**END-TO-END OUTSOURCING SERVICES**

**HUMAN RESOURCES**

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1. Leave Management
2. Income Tax Planning & Declarations
3. Expense, Loan management
4. Employee Profile & Company policy
5. MIS & Interactive Charts
6. On boarding, Exit, Talent & Performance management
7. Attendance Management with Biometric integration
8. Assistance with creation of HR policies
9. Mobile Apps

**PAYROLL MANAGEMENT**

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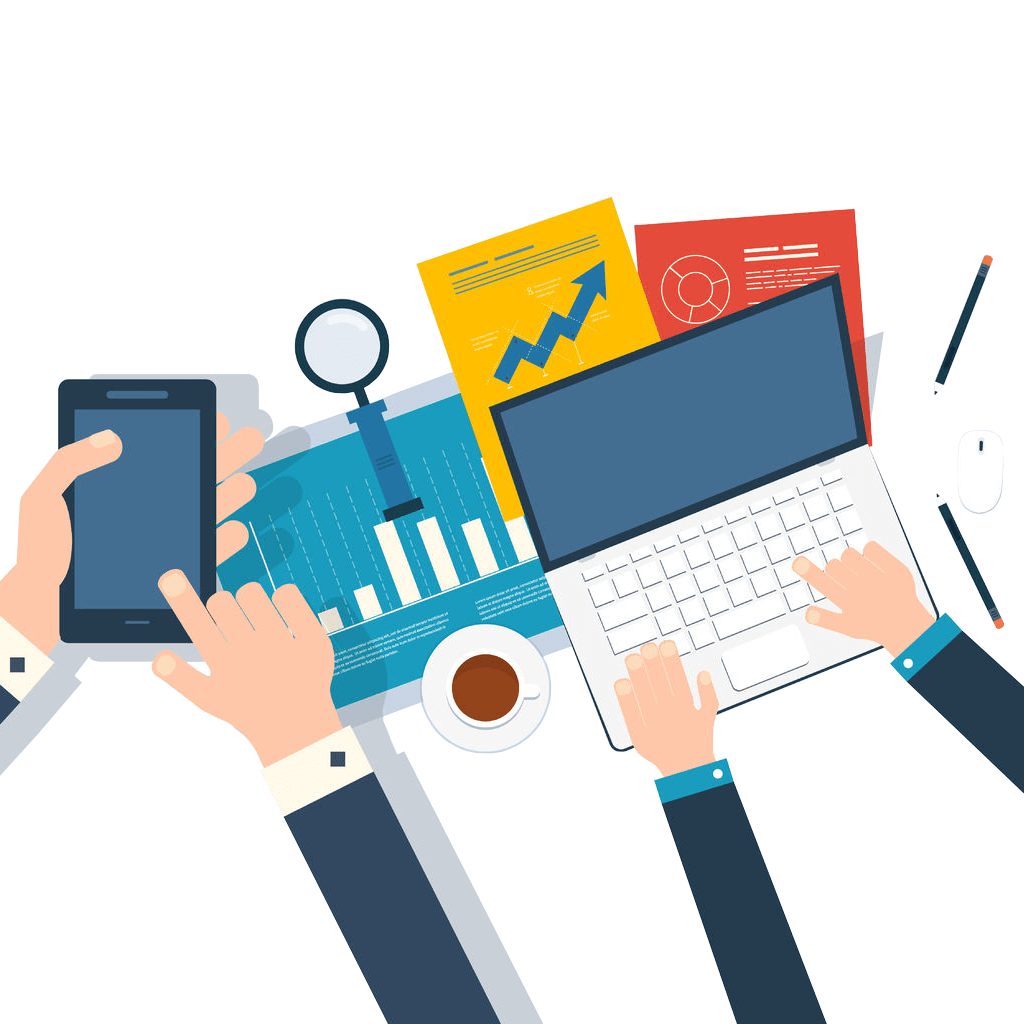
1. Salary Structure Creation
2. Payroll Processing
3. Preparing Form 16 (Including Part A & B)
4. Digitally Sign & Email Form 16
5. MIS Reports

**STATUTORY COMPLIANCE**



1. Shops & Establishments
2. Trade License
3. Provident Fund (PF)
4. Employee’s State Insurance (ESIC)
5. Professional Tax (PT)
6. Contact Labour Registration
7. Labour Welfare Fund

**MIS**

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1. Pay sheet
2. Salary Statements
3. Statutory Reports
4. ETDS – 24Q
5. Leave Balances, Accruals, Utilization
6. Liability Reports
7. TDS Reports
8. Form 16