



Seema Systems

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1. Organisation Information

- a. Name : _____
- b. Postal Address : _____

- c. Phone : _____
- d. Fax : _____
- e. E-mail : _____

2. Head of the Organisation : _____

3. Contact Persons:

Name	Designation	Phone / Mobile	E mail

4. Approx no of Employees: _____

5. Categories of Employees and description

- a. Permanent
- b. Temporary
- c. Probation
- d. Per Day basis
- e. Others: i _____ ii _____ iii _____ iv _____ v _____

6. Modes of salary payment (tick where ever appropriate)

- a. Cash
- b. Cheque to Employee
- c. Direct credit in Employee's Bank A/c
 - i. Bank 1 _____
 - ii. Bank 2 _____
 - iii. Bank 3 _____
 - iv. Bank 4 _____
 - v. Bank 5 _____

7. Incomes & Recoveries

Name	Rules and calculation method.	Applicable to All Employee Types
Basic		
DA		
DP		
HRA		
PF		
Prof Tax		
Income Tax		
Loan / Sal Adv		
GIC / LIC / Insu		
H Rent		

8. Leave types

9.

Name	Rules – can carry forward, max per year etc	Applicable to All Employee Types
Sick Leave		
Casual Leave		
Maternity Leave		
Earned Leave		
Study Leave		

10. Salary pay date : _____

11. Collect sample reports / documents:

Bank Statement	PF Forms 3 / 6	I Tax forms 16 / 24	Prof Tax Statement
Salary Register	Auditing Report(s)	Logo in white background	Employee list (soft copy) ##

Employee List may contain the following information: Roll, **Name** (mandatory), Father, Mother, Dt of Birth, Dt of Join, Employee Category, Contact No, Address, PF No, PAN No, Bank A/c No