## HRMS Management Solution

| Sr. No. | Particulars | VS | Vendor Comments(VC) |
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| | **Module-Wise Requirements** | | |
| 1 | Payroll System & Processing | | |
| 1.1 | To maintain and run single central payroll | | |
| 1.2 | Provide draft payroll at least 3 days before the date of salary payout | | |
| 1.3 | Run different pay components including facility to add / modify / delete pay components | | |
| 1.4 | Maintenance of slab wise details for Basic, HRA, allowances, Income Tax, Professional Tax etc | | |
| 1.5 | Calculation of Incentive / overtime and linking such payments with Tax calculation and holding back part of incentive | | |
| 1.6 | Support final settlement of salary based on attendance marked, any other due etc. for the employee who have resigned/retired/deceased | | |
| 1.6.1 | Provision to hold back a certain component of salary due to resigned employees | | |
| 1.7 | Support multiple reruns, if necessary, after resetting, before final payroll generation | | |
| 1.8 | Support to view pay details of current month, pay history, net amount paid, unpaid deductions – employee wise and month wise, financial year wise | | |
| 1.9 | Monthly salary payment calculations and **generation of related reports**, salary slips, deduction lists, vouchers, tax challans etc. (as per the user- defined criteria like for a Branch/ Region / Zone / Location / Office etc.) | | |
| 1.10 | Professional tax deductions with exemptions, arrears and generation of related reports and challans | | |
| 1.11 | Calculation of income tax as per rate slabs & standing instructions from time to time. | | |
| 1.12 | Display of tax rules in employee self service application. | | |
| 1.13 | Facility to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updation of salary record and tax calculation by the system | | |
| 1.14 | Generation of all types of statutory reports of taxes like Form 16 and Form 24 in the user defined format (16AA, 12BA AND 27A ) | | |
| 1.15 | Generation of employee's individual tax return | | |

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| 1.16 | Generation of ETDS data | | |
| 1.17 | Calculation of income tax forecast for each employee based on the employee declaration of savings etc. | | |
| 1.18 | Facility calculations of loss of pay, half pay, etc. and consequent adjustment in income tax payment etc. | | |
| 1.19 | Support leave encashment on LFC and also on retirement with consequent tax adjustments | | |
| 1.20 | Support creation of PF enrolments, nominations and deduction of Employee contributions to PF and Additional EPF | | |
| 1.21 | Facility for automatic Voucher generation for tax calculation. | | |
| 1.22 | Online page to enable each employee to view/print his pay slip/Income tax estimation | | |
| 1.23 | Facility for online investment declaration. | | |
| 1.24 | Should give Statutory reports relating to PF, Pension, Income Tax, Profession Tax whether they are monthly, half yearly or annual should be available. | | |
| 1.25 | To generate Tax Challan | | |
| 1.26 | Details of LTC more than 2 times during the TAX period to be available | | |
| 1.27 | Tracking report on challan submission, statutory returns submissions | | |
| 1.28 | Facility to communicate about any decision to employee through application | | |
| 1.29 | Reversal of deduction, to be included in next salary if incorrectly withheld | | |
| 1.30 | IT declaration form/quarterly ETDS, salary certificate earnings /other income outside salary | | |
| 1.31 | PF Form 3A Form 6A, Form F7 Form F8, if applicable, Salary Register, Leave Register Pay Slip, Form 16 Form 16 AA, Form 24Q - Quarterly returns Form 7 B, if applicable | | |
| 1.32 | Other Income for Form 8(1) for deduction u/s 80DDB form 12 C | | |
| 1.33 | Anexnure 2 form No.8E Arrears or advance salary | | |
| 1.34 | Accounting module for PF, Pension and gratuity including daily, quarterly , yearly | | |
| 1.35 | Map PF accounts with salary of respective employee | | |
| 1.36 | In case of a new joinee, generate the new PF code to be allocated with due communication to PF department | | |
| 1.37 | generate PF returns mandated for submission | | |
| 1.38 | Should have the facility to record voluntary PF contribution | | |
| 1.39 | Retirement Benefits | | |
| 1.40 | Provident Fund | | |
| 1.41 | Allot PF Index numbers to each employee | | |

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| 1.42 | RO-wise/employee-wise / office wise / location wise calculation and reports of Provident Fund remittances, | | |
| 1.43 | Generate monthly returns: | | |
| 1.44 | Online receipt of applications for payment of Gratuity. | | |
| 1.45 | Listing the recovery dues. | | |
| 1.46 | Calculation of eligible amount of gratuity payment, preparation of scrutiny note for sanction. | | |
| 1.47 | Terminal Benefit (PF, Pension, Gratuity, Leave encashment, etc) | | |
| 1.48 | Generation of PF Statement on Half Yearly/ user defined basis. | | |
| 1.49 | Generate online ID for new joiners for ESIC and calculate on monthly basis | | |
| 1.50 | Remit amount due and submit challans on regular intervals for IT, PF, ESI, LWF, PT etc | | |
| 1.51 | To coordinate for Notice and be available and furnish relevant details at the time of Inspection, audit or need basis | | |
| 1.52 | Submit the exiting employee's claims and settle within stipulated time and provide the acknowledgement copies of the same | | |
| 1.53 | Should respond to employer queries as per mutually agreed timelines | | |
| 1.54 | Maintain all statutory records, Forms in all locations on regular intervals | | |
| 1.55 | Apply or renew licences and procure certificates abiding local laws for each locations | | |
| 1.56 | To verify all reimbursement bills on agreed interval basis and ensure income tax compliance | | |
| 1.57 | To file forms online in line with payroll data generated. To file e-return on quarterly basis and provide online acknowledgement. | | |
| 1.58 | Having Mobile Application will be an added advantage | | |
| 1.59 | Employee should be provided with total Cost to Company of employee of Direct = Indirect Benefits like (Monitory Benefits + Other Benefits + Other Allowances other than salary + Variable components etc). | | |
| 1.60 | Flexibility for employee in structuring CTC once in a year / Flexible allowance planning for employee | | |
| 1.61 | arrears to be paid for any unpaid period / amount | | |
| 1.62 | Ability to incorporate VPF to PF | | |
| 1.63 | Ability to take contribution from employees for additional benefits like higher insurance limits | | |

**The scope includes provision of system as well as operational services for the employees of BOBFSL (Locations Across the Country) on.**
**Payroll Processing & Statutory Compliance Management**
**Overview of facility / services required:**
• **Payroll Processing**
• **Statutory Compliance Management**
• **Employee Self Service Module**
• **Mobile Application**

| Final Score after Demo (FS) | Company Comments(CC) |
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