

EPF Compliances:

- * Obtaining Main / Sub codes
- * Obtain the declaration form from the new recruits - includes periodical amendment
- * Generation of employee UAN no for all respective PF code
- * Change of employer - amendment of employee UAN number
- * Updation of employee KYC details
- * Activation of UAN
- * Transfer of employee PF account
- * Generation of Challans and remittance of monthly contributions in respective account heads before statutory time frame - input to get from payroll data
- * PMRPY(Pradhan MantriRojgarProtsahanYojana)
- * Facilitate to obtain various benefits provided in the statute Continuous liaison with the EPF department
- * Assist Client in handling of EPF inspections specific to employee salaries
- * Preparation and Submission of EPF related correspondence
- * Legal consulting related to EPF matters
- * Information relating to legislative changes, if any
- * Preparation and submission of periodical statutory MIS
- * Query handling support for the Client employees
- * Withdrawal of PF amount

Pan India Operations - Metro Cities

- | | |
|-------------|--------------|
| * Chennai | * Hyderabad |
| * Mumbai | * Vizag |
| * New Delhi | * Cochin |
| * Kolkatta | * Ahamedabad |
| * Bangalore | * Lucknow |
| * Pune | * Gurgaon |

Contact us

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PRAKASH CONSULTANCY SERVICES

Advisor & Consultant

- Provident Fund / ESIC Matters & Other Labour Laws Matters
- Group Gratuity & Superannuation / Outsourcing payroll
- Job Work of Yearly & Half Yearly Return of P.F. & ESIC

Greetings from Prakash Consultancy Services

PCS is one of the EMERGING MARKET PLAYER, in the arena of HR services, especially in the following verticals.

- Compliance Audit Services (CAS) - Establishment Compliances / Factory Compliances / Contract Labour Compliances / Payroll Audit
- Establishment Compliance Services (Regular)
- Factory Compliances Services (Regular)
- PAYROLL SERICES (Regular)
- EPF / ESI Compliances Services (Regular)
- Flexi Staffing Services (Contract Labour)
- Business Compliances Services – Ad hoc basis

Our main motto of service is to provide a world class professional support to the “Small, Medium Enterprises (SME) clients”, in very cost effective manner as they have to avail the excellent support services in HR, providing by the “Big Corporates” in Indian Market

Keeping on mind with rapid growth in the competitive markets, and that too in this vital and verticalised department, one needs an expertised outsourcing in way of trusted hands, to cater all the compliances needs and health check, so as to focus on Organizations’s performance excellence and quality management. In shart, one needs to experience a 360* total peace of mind in Establishing organization's unit(s) 100% compliance on labour laws and related acts, with fulfilled support. That's why we provide HR consulting Services to our clients so that they can keep excelling at what they know the best while best while we take care of all their HR needs.

Before, get into the detailed scope of work, we would like to say something about our Organization as PCS is providing HR Consulting services with reliability, professionalism and excellence. We focus on your desired results and strive to exceed your expectations. We will always communicate honestly and respectfully and will protect your confidential information. When we work together, we can identify issues and formulate recommendations

hand-in-hand to best assure the attainment of your objectives. We always appreciate immediate feedback so we can be sure that our services continue to meet your expectations and support your organizational goals. Whether your organization is small or large, our consulting services are specifically tailored to your unique needs.

I – Facilities offered in Compliance Audit Service (CAS)

- * Establishment Compliance Audit / Factory Compliance Audit / Contract Labor Compliance Audit/ Payroll Audit
- * PCS provides a comprehensive audit report enlisting its observations and recommendations.
- * The report also covers the “RISK FACTORS” in various parameters. These in-depth Audits encompass all Sections / Rules under the Contract Labor (Regulation & Abolition) Act and the allied Acts
- * An essential component of the Audit/s is verification of the mandatory statutory Registers /Records, Returns Submission and Remittance under the EPF & ESI Act, stipulated under the various statutory Acts
- * Verifying the additions to the payroll (new employees hired during the month), new hiring should be approved as per company policies.
- * The pay scale or basis salaries shall be verified that these are according to approval or company policy.
- * To check that the employees left the job during the period have been properly removed from the payroll so that their salaries could not be processed as they are no longer employees of the company.
- * Increments, Promotions / demotions during the month - Calculate the increase or decrease in the pay scale (salaries) of the employees, check the approval for the change in pay scale of the employees during the month.
- * An analytical review shall be performed over the increments processed and also it will be reconciled by adding the changes to the opening pay scale (total payroll)
- * Loans to employees -
a) Verifying the additions (the employees who have been paid the loan during the month) with the approval or according to the company policies.
b) Verifying the deletions (employee whose loans have been removed from the payroll, verify their settlements etc.
c) Check that loan deductions are according to standard deduction or according to loan repayment schedule etc.
- * Advances to employees - To verify that all advances have been deducted from the salaries of the employees who were paid the advances during the month
- * Fuel / Conveyance Allowances - Calculate the additions during the month in the payroll for Fuel or conveyance allowance and verify the approvals.
- * Prepare analytical review report for overall payroll, e.g. comparison between the last month and current month's payroll figures in depth etc.
- * Incentives paid to employees - There might be any other content in the payroll depending the company's payroll structure e.g. Incentive paid to employee etc.
- * And scope of work shall be added according to the client requirements.

II — Establishment Compliance Services(ECS) Regular

- * Obtaining New or Renewing existing Registration Certificates, Licenses & Form III - Approvals from appropriate statutory bodies.
- * Maintaining and updating various statutory Registers & Records for all branches, monthly

- * Display of Statutory Abstracts / Notices.
- * Preparation and submission of mandatory statutory Returns / Remittances/Notices at stated intervals.
- * Need based liaison with labor authorities and Inspectorates.
- * Preparation and submission of Notice of Opening / Change in Constitution / Closure of a business to designated statutory authorities within stipulated timeframe/s.
- * As value added services, the remittance of Profession Tax shall also be taken care by PCS on need basis.

III – Factory Compliance Services(FCS) - Regular

- * Obtaining New or Renewing existing Factory License / Contract
- * Labour Registration Certificates from appropriate statutory bodies.
- * Maintaining and updating various statutory Registers & Records, monthly
- * Display of Statutory Abstracts / Notices.
- * Preparation and submission of mandatory statutory Returns / Remittances / Notices at stated intervals.
- * Need based liaison with labor authorities and Factory Inspectorates.
- * Preparation and submission of Notice of Opening / Change in Constitution / Closure of a business to designated statutory authorities within stipulated timeframe/s. As value added services, the remittance of Profession Tax shall also be taken care by PCS on need basis.

Labour Acts covered under the Scope of Service Based on applicability

- *Industrial Establishments (National & Festival Holidays) Act, 1958
- *Labour Welfare Fund Act, 1972
- *Payment of Subsistence Allowance Act, 1981
- *The Minimum Wages Act, 1948
- *The Payment of Wages Act, 1936
- *The Payment of Gratuity Act, 1972
- *The Payment of Bonus Act, 1965
- *The Maternity Benefit Act, 1961
- *The Contract Labour (Regulation & Abolition) Act, 1970
- *The Equal Remuneration Act, 1976
- *The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 and Other allied Applicable Statutory Acts.

IV – Facilities offered in PAYROLL Services Regular

- * Flexibility to add or modify any number of salary components
- * Stop Payments, LoP and Reversal
- * Facility to generate Pay slips in PDF with password protection
- * Facilities to process arrears for one or more employees on applicable component(s) from any previous date/month
- * To manage final settlement calculations (Full & Final Settlements), including outstanding
- * loan balances, notice pay and leave encashment and Income Tax.
- * Dedicated email support for any issues related to Payroll compliance service.
- * High reliability to keep payroll data confidential.
- * Ensure peace of mind on backups – Daily automatic data backup ensures high data availability.

- * Reduce cost & time in providing HR & Payroll services to your employees.
- * Generation of monthly EPF & ESI Challan
- * Facility to handle EPF, ESI and Profession Tax with detailed report And scope of work shall be added according to the client requirements.

V - Facilities offered in FLEXI STAFFING SERVICES (Contract Labour Services) – Regular

- * Contract Staffs shall be covered under the Statutory Provisions like EPF, ESIC, PT and LWF as per terms of contract with the principal employer.
- * PCS shall obtain the Contract Labour License based on applicability
- * Salary structure shall be framed as per the inputs given by the principal employers
- * Payroll attendance shall be verified and shared by the Principal employer as per the terms of agreement
- * On boarding formalities of contract worker shall be carried as per the terms of contract with the principal employee
- * Exit/Stop pay inputs shall be verified and shared by the principal employer.
- * All statutory records shall be maintained by PCS under the contract labour act and allied acts in electronic format as per applicability
- * Statutory returns shall be forwarded to the respective labour department by registered post, wherever possible.
- * The proof of Statutory payments shall be given to the principal employer by PCS as per agreed TAT.
- * EPF-UAN generation, ESIC-IP generation shall handle by PCS
- * EPF withdrawal/Transfers, ESIC benefits shall be taken care by PCS

VI - Facilities offered in EPF / ESI Compliances Services – Regular

ESIC Compliances:

- * Obtaining Main / Sub codes
- * Obtain the declaration form from the new recruits - includes periodical amendment
- * Change of employer - amendment of employee IP number
- * Updation of employee details
- * Transfer of employee to a different code
- * Generation of Challans and remittance of monthly contributions in respective account heads before statutory time frame - input to get from payroll data
- * Preparation and submission of half yearly returns before statutory timeframe – Input to get from payroll data
- * Facilitation in obtaining individual family identity card, employment continuity certificate, benefit extension certificates etc
- * Periodical updation of accident registers
- * Notification of accidents to the authority as per statutory norms
- * Accident co-ordination support specific to statutory aspects - co-ordination with Client executive
- * Continuous liaison with the ESI department
- * Assist Client in handling of ESI inspections specific to employee salaries
- * Preparation and Submission of ESI related correspondence
- * Legal consulting related to ESI matters
- * Information relating to legislative changes, if any
- * Preparation and submission of periodical statutory MIS
- * Query handling support for the Client employees