management information for better productivity
- Focus on improving ongoing processes
- Cost saving in terms of hardware and software

How does it work?

In payroll process outsourcing, client and workforce contribute together to get the desired payroll process.

> Client's contribution

- To provide information such as; attendance, leave records, changes in pay, status, etc.
- To record accounting entries and bank transactions based on Information provided by us

> WORKFORCE'S contribution

- To process and run payroll calculations
- To provide reports such as: payroll overview, analysis on request, bank transfer forms and statistical reports
- TO do legislative paper-work such as: returns with relevant government authorities like labour and income tax departments
- To assist during audits for payroll related matters such as; ESIC, EPF, Labour department, internal/ statutory auditors
- To answer the queries of client and their employees

Advantages of Payroll Outsourcing vs. Getting it done on your Own!

Payroll processing is a complicated process that brings forth a variety of challenges. It is very important for a client to decide whether it is best to hire a payroll company or administrate this task by themselves as there are certain factors pertaining Payroll processing which are rendered as vital.

> Accuracy

Accuracy is of prime importance, which demands for a team of professionals, making it vital to contract with a professional company to assure accurate and timely management of payroll.

> Time Saving

If not handled by professionals Payroll management could be a herculean task engaging a person for long durations restricting them from productive work required for business growth.

> Legislative Requirements

Hiring a professional company relieves you from the tedious task of keeping oneself updated about the changing Labour Laws in numerous legislative departments of state and government where the paper work and returns are to be filed periodically.

> Reduced Costs

A belief is followed that managing payrolls by oneself is economical whereas it clearly is a myth as it incurs too many direct costs with the expenditure of valuable time which one can invest in business growth and other important areas.

> Minimization of Errors and Penalty avoiding

In the current scenario many businesses pay tax and noncompliance related penalties. Hiring a professional company ensures timely accurate payment to the ESIC, EPF and Income Tax (TDS) to the respective authorities eliminating the risk of errors and penalties by avoiding incorrect or late filings.

“Outsourcing Payroll can definitely result in relieving oneself from unnecessary day-to-day stress, and help diverting their valuable time and attention to desired fields.”

Some of the Results of Poor Payroll Management are

Poor payroll management can lead to various losses such as:

- Delay in the payment of employees
- Employees not being paid what they are owed
- Late filings with penalties and fees due to missing the filing due dates
- Expenditure of time
- Penalties for Non Compliance in audit and Inspections

We pay particular attention to

At WORKFORCE special attention is given to vital things in order to enhance the payroll services to cater to the utmost client requirements.

- Accuracy and punctuality for Payroll processing
- Scheduled delivery of Pay-slips, Form 16 etc
- Reporting of timelines and quality
- Compliance with legislation and prompt adoption of changes
- Maximum reduction of error
- Flexibility and speed of response
- Controlled mechanisms
- Tax and Labour Law compliance for all payroll aspects
- Maintenance of payroll data security and confidentiality
- Online access to payroll documents through your own employee self service portal



Payroll



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Empowered by Clients Satisfaction

Compliance Checklist for Employers

Due Date	Name of Compliance/Return	Legislation	Form/Return	To be sent to	
Every Month	15th	Remittance of Contributions	The Employees' Provident Funds And Miscellaneous Provisions Act, 1952	Challan to be generated 'Online'	Pay 'Online' or by submission of Challan with cheque in authorised banks like SBI
	15th	Entitlement of every international worker with nationality and wages (I.W.)	The Employees' Provident Funds And Miscellaneous Provisions Act, 1952	Statement IW-1, Form 5 & 2	Concerned Regional Office
	21st	Remittance of Contributions	The Employees State Insurance Act, 1948	Challan to be generated 'Online'	Pay 'Online' or by submission of Challan with cheque in authorised banks like SBI

Due Date	Name of Compliance/Return	Legislation	Form/Return	To be sent to	
Month - Wise	15th Jan	Annual Return	The Factories Act, 1948	Form as prescribed in State Factory Rules	"Chief Inspector/Director of Industrial Health & Safety"
	21st Jan	Annual Return & details of payment ending 31st Dec	The Maternity Benefit Act, 1961	Forms L,M,N & O : Rule 16(1)	Competent Authority under the Act
	30th Jan	Half yearly return by contractor (in duplicate)	The Contract Labour (R&A) act, 1970 & Rules	Form XXIV: Rule 82(1)	Concerned Licensing Officer
	31st Jan	Annual information about factory/establishment covered	The Employees State Insurance Act, 1948	Form 01A: Regulation 10C	Online
	1st Feb	Annual Return	The Minimum Wages Act, 1948	Form III : Rule 21 (4A)	Concerned Inspector under the Act
	15th Feb	Annual return by Principal Employer	The Contract Labour (R&A) act, 1970 & Rules	Form XXIV: Rule 82(2)	Concerned Registering Officer
	15th Feb	Annual return in duplicate. Not later than 15 Feb following the end of each Year	The Building and other Construction Workers (RE&COS) Act & the Rules 1996	Form XXV	Registering authority having jurisdiction
	15th Jul	Half yearly return	The Factories Act, 1948	Form as prescribed in State Factory Rules	"Chief Inspector/Director of Industrial Health & Safety"
	30th Jul	Half yearly return by contractor (in duplicate)	The Contract Labour (R&A) act, 1970 & Rules	Form XXIV: Rule 82(1)	Concerned Licensing Officer
	30th Dec	Annual Return, within 30 days after the expiry of 8 months from the close of the accounting year	The Payment of Bonus Act, 1965	Form D : Rule 5	Concerned Inspector under the Act

Due Date	Name of Compliance/Return	Legislation	Form/Return	To be sent to	
Time Based	15 days prior	Requisition of Vacancies	The Employment Exchanges (CNV) Act, 1959 & Rules	Requisition Form, Rule 4	Local Employment Exchange
	within 15 days	Return/Notice within 15 days of commencement or completion of each contract by the principal employer	The Contract Labour (R&A) act, 1970 & Rules	Form VI-B : Rule 81(3)	Concerned Inspector under the Act
		Return/Notice within 15 days of commencement or completion of contract work by the Contractor	The Contract Labour (R&A) act, 1970 & Rules	Form VI-A : Rule 25(2)(VIII)	Concerned Inspector under the Act
	within 30 days	Quarterly Return for quarter ended 31st March	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
		Quarterly Return for quarter ended 30th June	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
		Quarterly Return for quarter ended 30th September	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
		Quarterly Return for quarter ended 31st December	The Employment Exchanges (CNV) Act, 1959 & Rules	Form ER-1: Rule 6	Local Employment Exchange
		Notice of Applicability of the Act & any Changes	The Payment of Gratuity Act, 1972 & Rules	Form A or B : Rule 3(1&2)	Controlling Authority
		Application for the renewal of licence in triplicate not less than 30 days before expiry of licence by contractor	The Contract Labour (R&A) act, 1970 & Rules	Form VII: Rule 29(2) Refer to State Rules	Concerned Licensing Officer
		Notice of commencement and completion at least 30 days before commencement	The Building and other Construction Workers (RE&COS) Act & the Rules 1996	Form IV	Concerned Inspector under the Act

Event / Occurrence	Action	Legislation	Form/Return	To be sent to	
Event Based	Accident	Report immediately if fatal/death & within 48 hours in ordinary cases	The Employees State Insurance Act, 1948	Form 12 or Online	Concerned Local Office/Dispensary of ESI
	Accident/ dangerous Occurrence	Notice Forthwith of occurrence	The Factories Act, 1948	As prescribed in State Rules	Chief Inspector/Director of Industrial Health & Safety
	Accident	Report within 12 hours of occurrence	The Factories Act, 1948	As prescribed in State Rules	Chief Inspector/Director of Industrial Health & Safety
	Serious bodily injuries/ fatal accidents	Report within 7 days of occurrence	The Employee's Compensation Act, 1923	Form EE	Concerned Commissioner of Employee's Compensation
	Accident	Notice of accident within 4 hours in case of fatal accident and 72 hours in case of other	The Building and other Construction Workers (RE&COS) Act & the Rules 1996	Form XIV	Regional Labour Commissioner

Think Compliance, Think Workforce!

- Labour Law Compliance - Record Maintenance / Management
- Labour Law Compliance - Consulting / Advisory
- Labour Law Compliance - Audit
- Labour Law Compliance - Start-up (Registration & Compliance)

Think Payroll, Think Workforce!

- Payroll Process Outsourcing

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Live Green, Love Green, Think Green !



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- The service/s mentioned in this document are only for general information, the actual scope of work will be as per the written agreement between client and workforce consulting.