



**REPORT SET  
WEB BASED PAYROLL  
SOFTWARE**

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## 1) Dynamic Salary Reports:

This feature includes all the salary processing options like salary slip, salary register. It also helps us in getting the summarized salary reports and details.

### 1. Salary Slip:

Starlink communication pvt. ltd [Delhi] PAYSIP FOR THE MONTH OF (वेतन रसीद माह): Feb 2025						
Employee code कर्मचारी कोड : STR007	Father/H Name पिता/पति नाम :		PRESENT उपस्थिति : 22			
Name नाम : KJ	PF_UAN No भविष्य निधि न. :		W.OFF साप्ताहिक अवकाश : 4			
Designation पद : QA	ESI No कर्मचारी राज्य बीमा न. :		HOLIDAY अवकाश : 0			
Department विभाग : Software	D.O.J प्रवेश तिथि : 01/04/2024		LEAVE छुटियाँ : 0			
Grade वर्ग : Skilled	Aadhar No आधार न. :		Absent अनुपस्थित : 2			
Bank A/c No बैंक खाता न.:5612037277	Bank Name बैंक का नाम : Hdfc		LWP बिना वेतन : 0			
INCOME कमाई			DEDUCTION कटौतियाँ		LEAVE STATUS छुटियों का विवरण	
DETAIL विवरण	RATE (दर)	EARNINGS आय	ARREARS बकाया	DETAIL विवरण	THIS MONTH महीना	
NO.OF DAYS कुल दिन	22					CL: 0
BASIC मूल वेतन	10000	8462	0.00	E.PF भविष्य निधि	1015	SL: 0
HRA मकान किराया भत्ता	10000	8462	0.00	E.S.I कर्मचारी राज्य बीमा	215	EL: 0
CONVEYANCE वाहन भत्ता	0	0	0.00	L.W.F श्रमिक कल्याण निधि	25.00	
SPL.ALLOW विशेष भत्ता	0	0	0.00	ADVANCE/LOAN वेतन /ऋण	0	
LEAVE WITH WAGES वेतन छुट्टी	0	0		FINE दंड	0	
OTHER अन्य	0	0		P.TAX पी टैक्स	0	
INCENTIVE प्रोत्साहन	0	0		CANTEEN जलपान	0	
				OTHER अन्य	0	
OVERTIME ओवर टाइम	17	3269				
OT SAL.RATE अतिरिक्त दर: (00.0)				TOTAL DEDUCTION कुल कटौती	1255.00	NET SALARY PAYABLE शुद्ध देय वेतन :
TOTAL कुल योग		28655.00	0.00		TOTAL कुल योग	27400.00
Net Pay in words : Twenty-Seven Thousand Four Hundred						
This is a system generated payslip, does not require any signature.						

## 2.Salary Register:

Company Name: Starlink Communication Pvt. Ltd.																			
Salary Register for Feb-2025																			
19-03-2025 14:33 PM																			
S.No.	PAY CODE	Employee Name	FATHERNAME	ESI Number	PFUAN	DATEOFJOIN	Department	Designation	Present Da	Holiday	Weekly Off	Leave	Total Paid Da	Absent Da					
1	A1036	SUVENDU MAITI	SH.B.P. MAITI	N.A.	100376604066	01/01/2008	TOOL ROOM & DESIGN	ENGINEER	24.00	0.00	4.00	0.00	28.00	0.00					
2	A1074	NARESH KR. SINGH	H.S. CHAUHAN	1305970524	100251429828	19/03/2010	QUALITY-MACHINE SHOP	ENGINEER	22.00	0.00	4.00	2.00	28.00	0.00					
3	A1096	MUKESH KUMAR	ROSHAN SINGH	N.A.	100237238499	16/08/2010	MACHINE SHOP	SUPERVISOR	23.00	0.00	4.00	1.00	28.00	0.00					
4	A1102	SUDHIR RAI	DEENA NATH RAI	1312884106	100366113890	01/12/2010	TOOL ROOM & DESIGN	OPERATOR	22.00	0.00	4.00	2.00	28.00	0.00					
5	A1106	BACHI SINGH	SH.YASHPAL SINGH	1307443225	100104993125	17/01/2011	QUALITY-PDC	SUPERVISOR	23.00	0.00	4.00	1.00	28.00	0.00					
6	A1148	BIRENDER KUMAR	MUKTI NARAYAN	NA	100115822284	10/10/2011	PDC	SUPERVISOR	21.00	0.00	4.00	3.00	28.00	0.00					
7	A1225	AMIT KUMAR	SH.ROSHAN LAL	1322655192	100056316496	16/12/2013	DISPATCH	SR. ENGINEER	23.00	0.00	4.00	1.00	28.00	0.00					
8	A1237	CHIRAG WAHDWA	SH.KISHAN LAL WADHV	1321350718	100056102505	10/02/2014	DISPATCH	SR. ENGINEER	24.00	0.00	4.00	0.00	28.00	0.00					
9	A1254	AJAY KUMAR SINGH	SH.DURG VIJAY SINGH	1321513535	100451850893	15/07/2014	PURCHASE	EXECUTIVE	1.00	0.00	1.00	0.00	2.00	0.00					
10	A1334	DEEPAK YADAV	SH. LALLU SINGH	1310018906	100132795951	01/12/2015	QUALITY-FETTLING	SUPERVISOR	20.00	0.00	4.00	3.00	27.00	1.00					
BASIC	HRA	VCONV_RATE	SPL ALLOWANCE	TOTAL GROSS	EARNED BASIC	EARNED HRA	VCONV_AMT	EARNED SPL_A	ARREAR_A	EARNED GR	AMTONES	AMTONPF	ESIC	PF	EMP_LWF	VADVANC	VTDS_AMT	TOTAL DEC	NET PAY SALARY
17568.00	7631.00	2755.00	7070.00	35024.00	17568.00	7631.00	2755.00	7070.00	0.00	35024.00	0.00	15000.00	0.00	1800.00	31.00	0.00	0.00	1831.00	33193.00
14005.00	5283.00	2450.00	0.00	21738.00	14005.00	5283.00	2450.00	0.00	0.00	21738.00	0.00	14005.00	0.00	1681.00	31.00	0.00	0.00	1712.00	20026.00
18813.00	7384.00	3081.00	8938.00	38216.00	18813.00	7384.00	3081.00	8938.00	0.00	38216.00	0.00	15000.00	0.00	1800.00	31.00	0.00	0.00	1831.00	36385.00
14278.00	5635.00	1304.00	2559.00	23776.00	14278.00	5635.00	1304.00	2559.00	0.00	23776.00	0.00	14278.00	0.00	1713.00	31.00	0.00	0.00	1744.00	22032.00
14675.00	5447.00	2001.00	3623.00	25746.00	14675.00	5447.00	2001.00	3623.00	0.00	25746.00	0.00	14675.00	0.00	1761.00	31.00	0.00	0.00	1792.00	23954.00
22183.00	8740.00	3068.00	12083.00	46074.00	22183.00	8740.00	3068.00	12083.00	0.00	46074.00	0.00	15000.00	0.00	1800.00	31.00	5000.00	0.00	6831.00	39243.00
15259.00	5707.00	1832.00	10360.00	33158.00	15259.00	5707.00	1832.00	10360.00	0.00	33158.00	0.00	15000.00	0.00	1800.00	31.00	0.00	0.00	1831.00	31327.00
19039.00	7260.00	1736.00	9953.00	37988.00	19039.00	7260.00	1736.00	9953.00	0.00	37988.00	0.00	15000.00	0.00	1800.00	31.00	0.00	0.00	1831.00	36157.00
15818.00	5106.00	1627.00	4928.00	27479.00	1130.00	365.00	116.00	352.00	0.00	1963.00	0.00	1071.00	0.00	129.00	4.00	0.00	0.00	133.00	1830.00
13377.00	1620.00	196.00	750.00	15943.00	12899.00	1562.00	189.00	723.00	0.00	15373.00	15373.00	12899.00	116.00	1548.00	31.00	2500.00	0.00	4195.00	11178.00

### 3. Yearly Salary Detail:

Yearly Salary Detail for Jan-2025																	
19/03/2025 16:27:04																	
Department	LNAME	BASIC	EARNED BA	DA	EARNED DA	CONV	EARNED CC	HRA	EARNED HR	VOT	OT_RATE	EARNED OT	PF	VVPF_AMT	ESIC	VADVANCE	Present Da
Software	Delhi	10000.00	10000.00	10000.00	10000.00	0.00	0.00	10000.00	10000.00	27:00	192.31	5192.00	1800.00	0.00	264.00	0.00	27.00
		10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	0	264	0	27
Software	Delhi	10000.00	10000.00	10000.00	10000.00	0.00	0.00	10000.00	10000.00	27:00	192.31	5192.00	1800.00	0.00	264.00	0.00	27.00
		10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	0	264	0	27
Software	Delhi	10000.00	10000.00	10000.00	10000.00	0.00	0.00	10000.00	10000.00	27:00	192.31	5192.00	1800.00	0.00	264.00	0.00	27.00
		10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	0	264	0	27
Software	Delhi	10000.00	10000.00	10000.00	10000.00	0.00	0.00	10000.00	10000.00	27:00	192.31	5192.00	1800.00	1800.00	264.00	0.00	27.00
		10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	1800	264	0	27
		<b>20000</b>	<b>19231</b>	<b>20000</b>	<b>19231</b>	<b>0</b>	<b>0</b>	<b>20000</b>	<b>19231</b>		<b>384.620</b>	<b>16250</b>	<b>2307</b>	<b>0</b>	<b>555</b>	<b>0</b>	<b>49</b>
VSL	VPL_EL	Leave	Total Paid	MON_YEAR	EMP_LWF	TOTAL GRC	EARNED GR	TOTAL DED	NET PAY SA								
0.00	0.00	0.00	31.00	Jan 2025	0.00	30000.00	35192.00	2064.00	33128.00								
0	0	0	31		0.00	30000.00	35192.00	2064.00	33128.00								
0.00	0.00	0.00	31.00	Jan 2025	0.00	30000.00	35192.00	2064.00	33128.00								
0	0	0	31		0.00	30000.00	35192.00	2064.00	33128.00								
0.00	0.00	0.00	31.00	Jan 2025	0.00	30000.00	35192.00	2064.00	33128.00								
0	0	0	31		0.00	30000.00	35192.00	2064.00	33128.00								
0.00	0.00	0.00	31.00	Jan 2025	25.00	30000.00	35192.00	3889.00	31303.00								
0	0	0	31		25.00	30000.00	35192.00	3889.00	31303.00								
<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>		<b>50.00</b>	<b>60000.0</b>	<b>73943.0</b>	<b>2912.00</b>	<b>71031.0</b>								

### 4. Yearly Salary Summary:

Yearly salary summary for Jan-2025																		
19/03/2025 16:19:51																		
S.No.	PAY CODE	Employee Name	COMPANYNAME	Department	LNAME	BASIC	EARNED BA	DA	EARNED DA	CONV	EARNED CC	HRA	EARNED HR	VOT	OT_RATE	EARNED OT	PF	
1	STRO02	Star2	Starlink communica	Software	Delhi	10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	
2	STRO03	Star3	Starlink communica	Software	Delhi	10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	
3	STRO04	Star4	Starlink communica	Software	Delhi	10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	
4	STRO05	Star5	Starlink communica	Software	Delhi	10000	10000	10000	10000	0	0	10000	10000		192.3100	5192	1800	
5	STRO06	Kajal	Starlink communica	Software	Delhi	10000	10000	10000	10000	0	0	10000	10000		192.3100	6250	1800	
6	STRO07	KJ	Starlink communica	Software	Delhi	20000	19231	20000	19231	0	0	20000	19231		384.6200	16250	2307	
						<b>70000</b>	<b>69231</b>	<b>70000</b>	<b>69231</b>	<b>0</b>	<b>0</b>	<b>70000</b>	<b>69231</b>		<b>1346.17</b>	<b>43268</b>	<b>11307</b>	
VVPF_AN	ESIC	VADVANCE	Present Days	Absent Day	Holiday	Weekly Off	VCL	VSL	VPL_EL	Leave	Total Paid	MON_YEAR	ESIONOT	TOTAL GROSS	EARNED GR	TOTAL DED	NET PAY SA	EMP_LWF
0	264	0	27	0	1	3	0	0	0	0	31	Jan 2025	39	30000.00	35192.00	2064.00	33128.00	0.00
0	264	0	27	0	1	3	0	0	0	0	31	Jan 2025	39	30000.00	35192.00	2064.00	33128.00	0.00
0	264	0	27	0	1	3	0	0	0	0	31	Jan 2025	39	30000.00	35192.00	2064.00	33128.00	0.00
1800	264	0	27	0	1	3	0	0	0	0	31	Jan 2025	39	30000.00	35192.00	3889.00	31303.00	25.00
0	272	0	27	0	1	3	0	0	0	0	31	Jan 2025	47	30000.00	36250.00	2072.00	34178.00	0.00
0	555	0	49	2	1	7	0	0	0	0	50	Jan 2025	123	60000.00	73943.00	2912.00	71031.00	50.00
<b>1800</b>	<b>1883</b>	<b>0</b>	<b>184</b>	<b>2</b>	<b>6</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205</b>		<b>326</b>	<b>210000.00</b>	<b>250961.</b>	<b>15065.0</b>	<b>235896.</b>	<b>75.00</b>

## 5. Yearly Arrear Detail:

Yearly Arrear Detail for Feb-2025																	
19-03-2025 12:12:44																	
S.No.	PAYCODE	EMPLOYEE NAME	COMPANYNAME	DEPARTMENTNAME	LNAME	ARREARBA	ARREARDA	ARREARHR	ARREAR1AMOUNT1	AMT	ARREAR2AM	Arrear Ot Amt	ARREARPF	ARREARES1	ARREAR_TOTAL EARNING	ARREAR_TOTAL DEDUCTION	NET PAY_ARREAR
1	BC01001009	SURESH KUMAR	HNG (Bahadurgarh)	Ware House	Bahadurgarh	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	BC01001038	ASHOK KUMAR	HNG (Bahadurgarh)	Ware House	Bahadurgarh	288.00	0.00	0.00	0.00	0.00	0.00	35.00	3.00	419.00	38.00	381.00	
						288.00	0.00	0.00	0.00	0.00	0.00	35.00	3.00	419.00	38.00	381.00	
5	BC02005284	SANDEEP	HNG (Bahadurgarh)	Human Resource	Bahadurgarh	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	BC02005683	NARENDRA VISHWA	HNG (Bahadurgarh)	Quality	Bahadurgarh	192.00	0.00	0.00	0.00	0.00	0.00	23.00	2.00	293.00	25.00	268.00	
						192.00	0.00	0.00	0.00	0.00	0.00	23.00	2.00	293.00	25.00	268.00	
9	BC04001201	BASANT KUMAR	HNG (Bahadurgarh)	Human Resource	Bahadurgarh	923.00	0.00	231.00	154.00	0.00	0.00	129.00	10.00	1308.00	142.00	1166.00	
						923.00	0.00	231.00	154.00	0.00	0.00	129.00	10.00	1308.00	142.00	1166.00	

## 6. Yearly Arrear Summary:

Yearly Arrear Summary for Jan-2024																	
19/03/2025 16:16:54																	
S.No.	PAYCODE	EMPLOYEE NAME	COMPANYNAME	DEPARTMENTNAME	LNAME	ARREARBA	ARREARDA	ARREARHR	Arrotamt	ARREAR2AM	ARREAR2AM	Arrear Ot A	ARREARPF	ARREARES1	ARREAR_T	ARREAR_T	NET_PAY_AR
1	BC01001009	SURESH KUMAR	HNG (Bahadurgarh)	Ware House	Bahadurgarh	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	BC01001038	ASHOK KUMAR	HNG (Bahadurgarh)	Ware House	Bahadurgarh	288.00	0.00	0.00	0.00	0.00	0.00	35.00	3.00	419.00	38.00	381.00	
3	BC02005683	NARENDRA VISHWAKARMA	HNG (Bahadurgarh)	Quality	Bahadurgarh	192.00	0.00	0.00	0.00	0.00	0.00	23.00	2.00	293.00	25.00	268.00	
4	BC04001201	BASANT KUMAR	HNG (Bahadurgarh)	Human Resource	Bahadurgarh	923.00	0.00	231.00	154.00	0.00	0.00	129.00	10.00	1308.00	142.00	1166.00	
						1403.00	0.00	231.00	0.00	154.00	0.00	0.00	187.00	15.00	2020.00	205.00	1815.00



## 2) Salary Report:

### 1. Bank Salary Statement

Company Name:- Starlink Communication Pvt. Ltd.				
Run Date & Time :-19/03/2025				
ExtraPayrollReport for Feb-2025				
Employee Code	Employee Name	Bank Name	Account No.	Net Pay
A1036	SUVENDU MAITI	YES BANK	002090200027551	33193
A1074	NARESH KR. SINGH	YES BANK	002090200026629	20026
A1096	MUKESH KUMAR	YES BANK	002090200026994	36385
A1102	SUDHIR RAI	YES BANK	002090200026757	22032
A1106	BACHI SINGH	YES BANK	002090200026674	23954
A1148	BIRENDER KUMAR	YES BANK	002090200027082	39243
S9619	SANTOSH RAWAT	YES BANK	002090200026008	45404
S9642	RAM DUTT JOSHI	YES BANK	002090200027480	61687
S9653	PIAR CHAND	YES BANK	002090200028398	44955
S9664	HIRDAY NARAYAN SINGH	YES BANK	002090200030911	28008
S9672	KRISHAN KUMAR	YES BANK	002090200029424	44867

### 2. Non Bank Salary Statement

Company Name:- Starlink Communication Pvt. Ltd.										
Run Date & Time :-19/03/2025										
ExtraPayrollReport for Feb-2025										
Employee Code	Employee Name	Company	Department	Category	Division	Location	Grad	Designation	Mode	Net Pay
A1508	AMARISH KUMAR	Starlink Communi	QUALITY	STAFF	019	PLANT-1	NONE	ENGINEER	Cheque	16162
A1509	AZIM SHAH	Starlink Communi	TOOL ROOM & DE	STAFF	019	PLANT-1	NONE	ASST. ENGINEER	Cheque	13798
A1510	MAAN SINGH	Starlink Communi	QUALITY-PDC	STAFF	019	PLANT-1	NONE	ENGINEER	Cheque	25890
A1515	PARAM JEET SING	Starlink Communi	QUALITY -STANDR	STAFF	019	PLANT-1	NONE	ENGINEER	Cheque	26355
A1516	VISHAL NAIN	Starlink Communi	QUALITY PDI	STAFF	019	PLANT-1	NONE	ENGINEER	Cheque	24227
A1527	MOHD IRSHAD	Starlink Communi	MAINTENANCE	STAFF	019	PLANT-1	NONE	SUPERVISOR	Cheque	29500
A1532	BAJRANGI RAI	Starlink Communi	TOOL ROOM & DE	STAFF	019	PLANT-1	NONE	ENGINEER	Cheque	27791
A1534	RAMENDAR	Starlink Communi	DISPATCH	WORKER	019	PLANT-1	NONE	CHECKER	Cheque	12635
A1535	RAKESH KUMAR S	Starlink Communi	MACHINE SHOP	STAFF	019	PLANT-1	NONE	ASSTT.MANAGER	Cheque	38000
A1538	PRAVEJ	Starlink Communi	MAINTENANCE	STAFF	019	PLANT-1	NONE	FITTER	Cheque	23000
A1540	MANISH KUMAR	Starlink Communi	PURCHASE	STAFF	019	PLANT-1	NONE	ASSISTANT	Cheque	13514
A1541	VINEET KUMAR	Starlink Communi	MAINTENANCE	STAFF	019	PLANT-1	NONE	ASST. ENGINEER	Cheque	24745
A1542	VIRAJ KUMAR RA1	Starlink Communi	TOOL ROOM & DE	STAFF	019	PLANT-1	NONE	ASSISTANT	Cheque	14015
AM002813	RAJA RAM	Starlink Communi	PAINT SHOP	WORKER	019	PLANT-1	NONE	PAINTER	Cheque	13007

### 3. TDS Report

Company Name:- Starlink Communication Pvt. Ltd.									
Run Date & Time :-19/03/2025									
ExtraPayrollReport for Feb-2025									
Employee Code	Employee Name	Company	Department	Category	Division	Location	Grad	Designation	TDS
P01M0011	PANKAJ KEHAL	Starlink Commu	HR-ADMIN	STAFF	019	PLANT P5, BIN	NONE	GENERAL MANAGE	6000
P01M0104	NARENDER KUMAR	Starlink Commu	QUALITY	STAFF	019	PLANT P5, BIN	NONE	ASSTT.GENERAL M	15000
P01M0106	DEEPAK KUMAR	Starlink Commu	MAINTENANCE	STAFF	019	PLANT P5, BIN	NONE	PROJECT MANAGE	8000
P2M0066	RAMKISHAN	Starlink Commu	QUALITY	STAFF	019	PLANT-2	NONE	MANAGER	6000
P2M0089	SUDHIR BAJPAI	Starlink Commu	OPERATIONS	STAFF	019	PLANT-2	NONE	PLANT HEAD	18000
P3M1077	PRADEEP KUMAR SHA	Starlink Commu	OPERATIONS	STAFF	019	PLANT-3	NONE	GENERAL MANAGE	65000
P3M1117	ANIL KUMAR	Starlink Commu	HR-ADMIN	STAFF	019	PLANT-3	NONE	SR.MANAGER	3000
P3M1119	SANJEEV KUMAR	Starlink Commu	QUALITY	STAFF	019	PLANT-3	NONE	ASSTT.GENERAL M	13000
P3M1126	VISHAL PURI	Starlink Commu	OPERATIONS	STAFF	019	PLANT-3	NONE	PLANT HEAD	40000
P4M1004	LOKESH ARORA	Starlink Commu	MANUFACTURING E	STAFF	019	PLANT-4	NONE	SR.MANAGER	5000
RT000004	RAJIV CHOPRA	Starlink Commu	OPERATIONS	STAFF	019	PLANT-1	NONE	DIRECTOR	150000
S1038	RAKESH KUMAR	Starlink Commu	NPD	STAFF	019	PLANT-1	NONE	DY.GENERAL MAN.	22000
S9569	SH.S.L.JAIN	Starlink Commu	OPERATIONS	STAFF	019	PLANT-1	NONE	DIRECTOR	300000
S9800	ARUN KUMAR JAIN	Starlink Commu	ACCOUNTS	STAFF	019	PLANT-1	NONE	MANAGER	10000
S9850	RAVINDER SINGH	Starlink Commu	PDC	STAFF	019	PLANT-1	NONE	SR.MANAGER	22500

### 4. Advance Report

Company Name:- Starlink Communication Pvt. Ltd.						
Run Date & Time :-19/03/2025						
ExtraPayrollReport for Feb-2025						
PAYCODE1	PAYCODE	EMPNAME	DEPARTMENTNAME	DESIGNAME	VADVANCE	MON_YEAR
A1148	A1148	BIRENDER KUMAR	PDC	SUPERVISOR	5000	Feb 2025
A1334	A1334	DEEPAK YADAV	QUALITY-FETTLING	SUPERVISOR	2500	Feb 2025
A1372	A1372	RAMA SHANKAR Y	TOOL ROOM & DESIG	ENGINEER	5250	Feb 2025
A1420	A1420	VISHNU KUMAR	PDC	DIE FITTER	3250	Feb 2025
A1480	A1480	ANAND KUMAR	Logistics & Export	EXECUTIVE	6000	Feb 2025
A1481	A1481	NARAD MUNI YAD	MACHINE SHOP	SR. ENGINEER	5000	Feb 2025
A1483	A1483	MANISH KUMAR	PDC	ENGINEER	4000	Feb 2025
A1559	A1559	HARPREET SINGH	ADMIN	DRIVER	4000	Feb 2025

### **3) Provident Fund:**

A lump sum payment which is received at the end of our services. This option contains reports for provident fund like PF statements, different forms like form 5, 10 and 13.

#### **1. Form 5:**

FORM NO 5. (Paragraph 36(2)a) & (b)) Details of Employee qualifying for membership of the fund for the first time during the month of Employee:01-Jan-2025 TO 31-Mar-2025 To be Send to the Commissioner with form 2								
Name And Address of the Factory								
Code No. of the Factory								
Sr.No	UAN	Employees Name	Father/HusbandName	Sex	Date Of Birth	Date of eligibility for New member.	Total Period of previous service(Excluding period of Break) as on the Date of joining the funds.	Remarks.
1		Star2	KLJ	M		01 Jan 2025	0 Years 2 Months	
2		Star3	FGH	M		01 Jan 2025	0 Years 2 Months	
3		Star4	DFH	M		01 Jan 2025	0 Years 2 Months	
4		Kajal		M	09 Feb 1994	01 Jan 2025	0 Years 2 Months	
5		Star11		M		01 Jan 2025	0 Years 2 Months	

## 2. Form 10:

FORM NO 10.  
(Paragraph 36(2)a) & (b))  
Return of member leaving service during the month of Date:01-Feb-2019 TO 31-Mar-2019

Name And Address of the Factory							
Code No. of the Factory							
Sr.No	PayCode	UAN	Employees Name	Father/HusbandName	Date of leaving	Reason for leaving service.	Remarks.
1	1021		AMAR NATH SHARMA		25 Mar 2019		
2	1072		OM PRAKASH TYAGI		31 Mar 2019	No Reason found	
3	A001		Santosh Kumar Srivastav		25 Mar 2019	DDD	

## 3. PF Statement:

Page No. 1      PF Statement For the Month of Feb-2025  
Date:19/03/2025 16:50:30

Serial No.	Paycode	Name Of the Employee	Father Name	DOI	DOB	UAN	PF NO	STD DAYS	LOP DAYS	WORK DAYS	GROSS WAGES	PF GROSS	Pension Wages	EDU WAGES	Employee.		Employer.		PF Admin (A/c 2)	EDU (A/c 21)	EDU Admin(A/c 22)	Total PF Contribution
															PF.	VPF.	Pension	CPF				
1	A1056	SUVENDU SH.B.P. M	01 Jan 20	06/06/197	10037660	0.00	28	28	28	27393	15000.00	0	0	1800	551.00	1249.00	1800.00	75.00	75.00	0.00	0	
2	A1074	NARESH K.H.S. CHALU	19 Mar 20	04/06/196	10025142	0.00	28	28	28	16455	14005.00	0	0	1681	515.00	1166.00	1681.00	70.00	70.00	0.00	0	
3	A1102	SUDHIR R. DEENA M	01 Dec 20	15/01/197	10036611	0.00	28	28	28	18141	14278.00	0	0	1713	524.00	1189.00	1713.00	71.00	71.00	0.00	0	
4	A1225	AMIT KUN.SH.ROSHA	16 Dec 20	17/09/198	10005631	0.00	28	28	28	27451	15000.00	0	0	1800	551.00	1249.00	1800.00	75.00	75.00	0.00	0	
5	A1372	RAMA SHI SH. RAJ B	21 Jun 20	01/01/199	10111906	0.00	28	28	28	35433	15000.00	0	0	1800	551.00	1249.00	1800.00	75.00	75.00	0.00	0	
6	A1409	DILIP KUN.SH.SURES	01 Jun 20	20/02/196	10013791	0.00	25	25	25	13809	12787.00	0	0	1534	469.00	1065.00	1534.00	64.00	64.00	0.00	0	
7	A1420	VISHNU K. SH.RADHE	01 Sep 20	02/10/198	10110263	0.00	28	28	28	14804	13562.00	0	0	1627	498.00	1129.00	1627.00	68.00	68.00	0.00	0	
8	A1427	JITENDER SH.SHIV C	06 Mar 20	01/07/197	10017664	0.00	28	28	28	14624	13317.00	0	0	1598	489.00	1109.00	1598.00	67.00	67.00	0.00	0	
9	A1446	R RAVI SH.R SANJ 21	01 Sep 20	03/11/199	10158713	0.00	28	28	28	17971	15000.00	0	0	1800	551.00	1249.00	1800.00	75.00	75.00	0.00	0	
10	A1478	GOLU KUN.MAHESH	03 Jul 20	02/05/199		0.00	28	28	28	12094	11294.00	0	0	1355	415.00	940.00	1355.00	56.00	56.00	0.00	0	

## 4. PF Monthly Challane

100128127099#~#D S RAVEESHA#~#29089#~#8611#~#8611#~#8611#~#1033#~#717#~#316#~#0#~#0

## 5. PF EXIT

0#~#01/02/2024#~#C

0#~#01/02/2024#~#C

0#~#01/02/2024#~#C

## 6. PF Return Statement Form 3A:

FORM 3-A (Revised)  
( For un-exempted Establishment Only )  
The Employee's Provident Fund Scheme, 1952 (Paragraph 35& 42)  
And  
The Employee's Pension Fund Scheme, 1995 (page 19)

Contribution Card for the currency period of Apr 2024 to Mar 2025

1. Account No :- 100128127099  
2. Name/Surname:- D S Raveesha  
3. Father's/Husband Name:-  
4. Name & Address of the factory / Establishment:-

5. Statutory rate of contribution:- 12.00 %  
6. Voluntary higher rate of employee's Contribution (If Any):- 950.00

CONTRIBUTION								
Month & Year	Employees's Contribution		Employer's Contribution			Refund Advance	No of Days /period of none contribution Service (if Any)	Remark
	Amount of Wages	EPF	EPF	EPS	Total			
1 March Paid in April	2	4A	4B	4C	5	6		
Jun 2024	8611.00	1033.00	316.00	717.00	1033.00	0	0	
Jul 2024	8611.00	1033.00	316.00	717.00	1033.00	0	0	
Sep 2024	1435.00	172.00	53.00	119.00	172.00	0	25	
Feb 2025	8611.00	1033.00	316.00	717.00	1033.00	0	0	
<b>Total</b>	<b>27268.00</b>	<b>3271.00</b>	<b>3271.00</b>	<b>2270.00</b>	<b>3271.00</b>			

A) Date Of Leaving Service (If Any):-  
B) Reason Of Leaving Service (If Any):-  
C) Certified that the total amount of contribution (both share) indicated in this Card Rs 6542 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 different between the total of the contribution shown under Col:3 & 4(a)&4(b) of above table and that arrived at on the total D) wages shown in column 2 at the prescribed rate is solely due to rounding off of contributions to nearest rupee under the rule Le 0.50 or more

## 7. PF Branch Wise Summary

Branch Wise PF Summary Sheet For Apr 2024			
L01-DELHI			
WAGES	EMPLOYEE	EMPLOYEE	
SALARY	19035.00	19035.00	
SALARY		19035.00	
SALARY		19035.00	
CONTRIB	EMPLOYEE	EMPLOYEE	TOTAL
E.P.F.	699.00	19035.00	19734
F.P.S.		1585.00	1585.00
D.L.I. A/C		95.00	95.00
ADM.		209.00	209.00
ADM.		4.00	4.00
GRAND	699.00	20928	22821

## 8. PF Annual Report.

DELHI															
PF Summary From Apr 2024 To Mar 2025															
Employer PF No. :															
S.N.	Month	Total Emp	Cov Emp	Contr Emp	Employee EPF	Employer EPF	EDLI Salary	Account 1	Account 1	Account 2 Admn.	Account 10 FPS	Account 21 E.D.L.I.	Account 22 Admn.	Total Contr	Date Of Challan
1	Jul-2024	1			15000.00	15000.00	15000.00	551.00	551.00		1249.00	75.00			
2	Sep-2024	1			4035.00	4035.00	4035.00	148.00	148.00		336.00	20.00			

#### 4) Employee State Insurance (ESI) Report:

A self financing social security and health insurance scheme for Indian workers. Reports included like ESI statement and ESI monthly challan.

##### 1. ESI Statement:

Starlink Communication Pvt. Ltd.											
Page No. 1		ESI Statement For the Month of									
Date:19/03/2025 17:40:09											
Serial No.	Paycode	Name Of the Employee	Father Name	DOB	DOJ	ESI No	Day	Earning On Which ESI Deducted.	ESI Employee Contribution.	ESI Employer Contribution.	Total Contribution.
1	P01M0105	SACHIN		04/06/1999	25/11/2024		9.00	5785.00	44.00	189.00	233.00
2	P2PN1001	DURGA CHATURVEDI			01/09/2024		20.00	8307.00	63.00	270.00	333.00
3	P2PN1002	LALJI WAN			01/09/2024		28.00	12171.00	92.00	396.00	488.00
Total.								26263.00	199.00	855.00	1054.00

##### 2. ESI Monthly Challan:

Insurance	Insured Person	No Of Days For	Total Monthly	IP Contribut	Reason For Zero	Last Working
	SACHIN	9.00	5785	44.00	0	
	DURGA CHATURVEDI	20.00	8307	63.00	0	
	LALJI WAN	28.00	12171	92.00	0	

### 3. ESI Monthly Report:

PLANT P5, BINOLA,GURUGRAM										
Statement of ESI Contribution for the Month of Mar 2025										
S.N..	ESI A/c No	Emp. Code	Employee Name	Father/Husband	DOB	DOJ	DOR	No. of Days	ESI Earning.	ESI Contri.
1	2	3	4	5	6	7	8	9	10	11
1		P01M010	SACHIN	DHARAM	04/06/19	25/11/20		9	5785.00	189.00
						Total.			5785.00	189.00
Employee Contribution									189.00	
Employer Contribution (3.25% of 5785.00 )										
TOTAL										

### 4. ESI Summary Branch Wise:

Branch Wise ESI Summary Sheet For Feb 2025						
Branch	EMPLOYEE		EMPLOYER		TOTAL	
	SALARY	CONTR.	SALARY	CONTR	SALARY	CONTR
L01 -PLANT-1	87338.00	0.00	87338.00	0.00	174676.00	0.00
L02 -PLANT-2	47220.00	666.00	47220.00	666.00	94440.00	821.00
L03 -PLANT-3	131691.00	0.00	131691.00	0.00	263382.00	0.00
BINOLA,GURUGRAM	274015.00	189.00	274015.00	189.00	548030.00	233.00



## 5. ESI Annual Report:

PLANT-1									
ESI Summary From Jan 2024 To Dec 2025									
S.N.	Month	Total Emp	Cov Emp	Contr Emp	Salary/Wage For	Employee Contr	Employer Contr	Total Contr	Date Of Challan
1	Jan/2024	539			4521852.	34083.00	165476.0	199559.0	
2	Feb/2024	541			4734603.	35733.00	176216.0	211949.0	
3	Mar/2024	2			0.00	0.00	0.00	0.00	
4	Apr/2024	616							
5	May/202	697							
6	Jun/2024	169			1549530.	11703.00	50445.00	62148.00	
7	Jul/2024	461			3851563.	29064.00	125368.0	154432.0	
8	Aug/2024	811			5221945.	39501.00	170050.0	209551.0	
9	Sep/2024	782			6003998.	45341.00	195483.0	240824.0	
10	Oct/2024	700			5972497.	45110.00	194406.0	239516.0	
11	Nov/2024	533			4329899.	32684.00	140921.0	173605.0	
12	Dec/2024	667			5051274.	38166.00	164446.0	202612.0	
13	Jan/2025	560			4906019.	37011.00	159674.0	196685.0	
14	Feb/2025	637			5121859.	38672.00	166724.0	205396.0	
	<b>Total.</b>	<b>7715</b>							

## 5) LWF :

LWF stands for Labour Welfare Fund, a statutory fund managed by state governments to provide welfare benefits and amenities to workers. Reports included like LWF Returns and LWF challan.

### 1.LWF Returns:

Welfare Fund Contribution From The Period of Feb 2025ToFeb 2025								
Date:19/03/2025 3:20:36 PM								
Serial No.	Paycode	Name Of the Employee	Date OF JOIN	Leaving Date	Period to Which pertains	Establishment Share	Employee Share	Total Amount
2	BC01001011	SURENDER KUMAR	01 Feb 1998			62.00	31	93
3	BC01001013	MANOJ KUMAR	01 Nov 1998			62.00	31	93
4	BC01001023	UMESH KUMAR	01 Jun 1988			62.00	31	93
5	BC01001027	PHOOL KUMAR	01 Apr 1989			52.00	26	78
6	BC01001031	VINOD KUMAR	01 Jun 1989			32.00	16	48
7	BC01001038	ASHOK KUMAR	01 Jun 1990			62.00	31	93
8	BC01001041	VIJAY KUMAR	01 Dec 1990			50.00	25	75
9	BC01001047	DAYAL RAM	09 Jun 1993			26.00	13	39

## 2. LWF Challan:

Page No. 1		Walfare Monthly Challane from Jan 2024ToJan 2024																					
Date:19/03/2025 3:20:54 PM																							
Serial No.	PAYCODE	Name of Worker/E	Designation	Tokaeen No. EPF	Date Of Joining	Date of Relieving	Contribution Monthly												Total Employee Share	Total Employer's Share	Gross Amount	Remark	
							Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
1	BC01001005	SURESH KUMAR	Trolley Checker	1305035871	01 Jun 1991		0	93	75	93	93	93	93	93	93	93	93	93	93	335	570	1005	
2	BC01001011	SURENDER KUMAR	Trolley Checker	1306533723	01 Feb 1998		0	93	93	93	93	93	93	93	93	93	93	93	93	341	682	1023	
3	BC01001013	MANOJ KUMAR	Trolley Checker	1306533721	01 Nov 1998		0	93	93	93	93	93	93	93	93	93	93	93	93	341	682	1023	
4	BC01001038	ASHOK KUMAR	Packer	1305031476	01 Jun 1990		0	93	93	93	93	93	93	93	93	93	93	93	93	341	682	1023	
5	BC02005272	SURENDER LOHIYA	Helper	1307916371	01 Feb 2023		0	60	66	51	69	75	78	72	36	15	24	54	200	400	600		

## 6) CTC:

CTC stands for "**Cost to Company**" and represents the total amount a company spends on an employee annually. Reports included like **Monthly CTC** and **Yearly CTC**.

### 1. Monthly CTC:

Page No. 1		Employee MONTHLY CTC FORM Feb 2025ToFeb 2025																	
Date:19/03/2025 3:22:22 PM																			
Serial No.	Paycode	Name Of the Employee	Father Name	DESIGNATION	DEPARTMENT	ESINO	PFNO	BANK ACCOUNT	BASIC	DA	HRA	Company ESI	Company PF	Company LWF	OTHER ALLOW	ESI	PF	MONTHLY CTC	
2	BC01001011	SURENDER KUMAR	JAI BIR SINGH	Trolley Checker	Ware House	1306533723	100375008983	100375008983	13800	0	2070.00	578	1655	62	1892	Y	1655	19307.00	
3	BC01001015	MANOJ KUMAR	JAG NARAIN	Trolley Checker	Ware House	1306533721	100221606393	100221606393	13800	0	2070.00	595	1715	62	2432	Y	1715	19924.00	
4	BC01001023	UMESH KUMAR	DHAN SINGH	Packer	Ware House	1305023954	100395322693	100395322693	12800	0	1920.00	537	1561	62	1790	Y	1561	18170.00	
5	BC01001027	PHOOL KUMAR	MUKHTYAR SINGH	Packer	Ware House	1305026240	100271499459	100271499459	12800	0	1920.00	520	1298	52	1262	Y	1298	17852.00	
6	BC01001031	VINOD KUMAR	RAM PRASAD	Packer	Ware House	1305031463	100408192748	100408192748	12800	0	1920.00	520	779	32	1262	Y	779	17313.00	
7	BC01001038	ASHOK KUMAR	UMED SINGH	Packer	Ware House	1305031476	100093562383	100093562383	12800	0	1920.00	544	1556	62	1994	Y	1556	18126.00	
8	BC01001041	VIJAY KUMAR	JASHWANT SINGH	Packer	Ware House	1305034921	100403917022	100403917022	12800	0	1920.00	519	1296	50	1244	Y	1296	17829.00	

## 2. Yearly CTC:

Page No. 1		Employee Yearly CTC FORM Feb 2025ToFeb 2025																
Date:19/03/2025 3:22:33 PM																		
Serial No.	Paycode	Name Of the Employee	Father Name	DESIGNATION	DEPARTMENT	ESINO	PFNO	BANK ACCOUNT	BASIC	DA	HRA	Company ESI	Company PF	Company LWF	OTHER ALLOW	ESI	PF	Year CTC
2	BC01001011	SURENDER KUMAR	JAI BIR SINGH	Trolley Checker	Ware House	13065337	10037500	10037500	165600	0	24840.00	6936	19860	744	22704	Y	19860	231684.00
3	BC01001013	MANOJ KUMAR	JAG NARAIN	Trolley Checker	Ware House	13065337	10022160	10022160	165600	0	24840.00	7140	20580	744	29184	Y	20580	239088.00
4	BC01001023	UMESH KUMAR	DHAN SINGH	Packer	Ware House	13050239	10039532	10039532	153600	0	23040.00	6444	18732	744	21480	Y	18732	218040.00
5	BC01001027	PHOOL KUMAR	MUKHTYA R SINGH	Packer	Ware House	13050262	10027149	10027149	153600	0	23040.00	6240	15576	624	15144	Y	15576	214224.00
6	BC01001031	VINOD KUMAR	RAM PRASAD	Packer	Ware House	13050314	10040819	10040819	153600	0	23040.00	6240	9348	384	15144	Y	9348	207756.00
7	BC01001038	ASHOK KUMAR	UMED SINGH	Packer	Ware House	13050314	10009356	10009356	153600	0	23040.00	6528	18672	744	23928	Y	18672	217512.00
8	BC01001041	VIJAY KUMAR	JASHWANT SINGH	Packer	Ware House	13050349	10040391	10040391	153600	0	23040.00	6228	15552	600	14928	Y	15552	213948.00
9	BC01001047	DAYAL RAM	BAJARANG LAL	Packer	Ware House	13065204	10013077	10013077	153600	0	23040.00	6204	7740	312	13980	Y	7740	204876.00

## 7) Loan Advance:

any loan facility provided by the company. This option keeps the record of the same.

### 1. Loan and Advance Adjustments:

Page No. 1										
Case Loan Adjustment Details from Feb 2025 To Feb 2025										
Date:20/03/2025 09:28:46										
Serial No.	Paycode	Name Of the Employee	TYPE	Sanction Month	Transaction Month	Total Amount	INST Amount	Ded From Salary	Cash Return	Balance Amt
1	A1372	RAMA SHANKAR YADAV	Advance	03 Dec 2024	01 Nov 2024	21000	5250.00	Y	0.00	0.00
2	A1372	RAMA SHANKAR YADAV	Advance	03 Jan 2025	01 Dec 2024	15750	5250.00	Y	5250.00	0.00
3	A1420	VISHNU KUMAR	Advance	03 Mar 2025	01 Feb 2025	3250	3250.00	Y	0.00	0.00
4	A1480	ANAND KUMAR	Advance	03 Mar 2025	01 Feb 2025	6000	6000.00	Y	0.00	0.00
5	A1481	NARAD MUNI YADAV	Advance	03 Mar 2025	01 Feb 2025	5000	5000.00	Y	0.00	0.00
6	A1559	HARPREET SINGH	Advance	03 Jan 2025	01 Dec 2024	12000	4000.00	Y	0.00	0.00
7	A1559	HARPREET SINGH	Advance	03 Mar 2025	01 Feb 2025	4000	4000.00	Y	4000.00	0.00
8	A1572	UDYENDRA PRATAP SINGH	Advance	24 Feb 2025	01 Feb 2025	3000	3000.00	Y	0.00	0.00

## 8) Bonus Report:

The rewarded person's wages and their reports like bonus statement form C, payment form & payment slip.

### 1. Bonus Statement:

Bouns Calculation Sheet From F.Y.R2024-25																	
S.No.	Code	Employee Name	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Total	Tax	Remark
2	013282	RAJAN SINGH	1874.00												1874.00	22500.00	22500.00
			30.00														
3	013295	SANJANA CHAUHAN	293.00												293.00	15100.00	3523.00
			7.00														
4	013425	SURBHI NARULA	349.00												349.00	17977.00	4195.00
			7.00														

### 2. Bonus Form C:

Payment of Bonus Act FORM C See rule 4(b) BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON THE 01 Apr 2024 To 31 Jan 2025 Name of the establishment:HNG (Bahadurgarh) No. of working days in the year:306																	
Sl. No.	Name of the employee	Father's name	Whether he has completed 15 years of age at the beginning	Designation DEPARTMENT D.O.J	No. of days worked in the year	Total salary or wage in respect of the accounting year	Amount of bonus payable under section 10 or section 11, as the	Deductions					Total sum deducted under Columns 9, 10, 10A and 11	Net amount payable (Column 8 minus Column 12)	Amount actually paid	Date on which paid	Signature/Thumb impression of the employee
								Puja bonus or other customary bonus paid during the accounting year	Interim bonus or bonus paid in advance	Amount of Income-tax deducted	Deduction on account of financial loss, if any, caused by misconduct of the						
1	ANIL KUMAR PANDEY	SANTOSH PANDEY	YES	Helper Human Resource 2023	231.00	97350.00	8110.00	0	0	0	0	0	0	8110.00		01-01-2025	
			Total		231.00	97350.00	8110.00						8110.00				

### 3. Bonus Payment Form:

HNG (Bahadurgarh)										
Payment Of Bouns Rules 1975										
From C [RULE 4(C)]										
Page No. 1		Bouns Payment From from 01 Apr 2024 To 31 Jan 2025								
Date:19/03/2025 3:24:25 PM										
Serial No.	Paycode	Name Of the Employee	Father's/ Husband's Name.	Designation	Total Wages	Rate	Wages For Bouns	Total Bouns	Net Payment Amount	Signature
1	BC060011	ANIL KUM	SANTOSH	Helper	109552.48	8.33	97350.00	8110.00	215012.48	

### 4. Bonus Payment Slip:

Page No. 1						
Payment Of Bouns Rules 1975						
From C [RULE 4(C)]						
Bouns Payment Slip from 01 Apr 2024 To 31 Jan 2025						
Date:19/03/2025 3:24:35 PM						
Serial No.	Paycode	Name Of the Employee.	Designation	Bonus From	Bonus To	Bouns Amount
1	BC06001102	ANIL KUMAR PANDEY	Helper	01 Apr 2024	31 Jan 2025	8110.00

## 9) Statement Report:

### 1. Hold Salary Statement:

Hold Salary Statement for Feb-2025									
19/03/2025 15:32:20									
S.No.	PayCode	EMPNAME	LNAME	MON_YEAR		NET EARING	NET DEDUC	NET PAY	
1	4G4001	SAJESH YADAV	L17	45689	22	28655.00	1255.00	27400.00	Hold
2	4G4003	NARAYAN RAM	L17	45689	22	28655.00	1255.00	27400.00	Hold
3	4G4006	MAHESHWARI KANAIYA BHIMJI	L17	45689	22	28655.00	1255.00	27400.00	Hold
4	4G4007	MAHENDRASINH	L17	45689	22	28655.00	1255.00	27400.00	Hold
5	4G4011	BHAGUBHA SODHA	L17	45689	22	28655.00	1255.00	27400.00	Hold
6	4G4013	NIRANJAN KUMAR	L17	45689	22	28655.00	1255.00	27400.00	Hold
7	4G4017	VIJAY JADEJA	L17	45689	22	28655.00	1255.00	27400.00	Hold
8	4G4022	VIJAY SINH SAMA	L17	45689	22	28655.00	1255.00	27400.00	Hold
9	4G4023	SIDDHRAJSINH MAHIPATSINH	L17	45689	22	28655.00	1255.00	27400.00	Hold
10	4G4027	PREMSANG RAMSANGJI SAMA	L17	45689	22	28655.00	1255.00	27400.00	Hold

### 2. Overtime Statement:

Page No. 1						
OT Statement From Date 01-May-2024 TO Date 31-May-2024						
Date:20/03/2025 10:51:10						
Serial No.	Paycode	Name Of the Employee	Basic	OT Hrs	Ot Amt	TSignature
2	90020	DHIRAJ KUMAR SINGH	11260.00	38	2057	
3	90026	REETA MEHTA	11260.00	32	1732	
4	90057	SANJAY	13981.00	78	5243	
5	90060	RAJEEV KUMAR	13981.00	65.5	4403	
6	90171	PAVITR MANDAL	11360.00	18.5	1010	



### 3. Leave Encashment Statement:

<b>Starlink communication pvt. Ltd</b>					
<b>Leave Encashment Statement For year 2024</b>					
Date:19/03/2025 15:34:35					
<b>Serial No.</b>	<b>Paycode</b>	<b>Name Of the Employee</b>	<b>No Of Leave</b>	<b>Ammount</b>	<b>Payble Month</b>
1	STR001	Star1	1.40	1077	01/2025

## 10) Full & Final Report (F&F):

The full and final settlement slip and report of an employee who is leaving the Company.

### 1. Settlement Slip:

3/20/25, 1:00 PM

SETTLEMENTSLIP

Starlink Communication Pvt Ltd  
D 88/4, OKHLA 1  
SETTLEMENT SLIP

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Emp Code	Emp Name	Department	Designation	DOJ	Gender	DOS
012141	RASBIHARI SINGH	CUTTING	CAM OPERATOR	05-Aug-2006	M	20-Mar-2

Dear Karan,  
Please find below the details of your final settlement dues pertaining to your last working day dated i.e 20-Mar-2025

A) Amount Due to Employee

Pay Components  
Basic  
HRA  
DA  
COVS  
MEDICAL  
Other All

Deductions  
Net amount to be paid/recovered :42929.00

---

Payment Details: Cheque / D.D.No. \_\_\_\_\_  
I have received / paid the settlement as above for 42929.00/- further to my resignation and have no further dues from/to the company. I acknowledge the final settlement copy and have received the am  
Karan  
Remarks: Ok i am initiating your salary but jan & feb salary is on hold.!(@#%&\* )\_+={|}~:;.,?'

## 2. Settlement Report:

SRF TTPG,SRF TTPM,PEE EMPRO EXPORTS PVT. LTD.  
D 88-4, OKHLA 1  
SETTLEMENT REPORT

Emp Code	Emp Name	Department	Designation	DOJ	Gender	DOS	DOL	Settlement Date	Paid Days	Leave Encash Days	NoticeDays
012260	AJAY KUMAR	ACCESSORIES STORES	EXECUTIVE	11-Apr-2009	M	20-Mar-2025		20-Mar-2025	0	0.00	0

Dear AJAY KUMAR,

Please find below the details of your final settlement dues pertaining to your last working day dated i.e

A)Amount Due to Employee	Pay Components	Total Amount
	Basic	16576.00
	HRA	5919.00
	DA	0.00
	COVS	5919.00
	Medical	0.00
	OtherAll	0.00
	<b>Total</b>	<b>28414.00</b>

Net amount to be paid/recovered :28414.00

Payment Details: Cheque / D.D.No. \_\_\_\_\_

Date : \_\_\_\_\_

I have received / paid the settlement as above for 28414.00/- further to my resignation and have no further dues from to the company. I acknowledge the final settlement copy and have received the amount via cheque/online transfer.

Kamal

Remarks: Ok i am initiating your salary but jan & feb salary is on hold.!(@=#%'&\*(\*)\_+={}|:;./,?>[^\`~!@=#%'&\*(\*)\_+={}|:;./,?>[^\`~!@=#%'&\*(\*)\_+={}|:;./,?

### SETTLEMENT REPORT

Employee Code	Employee Name	Designation	Department	Date of Joining	Date of Leaving	Date of Separation	Leaving Reason	Paid Days	Paid Days	TOTAL
012260	AJAY KUMAR	EXECUTIVE	ACCESSORIES STORES	11-Apr-2009	20-Mar-2025			31	31	
Payable Month(s)				Aug 24	Sep 24	Oct 24				
Salary Particulars	ACTUALS			Aug 24	Sep 24	Oct 24				TOTAL
Basic	16576.00			24600.00	24600.00	15000.00				64200.00
HRA	5919.00			10400.00	10400.00	0.00				20800.00
DA	0.00			0.00	0.00	0.00				0.00
CONV	5919.00			7500.00	7500.00	0.00				15000.00
MEDCAL	0.00			0.00	0.00	0.00				0.00
OTHERALL	0.00			30500.00	30500.00	0.00				61000.00
Total	28414.00			75000.00	75000.00	15000.00				161000.00
Earning										
Deductions										
Total				3625.00	0.00	3738.00				7363.00
Deduction										
Net Payable				69375.00	73000.00	11262.00				153637.00
Paid Days				31.00	0.00	31.00				62.00

Amount in words: One Hundred Fifty-Three Thousand Six Hundred Thirty-Seven.

Prepared

Income Tax Reviewed

Approved

Verified By

## 11) Employee File:

it contains all the joining, appointment related documents and letters of employees and staff namely appointment letter, form 11, 16, ID card, temporary joining letter.

### 1. Appointment Letter:

3/20/25, 12:35 PM Joining Letter

दिनांक : 20/03/2025

सेवा में,  
प्रबंधक (कार्मिक एवं प्रशासन )  
Starlink Communication Pvt Ltd.  
Faridabad

विषय - पदग्रहण पत्र

महोदय,

मैं MEENA VERMA पुत्र / पुत्री / पत्नी SHIV KUMAR VERMA मूल निवासी H.NO.-279, G.NO.-20,VINAY NAGAR, AGWANPUR,SEC-91, HARYANA SEHATPUR, मायवर से निवेदन करता हूँ / करती हूँ की आप मुझे अपनी कंपनी में आज दिनांक 03/05/2021 को पूर्वाह्न / अपरान्न 09:00/17:30 बजे ठंडूटी ज्वाइन करने की अनुमति प्रदान करें।

धन्यवाद

अस्थाई पता : H.NO.-279, G.NO.-20,VINAY NAGAR, AGWANPUR,SEC-91, HARYANA SEHATPUR, स्थाई पता : H.NO.-279, G.NO.-20,VINAY NAGAR, AGWANPUR,SEC-91, HARYANA SEHATPUR.

प्रार्थी हस्ताक्षर

Starlink Communication Pvt Ltd.

Manager / Authorized Signatory

प्रबंधक (कार्मिक एवं प्रशासन )

कार्मिक विभागों के प्रयोग के लिये

## 2. Bio Data:

3/20/25, 12:31 PM

BIODATA

### Starlink Communication Pvt Ltd.

Faridabad

#### BIO-DATA FORM

Post applied for	OPERATOR	Paycode	110081	
Name in Capital Letters	MEENA VERMA	Card No	0002045	
Father's/Husband's Name	SHIV KUMAR VERMA	Date Of Birth	15/09/1974	
Nationality	Indian	Sex	Female	
Destination	OPERATOR	Department	FRN19-HNG	
<b>Permanent Address:</b>		<b>Present Address:</b>		
H.NO.-279, G.NO.-30,VINAY NAGAR, AGWANPUR,SEC-01, HARYANA SEHATPUR ,		H.NO.-279, G.NO.-30,VINAY NAGAR, AGWANPUR,SEC-01, HARYANA SEHATPUR ,		
Qualification:				
Technician Qualification:				
Languages Know:				

#### Experience :

Total year of Experience :

S.No	Name of Employer	Post hold	Period		Reason for Leaving
			From	To	
1					
2					
3					
4					
5					

#### FAMILY MEMBER :

S.No.	Name	Year of Birth	Relation
-------	------	---------------	----------

Expected Salary :

I declare that the information given by me the application are correct and true the best of my knowledge and belief and nothing has concealed their in intentionally. In case any information given above is found in the case my candidature may cancelled at any time and my service may be terminated.

Date:

place:

(Signature of Application)

### 3. Form 11:

**New Form No 11 - Declaration Form**  
(To be retained by the employer for future reference)

**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Fund Scheme, 1952 (Paragraph 34 & 57)  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and EPS, 1995 is applicable)

1	Name of the member	NEERA VERMA
2	Father's Name / Spouse's Name (Please tick whichever is applicable)	RAJ KUMAR VERMA
3	Date of Birth (DD/MM/YYYY)	15/08/1974
4	Gender (Male/Female/Transgender)	Female
5	Marital Status (Married/Unmarried/Divorced/Widowed/Other)	Married
6	Is marital ID: (a) Mutual ID (b) Mutual ID	
7	Member under a member of Employee's Provident Scheme, 1952	EPF (NO) (PNO)
8	Member under a member of Employee's Pension Scheme, 1995	EPF (NO) (PNO)
9	<b>Previous employment details: (If Yes to 7 and/or 8 above)</b>	
	(a) Universal Account Number	UNION17000
	(b) Previous PF Account Number	UNION17000
	(c) Date of last previous employment (DD/MM/YYYY)	31/03/2023
	(d) Scheme Certificate No (if issued)	(SCHEM4_C0000000000000)
10	(e) Transfer Request Code (TRC) No (if issued)	(TRC) (NO)
	(f) International Member	(INTERNATIONAL) (NUMBER)
	(g) If yes, state country of origin (India/Name of country)	
	(h) Passport No.	(PASSPORT) (NO)
	(i) Validity of Passport (DD/MM/YYYY)	(PASSPORT) (VALIDITY)
11	<b>EPF Details (to be self-attested copies of following EPFO)</b>	
	(a) Basic Account Number (BANC Code)	(BANC) (CODE)
	(b) AADHAR Number	(AADHAR) (NO)
	(c) Permanent Account Number (PAN)	(PAN) (NO)

**UNDERTAKING**

- I declare that the particulars are true to the best of my knowledge.
- I authorize EPFO to use my Aadhar for verification and (international) EPFO portal for service delivery.
- I hereby transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF account.  
The transfer would be possible only if the identified EPFO portal system and previous employer has been verified by present employer using the Digital Signature Certificate.
- In case of changes in above details, the member to be intimated to employer of the facility.

Date: 05/05/2023

Place:

Signature of Member

**DECLARATION BY PRESENT EMPLOYER**

- The member **NEERA VERMA** has joined on (DDMMYY, 2023) and has been offered PF Number (BANC) (CODE) (PAN) (NO).
- In case the person has earlier not a member of EPF Scheme, 1952 and EPS, 1995:
  - Please affirm that (a) the UAN issued for the member is **UNION NUMBER PNO**.
  - Please Tick the Appropriate Option:
    - The EPF details of the above member in the UAN database
    - Have not been updated
    - Have been updated but not approved
    - Have been updated and approved with 100%
- In case the person has earlier a member of EPF Scheme, 1952 and EPS Scheme, 1995:
  - The above PF Account number/EPF ID of the member as mentioned in (a) above has been tagged with the PF (EPF) Previous Member ID as declared by member.
    - Please Tick the Appropriate Option:
      - The EPF details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated as per the
      - In the EPF of establishment are not registered with EPFO that member has been authorized by Employer's (Form-10) for transfer of funds from the previous establishment.

Date: 05/05/2023

Signature of Employer with Seal of Establishment

For Seal

For: PDC LIMITED/SPOKES PVT.LTD.

Authorizing Signatory

## 4. Form 16:

### FORM NO 16

RULE 107 (2) U.P.FACTORY ACT,1948

I hereby declare that in the event of my death before resuming work the balance of my pay due for the period of leave with wages not availed of shall be paid to

Shree/Smt/Km

Who is my

"The nomination shall remain in force until it is cancelled or revised by another nomination

**Witness**

Name	ContactNo	Address
------	-----------	---------

**(Employee Signature)**

Name: KULDEEP KUMAR

Date: 22/06/2019

Present Address:VILL+POST-SISANA DISTT-BAGPAT(UP)

Permanent Address:VILL+POST-SISANA DISTT-BAGPAT(UP)

## 5. ID Card:

3/20/25, 12:41 PM

ID Card Company

<b>Starlink Communication Pvt Ltd.</b>	
<b>PLOT NO-13, DLF-2, FARIDABAD</b>	
Name :	MEENA VERMA
F_H Name :	SHIV KUMAR VERMA
Emp.Code :	110081
 Desig. :	OPERATOR
Depart. :	FINISHING
Sub-Dep :	FINISHING GROUND
	FLOOR
DOJ :	03/05/2021
Signs of Card Holder	Issuing Authority

<b>Res. Address :</b>
H.NO.-279, G.NO.-20, WNAV NAGAR, AGWANPUR, SEC-91, HARYANA SEHATPUR,
<ul style="list-style-type: none"><li>• This card has to be surrendered on leaving the employment.</li><li>• Loss of I-Card to be reported to the Personnel Dept. immediately.</li><li>• This card is Non Transferable.</li></ul>



## 6. Nomination and Declaration Form 2:

3/20/25, 12:44 PM

Form-2

### FORM-2 (REVISED)

### NOMINATION & DECLARATION FORM

### FOR UNEXEMPTED / EXEMPTED ESTABLISHMENT

Declaration and Nomination Form under the Employer's Provident Funds & Employee's Pension Scheme

(Paragraph 33 & 61 (1) of the Employer's Provident Fund Scheme, 1952 & Paragraph 18 of the Employer's Scheme, 1995)

1. Name in Block Letter **MEENA VERMA**      7. Account No. **34512643370**  
 2. Father/Husband Name **SHIV KUMAR VERMA**      8. LIAN No. **100796275556**  
 3. Date of Birth **15/09/1974**      9. Address  
 4. Sex **Female**      (i) Permanent **H.NO.-279, G.NO.-20,VINAY NAGAR, AGWANPUR,SEC-91, HARYANA SEHATPUR ,**  
 5. Marital Status **Married**      (ii) Temporary **H.NO.-279, G.NO.-20,VINAY NAGAR, AGWANPUR,SEC-91, HARYANA SEHATPUR ,**  
 6. Date Of Joining **03/05/2021**

### PART -A (EPF)

I hereby nominate the person(s) / cancel the nomination made by me previously and nominate the person (i) mentioned below to received the amount standing to my credit in the Employee's Provident Funds, in event of my death.

Name		Relationship		Member Detail	
Name of the nominee/nominees	Address	Nominee's relationship with the member	Date of Birth	Total Amt of share of accumulation in provident fund to be paid to each nominee	If the nominee is a minor name & relationship & address of the guardian who may received the amount during the minority of nominee
1	2	3	4	5	6

1. Certify that I have no family as defined in Para 2 (g) of the Employer's Provident Fund Scheme 1952 & If I acquire a family here after the above nomination should be deemed as cancelled.

Signature or thumb impression of the Subscriber.

**PART – B (EPS)**  
**(Para 18)**

I hereby furnish below particulars of the members of my family who would be eligible to receive Widow/Children Pension in the event of my death.

S. No.	Name of the Family Member	Address	Date of Birth	Relationship with Member
1	2	3	4	5

Certify that I have no family as defined in Para 2 (VI) of Employee's Pension Scheme, 1952 and should I acquire a family I shall furnish particulars there on in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under Para 162 (a) (i) & (c) in the event of my death without leaving any eligible family member for receiving pension.

S.No.	Name	Address	Date of Birth	Relationship with member
1				

Date : 03/05/2021

Strike Out Whichever is not Applicable

Signature or thumb impression of the subscriber

**CERTIFIED BY EMPLOYER**

Certified that the above declaration and nomination and has been signed/ thumb impressed before me by

Shri/ Smt./ Km. MEENA VERMA employed in my

Establishment after he/ she has the entries/entries have been read over to him/her by me and got confirmed by him/ her.

**Employed Through The Contractor**

Signature of the employer or other  
Authorized officer of the Establishment  
For **PEE EMPRO EXPORTS PVT. LTD.**

Place : Faridabad

Dated : 20/03/2025

Authorized Signatory  
Name and address of the Factory/Establishment  
or Rubber Stamp thereof

PEE EMPRO EXPORTS PVT. LTD.  
Faridabad

## 7. Staff Appointment Letter:

3/20/25, 12:49 PM

Staff Appointment Letter

Mr. MEENA VERMA  
S/o SHIV KUMAR VERMA

With reference to your application and the subsequent discussion you had with us, We are pleased to appoint you as a OPERATOR From 03/05/2021 at our Faridabad branch on the following terms & Conditions:-

BASIC	: Rs.	11160
HRA	: Rs.	0
CON	: Rs.	0
MED	: RS.	0
<hr/>		
GROSS SALARY	: Rs.	11160
<hr/>		
BONUS	: Rs.	0
W/F	: Rs.	21
<hr/>		
CTC	: Rs.	0

You will initially be on probation for a period of six month which can be extended for further three months based on your performance. During probation period your services can be terminated anytime without notice and you can also leave without any notice during probation period.

1. On successful completion of probation period, you will be confirmed by issuing confirmation letter.
2. After confirmation, in case of resignation you have to give one month notice or salary/ wages in lieu thereof.
3. After confirmation, in case of termination management will give you one month notice or salary/ wages in lieu thereof.
4. Your services can be transferred at any time in any of our branch/office of the organization.

5. You are required to submit the following necessary documents at the time of your joining.
- a. All relevant Documents of Educational Qualifications.
  - b. Age Proof Certificate.
  - c. All relevant Experience Certificates.
  - d. 6 Passport size Photographs.
6. In case, if you will found eight consecutive days absent from your duty without any written intimation to your superior, your services will be terminated in such situation.
7. Your appointment and continuous in services will be subject to your fitness in health. In the event of your continuous illness for period of six month or more, your service are liable to be terminated by giving one month notice or wages/ salary in lieu thereof.
8. During the course of your employment with the company, you will not engage in any trade, business or undertake any employment full time or part time. Your appointment is liable to be terminated with immediate effect if the management obtained evidence of your part time employment, full time employment/ transaction of business anywhere.
9. During the course of your employment with the company will not indulge to any unauthorized person or publish any information directly or indirectly.
10. If there is any concealment of any information furnished by you at the time of appointment, proves to be incorrect your services are liable to be terminated without any notice.
11. In addition to oral/ written instructions, office orders, you will be governed by the Rules & regulations such other practices, system, policies, procedures of the company as set out in standing order/ services rules.
12. You will be retired from the service of the company on attaining the age of 58 years and shall state no claim to continue in the service of this company there after.

Wishing you the very best,

K S ENTERPRISES

(Authorised Signatory)

I have read all the terms and conditions governing my employment with the organization and the same are acceptable to me in totality.

Place : FARIDABAD

Date : 03/05/2021

Signature of applicant

## 8. Temporary Joining Letter:

### अस्थायी नियुक्ति पत्र ;

आपके प्रार्थनापत्र तथा साक्षात्कार दिनांक 01/03/1983 आवेदन पत्र द्वारा/के आधार पर आपको पद MIS EXECUTIVE पर नियुक्त किया जाता है।

1. नियुक्ति की अवधि : आपकी नियुक्ति 6 माह के लिए पूर्णतः अस्थायी रूप से की जा रही है। सेवायोजक अपने एकमात्र विवेकानुसार आपकी सहमति एवं कार्य की आवश्यकतानुसार अगले 6 माह के लिए बढ़ सकते हैं।
2. वेतन : आपका वेतन रु 11375.00 प्रतिमाह होगा एवं परिवर्तनीय महंगाई भत्ता हमारे प्रतिष्ठान पर लागू न्यूनतम वेतन की डरो के अनुसार परिवर्तनीय।

Basic(Rs.)	Prd.All	Other All	Total
10050.00	1325.00	0.00	11375.00

3. स्थानांतरण : कम्पनी अपनी इच्छानुसार आपको कम्पनी के किसी विभाग, कार्यालय मुख्या कार्यालय तथा किसी फैक्ट्री या कम्पनी से सम्बंधित कोई अन्य फैक्ट्री तथा कार्यालय में कहीं भी एक राज्य या अन्य राज्य में स्थानांतरित या ट्रेडिंशनपर भेज सकती है। इसके लिए आप किसी अतिरिक्त वेतन के हकदार नहीं होंगे।
4. सेवा समाप्ति : आपकी सेवाये 6 माह बाद स्वतः समाप्त हो जायेगी। आपकी सेवाये निश्चित अवधि से पूर्व बिना सूचना या किसी कारण से समाप्त की जा सकती है।
5. कार्य तथा जिम्मेदारियां :
  - (अ) आप अपनी कार्य पूरी मेहनत व ईमानदारी से करेंगे और प्रतिस्थान के प्रति पूर्ण रूप से हितेषी व कफादार रहेंगे।
  - (ब) आप प्रतिस्थान के पूर्णकालिक कर्मचारी होंगे और हमारे प्रतिस्थान में सेवाओं के दौरान आप किसी अन्य नियोजन (अल्पकालीन या पूर्णकालिक) या कोई अन्य व्यापारया कार्य करने के लिए स्वतन्त्र नहीं होंगे।
  - (स) आपको जो भी कार्य समय - समय पर सौंपा जाएगा वह आप पूरी दक्षता व अनुशासन से करेंगे।
  - (द) आपको प्रतिस्थान की कोई गोपनीय जानकारी जो कि आपके ज्ञान में आपके कार्य के दौरान आयी हो किसी भी बाहरी व्यक्ति को नहीं बतायेंगे।
  - (य) आप अपने स्थायी अथवा अन्य स्थानीय पता बदलने पर तुरन्त अर्थात् 24 घण्टों के अन्दर प्रबन्धकों को सूचित करेंगे।
  - (र) आप सेवायोजकों द्वारा उत्पादन प्रक्रिया में परिवर्तन करने का पूरा सहयोग देंगे और बदली हुई प्रक्रिया के अनुसार कार्य करने में आना -कानी नहीं करेंगे।
6. निलम्बन : आपकी यह नियुक्ति आपके द्वारा प्रेषित तथ्यों अथवा प्रमाण पत्रों आदि को सही मानते हुए कि गयी है। भविष्य में कभी भी तथ्य अथवा प्रमाण पत्र आदि के असत्य पाए जाने पर आपकी सेवाये तुरन्त समाप्त कर दी जायेगी।
7. कार्य के दौरान दुर्घटना में व्यक्तिगत घोट (Personal Injury) लग है तो आप कर्मचारी क्षतिपूर्ति अधिनियम 1992 के तहत क्षितापूर्ति पाने के योग्य होंगे।

## 9. Worker Joining Letter:

### नियुक्ति पत्र

आपके प्रार्थना पत्र तथा साक्षात्कार दिनांक - 01/03/1983 के सन्दर्भ में आपकी नियुक्ति - पोस्ट के पद पर की जाती है।

1. नियुक्ति की अवधि : आपकी नियुक्ति आपके रोजगार के प्रथम छः माह की अवधि तक परिवर्द्धादिन (परखकालीन) रहेगी जो की प्रबंधक के सवेछा निर्णय पर एक समय में तीन माह व कुल छः माह तक और बढ़ाया जा सकता है व यदि आपको संस्थान में स्थायी नियुक्ति हेतु कोई पत्र नहीं दिया जाता तो आपकी परिवर्द्धाकालीन कर्मचारी श्रुि माना जाएगा व उस समय तक आप पर वह सभी परिवर्द्धाकालीन की सरते लागू रहेंगे जो की इस पत्र में दर्शाये गयी हैं परखकालीन के दौरान व इसकी समाप्ति पर अथवा पारखकालीन की बर्धाई गयी अवधि में प्रबंधकगण द्वारा आपको सर्विस किस्सी पूर्व सूचना (नोटिस) या उसके बदले में क्षतिपूर्ण किये समाप्त की जा सकती है। आपको संस्थान में स्थायी नियुक्ति हेतु पत्र द्वारा सूचना देकर स्थायी किया जायेगा बाकि शर्तें वही लागू रहेगी जो इस नियुक्ति पत्र में दर्शायी गयी है।

02. वेतन : आपका वेतन रु० 11375.00 प्रतिमाह होगा एव परिवर्तनीय महंगाई भत्ता हमारे प्रतिष्ठान पर लागू न्यूनतम वेतन की दरो के अनुसार परिवर्तनीय है।

Basic(Rs.)	Prd.All	Other All	Total
10050.00	1325.00	0.00	11375.00

3. स्थानांतरण :

(अ) आपका स्थानांतरण प्रबंधकगण अपने एक मात्र विवेकानुसार अपने प्रतिष्ठान के किसी अन्य अनुभाग कार्य इकाई या किसी सह - प्रतिष्ठान ( सिस्टम कंसर्न ) जो चाहे वर्तमान में हो या बाद में प्राप्त की गयी हो या चालू की गयी हो में किया जा सकता है। परन्तु ऐसे स्थानांतरण से आपके वेतन या हिसयत पर कोई प्रतिकूल प्रभाव नहीं पड़ेगा।

(ब) आपको एक काम से दूसरे काम पर एक शिफ्ट से दूसरी शिफ्ट में एक डिपार्टमेंट या यूनिट से दूसरे डिपार्टमेंट में एक ऑफिस से दूसरे ऑफिस से ट्रांसफर किया जा सकता।

4. सेवा समाप्ति : आपकी नियुक्ति तथा नियोजन में बने रहना आपके शारीरिक एवं मानसिक रूप से स्वस्थ रहने पर निर्भर है। सेवायोजक आपकी सेवाएं किसी भी समय एक माह का नोटिस या उसके बदले वेतन देकर समाप्त कर सकते है। आपकी सेवाएं आपके द्वारा किये गए किसी दुराचरण के आधार पर समाप्त की जाती है तो उसके पूर्ण आपको प्राकृतिक नये के नियमों एवं प्रतिष्ठान पर लागू स्थायी आदेशों के अनुसार बचाव का पूर्ण अवसर दिया जायेगा। आप यदि अपनी सेवाओं से त्याग पत्र देकर सेवाएं तयगत है तो आपका भी सेवियोजक को एक माह का नोटिस या उसके बदले एक माह के वेतन के भुगतान करना होगा।

05. कार्य तथा जिम्मेदारियां :

(अ) आप अपना कार्य पूरी मेहनत व ईमानदारी से करेंगे और प्रतिष्ठान के प्रति पूर्ण रूप से हितेधी व वफादार रहेंगे।

(ब) आप प्रतिष्ठान के पूर्णकालिन कर्मचारी होंगे और हमारे प्रतिष्ठान में सेवाओं के दौरान आप किसी अन्य नियोजन (अपकालिक या पूर्णकालिक) या कोई अन्य व्यापार या कार्य करने के लिए स्वतंत्र नहीं होंगे।

(स) आपको जो भी कार्य समय - समय पर सौपा जायेगा वह आप पूरी दक्षता व अनुशासन से करेंगे।

(द) आपको प्रतिष्ठान की कोई गोपनीय जानकारी जो की आपके ज्ञान में आपके कार्य के दऊरान आयी हो किसी भी बाहरी व्यक्ति को नहीं बताएँगे।

(ए) आप समय समय पर अपने स्थायी तथा अन्य स्थानिक पते बदलने पर तुरन्त अर्थात 24 घंटा के अंदर प्रबंधको को सूचित करेंगे।

(र) आप सेवायोजकों द्वारा उत्पादन प्रक्रिया में परिवर्तन करने का पूरा सहयोग देंगे और बदली हुई प्रक्रिया के अनुसार कार्य करने में आना - कानि नहीं करेंगे।

06. निलंबन : सेवायोजक को अधिकार होगा की आप के द्वारा कोई गंभीर दुराचार करने पर उन दुराचरणोंकी जांच के दौरान आपको सेवाओं से निलंबित कर द। निलंबन के दौरान आप नियमानुसार निलंबन भत्ते के अधिकारी होंगे।

07. अधिवर्षिता : यदि आपके सेवाकाल की समाप्ति से पूर्व आप अधिवर्षिता की आयु ५८ वर्ष प्राप्त कर लेते है तो उसी तिथि पर आप सेवा से स्वत निवृत्त हो जायेंगे। फिर भी सेवायोजक अपने एकमात्र वेवकानुसार आपकी सेवाओं का विस्तार किसी भी निश्चित अवधि के लिए कर सकते है।

08. आपकी सेवाएं फर्म द्वारा आपकी श्रेणी के कर्मचारियों के लिए बनाये गए और समय - समय पर लागू प्रमाणित स्थायी आदेशों नियमों विनियमों एवं कार्यालय आदि से होगी जो आपकी सेवा शर्तों का ही हिस्सा होंगे।

9. आपकी यह नियुक्ति आप द्वारा प्रेषित तथ्यों अथवा प्रमाण पत्रों आदि को सही मानते हुए की गयी है। भविष्य में कभी भी तथ्य अथवा प्रमाण पत्र आदि असत्य पाए जाने पर आपकी सेवाएं तुरंत समाप्त कर दी जाएगी।

10. कार्य के दौरान दुर्घटना में ब्यक्तिगत चोट (Personal Injury) लग जाती है तो आप को कर्मचारी कतिपूर्ती पाने के योग्य होंगे।

वास्ते -M/S WEAVETEX OVERSEAS UNIT-I

पार्टनर

Name: KULDEEP KUMAR

For more details

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