

PAYROLL

ASSET MANAGEMENT

The

COMMUNIQUE



Our CFO Speaks

“Fasten your seatbelts, turbulence ahead” is an announcement we all have probably heard often. A warning given on a flight when the pilot cites danger; whereas 2020 decided to come at our doorstep, ring the bell and scream “Surprise”. A new year is a new opportunity for growth, but this year has clearly been an apocalypse rather than a surprise. Today we stand at the end of the year, looking back on how we struggled but survived.

In a dynamic world, you as a pilot of your business need to be aware of every little change in the wind and make a constant effort to counter steer so that the organisation is on the right course. The turbulences that come your way need to be analysed, controlled and overcome. Certain factors stand at the centre of every turbulence and one of them is excessive and unnecessary costs.

Control the things you CAN control and cost falls under this category. In the current scenario a short-term reactive approach would be our best bet, but our past experiences in similar crisis situations have shown that sustainable cost reduction plans are what we need. As a preliminary step, businesses will have to define where they want to be in the next 3 to 5 years in terms of profitability and then analyse the costs affecting the profits. While variable costs can be tackled better than fixed costs, fixed costs can also be streamlined in the long run. Both these costs fall under the controllable category yet there are other costs like tax and depreciation which affect your bottom line and cannot be avoided.

Knowing the who, how, where and at what cost is imperative for every business. Resource management is all about doing more with less. Delays and going over budget can be avoided with the use of resource allocation reports. Tracking the progress and the time taken, while comparing the actual vs the planned effort will ensure there are no leakages.

Can you have an auto pilot system for your business? Definitely yes and the auto pilot is the element of automation. Auto pilot is a more dynamic system as contrasted to a common perception of it being a static one. It processes the data from various sources inside and outside of the plane and makes continuous adjustments to stay on course. So also, the right solution is dynamic and is up to date as regards the compliance requirement. Non-compliance is an expensive affair and it only eats up into your costs. A cost that could be controlled, yet it wasn't due to the lack of a proper solution or a software in place.

The key is to understand the business climate you operate in and creating a strong base which cannot be blown off due to a change in the economy or due to a competitor creating a turbulence.

Don't let storms keep your aircraft (business) on the ground. Fly high, Fly safe!

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PROTECT YOUR ACCOUNT WITH 2 FACTOR AUTHENTICATION ON OUR EMPLOYEE SELF SERVICE PORTAL

- ✓ Secure sign in with something you know (password)+ something you have (phone)
- ✓ Receive time-based OTP on email as well as SMS
- ✓ Keep the password thief out with the additional security layer

What's New



Never miss a date

December 7 th	December 15 th	December 30 th	December 31 st
<p>Due date for deposit of Tax deducted/collected for the month of November, 2020.</p> <p>*All sum deducted/collected by an office of the government shall be paid to the credit of the Central Government on the same day where tax is paid without production of an Income-tax Challan</p>	<p>3rd installment of advance tax for AY 2021-22</p> <p>Due date for issue of TDS certificate u/s 194-IA, 194-IB & 194M</p> <p>Due date for furnishing of Form 24G by an office of the Government where TDS/TCS for the month of November, 2020 has been paid without the production of a challan</p>	<p>Due date for furnishing of challan-cum-statement in respect of tax deducted u/s 194-IA, 194-IB and 194M in the month of November, 2020</p>	<p>Due date for filing return for AY 2020-21 for all assesseees other than</p> <ul style="list-style-type: none"> (i) TP Audit (ii) Company Assesseees (iii) Mandatory Audit cases (iv) Partner's return (mandatory audit of firm) <p>Due date for filing various audit reports including tax audit report and report in respect of international/specified domestic transaction (AY 2020-21)</p>

Happy to enhance our footprints

Trust at the core of every relationship



TRANSFORMATION STORY- FOR ONE OF THE HR CONSULTING COMPANIES



Challenge

- Inability to track transfer of assets across departments and locations
- Maintenance of asset data on spreadsheets which are highly error-prone
- Missing due dates of annual maintenance contracts and insurance
- Repairs & Maintenance not carried out in a timely manner leading to loss of asset value
- Poor management of IT Assets eating into productive workforce time

Solution

- Shift from manual tasks on spreadsheets to a comprehensive fixed assets management solution (FAMS)
- Tracking of assets up to the minute facilitating cost-effective audit
- Accurate monitoring of assets and undertaking preventive maintenance tasks
- Extending the useful life of the assets by managing the maintenance schedule in a systematic manner
- Tracking of assets by using efficient barcoding system

Result

- Total visibility over assets as regards location and status
- Robust solution that tracks, accounts and reports accurately and precisely
- Streamlined audits due to automated asset management

ALL YOU NEED TO KNOW: LABOUR CODE 2020

Wages

Industrial Relations

Social Security

**Occupational safety, health &
working conditions**

**Labour
Code 2020**

India celebrates Labour Day on the 1st of May every year, a day which owes its origin to the labour class taking a stand against exploitation. Over the years the labour laws have also been refined in order to provide benefits to the labourers and provide adequate safety measures.

The Code on Wages received its assent on 8th August 2019. On 28th September 2020, the remaining three labour codes on Industrial Relations, Social Security, and Occupational Safety, Health and Working Conditions have received the assent of the president. It shall come into force on such date as the Central Government may notify.

With the consolidation of 29 labour laws into 4 codes, the government has taken a significant step towards simplification and modernisation of labour regulations. Each of the laws have been complicated and have had multiple definitions making implementation a great challenge.

The Labour code 2020 is a welcome move in the direction of reduced compliance, appropriate levy of penalty and increased flexibility in doing business. The step ensures to take into account the protection of employers and employees on an equal footing.

Industrial Relations Code 2020

No of laws subsumed: 3

Purpose: Regulate industrial disputes and trade unions

Key Highlights

- Government approval for closure/lay off/retrenchment required if there are more than 300 workers. Threshold limit increased in order to facilitate easy exit
- Introduction of a new term “fixed term employment” to provide benefits in line with permanent workers
- Improved structure for resolution of disputes. Appointment of conciliation officers and constitution of industrial tribunals to facilitate the settlement of disputes
- Setting up of re-skilling fund by contribution from employer equal to 15 days wages last drawn by the worker immediately before retrenchment or such number of days as maybe notified by the Central Government
- To encourage rapid resolution of disputes “negotiating council/negotiating union ” introduced.

Code on Social Security 2020

No of laws subsumed: 9

Purpose: To extend social security benefits to workers in the organised as well as unorganised sector

Key Highlights

- Right provided to the Central Government to frame and notify welfare schemes for workers in the unorganized sector, platform workers and gig workers
- Contribution to the EPF by the employer and employee at the rate of 10% may be extended to 12% as the Central Government deems fit.
- ESI provisions applicable to every establishment which has more than 10 workers (other than a seasonal factory) now extended to establishments carrying out hazardous or life threatening occupation even if a single employee is employed (as notified by Central Government)
- An employer of a plantation may also opt for ESI
- Power given to the Central government to issue an order stating reduction or deferment of employer’s contribution/employee’s contribution or both in the event of a pandemic, endemic or natural disaster for a period up to three months at a time.

Occupational Safety, Health & Working Conditions Code 2020

No of laws subsumed: 13

Purpose: Regulate occupational safety, health & working conditions

Key Highlights

- Women shall be entitled to work in all establishments for all types of work subject to consent
- Definition of factory increases the threshold to
(i) 20 (earlier 10) or more workers where the manufacturing process is carried out with the aid of power or **(ii)** 40 (earlier 20) or more workers where the manufacturing process is carried out without the aid of power
- Daily working hours fixed to eight hours
- Any person who comes on his own from one state to another state earning wages of a maximum of ₹18,000 per month or such higher amount as the Central Government notifies, is included in the definition of Inter-state migrant worker
- Free annual health check up to be provided to employees of such age or class as maybe prescribed by the appropriate government



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