



*Partner in growth  
Since 1982*





**"The price of doing the same old thing is far higher than the price of change."**

**-Bill Clinton**

► **S K TYAGI & ASSOCIATES IS THE HR OUTSOURCING FIRM WHICH HAS BEEN PROVIDING HR SOLUTIONS TO SMALL, MEDIUM AND LARGE COMPANIES SINCE 1982**



In the early years, most of the services were provided to clients as an add-on to other core services that being provided by us. Over time, each service has evolved from being a pure bureau offering to a fully managed solution and advisory service.

Today, **SKT** is a service provider, with the client base grown to over 50 clients

Our team have a combined experience of over 30 years in providing HR services to companies, and are committed to deliver a first class service to our clients. This commitment is underpinned by our quality assurance measures, which are of primary importance to us as part of a regulated professional services firm like **SKT**.

We believe that outsourcing HR services is a very effective way for companies to streamline their resources and reduce costs, while benefiting from the specialist knowledge required to ensure compliance in this complex area. So whether you are a one person operation or a large multinational organization, we are confident that **SKT** can provide you with a competitive and first rate solution to pay your staff.

**We look forward to meet you some day soon.**

## ► The importance of HR services outsourcing in the modern business world?

Outsourcing is the best option for company that is contentiously striving to streamline its support business processes and want to pay more focus on key business goals and objectives. In recent years more and more companies have chosen the outsourcing model to reduce costs and in turn, enhance their profitability in the competitive business world. HR outsourcing including personal outsourcing case studies have indicated that managing human resources involves specialized activities such as training, payroll administration, employee database management, employee retention, employee benefits and a lot more that many companies either don't have the proper resources or time to manage on their own. By outsourcing their HR functions, companies can save huge amounts of money and be free of complications that are otherwise involved in maintaining an internal HR department. By doing so, companies can concentrate on their core competencies saving their valuable time and resources. To sum it up, human resources outsourcing that includes HR recruiting outsourcing helps cut costs, concentrate on core business and most importantly helps in ensuring employee satisfaction.

"Where changing your company cannot work, changing the way you do things can"

**WE PROVIDE  
QUALITY SERVICES**  
IN THE SPHERE  
OF OPPORTUNITIES

# ▶ WHAT WE OFFER?

## End-to-end recruitment and training solution

It has been noticed that around 40% of the effective working hours, ample money of a company and its management is spent on hunting for required manpower and training them to be productive. This is a direct and indirect outflow of funds for the company. But if the company could have utilized those man hours by outsourcing this part to us. then it could have generated much extra revenue by stopping the indirect outflow of money and man hour.

## Payroll management

Whether you're a one-person company or a several hundred-person company, time is an issue. Our payroll management guarantees you will save time by reducing the hours spent producing payroll information and preparing payroll registers, quarterly and yearly to date payroll reports. We'll save your time by providing prompt preparation at the end of month and by eliminating time spent balancing and cross checking for errors.

Payroll management helps you avoid penalties for miscalculations by doing this work for you. We offer all the statutory services like *Industrial Disputes Act, 1947, Payment of Gratuity Act, 1972, Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Workmen's Compensation Act, 1923, Factories Act, 1948, The Contract Labour (Regulation & Abolition) Act, 1970, Employees' Provident Fund & Misc. Provisions Act, 1952, Employees' State Insurance Act, 1948, Industrial Employment (Standing Orders) Act, 1946, Labour Welfare Fund etc., plus much more.*

Since no two businesses are alike, we offer individual solutions to your payroll problems, allowing you to stay focused on your success.

- Onboarding – From Joining Formalities to Document Check to Payroll Set-up.
- Data Management -Employee Letters, Leave Management, Employee File & Record management.
- Statutory Compliance Management & Coordination with Government officials.
- Employee Benefits Management (EPF/ESI/Leave Benefits / Insurances etc.).
- Facilitation of Compliance Audits.
- Various Labour laws compliances as per applicable Acts.
- Payroll Management.
- Preparation and Submission of Periodical Statutory Reports.
- Licensing and Registration under various Labour Laws

## Temping and Third Party Payroll

Gone are the days when an individual stayed loyal to an organization for a lifetime. Qualified professionals are now throwing caution to the winds and opting for flexible job options. And that's not surprising considering the demand for temps today. With costs being of utmost importance to corporate, headcounts being frozen and short-term projects on the rise, several domestic and multinational companies are outsourcing functions to temps. Whereas earlier, temp jobs primarily meant secretarial positions, house-keeping, security etc., today companies are increasingly outsourcing key functions like accounts, legal, marketing and sales in middle and senior management positions as well.

# ▶ WHAT WE OFFER?

## Consulting & Audit Services

We offer a unique consultation and audit service to help you take right decision and to know whether you are in the right direction. We listen to your needs carefully and conduct the audit and critically analyze it to present the perfect audit report. Our experts will guide and facilitate you with the relevant judgments, appropriate interpretations and also highlights the market practice which will enable you to take informed decisions.

## Establishment Compliance Services

Shop and Establishment Act is premise specific, so each branch whether you have only one employee or several employees, has to be registered under SEA. **SKT** is the perfect partner, one point contact for all your offices across the country. **SKT** offers establishment compliance services to take care of end to end compliances includes registrations, maintenance of records, return submission, displays, inspections etc.

## Factory Compliance Services

Factory compliance requires expertise, continuity and timeliness. Being a noncore activity, this takes a back seat and is neglected and consequences could loom large later. **SKT** offers Factory Compliance Services for existing/ new factories/ workshops/ warehouses etc., covered under factories act and other allied acts. We make all arrangements to keep your factory as per the norms from registration & renewals of licenses to handling of inspections.

## Contract Labour Compliance Services

Companies involve a number of contractors and contract labour to carry out different jobs from highly skilled to unskilled activities. The Principle Employer is ultimately responsible for the compliances of the contractors. **SKT** offers this unique service to systemize and ensure compliances of the contractors.

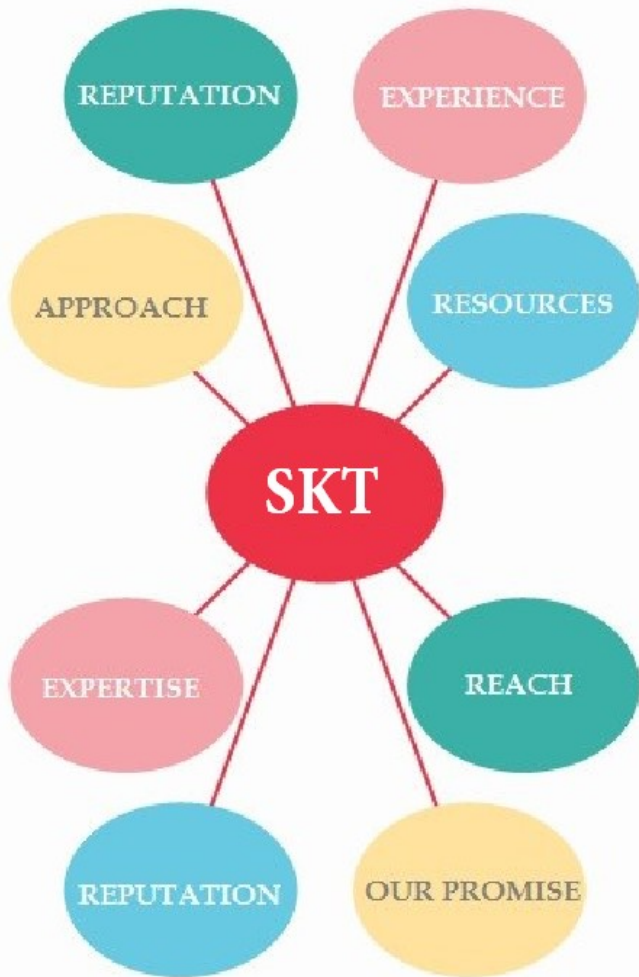
**SKT** offers customized service for companies engaging large number of Contract labour in:-

- Establishment Vendor Compliances .
- Project Contractor Compliances (Client engaged as contractor at various project sites)
- Factory Contractor Compliances

## Business Compliance Services– Industry Laws

This is non-labour law related compliances. Companies have to comply under various industrial legislations which include Central, State, municipal laws. Mandatory licenses governed by the authorities at central / state level also Municipal / Corporation bodies to carry out certain specific business requirements. Under this service, **SKT** assists companies obtaining these one-time licenses and have interface with the authorities for statutory process.

# ▶ HOW OUR SERVICE WILL HELP?



The benefits that our precious clients will enjoy can be direct and indirect. To be very precise, our solution will directly help the companies to streamline their core processes, better employee management, better care of employees more than before, reduce manual and clerical work for the HR division and many more. Our services will touch the following activities and interest areas for our client.

**SKT** will hire new temps or the existing ones under its own payroll which will give the employees a sense of security. If any company does not want to use third party payroll, SKT can perform its job as a service provider.

**SKT** will keep all the physical as well as electronic records of the employees. Our clients will not need to worry about any record updating and cleaning activities. SKT has a dedicated and trained group of people who are expert in different activities like recruitment, statutory compliance, payroll processing and other HR operational activities, so our clients will directly get all the services without considering any extra cost to set-up all these departments and teams.

As **SKT** will have all the information, activities and record centralized with them, clients can get the real time picture easily and quickly.

**SKT** will help companies in saving costs which they can utilize in core business processes. Companies that are striving on distributor payroll will be able to free its channels from all headaches and can motivate them to invest more money on products and business.

**SKT** can provide temps in various organizational levels, so a huge amount of money will be saved and many liabilities will be reduced quickly.

**SKT** will take care of all the legal and administrative issues regarding employment. So the client will have more time to concentrate in his own business

***SKT** is always there for the clients. So in case of any special and customized service solution, we can amend the same on case to case basis.*

## CONTACT US

### Corporate office:

35B, IInd floor, Fashion Street,  
Shahpur Jat, New Delhi—110049  
+91 9871 424 334 | +91 976 043 1617  
[www.tyagisk.com](http://www.tyagisk.com) | [info@tyagisk.com](mailto:info@tyagisk.com)

### Branch office:

E-44/9, Okhala Industrial Area  
Phase-2, New Delhi—110020  
9818195567, 011-2621887  
[www.tyagisk.com](http://www.tyagisk.com) | [tyagisk@live.com](mailto:tyagisk@live.com)