

ShreeHRMS

Payroll management System Report Set

PAYROLL REPORT SET

INDEX

		D	G	S
1	Salary Reports.			
1.1	Salary Register	Y	Y	Y
1.2	Salary Slip	Y	Y	Y
1.3	Summary Statement	Y	Y	-
1.4	Salary by Cheque	Y	Y	-
1.5	Salary by Cash	Y	Y	-
1.6	Bank Salary Statement	Y	-	-
1.7	Non Bank Salary Statement	Y	-	-
1.8	Reimbursement Statement	Y	-	-
1.9	Bank Salary Statement Summary	Y	-	-
1.10	Employee salary statement	Y	-	-
1.11	Employee salary Comparison	Y	-	-
1.12	Employee Increment history	Y	-	-
2.	PF Reports			
2.1	PF Statement	Y	Y	Y
2.2	Arrear PF Statement	Y	-	-
2.3	PF & Arrear PF Statement	Y	-	-
2.4	PF Return Statement (Form 6A)	Y	Y	-
2.5	PF Return Statement (Form 3A)	Y	Y	-
2.6	PF Monthly Challan	Y	Y	-
2.7	PF Form 2	Y	-	-
2.8	PF Form 5	Y	-	-
2.9	PF Form10	Y	-	-
2.10	PF Form 21	Y	-	-
2.11	PF Form12a	Y	-	-
2.12	Eligibility Register of Employee	Y	-	-
2.13	PF form 3A through floppy (dbf format)	Y	-	-
3.	ESI Report			
3.1	ESI Statement	Y	Y	Y
3.2	Arrear ESI Statement	Y	-	-
3.3	ESI & Arrear ESI Statement	Y	-	-
3.4	ESI Return Statement (form6)	Y	Y	-
3.5	ESI Monthly (Challan)	Y	Y	-
3.6	Register Of Employee (Form 7)	Y	-	-
3.7	E.S.I.C Form 1	Y	-	-

4. Reimbursement Reports

4.1	Reimbursement Description	Y	-	-
4.2	Reimbursement Master	Y	-	-
4.3	Reimbursement Register	Y	-	-
4.4	Reimbursement Slip	Y	-	-
4.5	Yearly Reimbursement	Y	-	-

5. H R Reports

5.1	Employee Joining Info			
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6. Statuary Reports

6.1	Per posed Computation Chart	Y	-	-
6.2	Per posed Form6	Y	-	-
6.3	Final Computation Chart	Y	-	-
6.4	Final Form16	Y	-	-

7. Loan and Advance Reports

7.1	Loan Entry Statement	Y	Y	-
7.2	Loan Deduction Statement	Y	Y	-
7.3	Loan Entry Details	Y	Y	-
7.4	Advance Entry Statements	Y	Y	-
7.5	Advance Deduction Statements	Y	Y	-
7.6	Advance Entry Details	Y	Y	-
7.7	Advance Loan Deduction Summery	Y	Y	-
7.8	Cash Adjustment Details	Y	Y	-

8. Arrear and Bonus Reports

8.1	Arrear Slip	Y	-	-
8.2	Arrear Summary Slip	Y	-	-
8.3	Arrear Summary Register	Y	-	-
8.4	Arrear Summary Statement	Y	-	-
8.5	Arrear Register	Y	-	-
8.6	Bonus Statement	Y	-	-
8.7	Bonus Payment Form	Y	-	-
8.8	Bonus Payment Slip	Y	-	-

9 Master Reports

9.1	Employee Salary Structure	Y	Y	-
9.2	Employee Wise CTC	Y	Y	-
9.3	Company Wise CTC	Y	Y	-
9.4	Department Wise CTC	Y	Y	-
9.5	Reimbursement Statement	Y	Y	-
9.6	TDS Report	Y	-	-
9.7	Employee Yearly Salary Structure	Y	-	-
9.8	Welfare fund	Y	-	-

10 Piece Information

10.1	Piece Master Information	Y	Y	-
10.2	Employee Wise Piece Details	Y	Y	-

11 Statement

11.1	Over Time Statement	Y	-	-
11.2	Group Gratuity Scheme	Y	-	-
11.3	Pension and Group Scheme	Y	-	-
11.4	Leave Encashment Statement	Y	-	-
11.5	Gratuity Statement	Y	-	-
11.6	Full and Final Statement	Y	Y	Y

1 Salary Reports

1.1 Salary Register

(Gold, Silver)

Salary Register For the Month of January 2007										
Page No. 1		DEMO			Company : PF No. PF/ABCD ESI No. ESI					
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPP Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00	30,000.00 0.00 0.00		0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00	6,600.00	23,400.00	
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00	20,000.00 0.00 0.00		0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00	4,400.00	15,600.00	
3	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00		0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00	10,200.00	
4	YIINT004 SANJEEV KUMAR PATTERN MASTER PATTERN MAKING 0	22.00 0.00 6.00 3.00 31.00	10,200.00 0.00 4,000.00 800.00	10,200.00 0.00 4,000.00 800.00		0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00	15,000.00	
Total					75,200.00			11,000.00	64,200.00	

Fig 1.1 Salary Register

1.2 Salary Slip

(Gold, Silver)

DEMO						
Salary Slip For the Month of January 2007						
Name	ABCDE		Designation	MANAGING DIRECTOR		Run Date : 10-Mar-2007
Paycode	YIINT001		Dept.	ADMINSTRATION		E.S.I No.
	Rate of Wages	Amount Payable	Total Earnings	Deductions	Total Deductions	Amount Paid
Basic	30,000.00	Salary 30,000.00		E.S.I. 0.00	Labour Fund	
H.R.A.	0.00	H.R.A. 0.00	Other Allow 0.00	P.F. 3,600.00	TDS	
DA	0.00	DA 0.00		V.P.F 3,000.00		
			30,000.00	P.Tax 0.00		
				Adv. 0.00		
Days					6,600.00	
Days Worked	25.00					23,400.00
Hld/Wo	6.00					
CL	0.00					
EL	0.00					
SL	0.00					
Other Leave	0.00					
Days Payable	31.00					

DEMO						
Salary Slip For the Month of January 2007						
Name	RAGINI		Designation	DIRECTOR		Run Date : 10-Mar-2007
Paycode	YIINT002		Dept.	DIRECTOR		E.S.I No.
	Rate of Wages	Amount Payable	Total Earnings	Deductions	Total Deductions	Amount Paid
Basic	20,000.00	Salary 20,000.00		E.S.I. 0.00	Labour Fund	
H.R.A.	0.00	H.R.A. 0.00	Other Allow 0.00	P.F. 2,400.00	TDS	
DA	0.00	DA 0.00		V.P.F 2,000.00		
			20,000.00	P.Tax 0.00		
				Adv. 0.00		
Days					4,400.00	
Days Worked	25.00					15,600.00
Hld/Wo	6.00					
CL	0.00					
EL	0.00					
SL	0.00					
Other Leave	0.00					
Days Payable	31.00					

DEMO						
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Fig 1.2 Salary Slip

1.3 Summary Statement

(Gold)

Monthly Summary Statement for the month of: January 2007

S No	Department	Total	E.S.L	P.F.	Tot. Emp.	E S I Wages	E.S.I.(1.75%)	P F Wages	P.F (12%)	Remarks
1	MERCHANDISING	10,200.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
2	PATTERN MAKING	10,200.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
3	FINISHING	33,847.58	7.00	7.00	8.00	23,647.58	414.00	23,647.00	2,837.00	
4	ACCOUNTS	6,412.90	1.00	0.00	1.00	6,412.90	112.00	0.00	0.00	
5	RECEPTION	5,000.00	1.00	1.00	1.00	5,000.00	88.00	5,000.00	600.00	
6	FIELD	3,325.00	1.00	1.00	1.00	3,325.00	58.00	3,325.00	399.00	
7	PRODUCTION	33,671.78	8.00	8.00	9.00	23,471.78	411.00	23,473.00	2,817.00	
8	MARKETING	7,741.94	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
9	CUTTING	6,650.00	2.00	2.00	2.00	6,650.00	116.00	6,650.00	798.00	
10	ADMINISTRATION	33,271.37	1.00	2.00	2.00	3,271.37	57.00	33,271.00	3,993.00	
11	DIRECTOR	20,000.00	0.00	1.00	1.00	0.00	0.00	20,000.00	2,400.00	
Grand Total:		170,321.00	21.00	22.00	28.00	71,779.00	1,267.00	115,366.00 Less (F.P.F) 37,000.00 F.P.F Wages 78,366.00	13,844.00 V.P.F 5,000.00 18,844.00	

E.S.I Wages	71,779.00	P.F. Wages	115,366.00
E.S.I 1.75%	1,267.00	F.P.F. Wages	78,366.00
E.S.I 4.75%	3,417.00	P.F. Employer Share (3.67%) :	7,316.00
Total	<u>4,684.00</u>	F.P.F. Employer Share (8.33 %) :	6,528.00
		A/C No. 1 :	18,844.00
		A/C No. 10 :	6,528.00
		A/C No. 2 :	1,269.00
		A/C No. 21 :	577.00
		A/C No. 22 :	12.00
		Total :	<u>34,546.00</u>

11 of 11 Total:11 100%

Fig 1.3 Summery Statements

1.4 Salary by Cheque

(Gold)

Salary Statement by Cheque For the Month of January 2007										
Page No. 1		DEMO		Company : PF No. PF/ABCD ESI No. ESI						
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00	30,000.00 0.00 0.00	30,000.00	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00 0.00	6,600.00	23,400.00	
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00	20,000.00 0.00 0.00	20,000.00	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00 0.00	4,400.00	15,600.00	
3	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	10,200.00	
4	YIINT004 SANJEEV KUMAR PATTERN MASTER PATTERN MAKING 0	22.00 0.00 6.00 3.00 31.00	10,200.00 0.00 4,000.00 800.00	10,200.00 0.00 4,000.00 800.00	15,000.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	15,000.00	
Total					75,200.00			11,000.00	64,200.00	

Fig 1.4 Salary by Cheque

1.5 Salary by Cash

(Gold)

Salary Statement by Cash For the Month of January 2007										
Page No. 1		DEMO			Company : PF No. PF/ABCD ESI No. ESI					
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPP Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT006 DHARMENDER TIWARI FINISHING INCHARGE FINISHING 0	24.00 0.00 6.00 1.00 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	10,200.00	
2	YIINT007 RACHEL TOMY RECEPTIONIST RECEPTION 9001533 DL13307 56	22.00 0.00 6.00 3.00 31.00	5,000.00 0.00 0.00	5,000.00 0.00 0.00	5,000.00	88.00 600.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	688.00	4,312.00	
3	YIINT008 YOGESH DEEP ARORA ACCOUNTANT ACCOUNTS 0	22.00 2.00 5.00 1.00 28.00	7,100.00 0.00 0.00	6,413.00 0.00 0.00	6,413.00	112.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	112.00	6,301.00	
4	YIINT010 PRAMOD KUMAR LINE SUPERVISOR PRODUCTION 6205903 DL13307 40	22.00 0.00 6.00 3.00 31.00	4,000.00 0.00 1,000.00 500.00	4,000.00 0.00 1,000.00 500.00	5,500.00	70.00 480.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	550.00	4,950.00	
Total					27,113.00			1,350.00	25,763.00	

Fig1.5 Salary by Cash

1.6 Bank Salary Statement

Bank Salary Statement For the Month of January 2007										
Page No. 1		Company : PF No. ESI No.								
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPP Prof. Tax Advance	Other Deductions	T. Deduction	Amount Paid	Signature
1										
Total										

Fig 1.6 Bank Salary Statements

1.7 Non Bank Salary Statement

Non Bank Salary Statement For the Month of January 2007										
Page No. 1		DEMO			Company : PF No. PF/ABCD ESI No. ESI					
Srl No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPP Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00	30,000.00 0.00 0.00	30,000.00	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00 0.00	6,600.00	23,400.00	
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00	20,000.00 0.00 0.00	20,000.00	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00 0.00	4,400.00	15,600.00	
3	YIINT003 SUMANT WISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	10,200.00	
Total					60,200.00			11,000.00	49,200.00	

Fig 1.7 Non Bank Salary Statement

1.8 Reimbursement

Sl.		EMPLOYEE DETAILS		Reimbursement	
Page No. 1 DEMO Reimbursement Statement					
1	Paycode Name F. Name Designation Department ESI NO. PF NO. Bank A/c No	YIINT001 ABCDE MANAGING DIRECTOR ADMINSTRATION DL13307 1	Other Allow	Total	0.00
2	Paycode Name F. Name Designation Department ESI NO. PF NO. Bank A/c No	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	Other Allow	Total	0.00
3	Paycode Name F. Name Designation Department ESI NO. PF NO. Bank A/c No	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	Other Allow	Total	0.00
4	Paycode Name F. Name Designation Department ESI NO. PF NO. Bank A/c No	YIINT004 SANJEEV KUMAR PATTERN MASTER PATTERN MAKING 0	Other Allow	Total	0.00

1 of 1 | Cancel | Close | 4 of 4 | Total:4 | 100%

Fig 1.8 Reimbursements

1.9 Bank Salary Summery Statement

31/May/2007

Bank Salary Statement Summary For the Month of April 2007
Y.I.INTERNATIONAL PVT LTD
D-62 OKHLA INDUSTRIAL AREA PHASE I, NEW DELHI-110020

Dear Sir/Madam,
Kindly transfer the salary of our following employees to their respective Saving Accounts:-

Sl. No.	EmpCode	S.B.A/C NO.	Name	Amount Paid
1	YIINT001	123456	DEEPAK BHARDWAJ	23,400.00
2	YIINT002	2345678	RANI BHARDWAJ	15,600.00
Total				39,000.00

Fig 1.9 Bank Salary Summery Statement

1.10 Employee salary statement Summary.

It's comes in excel format.

1.11 Employee salary Comparison.

It's comes in excel format.

1.12 Employee Increment history.

It's comes in excel format.

2 PF Reports

2.1 PF Statement

(Gold, Silver)

Page No.:	DEMO								
	PF Statement For the Month of January 2007								
Date :	10-Mar-2007								
Paycode	Employee Name & Father/Husband Name	D O J D O B	PF No.	Earning	Employee		Employer		
					PF	VPF	PF	FPF	
YIINT001	ABCDE	01/11/1991 17/05/1960	DL13307 1	30,000.00	3,600.00	3,000.00	3,059.00	541.00	
YIINT002	RAGINI	01/11/1988 31/05/1966	DL13307 3	20,000.00	2,400.00	2,000.00	1,859.00	541.00	
YIINT007	RACHEL TOMY	12/09/2006 28/04/1965	DL13307 56	5,000.00	600.00	0.00	183.00	417.00	
YIINT010	PRAMOD KUMAR	01/06/2005 01/07/1979	DL13307 40	4,000.00	480.00	0.00	147.00	333.00	
YIINT011	JO GENDER SINGH	01/06/2005 01/05/1985	DL13307 39	3,325.00	399.00	0.00	122.00	277.00	
YIINT012	MD.KURBAN	01/09/2004 15/05/1984	DL13307 29	3,325.00	399.00	0.00	122.00	277.00	
YIINT013	SHEELA DEVI	01/04/2006 15/02/1976	DL13307 43	3,325.00	399.00	0.00	122.00	277.00	
YIINT014	SAFIYA	01/04/2006 02/04/1973	DL13307 44	3,325.00	399.00	0.00	122.00	277.00	
YIINT015	NEELAM	01/04/2006 04/02/1976	DL13307 45	3,325.00	399.00	0.00	122.00	277.00	
YIINT016	ASHOK KUMAR	01/11/2006 15/05/1978	DL13307 57	3,525.00	423.00	0.00	129.00	294.00	
YIINT017	KAILASH	01/11/2006 12/01/1969	DL13307 58	3,411.00	409.00	0.00	125.00	284.00	
YIINT018	PURAN TIWARI	01/11/2006 10/01/1982	DL13307 59	3,411.00	409.00	0.00	125.00	284.00	
YIINT019	MD.MUSTAKEEM	02/05/2006 20/04/1986	DL13307 53	3,325.00	399.00	0.00	122.00	277.00	
YIINT020	SAHDEV	02/05/2006 18/03/1984	DL13307 54	3,325.00	399.00	0.00	122.00	277.00	
Total----				92,622.00	11,114.00	5,000.00	6,481.00	4,633.00	

Fig 2.1 PF Statement

2.2 Arrear PF Statement

Page No.: 1
Date: 12-Jan-2010

RMG Autometers Gas Technologies Ltd.
Arrear PF Statement For the Month of May 2005

S.No	Paycode	Employee Name Father/Husband Name	D O B D O B	PF No.	Earning	Employee		Employer	
						PF	VPF	PF	EPF
1	014	VIJAY SINGH MANABIR SINGH	09/04/2007 08/10/1955	UP/40263 12	427.00	51.00	0.00	36.00	15.00
2	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	UP/40263 13	899.00	07.00	0.00	14.00	33.00
3	016	S. P. TRIPATHI I. TRIPATHI	16/04/2007 25/03/1961	UP/40263 14	865.00	03.00	0.00	12.00	31.00
4	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	UP/40263 16	877.00	05.00	0.00	13.00	32.00
5	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	UP/40263 17	907.00	08.00	0.00	15.00	33.00
6	020	SUSHIL KUMAR KUNAL SINGH	01/05/2007 02/05/1973	UP/40263 18	512.00	61.00	0.00	43.00	18.00
7	022	CHANDRA PAL NARAYAN SINGH	04/05/2007 00/09/1971	UP/40263 20	899.00	07.00	0.00	14.00	33.00
8	024	DEEPAJYOTI TRIPATHI NARISH CHAND	01/06/2007 09/08/1975	UP/40263 22	813.00	99.00	0.00	69.00	30.00
9	026	SUNIL KUMAR YKUL PAL	20/06/2007 09/09/1984	UP/40263 24	899.00	08.00	0.00	15.00	33.00
10	028	NARENDRA PRADHAN I. PRADHAN	02/07/2007 17/04/1968	UP/40263 26	907.00	08.00	0.00	15.00	33.00

2.2 Arrear PF Statement

2.3 PF & Arrear PF statement.

Page No.: 1
Date: 12-Jan-2010

RMG Autometers Gas Technologies Ltd.
Arrear With PF Statement For the Month of May 2009

S.No	Paycode	Employee Name Father/Husband Name	D O B D O B	PF No.	Earning	Employee		Employer	
						PF	VPF	PF	EPF
1	002	PARSHOTAM SINGH AVIN CHAND	10/03/2006 12/11/1988	UP/40263 1	6,500.00	780	0	239	541
2	007	MANIK MAUTHAN JAGMOHAN SINGH	10/10/2006 26/12/1969	UP/40263 5	6,500.00	780	0	239	541
3	008	KULDEEP KUMAR B. S. TRIPATHI	18/12/2006 10/06/1972	UP/40263 6	6,500.00	780	0	239	541
4	012	NARISH KUMAR LILA KRISHAN	04/08/1967 12/03/2007	UP/40263 10	6,500.00	780	0	239	541
5	013	TALSHINJAN PASWAN BALD BUSAHE	13/03/2007 10/07/1977	UP/40263 11	6,500.00	780	0	239	541
6	014	VIJAY SINGH MANABIR SINGH	09/04/2007 08/10/1955	UP/40263 12	5,905.00	684	0	230	454
7	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	UP/40263 13	5,810.00	696	0	254	442
8	016	S. P. TRIPATHI I. TRIPATHI	16/04/2007 25/03/1961	UP/40263 14	5,380.00	645	0	238	407
9	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	UP/40263 16	5,782.00	694	0	253	441
10	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	UP/40263 17	5,820.00	697	0	255	442

2.3 PF & Arrear PF statement.

2.4 PF Return Statement (Form 6A)

FORM 6 - A (REVISED)

The Employee's Provident Scheme, 1952
(Paragraph 43)
AND
The Employee's Pension Scheme , 1995
[Paragraph 20 (4)]

Annual Statement of contribution for the Currency period from March 2006 to February 2007
Name and Address of the Establishment : DEMO
OKHLA
Code No. of the Establishment : PF/ABCD Statutory rate of contribution 12%
No of member voluntary contribution ast a higher rate

Sl. No.	Account No.	Name of the member F/H Name (in block letters)	Wages Retaining if any	Amount of worker's contributions deducted from the wages	Employer's Contribution		Total	Refund of Advance	Rate of higher voluntary contribution (if any)	Remarks
					E P F Diff. between 12% & 8.33%	Pension Fund 8.33%				
1	2	3	4	5	6	7	8	9	10	
1	DL13307	1 ABCDE	44,643.00	9,821.00	2,975.00	725.00	8,164.00			
2	DL13307	3 RAGINI	26,429.00	5,814.00	1,859.00	541.00	5,043.00			
3	DL13307	29 MD.KURBAN	4,394.00	527.00	122.00	277.00	399.00			
4	DL13307	39 JOGENDER SINGH	4,394.00	527.00	122.00	277.00	399.00			
5	DL13307	40 PRAMOD KUMAR	5,286.00	634.00	147.00	333.00	480.00			
6	DL13307	43 SHEELA DEVI	4,156.00	499.00	122.00	277.00	399.00			
7	DL13307	44 SAFTYA	4,097.00	492.00	122.00	277.00	399.00			
8	DL13307	56 RACHEL TOMY	6,607.00	793.00	183.00	417.00	600.00			
Total ->			100,006.00	19,107.00	5,652.00	3,124.00	15,883.00			

1 of 1 Cancel Close 8 of 9 Total 9 100%

Fig 2.4 PF Return Statement Form 6

2.5 PF Form 3A

(Gold)

(For un-exempted Establishment only) FORM **3-A** (Revised)

The Employee's Provident Fund Scheme, 1952 (Paragraph 35 & 42)
AND
The Employee's Pension Scheme, 1995 (Para 19)

Contribution Card for the currency period of February 2007 to March 2007

1. Account No DL13307 56 5. Statutory rate of contribution. **12%**
2. Name / Surname RACHEL TOMY 6. Voluntary higher rate of employee's contribution , if any...
3. Father's / Husband's Name _____
4. Name & address of the Factory / Establishment.
DEMO
OKHLA

Month & Year	Worker's Share		Employer's Share			Refund Advance	No. of days/period of non contributing service (if any)	Remarks
	Amount of Wages	EPF	EPF difference between 12% & 8.33% (if any)	Pension Fund Cont.	Total			
1	2	3	4	4A	4C	5	6	
March Paid in April								
Feb-2007	5,000.00	600.00	183.00	417.00	600.00			
Mar-2007	1,607.00	193.00	0.00	0.00	0.00			
Total	6,607.00	793.00	183.00	417.00	600.00			

(a) Date of leaving service if any

(b) Reason of leaving service if any

Certified that the total amount of contributions (both shares) indicated in this Cards i.e Rs 1,393.00
has already been remitted in full in EPF A/c. No.1 and Pension Fund A/c. No. 10 (Vide note below).

Certified that the difference between the total of the contribution shown under Cols. 3&4(a)&4(b) of above table and that arrived at on the total wages shown in column 2 at the prescribed rate is solely due to rounding off of contributions to nearest rupee under the rules.

Dated.....20

Signature of Employer
with office seal

Note : (1) In respect of the form 3A sent to the Regional Office during the course of the currency period for the purpose of final settlement of the accounts of the member who has left service , details or date & reasons for leaving should be furnished under col. 7(a) & (b).
(2) In respect of those who are not members of the pension fund the employers share of contribution of the EPF will be 8-1/3 or 12% as the case may be & is to be shown under column 4(a).

3 of 22 Cancel Close 42 of 42 Total:42 100%

Fig 2.5 PF Form 3A

2.6 PF Monthly Challan

(Gold)

(COMBINED CHALLAN OF A/c No. 1,2,10,21 & 22) (USE SEPRATE CHALLAN FOR EACH MONTH) ORIGINAL/DUPLICATE/TRIPPLICATE/QUADRUPLIC/
STATE BANK OF INDIA
EMPLOYEES' PROVIDENT FUND ORGANISAION

Establishment Code No. : PF/ABCD Account Group No. : _____ Paid By Cheque/Cash : _____

Dues for the Month of : { Employees Share January-2007 Date Of Payment D D M M Y Y Y Y
{ Employer Share January-2007

Total No of Subscribes A/c No.01 : { 22.00 A/c No.10 : { 22.00 A/c 21 : { 22.00
Total Wages Due A/c No.01 : { 115,366.00 A/c No.10 : { 115,366.00 A/c 21 : { 115,366.00

Sri No.	PARTICULARS	A/C NO.01	A/C NO.02	A/C NO.10	A/C NO.21	A/C NO.22	TOTAL
1	EMPLOYER'S CONT.	7,316.00		6,528.00	577.00		14,421.00
2	EMPLOYEES' CONT.	18,844.00					18,844.00
3	ADM.CHARGES		1,269.00			12.00	1,281.00
4	INSP.CHARGES						
5	PENAL DAMAGES						
6	MISC.PAYMENT (PAST ACCUMULAIONS ONLY)						
T O T A L		26,160.00	1,269.00	6,528.00	577.00	12.00	34,546.00

Amount In Words **Thirty Four Thousand Five Hundred Forty One Only.**

Name & Address of Establishment : DEMO,OKHLA

Name Of Depositor ABC (For Bank use only)
Signature Of Depositor _____ Amount Received Rs.
For Cheques Only
Date Of Presentation
Date of Realisation :
Branch Name
Branch Code No.

Name of Bank HDFC BANK (TO BE FILLED IN BY EMPLOYER)
Bank Branch OKHLA Cheque No. 123456 Date: 10/03/2007 Amount : 0000100000.00
Address of Bank OKHLA

1 of 1 Cancel Close 1 of 1 Total1 100%

Fig PF Monthly Challan (4 Copies Original, Duplicate, Triplicate, Quadruplicate)

2.7 PF Form 2

<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Form 2 (Revised) </div>	NOMINATION AND DECLARATION FORM (FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS)																						
(Declaration and Nomination Form under the Employees Provident Funds & Employee's Pension Scheme) (Paragraph 33 and 61 (1) of the Employee's Provident Fund Scheme, 1952 & Paragraph 1E of the Employee's Pension Scheme, 1995)																							
1. Name (in block letters)	2. Father's //husband's Name																						
3. Date Of Birth	4. Sex																						
5. Marital Status	6. P.F. Account No																						
8. Address Permanent Temporary:	7. Date Of Joining																						
PART A (EPF)																							
I hereby nominate the person(s) /wance. the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employee's Provident Fund, in the event of my death																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S.No</th> <th style="width: 40%;">Name</th> <th style="width: 15%;">Date of Birth</th> <th style="width: 35%;">Relationship</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S.No	Name	Date of Birth	Relationship																			
S.No	Name	Date of Birth	Relationship																				
<small>1. Certified that I have no family as defined in para 2 (vii) of the Employee's Provident Fund Scheme, 1952 and should I acquire a family then within three months of the date of nomination, the will be deemed to remain valid. 2. Certified that my father /mother is /are dependent upon me. Strike out, whichever is not applicable</small>																							
Signature or thumb impression of the subscriber																							
PART B (EPS) (TARA 19)																							
I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children pension in the event of my death																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 5%;">Sl No</th> <th colspan="2" style="width: 60%;">Name & Address of the family member</th> <th rowspan="2" style="width: 15%;">Date of Birth</th> <th rowspan="2" style="width: 15%;">Relationship With member</th> </tr> <tr> <th style="width: 30%;">Name</th> <th style="width: 30%;">Address</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>2</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>3</td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl No	Name & Address of the family member		Date of Birth	Relationship With member	Name	Address	1					2					3					
Sl No		Name & Address of the family member				Date of Birth	Relationship With member																
	Name	Address																					
1																							
2																							
3																							
<small>** Certified that I have no family as defined in para 2 (vii) of Employee's Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form. I hereby nominate the following person for receiving the monthly widow pension (admissible under para 1E 2(a)(i) & (ii) in the event of my death without leaving any eligible family member for receiving pension</small>																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name & Address of the nominee</th> <th style="width: 20%;">Date of Birth</th> <th style="width: 40%;">Relationship with the member</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name & Address of the nominee	Date of Birth	Relationship with the member																				
Name & Address of the nominee	Date of Birth	Relationship with the member																					

2.7 PF Form 2

2.8 PF Form 5

FORM NO. 5

The Employees Provident Fund Scheme, 1952
(Paragraph 36(2)(a) & 37)
Details of Employees qualifying for membership of the fund for the first time during
 the month of January 2007
(To be sent to the Commissioner with form 2)

Name and Address of the Factory : DEMCO
DEMCO
 Code No. of the Factory PPH/BCD

Sl. No.	Account No.	Name of the Employee (in block capitals)	Father's / H/o name / Name	Sex	DOB	Date of eligibility for membership	Period of continuous service in the factory with the commencement of membership	Remarks
1								

Date _____
(Also fill in Form 10 circular)

Signature Of the Employer or Other authorized Officer
 Stamp of the Factory/Ent.

1 of 1 Cancel Close of Total 100%

Fig 2.8 Form 5

2.10 Form 21

January 2007 P F FORM 21						
Sr No.	Name	Salary	Date OF Birth	Date OF Join	PF Code	Remark
1	ABCDE	30,000.00	17/05/1960	01/11/1991	1	
2	RAGINI	20,000.00	31/05/1966	01/11/1988	3	
3	RACHEL TOMY	5,000.00	28/04/1965	12/09/2006	56	
4	PRAMOD KUMAR	4,000.00	01/07/1979	01/06/2005	40	
5	JOGENDER SINGH	3,325.00	01/05/1985	01/06/2005	39	
6	MD KURBAN	3,325.00	15/05/1984	01/09/2004	29	
7	SHEELA DEVI	3,325.00	15/02/1976	01/04/2006	43	
8	SAFIYA	3,325.00	02/04/1973	01/04/2006	44	
9	NEELAM	3,325.00	04/02/1976	01/04/2006	45	
10	ASHOK KUMAR	3,525.00	15/05/1978	01/11/2006	57	
11	KAILASH	3,525.00	12/01/1969	01/11/2006	58	
12	PURAN TIWARI	3,525.00	10/01/1982	01/11/2006	59	
13	MD MUSTAKEEM	3,325.00	20/04/1986	02/05/2006	53	
14	SAHDEV	3,325.00	18/03/1984	02/05/2006	54	
15	UMESH KUMAR	3,325.00	26/01/1980	01/08/2006	55	
16	SALAHUDIN	3,525.00	15/10/1986	01/11/2006	61	
17	MANOJ KUMAR	3,525.00	01/01/1971	01/11/2006	62	
18	ASHOK KUMAR SAH	3,525.00	02/05/1977	01/11/2006	63	
19	NEERAJ KUMAR	3,525.00	04/02/1983	28/11/2006	66	
20	DHARAMVIR SINGH	3,525.00	01/02/1978	28/11/2006	67	
21	SANGRAM SINGH	3,525.00	15/12/1981	28/11/2006	68	
22	RAKESH	3,325.00	15/12/1972	01/12/2006	69	

Fig 2.10 Form 21

2.11 PF Form 12 a

Only For unaccepted Establishment only

FORM 12 - A (Revised)
 Employees' Provident Fund and Misc. Provisions Act, 1952
 Employee's Pension Scheme
 [Paragraph 29 (4)]
 Commencing from 1st April, _____ to 31st March, _____
 Statement of contribution for the month of January 2007
 Statutory rate of contribution

(To be filled in by the EPFO)
 Establishment Name _____
 Group Code _____

Code No. 99/ARCD
 Name and Address of the Establishment : DEHO
 OKHLA

1 Periodic	2 Wages On Which Contributions are Payable	3 Amount of Contributions		4 Amount of contribution received		5 Amount of Administrative charges due	6 Amount of Administrative Charges due	7 Date of settlement (enclose original copies of challan)
		Received from the Workers	Payable by the employer					
EPF. Ac. No. 1	113,266.00	11,844.00	7,216.00	18,844.00	7,216.00	1,269.00	1,269.00	18/03/2007
PROVIDENT FUND Ac. No. 10	113,266.00	NIL	6,326.00	NIL	6,326.00	NIL	NIL	18/03/2007
E.L.I. Ac. No. 21	113,266.00	NIL	377.00	NIL	377.00	13.00	13.00	18/03/2007
Total No. of Employees								
Contract	15	Name of Address of the Unit in which the amount is credited		HDFC BANK OKHLA				
Part	14							
Total	29					EPF	Prov. Fund	Insurance Fund

Details of Subscribers	EPF	Provident Fund	E.L.I
No. of subscribers at per last month	28	28	28
No. of New subscribers (vide Form 5)	2	2	2
No. of subscribers left service (vide Form 60)	1	1	1
Total No. of Subscribers	29	29	29

Signature of the employee J
with official (seal)

Fig 2.11 PF Form 12 a

2.12 Eligibility Register of Employee

It's comes in excel.

2.13 PF Form 3A through floppy

It's comes in dbf format.

3 ESI Reports

(Gold, Silver)

3.1 ESI Statement

Paycode	Employee Name	Father /Husband Name	D O J	D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total
YIINT007	RACHEL TOMY		12/09/2006	28/04/1965	9001533	31.00	5,000	88.00	238.00	326.00
YIINT008	YOGESH DEEP ARORA		02/01/2007	22/09/1976	10017011	28.00	6,413	113.00	305.00	418.00
YIINT010	PRAMOD KUMAR		01/06/2005	01/07/1979	6205903	31.00	4,000	70.00	190.00	260.00
YIINT011	JOGENDER SINGH		01/06/2005	01/05/1985	6205902	31.00	3,325	59.00	158.00	217.00
YIINT012	MD.KURBAN		01/09/2004	15/05/1984	6165025	31.00	3,325	59.00	158.00	217.00
YIINT013	SHEELA DEVI		01/04/2006	15/02/1976	4799398	31.00	3,325	59.00	158.00	217.00
YIINT014	SAFIYA		01/04/2006	02/04/1973	4799399	31.00	3,325	59.00	158.00	217.00
YIINT015	NEELAM		01/04/2006	04/02/1976	4799400	31.00	3,325	59.00	158.00	217.00
YIINT016	ASHOK KUMAR		01/11/2006	15/05/1978	6268349	31.00	3,525	62.00	168.00	230.00
YIINT017	KAILASH		01/11/2006	12/01/1969	10008003	30.00	3,411	60.00	163.00	223.00
YIINT018	PURAN TIWARI		01/11/2006	10/01/1982	10008005	30.00	3,411	60.00	163.00	223.00
YIINT019	MD.MUSTAKEEM		02/05/2006	20/04/1986	6242382	31.00	3,325	59.00	158.00	217.00
Total Contribution						Total :	45,710	807.00	2,175.00	2,982.00

Fig 3.1 ESI Statement

3.2 Arrear ESI Statement.

RMC Autometers Gas Technologies Ltd.
Arrear ESI Statement For the Month of May 2009

Page No. : 1
Date : 12-Jan-2010

S.No	Paycode	Employee Name Father /Husband Name	D O J D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total Contribution
1	0:4	VIJAY SINGH MAHABIR SINGH	09/04/2007 06/10/1933	8869402		983.00	18.00	47.00	65
2	0:5	SUNIL KUMAR JANARAYAN DAS	16/04/2007 15/07/1980	8869403		1,681.00	31.00	81.00	112
3	0:6	S. P. TRIPATHI P. TRIPATHI	16/04/2007 23/03/1961	8869404		1,530.00	28.00	75.00	103
4	0:8	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	8869405		1,447.00	27.00	70.00	97
5	0:9	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	8869406		1,717.00	32.00	83.00	115
6	0:0	SUNIL KUMAR IRBAL SINGH	01/05/2007 02/05/1973	8869407		1,468.00	26.00	70.00	96
7	0:2	CHANDRA PAL NARAYAN SINGH	04/05/2007 10/09/1971	8869409		1,707.00	32.00	82.00	114
8	0:4	INDRANIL TYAGI NARESH CHAND	01/06/2007 09/08/1975	8869410		813.00	15.00	39.00	54
9	0:6	SUNIL KUMAR VISHU PAL	20/06/2007 09/09/1984	8869411		1,669.00	31.00	81.00	112
10	0:8	MAHENDRA PRADMAN P. PRADMAN	02/07/2007 17/04/1968	8869413		1,669.00	31.00	81.00	112

3.3 ESI & Arrear ESI Statement

RMC Autometers Gas Technologies Ltd.
Arrear ESI With Monthly ESI Statement For the Month of May 2009

Page No. : 1
Date : 12-Jan-2010

S.No	Paycode	Employee Name Father /Husband Name	D O J D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total Contribution
1	0:4	VIJAY SINGH MAHABIR SINGH	09/04/2007 06/10/1933	8869402	29.00	10,783	190	513	703
2	0:5	SUNIL KUMAR JANARAYAN DAS	16/04/2007 15/07/1980	8869403	31.00	11,188	198	534	732
3	0:6	S. P. TRIPATHI P. TRIPATHI	16/04/2007 23/03/1961	8869404	28.50	8,430	149	403	552
4	0:8	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	8869405	31.00	10,048	178	479	657
5	0:9	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	8869406	31.00	11,224	199	535	734
6	0:0	SUNIL KUMAR IRBAL SINGH	01/05/2007 02/05/1973	8869407	31.00	12,228	215	582	797
7	0:2	KAPIL VERMA D. P. SINGH	02/05/2007 10/10/1983	8869408	31.00	8,946	157	425	582
8	0:2	CHANDRA PAL NARAYAN SINGH	04/05/2007 10/09/1971	8869409	31.00	10,125	180	482	662
9	0:4	INDRANIL TYAGI NARESH CHAND	01/06/2007 09/08/1975	8869410	31.00	9,154	161	436	597
10	0:6	SUNIL KUMAR VISHU PAL	20/06/2007 09/09/1984	8869411	31.00	10,168	180	486	666

3.3 ESI & Arrear ESI Statement

3.4 ESI Return Statement (form6)

(Gold)

BY QUADRIFOLKATE
Name of Branch Office _____ Employee's Code No _____

FORM - 5
INDIAN STATES LIFE INSURANCE CORPORATION
RETURN OF CONTRIBUTIONS
(Regulation 26)

Name & Address of the Factory or Establishment: **ITEMO**
ORHLA

Particulars of the Principal Employer(s)
a) Name: **Mr. Deepak Sharma**
b) Designation: **Managing Director**
c) Residential Address: **11 A, Mansarovar, Jaipur, Rajasthan-311019**

Contributions Period: From **January 2007 to February 2007**

Tabulated below the details of the Employer's and Employee's share of contributions in respect of the undrawn amount insured persons. It hereby declares that the same includes every employee, employed directly or through an intermediate employer or in connection with the work of the factory/establishment or any work connected with the establishment of the factory/establishment or purchase of raw materials, sale or distribution of finished products etc. in whom the ESI Act, 1948 applies in the contribution period in which this return is filed and that the contributions in respect of employer's & employee's share have been actually paid in accordance with the provisions of the said regulations.

Employer's Share	1,115.00	Employee's Share	2,993.00	Total contribution	4,104.00
Debit of Contributions:					
1. Chalcum dated		Rs	3,199.00		
2. Chalcum dated		Rs	905.00		
3. Chalcum dated		Rs			
4. Chalcum dated		Rs			
5. Chalcum dated		Rs			
6. Chalcum dated		Rs			
Total amount paid - Rs			4,104.00		

Place: **ORHLA**
Date: **10/02/2007**

Signature & Designation of the Employer
(With Rubber Stamp)

IMPORTANT INSTRUCTIONS: Information as to given in 'Remarks' Column (No 9)

1. Entry 'IP' is appended for the first time and 'no' hence returns during the contribution period indicate 'N' and 'no' 'L' (Date)
2. Please indicate insurance Number in ascending order
3. Figures in Columns 4, 5 & 6 shall be in respect of wages periods actual during the contribution period
4. Invariable total of column 4, 5 & 6 of the return
5. Non-ava-thing shall be made, Any Corrections, if made, should be signed by the employer
6. Every page of this return should bear full signature and rubber stamp of the employer
7. Daily Wages in col. 7 of the return shall be calculated by dividing Figure in Col. 5 by figure in Col. 4 in two decimal places

1 of 2 Cancel Close 12 of 13 Total 13 100%

Fig 3.4 ESI Form 6

ESI Form 6 Second Page

S.No.	Insurance Number	Name of Insured Person	No. of days for which wages paid	Total Amount of Wages paid (Rs.)	Employer's Contribution Deducted (Rs.)	Average Daily Wages (Rs.)	Whether contribution on sick	Disability %	Remarks
1	2	3	4	5	6	7	8	9	10
1	10002002	KALASH	27.50	4,355.49	77.00	116.00	YES	OKELA	
2	10002005	PURAN TIWARI	27.00	4,292.54	76.00	116.00	YES	OKELA	
3	10017011	YOGESH DEEP ARORA	25.00	2,127.90	144.00	234.00	07/01/2007	OKELA	
4	07993392	SHEELA DEVI	28.00	4,156.25	73.00	109.00	YES	OKELA	
5	07993399	SAFIYA	27.50	4,096.22	72.00	109.00	YES	OKELA	
6	07994000	NEELAM	26.00	3,912.75	69.00	109.00	YES	OKELA	
7	0165025	MD KURBAH	40.00	4,393.75	77.00	110.00	YES	OKELA	
8	0205902	JOHNDER SINGH	40.00	4,393.75	77.00	110.00	YES	OKELA	
9	0205903	PRAHOD KUMAR	40.00	5,252.71	92.00	122.00	YES	OKELA	
10	0242322	MD MUSTAFEEZ	29.00	4,275.00	75.00	110.00	YES	OKELA	
11	0262349	ASHOK KUMAR	28.00	4,406.25	72.00	116.00	YES	OKELA	
12	0001533	RACHEL TOMMY	40.00	6,007.14	116.00	105.00	YES	OKELA	
		Total		52,309.46	1,027.00	1,526.00	116.00		

(FOR OFFICE USE)

Signature of Employer _____

1. Scribe Person marked
 2. Total of Col 5 of Form 6 should not exceed maximum amount to be allowed
 3. Check the amount of Employer's/Employee's contribution paid which is in order/short/over amount received

Causus Signature _____

U D C _____ Head Clerk _____ Branch Officer _____

Fig 3.4 ESI Form 6 second Page

3.5 ESI Monthly Challan

(Gold)

Particulars of Cash/Cheque		Rs.P.
OKHLA NEW DELHI 12345		4,684.00
	TOTAL	4,684.00

Paid into the credit of the Employees' State Insurance Fund A/c No.01
Rupees **Four Thousand Six Hundred Eighty Four Only.**

in Cash/ by Cheque (on realisation) for Payment of Contribution as per
details given below under the Employees' State Insurance Act, 1948 for the
month of: **Jan-2007**

Deposited By _____

Employers' Code No. **13/15455**
Name and address of Factory/Establishment DEMO
OKHLA

No. of Employees : **21**
Total Wages 71,779.00
Employers' Contribution Rs. 1,267.00
Employers' Contribution Rs. 3,417.00
Total Contribution Rs. 4,684.00

(For use in Bank)

ACKNOWLEDGEMENT
To be Filled By Depositor)

Received Payment by Cash/Cheque/Draft No 12345 Dated 10/03/2007
for Rupees 4,684.00 Rupees **Four Thousand Six Hundred Eighty Four Only.**
OKHLA NEW DELHI in favour of Employees'
State Insurance Fund Account No.01 Sl.No in Bank's Scroll.....

Dated..... Authorised Signatory of the receiving Bank

Fig 3.5 ESI Monthly Challan (4 Copies Original, Duplicate, Triplicate, Quadruplicate)

3.6 Register Of Employee (Form 7)

Page No. 1		RMC Automobiles Gas Technologies Ltd. Register of Employees (ESI Form 7) from April 2009 To September 2009															
Sl. No.	Emp. Name	D.O.B	Month			Apr 09			May 09			Jun 09			Jul 09		
			No of Days For Which Wages Paid	Total Amt. of Cont. Dnbn	Emp. Share of Cont. Dnbn	No of Days For Which Wages Paid	Total Amt. of Cont. Dnbn	Emp. Share of Cont. Dnbn	No of Days For Which Wages Paid	Total Amt. of Cont. Dnbn	Emp. Share of Cont. Dnbn	No of Days For Which Wages Paid	Total Amt. of Cont. Dnbn	Emp. Share of Cont. Dnbn	No of Days For Which Wages Paid	Total Amt. of Cont. Dnbn	Emp. Share of Cont. Dnbn
1	RESHMIYANI SHINDE	10/05/0011	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	ANUP SHINDE	05/04/0017	27.00	0.75	13.50	25.00	17.50	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	SHILPA KUDRAL	14/09/0017	29/00	0.100	14.50	28.00	14,500	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	S.D. YEKHAIJI	14/04/0017	28/00	7.000	13.00	28.00	6,430	145.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	VARSHA S SHINDE	01/05/0017	30/00	0.00	121.00	24.00	14,810	175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	MANJARI S. SHINDE	01/05/0017	30/00	0.00	119.00	24.00	14,200	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	BEHRA RUMAL	01/05/0017	30/00	10.75	107.00	21.00	11,220	215.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	RAHEL VERMA	02/03/0017	30/00	0.00	117.00	24.00	6,914	135.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	CHANDRA S.S.	04/03/0017	30/00	0.00	116.00	24.00	14,223	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	CHITRAJ EK. YEKHAIJI	01/04/0017	30/00	0.00	116.00	24.00	6,134	141.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3.6 Register Of Employee (Form 7)

3.7 E.S.I.C Form 1

S.No. in return of Declaration Form No.3

FORM-1

PRESENT PASS PHOTO SIZE PHCTO

**Employee's State Insurance Corporation
DECLARATION FORM
(Regulation 11 &12)**
(To be filled in only if the employee's has not insured earlier)

1. Insurance No.

2. Sex

3. Marital

4. Employer's Code No

(State whether Bachelor/Spinster/
Married/Widow or widower)

5. Name in block Capital	5. Year of Birth
6. Father's/Husband's Name	10. Date of Appointment
7. Present Address	11. Local Office
8. Permanent Address	12. Dispensary
13. Permanent Home Address in full	
14. Age	
15. Particulars of Employment (a) Whether employment directly/through contractor (b) Department (c) Nature of work (Strike out whichever is not applicable)	
16. Nomination under section 50(2), in case of females only and 71 of the Employee's State Insurance Act,1948 for payment of any benefit may be due	

Particulars of family				
S.No.	Name	Date of Birth	Relationship with insured person	Whether residing with him/her or not
1.				
2.				
3.				
4.				
5.				

3.7 E.S.I.C Form 1

4 Reimbursement Reports

4.1 Reimbursement Description

Reimbursement Description

Description 1 :	LTA	Description 6 :	
Description 2 :		Description 7 :	
Description 3 :		Description 8 :	
Description 4 :		Description 9 :	
Description 5 :		Description 10 :	

4.1 Reimbursement Description

4.2 Reimbursement Master

RMC Autometers Gas Technologies Ltd.
Reimbursement Master Report For the Financial Year: 2008'10 : 2009

Employee Details		Reimbursement	
Paycode : 002	LTA	5,000.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
F Name : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN		0.00	0.00
Desig. : Dy. Supervisor		0.00	0.00
		TOTAL :	5,000.00

4.2 Reimbursement Master

4.3 Reimbursement Register

RMC Autometers Gas Technologies Ltd.
Reimbursement Register For the Month of March 2009

Employee Details		Reimbursement	
Paycode : 002	LTA	100.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
F Name : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN		0.00	0.00
Desig. : Dy. Supervisor		0.00	0.00
		TOTAL :	100.00

4.3 Reimbursement Register

4.4 Reimbursement Slip

EMG Autometers Gas Technologies Ltd.
Reimbursement Register For the Month of March 2009

Date : 12/01/2010

Employee Details	Reimbursement		
Paycode : 003	LTA	100.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
F Name : AMIN CHAND		0.00	0.00
Dept. : PERS. & ADMIN.		0.00	0.00
Desig : Dy. Supervisor		0.00	0.00
TOTAL:			100.00

4.4 Reimbursement Slip

4.5 Yearly Reimbursement

EMG Autometers Gas Technologies Ltd.
Yearly Reimbursement Report for Year 2008 To Year : 2009

Run Date : 12/01/2010

Employee Details	Description :	Opening Bal.	Availed	Description :	Opening Bal.	Availed :
Paycode : 003	LTA	5,000.00	100.00		0.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00		0.00	0.00
F. Name : Dy. Supervisor		0.00	0.00		0.00	0.00
Dept. : PERS. & ADMIN.		0.00	0.00		0.00	0.00
Desig : EMG Autometers Gas Technologies Ltd		0.00	0.00		0.00	0.00
TOTAL OPENING BALANCE :					5,000.00	
TOTAL AVAILED AMOUNT :					100.00	
REMAINING BALANCE :					4,900.00	

4.5 Yearly Reimbursement

5 H R Reports

5.1 Employee Joining Info

JOINING REPORT

1. NAME
2. FATHER'S NAME
3. ADDRESS a) Permanent
b) Local
4. Date Of Birth/Age
5. Educational Qualification
6. Experience(Total No. of Years)
7. Nominee for Provident Fund \ Gratuity Fund

S.No	Name of Nominee	Relationship With Nominee

8. WHETHER COVERED UNDER
 - a) Employee's Provident Fund Scheme before joining: YES/NO Account No
 - b) Family pension Scheme before joining YES/NO Account No.

Date

Signature of Employee's

(TO BE FILLED IN BY PERSONEL DEPARTMENT)

APPOINTMENT DETAILS:

1. Appointment Letter No. & Date
2. Date of Joining
3. Classification
4. Designation
5. Salary Details
 - Basic
 - House Rent Subsidy
 - Conveyance
 - Medical
6. Department to which Posted

5.1 Employee Joining Info

6 Statuary Reports

6.1 Proposed Computation Chart

Proposed

Name Of Employee :
Computation of Salary Income For The Financial Year ..
(Assessment Year ..)

Basic
H.R.A.
Conveyance
Leave Salary
Bonus
Int. On Loan
Total

Less : Exempt w.t. 10
Conveyance Allowance
H.R.A.
Total

Less : Deductions
Standard Deduct 1(1)
Entertainment Allow.
Prof. Tax
Total

Less : w.t. Chapter VI
Makin. 80 D
L.I.C. Premium 80 CC
Deduction
Interest On Housing Loan
Total Salary

Income Tax
Less : Exempt w.t. 88
Provident Fund
L.I.C. (Premium)
M.S.C.
Interest accrued on M.S.C.
Investment in Bonds
Principal Amt. of Housing Loan
Education Allowance
Total

Income Tax Payable
If tax Incl. 5. Charge

Note:
1) Please submit the proof of investment on or before 10th Nov to enable us to avail advance tax liability.
2) Submit the proof of payment during the financial year.
3) Please confirm your LIC & ULIP amount computed as per last year.

1 of 1 | Cancel | Close | of Total: 100%

Fig 6.1 Proposed Computation Chart

6.2 Proposed Form16

FORM NO. 16
[See Rule 25 (1)(c)]
Certificate under section 70 of the Income Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Page 1 of 2
Prepared

Name and Address of the Employer: _____ Name & Designation of the Employee: _____

PAY/DEPT. No. _____ PAN No. _____
 Tax Deducted/Amount Paid/Summation under Section 70 of the Act: _____ FROM _____ TO _____ ASSESSMENT YEAR _____

DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

	R ₁	R ₂	R ₃
I. GROSS SALARY			
2. Less: Allowances to the extent exempt under (a) Conveyance allowance (b) HRA			
3. Balance (1 - 2)			
4. DEDUCTIONS:			
(a) Standard Deduction			
(b) Entertainment Allowance			
(c) Tax on Employment			
5. Aggregate of (4) (a + b + c)			
6. Tax Chargeable under the head Salaries (7 - 5)			
7. Add: Other income reported by the employee			
8. GROSS TOTAL INCOME (6 + 7)			
9. Deduction under chapter (VI-A)	Gross Amount	Qualifying Amount	Deductible Amount
(a) Medicines			
(b) Donation			
(c) Interest on Housing Loan			
(d) LIC premium			
10. Aggregate of deductible amount under chapter VI-A			
11. TOTAL INCOME (8 - 10)			
12. Tax on Total Income			
13. Tax on & Relief under chapter VIII	Gross Amount	Qualifying Amount	Tax Relief
I. Under Section 88 (Please Specify)			
(a) Provident Fund			
(b) LIC Premium			
(c) HFC			
(d) Investment in Bonds			
(e) Principal Amt of Housing Loan			
(f) Education Allowance			
(g) _____			
(h) Total (a) + (b) + (c) + (d) + (e) + (f) + (g) + (h)			
II. Under Section 88A (Please Specify)	Gross Amount	Qualifying Amount	Tax Relief
(a) _____			
(b) _____			
(c) Total (a) + (b)			
III. Under Section 88C	Gross Amount	Qualifying Amount	
Women Employee Deduction of Income Tax			
IV. Under Section 89 (Attach Details)			
14. Aggregate Tax rebate & relief at 1) above (10) + (11) + (12) + (13)			
15. Tax Payable (12-14)			
(a) Bonus			
(b) Total tax payable			
16. GROSS TAX DEDUCTED AT SOURCE			
17. Tax payable / refundable (15-16)			

1 of 2 | Cancel | Close | of Total: 100%

Fig 6.2 Proposed Form 16

Proposed Form16 Second page

DETAIL OF T.V. DEDUCTIBLE AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT			
S.No	Amount	Date of Payment	Name Of Bank & Branch where an deposit
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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99			
100			

Fundo counted this the above reference is used and correct as per records

Signature of the person responsible for disclosure of an
 Full Name: _____
 Designation: _____

Place: _____
 Date: _____

6.3 Final Computation Chart

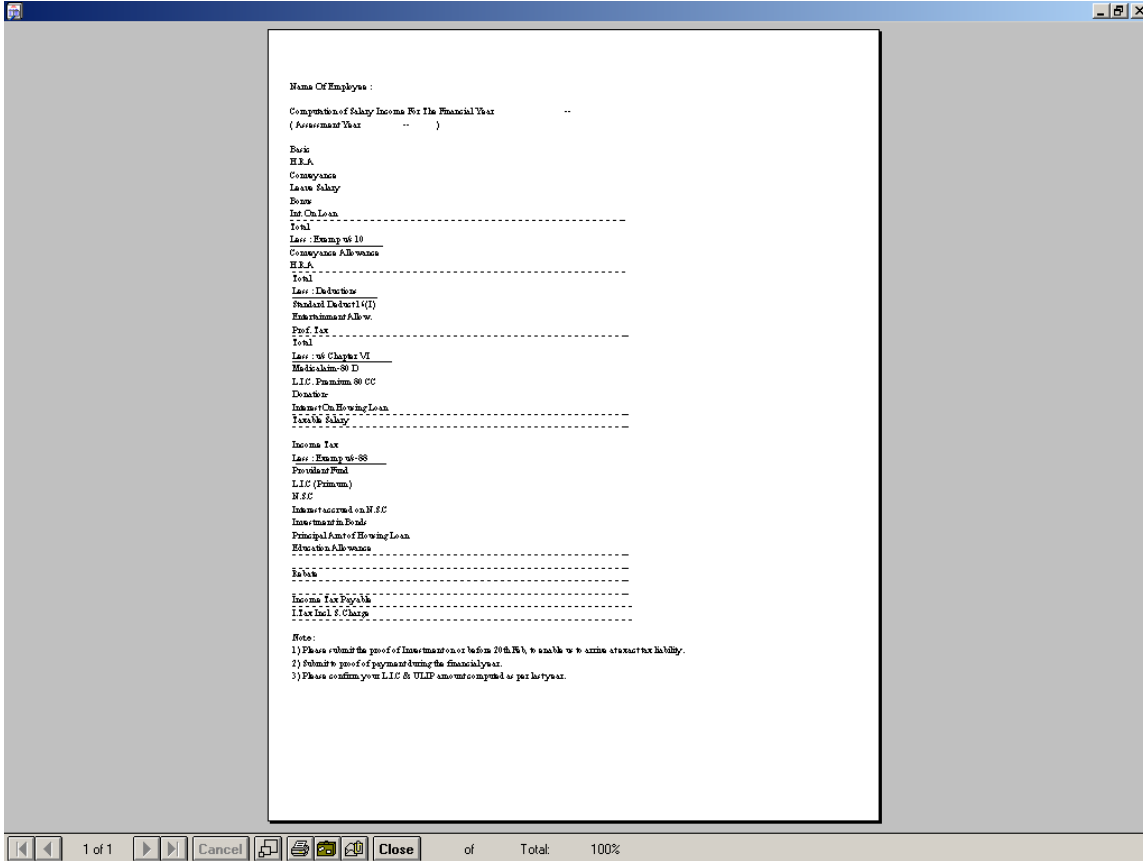


Fig 6.3 Final Computation Chart

6.4 Final Form 16

FORM NO. 16 Page 1 of 2

[See Rule 33(1)(c)]
Certificate under section 203 of the Income Act, 1941 for tax deducted at source from income chargeable under the head "Salaries"
Name and Address of the Employer: _____ Name & Designation of the Employee: _____

PAY/GR/DA: _____ PAYING PERIOD: _____ FROM: _____ TO: _____
TDS Code where Annual Return/Statement under Section 10B is to be filed ASSESSMENT YEAR: _____

DETAILS OF SALARY AND ANY OTHER INCOME AND TAX DEDUCTED

	Rs.	Rs.	Rs.
I. EMPLOYER'S SALARY			
2. Leave - Allowance to the extent exempt under (a) Conveyance (b) HRA			
3. Bonus (1 - 2)			
4. DEDUCTIONS:			
(a) Standard Deduction			
(b) Entertainment Allowance			
(c) Tax on Employment			
5. Aggregate of (1) to (4)			
6. Inc. Chargeable under the head Salaries (2 - 5)			
7. Add: Other income reported by the employee			
8. GROSS TOTAL INCOME (1 + 7)			
9. Deduction under chapter (VI-A)	Gross Amount	Qualifying Amount	Deductible Amount
(a) Medical (b) Education (c) Interest on Housing Loan (d) LIC 80 CC			
10. Aggregate of deductible amount under chapter VI-A			
11. TOTAL INCOME (8 - 10)			
12. Tax on Total Income			
13. Bonus & Fdsd under chapter VIII	Gross Amount	Qualifying Amount	Tax / Rebate Relief
I. Under Section 88 (Please specify)			
(a) Provident Fund (b) LIC (Prudential) (c) PF (d) Interest accrued on PF (e) Interest on the Bonds (f) Principal amt of Housing Loan (g) Education Allowance (h) (i) Total (a) to (h)			
II. Under Section 88A (Please specify)	Gross Amount	Qualifying Amount	Tax / Rebate Relief
(a) (b) (c) Total [(a) + (b)]			
III. Under Section 88C	Gross Amount	Qualifying Amount	
Women Employee Deduction of Income Tax			
IV. Under Section 89 (Attach Details)			
14. Aggregate Tax on bonus & Fdsd (13 above) (100 - 100 - 100)			
15. Tax Payable (12-14)			
(a) Surcharge (b) Total tax payable			
16. LESS TAX DEDUCTED AT SOURCE			
17. Tax payable / refundable (15-16)			

1 of 2 Cancel Close of Total 100%

Fig 6.4 Final Form 16

Final Form 16 Second Page

Page 2 of 2

S.No.	Amount	Date of Payment	Name Of Bank & Branch where tax deposited
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Further certified that the above information is true and correct as per records.

Signature of the person responsible for deduction of tax
Full Name:
Designation:

Place:
Date:

2 of 2 Cancel Close of Total 100%

7 Loan and Advancement Reports

7.1 Loan Entry Statement

(Gold)

DEMO
Loan Entry Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

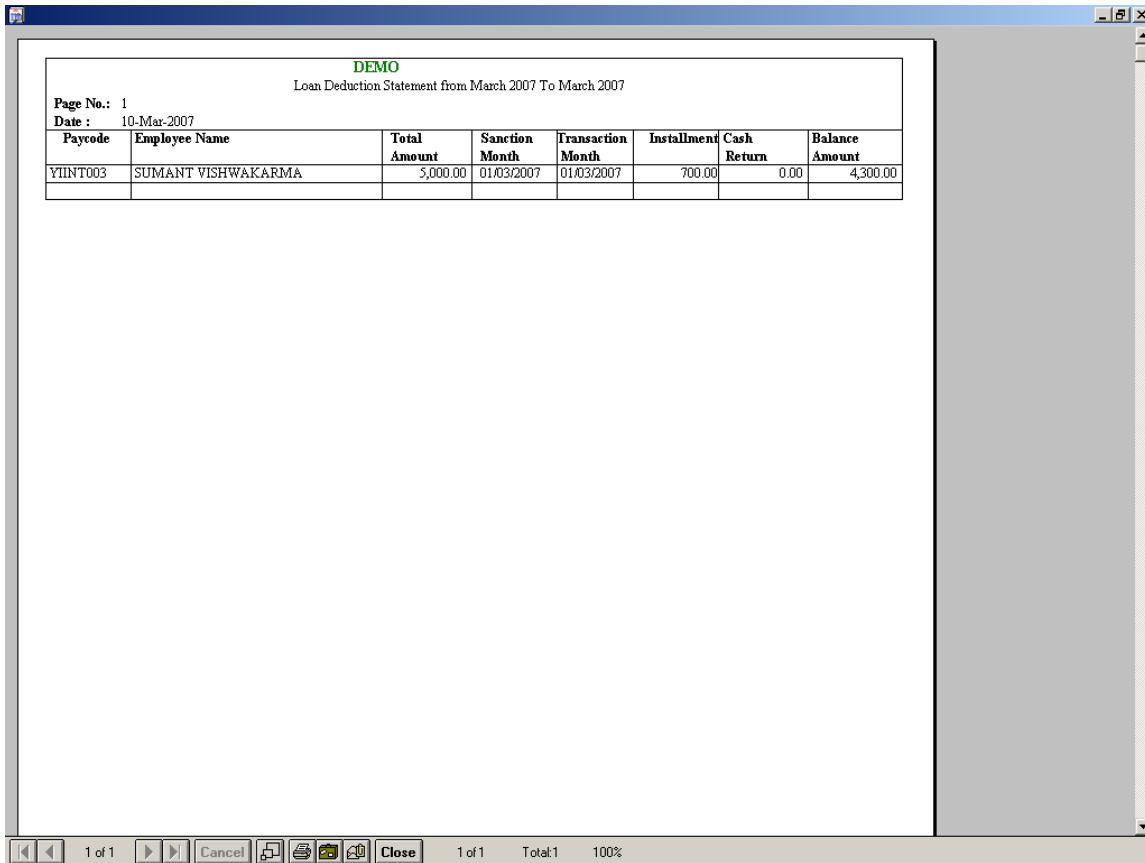
Paycode	Employee Name	Total Amount	Entry Date	Sanction Month	Transaction Month	Installment	No. of Installment
YIINT003	SUMANT VISHWAKARMA	5,000.00	10/03/2007	01/03/2007	01/03/2007	1,000.00	5
		5,000.00				1,000.00	

1 of 1 Cancel Close 1 of 1 Total1 100%

Fig 7.1 Loan Entry Statement

7.2 Loan Deduction Statement

(Gold)



The screenshot shows a software window titled "DEMO" with the subtitle "Loan Deduction Statement from March 2007 To March 2007". The window contains a table with the following data:

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	5,000.00	01/03/2007	01/03/2007	700.00	0.00	4,300.00

The window also displays "Page No.: 1" and "Date : 10-Mar-2007". The bottom status bar shows "1 of 1", "Cancel", "Close", "1 of 1", "Total:1", and "100%".

Fig 7.2 Loan Deduction Statement

7.3 Loan Entry Details

(Gold)

DEMO
Loan Entry Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	5,000.00	01.03/2007	01.03/2007	700.00	0.00	4,300.00
YIINT003		5,000.00	01.03/2007	01.04/2007	1,000.00	0.00	3,300.00
YIINT003		5,000.00	01.03/2007	01.05/2007	1,000.00	0.00	2,300.00
YIINT003		5,000.00	01.03/2007	01.06/2007	1,000.00	0.00	1,300.00
YIINT003		5,000.00	01.03/2007	01.07/2007	1,000.00	0.00	300.00
YIINT003		5,000.00	01.03/2007	01.08/2007	300.00	0.00	0.00

1 of 1 Cancel Close 6 of 6 Total:6 100%

Fig 7.3 Loan Entry Details

7.4 Advance Entry Details

(Gold)

DEMO
Advance Entry Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Entry Date	Sanction Month	Transaction Month	Installment	No. of Installment
YIINT004	SANJEEV KUMAR	5,000.00	10/03/2007	01/03/2007	01/03/2007	1,000.00	5
		5,000.00				1,000.00	

1 of 1 Cancel Close 1 of 1 Total:1 100%

7.4 Advance Entry Details

7.5 Advance Deduction Statement

(Gold)

DEMO
Advance Deduction Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT004	SANJEEV KUMAR	5,000.00	01/03/2007	01/03/2007	0.00	0.00	5,000.00

1 of 1 Cancel Close 1 of 1 Total:1 100%

7.5 Advance Deduction Statement

7.6 Advance Entry Details

(Gold)

DEMO
Advance Entry Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT004	SANJEEV KUMAR	5,000.00	01/03/2007	01/03/2007	0.00	0.00	5,000.00
YIINT004		5,000.00	01/03/2007	01/04/2007	1,000.00	0.00	4,000.00
YIINT004		5,000.00	01/03/2007	01/05/2007	1,000.00	0.00	3,000.00
YIINT004		5,000.00	01/03/2007	01/06/2007	1,000.00	0.00	2,000.00
YIINT004		5,000.00	01/03/2007	01/07/2007	1,000.00	0.00	1,000.00
YIINT004		5,000.00	01/03/2007	01/08/2007	1,000.00	0.00	0.00

1 of 1 | Cancel | Close | 6 of 6 | Total:6 | 100%

Fig 7.6 Advance Entry Details

7.7 Advance loan deduction Summery

(Gold)

DEMO
Advance Loan Deduction Summery from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Type	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	L	5,000.00	01.03/2007	01.03/2007	700.00	0.00	4,300.00
YIINT004	SANJEEV KUMAR	A	5,000.00	01.03/2007	01.03/2007	0.00	0.00	5,000.00

1 of 1 Cancel Close 2 of 2 Total2 100%

Fig 7.7 Advance loan deduction summery

7.8 Cash Adjustment Details

(Gold)

DEMO
Cash Adjustment Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Type	Total Amount	Sanction Month	Transaction Month	Cash Return
YIINT004	SANJEEV KUMAR	A	5,000.00	01.03/2007	01.03/2007	1,000.00

1 of 1 | Cancel | Close | 1 of 1 Total:1 100%

Fig 7.8 Cash Adjustment details

8.2 Arrear Summary Slip

RMG Autometers Gas Technologies Ltd.							
Arrear Summary Slip For The Month of May 2009							
Name : VIJAY SINGH		Designation Welder			Run Date : 12-Jan-2010		
Paycode 014	Dept. PRODUCTION	P.F. No.	UP/40263	12	E.S.I. No. 8869402		
Rate	Earnings				Deductions		
Basic 512.00	Salary	427.00	0	0.00	E.S.I.	18.00	Net Pay
H.R.A. 0.00	H.R.A.	0.00	CEA	44.00	P.F.	51.00	
DA 0.00	DA	0.00	LTA	470.00	VFF	0.00	
Conv. 0.00	Conv.	0.00	SA	0.00	Prof.Tax	0.00	
Med. 53.00	Med.	44.00	PI	0.00			
				0.00			
Total Rate 565.00				0.00	Deduction	69.00	916.00
Days Payable 25.00				0.00			
Payable Month May/2009				0.00			
			Gross Earning :	985.00			

8.2 Arrear Summary Slip

8.3 Arrear Summary Register

RMG Autometers Gas Technologies Ltd.							
Arrear Summary Register For the Month of May 2009							
Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	P.Days	Rate Basic DA HRA Conv. Med.	Paid Basic DA HRA Conv. Med.	0 CEA LTA Other(E4-E10) Earnings Gross Pay	T. Deduction ESI PF VFF Prof Tax.	Net Pay	
1 VIJAY SINGH MAHABIR SINGH Welder PRODUCTION 8869402 UP/40263 12	25.00	512.00 0.00 0.00 0.00 53.00	427.00 0.00 0.00 0.00 44.00	0.00 44.00 470.00 0.00 985.00	18.00 51.00 0.00 0.00 69.00	916.00	
2 SONIT KUMAR JANARDAN DAS Fitter PRODUCTION 8869403 UP/40263 13	88.00	909.00 0.00 183.00 0.00 36.00	899.00 0.00 177.00 0.00 35.00	0.00 35.00 535.00 0.00 1,681.00	31.00 107.00 0.00 0.00 138.00	1,543.00	

8.3 Arrear Summary Register

8.4 Arrear Summary Statement

**PAYMENT OF BONUS RULES 1975
FORM C (RULE 4(C))
Arrear Bonus Payment Register for the Month of May 2009**

Date: 12-January-2010

S.No	Paycode	Employee Name	Father/Husband Name	Designation	Total Wages	Rate %	Wages Tax Bonus	Total Bonus	Less Adv.	Net Payable/ Amount Paid	Signa
Total											

8.4 Arrear Summary Statement

8.5 Arrear Register

Page No. 1 DEMO										
Arrear Register Paid in the Month of February 2007										
Sil. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	P.Days	Rate Basic DA HRA Conveyance	Paid Basic DA HRA Conveyance	Other Allow Other(E4-E10) Earnings Gross Pay	ESI PF VPF	T. Deduction	Net Pay	Signature	
1	ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	31.00	5,000.00 2,000.00 2,000.00 1,000.00 0.00	5,000.00 2,000.00 2,000.00 1,000.00 0.00	10,000.00	0.00 600.00 500.00	1,100.00	8,900.00		
					10,000.00		1,100.00	8,900.00		

1 of 1 Total1 100%

8.5 Arrear Register

Fig 6.2 Arrear Register

8.6 Bonus Statement

DEMO
Bonus Statement from April 2006 To March 2007

Page No. 1 Date : 10- March -2007

S.No	Paycode	Name	DSIGNATION								Jan07	Feb07		Total	Total B
1	YIINT001	ABCDE	MANAGING DIRECTOR	Days							31.00	9.00		40.00	208
				Wages							30,000	30,000		60,000	
				W4 B							2,500			2,500	
2	YIINT011	ROGENDER SINGH	FIELD SUPERVISOR	Days							31.00	9.00		40.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
3	YIINT012	MD.KURBAN	PACKER	Days							31.00	9.00		40.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
4	YIINT013	SHEELA DEVI	THREAD CUTTER	Days							31.00	7.00		38.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
5	YIINT014	SAFIYA	THREAD CUTTER	Days							31.00	6.50		37.50	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
6	YIINT015	NEELAM	THREAD CUTTER	Days							31.00	5.00		36.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
7	YIINT019	MD.MUSTAKEEM	LAYER HELPER	Days							31.00	8.00		39.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
8	YIINT020	SAHDEV	LAYER HELPER	Days							31.00	9.00		40.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
9	YIINT021	JMESH KUMAR	HELPER	Days							31.00	9.00		40.00	208
				Wages							3,325	3,325		6,650	
				W4 B							2,500			2,500	
10	YIINT028	RAKESH	SAFAI KARAMCHARI	Days							30.50	8.00		38.50	205
				Wages							3,325	3,325		6,650	
				W4 B							2,459			2,459	
			Grand Total	Days							309.50	79.50		389.00	2,079
				Wages							39,925	39,925		119,850	
				W 4 B							24,959			24,959	

1 of 1 Cancel Close 10 of 10 Total 10 100%

Fig 8.6 Bonus Statement

8.7 Bonus Payment Form

Page No. 1

DEMO

PAYMENT OF BONUS RULES 1975
FORM C [RULE 4(C)]
Bonus Payment Form from January 2007 To February 2007

Date : 10- March -2007

Paycode	Employee Name	Guardian Name	Designation	Total Wages	Rate	Wages For Bonus	Amount Actually Paid	Signature
YIINT001	ABCDE		MANAGING DIRECTOR	60,000.00	8.33	2,500.00	208.00	
YIINT011	JOGENDER SINGH		FIELD SUPERVISOR	6,650.00	8.33	2,500.00	208.00	
YIINT012	MD.KURBAN		PACKER	6,650.00	8.33	2,500.00	208.00	
YIINT013	SHEELA DEVI		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT014	SAFIYA		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT015	NEELAM		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT019	MD.MUSTAKEEM		LAYER HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT020	SAHDEV		LAYER HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT021	UMESH KUMAR		HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT028	RAKESH		SAFAI KARAMCHARI	6,650.00	8.33	2,460.00	205.00	
Total				119,850.00		24,960.00	2,079.00	

1 of 1 | Cancel | Close | 10 of 10 | Total:10 | 100%

Fig 8.7 Bonus Payment form

8.8 Bonus Payment Slip

DEMO
BONUS PAYMENT SLIP
Bonus Payment slip from January 2007 To January 2007

Date : 10-March-2007

Paycode	Employee Name	Designation	Period		Bunus Amount
			From	To	
YIINT001	ABCDE	MANAGING DIRECTC	January 2007	January 2007	208.00

(Sign. of Employee) (Issued By) (Paid By)

DEMO
BONUS PAYMENT SLIP
Bonus Payment slip from January 2007 To January 2007

Date : 10-March-2007

Paycode	Employee Name	Designation	Period		Bunus Amount
			From	To	
YIINT011	JOGENDER SINGH	FIELD SUPERVISOR	January 2007	January 2007	208.00

(Sign. of Employee) (Issued By) (Paid By)

1 of 1 Cancel Close 2 of 2 Total2 100%

Fig 8.8 Bonus Payment Slip

9 Master Reports

9.1 Employee Salary Structure

(Gold)

Page No. 1 DEMO
Employee Salary Structure Details

Srl. No.	EMPLOYEE DETAILS	EARNINGS	DEDUCTIONS
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO.: DL13307 1 Bank A/c No	Basic: 30,000.00 DA HRA Other Allow	ESI PF: 3,600.00 VPF: 3,000.00 TDS Prof. Tax Labour Fund TDS T. Deduction: 6,600.00 Net Pay: 23,400.00
2	Paycode: YINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO.: DL13307 3 Bank A/c No	Basic: 20,000.00 DA HRA Other Allow	ESI PF: 2,400.00 VPF: 2,000.00 TDS Prof. Tax Labour Fund TDS T. Deduction: 4,400.00 Net Pay: 15,600.00
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANDISEE Department: MERCHANDISING ESI NO. PF NO.: 0 Bank A/c No	Basic: 10,200.00 DA HRA Other Allow	ESI PF VPF TDS Prof. Tax Labour Fund TDS T. Deduction: 0.00 Net Pay: 10,200.00
		Gross Pay	Gross Pay
		30,000.00	30,000.00
		20,000.00	20,000.00
		10,200.00	10,200.00

1 of 1 Cancel Close 3 of 3 Total:3 100%

Fig 9.1 Employee Salary Structure

9.2 Employee Wise CTC

(Gold)

Page No. 1 DEMO
Cost to Company (Employee Wise)

Srl. No.	EMPLOYEE DETAILS	EARNINGS			
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Basic: 30,000.00 DA HRA Other Allow	ESI: 0.00 PF: 3,600.00 Monthly CTC: 33,600.00 Yearly CTC: 403,200.00		
2	Paycode: YINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Basic: 20,000.00 DA HRA Other Allow	ESI: 0.00 PF: 2,400.00 Monthly CTC: 22,400.00 Yearly CTC: 268,800.00		
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANTISER Department: MERCHANDISING ESI NO. PF NO. 0 Bank A/c No	Basic: 10,200.00 DA HRA Other Allow	ESI: 0.00 PF: Monthly CTC: 10,200.00 Yearly CTC: 122,400.00		

1 of 1 | Cancel | Close | 3 of 3 | Total: 3 | 100%

Fig 9.2 Employee Wise CTC

9.3 Company Wise CTC

(Gold)

The screenshot shows a software window titled "Cost to Company (Company Wise)" with a table containing the following data:

Page No.	Cost to Company (Company Wise)									
	Basic	DA	HRA			Other Earnings	ESI	PF	Monthly CTC	Yearly CTC
DEMO										
Sub. Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00
Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00

Fig 9.3 Company Wise CTC

9.4 Department Wise CTC

(Gold)

Page No. 1 Cost to Company (Department Wise)										
	Basic	DA	HRA			Other Earnings	ESI	PF	Monthly CTC	Yearly CTC
MERCHANDISING										
Sub. Total	10,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,200.00	122,400.00
PATTERN MAKING										
Sub. Total	10,200.00	0.00	4,000.00	800.00	0.00	0.00	0.00	0.00	15,000.00	180,000.00
FINISHING										
Sub. Total	34,075.00	0.00	0.00	0.00	0.00	0.00	1,133.00	2,865.00	38,073.00	456,876.00
ACCOUNTS										
Sub. Total	7,100.00	0.00	0.00	0.00	0.00	0.00	337.00	0.00	7,437.00	89,244.00
RECEPTION										
Sub. Total	5,000.00	0.00	0.00	0.00	0.00	0.00	238.00	600.00	5,838.00	70,056.00
FIELD										
Sub. Total	3,325.00	0.00	0.00	0.00	0.00	0.00	158.00	399.00	3,882.00	46,584.00
PRODUCTION										
Sub. Total	38,675.00	0.00	5,000.00	1,300.00	0.00	0.00	1,350.00	3,417.00	49,742.00	596,904.00
MARKETING										
Sub. Total	20,000.00	0.00	9,600.00	800.00	0.00	0.00	0.00	0.00	30,400.00	364,800.00
CUTTING										
Sub. Total	6,650.00	0.00	0.00	0.00	0.00	0.00	316.00	798.00	7,764.00	93,168.00
ADMINISTRATION										
Sub. Total	33,325.00	0.00	0.00	0.00	0.00	0.00	158.00	3,999.00	37,482.00	449,784.00
DIRECTOR										
Sub. Total	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	22,400.00	268,800.00
Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00

Fig 9.4 Department Wise CTC

9.5 Reimbursement Statement

(Gold)

EMPLOYEE DETAILS		Reimbursement	
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO.: DL13307 1 Bank Ac No		Total 0.00
2	Paycode: YINT002 Name: RAGNI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO.: DL13307 3 Bank Ac No		Total 0.00
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANDISER Department: MERCHANDISING ESI NO. PF NO.: 0 Bank Ac No		Total 0.00
4	Paycode: YINT004 Name: SANJEEV KUMAR F. Name: Designation: PATTERN MASTER Department: PATTERN MAKING ESI NO. PF NO.: 0 Bank Ac No		Total 0.00

Fig 9.5 Reimbursement Statement

9.6 TDS Report

Page No.: 1
Date: 12-Jan-2010

RMC Autometers Gas Technologies Ltd.
TDS Statement For the Month of May 2009

Paycode	Employee Name Father/Husband Name	DOJ DOB	Designation	TDS Rate	TDS Amount
007	MANOJ KAUTIKAR JA. GYANDEW SINGH	10/10/2006 26/12/1965	Manager	1,000.00	1,000.00
008	KULDEEP KUMAR B. S. TIAGI	18/12/2006 10/06/1972	Plant Manager	6,500.00	6,500.00
036	MANESH JAI RAJ SINGH	31/08/2007 09/11/1972	Manager	1,000.00	1,000.00
044	ERAKASH S. BASTI DOOR S. BASTI	10/12/2007 20/12/1980	Sr. Engineer	500.00	500.00
073	AYUSH K. SHARMA SH. Y. S. SHARMA	01/10/2008 01/02/1971	Manager	6,000.00	6,000.00
078	GAUTAM THERWAL V.L. THERWAL	02/07/2005 31/10/1980	CFO & CS	15,000.00	15,000.00

9.6 TDS Report

9.7 Employee Yearly Salary Structure

It's comes in excel format.

9.8 Welfare fund

Welfare Fund Contribution From The Period of May 2009 To May 2009
RMC Automotors Gas Technologies Ltd.
B-30, Phase-2, Noida - 201305 (U.P.)

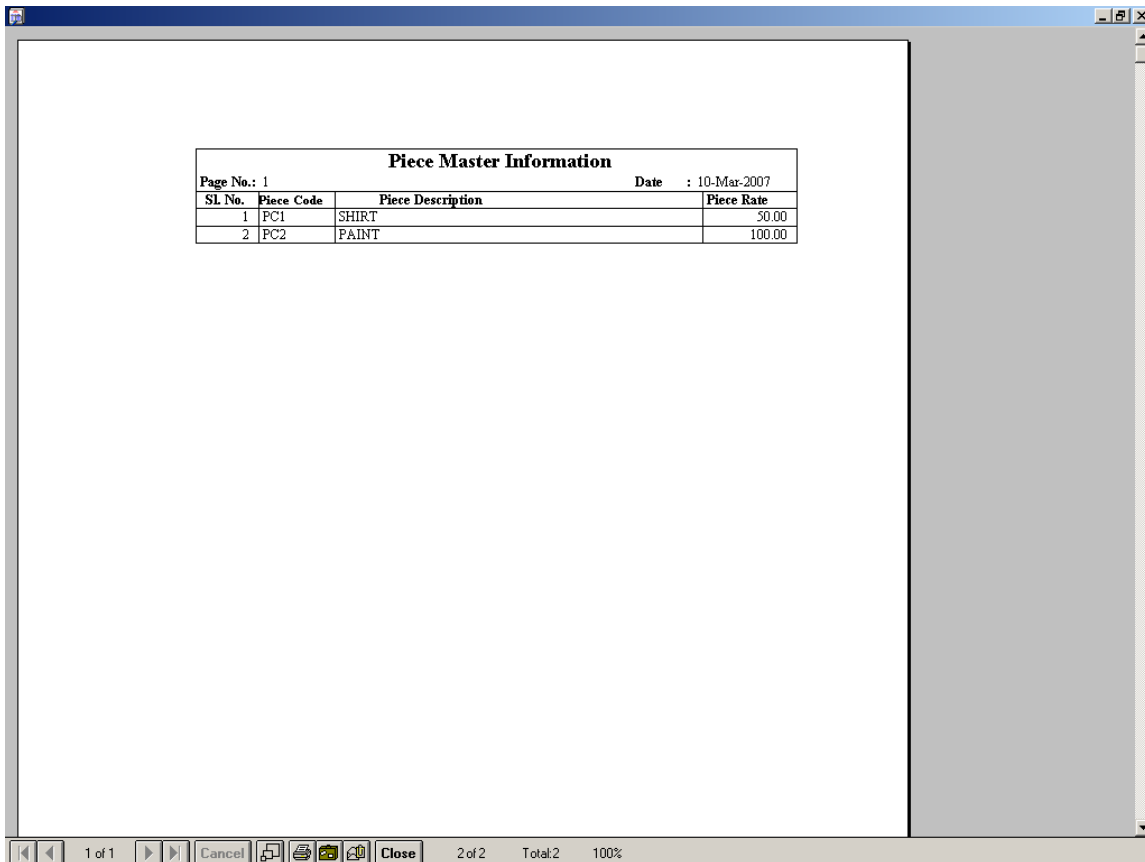
S.No	Name of the Employee	Father's / Husband's Name	Date of Joining	Leaving Date	Period to Which Pertains	Establishment Share	Employee Share	Total Amount
1	PARSHOTAM SINGH Dy. Supervisor	AMIN CHAND	10/03/2006		May/200 to May/2009	0.00	0.00	0.00
2	MANIK RAUTHAN Manager	JAGMOHAN SINGH	10/10/2006		May/200 to May/2009	0.00	0.00	0.00
3	KULDEEP KUMAR Plant Manager	B. S. TYAGI	18/12/2006		May/200 to May/2009	0.00	0.00	0.00
4	NARESH KUMAR Dy. Manager	LILA KRISHAN	04/08/1967		May/200 to May/2009	0.00	0.00	0.00
5	TALESHWAR PASWAN Jr. Engineer	BALO DUSADE	13/03/2007		May/200 to May/2009	0.00	0.00	0.00
6	VIJAY SINGH Welder	MAHABIR SINGH	09/04/2007		May/200 to May/2009	0.00	0.00	0.00
7	SONIT KUMAR Fitter	JANARDAN DAS	16/04/2007		May/200 to May/2009	0.00	0.00	0.00
8	S. P. TRIPATHI Grinderman	P. TRIPATHI	16/04/2007		May/200 to May/2009	0.00	0.00	0.00
9	YKHWAS SHARMA Welder	S. N. SHARMA	01/05/2007		May/200 to May/2009	0.00	0.00	0.00
10	KAILASH C. SHARMA	J. P. SHARMA	01/05/2007		May/200 to May/2009	0.00	0.00	0.00

9.8 Welfare fund

10 Piece Information

10.1 Piece Master Information

(Gold)



Piece Master Information			
Page No.: 1		Date : 10-Mar-2007	
Sl. No.	Piece Code	Piece Description	Piece Rate
1	PC1	SHIRT	50.00
2	PC2	PAINT	100.00

1 of 1 Cancel Close 2 of 2 Total2 100%

Fig 10.1 Piece Master Information

10.2 Employee Wise Piece Details

(Gold)

Piece Details from February 2007 To February 2007							
Page No.:1				Date :10-Mar-2007			
Sl. No.	Paycode	Name of Employee	Type of Piece	Date	No. Piece	Rate of Piece	Amount
1	MINT010	PRAMOD KUMAR	SHIRT	02/02/2007	10.00	50.00	500.00
2	MINT011	JOGENDER SINGH	PAINT		10.00	100.00	1,000.00

Fig 10.2 Employee Wise Piece Details

11 Statements

11.1 Over Time Statement

Page No. 1
OT STATEMENT FROM DATE: 01/12/2006 TO DATE: 31/12/2006

Srl. No.	Paycode	Name	Basic	OT Hrs.	Ot. Amt.	Signature
1	0001	SH. MUKESH SHARMA	7,796.00	44.57	0.00	
2	0002	SH. H.N. KHANDELWAL	160.00	57.20	0.00	
3	0003	SH.DILEEP SINGH SHEKHAWAT	7,475.00	2.54	0.00	
4	0005	MS.PONNAMMA MATHEW	4,998.00	0.00	0.00	
5	0006	SH. RAVINDER KUMAR	4,812.00	0.50	0.00	
6	0007	SH. HARGOVIND SINGH	4,481.00	77.00	0.00	
7	0009	SH. NATHU RAM	4,678.00	0.00	0.00	
8	0010	SH. JAGDISH SINGH	4,643.00	2.31	94.00	
9	0011	SH. MAHESH SINGH	4,271.00	20.54	360.00	
10	0012	SH. RAJ KUMAR	5,653.00	5.08	0.00	
TOTAL					454.00	

1 of 1 | Cancel | Close | 10 of 10 | Total:10 | 100%

Fig 11.1 Over Time Statement

11.2 Group Gratuity Scheme

To,
The Life Insurance Corporation Of India
Pension and Group Scheme Deptt.
7th Floor, 25 Kasturba Marg
NEW DELHI-110001

LIST OF EMPLOYEE WITH SALARY AS ON 31/01/2007
Group Gratuity Scheme Deptt
Master Policy No. GGCA472

LICID	Name	B Salary	Date OF Birth	Date OF Join	Category	Employee Code No.	Remark
001095	SH. MUKESH SHARMA	2,160.00	10/01/1959	13/03/1985	1	1	
001095	PRADEEP KUMAR	7,000.00	16/04/1962	01/06/1983	1	1	
001091	SH DILEEP SINGH SHEKHA WAT	7,475.00	01/01/1962	04/09/1982	1	51	
001051	SH. PRATAP SINGH	4,719.00	01/01/1950	01/10/1982	1	52	
001052	SH. NATHU RAM	4,672.00	01/02/1950	01/04/1984	1	53	
001053	SH. JAGDISH SINGH	4,643.00	11/01/1956	01/02/1987	1	54	
001054	MS PONNAMMA MATHEW	4,958.00	18/01/1955	01/05/1987	1	55	
001055	SH. RAJ PAL SINGH	5,440.00	09/10/1952	12/02/1983	1	56	
001057	SH. SURESH CHAND	5,159.00	01/07/1961	01/05/1985	1	58	
001058	SH. OM PRAKASH I	5,153.00	07/04/1963	01/10/1985	1	59	
001060	SH. J. P. NARAYAN	5,240.00	01/07/1959	07/05/1983	1	61	
001061	SH. NARESH KUMAR	5,154.00	09/04/1958	07/11/1983	1	62	
001062	SH. RAJ KUMAR	5,653.00	15/01/1961	01/05/1985	1	63	
001065	SH. DHEYAN SINGH	5,259.00	14/05/1955	03/10/1985	1	66	
001066	SH. RAMESH CHAND	4,663.00	12/12/1964	01/07/1986	1	67	
001067	SH. RADHEYSHYAM II	5,168.00	03/07/1959	01/02/1987	1	68	
001068	SH. OM PRAKASH II	4,713.00	14/04/1950	03/12/1985	1	69	
001069	SH. DAYA RAM	4,858.00	01/07/1965	11/07/1986	1	70	
001070	SH. SATISH CHAND	4,718.00	12/12/1964	17/07/1986	1	71	
001071	SH. SATYA PAL SINGH	5,129.00	20/03/1956	01/05/1986	1	72	
001072	SH. RAMESH WAR	5,248.00	01/07/1959	01/03/1987	1	73	
001073	SH. CHHAIL BIHARI SINGH	4,873.00	02/07/1967	01/02/1987	1	74	
001074	SH. SAHIB HUSSAIN	4,858.00	01/07/1969	01/03/1987	1	75	
001075	SH. DWARICA SINGH	4,773.00	01/07/1963	01/04/1987	1	76	
001076	SH. RADHEY SHYAM I	4,953.00	30/12/1954	18/09/1985	1	77	
001077	SH. DILEEP KUMAR DAS	5,154.00	16/02/1963	17/08/1987	1	78	
001078	SH. RAJENDER II	4,729.00	01/07/1962	02/06/1987	1	79	
001079	SH. CHANDER SHEKHAR	5,208.00	01/07/1956	02/09/1987	1	80	
001080	SH. SANT RAM	5,168.00	21/01/1962	01/09/1987	1	81	

1 of 1 Total 48 Total 100%

Fig 11.2 Group Gratuity Scheme

11.3 Pensions and Group Scheme

To,
The LBS Insurance Corporation, Of India
Pension and Group Scheme Deptt.
7th Floor, 25 Kasturba Marg
NEW DELHI-110001

LIST OF EMPLOYEE WITH SALARY A/S ON 31/01/2007
Pension and Group Scheme Deptt
Master Policy No. 616EDJAW2296

Srl. No.	Name	B Salary	Date OF Birth	Date OF Join	Employee Code No.	Remark
1	SH. MUKESH SHARMA	2,160.00	10/01/1959	13/03/1985	1	
2	PRADHEEP KUMAR	7,000.00	16/04/1962	01/06/1983	1	
3	SH. SUBHASH CHAND	5,159.00	01/07/1961	01/05/1985	10	
4	SH. OM PRAKASH I	5,153.00	07/04/1963	01/01/1985	11	
5	SH. RAJHEE SHYAM I	4,993.00	30/12/1954	18/09/1985	14	
6	SH. DAYA RAM	4,898.00	01/07/1963	11/07/1986	15	
7	SH. RAJHEE SHYAM II	5,168.00	03/07/1959	01/08/1987	16	
8	SH. J. F. NARAYAN	5,249.00	01/07/1959	01/05/1983	17	
9	SH. HARESH KUMAR	5,154.00	09/03/1958	07/11/1983	18	
10	SH. DILEEP KUMAR DAS	5,154.00	16/02/1963	17/08/1987	19	
11	SH. DILEEP SINGH SHEKHAWAT	7,495.00	01/07/1962	04/09/1982	2	
12	SH. RAJ KUMAR	5,653.00	15/01/1961	01/05/1985	21	
13	SH. CHANDER SHEKHAR	5,208.00	01/07/1956	02/09/1987	23	
14	SH. SANT RAM	5,168.00	21/01/1962	01/09/1987	24	
15	SH. DHYAN SINGH	5,259.00	14/05/1953	00/10/1985	26	
16	SH. RAMESHWAR	5,348.00	01/07/1959	01/05/1987	27	
17	SH. RAMESH CHAND	4,663.00	12/12/1964	01/07/1986	29	
18	MSPONNAMMA MATHEW	4,998.00	18/02/1959	01/08/1987	3	
19	SH. OM PRAKASH II	4,713.00	14/04/1950	03/12/1985	30	
20	SH. SATISH CHAND	4,718.00	12/12/1964	13/07/1986	31	
21	SH. CHHAIL BHARI SINGH	4,873.00	02/07/1967	01/03/1987	32	
22	SH. SAHIB HUSSAIN	4,858.00	01/07/1969	01/03/1987	33	
23	SH. DWARIKA SINGH	4,793.00	01/07/1963	01/04/1987	34	
24	SH. RAJENDER II	4,723.00	01/07/1962	02/06/1987	35	
25	SH. DURGA SINGH	4,928.00	01/12/1970	01/05/1989	38	
26	SH. H.N. KHANDELWAL	6,986.00	01/03/1960	01/06/1992	39	
27	SH. M. C. BARAKOTE	7,545.00	15/02/1962	11/05/1989	4	
28	SH. RAWINDER KUMAR	4,812.00	05/12/1959	01/10/1993	40	
29	SH. HARGOVIND SINGH	4,481.00	13/03/1957	01/12/1993	41	

1 of 2 78 of 78 Total 78 100%

Fig 11.3 Pension and Group Scheme

11.4 Leave Enhancement Scheme

Leave Encashment for Accounting Year 2006-2007					
Page No.: 1					Date : 29-Feb-2007
Sl. No.	Paycode	Name of Employee	No of Leave	Amount	Payble Month
1	0001	SH. NIKESH SHARMA	0.00	0.00	12/00/06
2	0002	SH. H.N. BHANDALWAL		4,657.00	12/00/06
3	0003	SH. DILEEP SINGH SHEKHAWAT		0.00	12/00/06

Fig 11.4 Leave Enhancement Scheme

11.5 Gratuity Statement

Gratuity Statement As on 03/01/2007					
Sl. No.	Paycode	Name of Employee	Date of Joining	Duration	Amount
1	0001	SH. MUKESH SHARMA	13/03/1985	0.00	0.00
2	0002	SH. H. N. SHANDELWAL	01/05/1992	15.00	60,456.00
3	0003	SH. DILEEP SINGH SHEKHAWAT	04/09/1982	24.00	1,01,500.00
4	0004	SH. M. C. BARAKOTI	11/05/1989	17.00	73,636.00
5	0005	MS. POORNIMA MATHEW	01/08/1987	20.00	77,669.00
6	0006	SH. RAJDEEP KUMAR	01/10/1993	13.00	53,712.00
7	0007	SH. HANCOVIND SINGH	01/20/1993	13.00	53,330.00
8	0008	SH. VINOD KUMAR KATHIYAR	01/11/1995	11.00	50,360.00
9	0009	SH. NATEU RAM	01/04/1984	23.00	88,905.00
10	0010	SH. JAODSH SINGH	01/02/1987	20.00	73,146.00
11	0011	SH. MAHESH SINGH	01/05/1996	10.00	44,427.00
12	0012	SH. RAJ EUMAR	01/05/1985	21.00	80,400.00
13	0013	MS. REKHA ABORA	01/20/1999	7.00	16,982.00
14	0020	SH. RAJPAL SINGH	13/03/1980	24.00	74,935.00
15	0021	PRADDEEP KUMAR	01/05/1983	23.00	88,429.00
16	0022	SH. SUBHASH CHAND	01/05/1985	21.00	80,550.00
17	0023	SH. OM PRAKASH I	01/10/1985	21.00	81,982.00
18	0024	SH. SATYA PAL SINGH	01/05/1986	20.00	78,754.00
19	0025	SH. RADHEY SHYAM I	18/09/1985	21.00	80,559.00
20	0026	SH. RADHEY SHYAM II	01/08/1987	19.00	76,244.00
21	0027	SH. DAYA RAM	11/07/1986	20.00	76,088.00
22	0028	SH. J. P. NARAYAN	07/05/1983	23.00	88,159.00
23	0029	SH. NARESH KUMAR	07/11/1980	25.00	98,899.00
24	0030	SH. DILEEP KUMAR DAS	17/08/1987	19.00	76,070.00
25	0031	SH. CHANDER SHEKHAR	02/09/1987	19.00	76,682.00
26	0032	SH. SANT RAM	01/09/1987	19.00	76,444.00
27	0033	SH. DHYAN SINGH	03/10/1985	21.00	83,267.00
28	0034	SH. RAMESHWAR	01/03/1987	19.00	77,121.00
29	0035	SH. RAMESH CHAND	01/07/1986	20.00	78,377.00
30	0036	SH. OM PRAKASH II	03/12/1985	21.00	86,652.00
31	0037	SH. SATISH CHAND	17/07/1986	20.00	74,012.00
32	0038	SH. OTIHAL DILLI DE SINGH I	01/02/1987	19.00	73,010.00
33	0039	SH. SAHIB HUSSAIN	01/03/1987	19.00	73,846.00
34	0040	SH. DWARIKA SINGH	01/04/1987	19.00	74,914.00
35	0041	SH. RAJESH CHAND II	01/05/1987	19.00	74,266.00

Fig 11.5 Gratuity Statement

11.6 Full and Final

(Gold,Silver)

Full and Final Statement	
Page No.:	1
Date	31-Dec-2006
Paycode	0001
Name of Employee	SH. MUKESH SHARMA
Date of Joining	13/03/1985
Date of Leaving	03/01/2007
Reason of Leaving	FULL & FINAL
Description	Amount
Net Salary	0.00
Notice Days	0.00
Leave Encashment	0.00
Gratuity	0.00
Reimbursement	0.00
Total	0.00
Advance	0.00
Loan	0.00
Net	0.00

Fig 11.6 Full and Final