



ALOK CONSULTANCY®
PRIVATE LIMITED

ESI, PF CONSULTANT

Payroll Processing Services



+91 85878 62586



www.alokconsultancy.com



info@alokconsultancy.com



B-38A, 5th floor, Hanuman
Road, Adarsh Nagar,
Delhi - 110 033



ALOK CONSULTANCY®
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ALOK CONSULTANCY®
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ABOUT-US

Alok Consultancy Private Limited was established on 19th September 2015 by its founder, Alok Kumar. Since its inception, the company has steadily grown and is now proudly serving more than 250+ clients across PAN India. We are supported by a highly skilled and proficient team of professionals who are well-trained to handle diverse challenges efficiently. Our team is committed to delivering prompt, reliable, and effective solutions, ensuring the highest level of client satisfaction.

HOW WE ARE ABLE TO OFFER THE BEST

- We understand that different problems demand distinct solutions. Accordingly, we deploy specialized teams to address the requirements of small, mid-sized, and large organizations with precision and expertise.
- Competitive Pricing: Since our inception, we have consistently strived to deliver exceptional quality services while maintaining highly competitive pricing standards.
- Robust Reporting: Our payroll solutions deliver detailed statutory and customized reports, supported by multi-dimensional tracking across locations, departments, roles, and projects.
- Expert Liaison Management: We provide strong and reliable liaison support with PF, ESI, and other Labour Department authorities, ensuring smooth regulatory compliance.

IS YOUR DATA SAFE & SECURED?

Confidentiality & Data Privacy: We uphold stringent data protection standards to ensure the complete security of your organization's confidential information and employees' sensitive data. Our processes are designed to minimize data exposure, as we do not engage any agents, partners, third-party services, or external software.



ALOK CONSULTANCY®
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FEW CLIENT





ALOK CONSULTANCY®
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LIST OF SERVICES



ESIC
CONSULTANCY



EPFO
CONSULTANCY



PAYROLL PROCESSING
SERVICES



DIGITAL SIGNATURE
CERTIFICATE



BONUS CONSULTANCY



PROFESSIONAL TAX (PT) &
(LWF) LABOUR WELFARE FUND



THIRD PARTY
PAYROLL



HR SERVICES



MINIMUM WAGES



ALOK CONSULTANCY®
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SCOPE OF WORK

ESIC Consultancy

- ESIC Registration (Without any physical documents)
- Monthly Challan Filling
- Employee TIC Card
- Accident Report Filing
- Half yearly return
- ESI Any ESIC Notice Reply and inspection handling.

EPFO Consultancy

- EPFO Registration (Without any physical documents.
- PF Arrear challan
- Monthly challan return filing.
- PF 7Q, 14B, 7A & other challans case handling.
- Employee KYC, UAN Activation, PF Withdrawal, Death case report & Pension withdrawal.
- PF 3A & 6A Report.
- PF Form 11-Revised Filing.
- PF Form 9 maintaining.





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SCOPE OF WORK

Third Party Payroll Services

- Full 3rd Party Payroll Services

Professional Tax

- Professional Tax registration with Compliance

MINIMUM WAGES Consultancy

- Minimum wages Act with new updation

BONUS ACT Consultancy

- Register of Bonus in Form C.
- Annual Returns Form - D
- Payment of Bonus Abstract.

DIGITAL SIGNATURE CERTIFICATE

- New Registration of Digital Signature Certificate (Class-3)
- Renewal of Digital Signature Certificate (Class-3)





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SCOPE OF WORK

SHOP & ESTABLISHMENT

- Registration of any kind of business is compulsory.
- Communication of the closure of the business is mandatory.
- The Act on the operation of the employees and working conditions need to be followed.
- Registration and renewal of the license.
- Providing regular updates and guidance to the business regarding the labor laws and about any kind of updates

(LWF) LABOUR WELFARE FUND

- Calculation of contribution and deposited along with Form 'A' within prescribed time as per Act.
- Updating regarding new notifications and amendments done by Labour Department.
- All assessment & inspection from Labour department, when required
- Reply of Notices etc. from the concern authorities.
- Maintenance of all statutory registers & submission of form required by the Labour Department





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SCOPE OF WORK

VIRTUAL HR SERVICES

1. Human Resource (HR) Management

- Recruitment and hiring
- Employee onboarding & exit process
- Performance management (KPIs/KRAs)
- Employee engagement

2. HR Consultancy & Compliance

- Creating HR policies
- Ensuring labor law compliance
- Drafting employment contracts
- Legal HR support

3. Training & Development

- Employee training programs
- Leadership development
- Skill enhancement workshops

4. Compensation & Benefits

- Salary structure design
- Employee benefits planning

our virtual service based for helps businesses hire, manage, and grow their employees while also supporting their overall business operations.



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SCOPE OF WORK

PAYROLL OUTSOURCING

- Monthly Bases Salary sheet.
- Arrear sheet, Overtime sheet, Leave sheet, Deduction sheet, EL, CL, SL sheet.
- Employees salary slip month wise.
- Computerized Muster roll.
- Employee Yearly salary report.
- Employee Loan report.
- Any Contractor documents preparation

CLRA - COMPLIANCE FORM PREPARATION

FORM NO.	NAME OF TYPE	RULE
Form XIII	Register of Workmen employed by the contractor	Rule 75
Form XIV	Employment Card	Rule 76
Form XV	Service Certificate	Rule 77
Form XVI	Muster Roll	Rule 78(1)(a)(i)
Form XVII	Register Of Wages	Rule 78(1)(a)(i)
Form XVIII	Register Of Wages cum Muster Roll	Rule 78(1)(a)(i)
Form XIX	Wage Slip	Rule 78(1)(b)
Form XX	Register of deductions for damage or loss	Rule 78(1)(a)(ii)
Form XXI	Register Of Fine	Rule 78(1)(a)(ii)
Form XXII	Register Of Advances	Rule 78(1)(a)(ii)
Form XXIII	Register Of Overtime	Rule 78(1)(a)(iii)
Form XXIII	Register of Accident	Rule 138
Form XXII	Advance Register	Rule 78(1) (a)(ii)
FORM XXV	Leave Register	Rule 29(6)
FORM X	Maternity Benefit Register	Rule 12 (1)
FORM C	BONUS REGISTER	Rule 4 C
FORM XXIV	Half Yearly Return See	Rule 82(1)



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CONTACT US & REACH US

ADDRESS

B-38A, 5th floor, Hanuman Road,
Adarsh Nagar, North West Delhi - 110 033 (India)

CONTACT US

Compliance Associate-I -	- +91 85878 64648
Compliance Associate-II -	- +91 85878 64635
Office Landline	- +011-4309 5656

EMAIL & WEBSITE

info@alokconsultancy.com
compliance@alokconsultancy.com
accounts@alokconsultancy.com
www.alokconsultancy.com



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