

EMKAY CONSULTANCY SERVICES, MUMBAI

EPF, ESIC, P.Tax, Shops & Estt., MLWF, Payroll & Other Labour Laws

Labour Law Consultants since 1985



104, Animesh Appt., Lohar Ali, Near Pushpak Hotel, Shivaji Path, Thane (W), Off: 022-25440636

Mob: 9833043749, Email us at: emkay544@gmail.com,

Website: www.emkayconsultancy.in

Google+: <https://plus.google.com/u/0/+RaychandJiwani/posts>

EMKAY CONSULTANCY SERVICES ESTD 1985

PRACITIONERS & CONSULTANTS

**P.F., E.S.I.C., P.T., SHOPS & ESTT. ACT, M.L.W.F., M.W.ACT AND OTHER LABOUR MATTERS
OFF: 104, ANIMESH APPTS, LOHAR ALI, OPP. LAXMI BOOK DEPOT,
NEAR KARNAVAT CLASSES, SHIVAJI PATH, THANE (W) 400601**

Proprietor: - Mr. Raychand Jiwani (Shah) ☎ OFF: - 25440636, MO.: -98330 43749, 98210 46343

Website: - www.emkayconsultancy.in / Email ID: - emkay544@gmail.com & emkay544@rediffmail.com

Profile of Emkay Consultancy Services

SUB: Consultancy Service for Registration and Monthly Compliances of PF, ESIC, PT, MLWF, PT and Contract Labour and other Labour Laws

We are consultant & practitioner dealing with the work pertaining to the Labour Law and allied matters since 30 years. We are dealing with the above matters for almost 3 decades. Experience of more than 3 decades and Goodwill among Government Authorities makes us very professional & unique for most of the Statutory Compliance related requirements.

OUR PROFILE:

We provide our services to more than 250 clients in Bombay & Adjoined Suburbs. Our proximity of distance is an added advantage. We deal with clients across various sectors like Hotels, Hospitals, Schools, Traders, Railway canteens, Vehicle Showrooms, Petrol-pumps, Transporters, Factories, Fabrics, Infrastructure, Exporters, Investment Cos., Construction, Theatre, Hospitality, Logistics, N.G.Os, Pharmaceuticals, I.T., Banks, upcoming Start-ups and many more.

We have our own office near Thane railway station. Our qualified staff of 12 persons can take care of most of the work related to Personnel Dept. We have sufficient infrastructure like Computers, E-mail and the requisite software for job-work pertaining to various Labour Law related compliance. We have Associates capable of handling any of the complicated issues arising due to non-compliance or wrong compliance in Indian Labour related Statutes.

EMPLOYEE PROVIDENT FUND:-

1. Online Registration for PF code
2. Submitting all necessary documents on timely basis like Nomination Form (F-2), Declaration Form.
3. Preparing, checking and submitting challans on timely basis.
4. Furnishing of particulars of change in ownership / management of the establishment
5. Providing day to day consultancy on matters pertaining to EPF, pension scheme & EDLI scheme
6. We shall process and submit P.F. Withdrawal forms and follow up for the same (For left employees).
7. We undertake Transfer related Submission also (Online transfer)
8. Assistance to employees of establishment in claiming Pension
9. Assistance to employees in claiming / obtaining superannuation pension.
10. Assistance to employees to check PF balance, submit online transfer forms, track claim status
11. UAN Generation, Guidance in UAN Activation and Seeding of KYC
12. Digital Signature Activation and Registration
13. Online availability of Monthly Returns, Challans & Correspondence as per your need.
14. Regular visit and correspondence with the PF department.
15. Maintain cordial relation with concerned PF Officials
16. Replying to Show Cause Notices issued under EPF Act
17. Assistance at the time of inspections and enquiries conducted by the Inspector.
18. Conducting seminars to induct employees about the benefits associated with PF
19. Timely updation and proper Guidelines, if any changes in Act or rules.

EMPLOYEES STATE INSURANCE CORPORATION (ESIC): -

1. Registration work for ESIC code number.
2. Obtaining Sub-code for branch offices.
3. Providing day to day consultancy on matters pertaining to ESI Act
4. Online Registration of Employees and issue of TIC
5. Online Generation of ESI Challan
6. Online availability of Employees' Details, Challans and Correspondence as per your need.
7. Online correction of employee details whichever is possible
8. Location-wise provision of data and Contribution Dues.
9. Assistance in Filling and submission of Accident Forms
10. Assistance in preparation & maintenance of Statutory Records as required under ESI Act / Rules;
11. Attend Inspection and giving reply to show cause notices.
12. Assistance to employees in claiming various ESI benefits;
13. Assistance in preparation & submission of Certificate of Contribution whenever demanded by appropriate office under the ESI Act;
14. Correspondence / Liaisoning with local ESI Department / Office
15. Timely updation and proper Guidelines, if any changes in Act or Rules
16. Conducting seminars to induct employees about the benefits associated with ESI
17. We undertake PAN India ESI Job-work

PROFESSIONAL TAX (PT): -

1. Registration / Enrolment under Professional Tax
2. Prepare Monthly Challan

3. Online Return Filing
4. Updation of Data and rates as per changes in Govt. Rules.
5. Assistance at the time of inspections and enquiries conducted by the Inspector.

MAHARASHTRA LABOUR WELFARE FUND (MLWF): -

1. Registration under MLWF Act
2. Preparing and submitting Half yearly Returns
3. Collection & Deposition of MLWF Dues
4. Updation of Rates as per existing in different states
5. Replying to Show Cause Notices & Demand Notices issued under MLWF Act
6. Preparation & Maintenance of various Registers like Register of Wages, Register of Unclaimed Wages, Register of Fines etc.;
7. Assistance at the time of inspections and enquiries conducted by the Inspector.
8. Assistance at the time of inspections and enquiries conducted by the Inspector.

SHOP AND ESTABLISHMENT ACT

1. Application & obtaining of Shops & Establishment registration under the Act
2. Renewal of Shops and Establishment license
3. Providing consultancy and guidance regarding rules pertaining to Shop & Establishment Rules
4. Assistance to establishments in complying various monthly compliance under the Act
5. Preparation and Maintenance of various Registers and Records under the Act.
6. Attend the government officials and solve the queries
7. Replying to Show Cause Notices issued under Gratuity Act
8. Assistance at the time of inspections and enquiries conducted by the Inspector.
9. Giving timely updates and informing about notifications if any.

[Apart From The Above Services We Also Render Services Pertaining To:](#)

CONTRACT LABOUR

10. Obtaining Registration of Principal Employer
11. Obtaining and Renewal of Contract Labour License for Contractors
12. Providing guidance regarding documents and registers to be maintained under Contract Labour Act.
13. Preparation & filing of returns with registering / licensing authority
14. Quarterly Vendor Audit to ensure compliance by the Contractor
15. Liasoning with Govt. officials
16. Replying to Show Cause Notices & Demand Notices issued under Contract Labour Act
17. Assistance at the time of inspections and enquiries conducted by the Inspector.

GRATUITY

1. Providing guidance regarding calculation of Gratuity
2. Providing guidance in maintaining the specific forms under Gratuity Act
3. Assistance in ensuring compliance of various provisions of the act related to disclosures, notices, displays, etc;
4. Attend the government officials and solve the queries
5. Replying to Show Cause Notices issued under Gratuity Act

6. Assistance at the time of inspections and enquiries conducted by the Inspector.
7. Giving timely updates and informing about notifications if any.
8. Assistance in solving issues related to Gratuity between employer and employees.

BONUS

1. Providing consultancy and guidance regarding rules pertaining to Payment of Bonus
2. Assistance in maintaining the Bonus Register (Register C)
3. Preparation & Submission of Annual return as prescribed under the act
4. Assistance in ensuring compliance of various provisions of the act related to disclosures, notices, displays, etc;
5. Attend the government officials and solve the queries
6. Replying to Show Cause Notices issued under Payment of Bonus Act
7. Assistance at the time of inspections and enquiries conducted by the Inspector.
8. Giving timely updates and informing about notifications if any.

MATERNITY ACT

1. Providing consultancy and guidance regarding rules pertaining to Maternity Benefits Act
2. Providing guidance in maintaining Registers required under the Act
3. Preparation & Submission of Annual return as prescribed under the act
4. Assistance in ensuring compliance of various provisions of the act related to disclosures, notices, displays, etc;
5. Attend the government officials and solve the queries
6. Replying to Show Cause Notices issued under Maternity Benefit Act
7. Assistance at the time of inspections and enquiries conducted by the Inspector.
8. Giving timely updates and informing about notifications if any.

MINIMUM WAGES

1. Providing consultancy and guidance regarding rules pertaining to Minimum Wages Act
2. Regular updation of zone wise minimum rate of wages and DA based on category
3. Providing guidance and assistance in maintaining Registers required under the Act
4. Attend the government officials and solve the queries
5. Replying to Show Cause Notices issued under Minimum Wages Act
6. Assistance at the time of inspections and enquiries conducted by the Inspector.
7. Giving timely updates and informing about notifications if any.

EQUAL REMUNERATION

1. Providing consultancy and guidance regarding rules pertaining to Equal Remuneration
2. Providing guidance in maintaining Registers required under the Act
3. Attend the government officials and solve the queries
4. Replying to Show Cause Notices issued under Equal Remuneration Act
5. Assistance at the time of inspections and enquiries conducted by the Inspector.
6. Giving timely updates and informing about notifications if any.

HRA

1. Providing Assistance regarding maintaining Registers required under the Act
2. Providing guidance in maintaining Registers required under the Act
3. Attend the government officials and solve the queries
4. Assistance in preparation & maintenance of Inspection Book
5. Giving timely updates and informing about notifications if any

EMPLOYMENT EXCHANGE ACT

1. Providing guidance in maintaining Records required under the Act
2. Filing of Returns
3. Attend the government officials and solve the queries
4. Giving timely updates and informing about notifications if any.

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

1. Providing guidance pertaining to observing and following the regulations under the Act
2. Providing guidance pertaining to developing Prevention of Sexual Harassment Policy
3. Providing guidance in the formation of Internal Complaint Committee.
4. Guidance in preparation & submission of Annual return as prescribed under the act
5. Attend the government officials and solve the queries
6. Replying to Show Cause Notices issued under Prevention of Sexual Harassment Act
7. Giving timely updates and informing about notifications if any.

LABOUR LAW COMPLIANCE AUDIT

1. Intimation of Audit Needs
2. Audit of all records
3. Criticality analysis
4. Report preparation
5. Audit report Submission
6. Offer Suggestions

PAYROLL PROCESSING

Faster, easier payroll that unlocks insights, improves compliance, and drives toward comprehensive human capital management.

1. Payroll preparation as per the given data and pre-decided salary structure on our automated payroll management system
2. Generating Payroll Register in Excel / PDF format
3. Preparing department wise, location wise Salary Sheets
4. Preparation and emailing of Pay slips
5. Providing bifurcation of pay-slips as per location
6. Leave Management
7. Full & final settlement related calculation & documentation
8. Generation of MIS reports

For any further query, you can call us at your convenient time or you may contact us on our office telephone at any time between 10.00 AM to 6.30 PM. Give us an opportunity to offer the best services. We are enclosing list of clientele for your perusal. We look forward to work with reputed concern of yours.

Yours faithfully

For EMKAY CONSULTANCY SERVICES,

Raychand Jiwani (Shah)

OUR FEW CLIENTELE LIST

Sr.No.	Name of the company	Sr.No.	Name of the company
1.	A.B. Naggi Reddy (Mulund)	2.	A.P.Plastics
3.	Acrotrend Solutions Pvt Ltd	4.	Advance Packaging Industries
5.	Agile Lifescience Tech. (I) Pvt Ltd	6.	Ahammad Ansari
7.	Al Zamil Heavy Industries	8.	Area Distributors HP Lubricants
9.	Alif Interiors	10.	Amber Bush Rubber Ind. Pvt Ltd
11.	Jayshree Constrocare	12.	Ameya Elelectricals Industries
13.	Amfa Air Conditioner Services	14.	Anand Cinema
15.	Apartex Synthetics Pvt Ltd	16.	Aplab Ltd
17.	Areis Electronics Pvt Ltd	18.	A S B International Pvt Ltd
19.	Kale C & F Services	20.	B.D.Transport Company
21.	Bombay Transportation Electrical Components	22.	Brain Point Investment Centre Pvt Ltd
23.	Busisol Sourcing (India) Pvt Ltd	24.	Dr. Sameer Karkhanis
25.	Chemtech Enterprises	26.	Coxswain Healthcare
27.	Devkaben Kalyanji Virji Chheda Junior College	28.	Divine Paper Products Pvt Ltd
29.	Dombivali Mitra Mandal	30.	Dr. Amar Karkhanis Hospital
31.	Envirocare Labs	32.	Exceleer Management Services

33.	Firecon Sprinkles And Control Systems	34.	Galaxy IEC India Pvt Ltd
35.	Garnet Interiors Pvt Ltd	36.	Genesen Labs Ltd
37.	Global Fitness	38.	Globe Private Security Bureau
39.	Globe Security Services Pvt Ltd	40.	Gold Digitech Theatre
41.	Gopi Talkies	42.	HBD Group of Companies
43.	Horizon Industries	44.	Hotel Anukool
45.	Hotel Kshama	46.	Kailash Warehousing
47.	Hotel Ram Mahal	48.	Hotel Sahyadri
49.	Industrial & Enviromental Consultants	50.	Inter-Tech Fitting India Pvt Ltd
51.	J.B.Roadlines	52.	Jaishil Sulphur & Chemicals Industries
53.	Jhaveri Thanawala Corpn.	54.	J.V.Hospitality Pvt Ltd
55.	K.M.Patel Senior College of Commerce	56.	K.N.Solanki & Sons
57.	Khimji Palan Chheda Charitable Trust's English High School	58.	Kings Electronics Pvt Ltd
59.	Masta Security Services (I) Pvt Ltd	60.	Klasskone Infrastructure
61.	Labindia Analytical Instruments Pvt. Ltd.	62.	Labindia Healthcare Pvt Ltd
63.	Labindia Instruments Pvt Ltd	64.	Laxmi Enterprises
65.	S.J.M. New Secondary English School	66.	M.R.V.M. Kumkum English School
67.	M/s. Britex Engg Works	68.	Madhuban Theatre
69.	Mat. Kunvarbai Narshi Natha Gruha Udyog Trust	70.	Metmill Footwear Private Limited
71.	Modern Sales Agency (I) Pvt Ltd	72.	Nechmo Sales
73.	Priti Construction	74.	Nilkanth Fabricators Pvt Ltd
75.	Nine Globe Industries	76.	Novacare Drug Specialities Pvt Ltd
77.	Novamark Specialities Pvt Ltd	78.	Novitaz Systems Pvt Ltd
79.	Om Shree Sai Venkateshwara Co.	80.	One World Impex
81.	Panther Safe Guard Security Services	82.	Pentagon El Mech Solution Pvt Ltd
83.	Perfect Chemicals Maintenance	84.	Pooja Theatre
85.	Potential Builders	86.	Prabha Projects Pvt Ltd
87.	Punjabi Moti Halwai	88.	Sonu Cargo Movers (I) Pvt Ltd
89.	R. B. Traders	90.	Radhakishan Lalchand

91.	Raj Petro Specialties Pvt Ltd	92.	Ram & Sons
93.	Red Eagle Shipping Agencies Pvt Ltd	94.	Rotostat Services Pvt Ltd
95.		96.	
97.	Saajibaba Telefilms Pvt Ltd	98.	Sahakar Chitra Mandir
99.	Sanjivani Parenteral Ltd	100.	Selerack Electronics Enclosures Pvt Ltd
101.	Shanti Catering Services	102.	Shereton & Co.
103.	Shivsagar Palace Hotel	104.	Sunil Auto Engineering Works
105.	Shree Kutchi Dasha Oswal Mahajan Mandal(Gruha Udyog)	106.	Shree Nirmal Dairy Farm
107.	Shree Roadways Ltd	108.	Shreeyans Engineers
109.	Shri Arihant Co- Operative Bank	110.	Siddhivinayak Enterprises
111.	Skystock Services (India) Pvt Ltd	112.	Smartnet Technology Pvt Ltd
113.	Spylogic Technologies Ltd	114.	St. Joseph 's Bethany Convent School
115.	Standard Construction	116.	Standard Corrison Controls Pvt Ltd
117.	Sterling Electricals	118.	Sterling Equipment Corporation
119.	Sunil Chemicals Industries	120.	Tring Detectives & Security Solutions Pvt. Ltd.
121.	Suraksha Pack N Seal Pvt Ltd	122.	Suretech Infrastructure Pvt Ltd
123.	Swapna Nagri Holiday Resort	124.	Swastik Packaging Pvt Ltd
125.	Supreme Networks Solution	126.	Tapac Industries
127.	Tilak Talkies	128.	Urvashi Enterprises
129.	Total Earthmovers Pvt Ltd	130.	Trends Fashion Jewellery (P) Ltd
131.	Vardhman Dyestuff Industries Pvt Ltd	132.	Venus Petrochemicals Pvt Ltd
133.	Veritas Promotion & MMG Services	134.	Vira Theatres Pvt Ltd
135.	Vishal Construction	136.	Web Access (India) Pvt Ltd
137.	Shafly Maternity Surgical Hospital	138.	Western Chemicals Industries (P) Ltd
139.	Wincoat Colours & Coatings Pvt Ltd	140.	Yagnam Pulverizer Pvt Ltd
141.	Matrubhoomi Inn Ltd	142.	Asymmetrix networks
143.	Shree Kush Machinery & Spares	144.	Krown Infrastructure Equipment
145.	Echkay Enterprises	146.	Welltec A/S
147.	Giacomini India Pvt Ltd	148.	Sea Care Marine Food Pvt Ltd

149.	Elcome Integrated Systems Pvt Ltd	150.	Sicon Packs Pvt Ltd
151.	Greenwave Global Ltd	152.	Crown Lifters Pvt Ltd
153.	Bhad Engineers	154.	Karkas Glass & Fab Ltd
155.	Smartnet Networks Pvt Ltd	156.	Homerun Sportxs Pvt Ltd
157.	Honest industries	158.	G.S.K. 24 X 7
159.	Visiontec Laser Eye Hospital	160.	Mantis Technology Pvt Ltd
161.	Innovative Solution	162.	Versions International
163.	Somya Translator Pvt. Ltd	164.	What's On India media Pvt Ltd
165.	SNS Facility Services	166.	Raj Enterprises
167.	Media Lounge Pvt Ltd.	168.	G Corp Developers Pvt. Ltd.
169.	Acharya Nanesh Hospital	170.	ADR Express
171.	Incture Technologies	172.	Bhumiraj Construction
173.	IBN security services	174.	Maxis Service
175.	Phimetrics Technologies Pvt. Ltd.	176.	Navicom Technologies Pvt. Ltd.
177.	International Trade And Exhibitions India Pvt. Ltd.	178.	Techease Systems Private Limited
179.	M M Contract	180.	Deepak Enterprises
181.	Sureflo Techcon Pvt. Ltd	182.	Delhi U PMP Transport Company
183.	Relaible Roadways	184.	Standard Laminates (Paper) Pvt Ltd
185.	Thakur Estate Development Pvt Ltd	186.	Saregamapadhanisaa Productions Pvt. Ltd.
187.	Archis Business Solutions Pvt. Ltd.	188.	Jay Balaji Interior
189.	Metso India Pvt. Ltd	190.	Aeran Lab (India) Pvt Ltd.
191.	Innovassynth Technology India Ltd.	192.	Puranik Builders Pvt. Ltd.
193.	Wingfan India Private Ltd.	194.	Askra Technologies Pvt. Ltd.

195.	SIRO Clinpharm Pvt. Ltd.	196.	Sila Group
197.	Karishma Metal Industries Pvt. Ltd	198.	Indyfit Shop Fittings India Pvt Ltd.
199.	Symec Engineers India Pvt. Ltd.	200.	Matrubhoomi Farms & Resorts Pvt. Ltd.
201.	Antony & Sons	202.	Inkswipe Consulting LLP
203.	Lotus Technotrade	204.	Rudraksh Technologies Pvt. Ltd.

EMKAY CONSULTANCY SERVICES, MUMBAI

EPF, ESIC, P.Tax, Shops & Estt., MLWF, Payroll & Other Labour Laws

Services we provide

• Employees Provident Fund	• Minimum Wages
• Employees State Insurance	• Payment of Bonus
• Professional Tax	• Payment of Gratuity
• Labour Welfare Fund	• Maternity Benefits
• Contract Labour	• Equal Remuneration
• Shop & Establishment	• Sexual Harassment
• Factories Act	• Labour Law Compliance Audit
• Payment of Wages	• Payroll Services



"Don't be afraid to give up the good to go for the great."

Website: www.emkayconsultancy.in

Google+: <https://plus.google.com/u/0/+RaychandJiwani/posts>