



**ADROIT**  
— G L O B A L —

# **ADROIT GLOBAL PERSONNEL SERVICES PVT. LTD.**

**ENABLING ORGANISATIONS—ENRICHING LIVES**

**[www.adroitglobalgroup.com](http://www.adroitglobalgroup.com)**







## ABOUT COMPANY

**Adroit Global Personnel Services Private Limited is a pioneer in delivering trusted end-to-end HR Services, temporary staffing and Permanent Staffing Services (Recruitment).**

We are a young and vibrant team of people having headquarters in Delhi, India and have operational offices\* in the following cities:

- ✓ Hyderabad \*
- ✓ Delhi NCR \*
- ✓ Bangalore\*
- ✓ Kolkata
- ✓ Vishakhapatnam\*
- ✓ Mumbai\*
- ✓ Pune \*
- ✓ Chennai\*
- ✓ Patna \*
- ✓ Indore \*
- ✓ Ahmedabad \*





## VISION

To become India's most engaged HR company that is renowned for its end to end staffing solutions – Recruitment, Background Verification, Payroll Processing & Statutory Compliances by providing best in class value to all stakeholders.

# VISION AND MISSION

## MISSION

To emerge as the most respected company known for customer relationships, competence of people, high delivered service anchored on growth, dignity, transparency and diversity.





## CORE VALUES

### ✓ **Customer Service**

We believe in customer delight. We keep our customer first irrespective of the value we earn. Every customer is a part of the Adroit Global family.

### ✓ **Passion**

Passion for what you do and happiness in the workplace lead to more productive employees, fewer workplace problems, and a higher quality of work.

### ✓ **Transparency**

Being genuine and transparent, both internally and externally. Being good and doing good is the way of life for us.

### ✓ **Teamwork**

Unity is strength! This is a value as we grow with ensuring our customers, candidates and employees play a vital role to evolve and success.







# HR SERVICE COMPANIES- BENEFIT FOR LABOUR MARKET

**We maintain a constant dialogue with clients, associates and all the employability stakeholders in keeping our goal for serving the client and the candidate our best.**



**ECONOMIES:** As an HR services company, we turn available work into jobs thereby supporting economic growth.



**INDIVIDUALS:** For individuals, we offer legally recognized and regulated work opportunities, facilitate on-the-job training and enhance occupational and geographic mobility.



**ENTERPRISES:** We provide companies with flexible HR solutions to help them weather peaks and troughs in demand, thereby maintaining and increasing their competitiveness.

## COST | BENEFIT FACTOR

### CLIENT

#### **Cost Factors**

- Infrastructure
- Electricity
- Maintenance
- Supervision
- Administrative
- Manpower

#### **Others**

- Multiple vendor management
- Reduced focus in business

### ADROIT GLOBAL

#### **Cost Benefits**

- Single infra set up for multiple business verticals hence economy of scale
- Shared resource model leading to cost advantage

#### **Others**

- End-to-End delivery model hence single partner for multiple activities
- Service delivery model designed to bring in efficiencies in TAT and productivity





## ADROIT GLOBAL VERTICALS

### ★ **Talent Acquisition / Manpower Solution**

We undertake recruitment of management Staff across Industry with shortest TAT. Initial Screening of candidates, coordinating their final Interviews etc. Helping the Selected Candidates with timely onboarding.

### ★ **Staffing Solution**

We undertake complete end to end staffing solution for the organisations. Including recruitment, Onboarding, confirmation, Salary and wage administration, PF, ESIC, PT & other statutory compliance, Exit formalities and full and final.

### ★ **Background Verification (BGV)**

We undertake Background Verification of Shortlisted candidates, including Pre – Joining and Post Joining checks.

### ★ **Establishment Compliance and Vendor Audit**

Non-Compliance by Vendors can lead to not only financial burden on the employers but, can also lead to litigation and prosecution of the employers. We undertake complete Statutory compliance and Vendor Audits



# COMPLIANCE | BENEFIT FACTORS

- **ESTABLISHMENT COMPLIANCE:** Establishment Compliance Services Ensures all Licenses are obtained, you are legally compliant against all the applicable Labour legislations and you run your business smoothly without any legal hassle
- **FINANCIAL RISK MANAGEMENT:** Recovery under PF , ESIC or PT can ruin the financial stability of any company. To protect organisations from the risk, we provide comprehensive consultation based on Legal provisions, Government latest notifications and SC judgements.
- **COMPLIANCE FILING :** We undertake end to end Compliance filing under all the applicable labour legislations.
- **VENDOR COMPLIANCE:** Non Compliance by Vendors can lead to not only financial burden on the employers but, can also lead to litigation and prosecution of the employers.







## Adroit Compliance Division

- ✓ We at Adroit Compliance division are specialized in providing professional Labour Compliance services for industries, commercial establishment, Banks and other organizations Pan India
- ✓ We provide end to end labour compliance services including PF, ESIC, CLRA, LWF, Minimum Wages, POSH Acts, Payment of Bonus Acts and Professional Tax Compliance
- ✓ Help organisations maintain error free compliance records
- ✓ Ensure on-time, every time error free compliances.







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# Compliance

- The Apprentices Act, 1961
- The Contract Labour (Regulation & Abolition) Act, 1970
- The Child Labour (Prohibition & Regulation Act), 1986
- The Industrial Disputes Act, 1946
- The Minimum Wages Act, 1948
- The Payment of Gratuity Act, 1972
- The Industrial Employment Standing Orders Act, 1946
- The Employees Provident Fund & Miscellaneous Provisions Act, 1952
- The Employees' State Insurance Act, 1948
- The Payment of Bonus Act, 1965
- The Payment of Wages Act, 1936
- The Factories Act, 1948
- The Employment Exchanges Act, 1959
- The Trade Unions Act, 1926
- The Workmen's Compensation Act, 1923
- The Equal Remuneration Act, 1976
- Inter State Migrant Workmen Act, 1979
- Code on Social Security 2020
- Industrial Relations Code 2020
- Occupational Safety, Health and Working Conditions code 2020







# ADROIT COMPLIANCE DIVISION

**Recovery under PF , ESIC or PT can ruin the financial stability of any company. To protect organisations from the risk, we provide comprehensive consultation based on Legal provisions, Government latest notifications and SC judgements.**

- Registration under Shops and Establishment Act
- Registration under Provident Fund and Misc. Provisions Act
- Registration Under Employee State Insurance Act
- Registration under Professional Tax
- Registration under Labour Welfare Fund Act
- Registration under ISM Workers Act
- Registration of Establishment under CLRA
- Formation of ICC under POSH Act



# ADROIT COMPLIANCE DIVISION

## Compliance Filing

**We undertake end to end Compliance filing under all the applicable labour legislations**

- PF Nominations
- ESIC Registration
- Monthly PF Remittance
- Monthly ESIC Remittance
- PT Remittance at required frequency
- LWF remittance at required frequency
- Annual Return filing under PWA, MWA, POSH Act
- Half Yearly Return filing under CLRA, LWF
- Annual Return under Payment of Bonus Act
- Annual Return under Employee Compensation Act
- Annual Return for Fines and unpaid accumulations





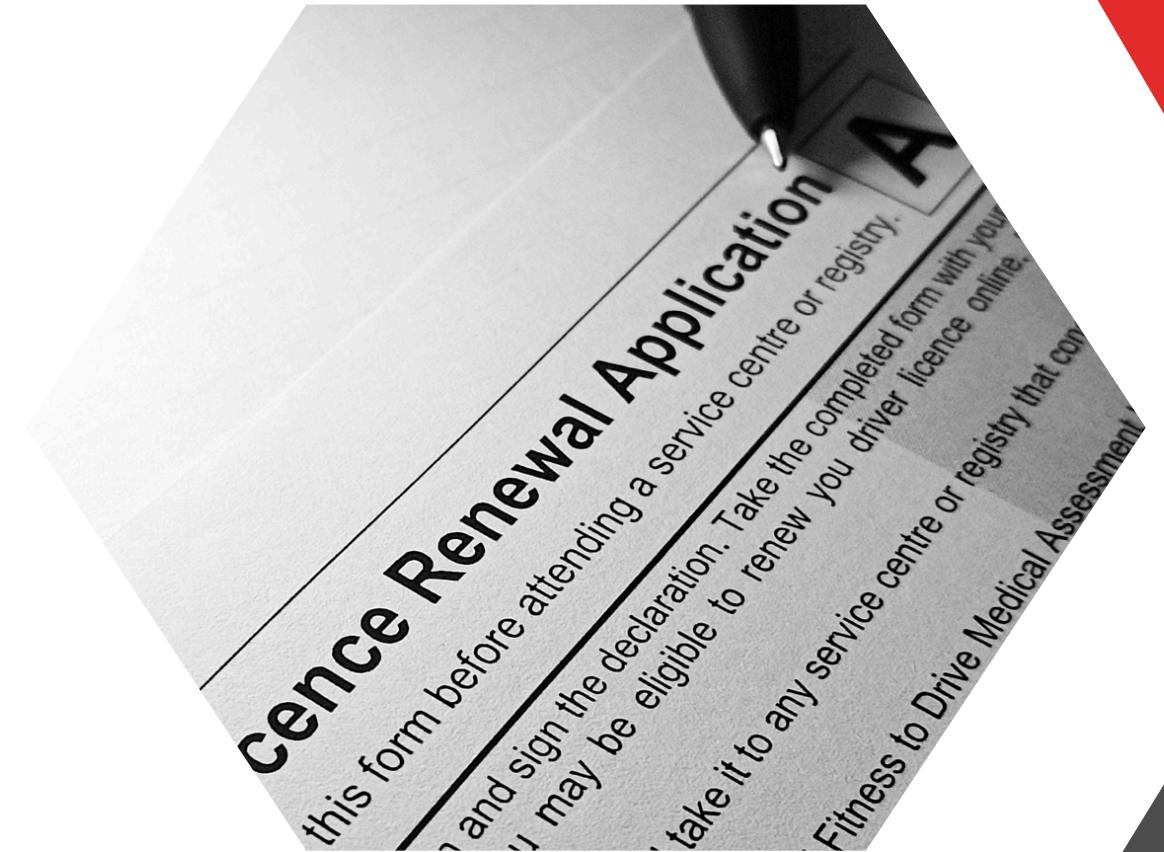


# ADROIT COMPLIANCE DIVISION

## Vendor Compliance Services

**Non Compliance by Vendors can lead to not only financial burden on the employers but, can also lead to litigation and prosecution of the employers.**

- Timely renewal of Licence
- Timely Payment of Wages
- Proper Leave accounting of Employees
- Timely enrollment under PF and ESIC
- Timely remittance of PF and ESIC Contributions
- Timely remittance of PT and LFW Contributions
- Timely Payment of annual Bonus
- Ensure Maternity Benefit to Female Employees
- Ensure timely Submissions of returns by vendors
- Ensure proper maintenance of Records and registers like, leave register, Attendance cum Wages Register, Fine Register, Register of Damages or deductions, Accident Register etc
- Issue of Employment Cards to employees
- Issue of Wage slips to employees





# ADROIT COMPLIANCE DIVISION

## Financial Risk Management

**Recovery under PF , ESIC or PT can ruin the financial stability of any company. To protect organisations from the risk, we provide comprehensive consultation based on Legal provisions, Government latest notifications and SC judgements.**

- Ensure Basic Rate is at least 50% of the Gross Salary
- Ensure PF contributions are made on Basic, DA, Consolidated Allowances etc
- Ensure ESIC contributions are made on all monthly components of the salary
- Ensure timely Payment of bonus under MBA
- Ensure Bonus is calculated on Basic and DA subject to ceiling
- Ensure Gratuity is paid atleast on Minimum wages as applicable
- Mitigate Financial risk through Strict Compliance of Professional Tax and Labour Welfare Fund.







# OUR JOURNEY TILL DATE

Started the operations in the year 2004  
Main focus on permanent staffing & corporate training

Provided 1000 manpower to some of the leading multination companies at all the three levels of management

Started with manpower outsourcing in the year 2007 with corporate office in New Delhi  
Partnered with more than 12 Associate companies across India

Provided temporary staffing services to clients Pan India having more than 2000 employees during 2007-2014

Incorporated as a new Private Limited Company in the year 2014

Presently have more than 7500 employees working with clients Pan India



- Bangalore
- Ahmedabad
- Bhopal
- Bhubneshwar
- Chandigarh
- Chennai
- Coimbatore
- Gurgaon
- Guwahati
- Kochi
- Lucknow
- Pondicherry
- Hyderabad
- Jaipur
- Kolkatta
- Mumbai
- New Delhi
- Patna
- Pune
- Rudrapur
- Raipur
- Vadodara
- Jammu
- Goa
- Ludhiana
- Dehradun
- Allahbad
- Jodhpur
- Dibrugarh
- Ranchi
- Indore
- Jamnagar
- Nagpur
- Aurangabad
- Vizag
- Madurai





# Meet Our Team



**Dr. Gagan Katiyar**

Director

He is a PhD in Business Administration and an MBA in Marketing & Finance. He has earlier been on the panel of Symbiosis, Pune for their corporate sessions on Management for Executives at King Fisher Airlines, WIPRO, EXL, Computer Science Corporation, Infosys, Dr. Reddy's Lab, Bharti Airtel and Hindalco Industries.



**Ravi Dhiman**

Vice President, HR

Ravi Dhiman is an HR professional with over 18 years of expertise in Human Resources. His multifaceted experience spans Human Resource Planning, Compensation Management, and HR Operations, making him a pivotal asset in Adroit Global's leadership team.



**Manindra Singh**

Compliance Head

Accomplished HR, ER, and IR leader with more than 34 years of experience in the manufacturing sector, earlier Head of HR at Cipla Ltd., managing 49 plants across India. Formerly Chief Manager ER/IR/Compliance at Asian Paints, focused on employee relations and compliance for 14 plants and 110 sales offices.



## Contact Us

Are you interested in one of our services or solutions? Or do you have a general question we can assist you with? Feel free to reach out using any of the provided details, and we'll direct your request to our team of experts.



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# Thank You

For Your Attention



Visit Our Website  
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