

PAYROLL REPORT SET

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1 Salary Reports

1.1 Salary Register

(Gold, Silver)

Salary Register For the Month of January 2007											
Page No. 1		DEMO		Company : PF No. PF/ABCD ESI No. ESI							
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature	
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINSTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00 0.00	30,000.00 0.00 0.00 0.00	30,000.00	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00 0.00	6,600.00	23,400.00		
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00 0.00	20,000.00 0.00 0.00 0.00	20,000.00	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00 0.00	4,400.00	15,600.00		
3	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00 0.00	10,200.00 0.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	10,200.00		
4	YIINT004 SANJEEV KUMAR PATTERN MASTER PATTERN MAKING 0	22.00 0.00 6.00 3.00 31.00	10,200.00 0.00 4,000.00 800.00	10,200.00 0.00 4,000.00 800.00	15,000.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	15,000.00		
Total					75,200.00			11,000.00	64,200.00		

Fig 1.1 Salary Register

1.2 Salary Slip

(Gold, Silver)

DEMO						
Salary Slip For the Month of January 2007						
Name ABCDE		Designation MANAGING DIRECTOR			Run Date : 10-Mar-2007	
Paycode YIINT001		Dept. ADMINISTRATION		P.F. No. DL13307 1	E.S.I. No.	
Rate of Wages	Amount Payable	Total Earnings	Deductions	Total Deductions	Amount Paid	
Basic 30,000.00	Salary 30,000.00		E.S.I. 0.00	Labour Fund		
H.R.A. 0.00	H.R.A. 0.00	Other Allow 0.00	P.F. 3,600.00	TDS		
DA 0.00	DA 0.00		V.P.F 3,000.00			
			P.Tax 0.00			
			Adv. 0.00			
		30,000.00		6,600.00		
Days						
Days Worked 25.00					23,400.00	
Hid/Wo 6.00						
CL 0.00						
EL 0.00						
SL 0.00						
Other Leave 0.00						
Days Payable 31.00						

DEMO						
Salary Slip For the Month of January 2007						
Name RAGINI		Designation DIRECTOR			Run Date : 10-Mar-2007	
Paycode YIINT002		Dept. DIRECTOR		P.F. No. DL13307 3	E.S.I. No.	
Rate of Wages	Amount Payable	Total Earnings	Deductions	Total Deductions	Amount Paid	
Basic 20,000.00	Salary 20,000.00		E.S.I. 0.00	Labour Fund		
H.R.A. 0.00	H.R.A. 0.00	Other Allow 0.00	P.F. 2,400.00	TDS		
DA 0.00	DA 0.00		V.P.F 2,000.00			
			P.Tax 0.00			
			Adv. 0.00			
		20,000.00		4,400.00		
Days						
Days Worked 25.00					15,600.00	
Hid/Wo 6.00						
CL 0.00						
EL 0.00						
SL 0.00						
Other Leave 0.00						
Days Payable 31.00						

DEMO						
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Fig 1.2 Salary Slip

1.3 Summary Statement

(Gold)

Monthly Summary Statement for the month of: January 2007

S No	Department	Total	E.S.I	P.F.	Tot. Emp.	ESI Wages	E.S.I(1.75%)	P F Wages	P.F (12%)	Remarks
1	MERCHANDISING	10,200.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
2	PATTERN MAKING	10,200.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
3	FINISHING	33,847.58	7.00	7.00	8.00	23,647.58	414.00	23,647.00	2,837.00	
4	ACCOUNTS	6,412.90	1.00	0.00	1.00	6,412.90	112.00	0.00	0.00	
5	RECEPTION	5,000.00	1.00	1.00	1.00	5,000.00	88.00	5,000.00	600.00	
6	FIELD	3,325.00	1.00	1.00	1.00	3,325.00	58.00	3,325.00	399.00	
7	PRODUCTION	33,671.78	8.00	8.00	9.00	23,471.78	411.00	23,473.00	2,817.00	
8	MARKETING	7,741.94	0.00	0.00	1.00	0.00	0.00	0.00	0.00	
9	CUTTING	6,650.00	2.00	2.00	2.00	6,650.00	116.00	6,650.00	798.00	
10	ADMINISTRATION	33,271.37	1.00	2.00	2.00	3,271.37	57.00	33,271.00	3,993.00	
11	DIRECTOR	20,000.00	0.00	1.00	1.00	0.00	0.00	20,000.00	2,400.00	
Grand Total:		170,321.00	21.00	22.00	28.00	71,779.00	1,267.00	115,366.00 Less (F.P.F) 37,000.00 F.P.F Wages 78,366.00	13,844.00 V.P.F 5,000.00 18,844.00	

E.S.I Wages	71,779.00	P.F. Wages	115,366.00
E.S.I 1.75%	1,267.00	F.P.F. Wages	78,366.00
E.S.I 4.75%	3,417.00	P.F. Employer Share (3.67%) :	7,316.00
Total	<u>4,684.00</u>	F.P.F. Employer Share (8.33 %) :	6,528.00
		A/C No. 1 :	18,844.00
		A/C No. 10 :	6,528.00
		A/C No. 2 :	1,269.00
		A/C No. 21 :	577.00
		A/C No. 22 :	12.00
		Total :	<u>34,546.00</u>

1 of 1 Cancel Close 11 of 11 Total:11 100%

Fig 1.3 Summary Statements

1.4 Salary by Cheque

(Gold)

Salary Statement by Cheque For the Month of January 2007										
Page No. 1		DEMO		Company : PF No. PF/ABCD ESI No. ESI						
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00	30,000.00 0.00 0.00	30,000.00	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00 0.00	6,600.00	23,400.00	
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00	20,000.00 0.00 0.00	20,000.00	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00	4,400.00	15,600.00	
3	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00	10,200.00	
4	YIINT004 SANJEEV KUMAR PATTERN MASTER PATTERN MAKING 0	22.00 0.00 6.00 3.00 31.00	10,200.00 0.00 4,000.00 800.00	10,200.00 0.00 4,000.00 800.00	15,000.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00	15,000.00	
Total					75,200.00			11,000.00	64,200.00	

Fig 1.4 Salary by Cheque

1.5 Salary by Cash

(Gold)

Salary Statement by Cash For the Month of January 2007										
Page No. 1		DEMO			Company : PF No. PF/ABCD ESI No. ESI					
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT006 DHARMENDER TIWARI FINISHING INCHARGE FINISHING 0	24.00 0.00 6.00 1.00 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	10,200.00	
2	YIINT007 RACHEL TOMY RECEPTIONIST RECEPTION 9001533 DL13307 56	22.00 0.00 6.00 3.00 31.00	5,000.00 0.00 0.00	5,000.00 0.00 0.00	5,000.00	88.00 600.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	688.00	4,312.00	
3	YIINT008 YOGESH DEEP ARORA ACCOUNTANT ACCOUNTS 0	22.00 2.00 5.00 1.00 28.00	7,100.00 0.00 0.00	6,413.00 0.00 0.00	6,413.00	112.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	112.00	6,301.00	
4	YIINT010 PRAMOD KUMAR LINE SUPERVISOR PRODUCTION 6205903 DL13307 40	22.00 0.00 6.00 3.00 31.00	4,000.00 0.00 1,000.00 500.00	4,000.00 0.00 1,000.00 500.00	5,500.00	70.00 480.00 0.00 0.00 0.00	0.00 0.00 0.00	550.00	4,950.00	
Total					27,113.00			1,350.00	25,763.00	

Fig1.5 Salary by Cash

1.6 Bank Salary Statement

Bank Salary Statement For the Month of January 2007

Page No. 1 Company : PF No.
ESI No.

Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other(E4-E10) Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions	T. Deduction	Amount Paid	Signature
1										
Total										

1 of 1 Cancel Close of Total: 100%

Fig 1.6 Bank Salary Statements

1.7 Non Bank Salary Statement

Non Bank Salary Statement For the Month of January 2007										
Page No. 1		DEMO			Company : PF No. PF/ABCD ESI No. ESI					
Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	Present Absent Holiday Leave P.Days	Rate of Wages Basic DA HRA	Amt.Payable Basic DA HRA	Other Allow Earnings OT AMT Gross Pay	Deductions ESI PF VPF Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signature
1	YIINT001 ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	25.00 0.00 6.00 0.00 31.00	30,000.00 0.00 0.00	30,000.00 0.00 0.00	30,000.00	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00	6,600.00	23,400.00	
2	YIINT002 RAGINI DIRECTOR DIRECTOR DL13307 3	25.00 0.00 6.00 0.00 31.00	20,000.00 0.00 0.00	20,000.00 0.00 0.00	20,000.00	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00	4,400.00	15,600.00	
3	YIINT003 SUMANT VISHWAKARMA MERCHANDISER MERCHANDISING 0	20.50 0.00 6.00 4.50 31.00	10,200.00 0.00 0.00	10,200.00 0.00 0.00	10,200.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00	10,200.00	
Total					60,200.00			11,000.00	49,200.00	

Fig 1.7 Non Bank Salary Statement

1.8 Reimbursement Statement

Page No. 1		DEMO	
Reimbursement Statement			
Srl.	EMPLOYEE DETAILS	Reimbursement	
1	Paycode YIINT001 Name ABCDE F. Name Designation MANAGING DIRECTOR Department ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Other Allow	Total 0.00
2	Paycode YIINT002 Name RAGINI F. Name Designation DIRECTOR Department DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Other Allow	Total 0.00
3	Paycode YIINT003 Name SUMANT VISHWAKARMA F. Name Designation MERCHANDISER Department MERCHANDISING ESI NO. PF NO. 0 Bank A/c No	Other Allow	Total 0.00
4	Paycode YIINT004 Name SANJEEV KUMAR F. Name Designation PATTERN MASTER Department PATTERN MAKING ESI NO. PF NO. 0 Bank A/c No	Other Allow	Total 0.00

Fig 1.8 Reimbursements

1.9 Bank Salary Statement Summary

31/May/2007

Bank Salary Statement Summary For the Month of April 2007
YI INTERNATIONAL PVT LTD
D-62 OKHLA INDUSTRIAL AREA PHASE 1, NEW DELHI-110020

Dear Sir/Madam,
Kindly transfer the salary of our following employees to their respective Saving Accounts:-

Srl. No.	EmpCode	S.B.A/C NO.	Name	Amount Paid
1	YIINT001	123456	DEEPAK BHARDWAJ	23,400.00
2	YIINT002	2345678	RANI BHARDWAJ	15,600.00
Total				39,000.00

Fig 1.9 Bank Salaries Summery Statement

1.10 Employee salary statement Summary.

It's comes in excel format.

1.11 Employee salary Comparison.

It's comes in excel format.

1.12 Employee Increment history.

It's comes in excel format.

2 PF Reports

2.1 PF Statement

(Gold, Silver)

DEMO									
PF Statement For the Month of January 2007									
Page No.:	1								
Date :	10-Mar-2007								
Paycode	Employee Name & Father/Husband Name	D O J D O B	PF No.	Earning	Employee		Employer		
					PF	VPF	PF	FPF	
YIINT001	ABCDE	01/11/1991 17/05/1960	DL13307 1	30,000.00	3,600.00	3,000.00	3,059.00	541.00	
YIINT002	RAGINI	01/11/1988 31/05/1966	DL13307 3	20,000.00	2,400.00	2,000.00	1,859.00	541.00	
YIINT007	RACHEL TOMY	12/09/2006 28/04/1965	DL13307 56	5,000.00	600.00	0.00	183.00	417.00	
YIINT010	PRAMOD KUMAR	01/06/2005 01/07/1979	DL13307 40	4,000.00	480.00	0.00	147.00	333.00	
YIINT011	JOGENDER SINGH	01/06/2005 01/05/1985	DL13307 39	3,325.00	399.00	0.00	122.00	277.00	
YIINT012	MD.KURBAN	01/09/2004 15/05/1984	DL13307 29	3,325.00	399.00	0.00	122.00	277.00	
YIINT013	SHEELA DEVI	01/04/2006 15/02/1976	DL13307 43	3,325.00	399.00	0.00	122.00	277.00	
YIINT014	SAFIYA	01/04/2006 02/04/1973	DL13307 44	3,325.00	399.00	0.00	122.00	277.00	
YIINT015	NEELAM	01/04/2006 04/02/1976	DL13307 45	3,325.00	399.00	0.00	122.00	277.00	
YIINT016	ASHOK KUMAR	01/11/2006 15/05/1978	DL13307 57	3,325.00	423.00	0.00	129.00	294.00	
YIINT017	KAILASH	01/11/2006 12/01/1969	DL13307 58	3,411.00	409.00	0.00	125.00	284.00	
YIINT018	PURAN TIWARI	01/11/2006 10/01/1982	DL13307 59	3,411.00	409.00	0.00	125.00	284.00	
YIINT019	MD.MUSTAKEEM	02/05/2006 20/04/1986	DL13307 53	3,325.00	399.00	0.00	122.00	277.00	
YIINT020	SAHDEV	02/05/2006 18/03/1984	DL13307 54	3,325.00	399.00	0.00	122.00	277.00	
Total----				92,622.00	11,114.00	5,000.00	6,481.00	4,633.00	

Fig 2.1 PF Statement

2.2 Arrear PF Statements

Page No.: 1

RMG Autometers Gas Technologies Ltd.

Date : 12-Jan-2010

Arrear PF Statement For the Month of May 2009

S.No	Paycode	Employee Name Father/Husband Name	D O J D O B	PF No.	Earning	Employee		Employer	
						PF	VPF	PF	FPF
1	014	VIJAY SINGH MAHABIR SINGH	09/04/2007 08/10/1955	UP/40263 12	427.00	51.00	0.00	36.00	15.00
2	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	UP/40263 13	899.00	107.00	0.00	74.00	33.00
3	016	S. P. TRIPATHI P. TRIPATHI	16/04/2007 25/03/1961	UP/40263 14	865.00	103.00	0.00	72.00	31.00
4	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	UP/40263 16	877.00	105.00	0.00	73.00	32.00
5	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	UP/40263 17	909.00	108.00	0.00	75.00	33.00
6	020	SUSHIL KUMAR IKBAL SINGH	01/05/2007 02/05/1973	UP/40263 18	512.00	61.00	0.00	43.00	18.00
7	022	CHANDRA PAL NARAYAN SINGH	04/05/2007 10/09/1971	UP/40263 20	899.00	107.00	0.00	74.00	33.00
8	024	DHEERAJ KR. TYAGI NARESH CHAND	01/06/2007 09/08/1975	UP/40263 22	813.00	99.00	0.00	69.00	30.00
9	026	SUNIL KUMAR VED PAL	20/06/2007 09/09/1984	UP/40263 24	899.00	108.00	0.00	75.00	33.00
10	028	NARENDRA PRADHAN P. PRADHAN	02/07/2007 17/04/1968	UP/40263 26	909.00	108.00	0.00	75.00	33.00

2.2 Arrear PF Statement

2.3 PF & Arrear PF statement.

Page No.: 1

RMG Autometers Gas Technologies Ltd.

Date : 12-Jan-2010

Arrear With PF Statement For the Month of May 2009

S.No	Paycode	Employee Name Father/Husband Name	D O J D O B	PF No.	Earning	Employee		Employer	
						PF	VPF	PF	FPF
1	002	FARSHOTAM SINGH AMIN CHAND	10/03/2006 12/01/1968	UP/40263 1	6,500.00	780	0	239	541
2	007	MANIK RAUTHAN JAGMOHAN SINGH	10/10/2006 26/12/1969	UP/40263 5	6,500.00	780	0	239	541
3	008	KULDEEP KUMAR B. S. TYAGI	18/12/2006 10/06/1972	UP/40263 6	6,500.00	780	0	239	541
4	012	NARESH KUMAR LILA KRISHAN	04/08/1967 12/03/2007	UP/40263 10	6,500.00	780	0	239	541
5	013	TALESHWAR PASWAN BALO DUSADH	13/03/2007 10/07/1977	UP/40263 11	6,500.00	780	0	239	541
6	014	VIJAY SINGH MAHABIR SINGH	09/04/2007 08/10/1955	UP/40263 12	5,703.00	684	0	230	454
7	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	UP/40263 13	5,810.00	696	0	254	442
8	016	S. P. TRIPATHI P. TRIPATHI	16/04/2007 25/03/1961	UP/40263 14	5,380.00	645	0	238	407
9	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	UP/40263 16	5,788.00	694	0	253	441
10	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	UP/40263 17	5,820.00	697	0	255	442

2.3 PF & Arrear PF statement.

2.4 PF Return Statements (Form 6A)

FORM 6 - A (REVISED)

The Employee's Provident Scheme, 1952
(Paragraph 43)
AND
The Employee's Pension Scheme , 1995
[Paragraph 20 (4)]

Annual Statement of contribution for the Currency period from March 2006 to February 2007
Name and Address of the Establishment : DEMO
OKHLA
Code No. of the Establishment : PF/ABCD Statutory rate of contribution 12%
No of member voluntary contribution ast a higher rate

Sl. No.	Account No.	Name of the member F/H Name (in block letters)	Wages Retaining if any	Amount of worker's contributions deducted from the wages	Employer's Contribution		Total	Refund of Advance	Rate of higher voluntary contribution (if any)	Remarks
					E P F Diff. between 12% & 8.33%	Pension Fund 8.33%				
1	2	3	4	5	6	7	8	9	10	
1	DL13307	1 ABCDE	44,643.00	9,821.00	2,975.00	725.00	8,164.00			
2	DL13307	3 RAGINI	26,429.00	5,814.00	1,859.00	541.00	5,043.00			
3	DL13307	29 MD.KURBAN	4,394.00	527.00	122.00	277.00	399.00			
4	DL13307	39 JOGENDER SINGH	4,394.00	527.00	122.00	277.00	399.00			
5	DL13307	40 PRAMOD KUMAR	5,286.00	634.00	147.00	333.00	480.00			
6	DL13307	43 SHEELA DEVI	4,156.00	499.00	122.00	277.00	399.00			
7	DL13307	44 SAFIYA	4,097.00	492.00	122.00	277.00	399.00			
8	DL13307	56 RACHEL TOMY	6,607.00	793.00	183.00	417.00	600.00			
Total ->			100,006.00	19,107.00	5,652.00	3,124.00	15,883.00			

1 of 1 Cancel Close 8 of 9 Total:9 100%

Fig 2.4 PF Return Statement Form 6

2.5 PF Return Statement (Form 3A)

(Gold)

(For un-exempted Establishment only) FORM 3-A (Revised)

The Employee's Provident Fund Scheme, 1952 (Paragraph 35 & 42)
AND
The Employee's Pension Scheme, 1995 (Para 19)

Contribution Card for the currency period of February 2007 to March 2007

1. Account No DL13307 26 5. Statutory rate of contribution **12%**.....
 2. Name / Surname RACHEL TOMY 6. Voluntary higher rate of employee's contribution, if any...
 3. Father's / Husband's Name _____
 4. Name & address of the Factory / Establishment.
DEMO
OKHLA

CONTRIBUTION

Month & Year	Worker's Share		Employer's Share			Refund Advance	No. of days/period of non contributing service (if any)	Remarks
	Amount of Wages	EPF	EPF difference between 12% & 8.33% (if any)	Pension Fund Cont.	Total			
1	2	3	4	4A	4C	5	6	
March Paid in April								
Feb-2007	5,000.00	600.00	183.00	417.00	600.00			
Mar-2007	1,607.00	193.00	0.00	0.00	0.00			
Total	6,607.00	793.00	183.00	417.00	600.00			

(a) Date of leaving service if any
 (b) Reason of leaving service if any
 Certified that the total amount of contributions (both shares) indicated in this Cards i.e. Rs 1,393.00 has already been remitted in full in EPF A/c. No.1 and Pension Fund A/c. No. 10 (Vide note below).

 Certified that the difference between the total of the contribution shown under Cols. 3&4(a)&4(b) of above table and that arrived at on the total wages shown in column 2 at the prescribed rate is solely due to rounding off of contributions to nearest rupee under the rules.
 Dated.....20

Signature of Employer
with office seal

Note : (1) In respect of the form 3A sent to the Regional Office during the course of the currency period for the purpose of final settlement of the accounts of the member who has left service, details or date & reasons for leaving should be furnished under col. 7(a) & (b).
 (2) In respect of those who are not members of the pension fund the employers share of contribution of the EPF will be 8-1/3 or 12% as the case may be & is to be shown under column 4(a).

Fig 2.5 PF Form 3A

2.6 PF Monthly Challan

(Gold)

(COMBINED CHALLAN OF A/c No. 1,2,10,21 & 22) ORIGINAL/DUPPLICATE/TRIPPLICATE/QUADRUPPLICATE/

(USE SEPRATE CHALLAN FOR EACH MONTH)
STATE BANK OF INDIA
EMPLOYEES' PROVIDENT FUND ORGANISAION

Establishment Code No. : PF/ABCD Account Group No. : _____ Paid By Cheque/Cash : _____

Dues for the Month of : { Employees Share January-2007 Date Of Payment D D M M Y Y Y Y
Employer Share January-2007

Total No of Subscribes A/c No.01 : { 22.00 A/c No.10 : { 22.00 A/c 21 : { 22.00
Total Wages Due A/c No.01 : { 115,366.00 A/c No.10 : { 115,366.00 A/c 21 : { 115,366.00

Srl No.	PARTICULARS	A/C NO.01	A/C NO.02	A/C NO.10	A/C NO.21	A/C NO.22	TOTAL
1	EMPLOYER'S CONT.	7,516.00		6,528.00	577.00		14,621.00
2	EMPLOYEES' CONT.	18,844.00					18,844.00
3	ADM.CHARGES		1,269.00			12.00	1,281.00
4	INSP. CHARGES						
5	PENAL DAMAGES						
6	MISC.PAYMENT (PAST ACCUMULAIONS ONLY)						
	T O T A L	26,160.00	1,269.00	6,528.00	577.00	12.00	34,546.00

Amount In Words **Thirty Four Thousand Five Hundred Forty One Only.**

Name & Address of Establishment : DEMO,OKHLA

Name Of Depositor ABC (For Bank use only)
Signature Of Depositor _____ Amount Received Rs.
For Cheques Only
Date Of Presentation
Date of Realisation :
Branch Name
Branch Code No.

Name of Bank HDFC BANK (TO BE FILLED IN BY EMPLOYER)
Bank Branch OKHLA Cheque No. 123456 Date: 10/03/2007 Amount : 0000100000.00
Address of Bank OKHLA

1 of 1 Total:1 100%

Fig PF Monthly Challan (4 Copies Original, Duplicate, Triplicate, Quadruplicate)

2.7 PF Challan (EXCEL)

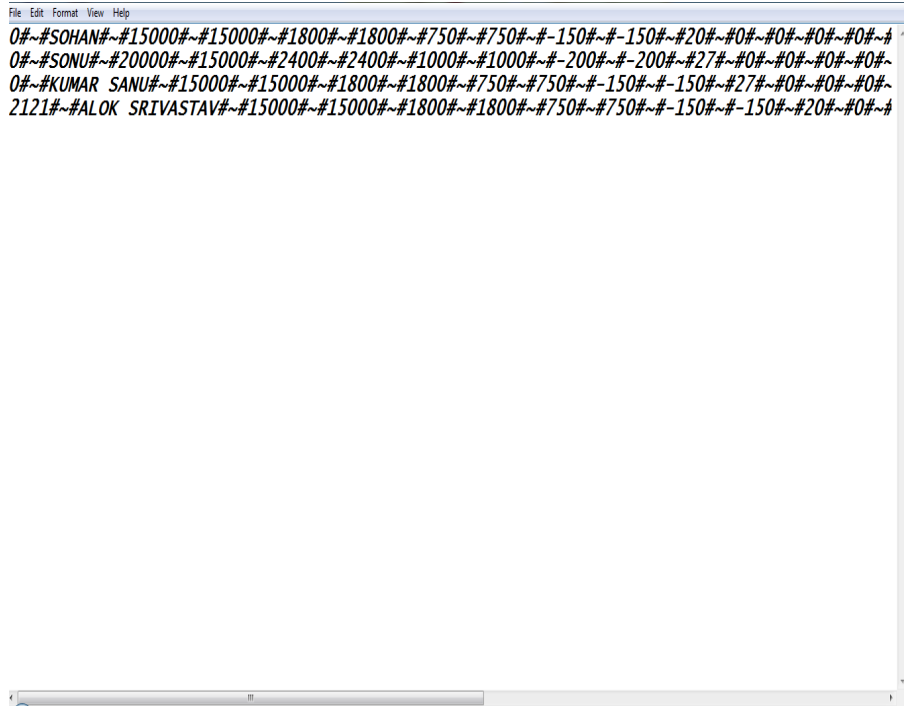


Fig PF Monthly Challan(Excel)

2.7 PF Form 2

Form 2 (Revised)	<h3 style="margin: 0;">NOMINATION AND DECLARATION FORM</h3> <p style="margin: 0;">(FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS)</p> <p style="margin: 0;">(Declaration and Nomination Form under the Employee's Provident Funds & Employee's Pension Scheme) (Paragraph 33 and 61 (1) of the Employee's Provident Fund Scheme, 1952 & Paragraph 18 of the Employee's Pension Scheme, 1995)</p>																				
1. Name (in block letters)	2. Father's /Husband's Name																				
3. Date Of Birth	4. Sex																				
5. Marital Status	6. P.F.Account No																				
8. Address Permanent Temporary:	7. Date Of Joining																				
PART A (EPF)																					
I hereby nominate the person(s) /cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employee's Provident Fund, in the event of my death																					
S.No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>																				
1. Certified that I have no family as defined in para 2(z) of the Employee's Provident Fund Scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled 2. Certified that my father /mother is /are dependent upon me Strike out whichever is not applicable																					
Signature or thumb impression of the subscriber																					
PART B (EPS) (PARA 19)																					
I hereby furnish below particulars of the members of my family who would be eligible to receive widow/children person in the event of my death																					
SI NO	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Name & Address of the family member</th> <th style="text-align: center;">Date of Birth</th> <th style="text-align: center;">Relationship With member</th> </tr> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Name</th> <th style="width: 30%;">Address</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="height: 20px;"></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name & Address of the family member		Date of Birth	Relationship With member		Name	Address		1.				2.				3.			
Name & Address of the family member		Date of Birth	Relationship With member																		
	Name	Address																			
1.																					
2.																					
3.																					
** Certified that I have no family as defined in para 2 (vii) of Employee's Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2(a))(i) & (ii) in the event of my death without leaving any eligible family member for receiving pension																					
Name & Address of the nominee	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Date of Birth</th> <th style="width: 40%;">Relationship with the member</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> </tr> </tbody> </table>	Date of Birth	Relationship with the member																		
Date of Birth	Relationship with the member																				

2.7 PF Form 2

2.8 PF Form 5

FORMNO. 5

The Employees Provident Fund Scheme, 1952
(Paragraph 36 (2) (c) & (d))

Details of Employees qualifying for membership of the fund for the first time during
the month of January 2007
(To be sent to the Commissioner with form 2)

Name and Address of the Factory : DEMO
DEMO

Code No. of the Factory PF9.FCD

Sl. No.	Passport No.	Name of the Employee (in block capitals)	Father / Husband / Name	Sex	DOB	Date of eligibility for membership	Period of continuous service in the factory/ establishment with the commencement of membership	Remarks

Date _____
(Also fill in Form 10 overleaf)

Signature Of the Employer or Other Authorized Officer
Stamp of the Factory/Est.

1 of 1
of Total: 100%

Fig 2.8 Form 5

2.10 Form 21

January 2007 PF FORM 21						
Sr No.	Name	Salary	Date OF Birth	Date OF Join	PF Code	Remark
1	ABCDE	30,000.00	17/05/1960	01/11/1991	1	
2	RAGINI	20,000.00	31/05/1966	01/11/1988	3	
3	RACHEL TOMY	5,000.00	28/04/1965	12/09/2006	56	
4	PRAMOD KUMAR	4,000.00	01/07/1979	01/06/2005	40	
5	JOGENDER SINGH	3,325.00	01/05/1985	01/06/2005	39	
6	MD KURBAN	3,325.00	15/05/1984	01/09/2004	29	
7	SHEELA DEVI	3,325.00	15/02/1976	01/04/2006	43	
8	SAFIYA	3,325.00	02/04/1973	01/04/2006	44	
9	NEELAM	3,325.00	04/02/1976	01/04/2006	45	
10	ASHOK KUMAR	3,325.00	15/05/1978	01/11/2006	57	
11	KAILASH	3,325.00	12/01/1969	01/11/2006	58	
12	PURAN TIWARI	3,325.00	10/01/1982	01/11/2006	59	
13	MD MUSTAKEEM	3,325.00	20/04/1986	02/05/2006	53	
14	SAHDEV	3,325.00	18/03/1984	02/05/2006	54	
15	UMESH KUMAR	3,325.00	26/01/1980	01/08/2006	55	
16	SALAHUDIN	3,325.00	15/10/1986	01/11/2006	61	
17	MANOJ KUMAR	3,325.00	01/01/1971	01/11/2006	62	
18	ASHOK KUMAR SAH	3,325.00	02/05/1977	01/11/2006	63	
19	NEERAJ KUMAR	3,325.00	04/02/1983	28/11/2006	66	
20	DHARAMVIR SINGH	3,325.00	01/02/1978	28/11/2006	67	
21	SANGRAM SINGH	3,325.00	15/12/1981	28/11/2006	68	
22	RAKESH	3,325.00	15/12/1972	01/12/2006	69	

Fig 2.10 Form 21

2.11 PF Form 12 a

Only For unexempted Establishments only

FORM 12 - A (Revised)
 Employees' Provident Fund and Misc. Provisions Act, 1952
 Employer's Pension Scheme
 [Paragraph 29 (4)]
 Currency valid from 1st April, _____ to 31st March, _____
 Statement of contribution for the month of January 2007
 Statement rate of contribution

(To be filled in by the EPFO)
 Establishment Name _____
 Group Code _____

Code No. PFARCD
 Name and Address of the Establishment : DDMO
 OKHLA

Particulars	Wages on which Contributions are Payable	Amount of Contributions		Amount of contribution received		Amount of Administrative charges due	Amount of Administrative charges due	Date of remittance (enclose triplicate copy of Challan)
		Received From the Workers	Payable by the employer	5	6			
EPF Act No. 1	181,844.00	18,844.00	7,216.00	18,844.00	7,335.00	1,269.00	1,269.00	18/03/2007
PENSION FUND Act No. 10	115,346.00	NIL	6,328.00	NIL	6,328.00	NIL	NIL	18/03/2007
P.L.I. Act No. 21	115,346.00	NIL	577.00	NIL	577.00	13.00	13.00	18/03/2007
Total No. of Employees								
Current	13	Name & Address of the Unit to which the amount is remitted		INDIC BASSE OKHLA 1		EEF	Pen. Fund	Insurance Fund
Ret.	14							
Total	29							

Details of Subscribers	K.P.F.	Pension Fund	P.L.I.
No. of subscribers at per last month	28	28	28
No. of New subscribers (vide Form 5)	2	2	2
No. of subscribers left service (vide Form 50)	1	1	1
Total No. of Subscribers	29	29	29

Signature of the employer /
with official (1x1)

Fig 2.11 PF Form 12 a

PF Form 11

FORM-11(Removed)

The Employer's Provident Fund Scheme, 1952(Paragraph 14)
&
The Employer's Pension Scheme, 1955(Para 18)
Declaration by a person taking up employment in an Establishment in which the
Employee's Provident Fund and Family Pension Scheme enforce

I, Son/Wife/Daughter of this firm
hereby solemnly declare that:

(a) I was employed in (name and full Address of the Establishment) M/s _____
and left the service on _____ From _____ To _____ Date _____
M/s _____ From _____ To _____ Date _____
(b) I was a member of _____ of the Family Pension Scheme from _____ to _____ Provident Fund
** but not _____ and
my account number (s) was/were _____
(c) I have not withdrawn the amount of my Provident Fund Family Pension Scheme.
(d) I have not drawn any gratification benefits in respect of my past service from any employer.
(e) I have never been a member of any Provident Fund and/or Family Pension Scheme.
(f) I am drawing not drawing Pension under EPF SS
(g) I am a holder/not holder of Scheme Certificate
(h) Scheme Certificate surrendered/ not surrendered

Date _____ Signature or right/left hand thumb
impression of the employee

(To be filled in by the Employer only when the person employed had
not already been a member of the Employee's Provident Fund.)

This _____ is appointed as _____
(Name of the Employee) (Designation)
in _____ (Name of the Factory/Establishment)
with effect from _____ (Date of appointment)

Date _____ Signature of the Employer/Manager
or other authorized officer

(1) Delete out whichever is not applicable

1 of 1 of Total: 100%

2.12 Eligibility Register of Employee

It's comes in excel.

2.13 PF Form 3A through floppy

It's comes in dbf format.

3 ESI Reports

3.1 ESI Statement

(Gold, Silver)

DEMO
ESI Statement For the Month of January 2007

Page No. : 1
Date : 10-Mar-2007

Paycode	Employee Name Father /Husband Name	D O J D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total
YIINT007	RACHEL TOMY	12/09/2006 28/04/1965	9001533	31.00	5,000	88.00	238.00	326.00
YIINT008	YOGESH DEEP ARORA	02/01/2007 02/09/1976	10017011	28.00	6,413	113.00	305.00	418.00
YIINT010	PRAMOD KUMAR	01/06/2005 31/07/1979	6203903	31.00	4,000	70.00	190.00	260.00
YIINT011	JOGENDER SINGH	01/06/2005 31/05/1985	6203902	31.00	3,325	59.00	158.00	217.00
YIINT012	MD.KURBAN	01/09/2004 15/05/1984	6163025	31.00	3,325	59.00	158.00	217.00
YIINT013	SHEELA DEVI	01/04/2006 15/02/1976	4799398	31.00	3,325	59.00	158.00	217.00
YIINT014	SAFIYA	01/04/2006 02/04/1973	4799399	31.00	3,325	59.00	158.00	217.00
YIINT015	NEELAM	01/04/2006 04/02/1976	4799400	31.00	3,325	59.00	158.00	217.00
YIINT016	ASHOK KUMAR	01/11/2006 15/05/1978	6268349	31.00	3,525	62.00	168.00	230.00
YIINT017	KAILASH	01/11/2006 12/01/1969	10008003	30.00	3,411	60.00	163.00	223.00
YIINT018	PURAN TIWARI	01/11/2006 10/01/1982	10008005	30.00	3,411	60.00	163.00	223.00
YIINT019	MD.MUSTAKEEM	02/05/2006 00/04/1986	6242382	31.00	3,325	59.00	158.00	217.00
Total Contribution				Total :	45,710	807.00	2,175.00	2,982.00

1 of 1 Cancel Close 12 of 13 Total13 100%

Fig 3.1 ESI Statement

3.2 Arrear ESI Statement.

RMG Autometers Gas Technologies Ltd.
Arrear ESI Statement For the Month of May 2009

Page No. : 1

Date : 12-Jan-2010

S.No	Paycode	Employee Name Father /Husband Name	D O J D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total Contribution
1	014	VIJAY SINGH MAHABIR SINGH	09/04/2007 08/10/1955	8869402		985.00	18.00	47.00	65
2	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	8869403		1,681.00	31.00	82.00	113
3	016	S. P. TRIPATHI P. TRIPATHI	16/04/2007 25/03/1961	8869404		1,530.00	28.00	75.00	103
4	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	8869405		1,447.00	27.00	70.00	97
5	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	8869406		1,717.00	32.00	83.00	115
6	020	SUSHIL KUMAR IKBAL SINGH	01/05/2007 02/05/1973	8869407		1,468.00	26.00	70.00	96
7	022	CHANDRA PAL NARAYAN SINGH	04/05/2007 10/09/1971	8869409		1,707.00	32.00	82.00	114
8	024	DHEERAJ KR. TYAGI NARESH CHAND	01/06/2007 09/08/1975	8869410		813.00	15.00	39.00	54
9	026	SUNIL KUMAR VED PAL	20/06/2007 09/09/1984	8869411		1,659.00	31.00	81.00	112
10	028	NARENDRA PRADHAN P. PRADHAN	02/07/2007 17/04/1968	8869413		1,669.00	31.00	81.00	112

3.2 Arrear ESI Statements

3.3 ESI & Arrear ESI Statement

RMG Autometers Gas Technologies Ltd.
Arrear ESI With Monthly ESI Statement For the Month of May 2009

Page No. : 1

Date : 12-Jan-2010

S.No	Paycode	Employee Name Father /Husband Name	D O J D O B	ESI No	Days	Earning On Which ESI Deducted	ESI Employee Contribution	Employer Contribution	Total Contribution
1	014	VIJAY SINGH MAHABIR SINGH	09/04/2007 08/10/1955	8869402	29.00	10,783	190	513	703
2	015	SONIT KUMAR JANARDAN DAS	16/04/2007 15/07/1980	8869403	31.00	11,188	198	534	732
3	016	S. P. TRIPATHI P. TRIPATHI	16/04/2007 25/03/1961	8869404	28.50	8,430	149	403	552
4	018	VISHWAS SHARMA S. N. SHARMA	01/05/2007 06/11/1986	8869405	31.00	10,048	178	479	657
5	019	KAILASH C. SHARMA J. P. SHARMA	01/05/2007 05/07/1976	8869406	31.00	11,224	199	535	734
6	020	SUSHIL KUMAR IKBAL SINGH	01/05/2007 02/05/1973	8869407	31.00	12,228	215	582	797
7	021	KAPIL VERMA D. P. SINGH	02/05/2007 10/10/1983	8869408	31.00	8,946	157	425	582
8	022	CHANDRA PAL NARAYAN SINGH	04/05/2007 10/09/1971	8869409	30.50	10,125	180	482	662
9	024	DHEERAJ KR. TYAGI NARESH CHAND	01/06/2007 09/08/1975	8869410	31.00	9,154	161	436	597
10	026	SUNIL KUMAR VED PAL	20/06/2007 09/09/1984	8869411	31.00	10,168	180	486	666

3.3 ESI & Arrear ESI Statement

3.4 ESI Return Statement (form6)

(Gold)

FORM - 5
EMPLOYERS' STATE INSURANCE CORPORATION
RETURN OF CONTRIBUTIONS
(Regulation 6)

Name of Branch Office: _____ Employee's Code No: _____

Name & Address of the Factory or Establishment: **DEMO**
OKHLA

Particulars of the Principal Employer(s)
 a) Name: **Mr. Deepak Sharma**
 b) Designation: **Managing Director**
 c) Residential Address: **11 A, Mansarovar, Jaipur, Rajasthan-302015**

Contributions Period: From **January 2007** to **February 2007**

I/We hereby declare that the details of the Employer(s) and Employer's share of contributions in respect of the undrawn amount insured persons thereby declare that the same includes every employee, employed directly or through an immediate employer or in connection with the work of the factory/establishment in any work connected with the maintenance of the factory/establishment or purchase of raw materials, sale or distribution of finished production or in whom the ESI Act, 1948 applies in the contribution period in which this return relates and that the contributions in respect of employer's & employee's share have been correctly paid in accordance with the provisions of Act and regulations:

Employer's Share	1,110.00	Employee's Share	2,990.00	Total contributions	4,104.00
Debit of Contributions:					
1. Chhattri detail		Rs	3,100.00		
2. Chhattri detail		Rs	900.00		
3. Chhattri detail		Rs			
4. Chhattri detail		Rs			
5. Chhattri detail		Rs			
6. Chhattri detail		Rs			
Total amount paid: Rs			4,104.00		

Place: **OKHLA**
 Date: **10/03/2007**

Signature & Designation of the Employer
(With Rubric Stamp)

IMPORTANT INSTRUCTIONS: Information as given in Form's Column (6 to 9)

1. Form 10 is required for the first time and for forms received during the contribution period indicate 'A' and 'on L' (Date)
2. Please indicate insurance number in ascending order
3. Figures in Column 4, 5 & 6 shall be in respect of wages periods ended during the contribution period
4. Invariable contribution of columns 4, 5 & 6 of the return
5. Non zero-wages shall be made. Any Corrections/Amends should be signed by the employer
6. Every page of this return should bear full signature and rubric stamp of the employer
7. Daily Wage of col 7 of the return shall be calculated by dividing Figure in Col 5 by figure in Col 4 in two decimal places

1 of 2 Cancel Close 12 of 13 Total: 13 100%

Fig 3.4 ESI Form 6

ESI Form 6 Second Page

S.No.	Insurance Number	Name of Insured Person	No. of days for which wages paid	Total Amount of Wages paid (Rs.)	Employee's Contribution (Rs.)	Average Daily Wages (Rs.)	Whether still continues working	Department	Remarks
1	2	3	4	5	6	7	8	9	10
1	10002003	KATEASH	37.00	4,355.49	77.00	116.00	YES	OKHELA	
2	10002005	PURAN TRIVARI	37.00	4,392.54	76.00	116.00	YES	OKHELA	
3	10017011	YOGESH DEEP ARORA	35.00	2,127.90	144.00	324.00	03/01/2007	OKHELA	
4	4799292	SHEELA DEVI	38.00	4,156.25	73.00	109.00	YES	OKHELA	
5	4799299	SAHYA	37.50	4,096.22	72.00	109.00	YES	OKHELA	
6	4799400	NEELAM	36.00	2,912.75	69.00	109.00	YES	OKHELA	
7	0165025	MD KURBAN	40.00	4,392.75	77.00	110.00	YES	OKHELA	
8	0205902	JOSEPHER SINGH	40.00	4,392.75	77.00	110.00	YES	OKHELA	
9	0205903	PRAMOD KUMAR	40.00	5,222.71	93.00	132.00	YES	OKHELA	
10	0243202	MD MUSTAKIZAM	39.00	4,275.00	75.00	110.00	YES	OKHELA	
11	0205249	ASROK KUMAR	38.00	4,406.25	72.00	116.00	YES	OKHELA	
12	9001523	RACHEL TOMY	40.00	6,607.14	116.00	165.00	YES	OKHELA	
		Total		52,309.42	1,027.00	1,520.00	116.00		

Signature Of Employee

(FOR OFFICE USE)

1. Stamp Person's mark
 2. Total of Col 5 of Return check of and fund contribution amount is entered
 3. Check the amount of Employee's contribution paid which is in accordance with return

Company Signature

 G.D.C. Head Clerk Branch Office

Fig 3.4 ESI Form 6 second Page

3.5 ESI Monthly Challan

(Gold)

Particulars of Cash/Cheque		Rs P.
OKHLA NEW DELHI 12345		4,684.00
	TOTAL	4,684.00

Paid into the credit of the Employees' State Insurance Fund A/c No.01
 Rupees **Four Thousand Six Hundred Eighty Four Only.**
 in Cash/ by Cheque (on realisation) for Payment of Contribution as per
 details given below under the Employees' State Insurance Act, 1948 for the
 month of: **Jan-2007**
 Deposited By _____
 Employers' Code No. **13/15485**
 Name and address of Factory/Establishment DEMO
 OKHLA
 No. of Employees : **21**
 Total Wages 71,779.00
 Employees' Contribution Rs. 1,267.00
 Employers' Contribution Rs. 3,417.00
 Total Contribution Rs. 4,684.00

(For use in Bank)
ACKNOWLEDGEMENT
 To be Filled By Depositor
 Received Payment by Cash/Cheque/Draft No 12345 Dated 10/03/2007
 for Rupees 4,684.00 Rupees **Four Thousand Six Hundred Eighty Four Only.**
 OKHLA NEW DELHI in favour of Employees'
 State Insurance Fund Account No.01 Sl.No.in Bank's Scroll.....
 Dated..... Authorised Signatory of the receiving Bank

Fig 3.5 ESI Monthly Challan (4 Copies Original, Duplicate, Triplicate, Quadruplicate)

3.6 Register Of Employee (Form 7)

Page No. 1

RMG Autometers Gas Technologies Ltd.
Register of Employees (ESI Form 7) from April 2009 To September 2009

Sri.	Insurance No.	Emp Name	D.O.B	Month Apr 09			Month May 09			Month Jun 09			Month Jul 09			Month Aug 09			Month Sep 09			Total Days	Total Emp Share Contribution
				No of Days For Which Wages Paid	Total Amt. Wages Paid	Emp Share of Contribution	No of Days for which wages Paid	Total Amt. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Amt. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Amt. Wages Paid	Emp Share of Contribution	No of Days For Which Wages Paid	Total Amt. Wages Paid	Emp Share of Contribution	No of Days For Which Wages Paid	Total Amt. Wages Paid	Emp Share of Contribution		
10		PALESHOTAM SINGH	10/03/2004	30.00	0	0.00	0.00	0	0.00	30.00	0	0.00	0.00	0	0.00	19.00	0	0.00	1.00	748	14.00	80.00	14.00
2	8819402	VADAY SINGH	09/04/2007	23.00	8,750	133.00	29.00	10,783	190.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	34.00	343.00
3	8819403	SONIY KUMAR	14/04/2007	29.00	9,189	141.00	31.00	11,188	198.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	40.00	339.00
4	8819404	S.P. TRIPATHI	14/04/2007	28.00	7,003	123.00	28.50	8,430	149.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	34.50	272.00
5	8819403	VISHWAS SHARMA	01/03/2007	30.00	8,401	131.00	31.00	10,048	178.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	41.00	329.00
6	8819404	KALLAHE C. SHARMA	01/03/2007	30.00	9,507	147.00	31.00	11,224	199.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	41.00	344.00
7	8819407	SUSHIL KUMAR	01/03/2007	30.00	10,740	189.00	31.00	12,228	213.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	41.00	404.00
8	8819408	KAPIL VERMA	02/03/2007	30.00	8,944	137.00	31.00	8,944	137.00	10.00	2,881	33.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	71.00	347.00
9	8819409	CHANDRA PAL	04/03/2007	30.00	8,337	130.00	30.50	10,123	180.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	40.50	330.00
10	8819410	DHEEKAJ KE. TYAGI	01/04/2007	30.00	8,341	144.00	31.00	9,134	141.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	41.00	307.00

3.6 Register of Employee (Form 7)

3.7 E.S.I.C Form 1

S.No. in return of Declaration Form No.3

FORM-1

Employee's State Insurance Corporation
DECLARATION FORM
(Regulation 11 &12)

(To be filled in only if the employee's has not insured earlier)

RESENT PASS PORT SIZE PHOTO

1. Insurance No.

2. Sex

3. Marital
(State whether bachelor/Spinster/
Married/Widow or widower)

4. Employer's Code No

5. Name in block Capital	9. Year of Birth
6. Father's/Husband's Name	10. Date of Appointment
7. Present Address	11. Local Office
8. Permanent Address	12. Dispensary

13. Permanent Home Address in full

14. Age

15. Particulars of Employment
 (a) Whether employment directly/through contractor
 (b) Department
 (c) Nature of work
(Strike out whichever is not applicable)

16. Nomination under section 50(2) in case of females only and 71 of the Employee's State Insurance Act.1948 for payment of any benefit may be due

Particulars of Family

S.No.	Name	Date of Birth	Relationship with insured person	Whether residing with him/her or not
1.				
2.				
3.				
4.				
5.				

3.7 E.S.I.C Form 1

4 Reimbursement Reports

4.1 Reimbursement Description

Reimbursement Description

Description 1 :	LTA	Description 6 :	
Description 2 :		Description 7 :	
Description 3 :		Description 8 :	
Description 4 :		Description 9 :	
Description 5 :		Description 10 :	

4.1 Reimbursement Description

4.2 Reimbursement Master

RMG Autometers Gas Technologies Ltd.
Reimbursement Master Report For the Financial Year : 2008 To : 2009

Employee Details	Reimbursement		
Paycode : 002	LTA	5,000.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
FName : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN.		0.00	0.00
Desig. Dy. Supervisor		0.00	0.00
		TOTAL :	5,000.00

4.2 Reimbursement Master

4.3 Reimbursement Register

RMG Autometers Gas Technologies Ltd.
Reimbursement Register For the Month of March 2009

Employee Details	Reimbursement		
Paycode : 002	LTA	100.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
FName : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN.		0.00	0.00
Desig. Dy. Supervisor		0.00	0.00
		TOTAL :	100.00

4.3 Reimbursement Register

4.4 Reimbursement Slip

RMG Autometers Gas Technologies Ltd.
Reimbursement Register For the Month of March 2009

Date : 12/01/2010

Employee Details	Reimbursement		
Paycode :002	LTA	100.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00
F.Name : AMIN CHAND		0.00	0.00
Dept. : PERS. & ADMIN.		0.00	0.00
Desig : Dy. Supervisor		0.00	0.00
TOTAL :		100.00	

4.4 Reimbursement Slip

4.5 Yearly Reimbursement

RMG Autometers Gas Technologies Ltd.
Yearly Reimbursement Report for Year: 2008 To Year : 2009

Run Date : 12/01/2010

Employee Details	Description :	Opening Bal	Availed	Description :	Opening Bal :	Availed :
Paycode : 002	LTA	5,000.00	100.00		0.00	0.00
Name : PARSHOTAM SINGH		0.00	0.00		0.00	0.00
F. Name Dy. Supervisor		0.00	0.00		0.00	0.00
Dept. : PERS. & ADMIN.		0.00	0.00		0.00	0.00
Desig : RMG Autometers Gas Technologies Ltd		0.00	0.00		0.00	0.00
TOTAL OPENING BALANCE :					5,000.00	
TOTAL AVAILED AMOUNT:					100.00	
REMANING BALANCE :					4,900.00	

4.5 Yearly Reimbursement

5 H R Reports

5.1 Employee Joining Info

JOINING REPORT

1. NAME
2. FATHER'S NAME
3. ADDRESS a) Permanent
 b) Local
4. Date Of Birth/Age
5. Educational Qualification
6. Experience(Total No. of Years)
7. Nominee for Provident Fund \ Gratuity Fund

S.No	Name of Nominee	Relationship With Nominee

8. WHETHER COVERED UNDER
 - a) Employee's Provident Fund Scheme before joining: YES/NO Account No
 - b) Family pension Scheme before joining YES/NO Account No.

Date

Signature of Employee's

(TO BE FILLED IN BY PERSONEL DEPARTMENT)

APPOINTMENT DETAILS:

1. Appointment Letter No. & Date
2. Date of Joining
3. Classification
4. Designation
5. **Salary Details**
 - Basic
 - House Rent Subsidy
 - Conveyance
 - Medical
6. Department to which Posted

5.1 Employee Joining Info

6 Loan and Advancement Reports

6.1 Loan Entry Statement

(Gold)

DEMO
Loan Entry Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Entry Date	Sanction Month	Transaction Month	Installment	No. of Installment
YIINT003	SUMANT VISHWAKARMA	5,000.00	10/03/2007	01/03/2007	01/03/2007	1,000.00	5
		5,000.00				1,000.00	

1 of 1 Cancel Close 1 of 1 Total:1 100%

Fig 6.1 Loan Entry Statement

6.2 Loan Deduction Statement

(Gold)

DEMO
Loan Deduction Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	5,000.00	01/03/2007	01/03/2007	700.00	0.00	4,300.00

1 of 1 Total:1 100%

Fig 6.2 Loan Deduction Statement

6.3 Loan Entry Details

(Gold)

DEMO
Loan Entry Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	5,000.00	01.03/2007	01.03/2007	700.00	0.00	4,300.00
YIINT003		5,000.00	01.03/2007	01.04/2007	1,000.00	0.00	3,300.00
YIINT003		5,000.00	01.03/2007	01.05/2007	1,000.00	0.00	2,300.00
YIINT003		5,000.00	01.03/2007	01.06/2007	1,000.00	0.00	1,300.00
YIINT003		5,000.00	01.03/2007	01.07/2007	1,000.00	0.00	300.00
YIINT003		5,000.00	01.03/2007	01.08/2007	300.00	0.00	0.00

1 of 1 | Cancel | Close | 6 of 6 | Total:6 | 100%

Fig 6.3 Loan Entry Details

6.4 Advance Entry Details

(Gold)

DEMO
Advance Entry Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Entry Date	Sanction Month	Transaction Month	Installment	No. of Installment
YIINT004	SANJEEV KUMAR	5,000.00	10/03/2007	01/03/2007	01/03/2007	1,000.00	5
		5,000.00				1,000.00	

1 of 1 Cancel Close 1 of 1 Total:1 100%

6.4 Advance Entry Details

6.5 Advance Deduction Statement

(Gold)

DEMO
Advance Deduction Statement from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT004	SANJEEV KUMAR	5,000.00	01/03/2007	01/03/2007	0.00	0.00	5,000.00

1 of 1 Cancel Close 1 of 1 Total:1 100%

6.5 Advance Deduction Statement

6.6 Advance Entry Details

(Gold)

DEMO
Advance Entry Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT004	SANJEEV KUMAR	5,000.00	01.03/2007	01.03/2007	0.00	0.00	5,000.00
YIINT004		5,000.00	01.03/2007	01.04/2007	1,000.00	0.00	4,000.00
YIINT004		5,000.00	01.03/2007	01.05/2007	1,000.00	0.00	3,000.00
YIINT004		5,000.00	01.03/2007	01.06/2007	1,000.00	0.00	2,000.00
YIINT004		5,000.00	01.03/2007	01.07/2007	1,000.00	0.00	1,000.00
YIINT004		5,000.00	01.03/2007	01.08/2007	1,000.00	0.00	0.00

1 of 1 Cancel Close 6 of 6 Total:6 100%

Fig 6.6 Advance Entry Details

6.7 Advance loan deduction Summery

(Gold)

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Type	Total Amount	Sanction Month	Transaction Month	Installment	Cash Return	Balance Amount
YIINT003	SUMANT VISHWAKARMA	L	5,000.00	01.03/2007	01.03/2007	700.00	0.00	4,300.00
YIINT004	SANJEEV KUMAR	A	5,000.00	01.03/2007	01.03/2007	0.00	0.00	5,000.00

1 of 1 Cancel Close 2 of 2 Total:2 100%

Fig 6.7 Advance loan deduction summery

6.8 Cash Adjustment Details

(Gold)

DEMO
Cash Adjustment Details from March 2007 To March 2007

Page No.: 1
Date : 10-Mar-2007

Paycode	Employee Name	Type	Total Amount	Sanction Month	Transaction Month	Cash Return
YIINT004	SANJEEV KUMAR	A	5,000.00	01/03/2007	01/03/2007	1,000.00

1 of 1 Cancel Close 1 of 1 Total:1 100%

Fig 6.8 Cash Adjustment details

7 Arrear and Bonus Reports

7.1 Arrear Slip

DEMO						
Arrear Slip Paid in the Month of February 2007						
Name : ABCDE		Dept. ADMINISTRATION		Designation MANAGING DIRECTOR		Run Date : 10-Mar-2007
Paycode				P.F. No.	DL13307 1	E.S.I. No.
Rate		Earnings		Deductions		
Basic	5,000.00	Salary	5,000.00	E.S.I.	0.00	Gross Pay 10,000.00 Deduction 1,100.00 Net Pay 8,900.00
H.R.A.	2,000.00	H.R.A.	2,000.00	P.F.	600.00	
DA	2,000.00	DA	2,000.00	VPF	500.00	
Conv.	1,000.00	Conv.	1,000.00			
		Other Allow				
Days Payable	31.00					
		For Month				
		01/01/2007				

Fig 7.1 Arrear Slip

7.2 Arrear Summary Slip

RMG Autometers Gas Technologies Ltd.							
Arrear Summary Slip For The Month of May 2009							
Name : VIJAY SINGH		Designation : Welder		Run Date : 12-Jan-2010			
Paycode : 014	Dept. : PRODUCTION	P.F. No. : UP/40263 12		E.S.I. No. 8869402			
Rate	Earnings			Deductions			
Basic 512.00	Salary 427.00	0	0.00	E.S.I. 18.00			Net Pay
H.R.A. 0.00	H.R.A. 0.00	CEA	44.00	P.F. 51.00			
DA 0.00	DA 0.00	LTA	470.00	VPF 0.00			
Conv. 0.00	Conv. 0.00	SA	0.00	Prof.Tax 0.00			
Med. 53.00	Med. 44.00	PI	0.00				
			0.00				
Total Rate 565.00			0.00	Deduction 69.00		916.00	
Days Payable 25.00			0.00				
Payable Month May/2009			0.00				
		Gross Earning :	985.00				

7.2 Arrear Summary Slip

7.3 Arrear Summary Register

RMG Autometers Gas Technologies Ltd.							
Arrear Summary Register For the Month of May 2009							
Paycode	Name	P.Days	Rate	Paid	0	T. Deduction	Net Pay
Guardian's Name	Designation		Basic	Basic	CEA	ESI	
Department	Department		DA	DA	LTA	PF	
ESI NO.	ESI NO.		HRA	HRA	Other(E4-E10)	VPF	
PF NO.	PF NO.		Conv.	Conv.	Earnings	Prof Tax.	
			Med.	Med.	Gross Pay		
1	VIJAY SINGH MAHABIR SINGH Welder PRODUCTION 8869402	25.00	512.00 0.00 0.00 0.00 53.00	427.00 0.00 0.00 0.00 44.00	0.00 44.00 470.00 0.00 44.00	18.00 51.00 0.00 0.00	916.00
	UP/40263 12				985.00	69.00	
2	SONIT KUMAR JANARDAN DAS Fitter PRODUCTION 8869403	88.00	909.00 0.00 183.00 0.00 36.00	899.00 0.00 177.00 0.00 35.00	0.00 35.00 535.00 0.00 35.00	31.00 107.00 0.00 0.00	1,543.00
	UP/40263 13				1,681.00	138.00	

7.3 Arrear Summary Register

7.4 Arrear Summary Statement

PAYMENT OF BONUS RULES 1975
FORM C [RULE 4(C)]
Arrear Bonus Payment Register for the Month of May 2009

Date : 12-January-2010

S.No	Paycode	Employee Name	Father/Husband Name	Designation	Total Wages	Rate %	Wages For Bonus	Total Bonus	Less Adv.	Net Payable/ AmountPaid	Sign
Total											

7.4 Arrear Summary Statement

7.5 Arrear Register

Page No. 1 DEMO
Arrear Register Paid in the Month of February 2007

Srl. No.	Paycode Name Guardian's Name Designation Department ESI NO. PF NO.	P. Days	Rate Basic DA HRA Conveyance	Paid Basic DA HRA Conveyance	Other Allow Other(E4-E10) Earnings Gross Pay	ESI PF VPF	T. Deduction	Net Pay	Signature
1	ABCDE MANAGING DIRECTOR ADMINISTRATION DL13307 1	31.00	5,000.00 2,000.00 2,000.00 1,000.00 0.00	5,000.00 2,000.00 2,000.00 1,000.00 0.00	10,000.00	0.00 600.00 500.00	1,100.00	8,900.00	
					10,000.00		1,100.00	8,900.00	

1 of 1 | Total: 1 | 100%

7.5 Arrear Register

Fig 6.2 Arrear Register

7.6 Bonus Statement

DEMO														
Bonus Statement from April 2006 To March 2007														
Page No. 1														
Date : 10- March -2007														
S.No	Paycode	Name	DSIGNATION								Jan07	Feb07	Total	Total B
1	YIINT001	ABCDE	MANAGING DIRECTOR	Days							31.00	9.00	40.00	208
				Wages							30,000	30,000	60,000	
				W4 B							2,500		2,500	
2	YIINT011	ROGENDER SINGH	FIELD SUPERVISOR	Days							31.00	9.00	40.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
3	YIINT012	MD.KUREBAN	PACKER	Days							31.00	9.00	40.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
4	YIINT013	SHEELA DEVI	THREAD CUTTER	Days							31.00	7.00	38.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
5	YIINT014	SAFIYA	THREAD CUTTER	Days							31.00	6.50	37.50	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
6	YIINT015	NEELAM	THREAD CUTTER	Days							31.00	5.00	36.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
7	YIINT019	MD.MUSTAKEEM	LAYER HELPER	Days							31.00	8.00	39.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
8	YIINT020	SAHDEV	LAYER HELPER	Days							31.00	9.00	40.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
9	YIINT021	UMESH KUMAR	HELPER	Days							31.00	9.00	40.00	208
				Wages							3,325	3,325	6,650	
				W4 B							2,500		2,500	
10	YIINT028	RAKESH	SAFAI KARAMCHARI	Days							30.50	8.00	38.50	205
				Wages							3,325	3,325	6,650	
				W4 B							2,459		2,459	
				Grand Total	Days						309.50	79.50	389.00	2,079
				Wages							59,925	59,925	119,850	
				W4 B							24,959		24,959	

Fig 7.6 Bonus Statement

7.7 Bonus Payment Form

Page No. 1

DEMO

PAYMENT OF BONUS RULES 1975
FORM C [RULE 4(C)]
Bonus Payment Form from January 2007 To February 2007

Date : 10- March -2007

Paycode	Employee Name	Guardian Name	Designation	Total Wages	Rate	Wages For Bonus	Amount Actully Paid	Signature
YIINT001	ABCDE		MANAGING DIRECTOR	60,000.00	8.33	2,500.00	208.00	
YIINT011	JOGENDER SINGH		FIELD SUPERVISOR	6,650.00	8.33	2,500.00	208.00	
YIINT012	MD.KURBAN		PACKER	6,650.00	8.33	2,500.00	208.00	
YIINT013	SHEELA DEVI		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT014	SAFIYA		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT015	NEELAM		THREAD CUTTER	6,650.00	8.33	2,500.00	208.00	
YIINT019	MD.MUSTAKEEM		LAYER HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT020	SAHDEV		LAYER HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT021	UMESH KUMAR		HELPER	6,650.00	8.33	2,500.00	208.00	
YIINT028	RAKESH		SAFAI KARAMCHARI	6,650.00	8.33	2,460.00	205.00	
Total				119,850.00		24,960.00	2,079.00	

1 of 1 | Cancel | Close | 10 of 10 | Total:10 | 100%

Fig 7.7 Bonus Payment form

7.8 Bonus Payment Slip

DEMO
BONUS PAYMENT SLIP
Bonus Payment slip from January 2007 To January 2007

Date : 10- March -2007

Paycode	Employee Name	Designation	Period		Bonus Amount
			From	To	
YIINT001	ABCDE	MANAGING DIRECTOR	January 2007	January 2007	208.00

(Sign. of Employee) (Issued By) (Paid By)

DEMO
BONUS PAYMENT SLIP
Bonus Payment slip from January 2007 To January 2007

Date : 10- March -2007

Paycode	Employee Name	Designation	Period		Bonus Amount
			From	To	
YIINT011	JOGENDER SINGH	FIELD SUPERVISOR	January 2007	January 2007	208.00

(Sign. of Employee) (Issued By) (Paid By)

1 of 1 Cancel Close 2 of 2 Total:2 100%

Fig 7.8 Bonus Payment Slip

8 Master Reports

8.1 Employee Salary Structure

(Gold)

Page No. 1 DEMO
Employee Salary Structure Details

Srl. No.	EMPLOYEE DETAILS	EARNINGS	DEDUCTIONS
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Basic 30,000.00 DA HRA Other Allow Gross Pay 30,000.00	ESI PF 3,600.00 VPF 3,000.00 TDS Prof. Tax Labour Pmd TDS T. Deduction 6,600.00 Net Pay 23,400.00
2	Paycode: YINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Basic 20,000.00 DA HRA Other Allow Gross Pay 20,000.00	ESI PF 2,400.00 VPF 2,000.00 TDS Prof. Tax Labour Pmd TDS T. Deduction 4,400.00 Net Pay 15,600.00
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANDISER Department: MERCHANDISING ESI NO. PF NO. 0 Bank A/c No	Basic 10,200.00 DA HRA Other Allow Gross Pay 10,200.00	ESI PF VPF TDS Prof. Tax Labour Pmd TDS T. Deduction 0.00 Net Pay 10,200.00

1 of 1 Cancel Close 3 of 3 Total:3 100%

Fig 8.1 Employee Salary Structure

8.2 Employee Wise CTC

(Gold)

Srl. No.		EMPLOYEE DETAILS		EARNINGS	
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Basic: 30,000.00 DA HRA Other Allow	ESI: 0.00 PF: 3,600.00 Monthly CTC: 33,600.00 Yearly CTC: 403,200.00		
2	Paycode: YINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Basic: 20,000.00 DA HRA Other Allow	ESI: 0.00 PF: 2,400.00 Monthly CTC: 22,400.00 Yearly CTC: 268,800.00		
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANDISER Department: MERCHANDISING ESI NO. PF NO. 0 Bank A/c No	Basic: 10,200.00 DA HRA Other Allow	ESI: 0.00 PF: Monthly CTC: 10,200.00 Yearly CTC: 122,400.00		

Fig 8.2 Employee Wise CTC

8.3 Company Wise CTC

(Gold)

Page No. 1

Cost to Company (Company Wise)

	Basic	DA	HRA			Other Earnings	ESI	PF	Monthly CTC	Yearly CTC
DEMO										
Sub. Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00
Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00

1 of 1 | Cancel | Close | 28 of 28 | Total: 28 | 100%

Fig 8.3 Company Wise CTC

8.4 Department Wise CTC

(Gold)

Page No. 1 Cost to Company (Department Wise)										
	Basic	DA	HRA			Other Earnings	ESI	PF	Monthly CTC	Yearly CTC
MERCHANDISING										
Sub. Total	10,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,200.00	122,400.00
PATTEEN MAKING										
Sub. Total	10,200.00	0.00	4,000.00	800.00	0.00	0.00	0.00	0.00	15,000.00	180,000.00
FINISHING										
Sub. Total	34,075.00	0.00	0.00	0.00	0.00	0.00	1,133.00	2,865.00	38,073.00	456,876.00
ACCOUNTS										
Sub. Total	7,100.00	0.00	0.00	0.00	0.00	0.00	337.00	0.00	7,437.00	89,244.00
RECEPTION										
Sub. Total	5,000.00	0.00	0.00	0.00	0.00	0.00	238.00	600.00	5,838.00	70,056.00
FIELD										
Sub. Total	3,325.00	0.00	0.00	0.00	0.00	0.00	158.00	399.00	3,882.00	46,584.00
PRODUCTION										
Sub. Total	38,675.00	0.00	5,000.00	1,300.00	0.00	0.00	1,350.00	3,417.00	49,742.00	596,904.00
MARKETING										
Sub. Total	20,000.00	0.00	9,600.00	800.00	0.00	0.00	0.00	0.00	30,400.00	364,800.00
CUTTING										
Sub. Total	6,650.00	0.00	0.00	0.00	0.00	0.00	316.00	798.00	7,764.00	93,168.00
ADMINSTRATION										
Sub. Total	33,325.00	0.00	0.00	0.00	0.00	0.00	158.00	3,999.00	37,482.00	449,784.00
DIRECTOR										
Sub. Total	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,400.00	22,400.00	268,800.00
Total	188,550.00	0.00	18,600.00	2,900.00	0.00	0.00	3,690.00	14,478.00	228,218.00	2,738,616.00

Fig 8.4 Department Wise CTC

8.5 Reimbursement Statement

(Gold)

Sr.	EMPLOYEE DETAILS	Reimbursement
1	Paycode: YINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Total 0.00
2	Paycode: YINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Total 0.00
3	Paycode: YINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANTISER Department: MERCHANTISING ESI NO. PF NO. 0 Bank A/c No	Total 0.00
4	Paycode: YINT004 Name: SAHDEV KUMAR F. Name: Designation: PATTERN MASTER Department: PATTERN MAKING ESI NO. PF NO. 0 Bank A/c No	Total 0.00

Fig 8.5 Reimbursement Statement

8.6 TDS Report

RMG Autometers Gas Technologies Ltd.
TDS Statement For the Month of May 2009

Page No.: 1
Date : 12-Jan-2010

Paycode	Employee Name Father/Husband Name	DOJ DOB	Designation	TDS Rate	TDS Amount
007	MANIKRAUTHAN JAGMOHAN SINGH	10/10/2006 26/12/1969	Manager	1,000.00	1,000.00
008	KULDEEP KUMAR B. S. TYAGI	18/12/2006 10/06/1972	Plant Manager	6,500.00	6,500.00
036	MAHESH JAI PAL SINGH	31/08/2007 09/11/1972	Manager	1,000.00	1,000.00
044	IRAKASH B. BIST DHIR B. BIST	10/12/2007 20/12/1980	Sr. Engineer	500.00	500.00
073	AMRISH KR. SHARMA SH. Y. D. SHARMA	01/10/2008 01/02/1971	Manager	6,000.00	6,000.00
078	GAUTAM TIBREWAL V. L. TIBREWAL	02/02/2009 31/10/1980	CFO & CS	15,000.00	15,000.00

8.6 TDS Report

8.7 Employee Yearly Salary Structure

It's comes in excel format.

8.8 Welfare fund

Welfare Fund Contribution From The Period of May 2009 To May 2009
 RMG Autometers Gas Technologies Ltd.
 B-30, Phase-2, Noida - 201305 (U.P.)

S.No	Name of the Employee	Father's / Husband's Name	Date of Joining	Leaving Date	Period to Which Pertains	Establishment Share	Employee Share	Total Amount
1	PARSHOTAM SINGH Dy. Supervisor	AMIN CHAND	10/03/2006		May/200 to May/2009	0.00	0.00	0.00
2	MANIK RAUTHAN Manager	JAGMOHAN SINGH	10/10/2006		May/200 to May/2009	0.00	0.00	0.00
3	KULDEEP KUMAR Plant Manager	B. S. TYAGI	18/12/2006		May/200 to May/2009	0.00	0.00	0.00
4	NARESH KUMAR Dy. Manager	LILA KRISHAN	04/08/1967		May/200 to May/2009	0.00	0.00	0.00
5	TALESHWAR PASWAN Jr. Engineer	BALO DUSADH	13/03/2007		May/200 to May/2009	0.00	0.00	0.00
6	VIJAY SINGH Welder	MAHABIR SINGH	09/04/2007		May/200 to May/2009	0.00	0.00	0.00
7	SONIT KUMAR Fitter	JANARDAN DAS	16/04/2007		May/200 to May/2009	0.00	0.00	0.00
8	S. P. TRIPATHI Grindeman	P. TRIPATHI	16/04/2007		May/200 to May/2009	0.00	0.00	0.00
9	VISHWAS SHARMA Welder	S. N. SHARMA	01/05/2007		May/200 to May/2009	0.00	0.00	0.00
10	KAILASH C. SHARMA	J. P. SHARMA	01/05/2007		May/200 to May/2009	0.00	0.00	0.00

8.8 Welfare fund

9 Piece Information

9.1 Piece Master Information

(Gold)

Piece Master Information			
Page No.: 1		Date : 10-Mar-2007	
SL No.	Piece Code	Piece Description	Piece Rate
1	PC1	SHIRT	50.00
2	PC2	PAINT	100.00

Fig 9.1 Piece Master Information

9.2 Employee Wise Piece Details

(Gold)

Page No.:1
Date :10-Mar-2007

Sl. No.	Paycode	Name of Employee	Type of Piece	Date	No. Piece	Rate of Piece	Amount
1	YINT010	PRAMOD KUMAR	SHIRT	02/02/2007	10.00	50.00	500.00
2	YINT011	JOGENDER SINGH	PAINT		10.00	100.00	1,000.00

1 of 1 | Cancel | Close | 2 of 2 | Total:2 | 100%

Fig 9.2 Employee Wise Piece Details

10 Statements

10.1 Over Time Statement

Page No. 1
OT STATEMENT FROM DATE: 01/12/2006 TO DATE: 31/12/2006

Sr. No.	Paycode	Name	Basic	OT Hrs.	Ot. Amt.	Signature
1	0001	SH. MUKESH SHARMA	7,796.00	44.57	0.00	
2	0002	SH. H.N. KHANDELWAL	160.00	57.20	0.00	
3	0003	SH.DILEEP SINGH SHEKHAWAT	7,475.00	2.54	0.00	
4	0005	MS.PONNAMMA MATHEW	4,998.00	0.00	0.00	
5	0006	SH. RAVINDER KUMAR	4,812.00	0.50	0.00	
6	0007	SH. HARGOVIND SINGH	4,481.00	77.00	0.00	
7	0009	SH. NATHU RAM	4,678.00	0.00	0.00	
8	0010	SH. JAGDISH SINGH	4,643.00	2.31	94.00	
9	0011	SH. MAHESH SINGH	4,271.00	20.54	360.00	
10	0012	SH. RAJ KUMAR	5,653.00	5.08	0.00	
TOTAL					454.00	

1 of 1 | Cancel | Close | 10 of 10 | Total:10 | 100%

Fig 10.1 Over Time Statement

10.2 Group Gratuity Scheme

To,
The Life Insurance Corporation Of India
Pension and group Scheme Dept.
7th Floor, 25 Kasturba Marg
NEW DELHI-110001

LIST OF EMPLOYEE WITH SALARY AS ON 31/01/2007
Group Gratuity Scheme Dept
Master Policy No. GG-CA072

LCID	Name	B Salary	Date OF Birth	Date OF Join	Category	Employee Code No.	Remark
001095	SH. MIKESH SHARMA	2,160.00	10/01/1959	13/03/1985	1	1	
001095	PRADEEP KUMAR	7,000.00	16/04/1962	01/06/1983	1	1	
001031	SH. DILEEP SINGH SHEKHA WAT	7,475.00	01/01/1962	04/09/1982	1	51	
001052	SH. PRATAP SINGH	4,719.00	01/01/1950	01/10/1982	1	52	
001052	SH. NATHU RAM	4,682.00	01/02/1950	01/04/1984	1	53	
001053	SH. JAGDESH SINGH	4,648.00	11/01/1956	01/02/1987	1	54	
001054	MS PONNAMMA, MATHEW	4,958.00	18/01/1952	01/08/1987	1	55	
001055	SH. RAJ PAL SINGH	5,440.00	09/10/1952	12/02/1983	1	56	
001057	SH. SIBHASH CHAND	5,159.00	01/01/1961	01/05/1985	1	58	
001058	SH. OM PRAKASH I	5,153.00	07/04/1963	01/10/1985	1	59	
001060	SH. J. P. NARAYAN	5,340.00	01/03/1959	07/05/1983	1	61	
001061	SH. NARESH KUMAR	5,154.00	09/01/1958	07/11/1983	1	62	
001062	SH. RAJ KUMAR	5,653.00	15/01/1961	01/05/1985	1	63	
001065	SH. DHEYAN SINGH	5,259.00	14/03/1973	03/10/1985	1	66	
001066	SH. RAMESH CHAND	4,663.00	12/12/1964	01/07/1986	1	67	
001067	SH. RADHEYSHYAM II	5,168.00	03/07/1959	01/08/1987	1	68	
001068	SH. OM PRAKASH II	4,713.00	14/04/1950	03/12/1985	1	69	
001069	SH. DAYA RAM	4,858.00	01/07/1965	11/07/1986	1	70	
001070	SH. SATISH CHAND	4,718.00	12/12/1964	17/07/1986	1	71	
001071	SH. SATYA PAL SINGH	5,129.00	20/08/1956	01/05/1986	1	72	
001072	SH. RAMESH WAR	5,248.00	01/07/1959	01/03/1987	1	73	
001073	SH. CHHAIL BHARI SINGH	4,873.00	02/07/1967	01/03/1987	1	74	
001074	SH. SAHIB HUSSAIN	4,858.00	01/07/1969	01/03/1987	1	75	
001075	SH. DWARAKA SINGH	4,793.00	01/01/1963	01/04/1987	1	76	
001076	SH. RADHEYSHYAM I	4,853.00	30/12/1954	18/09/1985	1	77	
001077	SH. DILEEP KUMAR DAS	5,154.00	16/02/1963	17/08/1987	1	78	
001078	SH. RAJENDER II	4,729.00	01/07/1962	02/06/1987	1	79	
001079	SH. CHANDER SHEKHAR	5,208.00	01/07/1956	02/09/1987	1	80	
001080	SH. SANT RAM	5,168.00	21/01/1962	01/09/1987	1	81	

48 of 48 Total 48 100%

Fig 10.2 Group Gratuity Scheme

10.3 Pensions and Group Scheme

To,
The LBS Insurance Corporation, Off India
Pension and Group Scheme Deptt.
7th Floor, 25 Kasturba Marg
NEW DELHI-110001

LIST OF EMPLOYEE WITH SALARY A/S ON 31/01/2007
Pension and Group Scheme Deptt
Master Policy No. 61621A47296

Sr. No.	Name	B Salary	Date OF Birth	Date OF Join	Employee Code No.	Remark
1	SH. MUKESH SHARMA	2,160.00	10/01/1959	13/03/1985	1	
2	SHADEEP KUMAR	7,000.00	16/04/1962	01/06/1983	3	
3	SH. SUBHASH CHAND	5,159.00	01/07/1961	01/05/1985	10	
4	SH. OM PRAKASH I	5,153.00	07/04/1963	01/01/1985	11	
5	SH. RAJHEE SHYAM I	4,953.00	30/12/1954	18/09/1985	14	
6	SH. DAYA RAM	4,896.00	01/07/1965	11/07/1986	15	
7	SH. RAJHEE SHYAM II	5,168.00	03/07/1959	01/08/1987	16	
8	SH. J. F. NARAYAN	5,249.00	01/07/1959	01/05/1983	17	
9	SH. HARESH KUMAR	5,154.00	09/03/1958	07/11/1983	18	
10	SH. DILEEP KUMAR DAS	5,154.00	16/02/1963	17/08/1987	19	
11	SH. DILEEP SINGH SHEKHAWAT	7,495.00	01/07/1962	04/09/1982	2	
12	SH. RAJ KUMAR	5,653.00	15/01/1961	01/05/1985	22	
13	SH. CHANDER SHERHEAR	5,208.00	01/07/1956	02/09/1987	23	
14	SH. SANT RAM	5,168.00	21/01/1962	01/09/1987	24	
15	SH. DHYAN SINGH	5,259.00	14/05/1953	09/10/1985	26	
16	SH. RAMESHWAR	5,348.00	01/07/1959	01/05/1987	27	
17	SH. RAMESH CHAND	4,663.00	12/12/1964	01/07/1986	29	
18	MSPONNAMMA, MATHEW	4,998.00	18/02/1959	01/08/1987	3	
19	SH. OM PRAKASH II	4,713.00	14/04/1959	09/12/1985	30	
20	SH. SATISH CHAND	4,713.00	12/12/1964	11/07/1986	31	
21	SH. CHHAJIL BHARJ SINGH	4,873.00	02/07/1963	01/03/1987	32	
22	SH. SAHIB HUSSAIN	4,858.00	01/07/1969	01/03/1987	33	
23	SH. DWARIKA SINGH	4,793.00	01/07/1963	01/04/1987	34	
24	SH. RAJENDER II	4,723.00	01/07/1962	02/06/1987	35	
25	SH. DURGA SINGH	4,928.00	01/12/1970	01/05/1989	38	
26	SH. H.N. KHANDELWAL	6,986.00	01/03/1960	01/06/1982	39	
27	SH. M. C. BARAKOTE	7,545.00	15/02/1962	11/05/1989	4	
28	SH. RAWINDER KUMAR	4,812.00	05/12/1959	01/01/1993	40	
29	SH. HARGOVIND SINGH	4,481.00	13/03/1957	01/12/1993	41	

1 of 2 79 of 79 Total 79 100%

Fig 10.3 Pension and Group Scheme

10.4 Leave Encashment Statement

Leave Encashment for Accounting Year 2006-2007					
Page No.: 1					Date : 29-Feb-2007
Sl. No.	Paycode	Name of Employee	No of Leave	Amount	Payble Month
1	0001	SH. SURESH SHARMA	0.00	0.00	12/2006
2	0002	SH. H.N. BHANDALWAL		4,657.00	12/2006
3	0003	SH. DILIP SINGH SHEKHAWAT		0.00	12/2006

Fig 10.4 Leave Encashment Scheme

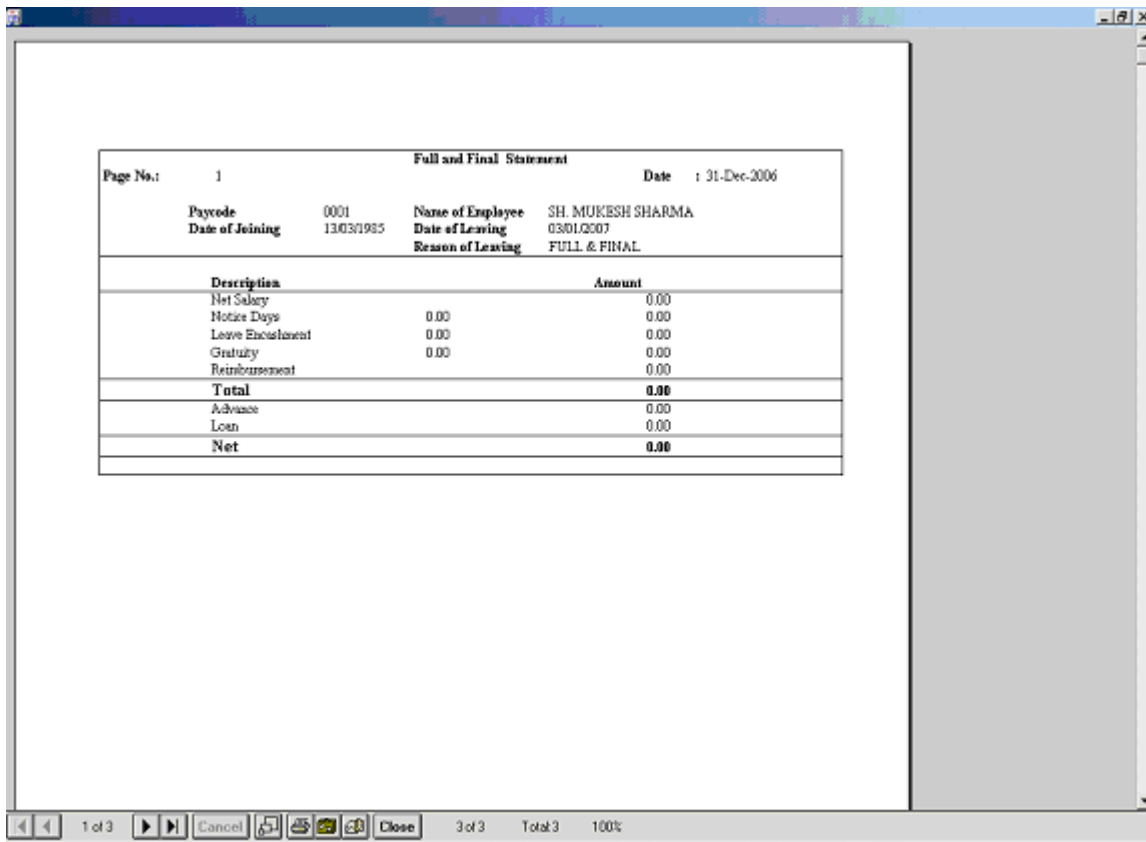
10.5 Gratuity Statement

Gratuity Statement As on 03/01/2007					
Sl. No.	Paycode	Name of Employee	Date of Joining	Duration	Amount
1	0001	SH. MUKESH SHARMA	13/03/1985	0.00	0.00
2	0002	SH. H.N. SHANDELWAL	01/05/1992	15.00	60,456.00
3	0003	SH. DILEEP SINGH SHEKHAWAT	30/09/1982	24.00	1,03,500.00
4	0004	SH. M. C. BARAKOTI	11/05/1989	17.00	73,636.00
5	0005	MS. POORNIMA MATHREW	01/08/1987	20.00	77,669.00
6	0006	SH. RAVINDER KUMAR	01/03/1993	13.00	52,712.00
7	0007	SH. HANUWIND SINGH	01/20/1993	13.00	53,330.00
8	0008	SH. VINOD KUMAR KATTEYAR	01/11/1995	11.00	30,360.00
9	0009	SH. NATEU RAM	01/04/1984	23.00	89,905.00
10	0010	SH. JADESH SINGH	01/02/1987	20.00	81,146.00
11	0011	SH. MAHESH SINGH	01/05/1996	10.00	34,427.00
12	0012	SH. RAJ EUMAR	01/05/1985	21.00	80,400.00
13	0013	MS. REKHA ABORA	01/12/1999	7.00	16,982.00
14	0020	SH. RAJEND SINGH	13/03/1980	24.00	74,935.00
15	0021	PRADDEEP KUMAR	01/05/1983	23.00	83,439.00
16	0022	SH. SUBHASH CHAND	01/05/1985	21.00	80,055.00
17	0023	SH. OM PRAKASH I	01/03/1985	21.00	81,982.00
18	0024	SH. SATYA PAL SINGH	01/05/1986	20.00	82,754.00
19	0025	SH. RADHEY SHYAM I	18/09/1985	21.00	89,539.00
20	0026	SH. RADHEY SHYAM II	01/08/1987	19.00	86,344.00
21	0027	SH. DAYA RAM	11/07/1986	20.00	86,088.00
22	0028	SH. J. P. NARAYAN	01/05/1983	23.00	89,159.00
23	0029	SH. NARESH KUMAR	01/11/1983	23.00	89,899.00
24	0030	SH. DILEEP KUMAR DAS	17/08/1987	19.00	80,070.00
25	0031	SH. CHANDER SHEKHAR	02/09/1987	19.00	86,682.00
26	0032	SH. SANT RAM	01/09/1987	19.00	86,344.00
27	0033	SH. DHYAN SINGH	03/03/1985	21.00	83,267.00
28	0034	SH. RAMESHWAR	01/03/1987	19.00	87,121.00
29	0035	SH. RAMESH CHAND	01/07/1986	20.00	83,777.00
30	0036	SH. OM PRAKASH II	03/12/1985	21.00	86,632.00
31	0037	SH. SATISH CHAND	17/07/1986	20.00	84,012.00
32	0038	SH. CHHAIL DHADE SINGH I	01/02/1987	19.00	80,010.00
33	0039	SH. SAHIB HUSSAIN	01/03/1987	19.00	82,846.00
34	0040	SH. DWARIKA SINGH	01/04/1987	19.00	81,914.00
35	0041	SH. RAJENDR II	01/06/1982	24.00	81,366.00

Fig 10.5 Gratuity Statement

10.6 Full and Final Statement

(Gold, Silver)



The screenshot shows a software window titled "Full and Final Statement". The window contains a table with employee details and a list of items with amounts. The table is as follows:

Full and Final Statement		Date
Page No.:	1	31-Dec-2006
Paycode	0001	Name of Employee SH. MUKESH SHARMA
Date of Joining	13/03/1985	Date of Leaving 03/01/2007
		Reason of Leaving FULL & FINAL
Description	Amount	
Net Salary		0.00
Notice Days	0.00	0.00
Leave Encashment	0.00	0.00
Gratuity	0.00	0.00
Reimbursement		0.00
Total		0.00
Advance		0.00
Loan		0.00
Net		0.00

The window also has a status bar at the bottom with the following text: "1 of 3", "Cancel", "Close", "3 of 3", "Total3", "100%".

Fig 10.6 Full and Final