



## Approach Note

We promise to serve you the best ALWAYS IN ALL WAYS.



## **The Company CEO and Director's Message:**

Personal Progress for us has never been a dream. It has always been a distant reality and once one milestone is achieved, there is always another one waiting to be crossed. It is with this belief that we started VDBS Group in the year 2011 with an aim to change the corporate world by providing quality Shared HR / virtual HR Services to the SME and Corporate sector by implementing new technology and processes. These technology and processes would help optimize manpower resources to attain optimal compliance at reasonable cost. "Provide best HR Services to the world at minimum costing"

Since our inception we have achieved growth in varied segments of the industry and have our presence in more than 90 cities PAN India.

Today, we are a Techno HR company bringing specialized service, innovative solutions, knowledge, skill and expertise via intelligent systems performing operation and activity of the client at an optimal level without incurring high cost associated with Manpower Management. "We provide professional service in a personalized manner".

We intent to make these systems available to all existing industries in the SME & Corporate sector so that they too can avail the benefit of improving efficiency by saving time and cost, an important factor in today's competitive environment.

We are confident that the company will continue to scale milestones of excellence for years to come.

**At VDBS are committed to provide quality service.**

**We promise to serve you the best ALWAYS IN ALL WAYS.**

**Dr. Tushar D Talware  
CEO and Director  
VDBS Group**

**Ms. Pranali Talware  
Founder and Director  
VDBS Group**

### **VDBS Group Companies:**

- ◆ VDBS Consultancy Services Pvt Ltd
- ◆ VDBS Technologies Pvt Ltd
- ◆ VD Business Solutions
- ◆ Tanishaqa Business Solutions
- ◆ Talware Manpower Services
- ◆ VDBS Infrastructure



The key areas for consulting include:

- ◇ Talent Acquisition
- ◇ Managing the On-boarding experience
- ◇ HR Shared Services
- ◇ Legal Advisory
- ◇ POSH consultancy
- ◇ Actuarial Valuation
- ◇ Third Party Payroll
- ◇ Registration
- ◇ Payroll Processing
- ◇ Learning & Development
- ◇ Organizational Development
- ◇ Performance Management System
- ◇ Statutory Compliance
- ◇ Labour Laws Consultancy
- ◇ Disciplinary Enquiry
- ◇ Domestic Enquiry
- ◇ Exit Management
- ◇ HR Audits
- ◇ Apprenticeship Scheme of NAPS & NATS

## People consulting

VDBS Group way

### Who we are...

At VDBS we are *people* consultants. For more than half decade now we have been providing top notch HR Services, Labour Law Advisory and Support, Payroll Management & Staffing Solutions, HRIS software, Compliance Software to our clients. We are based at Mumbai and have our presence more than 90 Cities across India.

Led by professionals with rich and varied experience in handling all aspects of Human Resources Management, our esteemed clients are assured of innovative, personalized and highly professional services.

We aim to deliver the best of services to our partners.

VDBS Groups sees each organization as a multi-faceted organic entity that grows and achieves its goals & objectives on the basis of its human collective.

It is this human capital that makes or breaks an organization. At VDBS Group , we provide the best and brightest of the talents and quality services to our partners right on time. Our innovative & insightful solutions address the queries at organizational level to work effectively. Delivering effective solutions requires an integrated and strategic approach towards each assignment and project of the clients.

VDBS group is led by Dr. Tushar Talware , Pranali Kharat and other Board of Directors

**Dr. Tushar Talware** is CEO & Director at VDBS Group, he is PhD (Labour Laws), MBA (IIM– Kozhikode), Masters – Labour Management, LL.B., Diploma in Labour Laws, Diploma in Administrative Law, Bsc.

He has been associated in a leadership role with several reputed companies such as Tata AIG, Afcons Infrastructure Ltd., Nokia, Siemens, CMS info System encompassing 14 years of Corporate and Industry Experience in the HR Domain.

Ms. Pranali Talware , is Director at VDBS Group, She is MBA ( IIM– Raipur), M.sc Computer Science. She is founder director of VDBS Group.

## AREA OF EXPERTISE



## TALENT ACQUISITION



## EMPLOYEE ONBOARDING

NEW HIRE ONBOARDING: A GUIDE FOR MANAGERS

## HUMAN RESOURCES

### Talent Acquisition

When you entrust your recruitment & selection to VDBS Group you are in safe hands. With our exceptional selection and placement procedure, are able to provide the best-fit resource to you at the right time. We tailor-make our hiring strategy based on partner needs. The screening of candidates is exhaustive and intense and only the candidates that fit the criteria shared by our clients are considered. We take pride in providing quality resources to our clients and ensuring that the highest standards of integrity are maintained in all our dealings.

### What sets us apart from other Recruitment firms:

- ◆ Our hiring strategy is always sensitive to the complexities of our clients' business and the nuances of their culture
- ◆ We believe that trust is the cement that holds relationships together.
- ◆ We strive to gain our clients trust by surpassing their expectations on delivery.
- ◆ We are committed to meeting timelines and working in a most cost effective Manner.

### Managing the On-boarding Experience

A smooth & seamless on-boarding process is a "wow" factor for the new hire. At VDBS Consultancy Services Pvt Ltd, we aim to provide that wow experience for the new joiners. We manage the entire joining formalities of the candidates who are to be deputed to the client site. Our Clients have the option of taking the candidates on their payroll or hiring them as contractual employees. We act as a mediator between our clients and the candidate, ensuring a win-win for all parties.

### HR Shared Services

In today's competitive business environment, every penny saved is a win. At VDBS Group we specialize in providing cost-effective HR shared services solutions to clients facing tight budgets, short deadlines, or lack of expertise. VDBS Group supplements your existing staff, temporarily fills open positions, or provides the equivalent of a full or part-time professional. We provide you trained HR Professionals who can hit the ground running. These experts come with knowledge, skill and the can-do attitude that is so crucial to the success of your business. You save on hiring cost, training cost, remuneration cost!



## AREA OF EXPERTISE



## LEGAL ADVISORY SERVICE

### Legal Advisory

- ◆ Drafting/Reviewing/Vetting various agreements (e.g., vendor, commercial, service)
- ◆ Drafting/Reviewing/Vetting leave and license, rent agreements, real estate advice
- ◆ Drafting/Reviewing/Vetting appointment letters, consultancy agreements, labor contracts
- ◆ Advice on applicable Indian laws, including labor laws
- ◆ Guidance on labor/employment disputes, termination notices, legal notices
- ◆ General legal advice as needed.

### POSH Consultancy

- ◆ Policy guidance and compliance
- ◆ Training and awareness sessions
- ◆ Procedure drafting and implementation
- ◆ Internal investigations
- ◆ Advisory support

### Actuarial Valuation

- ◆ Privilege Leave
- ◆ End of Service Benefits
- ◆ Provident Fund (Exempt Schemes)
- ◆ Pension, Gratuity, Loyalty Bonus
- ◆ Leave Travel Allowance, Death Benefit Scheme

### Third Party Payroll

- ◆ Outsourced payroll management
- ◆ Payroll processing and administration
- ◆ Tax filing and compliance
- ◆ Employee payment distribution
- ◆ Benefits administration Reporting and analytics.



# REGISTRATION

## SHOP AND ESTABLISHMENT REGISTRATION



### Shop and Establishment

In India, businesses like shops, restaurants, and cafes must register under the Shop and Establishment Act to ensure proper working conditions and protect workers' rights. This Act varies by state and covers establishments such as shops, hotels, and theaters.



## FSSAI Registration

### FSSAI Registration

In India, anyone in the food industry must have an FSSAI license, mandated by the Food Safety and Standards Authority of India (FSSAI). This license is required for all Food Business Operators (FBOs) involved in various food-related activities. The FSSAI ensures food quality and safety, regulated by the Food Safety and Standards Act, 2006.

## TRADE LICENSE SERVICE

### Trade License

A trade license is a legal permit allowing an individual to start a specific business in a particular area, ensuring compliance with safety provisions set by the State Municipal Corporation. It protects residents from health hazards but doesn't permit activities beyond its scope or transfer property ownership to the holder.

## Health Trade License

### Health Trade License

The Health Trade License is a mandatory permit for businesses involved in trading goods and services affecting consumer health. Entities like restaurants, hotels, cinemas, gyms, and others must obtain this license before starting operations.

# REGISTRATION

## FACTORY LICENCE

### Factory License

The Factory Act 1948 mandates factory owners to register their premises before starting operations, ensuring worker safety and health. A Factory License is issued by the Department of Factories and Boilers, responsible for monitoring workers' welfare.



### EPFO

Employees Provident Fund Organisation

### Employees Provident Fund

EPF provides retirement benefits for employees, ensuring financial security and social stability. Employers with over 20 employees must register for EPF, complying with mandatory guidelines



## ESIC

### Employee state Insurance Act

The Employees' State Insurance Act, 1948 established ESIC (Employee State Insurance Corporation) under the Ministry of Labor and Employment. It's a self-financed social security scheme providing medical and monetary benefits to Indian workers.

### Professional Tax in India



### Professional tax

Professional Tax is levied by State Governments on professions, trades, and employment to fund infrastructure. Its applicability depends on income from these sources and varies by state. Freelancers must obtain a Professional Tax certificate according to state regulations, based on income thresholds.



# REGISTRATION

## FIRE NOC CERTIFICATION

### Fire NOC

The Indian Fire Department issues a No Objection Certificate (NOC) after evaluating fire safety measures in a premise, ensuring compliance with standards from the Bureau of Indian Standards. NOCs vary by state, and multi-plex buildings over 15 meters must obtain a compulsory Fire NOC from the state fire services.

## Pollution Control Board

### Pollution Control Board

Obtaining an NOC certificate is mandatory before starting any industry to ensure compliance with environmental standards. The Pollution Control Board oversees air and water pollution issues, issuing directives and policies for pollution management. Under the Water Pollution Act, 1974, and Air Pollution Act, 1981, industries must obtain NOCs to modernize plants and manage pollution. Entrepreneurs must apply for 'consent to operate' renewal after expiry.

## License

### Legal Metrology



### Registration

### Glow Signage License

A glow sign board is a type of illuminated signboard commonly used for advertising and promotional purposes. It typically consists of a sheet or panel made of translucent material, such as acrylic or flex material, with a design or message printed on it.

### Legal Metrology

The Legal Metrology Act of 2009 standardizes weights and measurements in trade. It requires manufacturers and importers dealing with goods sold by weight or measure to obtain prior approval or a license. The Legal Metrology Department issues licenses for weights and measures, with applications made by manufacturers, dealers, or repairers. Renewal applications must include all relevant details.



# REGISTRATION

## Registration of Building Workers as Beneficiaries under BOCW



## Contract Labour as a Workman under Industrial Disputes Act, 1947



## LWF Registration & Other Services



## Employment Exchange Registration

### BOCW Registration

The Government of India introduced the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, also known as the "BOCW Act," to address the issues faced by unskilled laborers in poor working conditions. This Act aims to regulate employment conditions, ensure worker safety, health, and welfare in the construction sector. It serves as a social welfare scheme for workers across the country. The BOCW Act coordinates with other labor laws, particularly the Factories Act 1948, to provide comprehensive coverage.

### Contract Labour Registration act

This act has been enacted to regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances and for matters connected therewith.

### LWF Registration and Other services

Labour Welfare Fund (LWF) was established by the Indian government to assist the unorganised sector. The act has been adopted by only sixteen of the thirty-six states and union territories. Employers are required to make contributions on behalf of both themselves and their employees per this act. The jurisdiction in which your company operates will determine this.

### Employment Exchange Act

The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 mandates public and certain private sector establishments in Delhi to notify vacancies. Individuals aged 14 to 45 can register online, while employers must submit quarterly returns. Exemptions apply, and penalties for non-compliance include fines and possible imprisonment.

# REGISTRATION



## Submission Under Equal Opportunity Act:

Ensuring fair and unbiased treatment in all aspects of employment, preventing discrimination based on protected characteristics. Providing guidance and support to ensure compliance with equal opportunity regulations, promoting diversity and inclusion, preventing discrimination and harassment, and facilitating fair treatment in hiring, promotion, and termination processes.

## Licensing Government and Labor Department

Our comprehensive support extends to navigating the intricate regulatory landscape by facilitating the acquisition of permits, certifications, and approvals from government and labor departments. We ensure strict adherence to specific regulations, standards, and procedures mandated by these authorities to facilitate the smooth operation of businesses. By meticulously managing the licensing process, we aim to minimize legal risks, uphold compliance standards, and foster a conducive environment for sustained business growth and development.



# HR OUTSOURCING



## Payroll Processing

HR professionals understand that payroll and salary processing are fundamental and critical HR processes. Mismanagement can lead to organizational chaos. Our specialized team ensures error-free and timely services tailored to your needs. With expertise in HR analytics, we offer superior payroll analytics and operational reports for better decision-making.



## Organizational Development

The bedrock of being an employer of choice is the articulation of strong and relevant HR processes that support the Organization Structure. Robust HR systems lay the foundation for a committed and productive workforce that enables the organization to attract, develop & retain talent.

We, at VDBS Group can help you design and develop HR Systems that would be relevant to the immediate needs of your organization.



## Performance Management System (PMS):

The PMS system would be designed to enable the organization to harness the Individual's potential and align it with organizational goals, to create an open system of evaluating performance and giving feedback. The PMS would be oriented towards, recognition, achievement, rewards, and corrective mechanisms for improving individuals' performance.





## HR Policies Development & Documentation:

Sound employment policies provide the framework within which an organization governs its employee relations. We will help develop employee policies based on the business context of the organization, the values, and beliefs.



## Training & Development System:

The training and development system would be designed to enable the organization to identify the training & learning needs of individuals' and the skill gaps that need to be bridged thereby enhancing the individual's potential and the organization performance levels.



## Compensation and Benefits benchmarking:

We can help our clients by undertaking compensation and benefits benchmarking studies and suggest adequate interventions that will help bring parity in the compensation and benefits pay structure.



## Disciplinary Enquiry

Disciplinary enquiries in an organization are usually outcome of misconduct or misbehaviour. These cases are sensitive in nature and of not managed well have the potential in turning into labour disputes inviting litigation. Our team of experts can be deputed to be part of the domestic enquiry and conduct investigations and draft requisite documentations like charge sheet, show cause notice and termination letters.



## Domestic Enquiry

A domestic inquiry in Labour Law is similar to a trial in a court of law. It happens when someone does something wrong at their workplace. This could be breaking the rules or doing something against the company's policies. The company has its own rules for how to handle these situations. The inquiry is done fairly and follows the principles of fairness.



## Apprenticeship schemes in India: NAPS and NATS

### Apprenticeship Scheme Of NAPS & NATS

We specialize in helping businesses and sectors navigate the National Apprenticeship Promotion Scheme (NAPS) and the National Apprenticeship Training Scheme (NATS). Our tailored services ensure compliance, efficient management, and maximum benefit from these government programs.

1. NAPS and NATS Registration
2. NAPS Compliance Solutions
3. NATS Management Services
4. Customized Training Programs
5. Apprentice Life Cycle
6. Consultation and Advisory Services
7. Contract Generation
8. Reimbursement Processing
9. Efficiency and Reliability



### Labour Law Compliances:

Organizations today cannot afford to relax as far as statutory compliances concerned. It is always safer to get professional help to manage your labour compliances. We can provide professional expertise that will manage your labour compliances. We can assist your organization in the following ways:

- ◆ Liaise with the Central / State Govt. labour law enforcement agencies for obtaining registration / renewal under the relevant Acts as & when required.
- ◆ Advise the organization in preparation & filing of registers, records, reports, returns etc. from time to time, and communicate with any statutory authorities on behalf of the client.
- ◆ Liaise with regional & local labour law enforcement agencies for filling up of various forms, returns, challans for remittance, processing & obtaining the individuals registrations numbers, identity certificates, insurance cards, annual account statements, process loan / transfer / withdrawal applications etc.
- ◆ Update, guide & advice company regarding latest notification / orders/ amendments issued by the appropriate authorities from time to time. All reports, registers, challans etc. shall be forwarded to you in soft copy from our side.
- ◆ Conduct audit of all the locations through a team of experts empanelled with us & published at regular intervals, attend the Inspector / Officer at the time of assessment or approach them as & when required.
- ◆ Ensure the optimal labour law compliance status at Pan India level by liaise with Central, State and local authorities at pan India







## Exit Management

VDBS Group can also help you in your exit management process. Be it negotiating with your employees, retention management, exit interviews we can handle it all.

## Audits (HR/ Labour Laws/ Vendors)

Over a period of time, business changes in an organization may have taken place for a variety of reasons including environmental changes, organizational restructuring. Such changes should be accompanied by appropriate changes in the HR function. In such a situation a thorough evaluation of the HR function is imperative to make it more business driven. An HR Audit would help the organization to:

- ◆ Keep the HR functions' mission and goals in tune with the organizations needs and strategy
- ◆ Make the HR systems & process more robust and business driven
- ◆ Determine the effectiveness of an HR department
- ◆ Act as a quality control check on the HR activities, Establishment compliance & Vendor Audit in an organization.
- ◆ Identify and prioritize opportunities for improvement

We can conduct an evaluation of the current human resource structure, practices, policies, systems, and skills in the context of short and long-term business plans of your organization. The review can be of two types:

- ◆ Compliance Audit: It involves a legal review and a compliance check for all the HR systems in place in the organization.
- ◆ Adequacy Audit: This determines the adequacy of the current HR practices in terms of their relevance to the business goal of the organization.





# VCOMPLIANT

Our goal is to set the gold standard when it comes to compliance.

REQUEST A DEMO NOW!

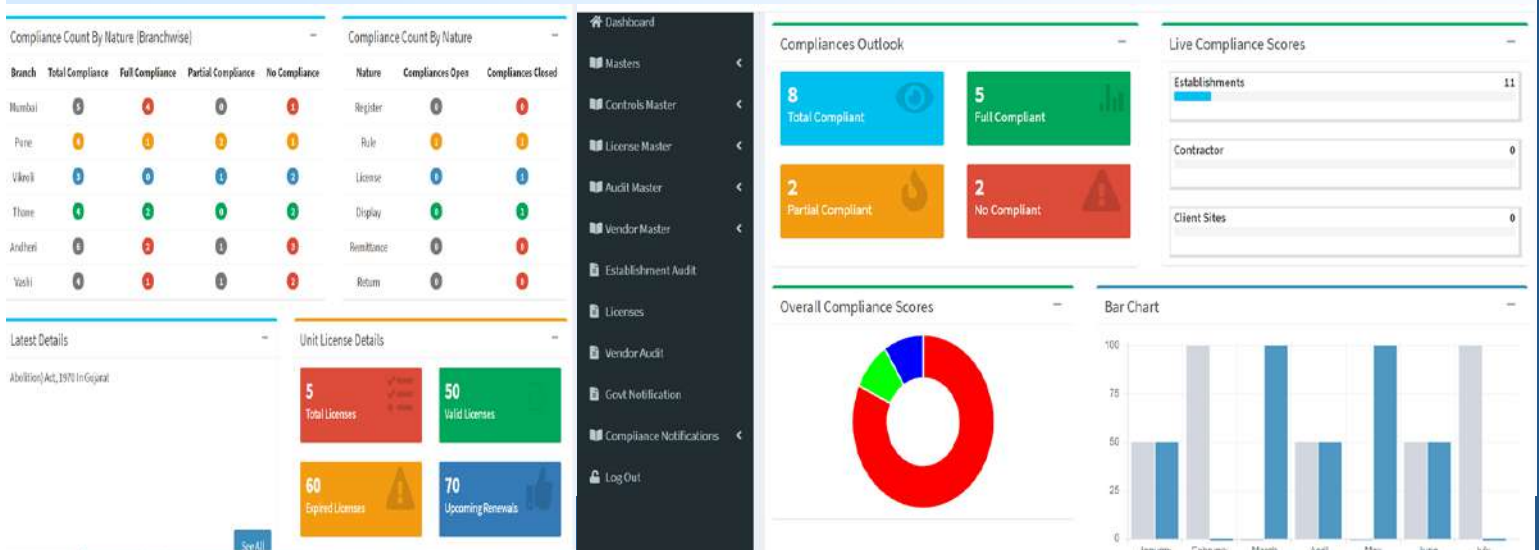


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## VCompliant – Online Tool (Establishment Compliances, Vendor Compliances, Licenses, Register Preparation, Knowledge Bank, Challan Module)

The real-time intelligence that helps you stay informed & ahead. Vcompliant will help you to be update all time & make your organization more effective.

- ◆ 360 Degree Dashboard: Get a complete snapshot of your company’s compliance status, anytime. It is remarkably easy to keep track of your performance now.
- ◆ Effortless Tracking: Gain absolute control over the compliance management through automated triggers & state of the art escalation mechanism.
- ◆ Business Entity Management: A proactive risk evaluation mechanism for decision making, based on personalized risk-impact analysis & predictions.
- ◆ Real-time Analytics: Get this simple and powerful tool to surveil compliance metrics with high-end reports for informed business operations.



CLIENTS



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TATA BUSINESS SUPPORT SERVICES LIMITED



And many more....



Thank  
you



[www.vdbs.in](http://www.vdbs.in)

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