



SKD Management Services

2019

Service Profile



About SKD Management Services:

SKD Management Services, A Mumbai based Professional consulting firm is mainly in to the business of consultancy with the specialized field in **Industrial, Labour laws & taxation**.

About Promoter:

Sanjiv Kumar Daftuar MA, MBA is the CEO and founder of SKD Management Services. He is in the field of Corporate Legal Consultancy Services since 2002. He has very vast and rich experience in the field. With his experience and vision, Sanjiv Kumar Daftuar has started SKD Management Services as one of the preferred destinations. With the right investments in technology, and advocating a strong process culture, Sanjiv Kumar Daftuar has been able to grow SKD Management Services client base to over 300+ satisfied customers, and has earned a reputation of being the best Consultancy Firm in Mumbai in India. Sanjiv Kumar Daftuar has always believed that no task is impossible.

SKD Management Services is professionally managed firm. The Team Consists of Advocates, Company Secretary and Chartered Accountants. The Firm represents a combination of Specialized Skills, which are geared to offer sound advice and services.

Company Background:

We are extremely conversant with all relevant laws, regulations and amendments relating to Indian Corporate entities, Regulatory Affairs, Developmental regulations, etc.

Our Principles:

Whenever we do business, we strive to respect the following guiding principles.

- Our vision & mission to provide unmatched value to customers, while offering managed consulting services and build strong & dependable long lasting partnership.
- Always give people value for their money.
- Always remember our motto i.e. Quality, Service, Affordability
- Maintain authenticity in what we speak and what we deliver
- Always under promise and over deliver
- Always be truthful and loyal to our customers

Our Objectives:

SKD Management Services provide information and professional Services on important aspects & Allied services for their developmental issue and to assist organizations involved in various business activities and strengthen the efforts. We charge fee for such assignments, as per the matrix in quotation. We have computerized office handling various customers.

Our Services:

1. Labour Laws
2. Payroll Management
3. Industrial Laws
4. GST
5. Taxation
6. NGO

Labour Laws:

Labour law also known as employment law is the body of laws, administrative rulings, and precedents which address the legal rights of, and restrictions on, working people and their organizations. In other words, Labour law defines the rights and obligations as employees and employers in the workplace. Generally, labour law covers:

The Following Labour Law Services are undertaken by us:

Laws related to Working Hours, Conditions of Service and Employment:

- Factories Act, 1948
- Bombay Shops & Establishment Act, 1948
- Contract Labour (Regulation & Abolition) Act, 1970
- Building & Other Construction Workers (RE&C of Service Act 1996
- Pvt. Security Agencies Regulation Act, 2005

Laws related to Social Security:

- Employees' Provident Fund & Miscellaneous Provisions Act, 1952
- Employees' State Insurance Act, 1948
- Workmen's Compensation Act, 1923
- Payment of Gratuity Act, 1972

Law Related to Labour Welfare:

- Bombay Labour Welfare Fund Act, 1953
- Building and Other Construction Workers Welfare Cess Act, 1996

Laws related to Wages:

- Payment of Wages Act, 1936
- Minimum Wages Act, 1948
- Payment of Bonus Act, 1965.

Laws related to Equality and Empowerment of Women:

- Maternity Benefit Act, 1961
- Equal Remuneration Act, 1976

Laws related to Employment & Training:

- Apprentices Act, 1961

Laws related to deprived and Disadvantaged Sections of the Society:

- Child Labour (Prohibition & Regulation) Act, 1986
- Bonded Labour System (Abolition) Act, 1976

Misc Laws such as:

- Maharashtra Minimum HRA Act, 1983
- National & Festival Holidays Act, 1963

- The Weekly Holidays Act, 1942

License, Registration & Renewal under Labour Laws as per requirement

This includes assisting you in documentation and submissions for applications under various labour laws from time to time right from commencement of the business up to the closure formalities.

Scope and deliverables:

SKD Management Services offers these services ensuring the following deliverables:

1. Familiarizing and educating the vendors with License, Registration & Renewal under Labour Laws as per requirement
2. Reporting non-compliance with License, Registration & Renewal under Labour Laws as per requirement with action plans to prevent recurrence.
3. Representing the client at labour inspections with respect to vendor compliance.
4. Registration and licenses of sites under the Contract Labour Act and renewal of the licenses.
5. Obtaining various labour licenses under the Contract Labour Act is the responsibility of the sub- vendor, wherever applicable.

Statutory Compliances under Labour Law:

Statutory compliance under various labour laws has to be ensured by establishments. It is not just limited to the statutory deposits, returns and records to be maintained by the employer under various labour laws, but also to represent them in case of prosecution under various statutes. Hence, it hardly needs to be emphasized that the labour related laws cast an obligation on the employer for meticulous, impeccable and timely compliances. In the event of violation or delay in complying with the statutory requirements, the consequences in terms of levy of damages, prosecution is inevitable.

- Registration of the company with Provident Fund, Employee State Insurance, Professional Tax & Labour Welfare Fund Authorities.
- Calculation & Deduction of the respective statutory dues.
- Preparation of Challan and remittance of the dues in bank.
- This includes Monitoring regulatory compliances & filing of necessary returns/ records with appropriate authorities.
- This service also includes attending yearly assessments, inspections, and hearings, if any on behalf of the company.

Payroll Management:

Most Payroll processes are routine and time-consuming tasks that can be easily outsourced at great savings in manpower, time and money. We are specialized in Payroll and HR Data Management. We provide payroll solutions to suit any type of business. SKDMS is a leader and specialist in the area of end to end payroll management, based in Navi Mumbai. SKDMS has consistently ensured over 99% accuracy in payroll processing across its engagements. SKDMS offers end-to-end services in payroll processing, from basic payroll calculations, meeting statutory compliances, facilitating transparent employee communication, while ensuring complete confidentiality. Most of the clients have been with SKDMS for several years.

Processes & Standards of Payroll:

Payroll refers to the administration of employees' salaries, wages, bonuses, net pay, and deductions. It consists of the employee ID, employee name, date of joining, daily attendance record, basic salary, allowances, overtime pay, bonus, commissions, incentives, and pay for holidays, vacations and sickness, value of meals etc. We provide standard payroll reports in any format. There are some deductions such as PF, taxes, loan installments or advances taken by employee. We also take care of your statutory compliances for EPF, ESIC, PT, LWF and deduction of TDS from Salaries and host of MIS reports including Attendance interface. SKDMS follows international standards in its operations.

Managed Payroll Services:

SKD Management Services provides end-to-end managed payroll services to its customers, so that they can focus on running their business. From consolidating HR & employee inputs, to processing payroll and creating the bank file, SKD Management Services helps you manage it all. SKD Management Services also manages all related statutory deductions and filings related to the same.

- Processing of Salary.
- Generation of required reports / Registers.
- Co-ordination with the company's auditor for salary related issues.
- Preparation of Salary slips of all employees.
- Processing and payments of all statutory dues i.e. EPF, ESIC, PT, LWF and TDS.
- Maintenance of records for inspection and periodical audit.
- Providing MIS Reports and accounting entries as per the requirements of the client.

This Includes Complete Payroll Processing in the following manner:

Consolidating inputs

- **Admin inputs from HR/Finance department. This could include**
 - Payroll inputs like salary break-up information by employer etc.
 - Payroll inputs like Date of new Joinees, exit employees, Leave & bonus information.
 - Provide data's using mail.
- **Employee inputs**
 - Tax related declarations
 - Leave information
 - Payroll & non-payroll re-imbursements
 - All inputs provided through Mail

Providing outputs & reports monthly

- **Admin Reports**
 - Salary Sheet and Wage register
 - Payroll summaries by location, unit
 - Over Time Report
 - Advance Leave Report
- **Employee report**
 - Pay slips
 - PF related statement
 - Employee Profile with HR detail
 - Employee ID card
 - Salary Certificate

Reports

- **Provident Fund**
 - PF Report (Monthly)
 - Monthly Challan
- **ESIC**
 - Online Registration of the employees
 - Online date entry of the Insured Persons on ESI web portal
 - ESI Report (Monthly)
 - Preparation of Monthly Challan
- **LWF**
 - Return Cum Challan – A1
- **Professional Tax**
 - PT Report (Monthly)
 - Monthly Return cum Challan Form - 5
- **Other Report**
 - Bonus
 - Gratuity
 - Leave balances or leave encashment

Industrial Laws:

Industrial Laws

We have compiled the various procedures with Industrial Laws Related work for different needs of the entrepreneur like applying for and so on.

- MIDC
- MPCB
- FIRE

We have compiled the various procedures with **MIDC, MPCB & FIRE** Related work for different needs of the entrepreneur like applying for and so on.

The procedure for each of the following is explained in detail as also "whom to apply", the maximum time limit for each activity, the charges payable for these, etc.

We also assist clients in formalities of property transfer with MIDC which includes NOC from Labour Commissioner, Mantralaya etc, No-dues Certificates and various other formalities.

Maharashtra Industrial Development Corporation

- Perm. for Subletting of the Premises

Environment Law

- Water (Prevention and Control of Pollution) Act, 1974
- Air (Prevention and Control of Pollution) Act, 1981
- Environment (Protection) Act, 1986
- Biomedical Waste (M&H) Rules, 1998
- Hazardous Waste (M&H) Rules, 2000
- Municipal Solid Waste Rules, 2000

Fire and Life Safety Law

- Maharashtra Fire Prevention and Life Safety Meas. Act, 2006 (NOC Prov. Perm.)

Business Startup:

SKD Management Services is corporate advisory unit managed by specified professionals as Chartered Accountants, Company Secretaries, Cost Accountants and Lawyers. We have been dedicated to provide services to new or existing entrepreneur, foreign companies, firms and individuals to setup their operations in India. We can provide all the administrative services that are needed to setup and run a company or partnership firm or LLP or a proprietary concern in India.

Setting up of

- Industrial Establishments.
- Business, Trading Activities, opening of Liaison Offices or Branch offices.
- Setting up 100% subsidiaries in India.
- Turnkey projects.
- Foreign Investment and Technology transfer.
- Joint Ventures.
- Setting up 100% E.O.U. for exports.
- FDI

In the process of setting up an establishment in Mumbai, India in the form of Private company and is requiring following professional services:-

- A. Incorporation of a Pvt. Ltd. Company under Indian Companies Act, 2013
- B. Compliance with RBI under FEMA Regulations
- C. Post Incorporation Registrations with Tax Authorities such as
 - PAN & TAN
 - GST Registration
 - Profession Tax Registration
 - Registration with Labor Laws

NGO/Charitable Trust:

SKD Management Services, A Leading Consultancy Company is working for providing technical & legal services to help **NGO's**. While conducting this exercise, we are observing that many NGO's are weak in legal activities; they are working for last so many years for the betterment of the organization without any Registration and other legal formalities. SKD Management Services has a team of dedicated experts providing the world class consultancy services at your door step.

We give consultancy services in different places in Mumbai & Thane District of Maharashtra.

Our Services

- Formation of Trust under; Societies Registration Act, 1860, Bombay Public Trusts Act, 1950, Trust Registration U/S 25.
- PAN & TAN Registration
- 12A Regd. under IT Act
- 80 G Regd. under IT Act
- FCRA Registration
- 35AC ((i) & (ii)
- Secretarial work: Preparation of all statutory registers as Minutes of Managing Committee/General Body Meetings, Annual General Body Meeting, Annual Report & Return filling with the concern Dept & Income Tax
- Preparation of Project Report with legal & technical solution

For SKD Management Services

Address:

Shop No – 14, Ajanta Sea Breeze

Sector – 14, Airoli, Navi Mumbai – 400708

Mob: 9967052944, Email: skd4563@yahoo.com