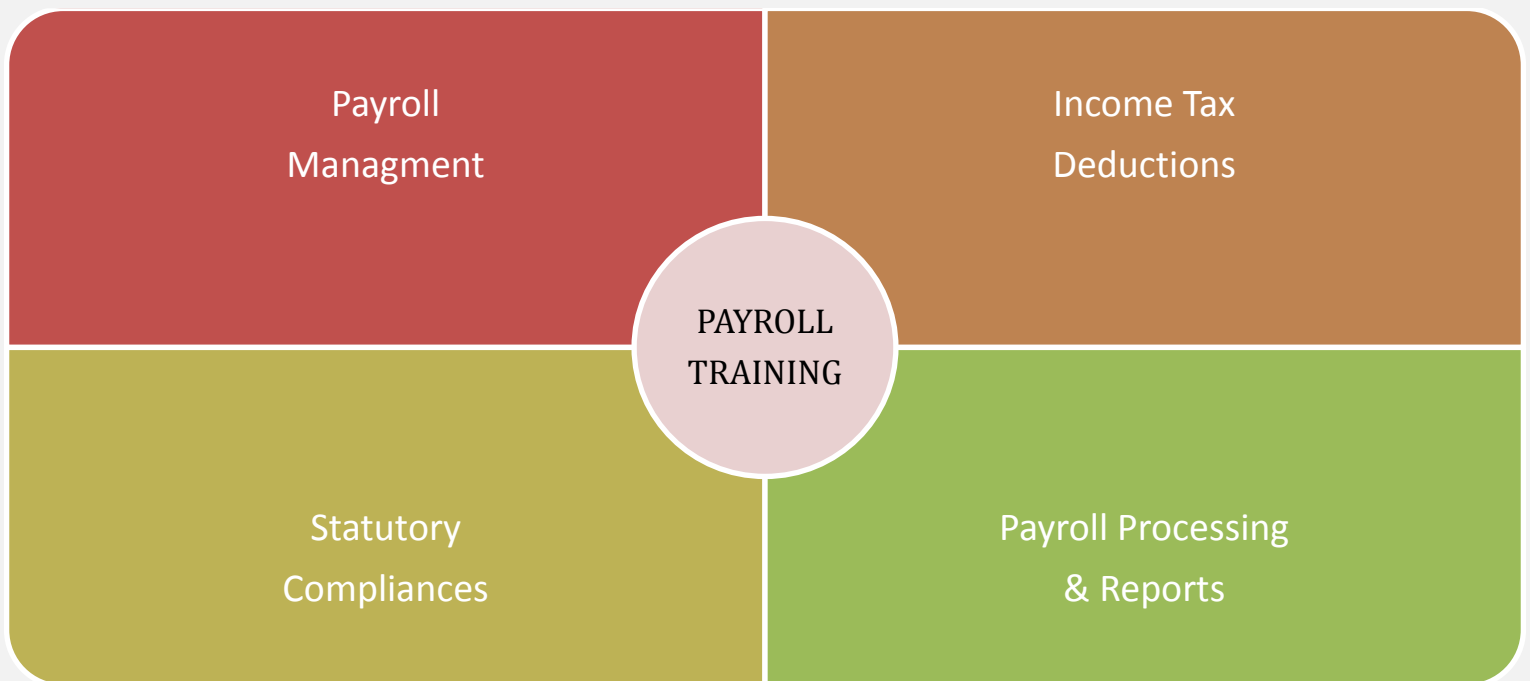




# 2019-20

Payroll Management and Statutory  
Compliances Training  
[ for Indian student ]

## PAYROLL TRAINING PROGRAM



Training duration

30 Days

Training fee

INR 6500

Theory classes

23 Days

Practical classes

7 Days

## Course Description

This course covers the most important part of income tax acts, 1961 of India and other related laws those are directly and indirectly related to an employee's salary computation and saving. The main object of this course is to Complementing theoretical education by practical training in payroll field.

## Course Objective

To enable the students to acquire sound technical skills in Payroll accountancy, provident fund and ESI schemes, Payroll auditing, Salary marking, income Tax deduction, save tax on Investment and educate to an organization people about tax deduction and saving schemes, financial management, corporate and lobar laws, direct and indirect taxation, Information Technology and related subjects and fields.

## Course Structure & Outline

### Module 1

OVERVIEW OF PAYROLL MANAGEMENT

The Role of Payroll Department in an Organization

Income Under The Head Salaries u/s 17(1)

Salary Components in terms of Fixed and Variable

Claim and Reimbursement Management

Attendance Management System.

### Module 2

TAX SAVING - DEDUCTIONS AND EXEMPTIONS

Deductions (u/s 80C - u/s 80U) of Chapter VI-A

Examination of Investment Proofs and Claims

LTA, HRA, Leave and Gratuity Exemptions

Entertainment Allowance and Professional Tax

Deduction of Interest on Housing Loan u/s 24(b).

### Module 3

ALL INDIA STATUTORY COMPLIANCES

Employee Provided Fund

Employee State Insurance

Professional Tax

Labor Welfare Fund

Tax Deduction at Source - TDS

### Module 4

PAYROLL PROCESSING AND REPORTS

Payroll Inputs and Inputting in payroll system

Rule & Rates and Determine Calculation & Deductions

Verification and Payroll Checking Step by Step

Salary Register, Pay Slips, Bank Transfer and MIS

Prepare Statutory Reports PF, ESI, TDS etc.

Enquiry us today! +91 96544 212 88

## ABOUT INSTITUTE

The IPTM Institute is creating opportunity to acquire additional skill to student to work as payroll professional along with mission to encouraging young students having aptitude for payroll accounting education to make an early entry to the profession in India. We are building this training for Indian corporate and individual from 2007 onwards.

## CONTACT US

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