



CONNECT 2  
**PAYROLL**

PF/ESIC

Labour Laws

Factory Act

Payroll Management

Payroll Compliance

Payroll Outsourcing



## About Us

Connect2payroll is one of the most reliable and reputed Payroll & Labour Law consultancy as well as Compliance Services firm engaged in the field of providing a wide range of services such as PF and ESIC Registration & Compliance, Employee Professional Tax, Labour Warfare fund Registration & Compliance, various Labour Laws i.e. Bonus act, minimum wages act, Gratuity etc, Labour Laws Compliance Audit for direct as well as contractor's compliances, Contract Labour licence & Compliance, Factory licence & Compliance, Industrial Licensing, Flexi Staffing, Payroll Management & Compliances, Payroll Processing, Maintenance of Records and Consultation to various corporate clients.



## PF & ESIC:

- EPF & ESIC Registration / EPF Code Number
- Filling monthly returns with EPF & ESIC
- Preparation & Maintenance of Statutory Registers & Records as required under
- Assistance at the time of inspection / search / enquiries conducted under the Act

## Labour Laws:

We provide Consultancies to Companies with regards to their industry specific requirements under various Labour Laws applicable to respective jurisdiction. We offer the following services to our clients:

- Consultancy and structuring of Labour Laws Requirement Module for New / Start-up Companies,
- Consultancy for various new registrations & Licence like PF/ESIC/Labour Licence/Factory Licence etc, Compliance, Record Maintenance under law :

Labour Law Registrations	Labour Welfare Fund
Labour Law Registers/record Maintenance	Contract Labour Compliances
Compliances & Return Filing	Minimum Wages Act, 1948
Employees' Provident Funds & Miscellaneous Provisions Act, 1952 (PF)	Payment of Bonus Act, 1965
Employees' State Insurance Act, 1948 (ESIC)	Payment of Gratuity Act, 1972
Professional Tax	Factories Act, 1948

## Factory Act:

- Registration/Licence of factories under the Act
- Assistance in complying various provisions of the Act related to safety, health & welfare of the workers
- Preparation & Maintenance of various Registers & Records
- Submissions of various forms, returns & reports
- Providing day to day consultancy on matters pertaining to the Act



## Payroll Management:

We are professional Pay-roll Managers and we offer the following services under this head: Salary Structuring with a view to minimize tax burden on the employees and maximize their take home salary. Receiving data from our clients, processing the same at our fully automated payroll management system

While managing the 'Pay-roll' for our clients, we consider Monthly Components/ Salary Structure viz. Basic Salary, Dearness Allowance, HRA, Reimbursements & Special Allowances and Deductions such as Statutory Deductions including Contribution to EPF, ESIC, Professional Tax, TDS, Labor Welfare Fund and other Voluntary Deductions & Annual Components like Incentives, Bonus, Leaves, Annual Encashment and Medical Benefits etc. related to each employee of the company.

- Preparation of Salary Structure
- Salary / Wages Register and other as per statutory requirement by rules/Law/Act etc
- Maintaining Attendance Record, Leave record, and other as per statutory requirement by rules/Law/Act etc.
- Preparing department wise, location / state / centre wise Salary Sheets
- Providing monthly Salary Slips
- Calculation of Overtime / Special Incentives, Bonus, Leave Encashment etc.
- Providing data for EPF, ESI, Professional Tax, Labour Welfare Fund compliances
- Filing of Periodical Returns as may be required under PF/ ESI Act / Rule, Professional tax
- Providing data for full & final settlement of dues to retiring / leaving employees
- Forecasted and income tax is calculated thereon for the purpose of deductions every month
- TDS Statement and Individual Tax Calculation

## Payroll Compliances:

### Filing of Return (Statutory as per Labour Laws) :

- Maintaining statutory registers and files under E.P.F, ESI Act, Professional Tax, Labour welfare fund and compliance as per Minimum wages act.
- Filing of Periodical Returns (Monthly/Half Yearly/Annually as applicable) under PF/ESI/PT/LWF/Contract Labour act/others such as Returns of contributions are to be sent and maintained.

**Statutory Reports:**

Salary/Wage Register Department/ Location wise	Form 24(For Labor Contractor)
Salary/Wage Slip(5 Format)	Form 13(For Labor Contractor)
Leave Encashment (Hakraja) Register	Form IV (For Labor Contractor License Application)
Leave Register Form 18/19	Form XIX - Loss or Damages (Labour Contract )
Bonus Register(Form 'C')	Form XX - Register of Fine (Labour Contract )
Form 3 (Renewal of License)	Form XXI - Register or Advance (Labour Contract )
Annual Report Conciliated Annual Report	Form XXII - Register of Overtimes (Labour Contract )
LWF Report (Labor Welfare Report)	Form 15 - ( Register of adult worker )
Gratuity Form 'F'	Form ER-1

**Payroll out Sourcing:**

We work with our clients for hiring or identification of temp resources and take the selected resources on our payroll for providing the payroll support services to the client. Alternatively we also take on our payroll, resources pre-identified by clients or existing ones from any other sources. We takes complete responsibility for all HR Administrative activities, statutory employee benefits and compliances for the outsourced resources. The operational and performance related aspects are monitored by the client and the client retains complete control of the same.

Now days small organisations cannot take burden of all HR functions. We are offering the same on outsource based in which all HR functions including Payroll and Statutory compliance on cost effective base. Another One is On our Payroll/Temporary staffing services in which company does want to go for PF/ESIC number or wants to hire off roll employees or temporary/ contractual employees than we are providing such services on our Payroll.



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