Minutes of the Meeting held on 13.11.2017 at IC&SR Recruitment Section With IT Team

The following points were discussed in the meeting held on 13.11.2017 at 3.30pm at the Recruitment Section in 2nd Floor IC&SR building, between Outsourcing Team & IT Team.

Improvisation needed in Outsourcing Exe. :-

1. In Salary calculation sheet when without PF option is chosen, PF amount reflects in salary split up; The PF tab shall be disabled when "without PF"option has been chosen.

2. When manual entry is done in salary split up, total value derived is not updated.

3. Employer PF contribution should be mentioned as 13.15% (in all places of salary split up entries)

4. Service Tax (GST) 18% & Agency Fee 2.19% should reflect in salary split up.

5. ESIC slab for gross salary below Rs.21,000/- (Employee Contribution:- 1.75% & Employer Contribution:- 4.75% should be made mandatory field (default entry). Also required as additional field to provide the PWD (persons with disabilities) status of employee. If PWD is Yes, then the ESIC coverage up to Rs.25,000/- this option shall be made available.

6. Non IIT & IIT experience field is required during entry made for employees.

7. Option for section entry (ie., Accounts, Office, Recruitment, Purchase, etc.,) in case of employee is under IC&SR.

8. Employee age calculator field is required to reflect in reports. The age calculation shall be done according to the date of reference.

9. Support Documents while submitting payroll sheet to accounts department like New joined, Extension, Enhancement, Relieve, Stop Payment, Release of salary, Arrear payment, Recovery for medical claim & Payroll sheet.(Format attached)

10. Every month term end employees details should be able to download separately.

11. ESIC employee contribution to be updated as 1.75%

12. Bank account details and other fields entry made after appointment should reflect in application.

Participants: -

Ms.D.Nirmala – Recruitment

Ms.S.Lavanya – Recruitment

Ms.D.Shanmugapriya – IT Team

Section Head:-

Mr.Jelani Mohammed - SM (HR)

Mr.E.Ilayaraja - Chief Manager - IT