



## Our Work Approach and Methodology of Working

We are very much professional in handling the Human Resources in SME & Middle level Company, through methodical & practical approach with flexible rule of handling the human nature & psychology. Our endeavor knowledge in the labour laws & commercial laws help us to mix the minimum labour facilities that should be provided by the organization so that they could not over react against the organization.

## Why us for HR Outsourcing

We have ample experiences of small & medium enterprises which are facing problems like,

- Solving Employees turnover
- Solving Overburden of Job responsibilities
- Motivating employees by creating Job Satisfaction through friendly environment.
- Distribution of multi task to employees by their skilled & expertise, to minimize the risk of loss
- Resolving Loss faced by the organization due to handling of the skilled jobs by unskilled or semi-skilled employees.
- Selection of the employees by their knowledge, expertise and severely allocation of role & responsibilities to employees.



In these conditions of problem, we are supporting the company as well as employees by sharing the expertise knowledge of Human Resources Management.

## Problem faced by some companies for HR management



- Employees turnover
- Overburden of Job responsibilities
- Job Satisfaction is poor.
- Lack of Internal Control due to concentration of multitask job by one employee.
- Loss faced by the organization due to handling of the skilled jobs by unskilled or semi-skilled employees.
- Selection of the employees by their knowledge, expertise and severely allocation of role & responsibilities to employees.

## Our Vision

- To be the best Financial and Business Consultants in India and be recognized among the best business consultants firm in India.
- To be a team of Trusted, Result Oriented, Dedicated, Committed and Responsible Financial Consultants.
- We provide value based consultancy and shall be driven by best value in the industry.



## Our Mission



- To provide business oriented Financial and Management Consultancy services under one roof.
- To be growth oriented and growth to all its team members.
- To provide best client satisfaction and that also shall be in the best interest of the clients.

## Service Charges

- Our service charges is very reasonable, fair and competitive. We are easily approachable and client satisfaction with value addition is our first and foremost motto. Please call us for further details and enquiry about our services.

**JMP SOLUTIONS LIMITED**  
*Empowering Business*



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**JMP SOLUTIONS LIMITED (JSL)** is Kolkata based leading payroll outsourcing company and provides a range of Temporary and Permanent manpower solutions to over 20 clients. It is a team of Chartered Accountants, MBA, LLB and other consultants and was formed by Mr. Manish Gadia and other partners in 1999.

Our professional approach blended with personal Touch has earned us enormous confidence of all our clients, which is reflected in an enduring business relationship that we enjoy with them as also in the consistent in portfolio of our services.

The Temporary staffing group establishes a co-employment relationship with clients and takes responsibility for all compliance, HR and administrative of employees on assignment. The Permanent staffing group undertakes turnkey and recruitment mandates for permanent fulfillment. We view ourselves as a liquidity provider that enables better matching of demand and supply in labour markets.

Our offices are presently in India, namely New Delhi and Kolkata.

## PAYROLL OUTSOURCING

### Payroll Services

- Salary & Benefits Structuring Consulting
- Payroll, Full & Final Processing
- Standard Reports & MIS
- Employee query handling
- Pay slips e-mailing
- SMS Salary disbursement

### Scope of Work

#### Client requirement Assessment & Migration:

- Setting up of Employee Master - Employee Details, Earning & Deductions
- Setting up of Rules - Leaves treatment, Tax, LTA
- Sign-off on the process document and deliverables
- Dry run for the current month to match output
- Parallel run for 2 months and match output
- Live-run

### Monthly Services

- Receipt and updation of variable input as per Standard format
- Joinees & Resignee
- LOP, Salary revisions etc

- Tax computation based on the ITDF
- Payroll processing
- Dispatch of the final pay out master
- Standard Reports & MIS
- Payroll Register
- Net Pay out report
- Tax Computation
- Payslips
- Forms 16 & 24

### Annual:

- Proof updation
- Communication of the tax liability
- Form 16 & 24 processing

### Value Added Services

- Monthly client calls to check on the quality of service
- Client query handling, e-mail (payroll@jmpassociates.com) (Optional Paid Services)
- E-mail query handling - mysalary@jmpassociates.com
- Salary release SMS alerts & email of payslip
- Reminder/alerts for PAN/ITDF/Proof submission



## REGULATORY CONSULTING

JMP Solutions offers a team of dedicated professionals equipped to manage and take charge of day to day compliance issues, records and other labour laws related queries operating from Kolkata locations in India. A core group of the compliance team operates the regulatory consulting in India. We also undertake statutory audit for our clients on a monthly basis.

### Scope of work

- Compliance with regard to various labour laws
- Contract Labour (Regulation and Abolition) Act, 1970 & Central Rules, 1971
- Shops & Commercial Establishment Act, 1961
- Payment Of Wages Act, 1936
- Minimum Wages Act, 1948
- Maternity Benefit Act, 1961
- Payment Of Gratuity Act, 1972



- Payment Of Bonus Act, 1965
- Workmen's Compensation Act, 1923
- Employment Exchange Act, 1959
- Labour Welfare Fund
- National & Festival Holidays Act
- Equal Remuneration Act. 1976
- Employees Provident Fund Act, 1952
- Employee State Insurance Act, 1948
- Professions Trades Callings And Employment Act
- Industries specific labour law Advisory Services

## AREAS OF ENGAGEMENT

### Consulting:

- Review labor law compliance practice
- Study industry specific practices
- Discussion based
- Typical engagement extends to a maximum of 2 days
- Interactions held at the level of - Head of vertical / CXO / Head of Legal etc
- Suggest areas of risk/ and mitigation steps - assessment report
- Consulting will be limited in its scope
- Deliverable will be an Assessment report

### Auditing:

- Next step in the Consulting process
- Review of labor law compliances - one time/ periodic
- Audit of records (localized/pan India)
- Review vendor compliance
- Audit based on pre-designed audit program
- Engagement cycle - customer dependent
- Audit report on compliance, risks, mitigation steps etc.
- Audit will be limited to the scope defined
- Deliverable: an Audit report covering the agreed Scope.



### Maintenance Support:

- Assistance in record upkeep and maintenance
- SLA based support and assistance on issues faced
- Labor law advisory services

## TEMPING



- Recruit the employees as per the client's specifications and assign them to the client's workplace.
- Co - employment relationship between the client, employee and JMP Solutions.
- Manage HR, Administration and regulatory compliances
- Contract duration: Short term, long term and part time assignments
- Option of Absorption on completion of the assignment.

## PAYROLLING

- Transition employees identified by the client onto the roles of JMP Solutions
- Co - employment relationship between the client, employee and JMP Solutions.
- Manage HR, Administration and regulatory compliances
- Contract duration: Short term, long term and part time assignments
- Option of Absorption on completion of the assignment.

