

# Company Profile

*Experience the Excellence*

**VECTUS HRM SOLUTIONS**





## About Us

***Vectus HRM Solutions*** is a Pune-based HR consulting and outsourcing company, delivering customized human resource solutions across India. We specialize in supporting the industries by developing HR strategies aligned with business needs. Our services cover human capital strategy, compensation and benefits frameworks, HR function transformation, and organizational culture design.

As a strategic HR partner, we focus on embedding organizational change, redesigning HR processes, implementing HRIS systems, and aligning workforce skills with evolving business goals.

Our commitment is to deliver tailored, cost-effective solutions that give our clients a competitive advantage.





## **Vision**

To be a strategic HR business partner, developing and implementing HRMS strategies and technologies aligned with clients' corporate directions.



## **Mission**

To deliver customized, cost-effective HR solutions that empower organizations to outperform their competition.



## Human Resources Solutions

- ▲ Organizational Structures: Design and Implementation
- ▲ Vision, Mission, Values: Development
- ▲ HR Policies and Procedures / Employee Handbooks
- ▲ CTC Structure Formulation
- ▲ Offer, Appointment, Experience Letters
- ▲ Employee Exit and Termination Management
- ▲ Employee Engagement Activities and Succession Planning
- ▲ Defining KRAs & KPAs
- ▲ Rewards and Recognition Programs
- ▲ Employee Satisfaction Initiatives
- ▲ MIS Reporting Structures
- ▲ Disciplinary Action Frameworks
- ▲ HRMS Technology Implementation
- ▲ Strategic HR Consulting



- ▲ Plot Transfer
- ▲ MIDC Plan Approval
- ▲ Building Completion Certificate (BCC)
- ▲ Maitri Portal Registration
- ▲ Factory plan drawing as per factories act
- ▲ Factory Plan Approval
- ▲ Safety audit and risk assessment as per conditions of plan approval
- ▲ Factory License - Fresh / Renewal / Amendments
- ▲ Certificate of Stability
- ▲ Fire NOC
- ▲ Factory Name Change
- ▲ Annual Return Form No. 27
- ▲ Factory Act all Compliances
- ▲ Notice of Change of Manager/Occupier
- ▲ Safety Audit as per amended safety audit rule, 2024
- ▲ HIRA Study
- ▲ HAZOP Study
- ▲ On Site Emergency Plan





## Labour Law Compliance

- ▲ Labour Principal Employer RC
- ▲ License of Contractor New/Renewal
- ▲ Labour and Industrial Court Matters
- ▲ Principle Employer Amendment
- ▲ Contract Labour Amendment
- ▲ Contract Labour Cancellation and Deposited Withdrawal
- ▲ Annual Return
- ▲ Contract Labour Muster Cum Wage Register  
and other registers
- ▲ Bonus Form C and Form D

## Environmental Compliance



Maharashtra Pollution Control Board  
महाराष्ट्र प्रदूषण नियंत्रण मंडळ

- ▲ Consent to Establishment & Operate
- ▲ Consent to Operate-New/Renewal / Amendment
- ▲ Combined Consent to Operate (CC&O) for Hospital
- ▲ Authorisation under biomedical waste
- ▲ Authorization under hazardous waste rules
- ▲ Membership of Maharashtra Enviro Power Ltd.
- ▲ Hazardous Waste Manifest Filing (Form 10)
- ▲ Application for intimation for white category of industries
- ▲ MPCB Environmental Statement Filing-filing of Form 5
- ▲ Annual return filing for hazardous waste - form 4
- ▲ ETP, STP, WTP, Installation & AMC Services
- ▲ Environmental parameters monitoring and testing services



## Outsource Services

- ▲ Leave Management
- ▲ Payroll Management
- ▲ Legal Compliance
- ▲ Recruitment Services
- ▲ Performance Management
- ▲ Compensation and Benefit Structuring
- ▲ Full and Final Settlement (FNF )
- ▲ Domestic Enquiry



## Training and Development

- ▲ HR Practical Training
- ▲ Behavioural and Motivational Training
- ▲ PF And ESIC Benefits to Employer and Employee
- ▲ Training Need Analysis
- ▲ Competency Mapping / Skill Matrix Development
- ▲ Annual Training Calendar
- ▲ Measuring Training Effectiveness
- ▲ Safety Trainings
- ▲ Mockdrill
- ▲ 5S and Kaizen Implimentation



## Provident Fund (PF) & State Insurance ESIC Services

- ▶ New Firm Registration
- ▶ Monthly Challan Upload and Return Filing
- ▶ Annual Return Filing
- ▶ Notice Replies
- ▶ PF Withdrawal, Claim, Pension, Death Claim (EDLI )
- ▶ UAN Creation for OLD Member ID and Adhar Linking
- ▶ Issues Handling at Maharashtra State Regional Offices
- ▶ Medical File Reimbursement/Maternity Claim
- ▶ Disability and Death Claim, Monthly Payment During Treatment
- ▶ Form 5 and Form 10, Online Joint Declaration Filling



**EPF**

**ESI**

# Labour Law Compliance



- ▲ Child Labour Regulations
- ▲ Maternity Benefit Act
- ▲ Minimum Wages Act
- ▲ Payment of Gratuity Act
- ▲ Payment of Wages Act
- ▲ Apprenticeship Act
- ▲ Compensation Act
- ▲ Equal Remuneration Act
- ▲ Industrial Disputes Act
- ▲ POSH Act
- ▲ Trade Union Act
- ▲ Employment Exchange
- ▲ Industrial Employment (Standing Orders) Act

## Audit and Risk Management

- ▶ Monthly and Quarterly PF/ ESIC Returns Audit
- ▶ Contractor Compliance Audit
- ▶ ISO, HR, Customer and Safety Audit

## Additional Services

- ▶ Shop Act License
- ▶ Udyam registration
- ▶ Company Seal
- ▶ Maharashtra Labour Welfare Fund (MLWF) Registration
- ▶ Professional Tax (PT ) Registration
- ▶ Business Loan Fascilitation
- ▶ Digital Signature(DSC ) For PF (Class II and Class III)



# Insurance Services



- ▲ Workmen Compensation Policy
- ▲ WC Claim Processing
- ▲ Disability / Death Claim
- ▲ Group Mediclaim and Health Insurance
- ▲ Marine, Fire, Property Insurance
- ▲ Vehicle Insurance (Two-Wheeler, Four-Wheeler, Heavy Vehicle)
- ▲ Travel and Marriage Insurance
- ▲ Partnerships with HDFC Ergo, ICICI Lombard and TATA AIG

## Contact Us



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MBA HR, DDL & LW

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