

Foundation of Integrity, Trust & Ethics



FACILITY MANAGEMENT PVT. LTD.



www.sharpfacility.com

VISION

To provide the world-class HR and Labour related solutions.

MISSION

To provide prompt & quality services across industries at PAN India level.



About us

We started our journey in the year 2000. Our initial business began with few clients for HR Labour Laws Compliance and Staffing Services.

Today, after more than a decade, Sharp stands for the highest standards of customer service and integrity in the industry. We have built a reputation for professionalism in everything we do day in and out serving our clients. Thus, we are widely recognized as the trusted business partner of choice for various **HR Services**. The foundation of integrity, trust, ethics and sharp focus on customers' satisfaction has enabled Sharp to retain almost all its clients. We have been able to achieve a year on year phenomenal growth with manpower strength of more than 1000 direct and indirect employees.

Sharp has been honoured with Life Membership of Local **SSI** (Small Scale Industries) as well as **SME** (Small & Medium Enterprises) Association, and membership of **EPILPA** (E.S.I., P.F., & Other Industrial Law Practitioners Association), Businessmen's Association of Maharashtra.

Sharp is rated by **CRISIL**, which is India's leading Ratings, Financial News, Risk and Policy Advisory Company. Our future plans include presence at global level and aiming to become specialized Management Consultants providing end to end HR Solutions.

Our VISION is to provide the world-class HR and Labour related solutions and

Our MISSION is to provide prompt & quality services across all sector of industries at global level.

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LABOUR LAW CONSULTANCY SERVICES

We keep you free of legal hassles pertaining
Labour Management.

LABOUR LAWS CONSULTING FIRM



Mr. Vinod Dhulap
CEO
Labour Laws Expert

We are best in our services

- 18 years of successful experience in Labour Laws
- Hassel free compliance
- Professional Team on Panel



Mr. D.R. Haibat
Chief Consultant & Consulting
Lawyer
M. Com, L.L.B, DPM & IR, DAM.



Ms. Shilpa Satghare
Director-Operations
B.Com, DHRM.



Mr. Avdhoot Gaitonde
BA, LLB, PG in HR (MILS), Dip
T&D, Certified Trainer.



Adv. Aniruddh Patwardhan
Advocate & Consultant
B.Com (Hons), L.L.B, M.L.S.



Mr. Samit Kriplani
HR Consultant
MBA-Admin, PGDHRM.

- We also conduct Labour Laws certification courses
- Back office Team of 40+ professionals
- Zonal Coordinator at E.S.I., P.F. & OTHER INDUSTRIAL LAW PRACTITIONERS' ASSOCIATION (EPILPA)
- Lifetime member at NATIONAL INSTITUTE OF PERSONNEL MANAGEMENT (NIPM)

Branch offices: Thane Pune Delhi Ahmednagar Bengaluru Goa Gujarat

Proposal



for

Labour Laws Compliance Services

Applicable Acts

Establishment Related Acts:

- Shops and Establishments Act, 1948
- Contract Labour (Regulation & Abolition) Act, 1970.
- Employment Exchanges (Compulsory Notification of Vacancies) Acts, 1959.
- Equal Remuneration Act, 1976.
- Minimum Wages Act, 1948.
- Maharashtra Labour Welfare Fund Act, 1953.
- Profession Tax Act For Maharashtra

Social Legislation Acts:

- Employees' Provident Funds & (Miscellaneous provisions) Act, 1952.
- Employees' State Insurance Act, 1948.
- Maternity Benefits Act, 1961.
- Payment of Bonus Act, 1965.
- Payment of Gratuity Act, 1972.
- Payment of Wages Act, 1936.
- Employees' Compensation Act, 1923.
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013.

Employee State Insurance Act 1948

- Obtaining Registration Certificate.
- Monthly reports and challans.
- Monthly Remittances.
- Filing of employees' ESI declaration forms at ESI and obtaining Temp cards.
- Follow up with ESI for Permanent cards.
- Providing information and reports during audits / inspection.
- Resolving employee/employer queries.

Provident Fund Miscellaneous Provision Act, 1952

- Monthly Remittances Monthly Return preparation and Filings
- Follow up with PF department for PF slips
- Filing of PF Nomination, Transfer-out and Withdrawals forms with RPFC and obtaining acknowledgements
- Providing information and reports in case of inspection
- Attending PF inspection & facilitate for the same.
- Prepare & submit Form 9 as & when requested by PF dept.
- Resolving employee/employer queries on withdrawal/transfers etc.
- Support for creation of UAN Number & Registration of Digital Signature

THE PROFESSION TAX ACT, 1975

- Monthly compliances w.r.t. preparation and filing of challans, generating reports.
- Facilitating annual renewals.
- Obtaining yearly PT assessment certificate from PT Commissioner as per client requirement.
- Represent Client in Appellate authority & Tribunal.

LABOUR WELFARE FUND ACT, 1953

- Preparation & filing of half yearly returns & challans.
- Resolving employers queries on LWF.

Compliances under :

MINIMUM WAGES ACT, 1948
MATERNITY BENEFIT ACT 1961
EMPLOYEES COMPENSATION ACT 1923
PAYMENT OF WAGES ACT, 1936
BONUS ACT, 1965
SEXUAL HARASSMENT OF WOMEN AT
WORKPLACE ACT 2013
EQUAL REMUNERATION ACT 1976
THE EMPLOYMENT EXCHANGE (COMPULSORY
NOTIFICATION VACANCIES) ACT 1959

Scope of Work

- ✓ Maintenance of all required registers in prescribed format as per Acts.
- ✓ Filing Quarterly/Half-yearly/Yearly Returns on timely basis.
- ✓ Preparation of Monthly Challans for PF/ESIC/PT/LWF for paying the contributions.
- ✓ Submission of PF withdrawal forms and all relevant forms, under the PF Act.
- ✓ Documentation and submission of accident claims under ESIC/WC Act, as applicable.

Labour Laws Seminars/ Certification Courses



ESIC & Provident Fund workshop to the Contractors at Mumbai Port Trust on 30th October 2018



Successfully Conducted "Interactive Session on Labour Laws" on 15th December 2018

OUR CLIENTS

				
				
				
				

Please contact us for further details at



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