SmartOffice

Biometrics • Attendance • Payroll

SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD

www.smartofficesuite.in   www.smartofficepayroll.com   sales@smartofficepayroll.com

- ✓ One of the most popular **Attendance and fastest growing Payroll** Solution.
- ✓ More than **200,000+ SMEs, SMBs and enterprises** use our solutions
- ✓ **Domain experience** of over 7 years
- ✓ Young and **Professional Team**, full of energy
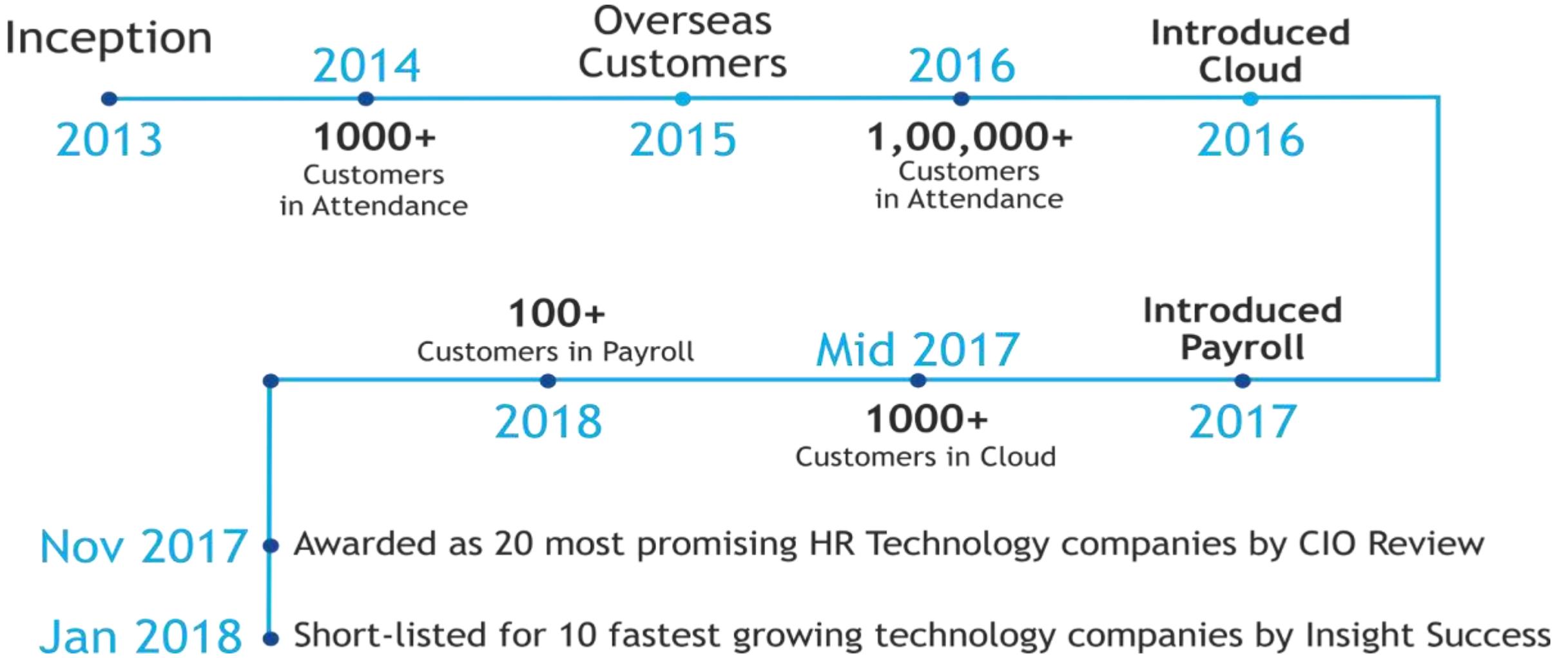- ✓ Both **on-premise and cloud** versions available.

Seamlessly Integrated for hassle free processing

We add value to all your activities by automating at all the steps or levels possible

WHY
SmartOffice??

Seamless Integration with Biometric Devices

Biometric, Attendance & Payroll all on one platform

On Premises Attendance & Payroll Software

Cloud Based Attendance & Payroll Software

Employee Self Service

Mobile App

A complete solution for all your attendance & payroll requirement and everything on single platform.

- ✓ **Biometric – Completely Integrated with Attendance & Payroll software**
  - A. Helps in real time flow of data
  - B. Removes dependency on any 3rd party tool

- ✓ Advanced level Attendance software to automate various Activities

- ✓ **Mobile App and ESS:**
  - A. To reduce Admin work
  - B. To make complete data & relevant facilities available to employee on the go

- ✓ Automate various payroll activities and provide all the **required reports.**
- ✓ All this combined with **timely and effective support**.
- ✓ All on a **single platform.**

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Inception

2014

2013

1000+
Customers
in Attendance

**Overseas
Customers**

2015

2016

1,00,000+
Customers
in Attendance

**Introduced
Cloud**

2016

100+
Customers in Payroll

Mid 2017

**Introduced
Payroll**

2018

1000+
Customers in Cloud

2017

Nov 2017 ● Awarded as 20 most promising HR Technology companies by CIO Review

Jan 2018 ● Short-listed for 10 fastest growing technology companies by Insight Success

www.smartofficepayroll.com

No Server / No Software / No Static IP Required

✓ Access Anytime & from anywhere

✓ Easiest to setup – No installation of any applications/software required.

✓ Save cost in terms of Space & Hardware Investment

✓ No server maintenance or other IT related issues

✓ No need to manage IT person for the server

✓ No Data loss issues or concerns

✓ No need of Static IP

✓ No need to provide system access & stop your work

✓ Integrated Employee Self Service & Mobile App
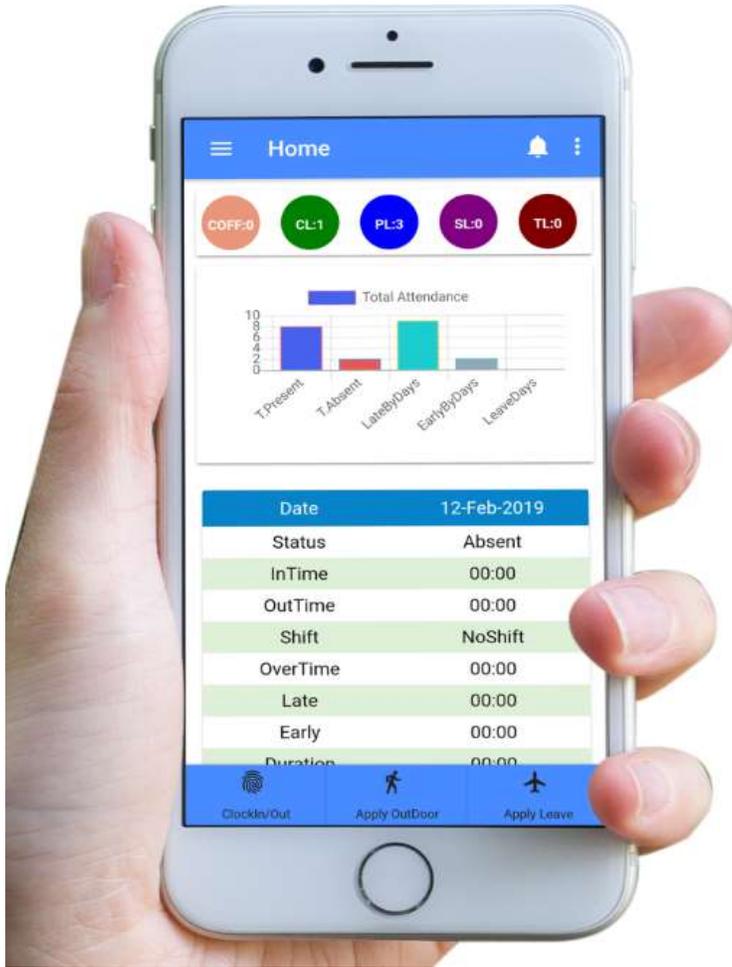
Payslip

GPS Based tracking

Daily/Monthly Report (Manager Panel)

Comp-off apply and approval

Attendance Regularization

Advance Leave Management

Outdoor Entry

Employee swipe / Punch records

Employee & Manager Panel

F-16 and IT Statement

Annual Earning

PF Statement

Expense Claim

Employees can see their leave balances and also the graph which includes total present days , Total absent, Late by days , Early by days and leave.

- ✓ Apply Leave
- ✓ Out door entries
- ✓ Holiday List
- ✓ Attendance Information
- ✓ Company Forms
- ✓ Payroll details

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Create Multiple Salary Structures

Flexibility to define salary head calculations

Automated statutory calculations branch wise

Leave Encashment an OT calculation

IT Declaration, Proof Submission & TDS Calc

All Kinds of Reports

Bonus, Gratuity, Increment and Arrears etc

Hold/Stop Salary and Full & Final Settlement

Asset Management

Loans / Advance Management

Expense Claim/ Reimbursement

Payslip, Form-16, 24Q (TDS Return)

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Punch is at Define Location

Define the Area or Radius, only within which employee can do GPS based clock in/out.

Now, Easily Mange your Empire

Company 2

Company 1

Company 3

- ✓ Separate Pay-slip and F-16 for all companies
- ✓ No need of Multiple IP/Ports, databases, servers or even separate biometric devices for each company.
- ✓ No need to define/create the same setup in each company repeatedly.
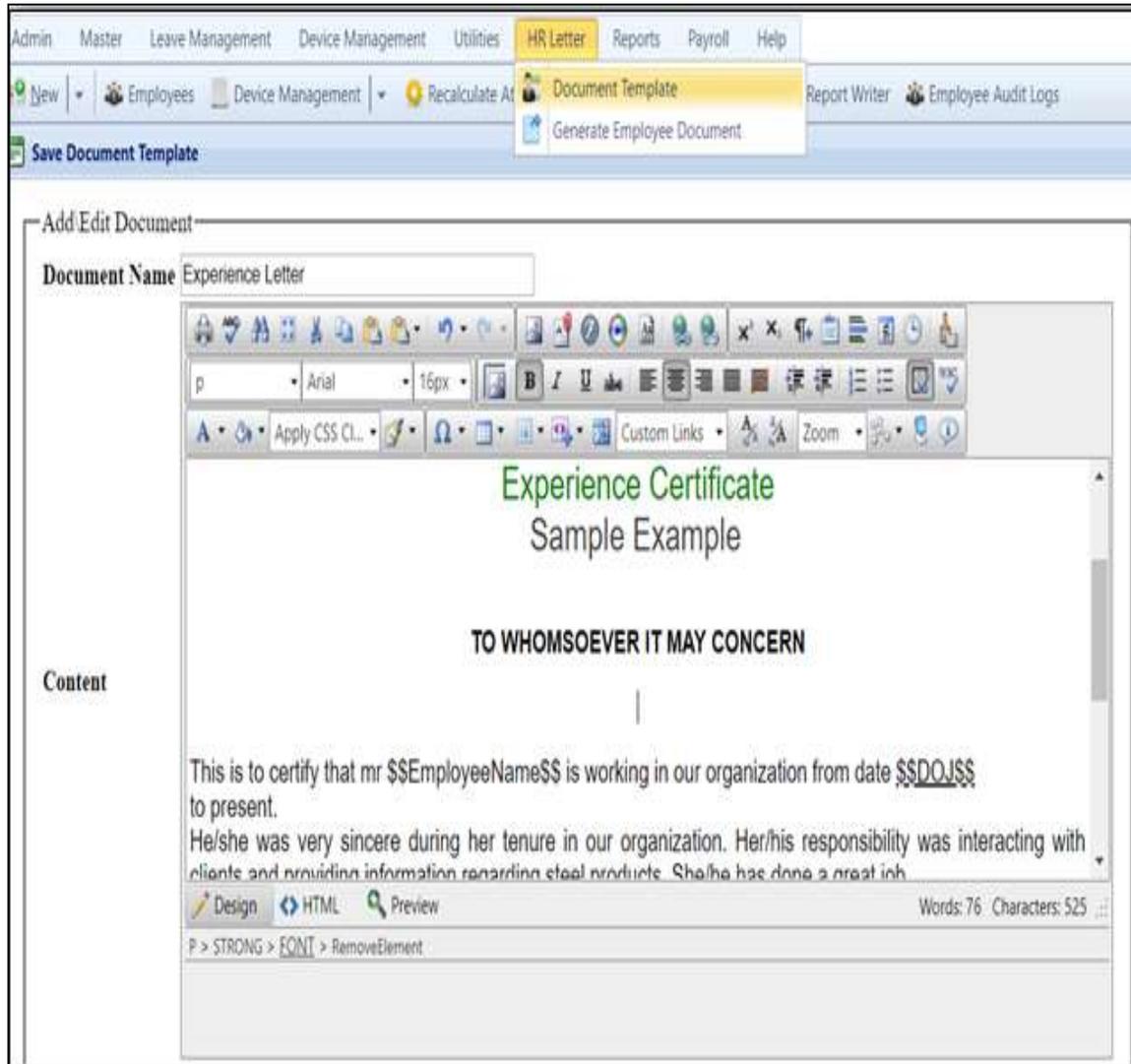
- Define and generate your letter employee wise as many formats as you want.

- Manage all your employee documents from the system

- Upload your company policies and forms and complete the forms processing online.

- Employee will be able to submit their documents online (upcoming)

You can generate the report as and how you want, without any customization.

- Select the options from salary heads, classification details and other details. Select the employee as well as month year.
- Click **GENERATE** option to generate the report

One of the challenging tasks with LTA is maintaining various balances year on year, but with us you can manage the complete Earned, Utilization, carryover, Taxable balance for LTA block period wise, making the whole complex work easier for you.

FinancialYear [Apr - 2014 ▼] Payroll Month [Jul-2019 ▼] [🔍 Go] [Jul-2019 ▼] [🔍 CalculateLTA]

EmployeeCode	EmployeeName	C. YearEarned	LastProcessMonth	LastProcessPayDays	P. YearCarryOver	ClaimAmount	BalanceAmount	CarryOverAmount
3	Joylinshweta	0	Jan-1900	0	0	0	0	0
5	Salma Hosalli	0	Jan-1900	0	0	0	0	0
7	Vaishali Pujar	0	Jan-1900	0	0	0	0	0
6	SumayyaKousar	0	Jan-1900	0	0	0	0	0
22	Jaideep sharma	0	Jan-1900	0	0	0	0	0
88	Demo 1	0	Jan-1900	0	0	0	0	0

Block Period [2014-2017 ▼] [🔍 Go]

EmployeeCode	EmployeeName	FinancialYear	EarnedAmount	P. YearCarryOverAmount	Proof Amount	Paid as Taxable Amount	CarryForwardAmount
8	praveen	2014	0	0	0	0	0
8	praveen	2015	0	0	0	0	0
8	praveen	2016	0	0	0	0	0
8	praveen	2017	0	0	0	0	0
1	Nida	2014	0	0	0	0	0
1	Nida	2015	0	0	0	0	0

|◀ ◀ [1] 2 3 ▶ ▶| Page size: [50 ▼]   132 items in 3 pages

Birthday Notification

Employee Co...	Employee Na...	Email	Contact No	No Of Years	DOB
Demo 2	Demo 2			32	27-Jul-1987
89	Vinay	vaishali@...		30	27-Jul-1989

Confirmation Notification

Employee Code	Employee Name	Email	Contact No	No Of Years	DOC
101	Demo 3			0	27-Jul-2019

Anniversay Notification

Employee Code	Employee Name	Email	Contact No	No Of Years	DOJ
88	Demo 1			9	27-Jul-2010

Notification ▲

- Employee Birthday
- Employee Probation
- Employee Anniversary
- **General Email**
- Month Check List

Send General Email

Content:

Subject: Upload: Select files...

	Employ...	Employee Name	Email	Contact No	DOJ
☐	8	praveen	praveen@smartofficepayroll.com		08-Feb-2017
☐	1	Nida		9743452416	06-Feb-2018
☐	5	Salma Hosali	salma@smartofficepayroll.com	9481087066	03-Jan-2017
☐	7	Vaishali Pujar	vaishali@smartofficepayroll.com	8971379080,9035002346	13-Dec-2016

|◄ ◄ 1 2 3 4 ► ►| 1 – 10 of 33 items

CC: [Send]

Here the system calculates the pending salary for the held period and automatically deducts the advances pending or the others deductions processed

Stop Employee Salary

Salary Month [Jul-2019 ▼]

	Emp Code	EmpName	Company	Category	Department	Designation	Status
☐	1	Nida	SmartOffice Payroll ...	Technical Support	Technical Support	1	Resigned
☐	2	Vijayalakshmi	SmartOffice Payroll ...	Technical Support	Technical Support	1	Resigned
☐	13	13	Default	Default	Default	4	Resigned
☐	16	Lalith kumar	SmartOffice Payroll ...	Default	Software Developm...	1006	Resigned
☐	17	Diwakar	Default	Default	Default	4	Resigned

|◄ ◄ [1] ► ►| [50 ▼] items per page   1 - 13 of 13 items

[Stop Salary]

Employee [None ▼]   [Process Payroll]

| Resignation Details | Earnings | Deduction |

EarningType	Amount		PayDays/Encashment Days
04-2017 - Month Salary	31834		30.00

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Salary Transaction ▲

- Hold Employee Salary
- Process PayRoll
- **Full and Final Settlement**
- Employee Earned Salary
- DayWiseProductionUnit

Employee [None ▼]   [Process Payroll]

| Resignation Details | Earnings | Deduction |

Resignation Details

EmployeeCode   EmployeeName

Resignation Submitted on [25-Apr-2017] 🗓   Date of Leaving [25-Apr-2017] 🗓

Reason for Leaving [ABANDONED ▼]   Settlement Date [25-Apr-2017] 🗓

Notice Period Days

☑ Is Notice Required

No of Days Served(DateOfLeaving-ResignationSubmittedOn) [0] Days

Sortfall in Notice(Absent Days during Notice Periood) [1] Days

Employee [None ▼]   [Process Payroll]

| Resignation Details | Earnings | Deduction |

DeductionType	Name	Amount
No records to display.		

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Employee IT Declaration Details

Employee Name	Search for Employee Name...	Employee Code	Search for Employee Code...

Employee Code	Employee Name	Company	Department	Category	
1	Vaishali	Default	Default	Default	IT Declaration
2	Vijayalakshmi	Default	Default	Default	IT Declaration

Employee TDS Exemption Details

Financial Year - Apr-2016

Employee Code 1 **Employee Name** 1 **Data of Joining** 01-Jan-2015

IT Declaration	HRA Declaration	HouseProperty - SelfOccupied	HouseProperty - LetOut	Income From Previous Employment	Other Income

Particulars	Description	Max. Limit(Rs.)	Declared	Actual
▲ Exemption Category: 80EE - Interest on Housing Loan				
80EE - Interest on Housing Loan	?	50000	10000	10000
▲ Exemption Category: C. Deduction Under Chapter VI A				
80C - 5 year Fixed Deposit in Schedule Bank	?	150000	15000	15000
80C - Deposit in NSC	?	150000	30000	35000
80C - Interest on NSC Reinvested	?	150000	12500	13000

You can submit Income Tax (IT) Declaration of employee from Admin as well as ESS login. You can specify Income from different sources and investment or relevant expenses made by them. Based on that they will get exemption and deduction. The same will be utilized for automated calculation of TDS.

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HRA Declaration

House Property – Let out

House Property- self occupied

Income from previous Employment

You will get FVU file by following these steps ,Mention the employer details , Challan Details and return the fillings.

Form24Q Employer Details

1. Particulars of Return

Deductor Name	SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD

Type Of Deductor	COMPANY	Payment Section Code	Payments made to empl...

2. Particulars of Deductor (Employer)

Has Address Changed Since Last Return	No	Branch / Division	
Flat No	648, 2ND FLOOR	Name of Premises / Building	JANARDHAN TOWER
Area / Location	JP NAGAR 7TH PHASE,	Town / City / District	BANGALORE
Road / Street / Lane	RBI EAST LAYOUT	State	KARNATAKA
PINCode	560087	Email	sales@smartofficepayroll.com
STDCode	080	TelephoneNo	1256314

3. Particulars of the Person Responsible for Deduction of Tax

Name	Vaishali Pujar	Area / Location	JP NAGAR 7TH PHASE,
Designation	PM	Town / City / District	Bangalore

Form 24Q Challan Details

⊕ Add new record

Month	Challan	Challan	Payment D	Amount	TDS	Sur
Jun-2018						

Form24QChallanDetails Details

Month	Apr-2016	Challan No	
Amount	0.00	Challan Deposit Date	01-Jan-0001
Raw Tax	0.00	SurCharge	0.00
Education Cess	0.00	Interest	0.00
Others	0.00	Late Pay Fee	0
Payment Date	01-Jan-0001	Deduction Date	01-Jan-0001
BSR Code		Minor Head Code	

Total Allocated Deductees ⊘ Calculate ⊘ Update ⊗ Cancel

Form 24Q Return Filing

Quarter*	Quarter 1
Financial Year*	2017-2018
Ack No/Token No*	
ReceiptNo	
Filing Date*	
Captcha to Download CSI File:	
Upload CSI File	Choose File No file chosen Use this link to download the CSI file

Generate   Save

Using the ESS login, employee can submit their expense category wise with the proofs. The admin will be able to download, verify and approve the same. Filter and Export option available in Admin login.

Day wise production calculation to mention the production in piece rate/kgs calculation. Define rates by company wise and department wise

✓ JV Report Integration with Accounting Software

✓ Payslip Formats

✓ Bank Format

✓ Cash/Cheque Voucher

✓ Monthly Statutory Register Reports

✓ Upload ready formats of Statutory reports – PF/ESI/TDS.

✓ Government Compliance Forms

✓ Income Tax Computation Report

✓ Income Tax Projection Report

✓ Form 16

Smartoffice Payroll Software Solution PVT, Ltd

Tangakoot Gadag

Payslip for the Month Jan-2017			
Employee :	1 : Vaishali	Bank Name:	ICICI Bank
Joining Date:	01-Jan-2015	Bank Account Number:	578965784
Designation:	Manager	PF No:	15459624
Department	Default	PF UAN:	7894561233214
Location	None	ESI No	566325965
Effective Work Days	31.00	PAN No	4565A8574G
Pay Days	31.00	LOP :	0.00

Earnings	Full	Actual	Deductions	Amount
Basic	40000.00	40000.00	EmployeePF	1800.00
HRA	2000.00	2000.00	ESI	735.00
			TDS	3971.00
			EmployeeLWF	6.00
Total Earnings (in Rs.)		**42000.00** 42000.00	**Total Deductions (in Rs.)**	**6512.00**

Net Pay for the month :35488.00

(Thirty Five Thousand Four Hundred Eighty Eight)

This is a system generated payslip and does not required signature

---

File Name	Image
payslip6.jpg	

Smartoffice Payroll & Biometrics Solutions Pvt Ltd

648, 2nd Floor, Sri Janardhan Tower, 5th Main 1st Cross, Payslip for the Month Jul-2017
RBI East Layout, JP Nagar 7, Bangalore- 560078

Employee :	1 : A		PAN No. :		Leave Status			
Department:	S1 E	Designation: Technical support	PF No. :		PL	CL	SL	Other
Location:	Gadag	Emp Type: Permanent	ESIC No: 1141					
Days Worked :30.00	OT Hours : 0.00 OT Days:0	Weekly Off : 5	Loan Blanace	0 Consumed	0	0	0	0
Paid Holiday :0	TotalLeaveTaken: 0		Advance Balance	23333 Balance	0	0	0	0

Earnings	Amount	Deductions	Amount
Basic	19355.00	PT	200.00
DA	4839.00	ESI	852.00
HRA Allow	9677.00	Employer ESI	2310.00
Special Allowance	4839.00	Adv+L	833.30
Conv	1548.00		
CEA	194.00		
Uniform	4839.00		
Food Allowance	2129.00		
Total Earnings (in Rs.)	48630.00	**Total Deductions (in Rs.)**	1885.00

Net Pay for the month 46745.00

Fourty Six Thousand Seven Hundred Fourty Five

|◄ ◄ 1 2 3 4 5 **6** 7 ► ►|

6 - 6 of 7 items

Salary PaySlip   Reimbrusment Payslip   Final Settlement Payslip

Employee Name	Search for Employee Name...	Employee Code	9

☐	EmployeeCode	EmployeeName	Company	Department	Email
☑	9	b23	HO	S1 E	vaishali@smartofficepayroll.com

Send Salary Payslip eMail

Bank statement and format for direct salary remittance in the format required by bank, can be generated. You can also generate cheque or cash vouchers.

Pay Out
- Cheque/Cash statement
- Bank Statement
- Bank Format
- Payslip
- Form16
- Settlement Payout Statement
- Generate Payslip Report

Payout Statement

Month	Mar-2017
Bank	None
ModeOfPayment	BankTransfer
PayType	PaidInSalary

Generate   Cash\Cheque Voucher

To
The Branch Manager
0

Please credit the following SB Accounts maintained with you by the amounts mentioned against the account numbers. This is towards the salary for the Month of   Mar-2017

Sl. No.	Employee Code	Employee Name	Bank Account Number	Net Earning
1	103	ARUN AYER	916010018529408,	24468
2	112	SHAILESH BHANUSHALI		5444

Cheque No.:   Drawn On:

Kindly acknowledge receipt   DREAM BUSINESS VENTURES PVT. LTD

Authorised Signatory

BankTransfer Voucher Report

Received By BankTransfer Rupees Twenty Four Thousand Four Hundred Sixty Eight   Only from DREAM BUSINESS VENTURES PVT. LTD

Towards the Month of Mar-2017

Receiver   ARUN AYER

Print Date : 13/Apr/2017   Signature of the Receiver

Rs.   24468

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You can generate Bank Statement for employees who are paid by Cheque or paid by BankTransfer.

Pay Out
- Cheque/Cash statement
- Bank Statement
- Bank Format
- Payslip
- Form16
- Settlement Payout Statement
- Generate Payslip Report

Salary Month | Apr-2017 ▼ | ☑ Include Employees with Salary Greater than zero

Employee Code	Employee Name	Department	Payment Mode	Net Earning	ChequeNumber
11	astha	Technical Support	Cheque	59272	123456

Save Payout

Pay Out
- Cheque/Cash statement
- Bank Statement
- Bank Format
- Payslip
- Form16
- Settlement Payout Statement
- Generate Payslip Report

Payout Statement

Month	Apr-2017 ▼
Bank	None ▼
ModeOfPayment	Cheque ▼
PayType	PaidInSalary ▼

Generate | **Cash\Cheque Voucher**

Smart Office   13/Apr/2017

Cheque report for the month of Apr-2017

Sl. No.	Employee Code	Employee Name	Net Earning	Cheque Number
1	11	astha	59272	123456
Grand Total			**59272**	

Cheque Voucher Report

Received By Cheque Rupees Fifty Nine Thousand Two Hundred Seventy Two   Only from Smart Office

Towards the Month of Apr-2017

Receiver   astha

Print Date : 13/Apr/2017   Signature of the Receiver

Rs.   59272

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With Compliance being one of the important part of payroll. There are all the important statutory reports that are required to file every months like PF, ESI, PT, LWF etc. Some of them are shown in next slides

Reports

- PF Report ▾
- PT Report ▾
- ESI Report ▾
- Income Tax Report ▾
- Loan/Advance Report ▾
- Salary Report ▲
  - **Statutory Register**
  - Salary Dashboard Report
  - Earning Report
  - Employee Earned Salary
  - Salary Reconciliation Report
  - Hold Employee Salary
  - Salary/Wages Register

Monthly Statutory RegisterReport

Month Mar-2017 ▾

☐ Filter Employee

Employee Code	☐ IsExcat
Employee Name	
Employee Category	All ▾
Employee Designation	All ▾
Employee Location	All ▾
Employeement Type	All ▾

☐ Filter Company

default
Hastkala Office
HASTKALA VIVIANA
Hatkala Inorbit
Hastkala Silk
Hastkala Silk Kalyan
Hastkala Sarees Dom
Hastkala Dress Domb
Hastkala Dress Thane
Hastkala Korum

Select All Deselect All

☐ Filter Department

default
HASTKALA
DBVPL
HASTKALA JEW VIV
COTTON BAZAAR
STREE
HASTKALA BAGS N)
HASTKALA BAGS
HASTKALA DRESS [
HASTKALA SAREES

Select All Deselect All

[LWF Report] [PT Report] [PF Report] [ESI Report]

You can generate PT Report, PF report and ESI report , Department or company wise. Everything from a single window

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LWF Report

LWF Register for the Month of Dec-2016					
Sr No	Emp Name	Grade	Employee Share	Employer Share	Total
Cotton Bazar					
1	VIKRAM J BHANUSHALI		12.00	36.00	48.00
2	ROHIT LAXMAN DABHI		12.00	36.00	48.00
3	BHAVESH BHANUSHALI		12.00	36.00	48.00
4	AZIZ R SHAIKH		12.00	36.00	48.00
5	MOHAN B ADVANI		12.00	36.00	48.00
6	RAM NIHOR KORI		12.00	36.00	48.00
7	SACHIN RAJE		12.00	36.00	48.00
Total for Cotton Bazar			84.00	252.00	336.00

PT Report

PT Code	27480603800P	Professional Tax Register for the Month of Dec-2016		
Sr No	Code	Emp Name	PT Salary	P Tax
Cotton Bazar				
1	1301	VIKRAM J BHANUSHALI	27000.00	200.00
2	1306	ROHIT LAXMAN DABHI	14500.00	200.00
3	1302	BHAVESH BHANUSHALI	25000.00	200.00
4	1305	AZIZ R SHAIKH	11226.00	200.00
5	1304	MOHAN B ADVANI	15242.00	200.00
6	1307	RAM NIHOR KORI	16726.00	200.00
7	1310	SACHIN RAJE	13000.00	200.00
Total for Cotton Bazar			122694.00	1400.00

PF Report

PF Code	MH/201403	Monthly PF Statement for the Month of Dec-2016							
Sr No	Code	Emp Name	Absent	PF Salary	PF	VPF	EPF	EPS	Total
Cotton Bazar									
1		ROHIT LAXMAN DABHI	5.00	6548.00	786.00		240.00	545.00	1571.00
2		BHAVESH BHANUSHALI	3.00	15000.00	1800.00		551.00	1249.00	3600.00
3		AZIZ R SHAIKH	6.00	6735.00	808.00		247.00	561.00	1616.00
4		MOHAN B ADVANI	9.00	9145.00	1097.00		336.00	762.00	2195.00
5		SACHIN RAJE	3.00	6500.00	780.00		239.00	541.00	1560.00
Total for Cotton Bazar			26.00	43928.00	5271.00		1613.00	3658.00	10542.00

ESI Report

ESI Code	34000046170001002	Monthly ESI Statement for the Month of Dec-2016					
Sr No	Emp Name	ESI Number	Days	ESI Salary	EmpCont	CompContr	Total
SILKLINE							
1	PRADEEP VITHOBA AWAD	3413630012	28.00	0.00	0.00	0.00	0.00
2	DINESH MISHRA	3413630093	31.00	0.00	0.00	0.00	0.00
3	BHAVESH DAMJI SATRA	3412667860	31.00	20000.00	350.00	950.00	1300.00
4	LAL BAHADUR DIPE TAMATTA	3411793114	18.00	4355.00	76.00	207.00	283.00
Total for SILKLINE			108.00	24355.00	426.00	1157.00	1583.00
Grand Total -			108.00	24355.00	426.00	1157.00	1583.00

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Reports ▲

PF Report ▲
  Monthly PF Report
  PFChallanReport
  PF Yearly Report

PT Report ▲
  PT Monthly Report
  PT Yearly Report

ESI Report ▲
  ESI Challan Report
  Monthly Statement
  ESI Yearly Report

Income Tax Report ▼

Loan/Advance Report ▼

Salary Report ▼

UAN	Member Name	Gross Wages	EPF Wages	EPS WAGES	EDLI WAGES	EPF CONTRI REMITTED	EPS CONTRI REMITTED	EPF EPS DIFF REMITTED	NCP DAYS	REFUND OF ADVANCES
101060100460	Anantdeep Yadav	9583	9583	9583	9583	1150	798	352	0	0
101060100425	Akash	9417	9417	9417	9417	1130	784	346	0	0
101060100456	Ritesh Pandey	9583	9583	9583	9583	1150	798	352	0	0
101060100345	Kuldeep Kumar	14270	8853	8853	8853	1062	737	325	1	0
TotalPFGross		214331 Account1Am		33588 Account10A		17850 Account2Amount		1393.1515 Account22Amount	21.4331	

PT Detailed report for the month of Mar-2017

Sl. No.	Emp ID	Employee Name	PT Gross	PT Deducted
1	103	ARUN AYER	26613.00	200.00
2	112	SHAILESH BHANUSHALI	45000.00	200.00

IP Number (10 Digits)	IP Name (Only alphabets and space)	No of Days for which wages paid/payable during the month	Total Monthly Wages	Reason Code for Zero workings days(numeric only; provide 0 for all other reasons- Click on the link for reference)	Last Working Day (Format DD/MM/YYYY or DD-MM-YYYY)
3413269497	ROHAN THAKKAR	31.00	16900.00	0	
3413326629	DHARMENDRA DUBEY	29.00	7718.00	0	
3413405151	ADVITA ANIKET MHATRE	0.00	0.00	0	
3413111848	SHITAL RAORANE	31.00	14000.00	0	

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Goverement Forms

From Date: Jul-2019

☐ Filter Employee

Employee Code: _____ ☐ IsExcat

Employee Name: _____

Employee Category: All

Employee Designation: All

Employee Location: All

Employeement Type: All

☐ Filter Company
Default
SmartOffice Payroll &
SmartOffice Payroll ar
Demo - SmartOffice

☐ Filter Department
Default
Technical Support
smart
Software Developmen

Select All Deselect All   Select All Deselect All

[Form T Report] [Form 9 Report] [Form D Report] [Form I Report] [Form C Report]

Form 9 -   Overtime Report

Form T - Muster roll Report with attendance and wages

Form D – Total Amount of Bonus

FORM No. 9
REGISTER OF OVERTIME AND PAYMENT

Name and address of the Factory/ Establishment	Name and address of the Principal Employer	Name and address of the Contractor (if any) Place of Work;		Month / Year
SHREE PLASTICS				Dec-2018

Sl. No	Employee Name Father/Husband Name	SEX	Designation/ employment	Particulars of OT Work		Normal rate of wages per hour	Overtime wages per hour wages	Normal Piece rate of wages	OT Piece rate of wages	Total OT	Date of Payment	Signature/thumb impression of the Employee
				Date	Hours							
1	GORAKH GOSAVI	MALE	SUPERVISOR	06-Dec-2018	11.47					0	01-Jan-2019	
2	GORAKH GOSAVI	MALE	SUPERVISOR	20-Dec-2018	11.48					8	01-Jan-2019	

Signature of the Occupier/ Principal Employer/ Contractor -

FORM 'D'
[See rule 5]
ANNUAL RETURN - BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON THE 30 March, 2019

Name of the establishment and its complete postal address :Smartoffice ,Smartoffice Banglore

Nature of industry.

Name of the employer :Smartoffice

Total number of employees:21

Number of employees benifited by bonus payments:6

Total amount payable as bonus under section 10 or 11 of the Payment of Bonus Act, 1965 as the case may be	Settlement, if any reached under section 18(1) or 12(3) of the Industrial Disputes Act, 1947 with date	Percentage of bonus declared to be paid	Total amount of bonus actually paid	Date on which payment made	Whether bonus has been paid to all the employees, if not, reasons for non-payment	Remarks
1	2	3	4	5	6	7
5700.00			5700.00			

Signature of the employer or his agent

Form I - Fine & penalties

| | | 1 | of 1 | ▷ | ▷| | ⇦ | | | Find | Next | 🖫 ▾ | ⟳ |

FORM I
[Rule 21(4)]
Register of Fines
Smartoffice

Sl.No.	Name	Father's/ Husband's name	Sex	Department	Nature and date of the offence for which fine imposed	Whether workman showed cause against fine or not, if so enter date	Rate of wages	Date and amount of fine imposed	Date on which fine realised	Remarks
1	Anil	Rahul	Male	Default			55000.00	200.00	01-Feb-2019	
2	Rahul	kiran	Male	Default			50000.00	1000.00	01-Feb-2019	

Form C - Total Employees Bonus Report

FORM 'C'
[See rule 4(c)]

BONUS PAID TO EMPLOYEES FOR THE ACCOUNTING YEAR ENDING ON THE 30 March, 2019

Name of the establishment and its complete postal address:Smartoffice
Smartoffice Banglore

No. of Working Days in the Year:

Date on which Paid:01-01-2019 00:00:00

SL.No.	Name of the employee.	Father's/Husband name.	Whether he has completed 15 years of age at the beginning of the accounting year	Designation	No.of days worked in the year	Total salary or wage in respect of the accounting year	Amount of bonus payable under section 10 or section 11, as the case may be	Puja bonus or other customary bonus paid during the accounting year	Deductions				Net amount payable (Column minus Column
									Interim bonus or bonus paid in advance	Amount of income tax deducted	Deduction on account of financial loss, if any, caused by misconduct of the employee	Total sum deducted under Columns 9, 10, 10A and 11	
1	2	3	4	5	6	7	8	9	11	12	13	14	
1	Anil	Rahul		Supervisor	333.00	522073.00	4200.00						4200.00
2	salma	Rehman		Supervisor	291.00	83785.00	500.00						500.00
3	Rahul	kiran		Supervisor	332.00	585933.00	1000.00						1000.00

Income Tax Computation report

After Declaring Income Tax related details you can generate the Income Tax report and projection report and Form 16

Income Tax Computation Report

EmployeeNo	0289	Name	Bharat
PAN No		Gender	Male
Date Of Join:	01-Apr-2017	Date Of Birth	23-May-1968

A) Taxable Income

(i) Monthly Income

Pay Items	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Basic	247260.00	21000.00	20323.00	21000.00	20323.00	20323.00	21000.00	20323.00	21000.00	21000.00	21000.00	21000.00	18968.00
DA	211934.00	18000.00	17419.00	18000.00	17419.00	17419.00	18000.00	17419.00	18000.00	18000.00	18000.00	18000.00	16258.00
HRA	353225.00	30000.00	29032.00	30000.00	29032.00	29032.00	30000.00	29032.00	30000.00	30000.00	30000.00	30000.00	27097.00
	812419.00	69000.00	66774.00	69000.00	66774.00	66774.00	69000.00	66774.00	69000.00	69000.00	69000.00	69000.00	62323.00

B) Deduction

Pay Items	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
EmployeePFAmount	21600.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00	1800.00
EmployeeVolPFAmount	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EmpESIAmount	4416.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00	368.00
PTAmount	2400.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
TotTaxDeducted	72290.00	6291.00	6250.00	6250.00	6199.00	6142.00	6142.00	6066.00	6066.00	6064.00	6066.00	6064.00	4690.00
	100706.00	8659.00	8618.00	8618.00	8567.00	8510.00	8510.00	8434.00	8434.00	8432.00	8434.00	8432.00	7058.00

J) Add any other income declared by the employee ....

Description	Amount
Sub Total	

K) Deduction under Section24 ....

Investment	Section	Gross	Qualifying
Interest on Housing Loan Self Occupied Property	B. Deduction Under Section 24	350018.00	200000.00
Interest on Housing Loan Let Out Property	B. Deduction Under Section 24	-33760.00	-33760.00
Sub Total		316258.00	166240.00

L) Gross Total Income (I + J-k) 610019.00

N) Deduction under chapter VI A ....

Investment	Gross	Qualifying	Deductible Amount
C. Deduction Under Chapter VI A			
80C - Childreen Education	75000.00	85000.00	0
80C - Life Insurance Premium	100000.00	100000.00	0
80C - Mutual Fund	58000.00	63000.00	0
PF Deduction	21600.00	21600.00	0
80C - Pradhan Mantri Suraksha Bima Yojana	10000.00	10000.00	0
80C - National Pension Scheme	5000.00	5000.00	0
		284600.00	0

Income Tax Projection Report

Employee IT Projection

Employee Code - 0289   Employee Name - Bharat   DOJ - 01-Apr-2017

Total Gross Income

Salary Head Name	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
DA	18000.00	17419.00	18000.00	17419.00	17419.00	18000.00	17419.00	18000.00	18000.00	18000.00	18000.00	16258.00	211934.00
Basic	21000.00	20323.00	21000.00	20323.00	20323.00	21000.00	20323.00	21000.00	21000.00	21000.00	21000.00	18968.00	247260.00
HRA	30000.00	29032.00	30000.00	29032.00	29032.00	30000.00	29032.00	30000.00	30000.00	30000.00	30000.00	27097.00	353225.00

A. Taxable Income - 812419.00

Less Exemption under Section 10

Salary Head Name	Total Exemption Amount
HRA	123630.000
A. Total Rent Paid	360000.00
B. Actual HRA Received	353225.00
C. RentPaid-10%(Basic+DA)	335274.000
D. 40% (Basic+DA)	123630.000

B. Total Exemption - 123630.000

C. Less Deduction under Section 16 (Professional Tax) - 2400.00

D. Income chargeable under the head salaries (A-B-C) - 686389.000

E. Add any other income declared by the employee - -233760.00

F. Gross Total Income - 452629.000

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At the end of the Financial year, Form16 will generate which includes entire year Incomes, deduction, exemption and deduction. You can combine Part A & B and digitally sign the same.
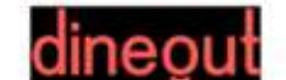
Form No 16
PART B(Annexure)

DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED

Employee Name	PAN No. Of Employee
VORA SUGAM ANIL	AQJPV8136B

Details of salary paid and any other income and tax deducted (FY: 2019-2020)

1. Gross salary	281087.00	
(a) Salary as per provisions contained in section 17(1)		
(b) Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)		
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)		
(d) Total		281087.00
2. Less : Allowance to the extent exempt under section 10		

Allowance	Rs.
Child Edu Allowance	0.00
LTA	0.00
HRA Exemption	0.00
Total	0.00

3. Previous Employment Income as per Form16\Declaration		0
3a. Balance(1-2+3)		281087.00
4. Deduction U/S Section 16		
(a) Entertainment allowance under section 16(ii)	0	
(b) Tax on employment under section 16(iii)	600.00	
(c) Standered Deduction under section 16(ia)	50000	
5. Aggregate of 4(a),4(b) and 4(c)		50600.00
6. Income chargeable under the head .'Salaries' (3a - 5)		230487.00
7. Add : Any other income reported by the employee		-200000.00
a) Interest Paid During Year SelfOccupied Property		200000.00
8. Gross total income (6 + 7)		30487.00
9. Deductions under Chapter VI-A		

9. Deductions under Chapter VI-A

(A) sections 80C, 80CCC and 80CCD	Gross Amount	Qualifing Amount	Deductible Amount
(a) section 80C			
(1) Principal Loan Repayment(Housing Loan)	20000.00	20000.00	20000.00
(2) Life Insurance Premium	42000.00	42000.00	42000.00
(3) 5 year Fixed Deposit in Schedule Bank	66400.00	66400.00	66400.00
(4)PF Deduction	21600.00	21600.00	21600.00
(b) section 80CCC	0.00	0.00	0.00
(c) section 80CCD			
(d) section 80CCG	0.00	0.00	0.00

Note :1. aggregate amount deductible under section 80C shall not exceed one lakh fifty Thousand rupees
2. aggregate amount deductible under the three sections , i.e., 80C, 80CCC and 80CCD, shall not exceed one lakh fifty Thousand rupees

(B) other sections (e.g., 80E, 80G etc.) Under Chapter VIA			
	Gross Amount	Qualifing Amount	Deductible Amount
Section 80D	20534.00	20534.00	20534.00

10. Aggregate of deductible amounts Rs.under Chapter VI-A	220534
11. Total Taxable income (8—10) Rs.	0
12. Tax on total income Rs.	44616
13. Rebate U/S 87A, if applicable	0.00
14. Raw Tax After Rebate	44616.00
15. Surcharge (Raw tax at Line 14) Rs.	0.00
16. Health & Education Cess @ 4% on (Tax at Line no. 14+ Surcharge at Line no. 15)	1785
17. Total Tax Payable (14+15+16)	46401
18. Relief under section 89 (attach details)	0
19. Tax payable (17-18)	46401

I chinmayi dodiya, son/daughter of chinmayi dodiya working in the capacity of HR do hereby certify that a sum of Rs.46401.00 has been deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true and correct based on the books of account, documents and other available records.

Place	Ahmedabad	Signature of the person responsible for deduction of tax
Date	26-Jul-2019	Full Name: chinmayi dodiya
Designation	HR	

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📞 Payroll Team Contact Details

Vaishali : 8884402446
Bhavana : 8884402440

📞 Attendance Team Contact Details

South : 8884402420
Maharashtra : 8884402451
East & West : 8884402456
North : 8884402445

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THANK YOU