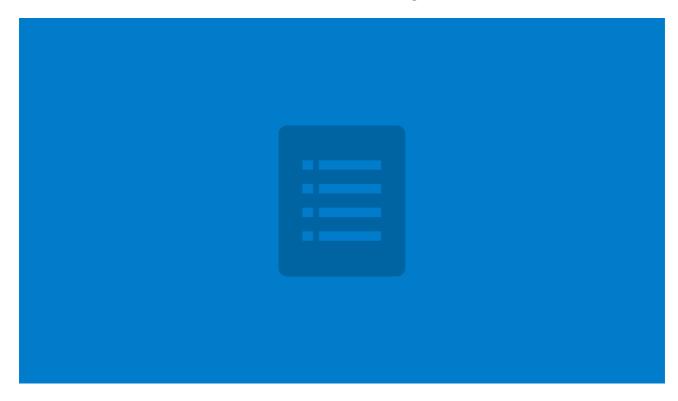
# **HR Generalist Training Modules**

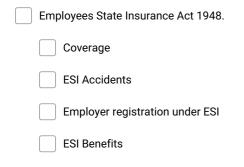


#### **Statutory Complinces**

#### **EPF Act:**



#### ESI Act:



ESI Online Processing

# Payment Of Bonus Act 1965:

- Coverage
- Bonus Register
- Customary Bonus
- Bonus Range or Limits
- Calculation of Bonus

# **GRATUITY:**

Payment Of Gratuity Act 1972

Coverage

Calculation

Forms

Notices

### **INCOME TAX: Income Tax 1961**

General Gross Income comments
Income
Exemption
Income Tax Slab Rates
Tax Savings & Exemptions Schemes

# Attendance & LEAVE

Earned Leaves or privilege Leaves EIJ PL

#### Labour Laws

FACTORY ACT: Factories Act 1948

SHOPS & COMMERCIAL ACT 1962

PAYMENT OF WAGES ACT 1936

MINIMUM WAGES ACT 1948

CONTRACT LABOUR ACT 1970

INDUSTRIAL ACT 1947

MATERNITY BENEFIT ACT 1961

#### **HR POLICY**

- Sexual Harassment Policy
- Work practice policy
- Employee Relations Policy
- Business Ethics & Conduct
- Company e-mail policy
- performance Appraisal Systems

#### **Core HR Domain Area**

#### **Recruitment & Selection**

- Process Of Recruitment
- Understanding the Recruitment
- Source Of hiring
- Screening & Sortlisting
- Lineup The Interview
- Job Description
- Job Specification

### **Joining & Exit Formalities**

Documentation
Various
Orientation & Induction
Letter Formatting

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