



REPORT SET

WEB BASED PAYROLL SOFTWARE

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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.

- **Salary Slip:**

ATTENDANCE DETAIL		LEAVE DETAIL		Total Paid Day
Working Days	31	EL	0	
Weekly off./Holidays	4/0	CL	0	31
		Other Leave	0	

SALARY DETAILS				
SALARY COMPONENTS	RATE (in Rs.)	EARNING (in Rs)	AREAR (in Rs)	DEDUCTION (in Rs)
basic	11000	11000	0.00	PF(Employee) 01
HRA	5000	5000	0	ESIC(Employee) 0.00
COMPOSITE ALL	0	0	01	TDS 01
CONV	3000	3000	0.00	Advance 01
MEDICAL	4000	4000	0.00	
SPL.ALLO				
LTA				
FUEL				
WASH ALL				
INCENTIVE				
TOTAL				TOTAL DEDUCTION

Net salary payable(in Rs.)	14583
Net salary payable(in Words.)	
Mode of Payment	Transfer to Banck Ac
Bank Name	fsfsfs
Bank Ac No.	ASSD

This being a computer generate statement , does not requiered any signature or stamp

- Salary Register:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD		
Salary Register for Jan-2019																															
17/06/2019 10:46:29																															
S.No.	PayCode	Employee Name	Date of Join	VPRE	VABS	VHLD	VWO	VSL	VCL	VPL	VTH	VLEA	VTDAY	STD BASIC	VDA_RATE	VMED_R	VCONV_R	VHRA_R	Special	VI_2	VI_3	VI_4	VI_5	TOTAL_EA	Earn Basic	Earn HRA	Earn Med	Earn DA	Earn Conv		
1	A001	*Santosh Kumar Srivast	01/01/2018	20.00	0.00	1.00	5.00	3.00	2.00	1.00		5.00	31.00	9000.00	2000.00	4000.00	3000.00	4000.00	0.00	0.00	0.00	0.00	0.00	22000.00	9000.00	4000.00	4000.00	2000.00	3000.00		
2	A002	*Mukesh Sharma	01/01/2018	27.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	9000.00	6000.00	4000.00	3000.00	4000.00	0.00	0.00	0.00	0.00	0.00	26000.00	9000.00	4000.00	4000.00	6000.00	3000.00		
3	A003	*Deepak Kumar	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	9000.00	4000.00	3000.00	3000.00	0.00	0.00	0.00	0.00	0.00	30000.00	1419.00	3000.00	4000.00	9000.00	3000.00		
4	A004	*Aman Senger	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	9000.00	5000.00	9000.00	16000.00	0.00	0.00	0.00	0.00	0.00	50000.00	11000.00	16000.00	5000.00	9000.00	9000.00		
5	A005	*Ravi Shankar	01/01/2017	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	21000.00	9000.00	3000.00	4000.00	2000.00	3000.00		
6	AD001	*Ravi AD001	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
7	AD002	*Ravi AD002	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
8	AD003	*Ravi AD003	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
9	AD004	*Ravi AD004	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
10	AD005	*Ravi AD005	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
11	ARR01	*Ravi Arrear 1	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
12	ARR02	*Ravi Arrear 2	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
13	ARR03	*Ravi Arrear03	01/01/2018	1.00	26.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	5.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
14	ARR04	*Ravi Arrear 4	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
15	ARR05	*Ravi Arrear 5	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
16	ARR06	*Ravi Arrear 6	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
17	ARR07	*Ravi Arrear07	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
18	ARR08	*Ravi Arrear 8	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
19	ARR09	*Ravi Arrear 9	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	3000.00	5000.00	4000.00	6000.00	0.00	0.00	0.00	0.00	0.00	29000.00	11000.00	6000.00	5000.00	3000.00	4000.00		
20	ARR10	*Ravi Arrear 10	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	10000.00	3000.00	5000.00	4000.00	6000.00	0.00	0.00	0.00	0.00	0.00	28000.00	10000.00	6000.00	5000.00	3000.00	4000.00		
21	ARR11	*Ravi Arrear 10	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	3000.00	5000.00	4000.00	6000.00	0.00	0.00	0.00	0.00	0.00	29000.00	11000.00	6000.00	5000.00	3000.00	4000.00		
22	ARR12	*Ravi ARREAR12	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	3000.00	5000.00	4000.00	6000.00	0.00	0.00	0.00	0.00	0.00	29000.00	11000.00	6000.00	5000.00	3000.00	4000.00		
23	ARR13	*Ravi ARREAR 13	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
24	ARR14	*Ravi ARREAR14	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
25	ARR15	*Ravi ARR15	01/01/2018	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	9000.00	2000.00	4000.00	3000.00	5000.00	0.00	0.00	0.00	0.00	0.00	23000.00	9000.00	5000.00	4000.00	2000.00	3000.00		
26	B001	*Ravi Bouns Case 1	01/01/2017	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	2000.00	1000.00	0.00	1000.00	0.00	0.00	0.00	0.00	0.00	4000.00	2000.00	0.00	0.00	1000.00	1000.00			
27	B002	*Ravi Bouns Case 2	01/01/2017	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	7000.00	6000.00	1000.00	1000.00	1000.00	0.00	0.00	0.00	0.00	0.00	16000.00	7000.00	1000.00	1000.00	6000.00	1000.00		
28	B003	*Ravi Bouns Case 3	01/01/2017	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	11000.00	2000.00	5000.00	4000.00	9000.00	0.00	0.00	0.00	0.00	0.00	31000.00	11000.00	9000.00	5000.00	2000.00	4000.00		
29	CTC007	*Ravi CTC TEST	01/01/2019	5.00	22.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	9.00	9000.00	4000.00	3000.00	2000.00	1000.00	0.00	0.00	0.00	0.00	0.00	19000.00	2613.00	290.00	5000.00	1161.00	581.00		
30	FF001	*Ravi Full & final	01/01/2018	27.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	9000.00	2000.00	2000.00	1000.00	4000.00	0.00	0.00	0.00	0.00	0.00	18000.00	9000.00	4000.00	2000.00	2000.00	1000.00		
31	FF002	*Ravi Full & Final Case 2	01/01/2018	27.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	9000.00	2000.00	2000.00	1000.00	4000.00	0.00	0.00	0.00	0.00	0.00	18000.00	9000.00	4000.00	2000.00	2000.00	1000.00		
32	FF003	*Ravi Full & final	01/01/2018	27.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	9000.00	2000.00	2000.00	1000.00	4000.00	0.00	0.00	0.00	0.00	0.00	18000.00	9000.00	4000.00	2000.00	2000.00	1000.00		

- Yearly Salary Detail:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Yearly Salary Details for Jan-2019													
17/06/2019 10:47:31													
S.No.	PayCode	EMPTYPE	MON_YEAR	Employee Name	DOB	Date of Join	Company Name	Department Name	Location Name	Category Name	STD BASIC	VDA_RATE	VMED_R
1	A001		Jan 2019	Santosh Kumar Srivast	09/02/1972	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*Security Guard	*9000.00	2000.00	4000.00
2	A001		Feb 2019	Santosh Kumar Srivast	09/02/1972	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*Security Guard	*9000.00	2000.00	4000.00
3	A002		Jan 2019	Mukesh Sharma	05/02/1986	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*Commando / Vigilance	*9000.00	6000.00	4000.00
4	A002		Feb 2019	Mukesh Sharma	05/02/1986	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*Commando / Vigilance	*9000.00	6000.00	4000.00
5	A003		Jan 2019	Deepak Kumar	13/02/1991	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*PSO / PSG	*11000.00	9000.00	4000.00
6	A003		Jan 2019	Deepak Kumar	13/02/1991	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*PSO / PSG	*11000.00	9000.00	4000.00
7	A004		Jan 2019	Aman Senger	07/03/1973	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*SECURITY SUPERVISOR	*11000.00	9000.00	5000.00
8	A004		Jan 2019	Aman Senger	07/03/1973	01/01/2018	MOHAN MEAKIN LIMITED MOHAN NAGAR	*BREWERY WASHING*	TIME OFFICE MML	*SECURITY SUPERVISOR	*11000.00	9000.00	5000.00
9	A005		Jan 2019	Ravi Shankar	12/03/1974								

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.

- **Form 5:**

FORM NO 5.

(Paragraph 36(2)a) & (b))

Details of Employee qualifying for membership of the foun for the first time during the month of Employee:01-Jan-2018 TO 31-Jan-2018

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		Mukesh Sharma		M	05 Feb 1986	01 Jan 2018	1 Years 5 Months	
2		Deepak Kumar		M	13 Feb 1991	01 Jan 2018	1 Years 5 Months	
3		Aman Senger		M	07 Mar 1973	01 Jan 2018	1 Years 5 Months	
4		RAvi AD001		M	13 Mar 1973	01 Jan 2018	1 Years 5 Months	
5		Ravi AD002		M	17 Mar 1970	01 Jan 2018	1 Years 5 Months	
6		Ravi AD003		M	07 Mar 1979	01 Jan 2018	1 Years 5 Months	

- **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	

- **PF Statement:**

Page No. 1		PF Statement For the Month of Apr-2019								
		Date:13/09/2019 1:58:47 PM								
Serial No.	Paycode	Name Of the Employee	DOJ/DOB	UAN	Earning	Employee.		Employer.		
						PF.	VPF.	PF.	FPF.	VEPF.
1	ARR10	Ravi Arrear 10	01/01/2018 10/03/1982		0.00	0.00	0.00	0.00	0.00	0.00
2	PFMA01	Ravi Mutiple Mon Arrear	01/01/2018 20/04/1976		10633.00	1276.00	1276.00	1276.00	885.00	391.00
Total.					10633.00	1276.00	1276.00	1276.00	885.00	391.00

- **PF in Text:**

#~#0#~#RAVI MUTIPLEMON ARREAR#~#10633#~#23200#~#10633#~#1276#~#1276#~#391#~#391#~#885#~#885#~#1#~#0

● 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 2018 to Mar 2019

1. Account No :-
2. Name/Surname:- Santosh Kumar Srivastav
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):- 4000.00

3

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		
Jan 2019	11000.00	1320.00	404.00	916.00	1320.00	0	0	
Feb 2019	11000.00	1320.00	404.00	916.00	1320.00	0	0	
Total	22000.00	2640.00	2640.00	1832.00	2640.00			

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 5280 has already been remitted in full in EPF A/c No.1 and pension Fund A/c No.10 (Vide note below).

D) 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 rule i.e 0.50 or more to be counted as next rupee and less than 0.50 to be ignored.

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.

- **ESI Statement:**

ESI Statement For the Month of : Jan 2019										
Page No :1										
Date:17/06/2019 10:01:52 AM										
Sr.No	PayCode	UAN NO	Employee Name Father/Husband Name	Date Of Birth	ESI No.	Day	Earning On Which ESI Deducted	ESI Employee Contribution	ESI Employer Contribution	Total Contribution
1	A005		Ravi Shankar	01/01/2017 12/03/1974		31.00	21000.00	368.00	998.00	1366.00
2	ARR11		Ravi Arrear 10	01/01/2018 04/03/1975		31.00	29000.00	508.00	1378.00	1886.00
3	B001		RAVI Bouns Case 1	01/01/2017 15/03/1971		31.00	4000.00	70.00	190.00	260.00
4	B002		Ravi Bouns Case 2	01/01/2017 17/03/1980		31.00	16000.00	280.00	760.00	1040.00
5	CTC001		Ravi CTC TEST	01/01/2019 11/04/1973		9.00	5516.00	97.00	263.00	360.00
6	FF001		Ravi Full & final	01/01/2018 14/04/1982		31.00	18000.00	315.00	855.00	1170.00
7	FF002		Ravi Full & Final Case 2	01/01/2018 18/04/1973		31.00	18000.00	315.00	855.00	1170.00
8	FF003		Ravi Full & final	01/01/2018 12/04/1983		31.00	18000.00	315.00	855.00	1170.00

- ESI Challan:

	A	B	C	D	E	F	G	H
1	SR.No.	Insurance Number	Insured Person	Paid/payable	Monthly Wages	Contribution	Working Days	Working Day
3	1		<u>Santosh Kumar Srivastav</u>	28.00	0	0.00	DDD	25 Mar 2019
4	2		<u>Mukesh Sharma</u>	28.00	0	0.00		
5	3		<u>Ravi Arrear 10</u>	0.00	0	0.00		
6	4		<u>RAVI Bouns Case 1</u>	28.00	4000	70.00		
7	5		<u>Ravi Full & final</u>	28.00	18000	315.00		30 Apr 2019
8	6		<u>Ravi Full & Final Case 2</u>	28.00	18000	315.00		
9	7		<u>Ravi Full & final</u>	28.00	18000	315.00		
10	8		<u>Ravi Ful & Final Case 2</u>	28.00	18000	315.00		
11	9		<u>Ravi Shankar</u>	28.00	0	0.00		
12	10		<u>Ravi Shankar</u>	28.00	23226	406.00		
13	11		<u>Ravi shankar</u>	28.00	21000	368.00		
14	12		<u>Ravi Shankar</u>	28.00	38322	671.00		
15	13		<u>Ravi Mutiple Mon Arrear</u>	28.00	24000	420.00		
16	14		<u>Ravi TT1</u>	22.00	14143	248.00		
17	15		<u>Ravi PT2</u>	22.00	20428	358.00		
18	16		<u>Ravi PT3</u>	22.00	21000	368.00		
19	17		<u>Ravi Shankar</u>	22.00	9429	166.00		
20								

	A	B	C	D	E	F	G	H
1	SR.No.	Insurance Number	Insured Person	Paid/payable	Monthly Wages	Contribution	Zero Working Days	Working Day
3	1		<u>Santosh Kumar Srivastav</u>	31.00	0	0.00	DDD	25 Mar 2019
4	2		<u>Mukesh Sharma</u>	31.00	0	0.00		
5	3		<u>Deepak Kumar</u>	4.00	0	0.00		
6	4		<u>Aman Senger</u>	31.00	0	0.00		
7	5		<u>Ravi Shankar</u>	31.00	21000	368.00		
8	6		<u>RAvi AD001</u>	31.00	0	0.00		
9	7		<u>Ravi AD002</u>	31.00	0	0.00		
10	8		<u>Ravi AD003</u>	31.00	0	0.00		
11	9		<u>RAvi AD004</u>	31.00	0	0.00		
12	10		<u>Ravi AD005</u>	31.00	0	0.00		
13	11		<u>Ravi Arrear 1</u>	31.00	0	0.00		
14	12		<u>Ravi Arrear 2</u>	31.00	0	0.00		
15	13		<u>Ravi Arrear03</u>	31.00	0	0.00		
16	14		<u>Ravi Arrear 4</u>	31.00	0	0.00		
17	15		<u>Ravi Arrear 5</u>	31.00	0	0.00		
18	16		<u>RAVI Arrear 6</u>	31.00	0	0.00		
19	17		<u>RAvi Arrear07</u>	31.00	0	0.00		
20	18		<u>Ravi Arrear 8</u>	31.00	0	0.00		
21	19		<u>Ravi Arrear 9</u>	31.00	0	0.00		
22	20		<u>Ravi Arrear 10</u>	31.00	0	0.00		
23	21		<u>Ravi Arrear 10</u>	31.00	29000	508.00		
24	22		<u>RAVI ARREAR12</u>	31.00	0	0.00		
25	23		<u>RAVI ARREAR 13</u>	31.00	0	0.00		
26	24		<u>RAVI ARREAR14</u>	31.00	0	0.00		
27	25		<u>RAVI ARR15</u>	31.00	0	0.00		
28	26		<u>RAVI Bouns Case 1</u>	31.00	4000	70.00		
29	27		<u>Ravi Bouns Case 2</u>	31.00	16000	280.00		

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

- Loan and Advance Adjustments:**

Case Loan Adjustment Details from : Jan 2019 To Jan 2019

Page No. 1									
Date: 17/06/2019									
Serial No.	Paycode	Name Of the Employee	TYPE	Sanction Month	Transaction Month	Total Amount	INST AMT	Ded From Salary	Cash Return
1	FF001	Ravi Full & final	Advance	04 May 2019	01 Jan 2019	6000.00	1250.00	Y	0.00
2	FF002	Ravi Full & Final Case 2	PersonalLoan	17 Apr 2019	01 Jan 2019	5000.00	1000.00	Y	0.00

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

- Bonus Statement:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<u>BonusStatement</u>															
2																
3								Bonus			Wages	Maximum				
4	S.No.	Paycode	Name	Compnay	Department	Category	Location	Year	Bonus From	Bonus To	Limit	Bonus Limit	Rate	Pay in Month	Paid Days	Wages
5	1	B001	Ravi Bouns Ca	MOHAN GRAM	BREWERY WASHING	ADM TRAINEE	TIME OFFICE MML	2017	01 Apr 2017	31 Mar 2018	7000.00	15000.00	8.33	01 Apr 2018	30.00	7000.00
6	1	B002	Ravi Bouns Ca	MOHAN GRAM	BREWERY WASHING	ADM TRAINEE	TIME OFFICE MML	2017	01 Apr 2017	31 Mar 2018	7000.00	15000.00	30.00	01 Apr 2018	30.00	16000.00
7	1	B003	Ravi Bouns ca	MOHAN GRAM	BREWERY WASHING	ADM TRAINEE	TIME OFFICE MML	2017	01 Apr 2017	31 Mar 2018	7000.00	15000.00	30.00	01 Apr 2018	30.00	31000.00
8	1	B004	Ravi Bouns Ca	MOHAN GRAM	BREWERY WASHING	ADM TRAINEE	TIME OFFICE MML	2017	01 Apr 2017	31 Mar 2018	7000.00	15000.00	30.00	01 Apr 2018	30.00	27000.00

- Bonus Form C:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1																		
2																		
3																		
4																		
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29																		

- Bonus Payment Form:

MOHAN GRAM
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date: 17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Amount
				From	To	
4	B003	Ravi Bouns case 3	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	21183.00

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

MOHAN GRAM
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date: 17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Amount
				From	To	
5	B004	Ravi Bouns Case 4	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	13750.00

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

MOHAN GRAM
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date: 17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Amount
				From	To	
6	PA001	Ravi Case 1	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	3664.00

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

- **Bonus Payment Slip:**

MOHAN MEAKIN LIMITED MOHAN NAGAR
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date:17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Ammount
				From	To	
1	A001	Santosh Kumar Srivastav	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	3747.00
			(Sign. of Employee)	(Issued by)		(Paid By)

MOHAN GRAM
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date:17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Ammount
				From	To	
2	B001	RAVI Bouns Case 1	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	2859.00
			(Sign. of Employee)	(Issued by)		(Paid By)

MOHAN GRAM
BOUNS PAYMENT SLIPS
Bouns Payment Slips from : Apr 2017 To Mar 2018

Date:17/06/2019 10:29:36 AM

Sr.No	Paycode	Employee Name	Designation	Period		Bouns Ammount
				From	To	
3	B002	Ravi Bouns Case 2	ADD. SEC CUM VICE PRESIDENT FINANCE	01 Apr 2017	31 Mar 2018	7845.00
			(Sign. of Employee)	(Issued by)		(Paid By)

Master Report: it contains all the reports for Cost to Company (CTC) and welfare monthly reports.

- Employee Monthly CTC:**

Employee MONTHLY CTC FORM :Jan2019 To Jan2019																		
Page No. :1																		
Date : 17/06/2019 10:31:23 AM																		
Serial No.	Paycode	Name Of the Employee	Father Name	Designation	DEPARTEMENT	ESINO	PFNO	BANK ACCOUNT	BASIC	DA	HRA	Company ESI	Company PF	Company LWF	OTHER ALLOW	ESI ALLOW	PF	MONTHLY CTC
1	A001	Santosh Kumar Srivastav		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				9000	2000.00	4000.00	0.00	0.00	0.00	0	Y	1320	23320.00
2	A002	Mukesh Sharma		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				9000	6000.00	4000.00	0.00	0.00	0.00	0	Y	1800	27800.00
3	A003	Deepak Kumar		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				11000	9000.00	3000.00	0.00	1800.00	0.00	0	Y	1800	31800.00
4	A004	Aman Senger		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				11000	9000.00	16000.00	0.00	0.00	0.00	0	Y	1800	51800.00
5	A005	Ravi Shankar		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				9000	2000.00	3000.00	0.00	0.00	0.00	0	Y	1320	23318.00

- Employee Yearly CTC:**

Employee YEARLY CTC FORM :Jan2019 To Jan2019																		
Page No. 1																		
Date 17/06/2019 10:32:26 AM																		
Serial No.	Paycode	Name Of the Employee	Father Name	Designation	DEPARTEMENT	ESINO	PFNO	BANK ACCOUNT	BASIC	DA	HRA	Company ESI	Company PF	Company LWF	OTHER ALLOW	ESI ALLOW	PF	YEARLY CTC
1	A001	Santosh Kumar Srivastav		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				108000	24000.00	48000.00	0.00	0.00	0.00	0	Y	15840	279840.00
2	A002	Mukesh Sharma		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				108000	72000.00	48000.00	0.00	0.00	0.00	0	Y	21600	333600.00
3	A003	Deepak Kumar		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				132000	108000.00	36000.00	0.00	21600.00	0.00	0	Y	21600	381600.00
4	A004	Aman Senger		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				132000	108000.00	192000.00	0.00	0.00	0.00	0	Y	21600	621600.00
5	A005	Ravi Shankar		ADD. SEC CUM VICE PRESIDENT FINANCE	BREWERY WASHING				108000	24000.00	36000.00	0.00	0.00	0.00	0	Y	15840	279816.00

Statement Report: reports like hold salary statement, overtime statements and leave encashment.

- Hold Salary Statement:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	
1	Hold Salary Statement for Jan-2019																											
2	17/06/2019 10:38:46																											
3	S.No.	PayCod	Employee Nam	Date of Join	VPRE	VABS	VHLD	VWO	VSL	VCL	VPL_E	VOTHER	VLEAVE	VTDAY	STD_BAS	VDA_RATE	VMED_RA	VCONV_R	VHRA_RA	Special All	VI_2	VI_3	VI_4	VI_5	TOTAL_EA	Earn Bas	Eran HR	
4	1	A002	Mukesh Sharm	01/01/2018	27.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	31.00	9000.00	6000.00	4000.00	3000.00	4000.00	0.00	0.00	0.00	0.00	0.00	26000.00	9000.00	###	
5	2	B002	Ravi Bouns Cas	01/01/2017	0.00	27.00	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	7000.00	6000.00	1000.00	1000.00	1000.00	0.00	0.00	0.00	0.00	0.00	16000.00	7000.00	###	
6					27	27	0	8	0	0	0	0	0	35	16000	12000	5000	4000	5000	0	0	0	0	0	42000.00	16000	5000	
7																												
8																												
9	Earn	Earn DA	Earn Conveyanc	Special Allow	VI_2	VI_3	VI_4	VI_5	TOTAL	VPF	VESI	VD_1_A	VD_2_A	VD_3_A	VD_4_A	TOTAL_DE	NET_PAY	SALARY_WORDS										
10	###	###	3000.00	0.00	0.00	0.00	0.00	0.00	###	###	0.00	0.00	0.00	0.00	0.00	3600.00	22400.00	Twenty-Two Thousand Four Hundred										
11	###	###	1000.00	0.00	0.00	0.00	0.00	0.00	###	###	0.00	0.00	0.00	0.00	0.00	3400.00	12600.00	Twelve Thousand Six Hundred										
12	5000	12000	4000	0	0	0	0	0	4200	3360	280	0	0	0	0	7000.00	35000.00											

- Overtime Statement:**

OT STATEMENT FROM : Jan 2019 To Jan 2019						
Sr.No	Paycode	Employees Name	Basic	OT.Hrs.	Ot.Amount	Signature
DATE:-17/06/2019						
1	A001	Santosh Kumar Srivastav	9000.00	0	0	
2	A002	Mukesh Sharma	9000.00	26	0	
3	A003	Deepak Kumar	11000.00	0	0	
4	A004	Aman Senger	11000.00	0	0	
5	A005	Ravi Shankar	9000.00	0	0	
6	AD001	RAVI AD001	9000.00	0	0	

- **Leave Encashment Statement:**

Leave Encashment Statement For Accounting 2019 TO 2019

Sr.No	Paycode	Employees Name	No Of Leave	Ammount	Payble Month
DATE:17/06/2019					
1	FF001	Ravi Full & final	5.00	2885.00	02/2019
2	FF001	Ravi Full & final	13.00	2885.00	02/2019
3	FF002	Ravi Full & Final Case 2	6.00	3462.00	03/2019

Full & Final Report (F&F): the full and final settlement slip and report of an employee who is leaving the office.

- **Settlement Slip:**

STARLINK COMMUNICATION PVT. LTD.

D 88/4, OKHLA 1

SETTLEMENT SLIP

Emp Code	Emp Name	Department	Designation	DOJ	Gender	DOS	DOL	Settlement Date	Paid Days	Leave Encash Days	NoticeDays
FF001	Ravi Full & final	BREWERY WASHING	ADD. SEC CUM VICE PRESIDENT FINANCE	01-Jan-2018	M	22-Jun-2019	30-Apr-2019	22-Jun-2019	0	13.00	30

Dear Kamal ,
Please find below the details of your final settlement dues pertaining to your last working day dated i.e 22-Jun-2019

A) Amount Due to Employee	Pay Components	Total Amount
	Basic	9000.00
	HRA	4000.00
	DA	2000.00
	COVS	1000.00
	MEDICAL	2000.00
	OtherAll	0.00
	Total	18000.00

Deductions

- **Settlement Report:**

SETTLEMENT REPORT

Employee Code	FF001	Date of Joining	01-Jan-2018
Employee Name	Ravi Full & final	Date of Leaving	30-Apr-2019
Designation	ADD. SEC CUM VICE PRESIDENT FINANCE	Date of Separation	22-Jun-2019
Department	BREWERY WASHING	Leaving Reason	

Payable Month(s)	Jan 19	Paid Days	31
	Feb 19	Paid Days	28
	Mar 19	Paid Days	60

Salary Particulars	ACTUALS	Jan-19	Feb-19	Mar-19	TOTAL
Basic	9000.00	9000.00	9000.00	9000.00	27000.00
HRA	4000.00	4000.00	4000.00	4000.00	12000.00
DA	2000.00	2000.00	2000.00	2000.00	6000.00
CONV	1000.00	1000.00	1000.00	1000.00	3000.00
MEDCAL	2000.00	2000.00	2000.00	2000.00	6000.00
OTHERALL	0.00	0.00	0.00	0.00	0.00
Total Earning	18000.00	18000.00	18000.00	18000.00	54000.00
Deductions					
Total Deduction		4415.00	3165.00	3165.00	10745.00
Net Payable		13585.00	14835.00	14835.00	43255.00
Paid Days		31.00	28.00	31.00	90.00

Amount in words: Forty-Three Thousand Two Hundred Fifty-Five.

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.

- **Appointment Letter:**

6/22/2019

Appointment Letter

सेवा मे,

दिनांक:22/06/2019

M/S WEAVETEX OVERSEAS UNIT-1
Pathshahala Road , Khekra,baghat(U.P)

विषय : पदग्रहण पत्र

मै KULDEEP KUMAR पुत्र /पुत्री /पत्नी PARATH SINGH मूल निवासी VILL+POST-SISANA DISTT-BAGPAT(UP) मान्यवर से निवेदन करता हूँ / करती हूँ की आप मुझे अपनी कंपनी में आज दिनांक 22/06/2019 को पूर्वाह्न / अपराह्न 9.00 बजे ड्यूटी ज्वाइन करने की अनुमति प्रदान करे |

धन्यवाद

आस्थयी पता
VILL+POST-SISANA DISTT-BAGPAT(UP)

स्थायी पता
VILL+POST-SISANA DISTT-BAGPAT(UP)

प्रबंधक (कार्मिक एवं प्रशासन)

प्रार्थी हस्ताक्षर

कार्मिक विभाग के प्रयोग के लिए

- **Bio Data:**


6/22/2019

BIODATA

M/S WEAVETEX OVERSEAS UNIT-1

Pathsahala Road , Khekra,baghat(UP)

BIO-DATA FORM

Post applied for	MIS EXECUTIVE	Paycode	40025	 User
Name in Capital Letters	KULDEEP KUMAR	Card No	00040025	
Father's/Husband's Name	PARATH SINGH	Date Of Birth	01/03/1983	
Nationality	Indian	Sex	Male	
Destination	MIS EXECUTIVE	Department	DYEING HOUSE	

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

Qualification:	B.A.
Technication Qualification:	
Languages Know:	

Experience :

Company Name	Duration	Designation	Job Description
--------------	----------	-------------	-----------------

FAMALY MEMBER:

Name	Address
------	---------

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 intemationally. 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)

• **Form 11:**

6/22/2019

Form 11

FORM NO 11(Revised)

The Employee's Provident Fund Schema, 1952(Paragraph 34)&

The Employee's Pension Schema, 1955

Declaration by a person taking an employee in an establishment in which the

I KULDEEP KUMAR Son/Wife/Daughter of Shri/Smt PARATH SINGH hereby solemnly declare that:

- (a) I was last employed in (name and full address of the establishment) M/S
.....And left service on(Period to that
I was employee) M/S
From..... To
- (b) I was a member of Provident fund and
also of the Family Pension Fund from To
..... And but not my account number(s) was/were
.....
- (c) I have/has not Withdrawn the amount of my provident fund/Family Pension Schema.
- (d) I have/has not draw any superannuation benefits in respect of my past service from an employee
- (e) I I have never been a member of any provident fund and/or Family Pension Schema.

Date:-

Signature or right/left hand thumb
impression of the employee

(To be filled the employee only when the person employee has not
already been a member of the Employee's Provident Fund)

Shri KULDEEP KUMAR is appointed as MIS EXECUTIVE In M/S WEAVETEX OVERSEAS
UNIT-1
with effect from 01/03/1983

Provident Fund :
Account No : 0

Date:-22/06/2019

Signature or Employee Or
Manager or other Authorized Officer


(1) Strike out whichever is not application
N.B :- The Principal employee should have filled it up so in respect of employees to employer by a thought
contractor.

- **Form 16:**

6/22/2019	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 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">ContactNo</td> <td style="width: 33%;">Address</td> </tr> </table>	Name	ContactNo	Address	(Employee Signature) Name: KULDEEP KUMAR Date: 22/06/2019
Name	ContactNo	Address		
Present Address:VILL+POST-SISANA DISTT-BAGPAT(UP) Permanent Address:VILL+POST-SISANA DISTT-BAGPAT(UP)				

- **ID Card:**

6/22/2019

M/S WEAVETEX OVERSEAS UNIT-1	
Pathsahala Road , Khekra,baghpat(U.P)	
IDENTITY CARD	
Card no: 00040025	
Name: KULDEEP KUMAR	
F_H Name: PARATH SINGH	
Designation: MIS EXECUTIVE	
Department: DYEING HOUSE	
D.O.J: 01/03/1983	
 User	Auth. Signature
Emp. Signature	

- **Nomination and Declaration Form 2:**

NOMINATION AND DECLARATION FORM FORM -2(REVISED)
FOR UNEXEMPTED/EXECMPTEED ESTABLISHMENT

Declaration and Nomination Form under the Employee's Provident Fund & Employee Pension Schema (Paragraph 33 & 61(1) of the Employee's provident Funds Schema, 1952 & paragraph 18 of the Employee's Pension Schema, 1995)

1. Name	KULDEEP KUMAR	7. Account No:	
2. Father's/Husband's Name:		8. Address	
3. Date Of Birth :	{xx}	(a) Permanent	(b) Temporary
4. Sex :	Male	VILL+POST-SISANA DISTT-BAGPAT(UP)	VILL+POST-SISANA DISTT-BAGPAT(UP)
5. Marital Status:			
6. Date Of Joining	01/03/1983		

PART-A(EPF)

I here by 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 in the even of death.

Name	Relationship	Member Detail
------	--------------	---------------

1. Certified that i have no family as defined in para 2(g) of the Employee's Provident Fund Scheme 1952 and should acquire a family here after the above nomination should be deemed as cancelled.

2. Certified that my father/mother is/are dependent upon me.

Signature or thumb impression
of the subscriber

PART-B(EPS)

I hereby furnish below particular of the member of my family who would be eligible to receive widow/children pension in the event or my death.

S.No	Name Address of the family	Address	Date of Birth

Certified that i have no family, defied in para 2(V11) of Employee 's Pension Scheme,1995 And Should I Acquire a family hereby I shall furnishing particular thereon in the above form.

I hereby nominate the following person for receiving the monthly widow person (admissible under 16(a) a(1) & (11) in the event of my death without leaving any family member for receiving person)

Name & Address of the nominee	Date of Birth	Relationship with the member
{xx}	{xx}	{xx}

Date:22/06/2019
Strike out Which ever is not applicable

Signature or thumb impression
of the subscriber

CERTIFICATION BY EMPLOYEE

Certified that the above declaration and nomination has been signed/thumb impressed before me by Shri/Smt/Kum KULDEEP KUMAR Employed in my establishment after he/she has read the entry/entries have been read over to him/her by me and got confirmed by him/her.

Signature of the employee or other authorized
Officers of the establishment
Designation

Place:
Dated:22/06/2019

Name & Address of the Factory/Establishment
or Rubber Stamp there of.

- **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 मुख्य कार्यालय तथा किसी फैक्ट्री या कम्पनी से संबंधित कोई अन्य फैक्ट्री तथा कार्यालय में कहीं भी एक राज्य या अन्य राज्य में स्थानांतरित या डेप्युटेशन पर 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 हितैषी व वफादार 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 व्यापार या 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 आती हो किसी भी बाहरी व्यक्ति को नहीं बतायेंगे।
 - (ए) 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 1982 के तहत क्षतिपूर्ति पाने के योग्य होंगे।

वास्ते M/S WEAVETEX OVERSEAS UNIT-1
पार्टनर

Name: KULDEEP KUMAR

● 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।

- नियुक्ति की अवधि : आपकी नियुक्ति आपके रोजगार के प्रथम छः माह की अवधि तक परिवर्द्धादिन (परखकालीन) रहेगी जो की प्रबंधक के संवेष्टा 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 ही माना जाएगा व उस समय तक आप पर वह सभी परिवर्द्धाकालीन की सरते लागू रहेगी जो की इस पत्र में दर्शायी गयी हैं परखकालीन के दौरान व इसकी समाप्ति पर अथवा परखकालीन की बर्धाई गयी अवधि में प्रबंधकगण द्वारा आपकी सर्विस किसी 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 हैं।
- वेतन : आपका वेतन रु० 11375.00 प्रतिमाह होगा एवं परिवर्तनीय महंगाई भत्ता हमारे प्रतिष्ठान पर लागू न्यूनतम वेतन की दरों के अनुसार परिवर्तनीय है।

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

3. स्थानांतरण :

- 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 हैसियत पर कोई प्रतिकूल प्रभाव नहीं पड़ेगा।
- 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।
- 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 हैं। 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 त्यागत है तो आपका भी सेवियोजक को एक माह का नोटिस या उसके बदले एक माह के वेतन के भुगतान करना होगा।
- कार्य तथा जिम्मेदारियाँ :
 - आप अपना कार्य पूरी मेहनत व ईमानदारी से करेंगे और प्रतिष्ठान के प्रति पूर्ण रूप से हितैषी व वफादार रहेंगे।
 - 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।
 - आपको जो भी कार्य समय - समय पर सौंपा जायेगा वह आप पूरी दक्षता व अनुशासन से करेंगे।
 - आपको प्रतिष्ठान की कोई गोपनीय जानकारी जो की आपके ज्ञान में आपके कार्य के दऊरान आयी हो किसी भी बाहरी व्यक्ति को नहीं बताएँगे।
 - आप समय समय पर अपने स्थायी तथा अन्य स्थानिक पते बदलने पर तुरन्त अर्थात् 24 घंटा के अंदर प्रबंधको को सूचित करेंगे।
 - 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।
- 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।
- 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 स्वतः निवृत्त हो जायेंगे। फिर भी सेवायोजक अपने एकमात्र वेकानुसार आपकी सेवाओं का विस्तार किसी भी निश्चित अवधि के लिए कर सकते है।
- 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।
- 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 तुरन्त समाप्त कर दी जाएगी।
- कार्य के दौरान दुर्घटना में व्यक्तिगत चोट (Personal Injury) लग जाती है तो आप को कर्मचारी कतिपूर्ती पाने के योग्य होंगे।

वास्ते -M/S WEAVETEX OVERSEAS UNIT-1
पार्टनर

Name: KULDEEP KUMAR