



**Overview HR Staffing Solutions LLP**

+91-9811125223

[mail@overviewhrsolutions.com](mailto:mail@overviewhrsolutions.com)

**PROPOSAL FOR OUTSOURCE STAFFING**

Dear Sir/Madam,

Greetings of the Day...!

Thank you for giving us the opportunity to share our proposal for outsource/contract staffing.

**OVERVIEW HR STAFFING SOLUTIONS LLP** is a firm dedicated to provide recruitment consultancy & manpower staffing services to the organizations at a very affordable and nominal rates. We endeavour to reduce the recruitment, staffing and payroll processing & compliance workload and to act as an integral part of the organizations, so that they can concentrate on their core activity, thereby increasing their business and profitability.

Our USP has always been bespoke HR solutions which has helped us have a 100% client retention ratio. We hope that you will find our proposed services to be of value addition to your company & our charges most competitive.

Scope of Work	Handled by OHRSS LLP
New Employee Joining Process	Induction and Onboarding Document Collection Document Recording Employee Master Setup
Collection of Monthly Attendance	Data Collection Data Checking Data Processing
Monthly Salary Processing	Data Processing Data Recording Salary Disbursement
Incentive and other payments	Data Processing Data Recording Disbursement
Expense Reimbursement Processing	Data Processing Data Recording Disbursement
Employee Separation Process	Collection of Documents Full & final Settlement PF Withdrawal / Relieving Letter
Monitoring and Reporting of Employee Leave Record	Data Processing
Statutory payments	(PF / ESIC / Professional Tax / LWF/ Bonus) (GST / TDS Payment within Due date)



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### SERVICES/BENEFITS TO EMPLOYEES

- Fix term employment letters will be issued to all employees within 7 working days of joining.
- Salary structure & Company rules explained
- Employee will be familiarized with the benefits of Provident Fund, ESIC (Medical), leave etc.
- Zero Balance Salary Accounts with cheque book/Debit Card facility will be opened for all employees in a private bank (HDFC Bank) to facilitate quicker and convenient transfer of salary to employees. Existing personal accounts of employees can also be used for salary transfer. There is no mandatory requirement for employees to open salary accounts with us.
- An SMS will be sent on their mobiles when salary is transferred to their accounts.
- All employees can view/print their salary slip and details of their salary paid, benefits of ESIC / Medical, PF UAN, Income Tax calculations, Form-16 (if applicable) etc. on our browser based mobile website and HRMS.
- Each employee will be issued a unique username & password to access their accounts on HRMS.
- Employees who provide their email address can also get their salary slips via email.
- All government rules will be followed to ensure compliance of applicable Labour laws.
- ESIC benefit can be claimed in location of work or hometown provided ESIC formalities are completed like submission of Aadhar cards of family members and registering with ESIC doctor etc.
- Employees will also get their total salary income certificate or Form 16 or employment certificate etc.
- Dedicated Employee Services team to assist employees with any salary or payroll related queries.

### SERVICES TO CLIENT

- We will provide whenever desired by Client, necessary documents showing payments of statutory dues like Provident Fund, ESIC, Professional Tax, Service Tax, Labour Welfare Fund, Bonus Returns etc.
- Dedicated Client Servicing team to assist clients with billing/compliance related queries.
- We will also get registered for professional tax / Labour welfare fund in multiple locations.
- We are proud to inform that we have always paid any of government statutory dues within due date.
- ESIC Claim assistance in any state in India as ESIC is paid by us in 15+ locations.
- Labour welfare fund registrations in Maharashtra, Gujarat & Karnataka.
- For employees not covered under ESIC scheme, we offer Group Health Insurance (Hospitalization only) & Personal Accident Insurance on a chargeable basis.
- Transparent & client friendly system of billing
- Calculation of Attendance, Reimbursements, Incentives, Overtime etc. is done by us as mentioned in above scope of work
- Personal interaction meeting with clients on regular basis for feedback & improvement of processes.
- Complete Employee Life Cycle is handled by our Firm viz.
  - Post Recruitment & selection
  - Joining & Onboarding Process
  - Documentation & KYC
  - Appointment Letter & Compensation break up
  - Attendance & Payroll
  - Payroll Queries – HR Helpdesk
  - Bi-annual / Annual Interaction staff meeting
  - Performance Appraisal
  - Resignation & exit process including Full & Final, PF transfer / withdrawal



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### OTHER TERMS

- Where petrol, mobile or conveyance reimbursements needs to be paid to the employees, the same should be communicated to us along with the monthly attendance via mail/fax & the same shall then to be paid to the employees. However, in cases, urgent mid-month payments need to be done, we will gladly assist Client.
- When an employee resigns, Client will collect resignation letter from employees & send the same to us. Post receiving the same, all Exit formalities will be handled by us viz. Resignation letter, Acceptance of resignation letter, Full & Final Settlement, Provident Fund withdrawal / transfer & Experience/ Reliving letter.
- The concerned employee shall work under Client management & supervision.
- We will not interfere in the day to day working and the efficiency of the employee.
- All employees deputed to your organization shall work stipulated hours per day/week as per standard labour laws. If employees work for any additional hours, they will be liable for overtime as per labour rules. This payment will be done only after mutual discussion with Client based on the policy followed by the client.
- Salary will be processed only once in a month. If there is any other payment to be made on a weekly/bimonthly basis the above Salary processing charges shall be charged.
- The employee shall follow the rules as laid down by Client in terms of office timings and company holidays.
- If any incidental expenditure is incurred for procuring Labour License or settling a Labour related matter on behalf of Client, we will bill the Client for the same. We will take prior approval from client before incurring such expenditure.
- Confidentiality: Any information, oral or written, obtained by our Firm or its personnel, during the continuance of this agreement shall be treated as confidential and shall be used only for this contract & not otherwise.
- Scope of work charges: Charges as mentioned in the financial terms will stand valid for the current scope of work and any change in the same either enforced by the law, regulatory authorities or as envisaged by the client may change the financial terms and condition.
- Government Law & Jurisdiction: This Agreement shall be governed in accordance with the laws of the Republic of India.

### SALARY & ATTENDANCE CYCLE

- Proposed Attendance cycle is from 21st to 20th & salary cycle is from 1st to the last day of calendar month. The Salary & Attendance cycle can be modified based on client policy.
- E.g. – Attendance sent on 20th March will be from 21st February to 20th March. It will be assumed present from 21st March till end of month. Absenteeism will be adjusted in next Attendance cycle.
- Attendance will have to be sent by the 21st of the month and we will do the calculations & raise invoice within 48 hours of receipt of attendance. Calculation file will be sent to client for approval before invoice is raised.
- The payment will have to be cleared via bank transfer at least 1 working day before salary disbursal. Salary will be credited in staff account within 24 hours upon receipt of payment.

### REPLACEMENT

- No replacement shall be given when the concerned employee goes on leave. Whilst on paid leave, full salary shall be charged to Client.



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### STATUTORY BONUS

- Statutory Bonus is payable as per the Payment of Bonus Act or amendments thereof.
- Currently Statutory bonus is payable @ 8.33% of Earned Basic + DA or Rs. 7000 whichever is higher for employees drawing basic salary below Rs. 21000 per month.
- Bonus period is Financial Year & has to be paid to employees within 8 months of the completion of the financial year. Generally, its paid around 2 weeks before Diwali in the following year.
- E.g. – Bonus from 1st April 2023 to 31st March 2024 is paid 2 weeks before Diwali 2024.
- Statutory bonus can be in built in the monthly salary structure if required.
- Statutory bonus can be charged when payable to employee or monthly based on client policy.
- If any employee resigns within the year, Bonus for the employee will be paid at the time of Full and Final Settlement based on the policy followed by the client.

### LEAVE

- All employees are eligible for 24 days leave which is divided as 16 days privilege leave & 8 days casual leave.
- This leave is credited to their leave account as per below rate. If leave is balance in the leave account, the same is paid.  
else it will result in Loss of Pay.
  - a) Present days  $\geq 25$  days then leave credited 2
  - b) Present days  $\geq 18$  then leave credited 1.5
  - c) Present days  $\geq 11$  then leave credited 1
  - d) Present days  $\geq 4$  then leave credited 0.5
- Present days is sum of days present, weekly off, company holidays & approved paid leave
- Leave account will be activated only after three months of joining & paid at the rate of Current Fixed Gross salary
- There is no sandwich rule of leave applicable. Any weekly off or public holiday as declared by the Company falling within the leave period shall not be treated as part of leave period for the purpose of calculations.
- Leave will lapse at the end of the financial year for leave earned during the previous calendar year. There is no encashment of unutilized leave and unutilized leave cannot be adjusted against notice period in case of separation
- Leave encashment is only given in case employee is refused leave at the time of application due to business exigencies.
- Leave policy can be amended as per client policy as long as government guidelines are followed.
- Employees have to be given 8 paid company holidays each year i.e., 4 statutory holidays like 26th Jan 1st May 15th Aug 2nd Oct & 4 festival holidays. Holiday list can be amended based on the holidays offered by the client.
- Leave Policy is amendable as per policy followed in your company/factory.

### GOODS & SERVICES TAX

- The additional GST will be levied on the final invoice of Professional Fee as per applicable rates of the government rules. GST can be claimed as an input tax credit, if and as applicable under prevalent GST rules. Hence there will be no additional cost to client for GST.



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**GRATUITY**

- Gratuity is eligible when an employee resigns or retires from service and has completed a minimum of 5 years of continuous employment as per the guidelines laid down under the payments of Gratuity Act and amendments made thereof. We will not bill gratuity to Client every month but when an employee resigns or retires from service and is eligible for gratuity, an invoice will be raised for the gratuity amount to be paid to the employee. We will release the payment after the invoice is cleared by Client.
- Gratuity will be eligible only on the tenure worked by the employee with the client. Employment done prior or post working with the client will not be considered for gratuity calculation.
- For employees already working with client and transferred on OHRSS LLP's rolls, the original date of joining with client may be considered for calculation of Gratuity based on client approval. This is not obligatory and ideally their Full and final settlement should be completed before moving them on OHRSS LLP's rolls.

**AGREEMENT TENURE**

- The tenure of this agreement will be for a period of Two (2) years & written termination notice will be required to be served before Three (3) months by either side to enable smooth closure of deputed employees.
- The tenure of this agreement may be modified based on the client specific requirements. However, the terms & conditions of this agreement may be mutually revised, either during or post completion of the tenure of this agreement.

**ADMINISTRATION CHARGES & TAX DEDUCTED AT SOURCE**

- We follow statutory Labor compliance & there is a complete transparency in the billing.
- Reimbursement of CTC of the employees deputed will be charged to Client on actual basis.
- Payments made by the CLIENT w.r.t. Reimbursement invoices shall not be subject to TDS.
- TDS rate as per government rules is under section 194C for manpower supply by OHRSS LLP.
- Client shall reimburse the salary upfront and post receiving the funds, we pay the employees.

**INVOICE DESCRIPTION**

- Invoice description will be - Manpower Staffing Charges for the month of .....
- The Professional Fee Invoice will be raised on monthly basis and shall be paid within 15 days of receipt.
- We propose a markup of <<Markup Percentage>> on the total monthly pay out of the employees.
- If the payment of professional fee is not cleared as per the terms & conditions mentioned in the agreement, an interest @18% per annum will be charged on the billable amount.



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**ABSORPTION FEE**

- If Client absorbs OHRSS LLP's employee sourced by us on Client rolls or any sister concern or any other 3rd party or contractor payroll, we will be charging Client an absorption fee of 7% of new annual CTC payable to the employee.

**OPTIONAL VALUE ADD SERVICES**

- Insurance- Considering the pandemic, the world is currently gripped with, loss of lives of near and dear ones is not unheard of. Many of us are sole bread winners of families and in the unforeseen situation of death, the family of the employees suffer the most. Hence, we at OHRSS LLP are proactively offering the below Term Life Insurance coverage, Personal Accident Insurance or Group Medical Insurance at a very nominal cost for the employees.
- Attendance capture process-
  - a) We offer optional Biometric & Attendance Tracking system on its HRMS system where attendance can be captured on a real-time basis including GPS based tracking software & Geo Fencing.
  - b) Employees can log in and log out directly from their cell phones or computers. This data will be available to the client on real time basis.
- Investment Awareness Seminars- We offer FREE Investment awareness seminars for its employees where a certified trainer will visit company premises and give awareness to the employees on various investment mistakes made, benefits of SIP's, how to make right investments to save income tax etc.
- Uniform & Personal Protective Equipment- We will provide uniforms and personal protective equipment like safety shoes, helmet, safety jackets etc. to its employees as per requirement at site at very economical cost.

If we get the opportunity to partner with you, we will represent the HR division of your company to the employees & work together with you to create an environment which is harmonious & stimulates organization and employee growth.

We ensure that our service levels will be above par. Hope you will find our rates most competitive and will give us an opportunity to save you for the days to come.

We look forward to hearing from you.

**For, OVERVIEW HR STAFFING SOLUTIONS LLP**

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**Authorized Signatory**