

**General Rules FY2022-23 [ Dolat]**

1. **Following are the concerned email IDs;**

**SALARIES**

1. For Salary related queries such as Payslip, IT Computations, Investment Calculations and any other salary related etc. at;

[mantri@dolatcapital.com](mailto:mantri@dolatcapital.com). (Mantri Tele: 61154029 or Ext: 329 Andheri Office)

**You can also view thru payroll portal**

[**http://182.74.214.198:83/EasyPAY/view/loginmain.aspx?1=1&NoQry=1&mod=ESS&usn=Test&code=DOLAT**](http://182.74.214.198:83/EasyPAY/view/loginmain.aspx?1=1&NoQry=1&mod=ESS&usn=Test&code=DOLAT)

**PERKS/FLEXIBLES**

1. For perks/flexibles bills submissions & Payments/Queries etc. at;

[miteshparikh@dolatcapital.com](mailto:miteshparikh@dolatcapital.com) (Mitesh Tele : 61154037 or Ext: 337 Andheri Office)

1. For changes/opting out of perquisites at;

[harish@dolatcapital.com](mailto:harish@dolatcapital.com) (Harish Tele : 61154021 or Ext : 321 Andheri Office) Timings : 2 pm to 4.30 pm

**EPF**

1. For EPF Forms original submissions at;

[sunil@dolatcapital.com](mailto:sunil@dolatcapital.com) (Sunil Tele : 61154023 or Ext : 323 Andheri Office)

For more EPF doubts [ashok@dolatcapital.com](mailto:ashok@dolatcapital.com) (Ashok Tele : 61154027 or Ext : 327 Andheri Office)

**Investments Final Proofs**

1. For submitting the investments & final proof at;

[harish@dolatcapital.com](mailto:harish@dolatcapital.com) (Harish Tele : 61154021 or Ext : 321 Andheri Office) Timings : 2 pm to 4.30 pm

**TDS & Form No.16**

1. For Form No.16 & TDS related queries at;

[mantri@dolatcapital.com](mailto:mantri@dolatcapital.com) (Mantri Tele : 61154029 or Ext : 329 Andheri Office)

For above all **CC** should be marked for Dander ; [roli@dolatcapital.com](mailto:roli@dolatcapital.com)

1. The Salary will be credited on the last date of every month, but due to some unavoidable circumstances salary may be delayed.
2. New Joinees should submit their required documents within 2 days of their joining in Dolat & It is respective HRs responsibility to check their documents before sending it to Andheri Office.

**\*After completion of all the joining process they can able to view their PAYROLL PORTAL.**

1. Employee who seeks loan from the company should give the sufficient proofs with some undated signed blank cheques with the loan request form (Available with HR). After verifying the same management may grant the same.
2. Any changes in your contact number, email id and residential address should be informed to the HR/Accounts from time to time.
3. Any kinds of loan or credit card application outside the office shall be informed to the Accounts dept in advance.

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