

# DISHA ENTERPRISES



## CONTACT US

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## About DiSha Enterprises

- ▶ **DISHA ENTERPRISES**, A Pune (Maharashtra) based Professional consulting firm is mainly in to the business of Human Resource Consulting & Allied services. We are in to the consulting business from past 10 years and serving around many clients across Maharashtra and out of Maharashtra.
- ▶ We strive to provide end to end HR Services to our clients in areas such as contract labour, Temporary staffing, Statutory Compliance, Legal Audit, Payroll Management, Placement , training, legal Documentation etc.
- ▶ We serve a number of client verticals from Engineering, Automobile, Pharmaceuticals, Hospitals, Health Centres, chemical, Financial Services and IT industries and Construction Industries.

### Vision

Our vision is to provide our clients all HR Solutions in one roof. We continuously strive to become the preferred source for employment and human resource services. We are dedicated to serving our customers and the community with the highest levels of service, knowledge, professionalism, honesty and integrity

### Mission

Disha Enterprises strives to provide integrated innovative HR solutions to our clients through its structured business model which allows for dedicated and individual attention. Through our knowledge of day to updates and significant experience in the labour law and HR Industry, we add value to our clients operations and build long term relationship which is mutually beneficial.

### Values

Passion - to be committed to clients in heart and mind  
Integrity - to act with honesty - our word is our bond  
Professionalism - We are seasoned professionals, continuously educating ourselves and preparing for the challenges ahead.  
Accountability - to accept responsibility for our action  
Quality - What we do, we do with excellence

### Policy

We are committed to provide integrated innovative Hr Solutions to our clients. Our priority is our Clients and their satisfaction through our best services. We will always strive to provide excellence in all we do.



## Our core Team

### 1. Prashant D. Bhagwat

(M.com, LLB, GDC&A)

(Labour Law consultant) more than 12 year experience in labour Law & HR Compliance

### 2. Prafulla D Bhagwat

(DME, AMIE)

More than 10 year experience in Human resource & Engineering training.

### 3. Jyoti Prashant Bhagwat

(M.A., LLB)

(Labour law consultant)

## Our Legal Alliances

### Adv Shivshankar shinde

(BSL LLB, DLL&LW)

Labour Law & civil Law

### Adv Vikas Newale

(Bcom, LLB)

Labour Law & civil Law

### Adv Chintamani Ghag

(Bsc LLB)

Labour Law & civil Law

## Our Services

- ▶ Labour Contract Outsourcing & Temporary Staffing
- ▶ Legal Audit
- ▶ Statutory Compliance
- ▶ Payroll Management
- ▶ Registrations
- ▶ Consulting
- ▶ Placement
- ▶ Legal Documentation / Property Registration Services



*Your Search Ends Here...*





## Labour Contract Outsourcing And Temporary Staffing

This means Transitioning pre-identified employees of the client onto our rolls & also providing new employees as per the requirements of client and managing the HR, admin and Regulatory compliance.

In this we can Provide Skilled, Semiskilled, and Unskilled Labour as well as temporary staff relating to HR, Admin, Design, IT, Quality, etc on contract basis.

The relationship between the Client and Disha Enterprises is established with a Contract Agreement (CA). The CA establishes a three party relationship whereby Disha Enterprises acts as the employer of the temporary employee who works at the clients premises. Under the CA, Disha Enterprises assumes responsibility for the personnel administration and compliance for most employment related government regulations, while the client retains the employee's services in its business and remains the employer for various other purposes.

### Service Highlights (Labour Contract Outsourcing )

- ▶ Temporary employees stay on our rolls on fixed term basis
- ▶ Personnel and payroll administration provided
- ▶ Simple and standard contractual procedures
- ▶ Capability in handling workforce issues
- ▶ Statutory compliance and related administration
- ▶ Registration of employees under EPF & ESIC schemes
- ▶ Timely remittances of statutory payments – EPF, ESIC, TDS, Professional Tax, LWF.

### Advantage (Labour Contract Outsourcing )

- ▶ Flexibility to choose and select the right candidates
- ▶ Administrative part is completely handled by at our end
- ▶ Assured Compliance – ESI, PF, Ptax, LWF, bonus, gratuity etc
- ▶ Income tax compliance and remittances for contractual and temporary employees
- ▶ Coordination and compliance in case of accidents to contractual and temporary employees
- ▶ Inspections under any labour statute are coordinated and handled by us for contractual and temporary employees
- ▶ Flexibility in manpower resource optimization
- ▶ Overheads limited to statutory requirements
- ▶ Minimizing long term liabilities



## Legal Audit

We carry out a detailed study of the company with regards to its business activity, scope of work, areas of operation, employee strength, contractors, vendors, etc.

After Studying and working on it, we apprise you of the various labour laws which you are required to comply with along with the report of the current status of your compliance.

The next step would then be to streamline the process of compliance such that the company becomes 100% legally compliant in all areas of its operation.

### Service / Process Involves:

- ▶ Comprehensive audit of all labour related records for an establishment/ Organization
- ▶ Status determination
- ▶ Criticality analysis of risk exposure or liability
- ▶ Expert consultation and solution based presentation for decision making and course correction



## Hr Consulting

- ▶ This includes our expert advice and views on the various labour laws on day to day basis. We will be at your service for advice at any time of the day.





## Statutory Compliance

This includes Monitoring regulatory compliances & filing of necessary returns / records with appropriate authorities.

We offer compliance services for the following:

- ▶ Employees Provident Fund Act 1952
- ▶ Employees State Insurance Act 1948
- ▶ Contract Labour Act 1970
- ▶ Factories Act, 1948
- ▶ Maharashtra Labour Welfare Act 1953
- ▶ Bombay Shops & Establishment Act 1948
- ▶ Minimum Wages Act 1948
- ▶ Payment of Wages Act, 1936
- ▶ Payment of Bonus Act, 1965
- ▶ Payment of Gratuity Act, 1972

For any successful organization, sound compliance of various laws is very important. Without proper legal foundation, organizations can not grow and survive. They may invite serious problems from govt. Agencies, employees etc.

Complying with these labour laws is a tedious task as it involves a lot of paper work like challans, returns, forms, etc and is a laborious job.

We will work in co-ordination with your Human Resource Department and carry out the compliance on your behalf on regular monthly basis.

This service also includes attending yearly assessments, inspections, and hearings, if any on behalf of the company.





## Payroll Management



We offer Payroll Services customized to suit the Compensation Structure of the Client

Along with the focus on maximum employee benefit and ensure compliance to all applicable legislations.

This includes complete payroll processing in the following manner:

- ▶ Customized Payroll Processing
- ▶ Co-ordination for approval of salary
- ▶ Disbursement of Salary
- ▶ Generation of required reports / Registers
- ▶ Co-ordination with the company's auditor for salary related issues
- ▶ Collecting tax declaration & calculation of individual income tax
- ▶ Continuous updating & improvement

## Registrations & Renewals

This includes assisting you in documentation and submissions for applications under various labour laws from time to time right from commencement of the business up to the closure formalities.

- ▶ Provident Fund Registration
- ▶ ESI Registration
- ▶ Registration under Labour Contract Act
- ▶ Registration under Labour Welfare Board
- ▶ Registration under Shops And Establishment Act
- ▶ Registration under Building And Other Construction Workers Act
- ▶ Registration under Maharashtra Private Security Guards Act

## Service Highlights

- ▶ Assist companies in complying with industrial laws and laws on environment
- ▶ Obtain mandatory licenses for business start-up and other business requirements from authorities at Municipal, State and National level







## Placement

You're part of a rapidly growing organization that doesn't just need people but you need to hire the right people. Partnering with a trusted recruiter gives you a competitive edge in today's talent marketplace.

Our customized recruiting services provide outsourced recruiting support based on your unique goals, situation, and long-term objectives. Disha Enterprises as a HR consultancy creates hiring strategies and practices that work whether you're hiring for one position or an entire team. We work in partnership with your team to implement an effective recruitment strategy that delivers professionals that you want to hire.

### OUR REGISTRATION DETAILS

- ▶ PF CODE NO – MH/ 300050
- ▶ ESI CODE NO – 33000358940001001
- ▶ MPT CODE NO – 2/2/7/12787
- ▶ GSTIN – 27AVMPB4049F1ZO
- ▶ PAN NO – AVMPB4049F





## Legal Drafting & Property Registration Services

### LEGAL DRAFTING

"Legal drafting" can mean the preparation of any written legal document – a motion, a letter, a brief, a memo, or a contract.

"Legal drafting" can mean the task of preparing a transaction, which includes a lot more than putting words on paper. It includes the substance of the underlying law, strategies for representing a client in a transaction, the skill of negotiation, and the ability to close a transaction.

"Legal drafting" can mean the writing of binding legal text. It is the skill of putting words on paper to create rights and duties.

### PROPERTY REGISTRATION

Registration of the property is a full and final agreement signed between two parties. Once a property is registered, it means that the property buyer in whose favor the property is registered is the lawful owner of the premises and is fully responsible for it in all respects. The law does not recognize unregistered owners and does not give them any rights over the property. Therefore, Registration of Property is Compulsory to prevent fraud or future litigation.

Registering the documents relating to the transfer, sale, lease or any other form of disposal of a property is compulsory under section 17 of the Indian Registration Act, 1908. The aim of the registration is to prevent fraud, in addition to create and maintain an up-to-date public record. The registration can take place at the Sub-Registration Office within which the property is located or in the District Sub-Registrar Office of the District where the property is located.





## Procedures for Registration of Property

Property Registration in India is compulsory under section 17 of the Indian Registration Act, 1908. The registration of property is to be done in the Registrar's Offices by the Sub-Registrar. Following are some procedures or processes of property Registration.

- **Verify the property title:** The property documentation will vary depending on whether the property is being transferred from the developer or seller. The process of due diligence gets easier in case of a secondary sale as the first owner of the property would have all the documents in place for the registration of the property. If the title were not clear and marketable, most financial institutions would refuse to finance the property. A bank or a housing finance company carries out the due diligence process before approving the project and the housing loan. However, the onus lies on the buyer to verify the property title before registration.
- **Find Sub Registrar Office:** One has to present the Sale Deed in the concerned Sub-Registrar Office where the land is situated.
- **Stamp Duty and Sale Deed:** The Schedule of the property should be correctly mentioned in the Sale Deed and if any structure is situated over the landed property that has to be mentioned in the Sale Deed along with its cost. Preparation of property Sale Deed is done by an authorized attorney on behalf of the purchaser. The stamp duty is usually a percentage of the transaction value levied by the state government, on every registered sale. The levy of stamp duty is a State subject and thus the rates of stamp duty vary from State to State.
- **Take appointment:** The registration fee should be paid a few days before going for registration and the receipt is to be shown to the Sub-Registrar's Office one day before the actual date of registration or at the time of registration. An online appointment has to be taken and registration has to be done at the office of the Sub-Registrar.
- **Submission of Documents:** After detailed verification of the Sale Deed, the registration process will be completed as per the Registration Act. Once the registration is complete the duly registered document may be collected by signing in the dispatch register or by giving a letter of authority to someone to collect it on your behalf. The final sale deed should be stamped and registered at the appropriate Sub-Registrar's Office. The Sub-registrar keeps a copy (Scanning) of the documents and returns the original documents to the buyer.
- **Mutation of the title:** Once the registration is complete, the purchaser has to apply to the local municipal authority to get the title of the property concerned transferred to his/her name. This is commonly referred to as mutation of the title of the property.





## Legal Services Highlights

- Sale Deed
- Gift Deed
- Residential Leave And License Agreement (Online Facility Available So no need to go in Sub Registrar office)
- Commercial Leave And License Agreement (Online Facility Available So no need to go in Sub Registrar office)
- Legal Notices
- Notice to vacant tenant
- Release Deed
- Affidavits
- Will
- Development Agreement
- Power of Attorney
- Drafting of correspondence with the employees including appointment letters, labour agreements, warnings, and office orders etc.
- Service legal Agreement
- Partnership Deed
- Vendor Agreement
- Non Discloser Agreement
- Memorandum of Understanding
- Franchise Agreement
- Joint venture Agreement

We at DiSha Enterprises will assist you to get your deeds or document registered. There are certain formalities which required to be carried out before a document is registered and for the presentation of document to the registrar office certain forms are to be filled and in some cases online Data entry required to be done and various other formalities are carried out. We at DiSha Enterprises will help you through all these formalities and requirements which you need to carry out for registration. Our Legal team will assist you in completing all these requirements and guide you throughout the process.

Thank You...