

HR SOLUTIONS

*Putting more
“Human” in
Human
Resources...*



About Us – Rightmark HR Consultant

- Rightmark HR Consultant is the fastest growing HR Consulting services providing a wide range of solutions to its clients.
 - Rightmark HR Consultant Solution brings the right combination of expertise facilitating organizations by implementing **OD system & procedures** & help to enhance productivity, quality and reducing employment cost.
 - We provide **end-to-end employee life cycle management solutions** to the organization by Innovation & Executions.
 - Our mission is to **accelerating Your GROWTH** by providing Top Notch Services with Creditability, Reliability & **Affordability**.
- 

Our Services – Rightmark HR Consultant

We are expertise in following areas:-

1. Contract Staffing /Contract Labour Supply Management
 2. Payroll Outsource Services
 3. Design of Job Description & Competency Mapping
 4. KRA & KPI Setting / Balance Scorecard
 5. HR Audit & Statutory Compliances Audit
 6. Organization's Policy & Procedures Designing / Standard Operating Procedures (SOPs)
 7. Statutory Compliance Services
 8. Designing of HR Manual /HR policies/ Employee's Retention Polices
 9. Commercial & Legal Liaison Services
- 

Contract Staffing / Contract Labour Supply Management

Contract Staffing :-

If you are looking for a team to ramp up your latest project, contract staffing is what you need. We provide qualified candidates and consultants for your short-term and long-term needs.


Our contract staffing service helps companies add selective but very efficient workforce to their projects. We will also take on the full responsibility associated with staffing, whether it is one person or several you need to add. Our goal is the same as yours: *Get the right person as efficiently and quickly as possible*

Contract Labour Supply Management. :-

We also provide unskilled & semi skilled labours on contract basis under contract labour management for your unskilled jobs like helpers jobs for production & maintenance services activities as well as material handling jobs on time rate /piece rates in cost effective way which reduce permanent statutory liabilities & admin cost.



Payroll Outsource Services

- Payroll is crucial yet still a non-core cost centre for any organization.
 - Redirect your resources towards profit centres of the organization leaving the said support function to the specialists.
 - We will handle your entire payroll starting from Computation & Disbursement through bank only .
 - **Overview of the process:-**
 1. Maintenance of Attendance /Muster Roll.
 2. Maintenance Employees & salary Master of employees.
 3. Salary Computation through latest tools.
 4. Preparation of Salary/wages registers & get available in softcopies.
 5. Generation of Pay Slip & get available in soft copies.
 - 6 . Banks & Cash statement Register
- 

Design of Job Description & Competency Mapping

Why It is necessary :-

1. Job Description for **Role Clarity & Interaction of communication**.
2. Clear demarcation of **Responsibility, Accountability & Empowerment** at various levels.
3. **Synergy** amongst the Departments.
4. **Responsibilities towards Organization** and not just towards Dept.
5. In-built **performance standards**.
6. Bring spirit of **Ownership**.

Competency is needed for & why :-

1. Competency Mapping for **Core Team** .
2. It can be made part of **Annual Development Program**.
3. Identify the Gaps & The GAP in Competency **to be bridged** through Learning & Development.
4. Only **Competent people** can lead Organization towards Excellence



KRA & KPI Setting / Balance Scorecard

1. It is effective tool for employer to **achieve business plan** of year.
2. Designing of Good KRA may be in result of **success** of the Organization .
3. It is not only a HR tool but an **effective Business Model**.
4. It is the best HR tool for Measurement of Performance.
5. Good KRA CAN do - what **big investments** in HRD **may not achieve!!**
6. It helps **to maintain the Co-relation between achievement of Employees & Organization**.
7. Will enhance Business intelligence, Budget & MIS System.
8. Make organization - **auto-driven**.



HR Audit & Statutory Compliances Audit

HR Audit

1. Gauge whether procedures and practices are user friendly and what changes can be made to help assure broader compliance.
2. Time policy & Payroll audit & other HR policies & procedure audit.
3. Manpower planning audit, Recruitment System & procedure as well as recruitment costing audit and Reference check audit.
4. ISO Documentation & Training audit as well as Training effectiveness Audit
5. Social compliance Audit and Incentive & Variable pay/PLI Audit.

• Statutory Compliance audit under

Monthly/Half yearly /Yearly return and Statutory Register under PF & Misc.Provisions Act , ESIC Act , Minimum wages Act, Factories Act, Bombay Shops & Est. Act, Payment of Wages Act, Payment of bonus Act, Gratuity Act, CNV Act etc.



Standard Operating Procedures (SOPs)

- No organization can survive without system or policies/SOP. **Better system** always help us to reduce hassles and **improve the efficiency**. If we need to achieve the desired targets then we need to absorbed policy and procedures.
- We are the **experts in the designing the policies as a whole** to run any organization **smoothly and effectively**. We identify the current loop falls & hurdles in the systems of the organization and frame the policies and procedure which suits the best to achieve the target within time and resources.
- We may design the policies from **Entry Gate to Dispatch the product for man, machine, material and business markets** like material inward- outward, Quality Manuals, Utility and Stores process, SOP for safely machine operations, Work Instructions, SOP for scrap handling, SOP for packing and dispatch, SOP for Pettycash & Imprest Management, SOP for Loan and Advances, SOP for Depo Handling, SOP for Recruitment & Selection, SOP for PMS, Joining and Exit policy of the company, SOP for Assets Handling, SOP for Travel (Domestic & Overseas), SOP for Leave Management, SOP for Reward & Incentives/PLI/V. Pay etc


Statutory Compliance Services

We take responsibility of statutory compliance work of under various labour laws of your organization such as :-

- Entire **PF compliance** like PF challan deposit, monthly /annual returns, Pf register maintenance Form 9 ,PF nominations filing , PF settlement work (Form 19/20 & 10 C/D), Pension settlement from PF authorities, EDLI claim & EDLI Tie up with Insurance Co.
- **ESI work** – ESI declaration, Temporary ID & Permanent ID Cards of employees of Entire unit , ESIC on line monthly return, ESIC membership addition /deletion ,ESIC accident claims & Death claims settlement and register maintenance under the Act etc.
- **Contractor Labour compliance work** like Registration of employer to employ contract labour ,Maintenance of Register of contractor (Form No12) , contractor labour details (Form 13) , Annual return by employer & Half yearly return by contractor & other registers maintenance (Form 14,15,16.17 etc) under contract labour Act. 1970., PF/ESIC & WC Insurance work of Contractor.
- Drafting of **Standing order of unit** as per the need of Organization & registered it as per Standing Order Act from concerned Labour commissioner.
- **Bonus Returns & Registers** (Form A,B,C & D) under Payment of Bonus Act , ER1, ER2 & CNV submission to Employment Exchange under CNV Act.
- Other Statutory Returns & Register maintenance under Factories Act, Labour welfare fund Act, Payment of Wages Act, Minimum Wages Act, Gratuity Act ,Maternity Benefit Act , Apprentices Act ,WC Act '1923 etc.

Designing of HR Manual / Employee's Retention Polices

We have a Team of Qualified, an Experienced and Senior HR professional who designed & framed the HR polices after the study of the organization as per their need:-

- **Comprehensive HR Manual** of Organization for HR set up to effective and smooth HR operations.
 - **Induction Manual** for new joiners.
 - **HR Hand book** for new joiners.
 - Designing **Standing Order** / Rules for joining to separation As per Standing Order Act.
 - Designed **Employee's retention polices** for the organization.
 - **Compensation Policy** & Organization Re-structuring.
- 

Commercial & Legal Liaison Services

1. **EXIM** (Export Import Licensing and Clearance Services)
2. Registration under **Service Tax / Excise / Professional Tax / Sales tax & VAT.**
3. Registration under BAOC Act. , **Registration** under Contract Labour Act & License of contractors, **Factory License** under Factories Act & factories drawing approvals from DISH Authorities.
4. **NOC & CCA** liaison work from **GPCB.**
5. **PF & ESIC Registration** under PF & ESIC Act.
6. ISO Registration, Audit & Training.
7. **NOC from DIC/Industry dept and NA of land** from Revenue Dept.
8. **Explosive License** & General insurance services & Employees Insurance.
9. **Training to workers** – soft skill like positive attitude, communication, kaizen, reduce absenteeism etc.
10. Organization need based survey.



Some of our Valued Customers



Your trusted partner



Contact Us

Corporate Office

A-103 NRI Towers,
Opposite Pride Hotel,
Judges Bungalow's, Bodakdev
Ahmedabad – 380015
Gujarat, India
+91-79-40031156, +91-9376190694
Email : info@rightmarkhr.com

Delhi Office

R.K. Vihar
I.P. Extension
Patparganj
Delhi - 110092
Mobile - 9727653838
Email : info.delhi@rightmarkhr.com

USA

1775 Derby Glen Dr,
Orlando , FL - 32837
001-561-251-5438
Email : info.usa@rightmarkhr.com

UK

Quadrant court,
Empire Way
London HA9 0BY
0044-7877-389763
Email : info.uk@rightmarkhr.com



Thank you