

As a consultant specializing in **Labor Law Compliance & HR Audits**, there are several services we offer to businesses, government agencies, and other organizations. Below is a breakdown of the key services we provide:

1. Labor Law Compliance Audits

- **Assessment of Legal Compliance:** Perform comprehensive audits to ensure that the organization is complying with local and national labor laws, including the **Factories Act, Industrial Disputes Act, Employees' Provident Funds Act**, and other state-specific regulations.
- **Record Keeping and Documentation Review:** Review employee contracts, payroll systems, timekeeping, leave management, and employee welfare benefits, ensuring they meet legal requirements.
- **Regulatory Reporting:** Ensure that the business is submitting required reports and filings with labor departments (e.g., the **Labour Commissioner** in Odisha).
- **Risk Assessment:** Identify areas of risk related to compliance failures and suggest corrective actions.

2. HR Policy Development and Review

- **Drafting and Reviewing HR Policies:** Help organizations create, update, or review HR policies and employee handbooks to ensure they align with current labor laws in Odisha and India.

3. Statutory Compliance & Documentation Assistance

- **Registration and Licenses:** Assist organizations in registering under relevant labor laws such as the **Shops and Establishments Act, Factories Act**, and others applicable in Odisha.
- **Compliance Filing:** Ensure the company is timely with statutory filings, such as PF, ESI, Professional Tax, etc., and update on relevant deadlines for submissions to government authorities.

4. HR Audits and Operational Effectiveness

- **HR Process Audit:** Analyze the organization's HR processes, identifying inefficiencies or gaps in compliance with labor laws and best practices. Provide actionable recommendations to improve HR effectiveness.
- **Employee Benefits Review:** Review employee welfare programs such as insurance, gratuity, and other benefits to ensure compliance with applicable laws.
- **Payroll Audits:** Ensure that the payroll system is in compliance with national and state-specific wage laws, including deductions, bonuses, and tax calculations.

5. Government Scheme Advisory

- **Subsidies and Incentives:** Advise businesses on various government schemes and subsidies available for compliance, such as incentives for creating a women-friendly workplace, hiring differently-abled individuals, or implementing energy-efficient practices.
- **State-Specific Laws in Odisha:** Provide consultation regarding specific labor laws applicable to Odisha that may not be present at the national level, ensuring local legal compliance.