



DDR MANAGEMENT OUTSOURCING SERVICES

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We are available at:

MUMBAI

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VARANASI

OTHER PURVANCHAL REGION

SERVICES OFFERD BY “DDR MANAGEMENT”

- 1-PAYROLL OUTSOURCING SERVICES BASED ON ATTENDANCE SUMMARY (NO ESS & NO COMPLIANCE)
 (“SILVER PACK”)
- 2-PAYROLL OUTSOURCING SERVICES BASED ON ATTENDANCE SUMMARY (NO ESS WITH COMPLIANCE)
 (“GOLD PACK”)
- 3-PAYROLL OUTSOURCING SERVICES WITH LIVE ATTENDANCE (WITH ESS & COMPLIANCES)
 (“PLATINUM PACK”)
- 4-TDS RETURN FILING SERVICES FOR -(24Q,26Q,27Q AND 27EQ)
- 5-PAYROLL COMPLIANCE (PF,ESIC,PROFESSIONAL TAX, LWF PAYMENT & RETURN FILE)
- 6-INCOME TAX RETURNS FILING SERVICES AVAILBLE (ITR 1, 2, 3, 4,5,6,7)
- 7-ONLINE TRANING AVAILBLE FOR PAYROLL COMPLIANCE(PF,ESIC,PT & LWF)
- 8-ONLINE TRANING AVAILBLE FOR TDS/TCS (24Q,26Q,27Q & 27EQ)
- 9-MANPOWER SERVICES FOR TECHNICAL SUPPORT ,ACCOUNTS,HR AND FINANCE DEPARTMENT

10- HRMS SOFTWARE CONSULTATION

11-“HRMS” SOFTWARE IMPLEMENTATION OUTSOURCING SERVICES

12-OUTSOURCE YOUR COMPANAY ASSET DATA FOR DEPRICIATION CALCULATION

13-WEBSITE CREATION SERVICES

14-OTHER SERVICES

15-ONLINE -“HRMS “ CONCEPT TRAINING

1-Payroll Outsourcing Services Based on Attendance Summary “Silver Pack”-(Without ESS & Compliances).

We provide end-to-end payroll processing services, ensuring seamless salary disbursement and compliance with statutory regulations. Our services include calculating employee salaries, deductions, and benefits, along with managing compliance requirements such as PF, ESIC, PT, TDS, and LWF. **This pack has no compliance & no ESS services, only TDS return (24Q) filing & form 16 Part A&B are allowed with this pack.**

With our expertise, we ensure accurate and timely processing, minimize errors, and handle statutory filings, relieving you from the complexities of payroll management. Let us help you streamline your payroll operations while maintaining full compliance with labour and tax laws.

| Services | Description |
|---|---|
| ✓ Payroll Processing | Monthly Payroll processing, Supplementary Processing, Previous month adjustment payment based on input provided by customer. MSA days processing in case of different attendance cycle. |
| ✓ Arrears Processing | Arrears processing based on the revised salary structure and date of effect. Separate compliance report available for Arr. |
| ✓ Income Tax calculation | Tax calculation based on the TDS investment declaration. |
| ✓ Salary sheet | Customized salary sheet available for customers for monthly salary verification. |
| ✓ Bank Transfer Statement | We provide bank transfer statements according to bank Format for salary payment. |
| ✓ TDS Investment Verification | Verification of employees' actual TDS investment Declarations With expert at Rs.100 per employee. |
| ✓ Income Tax Payment | We assist the customer in making TDS payments. |
| ✓ Quarterly Return-24Q | Filing of 24Q return. |
| ✓ Generation of form16 ✓ (Part A & B) along with 12BA. | We will provide Form 16 (Part A&B, along with 12BA) after the fourth quarter return. |
| ✓ Payslip to employee email id. | We can send the payslip directly to the employee's email address. |
| ✓ TDS projection to employee email address. | We can provide income tax projections directly to employees' email addresses on monthly basis. |

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| ✓ Bonus Calculation | Bonuses are calculated using software based on bonus cycle. |
| ✓ Gratuity Calculation | Gratuity calculation and exemption during F&F. |
| ✓ Leave Encashment calculation | Calculation of leave encashment and exemptions. |
| ✓ Full & Final Settlements | F&F calculation with F&F report. |
| ✓ No ESS Services | “ Silver Pack ” has no ESS services. |
| ✓ No Compliances | Compliance services are not included with the Silver Pack . |

2-Payroll outsourcing services based on attendance summary (“Gold Pack”)-(No ESS with Compliance Services)

We provide end-to-end payroll processing services, ensuring seamless salary disbursement and compliance with statutory regulations. Our services include calculating employee salaries, deductions, and benefits, along with managing compliance requirements such as PF, ESIC, PT, TDS, and LWF. **"This pack is included with Compliance Services" but no ESS.**

With our expertise, we ensure accurate and timely processing, minimize errors, and handle statutory filings, relieving you from the complexities of payroll management. Let us help you streamline your payroll operations while maintaining full compliance with labour and tax laws.

| <u>Services</u> | <u>Description</u> |
|-------------------------------|---|
| ✓ Payroll Processing | Monthly Payroll processing, Supplementary Processing, Previous month adjustment payment based on input provided by customer. MSA days processing in case of different attendance cycle. |
| ✓ Arrears Processing | Arrears processing based on the revised salary structure and date of effect. Separate compliance report available for Arr. |
| ✓ Bank Transfer Statement | We can provide bank transfer statements/salary register according to bank format for salary payment. |
| ✓ Salary Sheet | Customized salary sheet available for customers for monthly salary verification. |
| ✓ Income Tax calculation | Tax calculation based on the TDS investment declaration. |
| ✓ PF Compliance | PF calculation, payment, and monthly PF return. |
| ✓ ESIC Compliance | ESIC calculation, ESIC payment. Monthly ESIC returns. |
| ✓ PT Compliance | PT calculation, payment, and return filing on a monthly or annual basis. |
| ✓ LWF Compliance | LWF Calculation, Payment, and Return filing. |
| ✓ TDS Investment Verification | Verification of employees' actual TDS investment Declarations With expert at Rs.100 per employee. |
| ✓ Income Tax Payment | We assist the customer in making TDS payments. |

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| ✓ Quarterly Return-24Q | Filing of 24Q return. |
| ✓ Generation of form16 ✓ (Part A & B) along with 12BA | We will provide Form 16 (Part A&B, along with 12 BA) after the fourth quarter return. |
| ✓ Send Form 16 directly to employee email address. | After digital signing, we can provide Form 16 directly to the employee's email address after HR confirmation. |
| ✓ Letter related services | We provide an offer letter, appointment letter, and increment letter to the employees. |
| ✓ Payslip to employee email id. | We can send the payslip directly to the employee's email address. |
| ✓ TDS projection to employee email address. | We can provide income tax projections directly to employees' email addresses. |
| ✓ Bonus Calculation | Bonuses are calculated using software according to a standard cycle. |
| ✓ Form No. C&D | If required we can provide bonus form number C & D. |
| ✓ Gratuity Calculation | Gratuity calculation and exemption during F&F. |
| ✓ Leave Encashment calculation | Calculating leave encashment and exemptions. |
| ✓ Full & Final Settlements | F&F calculation & reports. |
| ✓ No ESS Services | “Gold Pack” has no ESS services. |

3-Payroll outsourcing services with live attendance/Summary (“Platinum Pack”)-(With ESS & Compliances).

We provide end-to-end payroll processing services, ensuring seamless salary disbursement and compliance with statutory regulations. Our services include calculating employee salaries, deductions, and benefits, along with managing compliance requirements such as PF, ESIC, PT, TDS, and LWF. **This pack is included with compliance & ESS services.**

With our expertise, we ensure accurate and timely processing, minimize errors, and handle statutory filings, relieving you from the complexities of payroll management. Let us help you streamline your payroll operations while maintaining full compliance with labour and tax laws.

| <u>Services</u> | <u>Description</u> |
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| ✓ Payroll Processing (Live Attendance) | Monthly salary processing, Supplementary Payment Processing, Previous month Payment based on Input provided by customer. |
| ✓ Arrears Processing | Arrears processing based on the revised salary structure and effect. Separate compliance report available for Arr. |
| ✓ Income Tax calculation | Tax calculation based on the TDS investment declaration. |

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| ✓ Salary Sheet | Customized salary sheet available for customers for monthly salary verification. |
| ✓ Bank Transfer Statement | We can provide bank transfer statements according to Bank format for salary payment. |
| ✓ PF Compliance | PF Calculation, Payment, and Monthly PF Return |
| ✓ ESIC Compliance | ESIC calculation, ESIC payment, and Monthly ESIC return |
| ✓ PT Compliance | PT Calculation, Payment, & Return filing Monthly /Yearly |
| ✓ LWF Compliance | LWF Calculation, Payment and Return filing. |
| ✓ TDS Investment Verification | Expert verification of employee TDS investments charges Rs. 100 per employee. |
| ✓ Income Tax Payment | Online monthly tax payment. |
| ✓ Quarterly Return-24Q | Return of the 24Q Statement. |
| ✓ Form-16 Part A and Part B and generation with D sign | We provide form 16 (Parts A&B ,12BA) after the fourth Quarter return. |
| ✓ Form 16 | We can directly send form16 on employee email id after Digital sign. |
| ✓ Letter related services | We provide an offer letter, appointment letter, and Increment letter to the employees. |
| ✓ Payslip on employee email id | We can send the payslip directly to the employee's email Address. |
| ✓ Projection on employee email id | We can provide income tax projections directly to Employees' email addresses. |
| ✓ Bonus Calculation | Bonuses are calculated using software according to a Standard cycle. |
| ✓ Gratuity Calculation | Gratuity calculation and exemption during F&F. |
| ✓ Leave Encashment calculation | Calculation and Exemption for Leave Encashment. |
| ✓ Full & Final Settlements | F&F calculations and settlements report. |
| ✓ ESS Login | There is an employee self-service login available. |
| ✓ Leave application | Employees can submit leave applications using the ESS Interface with several levels of approval. |
| ✓ Live attendance Tracking | Employees can track their live attendance through the ESS portal/Mobile. |
| ✓ TDS investment declaration | Employees can submit TDS declaration applications via ESS login. |
| ✓ Auto attendance Configuration | We can connect biometric machines using software for live attendance. |
| ✓ Auto Reminder to employee | Employees can receive auto reminders for attendance. |

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| ✓ Birthday Reminder | Employees can receive birthday reminders via email Through software. |
| ✓ Loan management | We can schedule auto loan deductions throughout salary Processing. |
| ✓ Reimbursement Management | HR/Manager can manage reimbursement applications received through Employee ESS login. |

4-TDS/TCS Returns/Revised Return Filing Services

We offer services to validate TDS/TCS return filings and ensure accurate generation of statutory forms, including Form 16, Form 16A, and Form 27D. Our expertise helps streamline compliance and reporting for businesses and individuals.

| <u>Services</u> | <u>Descriptions</u> |
|-----------------------------------|--|
| ✓ TDS Return/Revised filing 24Q | We validate TDS returns for form 24Q using info provided by the Company and also provide revision return services. |
| ✓ TDS Return/Revised filing 26Q | We validate TDS returns for form 26Q using info provided by the Company and also provide revision return services. |
| ✓ TDS Return/Revised filing 27Q | We validate TDS returns for form 27Q using info provided by the Company and also provide revision return services. |
| ✓ TCS Return /Revised filing 27EQ | We validate TDS returns for 27EQ using info provided by the Company and also provide revision return services. |
| ✓ Challan cum return filing | 26QB,26QC,26QD & 26QE |

5-Statutory Compliance Services

We offer professional services for PF, ESIC, PT, and LWF return filings. Our team ensures compliance with statutory regulations, timely submissions, and accurate record-keeping to simplify your payroll and labour law obligations.

| <u>Services</u> | <u>Descriptions</u> |
|--------------------------------|--|
| ✓ PF payment & return filing | PF payment & return filing using data provided by the company. |
| ✓ ESIC payment & return filing | ESIC payment & return filing using data provided by the company. |
| ✓ PT payment & return filing | PT payment & return filing using data provided by the company. |
| ✓ LWF payment & return filing | MLWF/LWF payment & return filing using data provided the by company. |

6-ITR Filing Services

We specialize in providing comprehensive services for Income Tax Return (ITR) filing. Whether you're an individual, a freelancer, or a business, our team ensures accurate, timely, and hassle-free filing, tailored to meet your specific financial needs.

| <u>Form Type</u> | <u>Descriptions</u> |
|-------------------------|---|
| ✓ ITR-1 | We provide return filing services for ITR-1 |
| ✓ ITR-2 | We provide return filing services for ITR-2 |
| ✓ ITR-3 | We provide return filing services for ITR-3 |
| ✓ ITR-4 | We provide return filing services for ITR-4 |
| ✓ ITR-5 | We provide return filing services for ITR-5 |
| ✓ ITR-6 | We provide return filing services for ITR-6 |
| ✓ ITR-7 | We provide return filing services for ITR-7 |

7-Online Training -Payroll Compliance

Payroll Compliance (PF,ESIC,PT &LWF/LWF)

| <u>Training Topics</u> | <u>Descriptions</u> |
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| ✓ PF Management | Employee Registration and approval on EPFO, UAN Generation of New or transferred employee, Activation of UAN,PF Payment & return filing ,Employee PF claim settlements, Employee advance PF withdrawal process to employee ,Correction of employee existing information, Death Claim settlements, Pension settlements post retirements, Approval process related to KYC through Design /E sign. Process to complete exit formalities of employee. Arrears PF Payment & return file. What is EPF wages, EPS wages and EDLI wages? Rate of EPF and EPS? What is PF admin rate and minimum amount? |
| ✓ ESIC Management | New employee registration process on ESIC portal, Generation of IP number of new /Transferred employee, Aadhar linking with employee IP number on ESIC portal, ESIC Payment and Return filing. Complete exit formalities of employee. Claim statements Process. Benefits of ESIC to employee, ESIC wages checking month, Rate of ESIC? Employee IP login process. |
| ✓ PT Management | What is PT? Why do we need to pay profession tax and who is manage this department , Professional Tax payments and return filing, Slab of professional tax ,Difference between PTRC and PTEC. Penalties and Interest in case of late fining and payment. |

✓ LWF Management

What is LWF? Who manage this fund? Registration of employee on LWF Portal, LWF Payment and return file process.

8-Online Training for-TDS/TCS 24Q,26Q,27Q&27EQ

8-1:Income Tax Calculation Training With All Sections (24Q)

| <u>Training Topics</u> | <u>Descriptions</u> |
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| ✓ Income Tax | What is income Tax? What is form number 24Q, Use of form 24Q? We explain in detail with all deduction sections. |
| ✓ Income tax year? | In this section we will explain about Financial Year and Assessment Year. |
| ✓ Pan Number | In this section we will explain about PAN number and their use. |
| ✓ Tan Number | In this section we will explain about TAN number and their use. |
| ✓ Income tax slab(old & new tax regime) | In this section we will explain about income tax latest slab (Old and New tax regime). |
| ✓ Income Tax calculation | In this section we will explain about Old and new regime and their benefits. |
| ✓ Rebate 87A | In this section we will explain about rebate calculation. |
| ✓ Rebate 87A on special income? | In this section we will explain about special income and calculation of TDS. |
| ✓ What is Basic exemption limit in salary TDS calculation? | In this section we will explain about basic exemption limit and their benefits. |
| ✓ HRA exemption calculation Monthly/yearly? | In this section we will explain about Monthly & Yearly HRA exemption. |
| ✓ Children Education/Hostel Exemption? | In this section we will explain about children and Hostel allowance exemption. |
| ✓ Transport Allowance Exemption? | In this section we will explain applicability of this section and max exemption limit. |
| ✓ Entertainment Allowance Exemption? | In this we will explain about applicability of this section and max exemption limit. |
| ✓ Exemption calculation | In this part we will explain about, LTA ,Gratuity and Leave Encashment calculation and exemption, |
| ✓ Calculation of Taxable Perquisites? | Rent fee accommodation calculation, Car perquisites calculation, Other perk calculation |
| ✓ Standard Deduction | Standard deduction benefits old and new regime. |

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| ✓ Professional Tax deduction? | Benefits of Professional Tax deduction in income tax calculations. |
| ✓ 80C, 80CCC, 80CCD(1) 80CCE | We will explain all heads of 80C in detail with limit. |
| ✓ 80D,80U,80DD,80DDB 80GG, ,80TTA, 80TTB ,80CCD(2), 80CCD(1B), 80E,80EEA,80EE,80G | In this section we will explain about all deduction heads other than 80C. |
| ✓ 12BB | We will explain about this in detail.(Employee TDS investment declaration form) |
| ✓ 12BBA | Pensioner aged 75> (with pension and Interest income in same bank) TDS declaration form. |
| ✓ 12BAA | We will explain about this form. This is the additional TDS declaration form to report TDS& TCS amount while calculating Salary TDS. |
| ✓ On spot TDS | We will explain about “ON SPOT” tax calculation. |
| ✓ Marginal Relief | Marginal Relief on income tax in new and old regime. |
| ✓ Surcharge Calculation on Tax | We will explain how to calculate surcharge on income tax, slab of surcharge with rate in old and new regime. |
| ✓ Comparison of tax Regime | In this section we will explain allowed and not allowed exemption and deduction heads new regime. |
| ✓ Marginal Relief on surcharge | In this section we will explain how to calculate marginal relief on surcharge |
| ✓ Income Tax Deduction | In this section we will explain how to calculate tax on monthly /yearly basis. |
| ✓ Income Tax Payment | In this section we will explain how to make payment to income tax department using Tan number. |
| ✓ Section 206AA &206AB? | In this section we will explain about both section & their importance. |
| ✓ Section 92A,92B,92C & 94P | In this section we will explain about employee/Pensioner category based on their employment with company. |
| ✓ Challan | In this Section we will explain about income tax challan |
| ✓ What is Minor Head of Challan (200,400)? | In this section we will explain about minor head code of challan.TDS/TCS payable by taxpayer/ Notice by Income-tax Department |
| ✓ Challan Major Head Code (0020, 0021)? | In this section we will explain about Major Head code and their use in detail. |
| ✓ CSI File | In this section we will explain about CSI file. “Challan Status Inquiry”. |
| ✓ Deductee type for salary? | In this section we will explain about deductee type in salary. (W,G,S & O). |

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| ✓ What is FVU convertor? | In this we will explain about FVU converter and their use. |
| ✓ 24Q return filing process | In this section we will explain how to file return of 24Q statements through income tax portal /offline. |
| ✓ Form 26AS? | In this section we will explain about form number 26AS and their use. |
| ✓ What is AIS & TIS? | In this section we will explain in detail about AIS and TIS. |
| ✓ How to download form 16 | In this section we will explain the download process of form 16 part A & Part B including 12BA |
| ✓ Digital sign on form 16 | In this section we will explain the process to Digitals sign on form 16 Part A &B along with 12BA |
| ✓ Correction Process of 24Q offline method. | In this section we will explain ,How to download consolidated file including justification report and explain the complete correction process related to Pan Correction , Transaction Correction, Salary Details Corrections etc. |
| ✓ Correction Process of 24Q online method. | In this section we will explain correction process online through traces portal. |
| ✓ PAN verification Process | In this section we will explain PAN verification process before filing of 24Q. |
| ✓ Reporting Portal | In this section we will explain how to register Principle officer on reporting portal for pan verification to know the status of Inoperative/Specified |
| ✓ What is section 234E, 234 F & 201(1A)? | In this section we will explain about this section. |
| ✓ What is section 271H? | In this section we will explain all the reason related to this section. |
| ✓ How to calculate tax on Gift? | In this section we will explain tax calculation about Gift and applicability. |
| ✓ How to calculate tax on agriculture income? | In this section we will explain about tax calculation on agriculture income. |
| ✓ Filing of ITR1 | In this section we will explain about ITR1 |
| ✓ Self Assessment Tax (300)? | In this section we will explain about self assessment tax and applicability. |
| ✓ Advance Tax (100)? | In this section we will explain about tax and their applicability |
| ✓ Where to check advance Tax, self assessment tax and refund status? | In this section we will explain about this in detail using Annual Information Statement's (AIS) and Taxpayer Information Summary section (TIS). |
| ✓ Difference among 26AS, AIS & TIS. | In This section we will explain in detail with example. |

8-2: Training for “Form No.-26Q” (TDS on other than salary transaction within country”) with all sections calculation and return file.

| <u>Training Topics</u> | <u>Descriptions</u> |
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| ✓ Form 26Q? | What is form 26Q? , Why do we use this form for TDS return, In this section we will explain about all sections related to 26Q. |
| ✓ Deductor and Deductee? | We will explain about “Deductor” and “Deductee”. |
| ✓ TAN number? | In this section we will explain about TAN number and use of Tan number. |
| ✓ PAN Number? | In this section we will explain about PAN number and use Of that. |
| ✓ Date of payment /Date of deduction? | We will explain about date of payment and date of deduction with all condition. |
| ✓ How to calculate TDS? | We will explain about TDS deduction based on the TDS section. |
| ✓ Lower/No deduction certificate? | We will explain about Lower and No deduction certificate with applicable TDS sections. |
| ✓ TDS Payment process? | In this section we will explain the Process of TDS Payment to income tax department. |
| ✓ TDS Return validation utility? | In this section we will explain about TDS return utility, Using this utility we can validate TDS return. |
| ✓ What is Challan? | In this section we will explain about TDS challan. |
| ✓ CSI file (Challan Status Inquiry)? | In this section we will explain about CSI file. |
| ✓ TDS Return Generation Process? | In this section we will explain complete process of TDS return generation? |
| ✓ FVU File? | In this section we will explain about FVU file and length of FVU file name. |
| ✓ What is 27A? | In this section we will explain about 27A file in detail. |
| ✓ TDS Return uploads? | In this section we will explain how to upload TDS return on income tax portal or offline at Tin Centre. |
| ✓ Token Number? | In this section we will explain about token number and use of the “Token Number”. |
| ✓ Download form 16A? | In this section we will explain how to download form 16A from Traces. |
| ✓ What is Traces? | In this section we will explain about Traces Portal? |
| ✓ Add Digital sign on form 16A? | In this section we will explain how to add digital sign on form 16A. |
| ✓ What is 26AS? | In this section we will explain about 26AS. |

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| ✓ Section 206AA? | In this section we will explain about section 206AA (Higher rate TDS in case of No Pan /Inoperative Pan). |
| ✓ Section 206AB? | In this section we will explain about section 206AB (Higher rate TDS in case of specified Pan).Need to select reason “U” for specified. |
| ✓ Correction of Form 26Q | In this section we will explain how to file correction statements of 26Q, How to download consolidated file and justification from traces? How to do online correction through Traces. |
| ✓ Pan Verification | In this section we will explain pan verification process to check the pan status like “Inoperative/Specified” |
| ✓ What are 15G and 15H? | In this section we will explain in details about both forms and unique identification number. “If you are a TDS deductor, the Income-tax Act requires you to allot a Unique Identification Number or UIN to everyone who submits the Form 15G/Form 15H. You must file a statement on form 15G/Form 15H on a quarterly basis. |
| ✓ Section 234E & 271H and 234F? | In this we will explain about it in detail. |
| ✓ What is the form No.13? | In this section we will explain about form no.13 and their use. |
| ✓ What is AIS & TIS? | In this section we will explain in detail about AIS and TIS. |
| ✓ Section 201(1A) | In this section we will explain about this section with reason. |

8-3: Training for “Form No. -27Q” (TDS on Foreign transaction”) with all sections calculation and TDS return filing.

| <u>Training Topics</u> | <u>Descriptions</u> |
|---------------------------------------|---|
| ✓ Form 27Q? | What is form 27Q? Why do we use this form for TDS return? In this section we will explain all sections calculation for 27Q. |
| ✓ Deductor and Deductee? | We will explain about “Deductor” and “Deductee”. |
| ✓ TAN number? | In this section we will explain about TAN number. |
| ✓ PAN Number? | In this section we will explain about PAN number. |
| ✓ Date of payment /Date of deduction? | We will explain about date of payment and date of deduction with all condition. |
| ✓ How to calculate TDS? | We will explain about TDS deduction based on the TDS section. |
| ✓ TDS transaction reason? | In this section we will explain transaction reason like A,B,C,U,R,I and etc. |

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| ✓ Lower/No deduction certificate? | We will explain about Lower and No deduction certificate with applicable TDS deduction. |
| ✓ TDS Payment? | In this section we will explain the Process of TDS Payment to income tax department. |
| ✓ TDS Return validation utility? | In this section we will explain about TDS return utility, Using this utility we can validate TDS return. |
| ✓ What is Challan? | In this section we will explain about TDS challan. |
| ✓ CSI file(Challan Status Inquiry)? | In this section we will explain about CSI file and their use. |
| ✓ TDS Return Generation? | In this section we will explain complete process of TDS return generation? |
| ✓ FVU File? | In this section we will explain about FVU file and length of FVU file name. |
| ✓ What is 27A? | In this section we will explain about 27A file in detail. |
| ✓ TDS Return uploads? | In this section we will explain how to upload TDS return on income tax portal or offline at Tin Centre. |
| ✓ Token Number? | In this section we will explain about token number and use of the “Token Number”. |
| ✓ Download form 16A | In this section we will explain how to download form 16A from Traces. |
| ✓ What is Traces? | In this section we will explain about Traces Portal? |
| ✓ Add Digital sign on form 16A? | In this section we will explain how to add digital sign on form 16A. |
| ✓ What is 26AS? | In this section we will explain about 26AS. |
| ✓ Section 206AA? | In this section we will explain about section 206AA (Higher rate TDS in case of No Pan /Inoperative Pan). |
| ✓ Section 206AB? | In this section we will explain about section 206AB (Higher rate TDS in case of specified Pan). |
| ✓ Correction of Form 27Q? | In this section we will explain how to file correction stamen of 27Q, How to download consolidated file and justification from traces? How to do online correction through Traces. |
| ✓ Pan Verification? | In this section we will explain pan verification process to check the pan status like “Inoperative/Specified” |
| ✓ Lower Deduction/No deduction certificate. | In this section we will explain about lower deduction no TDS deduction. |
| ✓ 15G and 15H? | In this section we will explain in details about both forms. |
| ✓ Section 234E & 271H? | In this we will explain about it in detail. |
| ✓ What is the form 13? | In this section we will explain about form no.13 and their use. |
| ✓ What is AIS & TIS? | In this section we will explain in detail about AIS and TIS. |

8-4: Training for “Form No. -27EQ” (TCS Collection) with all section calculation and TCS return file.

| Training Topics | Descriptions |
|---------------------------------------|--|
| ✓ Form 27EQ? | What is form 27EQ? , Why do we use this form for TCS return, In this section we will explain each section of 27EQ in detail. |
| ✓ TCS Collector, Collectee? | We will explain about “Collector” and “Collectee”. |
| ✓ TAN number? | In this section we will explain about TAN number and use of Tan number. |
| ✓ PAN Number? | In this section we will explain about PAN number and use of Pan number. |
| ✓ Date of payment /Date of deduction? | We will explain about date of payment and date of deduction with all condition. |
| ✓ Applicability of TCS Collection? | In this section we will explain the applicability of TCS collection. |
| ✓ Exemption from TCS Collection? | In this section we will explain about those transactions where we don't need to collect TCS. |
| ✓ What is form number 27C? | In this section we will explain about form No. 27C and their benefits. |
| ✓ How to calculate TCS? | We will explain about TCS Collection based on the TCS section. |
| ✓ Lower/No deduction certificate? | We will explain about Lower and No deduction certificate with applicable TCS section. |
| ✓ TCS Payment? | In this section we will explain the Process of TCS Payment to income tax department. |
| ✓ TCS Return validation utility? | In this section we will explain about TCS return utility, Using this utility we can validate TCS return. |
| ✓ Challan? | In this section we will explain about TCS challan. |
| ✓ CSI file(Challan Status Inquiry)? | In this section we will explain about CSI file. |
| ✓ TCS Return Generation? | In this section we will explain complete process of TCS return generation? |
| ✓ FVU File? | In this section we will explain about FVU file and length of FVU file name. |
| ✓ Form 27A? | In this section we will explain about 27A file in detail. |

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| ✓ TCS Return uploads? | In this section we will explain how to upload TCS return on income tax portal or offline at Tin Centre. Explain complete process. |
| ✓ Token Number? | In this section we will explain about token number and use of the “Token Number”. |
| ✓ Download form 27D? | In this section we will explain how to download form 27D from Traces. |
| ✓ What is Traces? | In this section we will explain about “TRACES” Portal? |
| ✓ Add Digital sign on form 27D? | In this section we will explain how to add digital sign on form 27D. |
| ✓ What is 26AS? | In this section we will explain about 26AS. |
| ✓ Section 206CC? | In this section we will explain about section 206CC (Higher rate TDS in case of No Pan /Inoperative Pan). |
| ✓ Section 206CCA? | In this section we will explain about section 206CCA (Higher rate TDS in case of specified Pan). |
| ✓ Correction of Form 27EQ? | In this section we will explain how to file correction statement of 27EQ, How to download consolidated file and justification from traces? How to do online correction through Traces. |
| ✓ Pan Verification? | In this section we will explain pan verification process to check the pan status like “Inoperative/Specified” |
| ✓ What are 15G and 15H? | In this section we will explain in details about both forms and their return filing date. |
| ✓ Section 234E & 271H? | In this we will explain about it in detail. |
| ✓ What is the form 13? | In this section we will explain about form no.13 and their use. |
| ✓ What is AIS & TIS? | In this section we will explain in detail about AIS and TIS. |
| ✓ Section 201(1A) | In this section we will explain about this section with reason. |

9-Man Power Services

Manpower services play a vital role in ensuring the smooth functioning of key organizational departments like HR, Accounts, and Finance. These services are designed to provide skilled professionals, streamline operations, and support strategic business goals. We provide manpower for following department only

Services

Description

✓ **Technical Support**

We provide trained manpower for Tech. Support Team

✓ **Accounts Department**

We provide trained manpower for accounts department

✓ **HR Department**

We Provide trained manpower for HR department

✓ **Finance Department**

We provide trained manpower for finance department

10-“HRMS” Software Consultation Services

We also assist organizations in selecting and implementing the best HRMS (Human Resource Management System) software based on their specific needs. Our software consultant will help you to fulfil your all need related to HRMS software. Just discuss your "HRMS" requirements with us, and we will choose one of the best "HRMS" software for you.

How It Works

1. Requirement Analysis:

- ✓ We begin by understanding your organization's requirements in detail.
- ✓ This includes features you need, such as:
 - Recruitment management
 - Payroll processing
 - Attendance and leave tracking
 - Performance management
 - Employee self-service portals

2. Customized Recommendations:

- ✓ Based on the requirements shared, we will recommend the most suitable HRMS software.
- ✓ We ensure the recommended software aligns with your budget, scale, and functional needs.
- ✓ If you need connectivity with more than one software, we may additionally provide API Integration services.
- ✓ Customization options available to meet industry requirements.

3. Implementation Assistance:

- ✓ If you choose an on-premises/On Cloud HRMS solution, we will connect you with the best

software providers for further discussion and implementation.

- ✓ Guidance on integrating the software with your existing systems will also be provided.
- ✓ Our team will help complete the implementation on time frame.

4. **Benefits of Our Service:**

- ✓ Tailored recommendations for your specific business needs.
- ✓ Access to reliable and trusted software providers.
- ✓ Smooth implementation process with expert guidance.

To get started, share your detailed requirements with us, and we'll take care of the rest! Our goal is to simplify your HR processes with the best solutions in the market.

11-“HRMS” Software Implementation Outsourcing Services

Outsource your “HRMS” Software Implementation to us.

If you're an HRMS software company looking to outsource your HRMS implementation projects, our team is the perfect fit for you. With over 15+ years of experience in successfully implementing HRMS solutions across various industries, we offer the technical expertise, process knowledge, and commitment to deliver high-quality results within the promised time frame.

Why Outsource to Us?

1-Proven Expertise in HRMS Software Implementation: Our team has extensive experience in HRMS software implementation, having worked on multiple projects involving diverse client requirements. We understand the intricacies of HR processes and can integrate software seamlessly into various organizational environments.

2-Skilled and Dedicated Team: Our professionals come with deep domain knowledge and technical proficiency, ensuring that your project is in capable hands. With a blend of HR and technical expertise, we can handle all aspects of HRMS software deployment, from initial planning and configuration to training and ongoing support

3-Commitment to Timely Delivery: We understand the importance of sticking to deadlines. Our project management approach ensures that we complete every implementation on time, meeting all milestones and final deadlines as committed by your sales team. We follow a structured implementation methodology, ensuring efficiency and quality throughout the process.

4-Tailored Solutions to Match Client Needs: Each HRMS implementation is unique, and we are flexible in customizing the solution to meet specific client requirements. Whether it's adapting to unique payroll systems, compliance regulations, or reporting needs, we can modify the system to perfectly align with the client's operational goals.

5-End-to-End Implementation Services: From requirements gathering and system configuration to user training, testing, and post-implementation support, we provide end-to-end implementation services. This holistic approach ensures that the HRMS software runs smoothly and

effectively, providing maximum value for your clients.

6-Scalable and Cost-Effective: Our experience enables us to scale projects efficiently, whether it's for small businesses or large enterprises. By outsourcing to us, you save on the overhead costs of hiring additional in-house resources while ensuring high-quality project delivery.

7-Strong Client Relationships: We prioritize building long-term relationships with our partners. We work closely with your sales and technical teams, ensuring alignment throughout the project lifecycle, and providing continuous updates on project progress.

“By outsourcing HRMS software implementation to us, you can trust that your projects will be handled by an experienced and committed team that delivers results as promised. With our proven track record, technical expertise, and focus on meeting deadlines, we ensure the smooth and successful delivery of every project, allowing your HRMS software company to focus on business growth and client acquisition.

12-Outsource Your Company Asset Data for Depreciation Calculation & Audit-Ready Reports

We offer professional services to manage your company's asset data, ensuring accurate depreciation calculations as per regulatory standards. Our team prepares detailed, audit-ready reports, saving you time and ensuring compliance. By outsourcing, you reduce the burden of manual processing and enhance the accuracy of your financial records. Asset verification and bar code printing services also available.

Our Services Include:

1-Detailed Depreciation Calculations: Accurate calculations based on asset type, useful life, and applicable accounting standards or tax regulations.

2-Audit-Ready Reports: Professionally formatted reports compliant with statutory audit requirements.

3-Customization: Tailored depreciation schedules based on your organizational needs.

4-Regulatory Compliance: Adherence to the latest Income Tax, Companies Act, or other applicable regulations.

Why Choose Us?

1-Expertise: Our team has extensive experience in depreciation accounting and statutory compliance.

2-Time-Saving: Focus on your core business while we handle the data processing.

3-Accuracy: Minimize errors with precise calculations and up-to-date methods.

4-Confidentiality: Secure handling of your asset data with industry-standard practices.

Ideal for:

- ✓ Businesses preparing for annual audits.
- ✓ Organizations seeking streamlined asset management processes.
- ✓ Companies needing assistance with complex depreciation rules.

How It Works:

- ✓ Share your asset data in a secure format.
- ✓ We analyze and process the data for depreciation calculations.
- ✓ Receive comprehensive, audit-ready reports on time.

13-Website Creation services

We specialize in building professional, customized websites that align with your business goals and brand identity.

1-Custom Website Design:

- ✓ Tailored designs to suit your brand.
- ✓ Visually appealing and easy-to-navigate layouts.

2-Responsive Websites:

- ✓ Fully optimized for desktops, tablets, and mobile devices.
- ✓ Ensures seamless browsing experience across all platforms.

3-Content Management Systems (CMS)

- ✓ User-friendly platforms like Word Press, Joomla, or Drupal.
- ✓ Easy updates and content management for your team.

4-SEO and Performance Optimization:

- ✓ Fast loading speed and on-page SEO for better rankings.
- ✓ Enhanced user engagement with optimized content and structure.

5-Domain and Hosting Setup:

- ✓ Assistance with domain registration.
- ✓ Reliable hosting solutions for website performance.

6-Maintenance and Support:

- ✓ Regular updates and technical support.
- ✓ Security checks and bug fixes.

Why Choose Us?

- ✓ Experienced team with a customer-first approach.
- ✓ Affordable pricing packages tailored to different business sizes.
- ✓ Proven track record of successful website deliveries.

Let us help you create a professional and engaging online presence for your business!

14-Other Services

| | |
|---|--|
| Company Formation | Registration of pure Partnership Firm / LLP / PVT & One Person Company. Assistance in Nature of Business of pure Partnership Firm / LLP / PVT & One Person company. Partnership Deed / LLP Deed/ MOA & AOA |
| DSC/DIN Certificate | Obtaining Directors / Partners Digital Signature & Directors Identification Number. |
| PAN/TAN SERVICES | Obtaining Partnership Firm / LLP / PVT, One Person Company & Individual PAN & TAN |
| OTHER REGISTRATION | Registration Of GST, Profession Tax For Both Company And Individuals / Employees, ESIC, LWF, Udyam Aadhar, Gumasta , Food License, Export & Import Certificate, Start-up India And Start-up India Tax Exception Certificate. |
| Accounts writing & Book Keeping. | |
| Computing advance tax | |
| Preparation & filing GST Returns. | |
| Handling scrutiny cases with income tax & GST. | |
| Carrying out Internal Audit. | |
| Carrying out Statutory & Tax Audit. | |
| Complete ROC Compliances: ROC work like filling of necessary forms, annul return & resolutions. | |

15-ONLINE- “HRMS “ Concept Training

TRAINING FOR THE "HRMS" CONCEPT –WITH LIVE SOFTWARE

HRMS (Human Resource Management System) training focuses on educating participants about the core functionalities of HRMS software. The training covers key modules like HRIS (Human Resource Information System), payroll, attendance, tax compliance, performance management (PMS), and recruitment. It ensures users can efficiently manage employee data, streamline HR processes, and generate accurate reports.

| <u>Training Topics</u> | <u>Descriptions</u> |
|--|--|
| ✓ Understanding HRMS Basics | Overview of HRMS and its significance in organizations, modules in HRMS: Recruitment, On Boarding, Training, HRIS, Attendance, Payroll, Compliance, and Performance Management. |
| ✓ Recruitment Module | Managing job postings and applicant tracking systems, Conducting interview assessments and feedback tracking, On boarding new hires through automated workflows. |
| ✓ On Boarding | Introduction to company culture, policies, and job-specific responsibilities |
| ✓ Training | Skill Development (Training on specific tasks, tools, and software required for the job), Productivity Tools (Training on tools and systems (e.g., HRMS, CRM, project management software) to improve efficiency).... |
| ✓ HRIS(Human Resource Information System) | Employee database management, Data security and role-based access, Reporting and analytics. |
| ✓ Payroll Management | Minimum Wages, Salary structure and components (e.g., Basic, HRA, allowances, deductions, Bonus, Gratuity, Leave encashment, F&F).Processing payroll with compliance to statutory regulations (e.g., PF, ESIC, TDS,PT,LWF).Generating pay slips, Salary Register and reconciliation. |
| ✓ Attendance and Leave Management | Setting up attendance policies and shift management, Integration with biometric systems, Leave application and approval workflows. |
| ✓ Compliance Management | Statutory compliance overview: PF, ESIC, PT, and other taxes, Ensuring timely filing and compliance tracking ,Generating compliance reports |
| ✓ Performance Management System (PMS) | Setting up goals and KPIs, Conducting appraisals and 360-degree feedback ,Generating performance improvement plans and reports |

| | |
|--|--|
| ✓ Taxation and Benefits Management | Managing employee taxation (TDS, tax declarations, and proofs), Configuring employee benefits like gratuity, LE, insurance, and LWF. |
| ✓ Customization and Configuration | Adapting the software to organizational policies, Setting user roles and workflows. |
| ✓ Troubleshooting and Support | Handling common errors and issues, Understanding software updates and maintenance. |
| ✓ Practical Hands-On Training | Live demos and real-time problem-solving, Practice sessions with actual HRMS software scenarios. |
| ✓ Reporting and Analytics | Generating custom reports for management, Utilizing dashboards for real-time insights and decision-making. |
| This training ensures participants gain a comprehensive understanding of the “HRMS” system and become adept at utilizing it to streamline HR operations effectively. | |

THANKS

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