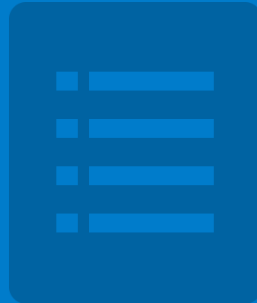


# HR Generalist Training Modules



## Statutory Compliances

### EPF Act:

- Employees Provident Fund 1952
  - Coverage
  - Employer registration
  - Contribution in PF
  - BENEFITS & calculation
  - EPF Forms
  - PF Online System

### ESI Act:

- Employees State Insurance Act 1948.
  - Coverage
  - ESI Accidents
  - Employer registration under ESI
  - ESI Benefits
  - 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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