



**Labour Laws Consultancy & Payroll Services**



**MSURE**

**Labour Laws Advisory | HR Compliance | Payroll Solutions**

**Strategic Compliance Partner**

Delivering end-to-end statutory compliance, payroll, and advisory services with a focus on accuracy, transparency, and risk-free operations.

**Dear Sir,**

First of all, we sincerely appreciate the time and courtesy extended to us during our discussion. With reference to the same, we are pleased to submit our proposal for providing comprehensive consultancy services.

**Sub: Proposal for rendering of Consultancy services for Guide, Liaisoning and Monitoring under the EPF Act and ESIC Act, Factory Act, Contract Labour Act, Bonus Act, Gratuity Act and Various Labour Laws and New Labour Wage code**

**Brief of our firm:**

Msure is a professionally managed proprietorship firm headquartered in Ahmedabad, Gujarat, established in 2015 by its founder, **Mrs. Mausami Jain**. With over a decade of hands-on experience in Labour Laws, Payroll Management, and Government Liaisoning, she has built MSURE into a trusted partner known for delivering practical, compliant, and result-oriented solutions.

Built on a strong foundation of real-time exposure and deep regulatory expertise, MSURE has evolved into a reliable advisory partner for organizations seeking **end-to-end support in statutory compliance, labour law advisory, and payroll outsourcing**. The firm is widely recognized for its structured approach, operational accuracy, and alignment with evolving legal frameworks.

Mrs. Mausami Jain brings valuable corporate and consulting experience, including her association with **NPM Machinery Pvt. Ltd.**, where she managed core HR operations and statutory compliance. Her ability to seamlessly connect legal requirements with operational realities enables MSURE to deliver **practical, solution-oriented, and legally sound guidance**.

Over the years, MSURE has successfully supported organizations in navigating complex compliance environments, resolving critical statutory matters, and maintaining strong Liaisoning with government authorities, labour departments, and legal professionals.

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### FOUNDER'S EXPERTISE

- Extensive experience in handling labour law compliances from **plant to management level**
- Strong coordination with **government authorities, labour officers, and legal professionals**
- Proven expertise in **handling and resolving complex statutory cases**

### OUR POSITIONING

#### **MSURE acts as:**

##### ✓ **Labour Laws Consultant & Advisor**

Providing practical and legally sound guidance across all major labour laws.

##### ✓ **HR Statutory Compliance Partner**

Ensuring 100% compliance, documentation, and audit readiness.

##### ✓ **Third-Party Payroll Service Provider**

Managing complete payroll lifecycle with statutory accuracy and transparency.

### OUR CORE SERVICES:-

#### **1. Labour Law Consultancy & Compliance**

We provide end-to-end consultancy and execution under:

- New Labour Codes
- EPF Act, ESIC Act
- Factory Act & DISH Compliance
- Contract Labour Act (CLRA)
- Shops & Establishment Act
- Minimum Wages, Bonus, Gratuity
- BOCW Act & WC Act
- Professional Tax
- Labour Welfare Fund act
- Apprentice Act & other statutory laws



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### *Key Deliverables*

- Registrations, Renewals & Amendments
  - Preparation & Filing of Returns (Monthly/Quarterly/Annual)
  - Maintenance of Registers & Records
  - Handling Inspections, Notices & Audits
  - Liaisoning with Government Authorities
  - Compliance Reporting to Management
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### **2. HR Statutory & Compliance Advisory**

- HR Policy drafting, review & updates
  - Employee on boarding & exit documentation
  - Compliance structuring as per labour laws
  - Vendor/Contractor compliance guidance
  - Compliance audits & gap analysis
  - Training for HR & management teams
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### **3. Payroll Management Services**

We provide complete payroll outsourcing solutions:

- Salary structuring & CTC advisory
- Payroll processing with statutory deductions
- PF, ESIC, PT, Bonus, Gratuity calculations ,Annual Return and Half yearly Return filings
- Payslips, wage registers & compliance reports
- Annual payroll & compliance audit
- Documentation & record maintenance

### ***Value Addition***

- ✓ Legal advisory included with payroll services
  - ✓ Coverage for both outsourced & direct employees
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**4. New Labour Codes Advisory & Implementation:-Future-Ready Compliance Framework**

We enable organizations to seamlessly transition into the New Labour Code regime with a structured, risk-free, and fully compliant approach — ensuring not just readiness, but long-term sustainability.

Our approach goes beyond advisory — we deliver **practical implementation, cost optimization, and compliance assurance.**

***Our Key Services:-***

- ✓ **Strategic Salary Restructuring** aligned with new wage definitions
- ✓ **Comprehensive Gap Analysis & Compliance Readiness Assessment**
- ✓ **HR Policies & Documentation Revamp** as per new legal framework
- ✓ **Registrations, Licensing & Regulatory Setup Support**
- ✓ **End-to-End Implementation** with Payroll Integration
- ✓ **Management & HR Training Sessions** for smooth transition
- ✓ **Ongoing Advisory & Compliance Monitoring**

***What Changes Under New Labour Codes? (Old vs. New Explained Clearly)***

Area	Old Structure	New Labour Codes	Impact for Employers
<b>Wage Definition</b>	Multiple interpretations	Standardized definition (50% rule)	Higher PF/Gratuity liability if not structured properly
<b>Salary Structure</b>	Flexible structuring	Restricted flexibility	Requires expert restructuring to optimize cost
<b>Compliance Framework</b>	Multiple laws & filings	Consolidated into 4 codes	Simpler but more accountable
<b>Registers &amp; Records</b>	Different formats	Unified digital registers	Easier tracking but stricter audit trail
<b>Coverage of Employees</b>	Limited & fragmented	Wider and structured coverage	More employees under compliance
<b>Statutory Contributions</b>	Lower base in many cases	Increased due to wage definition	Direct impact on employer cost
<b>Penalties &amp; Enforcement</b>	Moderate	Stricter & digitized enforcement	Higher risk for non-compliance

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Our Value Addition (Where We Make the Difference):-

- ✓ **Complete Salary Structure Design** as per New Wage Code
- ✓ **Accurate Calculation of Statutory Liabilities** (PF, ESIC, Bonus, Gratuity)
- ✓ **CTC Optimization Strategies** to control unnecessary cost burden
- ✓ **Liability Planning** to prevent sudden financial impact
- ✓ **Customized Salary Breakups** aligned with your business model
- ✓ **Compliance Risk Shielding** to avoid penalties and disputes
- ✓ **Employee-Friendly Structuring** with better in-hand clarity



### Why This Matters for Your Organization:-

Without proper planning, the New Labour Codes can **increase employer cost by 10%–25%** due to higher statutory contributions.

With our structured approach, you can:

- ✓ **Control cost impact**
- ✓ **Stay 100% compliant**
- ✓ **Avoid legal exposure**
- ✓ **Improve employee transparency**

“We don’t just prepare you for the New Labour Codes — we transform your organization into a fully compliant, cost-optimized, and future-ready system.”

### Our Strength – Practical Problem Solving with Proven Results

Msure stands out for its strong execution capabilities in complex statutory and labour law matters. We focus on delivering practical, result-oriented solutions backed by deep compliance expertise.

### Core Expertise & Achievements:-

- Successful handling of **EPF 7A cases**, ensuring reduced liabilities and proper compliance
- Expertise in **ESIC matters (C-18, 45A, etc.)**, achieving favourable outcomes through strong documentation and legal coordination
- End-to-end support for **PF claims, pension, disability claims, and nominee settlements** with timely processing
- Efficient management of **labour inspections, audits, and compliance closures**, avoiding penalties
- Strong representation in **labour complaints and dispute resolution** through effective liaisoning
- Proven track record in **Workmen Compensation (WC) claims**, including accident compensation and settlements
- Comprehensive handling of **BOCW compliance and claims**, including registration, cess, and benefit approvals
- Expertise in **Contract Labour Act compliance**, including licensing, audits, and dispute resolution

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### Operational Strengths:-

- Handling **500+** employees under **Third-Party Outsourcing (TPO)** on our payroll consistently
- Managing **Statutory HR compliance and payroll services for 25,000+** employees on clients' payroll **across 150+ clients**
- Managing **500+ employees Third Party Outsourcing payroll operations** consistently on our payroll
- Strong domain expertise in **construction and factory compliance**
- Presence across **multiple industries**
- Dedicated team with backgrounds in **Law, HR, Accounts, and Commerce**
- Well-established **government Liaisoning network** ensuring smooth execution

### Our Competitive Edge

At Msure, we confidently state that we provide **better, more reliable, and result-oriented services** compared to others in the industry. Our **strong Liaisoning ("Hold")** with **government departments, consultants, and legal professionals** allows us to:

- Expedite processes and approvals
- Resolve issues efficiently
- Provide practical and legally sound solutions
- Deliver services with higher accuracy and trust

We believe in building long-term relationships by delivering **transparent, dependable, and superior quality services**.

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**CLIENTELE & INDUSTRY PRESENCE:-**



We proudly serve a diverse portfolio of reputed organizations across Gujarat, delivering consistent and scalable solutions across industries.

**⚡ Key Clients across Industries**

Anchor Electrical Pvt. Ltd. | DHL Supply Chain India Pvt. Ltd.  
Viacom18 Media Pvt. Ltd. | Inorbit Mall India Pvt. Ltd.  
Kirby Building Systems India Pvt. Ltd. | Cimcon Software (India) Pvt. Ltd.  
Meiden India Pvt. Ltd. | Hirotec India Pvt. Ltd.  
Grew Renewables Pvt. Ltd. | Apani Sahakari Bank

**⚡ Manufacturing & Engineering**

Meiden India Pvt. Ltd. | Hirotec India Pvt. Ltd.  
Deep Invacasting (Guj) Pvt. Ltd. | Interpower Induction Pvt. Ltd.  
Pankti Industries Pvt. Ltd. | Technomec Roll Manu. Co. Pvt. Ltd.

**⚡ Infrastructure & Construction**

Rajvi Buildcon | Sewani Construction  
HMC Construction Co. | D & D Infra  
Shree Infracon | Balaji Buildtech

**⚡ IT & Consulting**

Cimcon Software India Pvt. Ltd. | Technobrain IT Solutions Pvt. Ltd.  
Acespritech Solutions Pvt. Ltd. | Serpent Consulting Services Pvt. Ltd.  
Progression Infonet Pvt. Ltd. | Ycube Engineered Solutions Pvt. Ltd.

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### ⚡ Logistics, Facility & Manpower

DHL Supply Chain India Pvt. Ltd. | SKL Shipping & Logistics Pvt. Ltd.  
Neel Manpower Services Pvt. Ltd. | Densat FM Services Pvt. Ltd.  
Phoenix Manpower & Secure Solutions | Excellent Manpower Services

### ⚡ Retail, Media & Hospitality

Viacom18 Media Pvt. Ltd. | Inorbit Mall India Pvt. Ltd.  
Hotel Pragati The Grand | Palatine Restaurant & Banquet  
Respite Hotels Pvt. Ltd.

### ⚡ Energy, Agriculture & Pharma

Grew Renewable Pvt. Ltd. | Western Bio Vegetables Seeds Pvt. Ltd.  
Agricon Fertilizers Pvt. Ltd. | Momaja Life Sciences India Pvt. Ltd.  
Vimal Crop Care Pvt. Ltd.

### ⚡ Government, Banking & Institutions

Gujarat Jute Corporation | Apani Sahakari Bank  
Burly Institute of Global Education & Research Pvt. Ltd.  
Shree Swaminarayan International School

**Serving 150+ clients across Gujarat, including SMEs, corporate, and institutions across diverse sectors. Our diverse clientele reflects scalable, compliant, and industry-aligned service capability**

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### **Limitation of Liability:-**

Our role is limited to providing consultancy and assistance in matters assigned to us. Notwithstanding anything contained in any agreement, contract, or retainer arrangement, we shall not be held liable for any actions taken by any authority, person, or entity with whom we interact or represent on your behalf, including any consequences arising due to non-compliance or breach of applicable laws by your organization.

Further, we shall not be liable for any liquidated damages, delays, or failure in performance arising due to reasons beyond our control, including but not limited to:

- Delay or non-installation of required equipment/components
- Non-submission or delay in submission of required documents/information
- Non-payment of statutory dues such as taxes, cess, or government charges
- Any non-compliance with Central/State Government rules and regulations
- Non-compliance due to incorrect or delayed data
- Actions taken by authorities
- Delays beyond our control

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### **Force Majeure:-**

Neither party shall be considered in default or liable for any delay or failure in performance resulting from circumstances beyond reasonable control, including but not limited to acts of God, government actions, changes in laws or regulations, civil disturbances, or other unforeseen events.

Additionally, the consultancy charges quoted are based on the current scope of services. In case of any increase or change in scope, the fees shall be revised mutually based on the additional work involved.

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### ***Conclusion***

We trust that you will find our proposal reasonable and aligned with your requirements. Should you require any further information or clarification, please feel free to contact us.

We look forward to establishing a long-term and mutually beneficial business relationship. We request your kind acceptance of this proposal.

In case you require any services related to labour law compliance or associated matters, please do not hesitate to reach out. We are committed to maintaining a smooth and professional working relationship and are confident in delivering successful outcomes.

Sincerely Yours,  
Team of MSURE

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