

# THE NATIONAL ACADEMY OF INDIAN PAYROLL

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**NATIONAL ACADEMY OF INDIAN PAYROLL**

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**2011 Edition**

**Published by**

**NATIONAL ACADEMY OF INDIAN PAYROLL**



- The National Governing Body for the Payroll Profession in India
- The leader in education, training and professional qualifications for the Indian payroll industry
- The industry benchmark for Indian payroll qualifications and training
- A body recognized by the global payroll industry, in respect of the provision of internationally recognizable and transferable skills
- A key contributor to Government strategy within the payroll and taxation arena in India
- Provider of payroll conferences, seminars and workshops in India

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The National Academy of Indian Payroll (NAIP) is the premier professional payroll body for India providing an internationally recognised membership structure supporting Government requirements and business development through qualifications and training to ensure compliance management of the payroll field.

In countries such as Australia, Canada, New Zealand, South Africa, USA and the UK there are established governing bodies and academies for payroll professionals. In these times of rapid economic development in our buoyant economy it's important that organisations, both public and private, manage growth and change to their advantage and since India is one of the fast growing global economies there is an imperative need for such an entity and NAIP provides the solution.

Payroll and Compliance management are complex and important functions within HR/Finance departments of any organisation. The salaries and wages components of employee costs are amongst the highest expenditures of any organisation, significantly impacting the bottom line of corporate organisations.

It is vital that there is accuracy and timeliness in payroll production, ensuring not only the correct net pay to employees but computing accurate overheads to ensure accounting accuracy.

Payroll management has also direct linkage to the strict compliance of stringent provisions of large number of complex labour laws prevailing in India. Any non-compliance attracts severe penal consequences. To ensure accurate salary and rewards are paid on time, efficient payroll management is necessary. This will help lead to a satisfied workforce and avoidance of penalties for non-compliance.

NAIP's vision is to: -

*Create leaders in professional management for the Indian payroll industry*

*Produce professionals in the payroll field*

*Establish the industry benchmark for Indian payroll profession*

*Provide Internationally recognised qualification by the global payroll industry*

*Deliver payroll conferences, seminars and workshops in India and overseas*

## INTERNATIONAL PATRON



**His Excellency Mirza Al Sayegh**

*Representative of His Highness Sheikh Hamdan bin Rashid Al Maktoum, Deputy Ruler of Dubai and Minister of Finance and Industry of the United Arab Emirates*

His Excellency is a leading dignitary of the United Arab Emirates. A key figure within Industry and Commerce holding positions of Chairman, Deputy Chairman and Board Member for numerous Organizations within the UAE and Internationally. He has been at the forefront in developing the UAE's association with India and is the Patron of the Indian Business and Professional Council Dubai.

Responsible under the Patronage of H.H Sheikh Hamdan in the establishment of a significant number of Educational, Medical and Charitable Institutions within Dubai and is the Chairman of the Al Maktoum Foundation Scotland -UK

Founder of British University Dubai.

## DIGNITARIES & SENIOR ADVISORS

### **DR. NARENDRA JADHAV**

Member of the Planning Commission Government of India & Member of the National Advisory Council Government of India.  
Former Vice Chancellor Pune University Maharashtra

### **MR JEFF GLEKIN**

Deputy Head of Mission, Trade and Finance and British Deputy High Commission Addnl,

### **DR. MAHENDRA RAJU**

Addnl. Central Provident Fund Commissioner  
Honorary Vice Chairman, NAIP Senior Advisory Group

### **MR J T JINKALAPPA**

Joint Labour Commissioner State of Karnataka

### **DR. J. T. VYAS**

Past Governor Rotary International  
Past National President Junior Chamber of Commerce International, India  
Member of First Decade 21st Century Committee, SNOT University, Mumbai



**CA. RAJKUMAR ADUKIA**

Central Council Member - Institute of Chartered Accountants of India (ICAI)

**TAHER ALI**

Head Legal, Infiniti Retail Ltd

**MALAY DAMANIA**

Chartered Accountant, M V Damania & Co

**JEHANGIR DARUVALA**

VP HR, J P Morgan Ltd

**LANCY D'SOUZA**

Senior Legal Advisor to Bombay Chamber of Commerce and Industry

**MAHESH PARMAR**

AVP C&B, Zenta Ltd

**BHARAT JAIN**

Chartered Accountant

**MANOJ MATHEW**

Chief Technical Officer, NAIP

**RAM KRISHNA**

Country Manager, ADP

**RAJESH MULEY**

Chief - HR, Jet Airways

**AMIT RAUL**

Founder Member, AIFMI

**KRV SHETTY**

Regional Director, ESI Corporation

**ANANTH SRINIVASAN**

Editor & Director, ERLAWS.com, Delhi

**NISHEETH UPADHYAY**

Head HR, Cushman & Wakefield

**DR FARIDA VIRANI**

Academician & Educationist



## **Nayaz Qazi | LLB (Hons)**

**Chairman of NAIP**

A prime motivator from launching the maiden payroll academy in India, Mr Nayaz Qazi has been associated with the development of professional education for more than 2 decades. A member and senior advisor to the Chartered Institute of Payroll Professionals the UK's Governing Body for Payroll, he has a vision to help the payroll industry in India. His persuasive skills have led to a highly respected appointment of His Excellency as the NAIP Patron.

Furthermore Mr Qazi has engaged senior representation from within Industry, Commerce and Government as well as the payroll and HR professionals from both India and overseas for the NAIP venture.

His sharp legal mind and international experience within education is an asset to NAIP helping it develop both the vision and mission of NAIP Internationally.



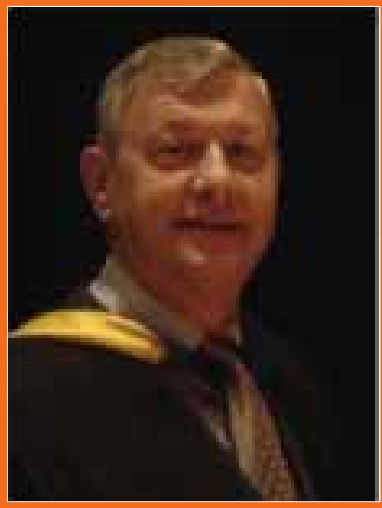
## **Gordon Cresswell | BA (Hons) DMA FIPPM**

**Council Member and Vice Chairman of NAIP |  
Founder and Director of IPP**

Gordon's payroll career started at the age of 20 at a large Metropolitan Borough Council where he became Payroll and Pensions Manager and later an Assistant Director of Finance. He was tasked with setting up that organisation's first Customer and Public Relations Unit with a brief to steer the Council closer to members of the public whilst also handling media issues. During this time he was a founder of the UK's first payroll body, The

Association of Payroll & Pensions Administrators (APSA), a public sector body, which later merged with the British Payroll Managers Association, where he was co-founder, and was to become the Institute of Payroll Professionals. He later became the IPP Chair and is currently an advisor to the Board.

Gordon played a vital role in designing and establishing a raft of UK payroll qualifications and has been presented with recognition awards in the UK, Canada and USA. Gordon, with a colleague, established the South Africa Payroll Association (SAPA) and their payroll qualifications in South Africa and has spoken at conferences in UK, USA, Canada, South Africa and the Republic of Ireland. He has recently contributed to the UK steering committee for revamping the UK's National Payroll Standards.



**Terry Dillingham | MSc, BSc. (Hons), PGCE, Chartered Secretary, Council Member & UK Director of Qualifications and Academic Adviser**

Terry has 40 years' experience as a teacher, lecturer and manager in the UK Further and Higher Education Sector. During that time he was Vice Principal of Worcester College of Technology, BTEC/ Edexcel Moderator and Chief Examiner for the Institute of Chartered Secretaries. Terry's experience includes managing the funding and quality assurance aspects of Edexcel/Institute of Payroll Professionals (IPP) payroll qualification at Diploma and Certificate level throughout the

UK, delivered in a partnership between IPP and Worcester College of Technology.

Terry was a key member in the validation and implementation of a Foundation Degree in Payroll involving the University of Worcester, Worcester College of Technology and CIPP. Recruitment of students from is UK wide and with delivery commenced January 2008. He is currently Chairman of the UK Financial Services Sector Skills Council (FSSC) Payroll Group reviewing the existing National Vocational Qualification in Payroll and determining a new competence qualification in Payroll at Level 1, 2 and 3 implemented in 2010



**Rose Howley | MIPPM, MAIP Dip  
Council Member & Director of International Education**

Co-Founder and Director of Global Payroll Solutions, Rose has over twenty five years' experience in accountancy, Human Resources and payroll. Her career started in the Finance Department of one of the UK's largest Local Authorities before moving on to work for one of the large global accountancy firms, where she managed a tax department and a payroll bureau service, managing and developing her staff. Rose had a portfolio of companies where she assisted in

training clients in the implementation and application of accountant and payroll systems. This entailed meeting clients, assessing their requirements and devising an appropriate implementation and training plan.

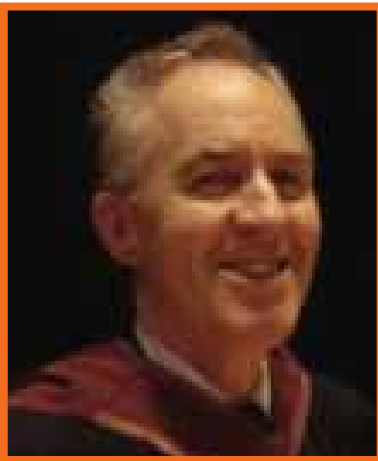
Rose is an Associate Director for the Chartered Institute of Payroll Professionals responsible for Training and Qualifications where she is able to deploy her presentational skills across a wide range of courses. She was also a tutor on both the Payroll Foundation and Diploma in Payroll Management. She is now a highly experienced Payroll Training & Development Consultant with an extensive record of achievement, assisting a number of high profile organisations in their design, development and delivery of training covering, legislation in Payroll, HR administration and business management covering five countries. Currently, she facilitates and leads HR and Payroll accredited qualifications covering the UK, Ireland, Chanel Islands and The Isle of Man. She holds a Payroll Management Diploma in both the United Kingdom and Ireland and a professional accountancy qualification with the Association of Accounting Technician.



## Aejez Qazi | MSc

Council Member & Head of Finance and Corporate Affairs

Aejez, an accountant by profession, is the Chairman of the Monarch Group which has interests in UK and India and a strong business network within the GCC. Group activities include real estate, finance & education management & commodity trading. Aejez is a consultant to a number of private banking organisations and specialises in the management of investment portfolios through real estate and financial markets.



## Lindsay Melvin | BSc, ACA, ATII

Council Member and Director of Strategy | CEO of IPP

Lindsay is the CEO of the Chartered Institute of Payroll Professionals. He is responsible for this highly recognised Institute that covers business development, qualifications, training, payroll quality partnership (PQP), Information technology, membership and internal resources, consultancy and policy and research. He led the CIPP vision of achieving Chartered Status as well as continually raising the profession's standards.

Lindsay has been CEO since 2008 after being Operations Director for two years. His particular passion lies in customer care and developing a forward looking and flexible organisation. Lindsay is passionate about payroll and embarked on the payroll foundation degree last autumn. He has now passed all his exams and is looking forward to commencing the next year's studies. Lindsay is also enrolling on the pension's foundation course as he believes there is a lot more IPP can do in the pension's arena but he needs to understand first what they already offer! Prior to this, as a joint CEO of a small engineering company, Lindsay had first hand experience of all aspects of running a profitable business, including payroll, HR and pensions. Lindsay is currently a non-executive director of this company. Prior to this Lindsay was Group Financial Director of a USM quoted company and Chairman of some of its subsidiaries. Lindsay trained as a chartered accountant, won first prize in a national competition in a large accountancy firm where he produced a paper on strategy. He also became a member of the Institute of Taxation through passing his tax exams.



## **DR. J. T. VYAS**

### **Council Member and Senior Advisory Group Member**

Past President of the Rotary Club of Mumbai North Island., one of India's most prominent Rotary Club's of India. Its members include some of the most eminent members of Global Industry and Commerce. Dr. Vyas was also the Past President of the International Junior Chamber of Commerce.

One of India's leading and renowned surgeon's, who has practiced as a surgeon for over 4 decades is Head of

Department of General Surgery Nanavati Hospital, Mumbai. He was Hon. Surgeon and Hon. Prof. of Surgery at Sir JJ Group of Hospitals and Grant Medical College Mumbai. He has been President of Association of Medical Consultants, Santacruz Medical Association, Hon. Secretary of Indian Medical Association, BWSB.

Dr. Vyas has published a number of academic papers and is pioneer of Continuing Medical Education Programme in India and has trained more than 3,000 doctors. Dr. Vyas was Consultant to Ministry of Health Govt. of Sultanate of Oman and was Chairman of the Medical Commission there. He is Hon. Surgeon to the Governor of the State of Maharashtra.

Over the decades he has acted as advisor in a variety of capacities to the Government of India where his knowledge and expertise is of significant value to the growth of NAIP.



## **Jayant Vaidya | BCom, LLB, ACA**

### **Council Member & Director of Compliance**

Jayant is a Professionally Qualified Chartered Accountant. Started his career at the age of 22 and today he is into diverse fields comprising Real Estate, Auto Finance, Consumer Durables & Automobiles Marketing, Training & Education and also Farming. Finance, Jayant proposes a major focus on the Education & Training Industry to share his past experiences as a professionally qualified CEO. Being a Law Graduate he has highly practical knowledge of various HR relevant legislation.



## Dr. Rizwan Thakur

Council Member

Dr. Rizwan Thkur is a medical doctor by profession having done his Masters in Public Health and a PhD in Hospital and Health Car Management.

He is a consortium member of one of the leading International HealthCare Management Group, apart from being onboard with a couple of consultancy firms in India and abroad.

He has to his credit of achieving 'The Jewel of India Award in Health Care and being recipient of many such accolades from prestigious institutions. He is a vivid reader believes in simplicity and accepts being natural.

Dr. Rof izwan has also specialised within the development of key strategies in relation to the development and improvement of Human Resources within the healthcare and medical profession through the organisations he has been involved in.



## Kishor Vaidya | BCom, DLL, LLB

Council Member, Director of Business  
Development and Training

Kishor Vaidya started his career in 1975 as Kishor Vaidya & Co. providing payroll and statutory compliance advice related to payroll management such as PF, ESI, LWf, etc. He started with K S Services in 1999 as an employee leasing and payroll outsourcing company. Vaidya is co-founder of Karma Management Consultants Pvt. Ltd and is currently Company

Chairman. Kishor is also an active key member of EPILPA, an association of all the payroll management and labour laws consultants of Mumbai and Maharashtra and participates in various discussions for payroll related laws and compliances with top government officials. He is **also one of the Directors of VKATS, an education wing and a group company of Karma.**



## **Pratik Vaidya | BCom, LLB, MBA**

**Council Member and Director of Technical Education**

Pratik Vaidya has been in payroll management and Statutory compliance field for the last seven years. He started his career working with professional organisations like Arthur Andersen, Microland Ltd and was deputed to companies like Standard Chartered Bank and Proctor & Gamble. He joined his father in 2002 and is a

founder and Director of Karma Management Consultants Pvt. Ltd., giving a corporate makeover for the traditionally run payroll management company called Kishor Vaidya & Co. Pratik has also started VKATS (Vertex Karma Academy & Training Solutions), thus venturing into the field of education & training where the rich experiences can be shared through education.



## **Ravindra Wani | BCom, PGDBM**

**Council Member & Director of Qualifications & Public Relations**

Ravindra Wani was raised in Mumbai and is a Commerce Graduate with Post Graduate Diploma in Management. Ravindra is currently the President of EduNet which is regarded as the fastest growing Educational Institutions Network and Education Resource & Process Management organization in India.

Ravindra has over 15 years of rich experience in the field of education industry, which includes stints with various educational institutions such as Silvertech Computer Education (Formally known as Silverline Computer Education), Tata Infotech Education Ltd. (Formally know as TULEC), Transworld Infotech Ltd., NMIMS University, NCC Education UK, WIU USA, Welingkars, Sikkim Manipal University, IMC, ITM, Bangalore University, Karnataka State Open University, Aptech Ltd., Indira Group of Institutes, MIT, Tata Institute of Fundamental Research to name few. During his career, Ravindra has conceptualized, planned and successfully implemented franchise management system in the field of education services including Business Process & Implementation. He has also developed an educational network business through the process of identifying potential entrepreneurs; initiated the Business Process to connect these entrepreneurs.



## Alan Wigley | MSc FCIPP

Council Member & Director of International Development

Alan Wigley is a former Chair of the Institute of Payroll Professionals and is currently co-founder and Managing Director of Global Payroll Solutions offering consultancy services in the areas of HR Administration, payroll, strategic planning and project implementation. Alan is also Vice Chair and EMEA representative of Webster Buchanan 'Multi-Country Payroll Academy'. A payroll professional since 1973, Alan has been responsible for implementing payroll systems, centralising payroll services, and relocating payroll departments across Europe. He has also been involved in company acquisitions. Previously he has been the Payroll Manager for Intel Corporation, GAP Inc., PizzaExpress, British United Provident Association and Convergys. Alan's extensive experience includes the responsibility covering 36 country payrolls in Europe, Middle East and Africa as well as being involved in a major HR Outsourcing project where he was based in Spain and responsible for payroll implementation covering 11 countries covering Western Europe.

Alan holds both the IPP Diploma in Payroll Management and a Master of Science degree in Payroll and Business Management from the University of Westminster, London. He is also a former tutor with the Institute of Payroll Professionals helping more than 100 students successfully graduate with the IPP Diploma. Alan is a regular speaker at conferences in North America, South Africa and Europe. **In 2001 he was named "UK Payroll Manager of the Year".**

The Chartered Institute of Payroll Professions (CIPP) is our Key International Strategic Partner. Based in the UK this organisation, recently awarded 'Charter' status by Queen Elizabeth II, is fully committed to our cause. As strategic partners CIPP's contribution brings the experience of the current CEO, two past Chairs and their current Director of Training. CIPP has been running successful training and qualification programs for the past 20 years holding qualifications at all levels including a 'Master of Science'. They have partnered with the Universities of Westminster, Leeds Metropolitan, Derby and Worcester. Their qualification is now highly regarded in UK industry as well as government departments.

NAIP is delighted to have CIPP and their recognition and endorsement of the qualification further enhances the NAIP mission.

Leading payroll and pension professionals through education, membership and recognition.



Dear Student

As CEO of the Chartered Institute of Payroll Professionals (CIPP), I congratulate you on you choosing the study path to the NAIP Professional Qualifications. The CIPP is a key strategic partner of NAIP and we work very closely together.

The CIPP is proud to endorse and recognise NAIP. NAIP's professional qualifications and training programmes include:

- The Post Graduate Diploma in Payroll
- The Advanced Diploma in Payroll
- The Foundation and Advanced Certificate in Payroll and
- The Certificate in Business Communication and Team Handling

On successful completion of your NAIP qualifications and training programmes you will be the proud recipient of an internationally recognised qualification issued by NAIP and endorsed by the CIPP.

Our training and qualifications are progressive and supply technical, managerial and personal training to equip payroll professionals to be future leaders of their employing organisations. International membership of CIPP is available to all qualified NAIP payroll professionals.

We believe you have made the right choice! We welcome you!

Lindsay Melvin  
Chief Executive Officer, CIPP



Another strategic partner is Webster Buchanan Research, currently based in Singapore, Sydney, San Francisco and London. Webster Buchanan has recently launched an 'International Payroll Centre'. Their aim is to provide education and knowledge to professionals covering multi-country payrolls and strategic payroll management to company directors and executives.

From a global perspective as well as Webster Buchanan we also have associates in sister organisations round the world covering Australia, Canada, Hong Kong Ireland, New Zealand, South Africa United Arab Emirates and USA. Together the aim is to raise the profile of the profession globally by supporting international qualifications working with large global organisations.

NAIP qualifications are recognised by domestic global payroll professional organisations as providing the kite-mark national standards. in

Students make select from two methods of delivery: -

- Class Room Delivery
- Distance Learning

The qualification is made up of the following: -

- The Foundation Certificate in Payroll Administration
- The Advanced Certificate in Payroll Administration
- The Certificate in Payroll Management



Students achieving the above 3 certificates will be awarded ‘

## **The Advanced Diploma in Payroll & Payroll Compliance Management’**

The qualifications are recognised by the UK Governing Body CIPP. On completion of the qualification the student will be awarded with Full Professional Membership of NAIP allowing the student to be recognised as a true professional in this important profession. In addition to NAIP's membership the student will also attain International Membership of the CIPP. The NAIP Post Graduate qualification has been designed to equip students to take a strategic role in the development of their organisations. This national and internationally accredited qualification will allow the student to learn and impart the key skills and knowledge attained from this qualification within their organisation. The course has been developed after detailed consultation with Payroll and HR experts from both the private and Government sectors within India as well as International practitioners from the UK. The qualification being the first of its kind within India, the content uniquely brings together payroll technicalities, compliance and supervisory and management skills as detailed in our syllabus.

## **NAIP STUDENT PROFILE**

This unique qualification program is aimed at both those working within the Payroll/HR/ Finance environment as well as those students looking to develop their careers in this field and therefore the NAIP student would come from one of the following categories:-

Employees working Payroll/HR/Finance or Payroll Agency Staff

Graduates. Students from various fields like B.COM, BMS, Arts

HR and Finance Executives with good communication skills who are interested in payroll can look at doing this course to enhance their career prospects

Legal Field - students from this field could pursue this course to enhance the payroll teaching in their legal curriculum too Company Secretary (CS) students who would like to enhance their knowledge in the field of payroll can also look at perusing this course

Students following an MBA in HR or Finance would gain a more in-depth knowledge in payroll

## 1: The Payroll Environment

- Obligations to /from
- Human Resources
  - Finance
  - Information Technology

## 2: The Fundamentals of Payroll Processing

- Payroll Processes dealing with:-
- New Starters
- Authorised / unauthorised absence
- Pay awards and increments
- Leavers

## 3: The Key Principles of Payment & Deductions

- Payments & temporary changes
- Pay & allowances
- Overtime & flexible leave
- Leave, travel allowances & local travel assistance
- Medical payments
- Bonus & commission payments
- Pension schemes
- Contractual & voluntary deductions
- Setting up & returning voluntary deductions

## 4: Taxation & Employees Provident Fund

- A basic understanding of: -
- Income under Head 1 and 2
  - Tax - Income under Head 1
  - Employees deposit - linked insurance schemes
  - Employees pension schemes
  - Payment of Bonus Act

## 5: Employee State Insurance

The Maharashtra Labour Welfare Act and other Indian States  
Mandatory Gratuity Scheme

## 6: Payments Required by Law

Employers Provident Fund and Miscellaneous Provisions Act  
The Employee State Insurance Act  
State Taxes  
Trades, Calling and Employment Act  
Labour Welfare Fund  
Income Tax

## 7: Payments to Employees & Third Parties. Payroll Accounting

- Payments  
Obligations to:-
- 3rd Parties
  - Finance
  - Payroll Accounting

## 8: Reporting

Statutory Reporting  
Employee Reports  
Final Reconciliations  
Employer Reports  
Third Party Reports  
Operational Reports  
Data Storage, Security and Confidentiality

## 9: Finance

Finance Glossary  
Financial Accounting  
Reconciliations  
Balancing Payrolls  
The Nominal & Costs ledgers  
Miss timed payments

## 10: Management Information Systems

- In-House Payroll Systems
- Outsourcing of Payroll
- Interfaces to other systems
- Project Management

## 11: Business Communications

- Communications
- Writing letters
- Public speaking
- Interviewing techniques
- Mind Maps

## 12: Personality Development

Understanding behavior  
Motivation  
Managing stress  
Resolving poor performance

## 13: Holding Meetings

- Managing meetings
- Negotiating skills & techniques
- Writing Letters
- Emails
- Reports

## 14: Performance Management

- Monitoring & controlling performance
- Time management
- Project management
- Managing change in the workplace

## 15: Supervisory Skills & Staff Development

- Supervision, management and leadership
- Staff recruitment
- Appraisal techniques
- Staff development

As well as the qualifications, NAIP offers a number of capsule courses across India including Mumbai, Bangalore and New Delhi. These courses have either a 1 or 2 day duration and are tutor lead. However, delegate participation is encouraged with the aim of providing delegates with the knowledge and confidence to ensure their organisations remain compliant whilst processing their payrolls.

## Step - By - Step Approach

The workshop gives delegates a step-by-step approach to learning by using practical scenarios and exercises to ensure a full understanding of their responsibilities for compiling the information and completing the various returns. Questions are encouraged throughout the day and the trainer will give practical support and guidance.



## Workshop Conclusion

After completing these comprehensive workshop, delegates will have the knowledge and confidence to ensure their organizations remain payroll compliant. Because their knowledge will be up-to-date with ever changing legislation they will be able to deal with queries confidentially from colleagues at all levels. A full Training Prospectus is available at [www.naip.in](http://www.naip.in)

- Workshop 1 Essential Payroll affecting Pensions & Provident Fund
- Workshop 2 Essential Payroll affecting ESI
- Workshop 3 Essence of Payroll and Statutory Compliance
- Workshop 4 Procedure for Filing Returns - Payroll by State
- Workshop 5 Essential Payroll and Taxation
- Workshop 6 Various Labour Laws affecting Payroll
- Workshop 7 Vendor Compliance Management
- Workshop 8 Report Writing
- Workshop 9 Service Level Agreements and Key Performance Indicators
- Workshop 10 Mind Maps for the Payroll Professional

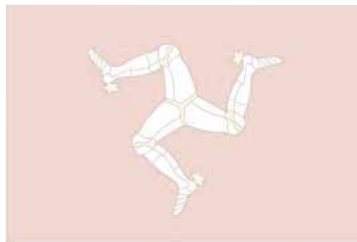
Delegates who have attended these courses would receive free 3 months membership at Associate level and encouraged to take up one of the methods of studying for the qualification.



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NAIP offers international payroll training courses for the following countries:

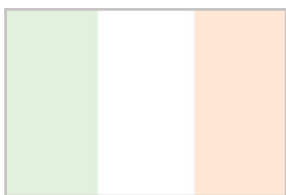
- Australia
- Canada
- Channel Isles
- Isle of Man
- New Zealand
- Republic Ireland
- South Africa
- United Kingdom
- United States of America



If there should be requirements for other countries please contact us and we will endeavour to commission appropriate training.

These comprehensive one day training courses are essential for any organisation that is responsible for the international payroll function or for anyone who works within the payroll department. The course material is in a jargon free, easy to understand format and can be immediately applied to one's day to day obligations. Care is taken to cover the rights of both the employee and employer and uses clear examples to illustrate many of the points raised during the course delivery.

Some of the above courses are available by either classroom, on-line or webinar



## Content of Course

- Processing for starters and leavers
- Calculation of gross pay
- Calculation of tax manually
- Calculation social insurance manually
- Emergency processes
- Calculation of benefits in kind
- Checking of the sequence of calculation
- Checking accuracy of computer output
- Completion and processing of returns accurately and on time

At the end of these courses delegates will have received an overview of the complex and advanced legislation and they will have acquired the knowledge and confidence to deal with queries and complimented processes internally and externally. For more information you should email [training@naip](mailto:training@naip)

There are various levels of membership available depending on experience and qualifications. These include:-

**'Associate Member'** payroll professionals who have no academic qualifications and less than 10 years payroll experience.

**'Student Member'** – those studying for one of the payroll qualifications

**'Full Member'** – successful post graduation students or those payroll professionals with 10 or more years in the profession.

**'Fellow Member'** – Those who have contributed significantly to the payroll profession such as SIG group members.



All NAIP members will be automatically International Members of the Chartered Institute of Payroll Professions. Members will receive full membership benefits

Members at all levels will be expected to follow 'Personal Development Plans' in order to ensure they are kept up-to-date with legislation, working on best practice and raising the profile of the profession.

NAIP website will provide the opportunity to enhance your CPD with regular newsletters. This will also have an up-to-date membership website and newsletters and in addition attendance at Annual Conferences will contribute to your membership status.

## THE NAIP LAUNCH



The NAIP launch took place on 23<sup>rd</sup> January 2010 at the Hyatt Regency Mumbai with the support of Mr Rajesh Ankushrao Tope , Cabinet Minister for Higher and Technical Education , Govt of Maharashtra, The First Secretary , Deputy Head of Mission, Trade and Finance ( British Deputy High Commission) Mr. Jeff Glekin, Senior members of ICC

## KNOWLEDGE SEMINARS AT MUMBAI AND PUNE

Mumbai and Pune seminar/ workshop was attended by dignitaries including Additional Central PF Commissioner, Assistant Regional director of PFI, Commissioner of Labour as well as NAIP Council Members and CIPP Directors

A large number of HR/Finance/Payroll executives attended this seminar

There was significant interest by the attendees in all aspects of NAIP from professional qualifications to the national/ international membership structure.

The seminars also provided an opportunity to the attendees to receive technical updates provided by NAIP as well as a unique opportunity to discuss with several Government Senior Officers their concerns and prevailing issues to the employer and from the perspective of the employee



## NAIP APPOINTS INTERNATIONAL PATRON



In July 2010 it was jointly announced by H.E Mirza Al Sayegh ( Representative of His Highness Sheikh Hamdan bin Rashid Al Maktoum- Deputy Ruler of Dubai) with the Chairman of the National Academy of Indian Payroll ( NAIP) Mr. Nayaz Qazi, that His Excellency Mirza Al Sayegh has become an international patron of NAIP.

The joint announcement was made at the prestigious Dubai Summer Racing Festival at Newbury (UK). As a result NAIP is to launch its GCC services from Dubai. Its operations for the GCC will involve the combination of its international partners within this global profession.

## NAIP'S SENIOR ADVISORY GROUP (SAG)

**NAIP** held its senior advisory group meeting at the Grand Hyatt in Mumbai on 28<sup>th</sup> August 2010. The SAG Members consisted of senior practitioners from private industry and Government.



The meeting reached on a consensus that NAIP's aims, mission, professional membership development and services was much needed and that NAIP could fulfill this, enhancing India's standing as a provider of professional services at an international level.

The SAG Members will be working closely with the NAIP Council in formulating strategy.

## NAIP CHAIRMAN MEETS DR. NARENDRA JADHAV



**Dr. Narendra Jadhav** is a Member of the National Planning Commission, Minister of State and Member of the National Advisory Council for the Government of India. He previously held the position of Vice-Chancellor of Pune University and Chief Economic Advisor to the Reserve Bank of India.

**Mr Nayaz Qazi** and colleagues from NAIP discussed and

appraised Dr Jadhav about the strategy of NAIP as the Indian Payroll Professional Body. Mr Qazi expressed his gratitude for the advice and guidance provided by Dr Jadhav.

## THE FIRST EVER PAYROLL CONFERENCE IN INDIA

In 2010 the first ever International Payroll Conferences were held. The Conferences, in Mumbai and Bangalore were supported by the payroll bodies of the UK and USA, and were hailed as outstanding successes by the dignitaries that participated from around the Globe, the distinguished guests and delegates who attended.

The Mumbai Conference (held at Mumbai Cricket Association Recreation Club at Bandra Kurla Complex) and Bangalore Conference (Held at the Hotel Taj Vivanta at M G Road) were attended by in excess of 300 HR and Payroll Directors.

The Inauguration ceremony was conducted by **Dr Jagannath Rao Hegde** (Former Sheriff of Mumbai); also in attendance was **Dr J T Vyas** (Past President of Rotary Club of Mumbai North Island and International Junior Chamber of Commerce).

Dr Hegde pledged his full support to Mr Nayaz Qazi (Chairman of NAIP) and commended the NAIP Council and its efforts.

The Honourable Finance Minister of India **Mr Pranab Mukerjee** and the British Prime Minister **David Cameron** both pledged their support and sent their best wishes for NAIP and the Conference expressing their opinion of having qualified payroll practitioners looking after the interests of both organisations and government.

**Dr Narendra Jadhav** (Member of the Government of India's National Planning Commission – and National Advisory Council) who is one of India's leading economists, paid tribute to NAIP and its key International Partner the UK's IPP. **Dr Narendra Jadhav** described the activities of NAIP as "of great contemporary importance to both industry and commerce and the Government of India".



NAIP's International Patron **HE Mirza Al Sayegh** was due to attend in person but as he was meeting Her Excellency Smt Pratibha Patil, the Honourable President of India, who was on a State visit of the United Arab Emirates, H.E. Mirza Al Sayegh made his presentation via a live phone link, conducted by NAIP's Chairman Mr Nayaz Qazi; His Excellency paid tribute to India describing it as the "Greatest Democracy on Earth and the UAE was proud to have such close ties with India" and acknowledged the international importance of the activities of NAIP.



The Bangalore Conference was inaugurated by **Mr J T Jinkalappa**, Joint Labour Commissioner of the State of Karnataka and **Dr Mahendra Raju**, Addnl, Central Provident Fund Commissioner. Both Honourable Commissioners paid tribute to NAIP and its vision and pledged their full support in NAIP achieving its mission and that the services offered by NAIP by the way of professional qualifications and training and professional membership was very significant and required in India.

The subjects discussed at both Conferences included the relationship between the payroll fraternity (who collect all the tax revenues for the Government to bank) and the various Government Departments. The hope is to build a relationship where NAIP can assist in improving the efficiency with which Government policies are administered. Other presentations were delivered by industry experts including Mr Lancy D'Souza - Leading labour law advocate of Mumbai and Senior Legal Advisor to the Bombay Chamber of Commerce & Industry, Professor Vijay Joshi - Council Member of the Institute of Chartered Accountants, India and Senior Officers from J.P Morgan, India. Additional sessions covered how to combat payroll fraud and the use of efficiency measures to ensure companies get the most efficient and cost effective services.



Delegates listen as Council Member Mr Pratik Vaidya discusses the future of payroll in India and how they can contribute to both local, national and international development

## THE FIRST STUDENTS RECEIVE THEIR FOUNDATION CERTIFICATE IN PAYROLL ADMINISTRATION

In March 2011 Mumbai saw the inaugural certificate presentation ceremony for the Foundation in Payroll Administration. Mr Alan Wigley and Mr Pratik Vaidya Council Members of NAIP attended a Mumbai classroom session to present certificates to some of the successful students



## NAIP COUNCIL MEMBER PRESENTS AT THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA MUMBAI EVENT



During March 2011 Mr. Pratik Vaidya delivers a presentation on Labour Law Compliance to delegates attending the ICAI event.

## NAIP DELEGATION MEET DR. NARENDRA JADHAV



Mr. Nayaz Qazi NAIP Chair, Mr Lindsey Melvin, CEO, CIPP and Mr Alan Wigley along with Dr. JT Vyas and Professor Nina Vyas meet with Dr Narendra Jadhav whilst visiting Delhi to update him on progress through 2010. Future plans were also discussed that included conference to be held in Delhi, Chennai and Mumbai as well as an International Conference involving NAIP scheduled for Dubai. The delegation also discussed the academic developments.

## NAIP CHAIRMAN MEETS LABOUR MINISTER



Mr Nayaz Qazi with Mr Hassan Mushrif Labour and Special Assistance Minister for Maharashtra State

As part of NAIP's further expansion plans, NAIP is in discussions with a number of professional bodies within India and globally to further enhance the Indian payroll profession and NAIP qualifications in the national and global markets.

During 2011 NAIP plans to grow its membership database as well as running conferences in the following locations:-

Bangalore  
Chennai  
Delhi  
Mumbai

NAIP is a principal partner in the organisation of the first **International HR and Payroll Conference** being held in Dubai.

Workshops are also being planned across India and the portfolio of capsule course will continue to expand.

From an Educational perspective the NAIP Centres are key to the NAIP vision and will be used to further expand the outreach of payroll education.

As NAIP is receiving a significant number of enquiries from potential students wishing to study by distance education ways of developing this are being explored. As a result NAIP will be launching a new premier on-line distance learning portal.

NAIP will also be running a number of roadshows across India promoting membership, qualifications and training as well as highlighting the benefits to both potential students and employers.



How high do you  
want to go?

From beginner to advanced...

...NAIP has a qualification to suit you

## Further Information:

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Training:                training@naip.in  
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