

Lists of Forms and Reports

1	Pay slip	One Payslip per page	
		Two Payslip per page	
2	Salary Register	One Line Salary Register	
		Two Line Salary Register	
3	Disbursement	Cash/Cheque Transfer Statement	
		Bank Transfer Statement	
4	PF Reports	Form 3A (Revised)	
		Form 6A (Revised)	
		Form 12A (Revised)	
		Form 5	
		Form 10	
		PF Reconciliation	
		PF Challan	
5	ESIC Reports	Form 5	
		Form 6	
		Form 7	
		Esic Register	
		Esic Challan	
6	PTax	PTax challan- Maharashtra	
		Form 5-Annual Return	
		PTax Register	
7	Loan	Loan Ledger	
		Loan Balance	
8	Other	Leave Register	
		Salary Certificate	
		Arrear	
		Stop Salary Statement	
		Bonus as per Payment Of Bonus Act	
		Salary Adjustment Report	
		Gratuity Report	
		Full & Final Statement	
		Maharashtra Labour Welfare Fund	
		Monthly Payroll Analysis	
		Yearly Payroll Analysis	
		Annual Employee Salary Analysis	
		Annual Salary Component Analysis	
		CTC Report	
		Audit Trail Report	
		Salary Comparison Register	
		Pay-Sal Reconciliation	
New/Left employee Report			
Employee Movement Report			
9	Reimbursement	Payslip	
		Bank Letter	
		Monthly/Yearly report	
10	SalTds	Challan-281	
		Form 16	
		Tds Estimation Slip	
		Investment Letter	
		Investment Detail register	
		Annual Employee Salary	

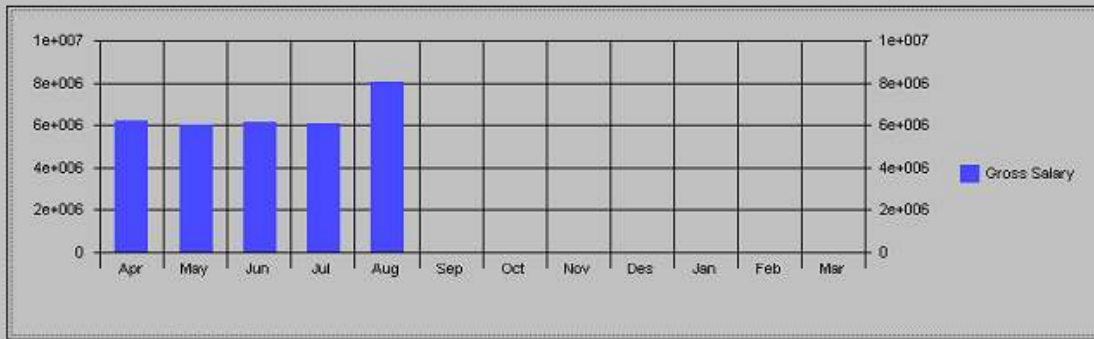
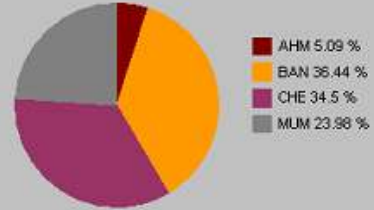
As at August-2009

Active Employees	263
In-active Employees	19
New Joinee	25
Full and Final	0
Male Employees	256
Female Employees	26
Valid PAN	279
Inaid / Blank PAN	3

Group By Branch

Period August-2009

Code	Description	Gross Salary
AHM	AHMEDABAD	410619
BAN	BANGALORE	2941154
CHE	CHENNAI	2784404
MUM	MUMBAI	1935596





Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Payslip for the month of May-2009

EmpCode	: 02	Name	: Kiran Suryavanshi
Branch	: Hyderabad	Department	: Marketing
Designation	: Executive	PFAccNo	: MAH002
Sex	: M	DateJoin	: 01/ 04/ 2009
Bank	: HDFC	SBAccNo	: 87678663453

Earnings	Amount	Deductions	Amount
BASIC	15000.00	Provident Fund	1800.00
Conveyance	600.00	Professional Tax	150.00
		LIC	500.00
		VPF	1800.00
Gross Earning	15600.00	Gross Deduction	4250.00
Net Amount	11350.00		
Net Pay in words :	Eleven Thousand Three Hundred Fifty Only		

For Paypac

Authorised Signatory



Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Payslip for the month of May-2009

EmpCode	: 01	Name	: Punita D'souza
Branch	: MUMBAI	Department	: Support
Designation	: Manager	PFAccNo	: MAH001
Sex	: F	DateJoin	: 01/ 01/ 2000
Bank	: HDFC	SBAccNo	: 1254475546

Earnings	Amount	Deductions	Amount
BASIC	15000.00	Provident Fund	1800.00
House Rent Allowance	7500.00	Professional Tax	200.00
Conveyance	800.00	TDS	353.00
Children Education Allowance	200.00	LIC	500.00
		VPF	1800.00
Gross Earning	23500.00	Gross Deduction	4653.00
Net Amount	18847.00		
Net Pay in words :	Eighteen Thousand Eight Hundred Fourty Seven Only		

For Paypac

Authorised Signatory



Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Payslip for the month of May-2009

EmpCode	: 02	Name	: Kiran Suryavanshi
Branch	: Hyderabad	Department	: Marketing
Designation	: Executive	PFAccNo	: MAH002
Sex	: M	DateJoin	: 01/ 04/ 2009
Bank	: HDFC	SBAccNo	: 87678663453

Earnings	Amount	Deductions	Amount
BASIC	15000.00	Provident Fund	1800.00
Conveyance	600.00	Professional Tax	150.00
		LIC	500.00
		VPF	1800.00
Gross Earning	15600.00	Gross Deduction	4250.00
Net Amount	11350.00		
Net Pay in words :	Eleven Thousand Three Hundred Fifty Only		

For Paypac

Authorised Signatory

Paypac

Salary Register for the month of April-2009

Code Name	Pay Days	Earnings								Deductions								Net Amount	
		BAS	HRA	CONV	CHILD_A	INC	OT	LEAVE_E	Others	Total	TDS	VH_LOAN	LOAN	LIC	VPF	PF	PTAX		Others
					LL														
01 Punita D'souza	30.00	15000	7500	800	200		375			23875	0	0	500	1800		200		2500	21375
02 Kiran Suryavanshi	30.00	15000		600			625			16225	0	0	500	1800		150		2450	13775
03 Mukesh Poul	30.00	15000	2250	500	200		500			18450	0	0	500	1800				2300	16150
04 Santosh Korgaonkar	30.00	15000	2250	500	200		125			18075	0	0	500	1800				2300	15775
05 Tejshree	15.00	7500	3750	400	100		500			12250	0	0	500	900		200		1600	10650
06 Vishal Shah	30.00	15000		500			125			15625	0	0	500	1800				2300	13325
Total	6	82500	15750	3300	700		2250			104500	0	0	3000	9900		550		13450	91050

Paypac

Salary Register for the month of April-2009

Emp Code Name	Pay Days	Earnings									Deductions						Net Amount
		BAS	HRA	CONV	CHILD_A	INC	OT	LEAVE_E	Others	Total	TDS PF	VH_LOAN PTAX	LOAN ESIC	LIC	VPF Others	Total	
01 Punita D'souza	30.00	15000	7500	800	200	0	375	0	0	23875	0	0	0	500	1800	2500	21375
02 Kiran Suryavanshi	30.00	15000	0	600	0	0	625	0	0	16225	0	0	0	500	1800	2450	13775
03 Mukesh Poul	30.00	15000	2250	500	200	0	500	0	0	18450	0	0	0	500	1800	2300	16150
04 Santosh Korgaonkar	30.00	15000	2250	500	200	0	125	0	0	18075	0	0	0	500	1800	2300	15775
05 Tejshree	15.00	7500	3750	400	100	0	500	0	0	12250	0	0	0	500	900	1600	10650
06 Vishal Shah	30.00	15000	0	500	0	0	125	0	0	15625	0	0	0	500	1800	2300	13325
Total	6	82500	15750	3300	700		2250			104500	-			3000	9900	13450	91050

550

* End of Report*

Paypac

List of Employees to be paid by Cash for the Period: June-2009

Sr. No.	Code	Employee Name	Net Pay
1	01	Punita D'souza	18,846.00
2	02	Kiran Suryavanshi	11,350.00
3	03	Mukesh Poul	13,758.00
4	04	Santosh Korgaonkar	13,761.00
5	06	Vishal Shah	11,400.00
Total amount to be paid by Cash :			69,115.00

Paypac

HDFC

Date: 30/06/2009

Andheri

Dear Sirs,

Ref: Salary for the month: June-2009

Kindly credit the following Savings Bank A/C with you,with the individual amounts shown against them anddebit our account with you / Our cheque number -----dated ----- for the total amount is enclosed. **00008654012300**

Emp. Code	Employee Name	Account No	Amount
01	Punita D'souza	1254475546	18,846.00
02	Kiran Suryavanshi	87678663453	11,350.00
03	Mukesh Poul	876895669	13,758.00
04	Santosh Korgaonkar	68445487874	13,761.00
06	Vishal Shah	258966666475	11,400.00
Total:			69,115.00

For Paypac

Authorised Signatory

Form 3A(Revised)

(For Unexempted establishments only)

The Employees' Provident Fund Scheme,1952(Para 35 & 42) and The Employees' Pension Scheme,1995 (Para 19)

CONTRIBUTION CARD FOR CURRENCY PERIOD FROM 1st April 2009 To 31st March 2010

1.P.F. Account No : MAH0003

4. Name and Address of the Factory/ Establishment

2. Name /Surname (in Block Letters) : MUKESH POUL

3. Father's/Husband's Name (in Block Letters) :

Paypac
B-10 Sai Prasad Telli Galli Cross Road Andheri
Mumbai 400069 MAHARASHTRA

5. Statutory rate of P.F Contribution : 12%

6. Voluntary higher rate of employee's contribution, if any

Contribution 1st APRIL 2009 To 31st MARCH 2010 A/C No. 25487963

Month	Amount of Wages	Worker's Share	Employer's Share		Refund of Adv	No of days/ period of non contributing service (if any)	Remarks
		E.P.F	E.P.F difference between 12% & 8.33% (if any)	Pension Fund contribution 8.33%			
1	2	3	4(a)	4(b)	5	6	7
March Paid in April	10000	1200	780	0		0	
May	15000	3600	1259	541		0	
June	15000	3600	1259	541		0	
July	15000	3600	1259	541		0	
August	0	0	0	0		0	
September	0	0	0	0		0	
October	0	0	0	0		0	
November	0	0	0	0		0	
December	0	0	0	0		0	
January	0	0	0	0		0	
February	0	0	0	0		0	
February Paid in March	0	0	0	0		0	
Total	55000	12000	4557	1623			

Certified that the total amount of contributions (both shares) indicated in this Card i.e. Rs.18,180.00 has already been remitted in full in E.P.F A/c No1 and Pension Fund A/c. No 10 (vide note below)

Certified that the difference between the total of the contribution shown under Cols. 3 and 4(a) and 4(b) of the table and that arrived at on the total wages shown in column 2 at the prescribed rate is solely due to rounding off of contributions to the nearest rupee under the rules.

Date _____

Note:

(1) In respect of the form 3A sent to the Regional Office during the course of the currency period for the purpose of final settlement of the accounts of the member, who has left service, details of date and reasons for leaving service should be furnished under col. 7(a) and (b)

Signature of the employer with office seal

(2) In respect of those who are not members of the Pension Fund the employers share of contribution to the EPF will be 8.33% or 12% as the case may be and is to be under column 4(a).

Name and address of the establishment

Paypac

B-10 Sai Prasad, Telli Galli Cross Road

Andheri , Mumbai - 400069

Form 6A (Revised)

(For unexempted Establishment Only)

THE EMPLOYEES PROVIDENT FUND SCHEME, 1952 [PARA 43]

And

Annual statement of contribution for the currency period from 1st April 2009 To 31st March 2010

THE EMPLOYEES PENSION SCHEME, 1995 [PARA 20(4)]

Statutory rate of contribution

12 %

No of members voluntarily contributing at higher rate

Code No of the
Establishment 25487963

Sr. No.	Account Number	Name of the Member (In block letters)	Wages, Retaining allowance(if any) & D.A. including cash value of food concession paid during the currency period	Amount of Workers contributions deducted from the wages	Employer's Contribution		Refund of advances	Rate of higher voluntary contribution (if any)	Remarks
					E.P.F. differences between 12% & 8.33%	Pension fund 8.33%			
1	2	3	4	5	6	7	8	9	10
1	MAH0003	MUKESH POUL	55000	12000	4557	1623			
2	MAH0004	SANTOSH KORGAONKAR	45000	10800	3777	1623			
3	MAH0008	VISHAL SHAH	45000	10800	3777	1623			J.. 01/04/2009
4	MAH0009	TEJSHREE	7500	1800	359	541			L.. 15/04/2009
5	MAH001	PUNITA D'SOUZA	45000	10800	3777	1623			
6	MAH002	KIRAN SURYAVANSHI	45000	10800	3777	1623			J.. 01/04/2009
			242500	57000	20024	8656			

RECONCILIATION OF REMITTANCES

Sr No	Month	Amount Remitted		E.D.L.I Contribution A/ c No .21 (Rs)	Admn Charges A/ c No. 2 (Rs)	E.D.L.I Admn Charges A/ c No .22 (Rs)	Aggregate Contribution of Cols 5.6.7 (Rs)
		EPF Contribution including refund of advance A/ c No.1 (Rs)	Pension Fund Contribution A/ c No.10 (Rs)				
1	April	1980.00	0.00	0.00	0.00	0.00	1980.00
2	May	26454.00	3246.00	195.00	908.00	4.00	29700.00
3	June	24295.00	2705.00	163.00	825.00	3.00	27000.00
4	July	24295.00	2705.00	163.00	825.00	3.00	27000.00
	Total	77024.00	8656.00	521.00	2558.00	10.00	85680.00

(1) Total No of contribution cards enclosed (Form 3-A Revised)

(2) Certified that Form 3-A, duly completed of all the members listed in this statement are enclosed, except those already sent during the course of the currency period for the final settlement, of the concerned member's account vide "Remarks" furnished against the names of the respective members above.

Signature of the Employer (with Office Seal)

EMPLOYEE'S PROVIDENT FUND AND MISC ACT 1952

EMPLOYEE'S PENSION SCHEME [PARA 20(4)]

Establishment status

MH/

Currency period From 1st APRIL 2009 To 31ST MARCH 2010

Statement of contribution for the month of June 2009

Group Code

Name and address of the establishment

Paypac

B-10 Sai Prasad, Telli Galli Cross Road

Andheri, Mumbai

400069

Code No of Establishment

25487963

Statutory rate of contribution

12 %

Particulars 1	Wages on which contributions are payable 2	Amount of contribution Payable 3		Amount of contribution remitted 4		Amount of administrative charges due 5	Amount of administrative charges remitted 6	Date of remittance (enclose triplicate copies of challan) 7
		Recovered from the workers	Payable by the employer	Worker's Share	Employer's Share			
E.P.F A/c No.	75000	18000	6295	0	0	825	0	
Pension fund A/c No	32500	NIL	2705	NIL	0	NIL	NIL	
D.L.I A/c No.	32500	NIL	163	NIL	0	3	0	

Total No. of Employees

Name & address of the bank in which the amount is remitted

(a) Contract

NIL

(b) Rest

5

(c) Total

5

Details of Subscribers	EPF	Pension Fund	E.D.L.I.
No. of Subscribers as per last month	5	5	5
No. of Subscribers (Vide Form 5)	0	0	0
No of Subscribers left service (Vide form 10)	0	0	0
(Net) Total no of Subscribers	5	5	5

Signature of the employer with official(Seal)

Name and address of the establishment

Paypac
B-10 Sai Prasad, Telli Galli Cross Road
Andheri , Mumbai - 400069

Form 5

THE EMPLOYEES PROVIDENT FUND SCHEME, 1952 [PARA 36(2)(a)]

AND THE EMPLOYEES' PENSION SCHEME, 1995 [Para 20(4)]

Return Of Employees qualifying for membership of the Employee's Provident Fund,
Employee's Pension Fund & Employee's Deposit Linked Insurance Fund for the first Time
during the month of April-2009

[To be sent to the commissioner with Form 2 (EPF & EPS)]

Code No. of Factory/Estt.:25487963

Sr. No.	Account Number	Name of the Employee (in block letters)	Father's Name (or Husband's name in case of married woman)	Date of Birth	Sex	Date of joining the Fund	Date period of previous service as on the date of joining the Fund(enclose Scheme Certificate if applicable)	Remarks
1	2	3	4	5	6	7	8	9
1	MAH0008	VISHAL SHAH			Male	01/04/2009		
2	MAH002	KIRAN SURYAVANSHI			Male	01/04/2009		

Paypac

Date 30/07/2009

Signature of the Employer or other authorised officer/ Stamp of the
Factory/ Establishment

Form 10

EMPLOYEES PROVIDENT FUND ORGANISATION
THE EMPLOYEES PROVIDENT FUND SCHEME, 1952 [PARA 36(2)(a)(b)]
RETURN OF MEMBERS LEAVING SERVICE FOR THE MONTH OF April-2009

Part-'B' Details of employees leaving service**Name and address of the establishment**

Paypac
 B-10 Sai Prasad, Telli Galli Cross Road
 Andheri ' Mumbai - 400069

Code No 25487963

Group No

Month : April-2009

SL No	Account Number	Name of Member (In block letters)	Father's / Husband's Name	Date of leaving service	Reason for leaving	Remarks
1	2	3	4	5	6	7
1	MAH0009	Tejshree		15/04/2009		

(Also fill in Part'B')

Date

Please state whether the member is(a) retaining according to para 69(1)(a) or (b)of the scheme:(c) leaving india for parmenent settlement abroad (d) retrenched ; (e) ordinarily dismissed for serious and wilful misconduct ;(f) discharged; (g) resigning from or leaving service; (h)taking up employment else where(the name and address of the new employer should be stated);i) dead

(1) A request for deduction from the account of a member dismissed for serious and willful misconduct should be reported in the following certificate

Certified that the member mentioned at serial no._____ Shri _____ was dismissed for serious and willful misconduct

I recommended that the employer's contribution for _____ should be forfeited from his account in the fund

A copy of the order of dismissal is enclosed

(2) Certified that the member mentioned at serial no _____ Shri _____ was paid/not paid retrenchment compensation of Rs._____ under the Industrial Dispute Act, 1947

Signature of the Employer or other authorised officer/Stamp of the
 Factory/Establishment

Paypac

P.F / F.P.F / D.L.I Statement for the month of June-2009

Sr.No.	EmpCode	Name	PFAccNo	PFWages	EPS Wages	Employee			EDLI	EDLI Max Limit	PF Admin Charges	DLI Admin Charges
						PFAmount	PF Amount	EPS Amount				
									.50		1.10	.010
1	01	Punita D'souza	MAH001	15000.00	6500.00	3600.00	1259.00	541.00	32.50	6500	165.00	.65
2	02	Kiran Suryavanshi	MAH002	15000.00	6500.00	3600.00	1259.00	541.00	32.50	6500	165.00	.65
3	03	Mukesh Poul	MAH0003	15000.00	6500.00	3600.00	1259.00	541.00	32.50	6500	165.00	.65
4	04	Santosh Korgaonkar	MAH0004	15000.00	6500.00	3600.00	1259.00	541.00	32.50	6500	165.00	.65
5	06	Vishal Shah	MAH0008	15000.00	6500.00	3600.00	1259.00	541.00	32.50	6500	165.00	.65
Grand Total:				75000	32500	18000	6295	2705	163	32500	825	3

* End of Report*

COMBINED CHALLAN - A/C. NO. 1,2,10,21 & 22
STATE BANK OF INDIA

Original

EMPLOYEE'S PROVIDENT FUND ORGANISATION

(USE SEPRATE CHALLAN FOR EACH MONTH)

ESTABLISHMENT CODE NO: 25487963

ACCOUNT GROUP NO 12

PAID BY CHEQUE/CASH : CHEQUE

DUES FOR THE MONTH OF :

Employers Share

M	M	Y	Y	Y	Y
0	6	2	0	0	9

DATE OF PAYMENT

D	D	M	M	Y	Y	Y	Y
1	5	0	6	2	0	0	9

Employee Share

M	M	Y	Y	Y	Y
0	6	2	0	0	9

Total No. of Subscribers

{

{

{

Total Wages Due

{

{

{

S.NO	PARTICULARS	A/C.NO.1	A/C.NO.2	A/C.NO.10	A/C.NO.21	A/C.NO.22	TOTAL
	AMOUNT(In Rupees).....					
PART -01							
1.	EMPLOYER'S SHARES OF CONT	3,653		2,207	133		5,993
2.	EMPLOYEE'S SHARE OF CONT	12,280					12,280
3.	ADM.CHARGES		537			3	540
4.	INSP CHARGES						
5.	PENAL DAMAGES						
6.	MISC PAYMENT						
TOTAL		15,933	537	2,207	133	3	18,813

Amount in word ... (Rupees Eighteen Thousand Eight Hundred Thirteen Only)

NAME OF ESTABLISHMENT....Paypac

(FOR BANK USE ONLY)

ADDRESS B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Amount Received Rs.
For Cheques Only

NAME OF THE DEPOSITER.. Kiran Suryavanshi

Date of Presentation

SIGNATURE OF THE DEPOSITOR

Date of Realisation:....

(TO BE FILLED IN BY EMPLOYER)

Branch Name

Branch Code No.

NAME OF THE BANK : HDFC FORMAT

CHEQUE NO...: 123456

Date : 15/06/2009

I declare that,

- (a) All the records and registers have been maintained as per provisions contained in ESI Act, rules and regulations framed therein.
- (b) During the period of Return Nos. of Declaration forms have been submitted.
- (c) During the above period - Nos. .TICs have been received.
- (d) During the above period - Nos. .PICs have been received.
- (e) During the above period - Nos. PICs have been distributed amongst the eligible IPs.
- (f) During the above period - Accidents have been reported to the concerned branch office.
- (g) During the period of --- Nos. of employees directly employed by us have been covered and a total wages of Rs. /- have been paid to such employees.
- (h) During the period - Nos. have been directly employed by us have not been covered and the total wages of Rs. --- ----- have been paid to such employees.
- (i) During the period - Nos. have been directly employed by us have been covered and the total wages of Rs. --- ----- have been paid to such employees.
- (j) During the period - ----no. of employees employed through immediate employer have been covered and a total wages of Rs. ----- --have been paid to such employees.

(k) Following components of wages have been taken into consideration for the purpose of payment of contribution:

- 1 Children Education Allowance
- 2 Conveyance
- 3 House Rent Allowance
- 4 Incentive
- 5 OverTime
- 6 BASIC

(l) Following components of wages have not been taken into consideration for the purpose of payment of Contribution.

(1)

(2)

(3)

The above mentioned information is based on records and any information if found incorrect will render me liable for prosecution under provisions of ESI Act and action for recovery of contribution due along-with interest and damages as per provisions of the ESI Act.

Place : **Mumbai**

Signature & Designation of the Employer

Date :

(With Rubber Stamp)

CERTIFICATE BY CHARTERED ACCOUNTANT.

(To be submitted in case of employers employing 40 or more employees)

CERTIFIED that I have Verified the above return from the records & registers of M/SPaypac, B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai - 400069 MAHARASHTRA. and found it to be correct.

Signature and Seal of Chartered Accountant. with

Membership No.

IMPORTANT INSTRUCTIONS :

Information to be given in "Remarks Columns (No. 9)"

- (i) If any I.P. is appointed for the first time and/or leaves the service during the Contribution Period indicate "A"(date) and/or L(date) in the remarks column (No.8)
- (ii) Please indicate Insurance Number in chronological (ascending) order.
- (iii) Figure in columns 4,5 & 6 shall be in respect of the Wage Periods ended during the Contribution Period.
- (iv) Invariably strike totals of columns 4,5 & 6 of the return.
- (v) No overwritings shall be made. Any corrections, If made, should be signed by the Employer.
- (vi) Every page of this return should bear full signature and rubber stamp of the Employer.
- (vii) Daily Wages in Col.7 of the return shall be calculated by dividing figures in Col.5 by figures in Col.4 to two decimal places.

For * CP ending 31st March, due date is 12th May

For * CP ending 30th September, due date is 11th November

EMPLOYEES' STATE INSURANCE CORPORATION

Employer's Name and Address

Paypac

,B-10 Sai Prasad,Telli Galli Cross Road,Andheri,Mumbai-400069

Employer's Code No.

258746

Period from 01/04/2009 to 30/09/2009

Sr.NO	Insurance Number	Name of insured person	No of Days for which wages	Total amount of Wages Paid	Employee's contribution deducted	Average Daily's Wages 5/4	Whether still continues working	Remarks *
1	2	3	4	5	6	7	8	9
1		Punita D'souza	30.00	23500.00	411.00	783.33	Yes	
2		Kiran Suryavanshi	30.00	15600.00	273.00	520.00	Yes	A...01/04/2009
3		Mukesh Poul	30.00	17950.00	314.00	598.33	Yes	
4		Santosh Korgaonkar	30.00	17950.00	314.00	598.33	Yes	
5		Vishal Shah	30.00	15500.00	271.00	516.67	Yes	A...01/04/2009
		Total	150	90500	1583	3,017		

Date of appointment and leaving the job may be given in remarks column.

Signature of the Employer

(FOR OFFICIAL USE)

- Entitlement position marked.
- Total of Col.5 of Return checked and found correct/incorrect amount is indicated.
- Checked the amount of Employers/Employee's contribution paid which is in order/observation memo enclosed.

Counter signature

U.D.C.
Officer

Head clerk

Branch

Name of Local Office

Andheri

Name and Address of the Factory or Establishment:

Paypac
B-10 Sai Prasad, Telli Galli Cross Road
Mumbai, 400069

Employer's Code No.

258746

Contribution Period

From : April 2009

To : September 2009

PARTICULARS OF THE PRINCIPAL EMPLOYERS:-

- a) Name b) Designation
- c) Residential Address

I Furnish Below the Details of the employer's and employee's share of contribution in respect of the undermentioned Insured Person.

I hereby declare That the return includes every employee, employed directly or through an immediate employer or in connection with the

work of the factory/establishment or any work connected with the administration of the factory/establishment or purchase of raw materials, sales or distribution of finished product etc., to whom the contribution period to which this return relates, applies and that the contribution in respect of employer's and employee's share have been correctly paid in accordance with the provision of the Act and Regulation relating to the payment of contribution vide challans detailed below :-

Total Contribution amounting to Rs..... 5882 Comprising of Rs... 4299 Employer's share and Rs1583 as Employee's share

(Total of col6 of the return) paid as under :

1	Challan Dated	for Rs.	0.00
2	Challan Dated	for Rs.	0.00
3	Challan Dated	for Rs.	5,882.00
Total Rs.			5,882.00

Place

Signature

Date

Designation

Important Instructions

1. If any I.P is appointed for the first time and/or leaves service during the contribution period, indicate "A.....(Date and/or "L.....(Dte)", in the remark column (No.8)
2. Please indicate Insurance Numbers in chronological (ascending) order.
3. Figures in Columns 4,5 & 6 shall be in respect of wage periods ended during the contribution period.
4. Invariably strike totals of Columns of 4,5 & 6 of the return
5. No over-writing shall be made. Any corrections should be signed by the employer
6. Every page of this return should bear full signature & rubber stamp of the employer.
7. "Daily Wages" in Col.7 of the return shall be calculated by dividing figures in Col. 5 by figures in Col. 4 to two decimal Places.

Form No 6 Cont....

Sr.NO	Insurance Number	Name of insured person	No of Days for which wages	Total amount of Wages Paid	Employee's contribution deducted	Average Daily's Wages 5/4	Dispensary	Remarks
1	2	3	4	5	6	7	7(A)	8
1		Punita D'souza	30.00	23500.00	411.00	783.33		
2		Kiran Suryavanshi	30.00	15600.00	273.00	520.00		A...01/04/2009
3		Mukesh Poul	30.00	17950.00	314.00	598.33		
4		Santosh Korgaonkar	30.00	17950.00	314.00	598.33		
5		Vishal Shah	30.00	15500.00	271.00	516.67		A...01/04/2009
		Total	150	90500	1583	3,017		

* End of Report*

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

ESI C Salary Report

For the month of June-2009

Sr.No.	Name of the Employee	Paid Days.	ESI C Acc. No.	ESICWages	Employees Cont.	Employers Cont.
1	Punita D'souza	30		23500.00	411.00	1116
2	Kiran Suryavanshi	30		15600.00	273.00	741
3	Mukesh Poul	30		17950.00	314.00	853
4	Santosh Korgaonkar	30		17950.00	314.00	853
5	Vishal Shah	30		15500.00	271.00	736
Total				90500.00	1583.00	4299

* End of Report*

Original

E.S.I.C

CHALLAN NO.

EMPLOYEES STATE INSURANCE FUND ACCOUNT NO :-1 PAY-IN-SLIP FOR CONTRIBUTION

STATE BANK OF INDIA

Station

DATED

30/06/2009

PARTICULARS OF CASH / CHEQUE NO.	Amount in Rs.
215747	5882
Total :-	5882

Paid in to the credit of the Employees' State Insurance Fund
Account No.1 RS.5,882.00
(Rupees. Five Thousand Eight Hundred Eighty Two Only)
in Cash /by Cheque (on realization) for payment of contribution as per
details given below under the Employee's State Insurance Act,1948 for
the month of June-2009

Employer's
Code No.

258746

DEPOSITED BY

CHEQUE

Name and address of
Factory/Establishment

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

No. of Employees	:-	5	Total Wages	:-	90500.00
Employees Contribution Rs.				:-	1583
Employers Contribution Rs.				:-	4299
Total		@ 6.5 %:-			5882

(For Use in Bank)

ACKNOWLEDGEMENT

(To be filled by depositor)

Received Payment with Cash/Cheque/Draft No . 215747
dated 01/07/2009 for Rs. 5,882.00
(Rupees. Five Thousand Eight Hundred Eighty Two Only)

Drawn on HDFC (Bank) in favour of Employees' State Insurance Fund Account No.1

Sl. No. in Bank's Scroll

Dated :- 30/06/2009

Authorised Signatory
of the receiving Bank

FORM III RETURN-CUM-CHALLAN

Profession Tax Registration Certificate No

for the
Profession
Tax Officer

M.V.A.T.R.C. No., if any

THE MAHARASHTRA STATE TAX ON PROFESSIONS, TRADES, CALLINGS

AND EMPLOYMENTS ACT, 1975 AND RULE 11, 11-A, 11-B, 11-C

0028, Other Taxes on Income and Expenditure-Taxes on Professions, Trades, Callings and

Employments-Taxes on Employments

Employees whose monthly Salaries, Wages are	Rates of tax per month	No. of Employees	Amount of Tax deducted
1 To 2,500	0.00	0	0.00
2,501 To 3,500	60.00	0	0.00
3,501 To 5,000	120.00	0	0.00
5,001 To 10,000	175.00	0	0.00
10,001 To 9,999,999	200.00	1	200.00
Arrear Amount			0
Total Rs.			200.00

Tax amount	200
Interest amount	
Less-Excess tax paid,if any,in the previous Year/Qtr./Month	
Net Amount payable	
Total amount paid (in words) Two Hundred only	

Profession Tax Registration Certificate No	Period From	Period To
	01/06/2009	30/06/2009

Name and Address Paypac,,B-10 Sai Prasad,Telli Galli Cross Road,Andheri,Mumbai-400069

The above statements are true to the best of my knowledge and belief

Date: 30/06/2009
Place: Mumbai

Signature & Designation

For the Treasury Use Only

Received Rs.(in Words)	Rupees (in Figures)
Date of Entry	Challan No

Treasurer Accountant Treasury Officer/Agent or Manager

Profession Tax Registration Certificate No

M.V.A.T.R.C. No., if any

Part II

FORM II RETURN-CUM-CHALLAN for the Treasury

THE MAHARASHTRA STATE TAX ON PROFESSIONS, TRADES, CALLINGS

AND EMPLOYMENTS ACT, 1975 AND RULE 11, 11-A, 11-B, 11-C

0028, Other Taxes on Income and Expenditure-Taxes on Professions, Trades, Callings and

Employments-Taxes on Employments

Tax amount	200
------------	-----

Interest amount	
-----------------	--

Less-Excess tax paid, if any, in the previous Year/Qtr./Month	
---	--

Net Amount payable	
--------------------	--

Profession Tax Registration Certificate No	Period From	Period To
	01/06/2009	30/06/2009

Name and Address Paypac,,B-10 Sai Prasad,Telli Galli Cross Road,Andheri,Mumbai-400069

The above statements are true to the best of my knowledge and belief

Date: 30/06/2009

Place: Mumbai

Signature & Designation

For the Treasury Use Only

Received Rs.(in Words)	Rupees (in Figures)
------------------------	---------------------

Date of Entry	Challan No
---------------	------------

Treasurer Accountant Treasury Officer/Agent or Manager

Profession Tax Registration Certificate No

M.V.A.T.R.C. No., if any

Part III

FORM III RETURN-CUM-CHALLAN for the Payer

THE MAHARASHTRA STATE TAX ON PROFESSIONS, TRADES, CALLINGS

AND EMPLOYMENTS ACT, 1975 AND RULE 11, 11-A, 11-B, 11-C

0028, Other Taxes on Income and Expenditure-Taxes on Professions, Trades, Callings and

Employments-Taxes on Employments

Tax amount	200
------------	-----

Interest amount	
-----------------	--

Less-Excess tax paid, if any, in the previous Year/Qtr./Month	
---	--

Net Amount payable	
--------------------	--

Profession Tax Registration Certificate No	Period From	Period From
	01/06/2009	30/06/2009

Name and Address Paypac,,B-10 Sai Prasad,Telli Galli Cross Road,Andheri,Mumbai-400069

The above statements are true to the best of my knowledge and belief

Date: 30/06/2009

Place: Mumbai

Signature & Designation

For the Treasury Use Only

Received Rs.(in Words)	Rupees (in Figures)
------------------------	---------------------

Date of Entry	Challan No
---------------	------------

Treasurer Accountant Treasury Officer/Agent or Manager

Form 5

(See Rule 11)

Professional Tax Annual Returns

Return of tax payable by employer under sub-section (1) Section 6 of Karnataka Tax on Professions, Trades, Calling Employment Act ,1976.

1. Return of Tax payable for the year ending on : 31/03/2010
2. Name of the Employer : Paypac
3. Address : B-10 Sai Prasad
Andheri
Mumbai
Telli Galli Cross Road -400069
4. Registration Certificate No : Date :
5. Tax paid during the year is as under :

Sl.No	Month	Tax Deducted	Tax Paid	Balance Tax	Paid Under Challan No. & Date
1	2	3	4	5	6
1	April	400	400		
2	May	200	200		
3	June	200	200		
4	July				
5	August				
6	September				
7	October				
8	November				
9	December				
10	January				
11	February				
12	March				

6. Total Tax payable for the year ending 800
7. Tax paid as per monthly statement 800
8. Balance tax paid under challan No. Dated Not Applicable

I certify that all the employees who are liable to pay the tax in my employment during the period of return have been covered by the foregoing particulars. I also certify that the necessary revision in the amount of tax deductible from the salary or wages of the employees on account of variation in the salary or wages earned by them has been made where necessary.

I Shri **Kiran Suryavanshi** **Manager**
solemnly declare that the above statements are true to the best of my knowledge and belief.

Place : Mumbai

Signature :
(Employer)

Date :

Status : Company

(For Office use only)*The return is accepted on verification*

Tax Assessed	Rs
Tax Assessed	Rs
Tax Assessed	Rs

Assessing Authority

Note : Where the return is not acceptable, separate order of assessment should be passed

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

PTax Register for the month of June-2009

Sr. No.	Empcode	Name	PTax Salary	Amount
1	01	Punita D'souza	23500	200.00
2	02	Kiran Suryavanshi	15600	150.00
3	03	Mukesh Poul	17950	200.00
4	04	Santosh Korgaonkar	17950	200.00
5	06	Vishal Shah	15500	200.00
				950.00

Paypac
Loan Ledger
As at 30/06/2009

Employee Name

Loan Name	Loan Amt	Period	Opening	Principal	Interest	Debit	Credit	Closing
Punita D'souza								
Other Loan	100000	June, 2009	100000	8333	0	8333	8333	91667
Kiran Suryavanshi								
Other Loan	250000	June, 2009	250000	16667	0	16667	16667	233333

* End of Report*

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Loan Balance Report

For the month of June-2009

Employee Name	Loan Name	Loan Amount	Interest	Credit	Balance
Punita D'souza	LOAN	100,000	0	8,333	91,667
Kiran Suryavanshi	LOAN	250,000	0	16,667	233,333
Total		350,000	0	25,000	325,000

* End of Report*

Paypac

Leave Register for the month of June-2009

Sr. No.	Empcode	Name	Leave Name	Op. Bal	Credit	Debit	Encash	Balance
1	01	Punita D'souza	Casual Leave	7.000	1.000	0.000	0.000	8.000
2	01	Punita D'souza	Paid Leave	14.000	1.000	0.000	0.000	15.000
3	02	Kiran Suryavanshi	Casual Leave	0.000	0.000	0.000	0.000	0.000
4	02	Kiran Suryavanshi	Paid Leave	0.000	0.000	0.000	0.000	0.000
5	03	Mukesh Poul	Casual Leave	7.000	1.000	0.000	0.000	8.000
6	03	Mukesh Poul	Paid Leave	14.000	1.000	0.000	0.000	15.000
7	04	Santosh Korgaonkar	Casual Leave	7.000	1.000	0.000	0.000	8.000
8	04	Santosh Korgaonkar	Paid Leave	14.000	1.000	0.000	0.000	15.000
9	06	Vishal Shah	Casual Leave	0.000	0.000	0.000	0.000	0.000
10	06	Vishal Shah	Paid Leave	0.000	0.000	0.000	0.000	0.000

Paypac

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr Mukesh Poul has been working with the company since 01/04/2000 .His present designation is Manager

His monthly salary is as follows:

Payment Head	Amount(Rs.)
BASIC	15,000.00
Children Education Allowance	200.00
Conveyance	500.00
House Rent Allowance	2,250.00
	<hr/>
	17,950.00
	<hr/>

For Paypac

Authorised signatory

Paypac

Auto Arrear calculation for the month of June 2009

Employee Name / Employee Code	Period	New Amount	Old Amount	Arrear
Punita D'souza				
01				
BAS				
	June 2009	20000	15000	5000
	June 2009	20000	15000	5000
		40000	30000	10000
CHILD_ALL				
	June 2009	200	200	0
	June 2009	200	200	0
		400	400	0
CONV				
	June 2009	800	800	0
	June 2009	800	800	0
		1600	1600	0
HRA				
	June 2009	10000	7500	2500
	June 2009	10000	7500	2500
		20000	15000	5000
Total		62000	47000	15000

Manual Arrear calculation for the month of June 2009

Employee Name	Period	New Amount	Arrear
	June 2009		

Paypac

Stop Salary statement for the month of June-2009 2009

Sr.No	EmpCode	Name of the Employee	NetPay
1	01	Punita D'souza	10,102.00
2	03	Mukesh Poul	13,265.00
3	06	Vishal Shah	10,929.00

Bonus as per Payment of Bonus Act

Salary from the Month of April 2009 to June 2009

Code	Name	Months	Bonus Salary	Calculated Salary	Rate	Bonus
01	Punita D'souza	1.00	5000	3500	20.00	700
02	Kiran Suryavanshi	1.00	6000	3500	20.00	700
03	Mukesh Poul	1.00	7500	3500	20.00	700
04	Santosh Korgaonkar	1.00	5000	3500	20.00	700
Total				14000		2800

Paypac

Sal Adjustment Report for the month of June-2009

Sr. No.	Empcode	Name	Component	Changed Date	Before	After	Total
	03	Mukesh Poul					
1			Children Education Allowan	15/06/2009	93	107	200
2			Conveyance	15/06/2009	233	267	500
3			House Rent Allowance	15/06/2009	1050	2000	3050
4			Leave encashment	15/06/2009	0	0	0
5			OverTime	15/06/2009	0	0	0
6			BASIC	15/06/2009	7000	13333	20333
7			BONUS	15/06/2009	0	8000	8000

Paypac

Estimated Gratuity Calculation Report till 30/06/2009

Sr. No.	Empcode	Name	Join Date	Date of Calc	Months	Amount	Amount upto Last Month	Amount upto Current Month	Amount for the Month
1	01	Punita D'souza	01/01/2000	30/06/2009	113	15000	80769	81490	721
2	02	Kiran Suryavanshi	01/04/2009	30/06/2009	2	15000	721	1442	721
3	03	Mukesh Poul	01/04/2000	30/06/2009	110	15000	78606	79327	721
4	04	Santosh Korgaonkar	01/04/2000	30/06/2009	110	15000	78606	79327	721
5	06	Vishal Shah	01/04/2009	30/06/2009	2	15000	721	1442	721
						75000	239423	243029	3606

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Full and Final Settlement Report upto the month of June-2009

EmpCode	: 04	Name	: Santosh Korgaonkar
Branch	: Delhi	Department	: Marketing
Designation	: Manager	PFAccNo	: 0004
Sex	: M	DateJoin	: 01/04/2000
Bank	: HDFC	SBAccNo	: 68445487874

1. Settlement Date	: 15/06/2009
2. Total no of days payable	: 15
3. Leave Encashable days	: 15.0

Earnings	Amount	Deductions	Amount
BASIC	2500.00	Provident Fund	300.00
House Rent Allowance	375.00	E.S.I.C	56.00
Conveyance	250.00	Professional Tax	200.00
Children Education Allowance	100.00	LIC	500.00
Leave encashment	2500.00	VPF	300.00
Gross Earning	5725.00	Gross Deduction	1356.00
Net Amount	4369.00		

Net Pay in words : Four Thousand Three Hundred Sixty Nine Only

For Paypac

Authorised Signatory

This is computer generated payslip, required no signature

Maharashtra Labour Welfare Board

Hutatma Babu Genu, Mumbai Girmi Kamgar Kreedha Bhavan, Senapati Bapat Marg, Elphinstone, Mumbai - 400 013. Phone : 4227758, 4306717, 4360738

Form A-1 Cum Return

(Vide Rule 3-A)

NOTE : 1) This form-cum -return is required to be submitted by every employer along with the payment of Employees' & Employer's Six monthly contribution made by him in respect of all employees whose names stand on the register of his establishment as on 30th June / 31st December as per the provisions of Section 6BB of the Bombay Labour Welfare Fund Act, 1953.

2) Section 2 (2) (b) of Bombay Labour Welfare Fund Act, 1953 "Supervisor" means who, being employed in a supervisory capacity, draws wages exceeding Three Thousand Five Hundred rupees per mensem or exercise, either by the nature of the duties attached to the office, or by reason of the powers vested in him, functions mainly of a managerial nature.

3) EEC = Employee's contribution, ERC = Employer's contribution.

for office use only

C

Establishment Code No.

--

1. Name & Address of the Establishment

Paypac
B-10 Sai Prasad, Telli Galli Cross Road
Andheri, Mumbai - 400069

2. Name of the Employer.

3. Class of the Establishment (i.e. whether factory, motor omnibus services, motor transport undertaking or commercial establishment, a shop, a residential hotel, restaurant, eating house, theatre or other place of amusement or public entertainment.)

4. Total number of employees whose names stood on the establishment register as on 30th June 2009

a. Manager

b. Employees working in supervisory capacity drawing wages exceeding 3,500/- p.m. (please refer NOTE 2 above)

Employee drawing wages upto & inclusive of Rs. 3,000/- p.m.

EEC @ Rs. 6.00 per employees
ERC @ Rs.18.00 per Employee.

Employees drawing wages exceeding Rs. 3000/- p.m.

EEC @ Rs. 12.00 per employee &
ERC @ Rs. 36.00 per employee.

5. Total of (a) to (c) above

6. Mode of Payment :

(please specify No. & date of cheque/ draft / money order/cash against this item.)

No. Of Employees	E.E.C. Rs.	E.R.C Rs.	Penal Int.	Total Rs.
	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL
June	1	6	18	24
Dec	0	0	0	0
June	0	0	0	0
Dec	0	0	0	0
	1	6	18	24

IMPORTANT

- Cheque /DD should be drawn to each Estt. Code Number separately & in favour of Maharashtra Labour Welfare Fund.
- Cash payment will be accepted from 10.30 a.m. to 3.00 p.m
- Code no of the Establishment allotted to you should be quoted at the appropriate place in this form. 4) DD should be payable at BOMBAY only.5) Please write the Establishment code number on the back side of the cheque / DD

Certified that the information / particulars furnished above is/are true to the best of my knowledge & belief.

Signature with name & designation of the
Authority filing this form-cum-return

List of employees with Details

Sr.No	EmpCode	Name	Designation	LWF Sal	E.E.C	E.R.C
1	04	Santosh Korgaonkar	Manager	2500	6	18
				Total Amount	6	18
				Grand Total	24	

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Salary summary for the month of June-2009

Name of the Component	Earning	Deduction	Employer cost
BASIC	2500		
House Rent Allowance	375		
Conveyance	250		
Children Education Allowance	100		
Leave encashment	2500		
LIC		500	
VPF		300	
ESIC		56	
PF		300	
PTax		200	
PF: Employers Contribution			92
EPS: Employers Contribution			208
DLI			13
PF: Admin Charges			28
DLI: Admin Charges			0
ESIC: Employers Contribution			153
Total	5725	1356	
Net Pay	4369		

Paypac

B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai 400069 MAHARASHTRA

Yearly Register for BASIC

Sr No.	Emp Co	Name	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	Dec	JAN	FEB	MAR	Total
1	01	Punita D'souza	15000	15000	5000										35000
2	02	Kiran Suryavanshi	15000	15000	6000										36000
3	03	Mukesh Poul	15000	15000	20333										50333
4	04	Santosh Korgaonkar	15000	15000	2500										32500
5	05	Tejshree	7500												7500
6	06	Vishal Shah	15000	15000	15000										45000

* End of Report*

Paypac

CTC Report for the F.Y. 2009-2010

Empcode	Name	Component	Amount
02	Kiran Suryavanshi	BASIC	90,000.00
		House Rent Allowance	
		Conveyance	7,200.00
		Children Education Allowance	
		BONUS	150,000.00
		Incentive	
		OverTime	625.00
		Leave encashment	
		Arrear for BAS	
		Arrear for CHILD_ALL	
		Arrear for CONV	
		Arrear for HRA	
		PfCont	4,718.00
		FPFCont	6,082.00
		DliCont	365.00
		PfAdmn Charges	990.00
		Dli Admn Charges	7.30
		ESIC Deduction	1,160.00
		ESIC Contribution	3,140.00
		MED	
		TEL_EXP	
		MEAL	
			264,287.30
			264,287.30

Paypac

FORMULA - AUDIT TRAIL REPORT FOR PAYS LIP/ NON PAYS LIP COMPONENTS

Code	Head	Active	Calculated	Formula	Estimation	Consider Tds	Updated	ProRata	Definition	UserID
BAS	BASIC	Y	N		Y	Y	30/07/2009 11:00:41	Y		
		N	N		Y	Y	30/07/2009 11:00:03			
		N	N		Y	Y	22/11/2004 3:23:28			
		N	N		Y	N	22/11/2004 3:21:56			
		N	N		Y	N	24/10/2000 11:17:50			N
BONUS	BONUS	Y	N		N	N	30/07/2009 11:45:37	N		
		N	Y	If(({BAS}/{@Paid Days})*{@Total Days})<= 10000,If({BAS}>= 3500,3500* 8.33%,{BAS} * 8.33%),0)	N	N	29/11/2008 10:39:06			
CHILD_ALL	Children Education Allowanc	Y	Y	If({\$Designation} = "MGR",200,0)	Y	Y	26/11/2008 11:10:00	Y		
CONV	Conveyance	Y	Y	If({\$Branch} = "MUM",800,If({\$Branch} = "HYD",600,If({\$Branch} = "DEL",500,0)))	Y	Y	26/11/2008 11:09:55	Y		
HRA	House Rent Allowance	Y	Y	If(Or({\$Designation} = "EXE",{\$Designation} = "SR_EXE"),0, If({\$Branch} = "MUM",{BAS} * 50%,If({\$Branch} = "HYD",{BAS} * 25%,If({\$Branch} = "DEL",{BAS} * 15%,0))))	Y	Y	24/11/2008 2:28:00	N		
INC	Incentive	Y	N		N	Y	26/11/2008 10:23:20	N		
LEAVE_EN	Leave encashment	Y	Y	{BAS}/{@Paid Days} * {@LeaveEnch}	N	Y	29/11/2008 12:59:36	N		
LIC	LIC	Y	N		Y	Y	26/11/2008 10:00:04	N		
LOAN	Other Loan	Y	N		N	N	30/07/2009 12:16:40	N		
		N	N		N	N	24/11/2008 2:00:18			
MEAL	Meal Vouchers	Y	N		N	N	28/11/2008 5:06:15	N		

Paypac

FORMULA - AUDIT TRAIL REPORT FOR PAYS LIP/ NON PAYS LIP COMPONENTS

Code	Head	Active	Calculated	Formula	Estimation	Consider Tds	Updated	ProRata	Definition	UserID
MED	Medical Reimbursement	Y	N		N	Y	24/11/2008 2:18:09	Y		
OT	OverTime	Y	Y	((({BAS})/({@Paid Days}))/8)*2*{@Pr_OT_HRS}	N	Y	26/11/2008 10:23:17	N		
SALESIC	ESIC	Y	Y		N	N	24/02/2001 5:47:26	Y	N	
SALPF	Salary for Provident Fund	Y	Y		N	N	19/10/2000 12:55:44	N	N	
SALPTAX	sal for ptax	Y	Y		N	N	24/02/2001 5:45:35	Y	N	
TDS	TDS	Y	N			N	28/09/2000 6:13:51	N	Y	
TEL_EXP	Telephone Reimbursement	Y	Y	If({\$Department}="MKT",750,350)	N	Y	24/11/2008 2:20:32	Y		
VH_LOAN	Vehicle Loan	Y	N		N	N	24/11/2008 2:00:01	N		
VPF	VPF	Y	Y	{BAS} * 12%	N	N	29/11/2008 12:57:57	N		
ZBAS	Arrear for BAS	Y	N		N	N	30/07/2009 12:20:59	N	N	
		N	N		N	N	26/11/2008 11:19:58			
ZCHILD_ALL	Arrear for CHILD_ALL	Y	N		N	N	30/07/2009 12:20:59	N	N	
		N	N		N	N	26/11/2008 11:19:58			
ZCONV	Arrear for CONV	Y	N		N	N	30/07/2009 12:20:59	N	N	
		N	N		N	N	26/11/2008 11:19:58			
ZHRA	Arrear for HRA	Y	N		N	N	30/07/2009 12:20:59	N	N	
		N	N		N	N	26/11/2008 11:19:58			

* End of Report*

Paypac

Salary comparison register between June-2009 and May-2009

Sr. No.	Empcode	Name	Component	June-2009	May-2009	Difference
1	03	Mukesh Poul	BAS	20,333.00	15,000.00	5,333.00
4	03	Mukesh Poul	HRA	3,050.00	2,250.00	800.00
6	03	Mukesh Poul	TDS	959.00	92.00	867.00
7	03	Mukesh Poul	VPF	3,000.00	1,800.00	1,200.00
8	03	Mukesh Poul	SalPf	2,440.00	1,800.00	640.00
10	03	Mukesh Poul	SalPTax	200.00	0.00	200.00
				31,182.00	22,142.00	9,040.00

Paypac

Reconciliation for the Month of May 2009

EmpCode	Name	PayPacCode	PayAmount	SalTdsCode	SalAmount	Difference
01	Punita D'souza					
		BAS	15,000	Basic Salary	15,000	0
		CHILD_ALL	200	Children Education A	200	0
		CONV	800	Transport Allowance	800	0
		HRA	7,500	House Rent Allowa	7,500	0
		LIC	500	L I P	500	0
		PF	1,800	PF	3,600	-1,800
		PTax	200	PTax	200	0
		Tds Amt	353	Tds Amt	353	0
			26353		28153	-1800
02	Kiran Suryavanshi					
		BAS	15,000	Basic Salary	15,000	0
		CONV	600	Transport Allowance	600	0
		LIC	500	L I P	500	0
		PF	1,800	PF	3,600	-1,800
		PTax	150	PTax	150	0
			18050		19850	-1800
03	Mukesh Poul					
		BAS	15,000	Basic Salary	15,000	0
		CHILD_ALL	200	Children Education A	200	0
		CONV	500	Transport Allowance	500	0
		HRA	2,250	House Rent Allowa	2,250	0
		LIC	500	L I P	500	0
		PF	1,800	PF	3,600	-1,800
		PTax	0	PTax	0	0
		Tds Amt	92	Tds Amt	92	0
			20342		22142	-1800
04	Santosh Korgaonkar					
		BAS	15,000	Basic Salary	15,000	0
		CHILD_ALL	200	Children Education A	200	0
		CONV	500	Transport Allowance	500	0
		HRA	2,250	House Rent Allowa	2,250	0
		LIC	500	L I P	500	0
		PF	1,800	PF	3,600	-1,800
		PTax	0	PTax	0	0
		Tds Amt	89	Tds Amt	89	0
			20339		22139	-1800
06	Vishal Shah					
		BAS	15,000	Basic Salary	15,000	0
		CONV	500	Transport Allowance	500	0
		LIC	500	L I P	500	0
		PF	1,800	PF	3,600	-1,800
		PTax	0	PTax	0	0
			17800		19600	-1800
Grand Total:			102884		111884	-9000

* End of Report*

Paypac

Employees Joining / Leaving During April-2009

Emp Code	Emp Name	Net Salary	Joining Date	Status
02	Kiran Suryavanshi	11,975.00	01/04/2009	New Employee
06	Vishal Shah	11,525.00	01/04/2009	New Employee

EmpCode	Emp Name	Net Salary	Leaving Date	Status
05	Tejshree	9,750.00	15/04/2009	Resigned

* End of Report*

Paypac

Movement Report Branch Wise For F.Y. 2009-2010

Sr No.	Emp Co	Name	APR	MAY	JUN	JULY	AUG	SEP	OCT	NOV	Dec	JAN	FEB	MAR
1	01	Punita D'souza	MUM	MUM	MUM									
2	02	Kiran Suryavanshi	HYD	HYD	HYD									
3	03	Mukesh Poul	DEL	DEL	MUM									
4	04	Santosh Korgaonkar	DEL	DEL	DEL									
5	05	Tejshree	MUM											
6	06	Vishal Shah	DEL	DEL	DEL									

Branch Master

Sr No.	Code	Name
1	DEL	Delhi
2	HYD	Hyderabad
3	MUM	MUMBAI



Paypac

Reimbursement for the month May-2009

EmpCode	: 06	Name	: Vishal Shah
Branch	: Delhi	Department	: Finance
Designation	: Executive	PFAccNo	: MAH0008
Sex	: M	DateJoin	: 01/04/2009
Bank	: HDFC	SBAccNo	: 25896666475

Earnings	Current Month Amt.	Claimed till last month	Total for the year	Balance
Medical Reimbursement	300	1250	2500	950
Telephone Reimbursement	200	100	350	50
Meal Vouchers	500	1000	15000	13500
Totals	1000	2350	17850	14500

Net Amount 1000

For Paypac

Authorised Signatory

This is computer generated payslip, required no signature

Paypac

B-10 Sai Prasad , Telli Galli Cross Road , Andheri
Mumbai 400069

HDFC
Andheri

Date:

Dear Sirs,

Ref: Reimbursement for the month: **May 2009**

Kindly credit the following Savings Bank A/C with you, with the amounts against them to our Account with you - A/c No
00008654012300

Emp. Code	Employee Name	Account No	Amount
01	Punita D'souza	1254475546	1000.00
02	Kiran Suryavanshi	87678663453	1000.00
03	Mukesh Poul	876895669	1000.00
04	Santosh Korgaonkar	68445487874	1000.00
06	Vishal Shah	258966666475	1000.00
		Total:	5000.00

For Paypac

Authorised Signatory

Paypac
Reimbursement Statement

EmpCode	Name	Amount	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance	Taxable
01	Punita D'souza																
Meal Vouchers		15000	0	1000	0	0	0	0	0	0	0	0	0	0	1000	14000	0
		30350	0	1000	0	0	0	0	0	0	0	0	0	0	1000	29350	0
02	Kiran Suryavanshi																
Meal Vouchers		15000	0	1000	0	0	0	0	0	0	0	0	0	0	1000	14000	0
		30750	0	1000	0	0	0	0	0	0	0	0	0	0	1000	29750	0
03	Mukesh Poul																
Meal Vouchers		15000	0	1000	0	0	0	0	0	0	0	0	0	0	1000	14000	0
		30350	0	1000	0	0	0	0	0	0	0	0	0	0	1000	29350	0
04	Santosh Korgaonkar																
Meal Vouchers		15000	0	1000	0	0	0	0	0	0	0	0	0	0	1000	14000	0
		30750	0	1000	0	0	0	0	0	0	0	0	0	0	1000	29750	0
06	Vishal Shah																
Meal Vouchers		15000	1000	500	1000	0	0	0	0	0	0	0	0	0	2500	12500	0
Medical Reimbursement		15000	1250	300	0	0	0	0	0	0	0	0	0	0	1550	13450	0
Telephone Reimbursement		350	100	200	0	0	0	0	0	0	0	0	0	0	300	50	0
		30350	2350	1000	1000	0	0	0	0	0	0	0	0	0	4350	26000	0
		152550	2350	5000	1000	0	0	0	0	0	0	0	0	0	8350	144200	0

* Important: Please see notes overleaf before filling up the challan.

T.D.S. TAX CHALLAN [200]

Single Copy (to be sent to the ZAO)

CHALLAN NO. ITNS 281	Tax Applicable (Tick One) *		Assessment Year 2010 - 11
	(0020) COMPANY DEDUCTEES <input type="checkbox"/>	(0021) NON-COMPANY DEDUCTEES <input checked="" type="checkbox"/>	

Tax Deduction Account No. (T.A.N.)

MUMF03364A

Full Name

Paypac

Complete Address with City & State

,B-10 Sai Prasad,Telli Galli Cross Road,Andheri,Mumbai - 400069,MAHARASHTRA

Tel. No. **02226840436**

Pin **400069**

Type of Payment

Code * 9 2 B

TDS/TCS Payable by TaxPayer

(200)

TDS/TCS Regular Assesment (Raised by I.T. Deptt.)

(400)

DETAILS OF PAYMENTS

Amount (in Rs. Only)

Income Tax	3086
Surcharge	0
Education Cess	93
Interest	0
Penalty / Others	0
Total	3179

Total (in words)

CRORES	LACS	THOUSANDS	HUNDREDS	TENS	UNITS
Nil	Nil	Three	One	Seven	Nine

Paid in Cash/ Debit to A/c /Cheque No. **000000**

Dated

Drawn on **, ANDHERI**

(Name of the Bank and Branch)

Date : **30/07/2009**

Signature of person making payment

Tear Off

Taxpayers Counterfoil

(To be filled up by tax payer)

TAN **MUMF03364A**

Received from **Paypac**

Cash/ Debit to A/c /Cheque No. **000000**

For Rs. **3,179/-**

Rs. (in words) **Three Thousand One Hundred Seventy Nine Only**

drawn on **, ANDHERI**

(Name of the Bank and Branch)

on account of Tax Deducted at Source(TDS) /Tax collected at Source(TCS) from

~~Companies~~ / Non-Companies

(Strike out whichever is not applicable)

for the Assessment Year **2010 - 11**

Code * 9 2 B

Challan No in SalTds

1

FOR USE IN RECEIVING BANK

Debit to A/c / Cheque credited on

DD MM YY

SPACE FOR BANK SEAL

SPACE FOR BANK SEAL

FORM NO. 16

(See rule 31(1)(a))

Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source from income chargeable under the head "Salaries"

Name and address of the Employer		Name and designation of the Employee		
Paypac B-10 Sai Prasad Telli Galli Cross Road Andheri Mumbai - 400069		Kiran Suryavanshi Executive		
PAN No. of the Deductor AAACL0000E		TAN No. of the Deductor MUMF03364A		PAN No. of the Employee
Acknowledgement Nos. of all quarterly statements of TDS under sub-section (3) of section 200 as provided by TIN Facilitation Centre or NSDL web-site		Period		Assessment Year
Quarter	Acknowledgement No.	From	To	
Q1	125745892578996	01/04/2009	31/03/2010	2010 - 2011
Q2	Not Available as Statement for this Qtr yet to be furnished			
Q3	Not Available as Statement for this Qtr yet to be furnished			
Q4	Not Available as Statement for this Qtr yet to be furnished			
DETAILS OF SALARY PAID AND ANY OTHER INCOME AND TAX DEDUCTED				
1. Gross Salary		Rs.	Rs.	Rs.
(a) Salary as per provisions contained in sec.17(1)		97,825		
(b) Value of perquisites u/s 17(2) (as per Form No. 12BA, wherever applicable)		0		
(c) Profits in lieu of salary u/s 17(3) (as per Form No. 12BA, wherever applicable)		0		
(d) Total				97,825
2. Less: Allowance to the extent exempt u/s 10			7,200	
3. Balance (1-2)				90,625
4. Deductions:				
(a) Entertainment allowance		0		
(b) Tax on employment		1,100		
5. Aggregate of 4 (a) and (b)			1,100	
6. Income chargeable under the head "salaries" (3-5)				89,525
7. Add : Any other income reported by the employee				
a) Loss from House Property		0		
b) Total of Others		0		0
8. Gross total Income (6 + 7)				89,525
9. Deductions under Chapter VI-A				
(A) Section 80C, 80CCC and 80CCD			Gross Amount	Deductible Amount
(a) Section 80C				
(i) PF		21,600		
(ii) L I P		6,000		
(iii)				
(iv)				
(v)				
(vi)				
(Vii)				
(Viii)			27,600	27,600
(b) Section 80CCC			0	0
(c) Section 80CCD				
Note :	1. Aggregate amount deductible under section 80C shall not exceed one lakh rupees			
	2. Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD, shall not exceed one lakh rupee			
(B) Other Sections (for e.g., 80E, 80G etc) under Chapter VI-A		Gross Amount	Qualifying Amount	Deductible Amount
(a)				
(b)				
(c)				
(d)				
(e)				
(f)				
(g)				
(h)				

10. Aggregate of deductible amounts under Chapter VI-A				27,600
11. Total Income (8 - 10)				61,930
12. Tax on total income				0
13. Surcharge on (Tax Computed at S. No. 12)				0
14. Education Cess on (tax at S. No. 12 plus Surcharge at S. No. 13)				0
15 Tax Payable (12+13+14)				0
16. Relief under section 89 (attach details)				0
17. Tax Payable (15-16)				0
18. Less: a) Tax deducted at source u/s 192 (1)				3,000
b) Tax paid by the employer on behalf of the employee u/s 192(1A) on perquisites u/s 17(2)				0
19. Tax payable/refundable (17-18)				(3,000)

DETAILS OF TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVERNMENT ACCOUNT

(The Employer is to provide transaction-wise details of tax deducted and deposited)

S. No.	TDS (Rs.)	Surcharge (Rs.)	Education Cess (Rs.)	Total Tax Deposited (Rs)	Cheque/DD No (if any)	BSR Code of Bank Branch	Date on which Tax Deposited dd/mm/yyyy	Transfer Voucher / Challan Identification No.
1	971	0	29	1000	000000	2577896	01/07/2009	35898
2	971	0	29	1000	000000	2577896	01/07/2009	35898
3	971	0	29	1000	000000	2577896	01/07/2009	35898
Total	2913	0	87	3000				

I, Kiran Suryavanshi, Son/Daughter of, , working in the capacity of, Manager, (designation) do hereby certify that the a sum of Rs. 3000 (Rupees Three Thousand) 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.

For Paypac

Signature of the person responsible for deduction of tax

Place : Mumbai

Full Name : Kiran Suryavanshi

Date : 30/07/2009

Designation : Manager

Annexure to Form 16

DETAILS OF SALARY AND ALLOWANCES EXEMPT UNDER SECTION 10

Employee Name Kiran Suryavanshi

Period from 01/04/2009 To 31/03/2010

Assessment Year 2010 - 2011

	Gross Amt	TaxFree Amt	Taxable Amt
Basic Salary	90000	0	90000
Transport Allowance for Reaching Offi	7200	7200	0
Over Time	625	0	625
Total	97825	7200	90625

Paypac

Statement of Tax Calculation of Kiran Suryavanshi (02)

Financial Year 2009-2010

Actual Salary up to the month of June - 2009

Designation: Executive

PAN :

Part A

	YearTo date	Estimated (Rs)	Total (Rs)	Exempt (Rs)	Taxable (Rs)	Total (Rs)
a. Gross Salary						240,625
Basic Salary	45000	135000	180000		180000	
Over Time	625		625		625	
Transport Allowance for Reaching Office	1800	5400	7200	7200		
Incentive	15000	45000	60000		60000	
Total	62425	185400	247825	7200	240625	
b. Deductions U/S 16:						1,100
Professional Tax Payable					1100	
c. Income Chargable Under the Head Salaries(a-b)						239,525
d. Any Other Income Reported:						0
e. Net Total Income:						239,525
f. Deduction Under Chapter VI-A:						27,600
L I P	6000					
PF	21600					
Under Section 80C(Total)	27600				27600	
g. Total Income - Round Off:						211,930
h. Tax on Total Income :						6,193
i. Relief U/s 89:						0
j. Surcharge						0
k. Education Cess :						186
l. Tax Payable :						6,379
m. Tax Deduction already made upto May 2009						2,000
n. Tax Deductable/Refundable June onwards Rs: (438) per Month						4,379

Part B

Statement of Actual Tax Deducted

	April	May	June	July	August	September	October	November	December	January	February	March
	1,000	1,000	1,000									
Tax Deducted from Previous Employer:						0						
Tax paid by the Employer:						0						

Paypac

Dear Mukesh Poul

We draw your attention to the initial Income Tax Declaration Form submitted to us. We would like to inform you that till date we have received only the following Investment proofs.

Emp # 03

Description	Investment Amt	Submitted Amt
L I P	6,000	5,500

You are requested to submit the required proofs to Account office by 30/04/2009 , failing which the Income tax will be recomputed and tax will be deducted accordingly.

For Paypac

Authorised Signatory

Paypac

Investment proof submitted

Employee Code	Name	Details of Investment	Date	Amount
01	Punita D'souza	L I P	15/05/2009	5000
			Total	5000
02	Kiran Suryavanshi	L I P	15/06/2009	4000
			Total	4000
03	Mukesh Poul	L I P	12/05/2009	5500
			Total	5500

Paypac

Wage Report for the period 01/04/2009 to 31/03/2010