



Overview Consultancy Services

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Overview Consultancy Services LLP is a firm dedicated to provide advisory and consultancy services in the area of Labour law compliances applicable to the organizations at a very affordable and nominal rates. We endeavor to reduce the compliance workload and to act as an integral part of the organizations, so that the organizations can concentrate on their core activity, thereby increasing their business and profitability.

Our Services includes preparations and maintenance of all the relevant compliance registers/documents in prescribed formats, registration, renewal & amendment of business Licenses, Statutory Remittance Services (Registration of establishment with PF, ESI, PT & LWF departments, Preparing Contribution Statements & Submitting Challans), Filing of Periodical Returns, attending customer audits and conducting vendor audits on behalf of our clients, replying for statutory notices received from the departments & attending Inspections called by government department/authorities, Displaying of Abstracts on Notice Board & keeping informed and up to date to our clients on latest amendments and developments in the Labour Law compliance arena especially with respect to notifications of change in minimum wages through our proactive and responsive statutory alert services.

We also help our clients to be ensured on various compliances to be maintained at sites for their organization under the below mentioned Labour legislations.

- The Factories Act, 1948
- The Weekly Holidays Act, 1942
- The Minimum Wages Act, 1948
- The Maternity Benefit Act, 1961
- The Payment of Bonus Act, 1965
- The Industrial Disputes Act, 1947
- The Payment of Wages Act, 1936
- The Payment of Gratuity Act, 1972
- The Equal Remuneration Act, 1976
- The States Labour Welfare Funds Acts
- The Employees Compensation Act, 1923
- The Employees State Insurance Act, 1948
- The States Shop & Commercial Establishment Acts
- The Contract Labour (Regulation & Abolition Act, 1970
- The Industrial Employment (Standing Orders) Act, 1946
- The Industrial Establishments (National & Festival Holidays) Acts
- The Employees Provident Funds and Miscellaneous Provisions Act, 1952
- The States Taxes on Professions, Trades, Callings and Employments Acts
- The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
- The Building and Other Constructions Workers' (Regulation of Employment and Conditions of Service) Act, 1996

Apart from these, we also assist businesses in drafting their HR, Leave, POSH & Management policies and advice organizations to ensure Labour compliance responsibility to be fixed as per various provisions of Labour laws while drafting the service agreements and at the time of signing of contracts and addendum thereto.

Please connect with us either through phone or reply with your requirements over mail and provide us an opportunity to discuss the compliance requirements and related commercial details in person at your earliest convenience.

Hope you will find our services most useful and will give us an opportunity to save you for the days to come.

Overview Consultancy Services LLP

Registered Office Address: - D 1/52, Mansa Ram Park, Dwarka Mor, Uttam Nagar, West Delhi, Delhi-110059



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LIST OF SERVICES

1. PAYROLL (CALCULATION & PROCESSING) SERVICES

- a) Maintaining HR Records, Calculating Salary Structure components & Statutory benefit Remittance as per statutory requirement.
- b) Providing data for full & final settlement and Calculating Gross & Net Salary, Loans, Advances & their re-payment & Providing Input data for EPF, ESI, PT, LWF Compliances of the establishments

2. REGISTER PREPARATION & RECORD MAINTENANCE SERVICES

- a) Preparation of compliance registers & Maintenance of register records in prescribed formats under various Labour Laws for current & Historical period

3. SOCIAL SECURITY SCHEMES- STATUTORY REMITTANCE SERVICES

- a) Registration of establishment with PF, ESI, PT & LWF departments and Preparation of Contribution statement sheets and periodical Challans
- b) Submission of Challans & ECR and facilitating payment links for remittance, Filling of Returns & Other compliances requirements under these social security Funds Laws

4. CLIENT AUDIT & VENDOR AUDIT, NOTICES & INSPECTIONS SERVICES

- a) Attending Customer (PE) Audits on behalf of client & Conducting Vendor Audits deployed at client site and ensuring maximum compliances under various Labour Laws
- b) Submission of Reply letter against Statutory Notices issued by the department and Handling of Labour Inspections as called by Labour department authority on behalf of Clients

5. DISPLAY COMPLIANCE & LABOUR LAW STATUTORY COMPLIANCE SERVICES

- a) Display of Statutory Notices, Abstracts and other required compliances on Notice Board and ensuring display compliances by visiting the sites
- b) Registration, Renewal, Amendment & Returns under State Shops & Commercial Establishments Acts & Contract Labour (Regulation & Abolition) Acts
- c) Submissions of Returns and other compliances under Minimum & Payment of Wages Act, Payment of Bonus Act, Maternity Benefit Act & other applicable Acts

6. TRAINING, DRAFTING, ADVISORY & CONSULTATION SERVICES ON LABOUR LAWS

- a) Conducting vendor compliance training & POSH awareness sessions, seminars & workshops on Labour Laws especially on Leave and Retiral benefits schemes
- b) Drafting of HR, Leave, POSH & Management policies, Agreements and addendum thereto including compliance responsibilities clause as per as per Labour Laws

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