

# TALENT MAGNIFIER

(AN ISO 9001:2015 CERTIFIED INSTITUTE)



**TALENT MAGNIFIER**

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# INDUSTRY-BASED HR PAYROLL & STATUTORY & LEGAL COMPLIANCE TRAINING COURSE

**TALENT MAGNIFIER**

401, 4TH FLOOR, D-30, SIDDHARTH COMPLEX, NEAR LAXMI NAGAR METRO  
STATION, OPP METRO PILLAR NO. 33, LAXMI NAGAR, NEW DELHI – 110092

CALL: 9999420393 | 9999420394

[www.talentmagnifier.com](http://www.talentmagnifier.com)



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## Industry-based HR Payroll & Statutory & Legal Compliance Online/Offline Training Course Brochure.

**Course Durations: 25 Hours, Classes HR industry expert of more than 20+ years Experienced.**

### Deliver Method:

- ❖ Online Practical Sessions
- ❖ Online/Offline Classes
- ❖ Regular / Weekend Batch Available)
- ❖ Handout/Study material after every Class provided
- ❖ Recorded Session after every Online class provide as well
- ❖ Practical Examples with live scenarios
- ❖ Certificate after training program

### Statutory Compliance

#### ❖ Employees' Provident Fund (EPF)

- Provident Fund Calculation
- Pension Fund Calculation
- Employees' Deposit Linked Fund
- Interest
- Penalty

#### Workshop Session

- Shram Suvidha Portal
- Universal Account Number
- Electronic Challan cum Return
- AADHAAR Updation
- PAN Updation
- Bank details updation
- Eligibility Register
- Member Claim Forms

#### ❖ Payment of Bonus

- Bonus Calculation
- Available Surplus
- Allocable Surplus
- Set-on & Set-off
- Grievance by employee
- Penalty

#### Workshop Session

- Bonus Calculation Sheet
- Bonus Payment Registers & Records
- Annual Return
- Display

#### ❖ Employees' State Insurance (ESI)

- ESI Calculation
- Interest & Penalty
- Medical Benefit
- Maternity Benefit
- Funeral Expenses
- Monthly Pension

#### Workshop Session

- Shram Suvidha Portal
- Sub-Code Registration
- E-Pehchan Card
- Aadhaar Updation
- Monthly Challan
- Accident Register and Records
- Declaration Form
- Claim Forms

#### ❖ Payment of Gratuity

- Gratuity Calculation
- Maximum Gratuity amount
- Tax on Gratuity
- Group Gratuity Policy

#### Workshop Session

- Nomination Forms
- Gratuity Claim Form
- Display



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## **✚ Compensation and Benefits**

### **❖ Payroll Management (On Excel and Cloud based Software with live access)**

- Components of Salary;
- Basic, HRA, DA, Conveyance, LTA, etc.
- Designing CTC, Gross Salary, Net Salary
- Overtime and Leave Encashment
- Labour Welfare Fund (LWF)
- Professional Tax (PT)

### **❖ Income Tax & Investments**

- Income Tax calculation
- Rebate on Income Tax
- Calculation Surcharge
- Calculation of Education Cess, Health Cess
- Taxability of Allowances
- Tax Deduction on Investments
- Investment Declaration Form

### **Workshop Session (On Excel and Cloud based Software with Live Access)**

- Attendance Sheet
- Leave Register
- Overtime Sheet
- Overtime Amount Sheet
- Salary Sheet
- Pay Slips,
- Full and Final Settlement
- EPF Report
- ESI Report
- LWF Report
- Professional Tax Report
- Live Cloud based Payroll Software
- Investment Declaration Form



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## IR & Labour Law Compliance

### ❖ Contract Labour (Regulation And Abolition) Act, 1970

- Objectives
- Applicability

#### Workshop Session

- Registration Process
- License Process
- Returns
- Facilities
- Registers and Records
- Display

### ❖ Factory Act, 1948

- Manufacturing Process
- Objective
- Scope
- Factory Definition

#### Workshop Session

- Registration and Licensing Procedure
- Administrative Setup
- Health related Provision
- Safety related Provision
- Welfare Relative Provision
- Working Hour of Adult Person
- Annual Leave with wage
- Employment of young person
- Annual & half Yearly Return
- Registers and Records

### ❖ Delhi Shops & Establishments Act, 1954

- Objectives
- Applicability
- Conditions of work

#### Workshop Session

- Registration

### ❖ SHWW Act ,2013

- What is sexual Harassment
- What is the workplace
- Aggrieved women
- Preventive Authorities
- Employer
- District officer (DO)
- Responsibility of the employer and Do Complaints Committees

#### Workshop Session

- Internal Complaints Committee (ICC)
- Local Complaints Committee (LCC)
- Redress of Sexual Harassment

### ❖ HR Audit

- What is HR Audit
- Legal Compliance Audit
- HR Payroll Audit
- HR Policy Audit
- How to make the HR Audit Report?

## **HIGHLIGHT:-**

- ◆ 80% Practical and 20% Theoretical Session.
- ◆ Govt. Portal, Salary (Cloud Based) Software with Live Access & Excel.
- ◆ PD Class + Interview Preparation
- ◆ Resume Building.
- ◆ Get Trained from 20+ year exp. Industry Experts.
- ◆ Live Assignments.
- ◆ Payroll processing software and online challans.
- ◆ An ISO 9001:2015 Certified Institution
- ◆ Certificate after training program



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**Please Find the Course Duration and Fees Details.**

**Classes are available on weekdays and weekend.**

Course Module	Complete Course Duration	Duration Weekdays (3-4 days in a Week)	Duration Weekend (Sunday)	Course Fees
HR Payroll Statutory & Legal Compliance Training Program	25 Hours	1 Month	2 Months	4999/-

**Online Payment Method:-**  
Paytm | UPI | Google Pay | Phone Pay  
Name - TALENT MAGNIFIER

**Active Mobile No. [9654592789](tel:9654592789)**

Bank Name - AXIS BANK  
A/C No. - 918020106493753  
IFS CODE - UTIB0002685

**Thanks & Regards,**

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