

# 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 VPP Prof. Tax Advance	Other Deductions Labour Fund TDS	T. Deduction	Amount Paid	Signatu
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	    <b>30,000.00</b>	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00 0.00 0.00	<b>6,600.00</b>	<b>23,400.00</b>	
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	    <b>20,000.00</b>	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00 0.00 0.00	<b>4,400.00</b>	<b>15,600.00</b>	
3	YIINT003 SUMANT WISHWAKARMA  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	    <b>10,200.00</b>	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	<b>0.00</b>	<b>10,200.00</b>	
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	    <b>15,000.00</b>	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	<b>0.00</b>	<b>15,000.00</b>	
<b>Total</b>					<b>75,200.00</b>			<b>11,000.00</b>	<b>64,200.00</b>	

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		
<b>Days</b>		<b>30,000.00</b>		<b>6,600.00</b>	
Days Worked 25.00					<b>23,400.00</b>
Hld/Wo 6.00					
CL 0.00					
EL 0.00					
SL 0.00					
Other Leave 0.00					
Days Payable 31.00					

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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		
<b>Days</b>		<b>20,000.00</b>		<b>4,400.00</b>	
Days Worked 25.00					<b>15,600.00</b>
Hld/Wo 6.00					
CL 0.00					
EL 0.00					
SL 0.00					
Other Leave 0.00					
Days Payable 31.00					

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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.	E S I Wages	E.S.I(1.75%)	PF 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	
<b>Grand Total:</b>		170,321.00	21.00	22.00	28.00	71,779.00	1,267.00	115,366.00	13,844.00	
								Less (F.P.F)	37,000.00	V.P.F
								F.P.F Wages	78,366.00	5,000.00
										18,844.00

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

Fig 1.3 Summery 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	<b>30,000.00</b>	0.00 3,600.00 3,000.00 0.00 0.00	0.00 0.00	<b>6,600.00</b>	<b>23,400.00</b>	
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	<b>20,000.00</b>	0.00 2,400.00 2,000.00 0.00 0.00	0.00 0.00	<b>4,400.00</b>	<b>15,600.00</b>	
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	<b>10,200.00</b>	0.00 0.00 0.00 0.00 0.00	0.00 0.00	<b>0.00</b>	<b>10,200.00</b>	
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	<b>15,000.00</b>	0.00 0.00 0.00 0.00 0.00	0.00 0.00	<b>0.00</b>	<b>15,000.00</b>	
<b>Total</b>					<b>75,200.00</b>			<b>11,000.00</b>	<b>64,200.00</b>	

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 EST No. EST					
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	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	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	
<b>Total</b>					<b>27,113.00</b>			<b>1,350.00</b>	<b>25,763.00</b>	

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										
<b>Total</b>										

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 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	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	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	10,200.00	
<b>Total</b>					<b>60,200.00</b>			<b>11,000.00</b>	<b>49,200.00</b>	

Fig 1.7 Non Bank Salary Statement

## 1.8 Reimbursement

EMPLOYEE DETAILS		Reimbursement	
Sl.			
1	Paycode: YIINT001 Name: ABCDE F. Name: Designation: MANAGING DIRECTOR Department: ADMINISTRATION ESI NO. PF NO. DL13307 1 Bank A/c No	Other Allow	<b>Total 0.00</b>
2	Paycode: YIINT002 Name: RAGINI F. Name: Designation: DIRECTOR Department: DIRECTOR ESI NO. PF NO. DL13307 3 Bank A/c No	Other Allow	<b>Total 0.00</b>
3	Paycode: YIINT003 Name: SUMANT VISHWAKARMA F. Name: Designation: MERCHANDISER Department: MERCHANDISING ESI NO. PF NO. 0 Bank A/c No	Other Allow	<b>Total 0.00</b>
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	<b>Total 0.00</b>

Fig 1.8 Reimbursements

## 1.9 Bank Salary Summery Statement

31/May/2007

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

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

Sl. 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
<b>Total</b>				<b>39,000.00</b>

Fig 1.9 Bank Salary 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	3,525.00	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	
<b>Total----</b>				<b>92,622.00</b>	<b>11,114.00</b>	<b>5,000.00</b>	<b>6,481.00</b>	<b>4,633.00</b>	

Fig 2.1 PF Statement

## 2.2 Arrear PF Statement

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

**RMG Autometers Gas Technologies Ltd.**  
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. F. TRIPATHI F. 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. F. 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 F. 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  
Date : 12-Jan-2010

**RMG Autometers Gas Technologies Ltd.**  
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. F. TRIPATHI F. 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. F. SHARMA	01/05/2007 05/07/1976	UP/40263 17	5,820.00	697	0	255	442

## 2.3 PF & Arrear PF statement.



2.5 PF 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 56 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

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			
<b>Total</b>	<b>6,607.00</b>	<b>793.00</b>	<b>183.00</b>	<b>417.00</b>	<b>600.00</b>			

(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 finished 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).

3 of 22    Cancel    Close    42 of 42    Total:42    100%

Fig 2.5 PF Form 3A



## 2.6 PF Monthly Challan

(Gold)

(COMBINED CHALLAN OF A/c No. 1,2,10,21 & 22) ORIGINAL/DUPLICATE/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.	7,216.00		6,528.00	577.00		14,421.00
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)						
	<b>T O T A L</b>	<b>26,160.00</b>	<b>1,269.00</b>	<b>6,528.00</b>	<b>577.00</b>	<b>12.00</b>	<b>34,546.00</b>

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

Name & Address of Establishment : DEMO,OKHLA

Name Of Depositor      ABC  
 Signature Of Depositor \_\_\_\_\_

(For Bank use only)  
 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      Cancel      Close      1 of 1      Total 1      100%

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

## 2.7 PF Form 2

<b>Form 2 (Revised)</b>	<b>NOMINATION AND DECLARATION FORM</b> (FOR UNEXEMPTED/EXEMPTED ESTABLISHMENTS)		
(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)			
1. Name (in block letters)	2. Father's /Husband's Name	4. Sex	6. P.F. Account No
3. Date Of Birth	5. Marital Status	7. Date Of Joining	
8. Address Permanent Temporary:			
<b>PART A (EPF)</b>			
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			
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			
<b>Signature or thumb impression of the subscriber</b>			
<b>PART B (EPS) (PARA 19)</b>			
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	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	Date of Birth	Relationship with the member

2.7 PF Form 2

## 2.8 PF Form 5

FORM NO. 5

**The Employees Provident Fund Scheme, 1952**  
[Paragraph 35 (2) (a) & (b)]

**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 : PFABCD

Sl. No.	Account No.	Name of the Employee (in block capital)	Father / Husband's Name	Sex	D.O.B	Date of eligibility for membership	Period of total length of service in the factory ending with the commencement of membership	Remarks
1								

Dist  
(Also fill in Form 10 overleaf)

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

1 of 1 Cancel Close 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 Establishment only

**FORM 12 - A ( Revised )**  
 Employees' Provident Fund and Misc. Provisions Act, 1952  
**Employer's Pension Scheme**  
 [ Paragraph 29 (4) ]  
 Coverage Period from 1st April, \_\_\_\_\_ to 31st March, \_\_\_\_\_  
 Statement of contribution for the month of January 2007  
 Rate/Rate of contribution

(To be filled in by the EPFO)

Establishment Name  
 Group Code

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

Periodic	Wage Or Grain Contributions as Payable	Amount Of Contribution		Amount of contribution remitted		Amount Of Administrative charges due	Amount Of Administrative charges due	Date of remittance (enclose duplicate copies of Chitres)
		Received From the Workers	Payable by the employer					
1	2							
EPF. Act No. 1	181,844.00	18,844.00	7,216.00	18,844.00	7,336.00	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
E.L.I. Act No. 21	115,346.00	NIL	597.00	NIL	597.00	13.00	13.00	18/03/2007

**Total No. of Employees**

Contact	13	Name & Address of the Fund to which the amount is remitted	INDIC BANSI OKHLA 1
Rest	14		
Total	29		

EPF      Pen. Fund      Income Fund

Details of Subscribers	EPF	Pension Fund	E.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 60)	1	1	1
Total No. of Subscribers	29	29	29

Signature of the employer /  
with official (1x1)

Fig 2.11 PF Form 12 a

## 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)

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 32/09/1976	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	6165025	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 32/04/1973	4799399	31.00	3,325	59.00	158.00	217.00	
YIINT015	NEELAM	01/04/2006 34/02/1976	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 20/04/1986	6242382	31.00	3,325	59.00	158.00	217.00	
<b>Total Contribution</b>					<b>Total :</b>	45,710	807.00	2,175.00	2,982.00

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 Statement

### 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**  
**EMPLOYER'S STATE CONTRIBUTION**  
**RETURN OF CONTRIBUTIONS**  
(Regulation 6)

BY QUADRIPLICATE  
 Name of Branch Office \_\_\_\_\_ Employee's Code No \_\_\_\_\_

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

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

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

Transmitted below the details of the Employer's and Employee's share of contributions in respect of the undrawn amount insured persons thereby deduct the amount received every employee, employed directly or through an intermediate employer or in connection with the work of the factory/establishment or any work connected with the maintenance of the factory/establishment in pursuance of law made, rule or distribution of financial provision made in which the ESI Act, 1948 applies in the contribution period in which the return relates and the contributions in respect of employer's & employee's share have been actually paid in accordance with the provisions of Act and regulations

Employer's Share	Employee's Share	Total contribution
1,110.00	2,990.00	4,104.00
Deduction of Contributions:		
1. Chalfin deduct	Rs 3,100.00	
2. Chalfin deduct	Rs 906.00	
3. Chalfin deduct	Rs	
4. Chalfin deduct	Rs	
5. Chalfin deduct	Rs	
6. Chalfin deduct	Rs	
Total amount paid: Rs		4,104.00

Place: **OKHLA**  
 Date: **10/02/2007**

Signature & Designation of the Employer  
(With Rubric Stamp)

---

**IMPORTANT INSTRUCTIONS:** Information to be given in 'Remarks' Column (6 to 9)

- Year 19 is reported for the first time and for future years during the contribution period indicate 'A' and 'on L' (Date)
- Please indicate insurance Number in ascending order
- Figures in Column 4, 5 & 6 shall be in respect of wages periods ended during the contribution period
- Invariable rule is that of column 4, 5 & 6 of the return
- Non zero amount shall be made Any Corrections, if made, should be signed by the employer
- Every page of this return should bear full signature and rubric stamp of the employer
- Daily Wages in col 7 of the return shall be calculated by dividing Figures in Col 5 by figures 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

Sl. 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	10068003	KALASH	27.00	4,355.49	77.00	116.00	YES	OKHILA	
2	10068003	PURAN TIWARI	27.00	4,292.54	76.00	116.00	YES	OKHILA	
3	10017011	YOGESH DEEP ARORA	25.00	2,127.90	144.00	224.00	02-01-2007	OKHILA	
4	4799202	SHEELA DEVI	28.00	4,156.25	72.00	109.00	YES	OKHILA	
5	4799209	SAFITA	27.00	4,096.22	72.00	109.00	YES	OKHILA	
6	4799400	NEELAM	26.00	3,912.75	69.00	109.00	YES	OKHILA	
7	0165025	MD KURBAN	40.00	4,392.75	77.00	110.00	YES	OKHILA	
8	0205902	JOSEPHER SIVOH	40.00	4,392.75	77.00	110.00	YES	OKHILA	
9	0205903	PRAMOD KUMAR	40.00	5,025.71	93.00	122.00	YES	OKHILA	
10	0245202	MD MUSTARIZOV	29.00	4,275.00	75.00	110.00	YES	OKHILA	
11	0205209	ASROF KUMAR	28.00	4,406.25	72.00	116.00	YES	OKHILA	
12	9001523	RACHEL TOMY	40.00	6,607.14	116.00	165.00	YES	OKHILA	
Total				58,309.41	1,027.00	1,536.00	116.00		

Signature Of Employer \_\_\_\_\_

FOR OFFICE USE

1. Total of Particulars marked  
 2. Total of Col 5 of Form should not exceed amount shown in column 4  
 3. Check the amount of Employer's contribution paid which is in accordance with column 6

\_\_\_\_\_  
U/D/C

\_\_\_\_\_  
Head Clerk

\_\_\_\_\_  
Branch Office

\_\_\_\_\_  
Company Signature

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 SI 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 Ant. Wages Paid	Emp Share of Contribution	No of Days for which wages Paid	Total Ant. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Ant. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Ant. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Ant. Wages Paid	Emp share of Contribution	No of Days For Which Wages Paid	Total Ant. Wages Paid	Emp share of Contribution				
10		PARSHOTAM SINGH	10/05/2004	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	25.00	8,750	153.00	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	SONIT 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	8819405	VISHUWAS SHARMA	01/03/2007	30.00	8,401	151.00	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	KALLA,SH 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	157.00	31.00	8,944	157.00	10.00	2,983	53.00	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	150.00	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	DHIREKAJ K. 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	<b>FORM-1</b>	RESENT PASS PORT SIZE PHOTO		
<b>Employee's State Insurance Corporation DECLARATION FORM</b> (Regulation 11 &12) (To be filled in only if the employee's has not insured earlier)				
1. Insurance No. <input style="width: 100%;" type="text"/>	2. Sex <input style="width: 100%;" type="text"/>	3. Marital <input style="width: 100%;" type="text"/>		
(State whether bachelor/Spinster/ Married/Widow or widower)				
4. Employer's Code No <input style="width: 100%;" type="text"/>				
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

<b>Description 1 :</b>	LTA	<b>Description 6 :</b>	
<b>Description 2 :</b>		<b>Description 7 :</b>	
<b>Description 3 :</b>		<b>Description 8 :</b>	
<b>Description 4 :</b>		<b>Description 9 :</b>	
<b>Description 5 :</b>		<b>Description 10 :</b>	

### 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
F.Name : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN.		0.00	0.00
Desig. Dy. Supervisor		0.00	0.00
		<b>TOTAL :</b>	<b>5,000.00</b>

### 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
F.Name : AMIN CHAND		0.00	0.00
Dept : PERS. & ADMIN.		0.00	0.00
Desig. Dy. Supervisor		0.00	0.00
		<b>TOTAL :</b>	<b>100.00</b>

### 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
<b>TOTAL :</b>		<b>100.00</b>	

#### 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
<b>TOTAL OPENING BALANCE :</b>					<b>5,000.00</b>	
<b>TOTAL AVAILED AMOUNT:</b>					<b>100.00</b>	
<b>REMANING BALANCE :</b>					<b>4,900.00</b>	

#### 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 Statuary Reports

### 6.1 Proposed Computation Chart

*Proposed*

Name Of Employee :

Computation of Salary Income For The Financial Year  
( Assessment Year : .. )

Basic  
H.R.A.  
Conveyance  
Leave Salary  
Bonus  
Int. On Loan  
-----  
Total

Less : Exempt u/s 10  
Conveyance Allowance  
H.R.A.  
-----  
Total

Less : Deductions  
Standard Deduct 1(1)  
Employment Allow.  
Prof. Tax  
-----  
Total

Less : u/s Chapter VI  
Medical-80 D  
L.I.C. Premium-80 CC  
Donation  
Interest On Housing Loan  
Taxable Salary

Income Tax  
Less : Exempt u/s-88  
Provident Fund  
L.I.C. (Premium)  
N.S.C  
Interest/accrual on M.F.C  
Investment Bonds  
Principal Amnt of Housing Loan  
Education Allowance  
-----  
Taxable

Income Tax Payable  
-----  
L.I.C. Incl. 2 Charge

Note:  
1) Please submit the proof of investment or before 30th Nov to enable us to claim the tax liability.  
2) Submit the proof of payment during the financial year.  
3) Please confirm your L.I.C & ULIP amount computed as per last year.

1 of 1    Cancel    Close    of    Total:    100%

Fig 6.1 Proposed Computation Chart



## 6.2 Proposed Form16

**FORM 16**  
[ The Rule 31(1)(a) ]

Page 1 of 2  
Receipt

Certificate under section 203 of the Income Act 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and Address of the Employer: \_\_\_\_\_ Name of Chargee of the Employee: \_\_\_\_\_

Particulars of the Assessment Year: FROM \_\_\_\_\_ TO \_\_\_\_\_ ASSESSMENT YEAR

DETAILS OF THE EMPLOYED AND ANY OTHER INCOME AND TAX DEDUCTED

	Rs	Rs	Rs
<b>I. GROSS SALARY</b>			
1. Less: Allowance to the extent exempt under:			
(a) Dearness Allowance			
(b) HRA			
(c) Bonus (1-2)			
2. DEDUCTIONS:			
(a) Standard Deduction			
(b) Entertainment Allowance			
(c) Tax on Employment			
3. Aggregate of (1-b-c)			
4. Tax Chargeable under the head Salaries (3-1)			
7. Add: Other income reported by the employee			
8. GROSS TOTAL INCOME (1+7)			
9. Deduction under chapter VI-A:			
(a) Medicines			
(b) Donation			
(c) Interest on Housing Loan			
(d) LIC/PPF			
10. Aggregate of deductible amount under chapter VI-A			
11. TOTAL INCOME (8-10)			
12. Tax on Total Income			
13. Tax on & Relief under chapter VIII:			
I. Under Section 88 (Please Specify)			
(a) Provident Fund			
(b) LEP (Entertainment)			
(c) PPF			
(d) Interest accrued on MLC			
(e) Interest on Bonds			
(f) Principal Amount of Housing Loan			
(g) Education Allowance			
(h) [Total (a) to (g)]			
II. Under Section 88A (Please Specify)			
(a)			
(b)			
(c) Total [(a) + (b)]			
III. Under Section 88C			
Women Employee Deduction of Income Tax			
IV. Under Section 89 (Attach Details)			
14. Aggregate Tax on total income after 1(b) + 10 + 11 + 12			
15. Tax Payable (12-14)			
(a) Bonus			
(b) Total tax payable			
16. LESS TAX DEDUCTED AT SOURCE			
17. Tax payable / refundable (15-16)			

1 of 2    Cancel    Close    of    Total:    100%

Fig 6.2 Proposed Form 16



### 6.3 Final Computation Chart

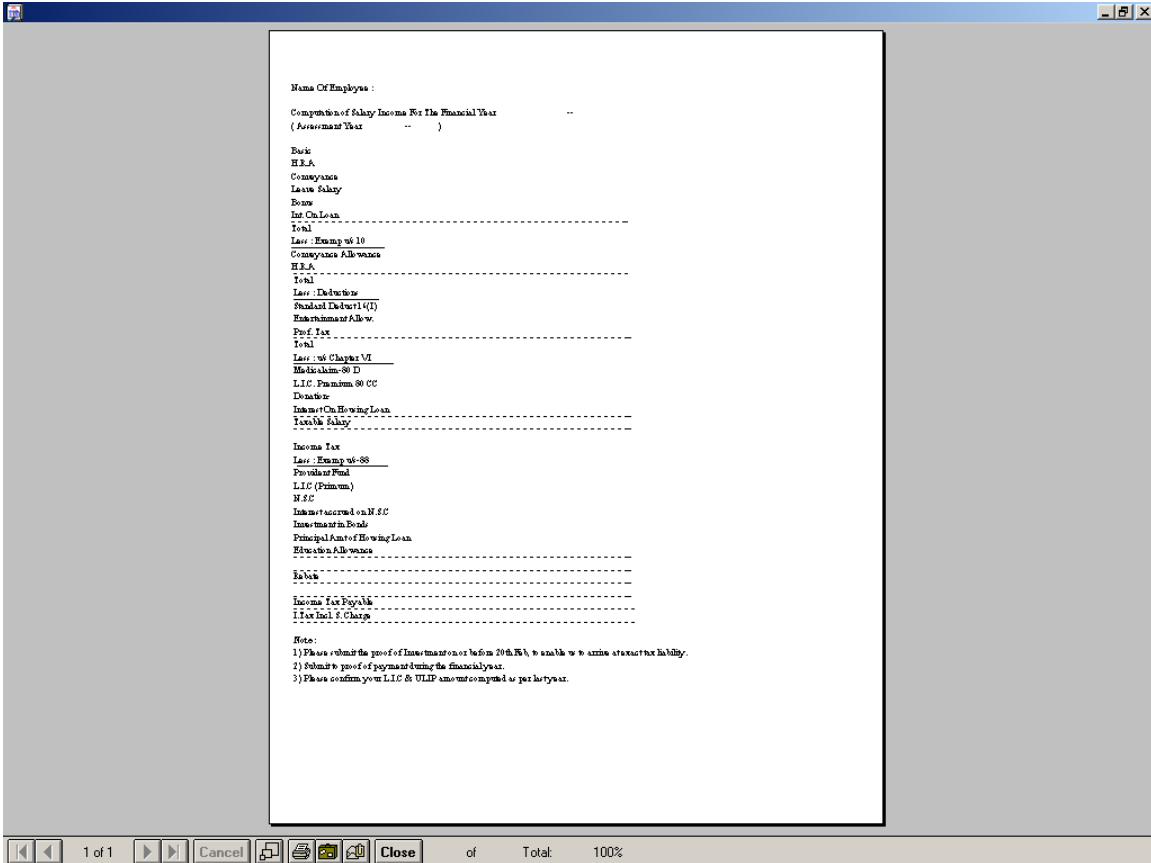


Fig 6.3 Final Computation Chart

### 6.4 Final Form 16

**FORM NO. 16** Page 1 of 2  
 [ See Rule 25 (1) (c) ]  
**Certificate under section 203 of the Income Tax 1961 for tax deducted at source from income chargeable under the head "Salaries"**

-----  
 Name of the Employer: \_\_\_\_\_ Name of the Employee: \_\_\_\_\_  
 -----

PAY/OP No. \_\_\_\_\_ TAX \_\_\_\_\_ PAY/OP \_\_\_\_\_  
 TDS Code where Annual Return/Statement under Section 206 is to be filed FROM PERIOD TO ASSESSMENT YEAR

-----  
**DETAILS OF SALARY AND ANY OTHER INCOME AND TAX DEDUCTED**  
 -----

	Rs.	Rs.	Rs.
<b>I. GROSS SALARY</b>			
2. Less: Allowance to the extent exempt under:			
(a) Conveyance			
(b) HRA			
3. Balance (1 - 2)			
<b>4. DEDUCTIONS:</b>			
(a) Standard Deduction			
(b) Entertainment Allowance			
(c) Tax on Employment			
5. Aggregate of (a, b & c)			
6. Inc. Chargeable under the head Salaries (3 - 5)			
7. Add: Other income reported by the employee			
<b>8. GROSS TOTAL INCOME (6 + 7)</b>			
9. Deduction under chapter (VI-A)			
(a) Deduction	Gross Amount	Qualifying Amount	Deductible Amount
(b) Deduction			
(c) Deduction Housing Loan			
(d) LIC 80 CC			
10. Aggregate of deductible amount under chapter VI-A			
<b>11. TOTAL INCOME (8 - 10)</b>			
12. Tax on Total Income			
13. Excess & Refund under chapter VIII			
I. Under Section 88 (Please Specify)	Gross Amount	Qualifying Amount	Tax / Refund / Credit
(a) Provident Fund			
(b) LIC (Prudential)			
(c) NRE			
(d) Investment in MFC			
(e) Investment in Bonds			
(f) Principal Amt of Housing Loan			
(g) Education Allowance			
(h) [Total (a) to (g)]			
II. Under Section 89A (Please Specify)	Gross Amount	Qualifying Amount	Tax / Refund / Credit
(a)			
(b)			
(c) Total [(a) + (b)]			
III. Under Section 88C	Gross Amount	Qualifying Amount	
Woman Employee Deduction of Income Tax			
IV. Under Section 89 (Armed Forces)			
14. Aggregate Tax on total income as per 11 above			
(I) = (10) * (11) * (12)			
15. Tax Payable (12-14)			
(a) Surcharge			
(b) Total tax payable			
16. LESS TAX DEDUCTED AT SOURCE			
17. Tax payable / refundable (15-16)			

-----

1 of 2 of Total: 100%

Fig 6.4 Final Form 16

### Final Form 16 Second Page

Page 2 of 2

DETAIL OF TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT			
S.No.	Amount	Date of Payment	Name Of Bank & Branch where tax deposited
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Further certified that the above information is true and correct as per records.

\_\_\_\_\_  
Signature of the person responsible for deduction of tax  
Full Name:  
Designation:

Place:  
Date:

2 of 2    Cancel    Close    of    Total:    100%

## 7 Loan and Advancement Reports

### 7.1 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
		<b>5,000.00</b>				<b>1,000.00</b>	

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

Fig 7.1 Loan Entry Statement

## 7.2 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 WISHWAKARMA	5,000.00	01.03/2007	01.03/2007	700.00	0.00	4,300.00

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

Fig 7.2 Loan Deduction Statement

### 7.3 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 WISHWAKARMA	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 7.3 Loan Entry Details



## 7.4 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
		<b>5,000.00</b>				<b>1,000.00</b>	

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

## 7.4 Advance Entry Details

## 7.5 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%

## 7.5 Advance Deduction Statement

## 7.6 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 7.6 Advance Entry Details

## 7.7 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 7.7 Advance loan deduction summery

## 7.8 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 7.8 Cash Adjustment details

## 8 Arrear and Bonus Reports

### 8.1 Arrear Slip

DEMO						
Arrear Slip Paid in the Month of February 2007						
Name : ABCDE		Dept. ADMINSTRATION		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	Other Allow		E.S.I. 0.00		
H.R.A. 2,000.00	H.R.A. 2,000.00			P.F. 600.00		Gross Pay
DA 2,000.00	DA 2,000.00			VPF 500.00		<b>10,000.00</b>
Conv. 1,000.00	Conv. 1,000.00					Deduction
						<b>1,100.00</b>
Days Payable 31.00						Net Pay
						<b>8,900.00</b>
For Month						
01/01/2007						

Fig 8.1 Arrear Slip

## 8.2 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	ES.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				
Total Rate <b>565.00</b>			0.00	Deduction <b>69.00</b>			
Days Payable 25.00			0.00				
Payable Month May/2009			Gross Earning : <b>985.00</b>				

## 8.2 Arrear Summary Slip

## 8.3 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.	PF NO.		HRA	HRA	Other(E4-E10)	VPF	
			Conv.	Conv.	Earnings	Prof Tax.	
			Med.	Med.	Gross Pay		
1	VIJAY SINGH MAHABIR SINGH Welder PRODUCTION 8869402   UP/40263 12	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	<b>916.00</b>
2	SONIT KUMAR JANARDAN DAS Fitter PRODUCTION 8869403   UP/40263 13	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	<b>1,543.00</b>
				<b>1,681.00</b>		<b>138.00</b>	

## 8.3 Arrear Summary Register

## 8.4 Arrear Summary Statement

PAYMENT OF BONUS RULES 1975  
FORM C [RULE 4(C)]  
Arrear Bonus Payment Register for tht 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
<b>Total</b>											

## 8.4 Arrear Summary Statement

## 8.5 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	<b>10,000.00</b>	0.00 600.00 500.00	<b>1,100.00</b>	<b>8,900.00</b>	
					<b>10,000.00</b>		<b>1,100.00</b>	<b>8,900.00</b>	

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

## 8.5 Arrear Register

Fig 6.2 Arrear Register



## 8.6 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	BOGENDER 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.KURBAN	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	
			<b>Grand Total</b>	Days						309.50	79.50		389.00	2,079
				Wages						59,925	59,925		119,850	
				W 4 B						24,959			24,959	

Fig 8.6 Bonus Statement

## 8.7 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	
<b>Total</b>				<b>119,850.00</b>		<b>24,960.00</b>	<b>2,079.00</b>	

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

Fig 8.7 Bonus Payment form

## 8.8 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		Bunus Amount
			From	To	
YIINT001	ABCDE	MANAGING DIRECTX	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		Bunus 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 8.8 Bonus Payment Slip



## 9.2 Employee Wise CTC

(Gold)

Sl. No.		EMPLOYEE DETAILS		EARNINGS	
Page No. 1 DEMO Cost to Company (Employee Wise)					
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 9.2 Employee Wise CTC

### 9.3 Company Wise CTC

(Gold)

The screenshot shows a software window titled "Cost to Company (Company Wise)" with a table containing the following data:

Page No.	Cost to Company (Company Wise)									
	Basic	DA	HRA			Other Earnings	ESI	PF	Monthly CTC	Yearly CTC
DEMO										
Sub. Total	188,350.00	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	188,350.00	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 9.3 Company Wise CTC

## 9.4 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
PATTERN 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	1,330.00	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
ADMINISTRATION										
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
<b>Total</b>	<b>188,550.00</b>	<b>0.00</b>	<b>18,600.00</b>	<b>2,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,690.00</b>	<b>14,478.00</b>	<b>228,218.00</b>	<b>2,738,616.00</b>

Fig 9.4 Department Wise CTC

## 9.5 Reimbursement Statement

(Gold)

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: RAGNI 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: MERCHANDISER Department: MERCHANDISING ESI NO. PF NO. 0 Bank A/c No		Total 0.00
4	Paycode: YINT004 Name: SANJEEV KUMAR F. Name: Designation: PATTERN MASTER Department: PATTERN MAKING ESI NO. PF NO. 0 Bank A/c No		Total 0.00

Fig 9.5 Reimbursement Statement

## 9.6 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	D O J D O B	Designation	TDS Rate	TDS Amount
007	MANIK RAUTHAN 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	31/03/2007 09/11/1972	Manager	1,000.00	1,000.00
044	FRAKASH 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

9.6 TDS Report



## 9.7 Employee Yearly Salary Structure

It's comes in excel format.

## 9.8 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.)

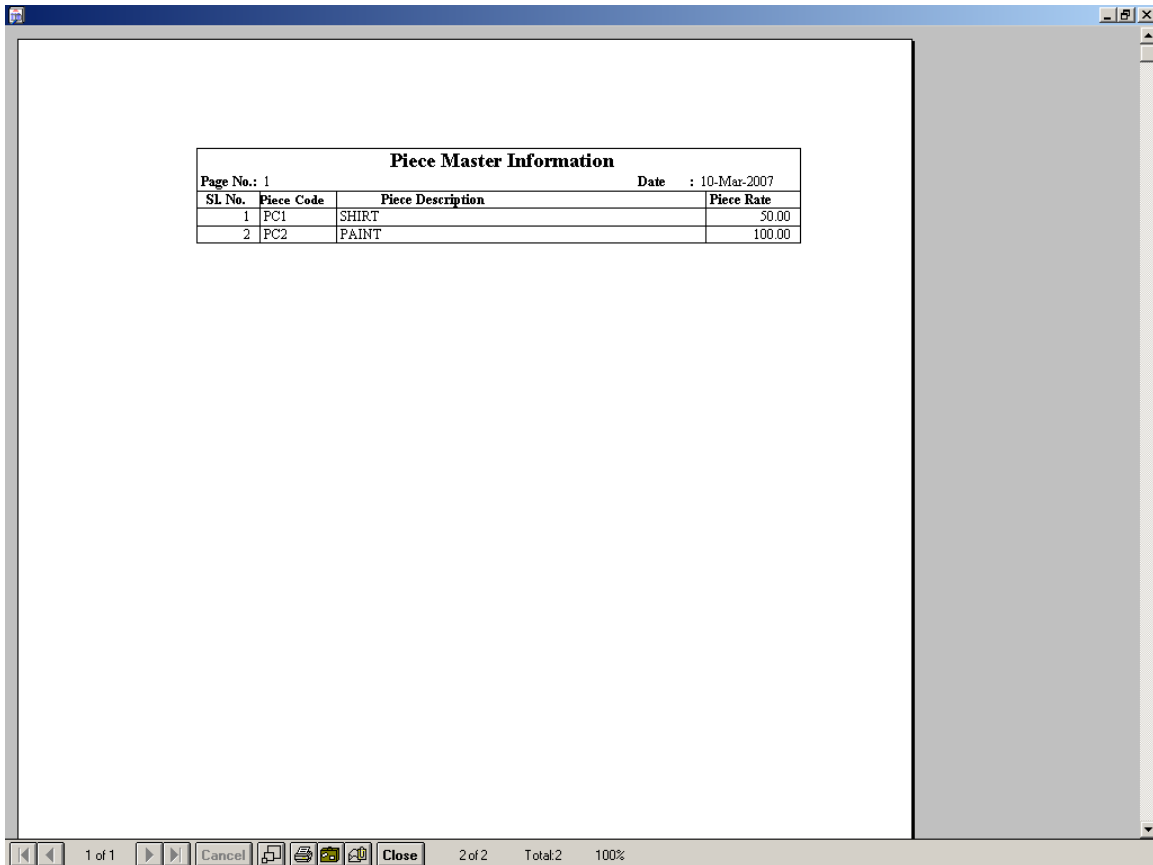
S.No	Name of the Employee	Father's / Husband's Name	Date of Joining	Leaving Date	Period to Which Pertains	Establishment Share	Employee Share	Total Amount
1	PARSHOTAM SINGH Dy. Supervisor	AMIN CHAND	10/03/2006		May/200 to May/2009	0.00	0.00	0.00
2	MANIK RAUTHAN Manager	JAGMOHAN SINGH	10/10/2006		May/200 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 Grinderman	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

## 9.8 Welfare fund

## 10 Piece Information

### 10.1 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 10.1 Piece Master Information

## 10.2 Employee Wise Piece Details

(Gold)

Piece Details from February 2007 To February 2007							
Page No.:1							
Sl. No.	Paycode	Name of Employee	Type of Piece	Date	No. Piece	Rate of Piece	Amount
1	MINT010	PRAMOD KUMAR	SHIRT	02/02/2007	10.00	50.00	500.00
2	MINT011	JOENDER SINGH	PAINT		10.00	100.00	1,000.00

Fig 10.2 Employee Wise Piece Details

## 11 Statements

### 11.1 Over Time Statement

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

Srt. 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	
<b>TOTAL</b>					<b>454.00</b>	

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

Fig 11.1 Over Time Statement

## 11.2 Group Gratuity Scheme

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

**LIST OF EMPLOYEE WITH SALARY AS ON 31/01/2007**  
Group Gratuity Scheme Deptt  
Master Policy No. GGCA4872

LCID	Name	B Salary	Date OF Birth	Date OF Join	Category	Employee Code No.	Remark
001095	SH. MUKESH SHARMA	2,160.00	10/01/1959	13/03/1985	1	1	
001095	PRADIEP KUMAR	2,000.00	16/04/1962	01/06/1983	1	1	
001091	SH. DILEEP SINGH SHEKHA WAT	2,475.00	01/01/1962	04/09/1982	1	51	
001051	SH. PRATAP SINGH	4,219.00	01/01/1930	01/10/1982	1	52	
001032	SH. NATHU RAM	4,672.00	01/02/1930	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. SUBHASH 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. HARAYAN	5,340.00	01/03/1959	07/05/1983	1	61	
001061	SH. NARESH KUMAR	5,154.00	09/03/1958	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. RADHEY SHYAM II	5,168.00	03/07/1959	01/08/1987	1	68	
001068	SH. OM PRAKASH II	4,713.00	14/04/1930	03/12/1985	1	69	
001069	SH. DAYA RAM	4,828.00	01/03/1965	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	01/03/1959	01/03/1987	1	73	
001073	SH. CHHAL BIHARI 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	4,773.00	01/07/1963	01/04/1987	1	76	
001076	SH. RADHEY SHYAM I	4,953.00	20/12/1954	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	01/01/1956	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 11.2 Group Gratuity Scheme

### 11.3 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 AS ON 31/01/2007**  
**Pension and Group Scheme Deptt**  
**Master Policy No. GUEBIA47296**

Srl. 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	PRADHEEP 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 BHARJI SIMOH	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	7,546.00	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 11.3 Pension and Group Scheme

## 11.4 Leave Enhancement Scheme

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. NIKESH SHARMA	0.00	0.00	12/2006
2	0002	SH. H.N. BHANDALWAL		4,657.00	12/2006
3	0003	SH. DILEEP SINGH SHEKHAWAT		0.00	12/2006

Fig 11.4 Leave Enhancement Scheme

## 11.5 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. BHANDALWAL	01/05/1992	15.00	60456.00
3	0003	SH. DILEEP SINGH SHEKHAWAT	04/09/1982	24.00	103500.00
4	0004	SH. M. C. BARAKOTI	11/05/1989	17.00	73636.00
5	0005	MS. POORNIMA. MATHEW	01/08/1987	20.00	77669.00
6	0006	SH. RAJENDER KUMAR	01/03/1993	13.00	52712.00
7	0007	SH. HANCOVIND SINGH	01/20/1993	13.00	53330.00
8	0008	SH. VINOD KUMAR KATDIYAR	01/11/1995	11.00	30360.00
9	0009	SH. NATEU RAM	01/04/1984	23.00	88905.00
10	0010	SH. JADESH SINGH	01/02/1987	20.00	53146.00
11	0011	SH. MAHESH SINGH	01/05/1996	10.00	24427.00
12	0012	SH. RAJ EUMAR	01/05/1985	21.00	68040.00
13	0013	MS. BEKHA ABORA	01/12/1999	7.00	16982.00
14	0020	SH. RAJPAL SINGH	13/03/1980	24.00	74935.00
15	0021	PRADDEEP KUMAR	01/05/1983	23.00	68439.00
16	0022	SH. SUBHASH CHAND	01/05/1985	21.00	62035.00
17	0023	SH. OM PRAKASH I	01/01/1985	21.00	61982.00
18	0024	SH. SATYA PAL SINGH	01/05/1986	20.00	58754.00
19	0025	SH. RADHEY SHYAM I	18/09/1985	21.00	59559.00
20	0026	SH. RADHEY SHYAM II	01/02/1987	19.00	56344.00
21	0027	SH. DAYA RAM	11/07/1986	20.00	56088.00
22	0028	SH. J. P. NARAYAN	07/05/1983	23.00	68159.00
23	0029	SH. NARESH KUMAR	07/11/1983	23.00	68899.00
24	0030	SH. DILEEP KUMAR DAS	17/08/1987	19.00	50970.00
25	0031	SH. CHANDER SHEKHAR	02/09/1987	19.00	56682.00
26	0032	SH. SANT RAM	01/09/1987	19.00	56344.00
27	0033	SH. DHYAN SINGH	03/10/1985	21.00	63267.00
28	0034	SH. RAMESHWAR	01/03/1987	19.00	57121.00
29	0035	SH. RAMESH CHAND	01/07/1986	20.00	53377.00
30	0036	SH. OM PRAKASH II	03/12/1985	21.00	56652.00
31	0037	SH. SATISH CHAND	17/07/1986	20.00	54012.00
32	0038	SH. OTIHAL DHIADE SINGH I	01/02/1987	19.00	50810.00
33	0039	SH. SAHIBHUSSAIN	01/03/1987	19.00	52846.00
34	0040	SH. DWARAKA SINGH	01/04/1987	19.00	51914.00
35	0041	SH. RAJENDRE II	01/06/1987	19.00	51366.00

Fig 11.5 Gratuity Statement



## 11.6 Full and Final

(Gold, Silver)

Full and Final Statement	
Page No.:	1
Date	: 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
Leave Encashment	0.00
Gratuity	0.00
Reimbursement	0.00
<b>Total</b>	<b>0.00</b>
Advance	0.00
Loan	0.00
<b>Net</b>	<b>0.00</b>

Fig 11.6 Full and Final