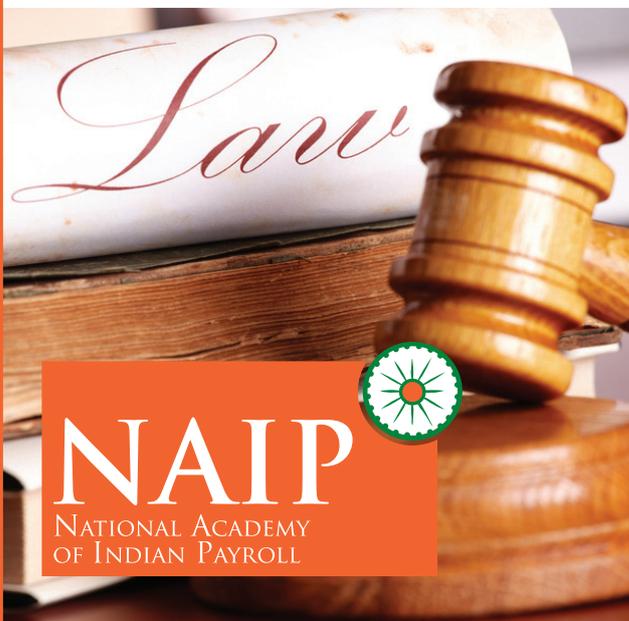
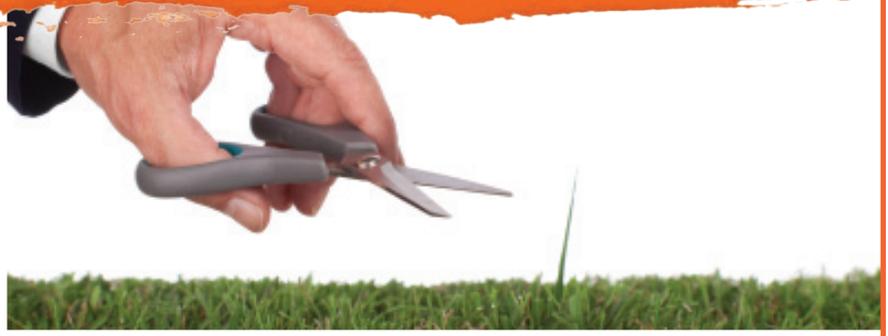


THE NATIONAL ACADEMY OF INDIAN PAYROLL

CAPSULE TRAINING COURSE

MUMBAI | BANGALORE | CHENNAI | DELHI



NAIP
NATIONAL ACADEMY
OF INDIAN PAYROLL



www.NAIP.IN

INCREASINGLY THOSE WORKING IN HR AND PAYROLL ARE PLAYING STRATEGIC ROLES IN TAKING THE COUNTRY'S LEADING COMPANIES AND ORGANISATIONS FORWARD WITHIN INDIA'S BUOYANT ECONOMY AND SO IN THESE EXCITING DEVELOPMENTAL TIMES IT IS THE PERFECT OPPORTUNITY TO TAKE ADVANTAGE OF NAIP'S TRAINING AND QUALIFICATION OPPORTUNITIES.

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.

COURSES

ESSENTIAL PAYROLL AFFECTING PENSION AND PROVIDENT FUND

Because administration of Pensions and Provident Fund (PF) issues is complex and time consuming, NAIP is providing this one day not-to-be missed opportunity for delegates to get to grips with Pension and PF issues within the Payroll, Finance, and HR environment

ESSENTIAL PAYROLL AFFECTING EMPLOYEE STATE INSURANCE

This one-day program has been designed by NAIP for all those needing to understand ESI within the payroll and HR setting and will be of benefit to employers and employees alike.

ESSENCE OF PAYROLL AND STATUTORY COMPLIANCE (2 DAY)

This is a vital one-day workshop for all payroll professionals and HR staff needing to ensure that they are compliant and completely up-to-date with ever changing legislation. This course will enable delegates to fully appreciate the impact of legislative changes which will facilitate them to introduce good practice on behalf of their employer and improve business effectiveness within the HR and Payroll environment

ESSENCE OF PAYROLL AND TAXATION

This is an interactive and comprehensive course aimed at people with existing knowledge of basic payroll and taxation. This course will give detailed information of all key elements of current Indian payroll and taxation legislation which will enable attendees to ensure that they are compliant and up to date to meet their obligations.

PROCEDURE FOR FILING RETURNS AFFECTING PAYROLL BY STATE

Throughout the payroll world all payroll and HR professionals have to ensure they are compliant with statutory filing procedures. Hence NAIP has designed this one day course to guide and support those who work in payroll and HR environments who are either responsible for statutory filing or who actually undertake the task themselves.

VARIOUS LABOUR LAWS AFFECTING PAYROLL

An understanding of the intricacies of Labour Laws is vital to the smooth running of the HR and Payroll functions within companies and NAIP has designed this intensive one-day course to train delegates to a high level of competence to ensure organizations can administer their contractual and legal obligations efficiently whilst avoiding legal action.

VENDOR COMPLIANCE MANAGEMENT

Increasingly companies are using vendors to supply payroll and/or HR services and NAIP has responded to the immense demand for training in how companies can get the best from vendors and manage the interface effectively and efficiently.

HOW TO BOOK

Please complete the booking form on the reverse or to book online please go to www.naip.in

FURTHER INFORMATION

For full training brochure please go to our website at www.naip.in or email info@naip.in

2012 CAPSULE COURSE BOOKING FORM

Please photocopy for
multiple bookings

PERSONAL DETAILS

Title Mr Mrs Miss Other (please specify) _____

Full name: _____

Address: _____

Tel:

Email: _____

EMPLOYMENT DETAILS

Company name: _____

Position in company: _____

Address: _____

Tel:

Email: _____

COURSE DETAILS

Course title: _____

Location: Mumbai Bangalore

Delhi Chennai

Date:

PAYMENT DETAILS

BACS Payment (Bank transfer):

NAIP Education Pvt. Ltd
ICICI Bank Ltd
Branch: Vakola- Mumbai
Account No: 120005000213

Cheque

(made payable to NAIP Education Pvt. Ltd)
and sent to NAIP, 314, Dimple Arcade, Asha
Nagar, Thakur Complex, Kandivali (East),
Mumbai 400101

PRICES

1 day course

Rs. 3,800

2 day course

Rs. 7,000

INDIA OFFICE

314, Dimple Arcade, Asha Nagar, Thakur
Complex, Kandivali (East), Mumbai 400101
tel. 022 61342424

UK OFFICE

90 Long Acre, Arne Street Entrance,
Covent Garden, London WC2E 9RA
tel. 0044 7785 275685

