

THE ESSENTIAL INDIA EXPANSION

HR CHECKLIST

Everything you must consider before expanding in India

As your company embarks on its India expansion, use this checklist which highlights the key HR elements you should keep in mind in order to stay compliant and successfully grow your business.

Startup HR Checklist



Labour Laws Licenses

- Shops & Establishment / Factory
- Professional Tax (PT)
- Employee Provident Fund (EPF)
- Employee State Insurance (ESIC)
- Prevention of Sexual Harassment (POSH)
- Labour Welfare Fund (LWF)

Employment Documents

- Offer Letter
- Employment Agreement / Contract
- Handbook / Employee Policy
- Non Disclosure Agreement
- Confirmation Letter
- Termination Letter

Recruitment

- Permanent Hiring
- Bulk / Project Hiring
- Virtual Recruitment Coordinator
- Virtual Recruiter
- Reference Check
- Background Verification

Contract Staffing / PEO/ EOR

- Hiring & Onboarding
- Employment Facilitation
- Employee Benefits
- Payroll, Tax Management & Compliance
- Expense Reimbursements
- HRMS-Web based / Mobile app

Payroll Management

- Salary & Benefits structuring
- Payroll Processing
- Payslips
- Statutory Reports
- Tax computation & auditing of proofs
- Quarterly e-TDS returns & Form 16

HRMS

- Leave and Attendance
- Employee Records & Documents
- Online Payslips
- Provisional Investment Declaration
- Helpdesk
- Expense Management

HR Compliance

- Payroll Compliance
- POSH Compliance
- Notice Board Compliance
- Labour Law Compliance
- Vendor Compliance
- Compliance Audit

Virtual HR Manager

- Pre & post Onboarding Process
- Preparation of letters
- Manage Leave & Attendance
- Maintain Employee Records
- Employee Query Management
- Separation & Termination

HR Advisory

- Compensation and Benefits
- Employment Laws
- Employment Policies, Documents etc
- Employee Grievances
- Employee Separation / Termination
- General queries related to HR practises in India

Benefits

- ESIC / PF
- Statutory bonus
- Gratuity
- Holiday and Annual Leaves
- Maternity and Paternity leaves
- National Pension Scheme
- Flexi CTC Reimbursement
- Food coupons
- Business Insurance
- Employee Insurance

About OBOX

OBOX is a full-service HR solutions company providing a single point of contact for seamless expansion into India. OBOX can help you grow your business faster by freeing it from the administrative hassles of human resources, employee benefits, payroll administration, and labour law compliance.

Partnering with OBOX can help you grow your business, stay compliant and take better care of your employees in India.



Conclusion

Startups can quickly create their HR departments by referring to this checklist and increase brand value for their company by following it. If you are looking to expand your business, you may want to consider outsourcing your HR department to professionals, which can be highly advantageous for your organization.

Thank You



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Disclaimer: The intent of this checklist is solely to provide general and preliminary information and shall not be construed as the basis for any decision. This checklist has been prepared by OBOX HR as general information for private use to whom the checklist has been distributed. It is not intended as a personal recommendation of a particular strategy and therefore does not provide individually-tailored advice. Additionally, the information contained in this checklist does not constitute legal advice on the consequences of making any particular decision.