

Deliverables for Labour Laws Compliance vendor

No of PHFI Locations and current employee count: 300

Compliance locations with number of employees.

S. No.	Compliance Location	IIPHB	IIPHBG	IIPHD	PHFI	Grand Total
1	Bengaluru		17		8	25
2	Bhubaneswar	17		1	1	19
3	Delhi				100	100
4	Gurugram			30	61	91
5	Hyderabad				2	2
6	Lucknow				1	1
7	Patna				9	9
8	Sonipat				15	15
9	Visakhapatnam				15	15
	Grand Total	17	17	31	212	277

A. Establishment Compliances Service

1. - Shops and Establishments Act - 1947

Category- State

- a. Registration/renewal / closure of establishment certificate
- b. Amendment of establishment certificate
- c. Preparation and updation of all statutory registers
- d. Preparation and submission of all statutory returns and notices as per statutory periodicity
- e. Prominent display of abstracts and notices through PHFI
- f. Liaison work for approvals, amendments, renewals, and inspections

- **Compliance Check:** Regularly review compliance with working hours, weekly off, and other establishment norms.

- **Employee Handbook:** Assist in Drafting or updating the employee handbooks to reflect current legal requirements.

- **Internal Audits:** Conduct periodic internal audits for adherence to the Shops and Establishments Act.

- **Training:** Provide training sessions for management on compliance with the Shops and Establishments Act.

- **Legal Updates:** Keep track of changes in legislation and ensure timely updates to policies and procedures.

2. Employees' Provident Funds Scheme, 1952, and Employee's Pension Scheme, 1995

Category- Central

UAN Management:

- Ensure accuracy in generating UANs for new employees.
- Ensure accurate linking of UANs with employee PF accounts.
- Maintain and update the database of UANs.

KYC and Documentation:

- Update and verify employee KYC details (Aadhaar, PAN,) on the PF portal.
- Coordinate with the HR team to collect necessary documents for KYC updates.
- Verification of nominations/declaration forms

Contribution Management:

- Ensure accurate calculation and deduction of EPF and EPS contributions from employee salaries.
- Prepare, generate, and submit PF Challans, ECR, and forms.

Claims Processing:

- Assist employees in EPF and EPS claims processing (withdrawal, transfer, advances, settlements of EPF accounts and monthly pension).
- Assistance in obtaining the Scheme certificates as per requirements
- Track the status of EPF and EPS claims and ensure timely resolution of issues.

Exit Management:

- Update the Date of Exit (DoE) on the PF portal for employees who leave the organization.
- Maintain records of DoE updates and ensure compliance with statutory requirements.

Regulatory Liaison:

- Liaise with EPFO officials to resolve compliance issues and streamline processes.
- Communicate updates and changes in EPF regulations to HR & Payroll teams.
- Handling of inspection and notices
- Preparation and submission of EPF related correspondences

Audit Support:

- Assist in internal and external audits related to PF and pension compliance.

3. Employees' State Insurance Act - 1948 - Category State**Registration and IP Generation:**

- Facilitate ESIC Codes and Sub codes for PHFI and its locations.
- Responsible for IP generation of new employees And closure of IP of left employees on monthly basis.
- Support in arranging pehchan cards camps on need basis.
- Update the changes in employee details as well as employer details on requirement basis.
- Transfer the employees from one code to another on requirement basis

Contribution Management:

- Ensure accurate calculation and deduction of ESIC contributions from employee salaries.
- Prepare and generate ESIC Challans, returns, and forms within stipulated timelines.
- remittance of monthly contributions in respective account heads before statutory timeframe.

Regulatory Liaison:

- Facilitation in obtaining, employment continuity certificate, Benefit extension certificates etc.
- Periodical update of all the related registers
- Notification of accidents to the authority as per statutory norms
- Accident coordination support specific to statutory aspects - coordination with Client executive
- Communicate with ESIC authorities to resolve discrepancies or issues related to ESIC contributions, claims, medical benefits, and compensation.
- Communicate updates and changes in ESIC laws and regulations to HR & Payroll teams.
- Preparation and submission of ESI related correspondence

Audit Support:

- Assist in internal and external audits related to ESIC compliance.

4. Professional Tax

Registration and Renewal:

- Facilitate PT registration and renewal process.

Contribution Management:

- Ensure accurate calculation and deduction of professional tax from employee salaries.
- Remit professional tax to the respective state authorities within stipulated timelines.

Regulatory Liaison:

- Communicate with state tax authorities to resolve discrepancies or issues related to professional tax.
- Communicate updates and changes in state-specific PT regulations to HR & Payroll teams.

Audit Support:

- Assist in internal and external audits related to PT compliance.

5. Labour Welfare Fund

Registration and Renewal:

- Facilitate LWF registration and renewal process.

Contribution Management:

- Ensure accurate calculation and deduction of LWF contributions from employee salaries.
- Remit LWF contributions to the respective state welfare boards within stipulated timelines.

Regulatory Liaison:

- Communicate with state welfare boards to resolve discrepancies or issues related to LWF contributions.
- Communicate updates and changes in state-specific LWF regulations to HR & Payroll teams.

Audit Support:

- Assist in internal and external audits related to LWF compliance.

6. Gratuity Act 1972

Compliance Management:

- Ensure the organization's compliance with the Payment of Gratuity Act, 1972.
- Provide documentation and guidance regarding employee's gratuity entitlements, calculations, and payments, if required

Regulatory Liaison:

- Communicate updates and changes in Gratuity laws and regulations to HR & Payroll teams.

Audit Support:

- Assist in internal and external audits related to gratuity compliance.

7. Half-Yearly Vendor Audit

- a. Conducting periodical audits of vendor compliance status at client premises.
- b. Ensure vendors adhere to legal and contractual obligations.
- c. **Audit Planning:** Develop and execute audit plans for comprehensive vendor evaluation.
- d. **Audit Reporting:** Prepare and present audit reports with findings and recommendations.

8. One-Time Activities

- a. Obtaining (new/renewal/amendment) S&E Registration Certificate and CLRA Registration
- b. PT Registration
- c. Any other registration which is applicable to our organization during the course of this engagement

9. **Documentation:** Prepare and submit all necessary documents for the registrations mentioned at point H above. Verify compliance with S&E and CLRA requirements during registration.

10. **Records:** Support in registration, amendments, and renewals and submit to PHFI.

11. **Consultation:** Provide consultation for understanding registration requirements and procedures.

B. Statutory Compliance and Regulations

1 - The Maternity Benefit Act - 1961 Category- Central

- a. Preparation and updation of all statutory registers
 - b. Preparation and submission of all statutory returns and notices as per statutory periodicity
 - c. Prominent display of statutory abstracts and notices through PHFI
 - d. Liaison work for approvals, amendments, renewals, and inspections
- **Employee Support Manual:** Create a manual to assist employees in understanding and claiming maternity benefits.
 - **Policy Development:** Develop and update maternity leave policies in line with legal requirements.
 - **Legal Compliance Check:** Ensure compliance with maternity benefits during audits and inspections.
 - **Documentation Management:** Maintain and manage maternity benefit-related documents and records.

2 - The Labour Welfare Fund Act - 1972

- a. Preparation and updation of all statutory registers
- b. Preparation and submission of all statutory returns and notices as per statutory periodicity
- c. Remittances of statutory contributions and unpaid accumulations within statutory timeframe
- d. Prominent display of statutory abstracts and notices through PHFI
- e. Liaison work for approvals, amendments, renewals, and inspections

- **Contribution Management:** Ensure accurate calculation and timely payment of contributions.

- **Record Maintenance:** Maintain records of contributions, receipts, and communications.

- **Welfare Programs:** Assist in the implementation of welfare programs funded by the Labour Welfare Fund.

- **Compliance Review:** Conduct periodic reviews to ensure adherence to the Labour Welfare Fund Act.

3 - The Employee's Compensation Act - 1923

- a. Preparation and updation of all statutory registers
- b. Preparation and submission of all statutory returns and notices as per statutory periodicity
- c. Notification of accidents to statutory authorities within statutory timeframe
- d. Prominent display of statutory abstracts and notices through PHFI
- e. Liaison work for approvals, amendments, renewals, and inspections

- **Claims Assistance:** Assist in the filing and processing of compensation claims.

- **Accident Reporting:** Ensure timely and accurate reporting of workplace accidents.

- **Insurance Coordination:** Coordinate with insurance providers for compensation claims.

- **Training Programs:** Conduct training programs on accident prevention and compensation procedures.

6- The Contract Labour (Regulation & Abolition) Act - 1970

- a. Registration / amendment of principal employer registration certificate
- b. Preparation and updation of all statutory registers
- c. Preparation and submission of all statutory returns and notices as per statutory periodicity
- d. Conduct Vendor's Compliances Audits

- e. Prominent display of abstracts and notices through PHFI
- f. Liaison work for approvals, amendments, renewals, and inspections

- **Contractor Coordination:** Ensure contractors comply with legal requirements.

- **Contract Review:** Regularly review contracts to ensure compliance with the Act.

- **Compliance Monitoring:** Monitor the adherence of contract labor practices to legal standards.

- **Record Keeping:** Maintain records of contract labor arrangements and compliance.

7- The Employment Exchanges (Compulsory Notification of Vacancies) Act - 1959

- a. Preparation and submission of all statutory returns and notices as per statutory periodicity
- b. Consolidated notice of vacancies for all recruitments made during the previous month
- c. Liaison work for approvals, amendments, renewals, and inspections
- d. Compliance Tracking: Track compliance with the Employment Exchanges Act's requirements.
- e. Documentation: Maintain records of job notifications and related communications.

8- The Industrial Establishments (National & Festival Holidays) Act - 1958

- a. Preparation and updation of all statutory registers
- b. Preparation and submission of all statutory returns and notices as per statutory periodicity
- c. Prominent display of abstracts and notices through PHFI
- d. Liaison work for approvals, amendments, renewals, and inspections

- **Holiday Management:** Manage the scheduling and documentation of national and festival holidays.

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- **Compliance Verification:** Ensure adherence to the Act's provisions during audits and inspections.

9- The Equal Remuneration Act - 1976

- a. Preparation and updation of all statutory registers
- b. Preparation and submission of all statutory returns as per statutory periodicity
- c. Liaison work for approvals, amendments, renewals, and inspections

- **Remuneration Reviews:** Conduct reviews to ensure equal remuneration for equal work.

- **Employee Communication:** Educate employees on their rights under the Equal Remuneration Act.

- **Compliance Monitoring:** Monitor and enforce equal remuneration practices.
- **Record Maintenance:** Maintain records related to remuneration and equality.

10- The Payment of Gratuity Act - 1972

- a) Preparation and submission of Notice of opening / change / closure within statutory timeframe
- b) Preparation and submission of notice of payment of gratuity within statutory timeframe
- c) Prominent display of abstracts and notices through the client
- d) Liaison work for approvals, amendments, renewals, and inspections
- Gratuity Calculations: Ensure accurate calculation of gratuity payments.
- Employee Support: Assist employees with gratuity claims and provide information on eligibility.
- Record Maintenance: Maintain records of gratuity payments and related documentation.
- Legal Guidance: Provide legal support for gratuity claims and disputes.

11- The Minimum Wages Act - 1948

- a) Preparation and updation of all statutory registers
- b) Preparation and submission of all statutory returns and notices as per statutory periodicity
- c) Prominent display of abstracts and notices through the client
- d) Liaison work for approvals, amendments, renewals, and inspections
- Wage Reviews: Regularly review minimum wage rates and ensure compliance.
- Employee Communication: Inform employees about minimum wage rates and entitlements.
- Compliance Verification: Verify adherence to minimum wage laws during audits.
- Documentation: Maintain records of wage rates and related communications.

12- The Payment of Wages Act - 1936

- a) Preparation and updation of all statutory registers
- b) Preparation and submission of all statutory returns and notices as per statutory periodicity
- c) Prominent display of abstracts and notices through the client
- d) Liaison work for approvals, amendments, renewals, and inspections
- Wage Payments: Ensure timely and accurate payment of wages to employees.
- Employee Queries: Address employee queries related to wage payments and discrepancies.
- Compliance Audits: Perform audits to verify adherence to the Payment of Wages Act.
- Record Management: Maintain records of wage payments and related documentation.

13- The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act - 2013

- a) Display the notice and abstracts under this Act
- b) Support for filing of returns
- c) Prepare the Annual report if there is a reportable incident recorded
- Complaint Handling: Assist in handling complaints related to sexual harassment.
- Compliance Monitoring: Monitor adherence to sexual harassment prevention policies and procedures.

C. Compliance Calendar: An updated compliance calendar for each month should be prepared and shared.

D. Meetings:

- 1. Weekly Compliance Check-Ins:** A representative from the compliance partner should be present at the Saket office of PHFI two days each week to discuss and provide updates on compliance matters with the HR and Finance teams.
- 2. Monthly Senior-Level Review:** The senior point person from the compliance partner should visit the Saket office once a month to meet with the Head of HR and the Director of Finance, providing a comprehensive briefing on all pending matters and the current status of compliance issues.