

PHARMED/HR/JOB RESPONSIBILITY FORM/2024-25**DATED:**

Name :
 Designation : Officer – HR
 Date of Joining :
 Department : Human Resources

Job Purpose : General HR Administrative and Statutory Compliances

Job Responsibilities**1. Office Attendance and Leave Management:**

- Vigilantly monitor and maintain the office staff attendance register, ensuring accurate and up-to-date records.
- Manage and update leave records promptly to reflect the current status of employee absences.
- Oversee the coordination of tour programs, keeping detailed and organized records.
- Supervise and record in and out timings of office staff, ensuring precision and adherence to established schedules.
- Maintain employees' In and Out timings in Excel spreadsheets with the details of late arrival, early out, On duty, etc.
- Process attendance data efficiently, employing precise attention to detail.
- Prepare and email comprehensive daily and monthly attendance reports on time.

2. Provident Fund (PF):

- Assist PF members in the submission of e-nominations, ensuring that all e-nominations are submitted **by the 5th of the succeeding month.**
- Verify and process PF physical requests and claims, obtaining the necessary signatures from concerned officials.
- Submit the verified PF requests and claims to the Employees' Provident Fund Organization (EPFO) under established procedures.
- Collect and verify KYC documents submitted by PF members, maintaining accuracy and completeness in the records.

3. Employee State Insurance (ESI):

- Efficiently link existing or register new Employee State Insurance (ESI) IP numbers **within 10 days from the date of joining,** adhering to statutory timelines.
- Update ESI IP details online, ensuring accuracy and completeness.
- Issue e-Pehchan Cards to eligible employees **by the 5th of the succeeding month.**

4. Synergy Division Field Full and Final Settlements:

- **Ensure that Full and Final settlements are processed on time.**
- Follow up with resigned employees to obtain Company Properties and No Objection Certificates (NOC) for settling their accounts.
- Verify and track unutilized samples, brand reminders, and promotional input details of resigned employees.
- Coordinate with various departments to obtain clearance before preparing settlement workings.
- Obtain necessary signatures on settlement documents.
- Hand over files to the Accounts department for accounting and initiate the payment.
- Send requests to the Legal department for payment of Gratuity.
- Maintain accurate records of settlement-related activities, including Company Properties, NOCs, and clearance details.
- Handle recoverable settlement letters and reminders via Registered Post.
- Communication: Send settlement disbursement information to the resigned employees, respective Managers and Zonal Offices.
- Maintain settlement-related records for annual audits and inspections.
- Manage settlements Management Information System (MIS) in Excel spreadsheets.

5. Audit and Inspections:

- Ensuring Compliance: Maintain a comprehensive understanding of statutory requirements related to HR and ensure 100% compliance with applicable laws and regulations.
- Prepare and organize documentation related to HR processes and practices, facilitating a smooth audit trail for internal and external audits.
- Verify and validate HR data to ensure accuracy, completeness, and adherence to established policies and legal standards.
- Act as a point of contact for auditors, addressing queries and providing necessary information related to HR processes, policies, and records.
- Ensure timely submission of required HR documentation and responses to audit queries to meet audit timelines.
- Maintain a well-organized system for HR documentation, ensuring accessibility and traceability during audits.
- Identify areas for improvement in HR processes based on audit findings and actively participate in implementing corrective measures.

6. Other Functions and Admin Responsibilities:

6.1. Providing Information and Addressing Queries related to PF & ESI:

- Act as a knowledgeable point of contact for employees regarding Provident Fund (PF) and Employee State Insurance (ESI) matters.
- Offer guidance on PF and ESI procedures, and policies, and address queries to ensure employees have a clear understanding of their benefits.

6.2. Coordinating and Facilitating ICICI Salary Account Opening, ID Cards, and Visiting Cards:

- Streamline the process of opening ICICI Salary Accounts for employees, ensuring a smooth and efficient onboarding experience.
- Coordinate the issuance of employee ID cards, facilitating a standardized and professional representation of the workforce.
- Manage the provision of visiting cards to eligible employees, maintaining consistency in branding and contact information.

6.3. Personal Files / Record Keeping:

- Ensure collection of the personal files from resigned employees from Field HR, meticulous maintenance is conducted according to established protocols. must organize and send settled files to Iron Mountain post-annual audit, ensuring record integrity and compliance with archival procedures.
- Important documents and resigned employees' files, must be scanned and uploaded to the Document Management System (DMS) before dispatching to Iron Mountain.

Please Note:

1. Based on the above job description, your performance will be reviewed periodically.
2. You will also be doing other activities as instructed by your immediate superior.
3. All Standard Operations Procedures must be followed.
4. All job responsibilities are subject to modification/addition/deletion as the need may be. Each time responsibilities are modified the sheet must also be modified and signed by all.

Reporting to: You will be reporting to:

<hr style="width: 20%; margin: 0 auto;"/> EMPLOYEE SIGNATURE	<hr style="width: 20%; margin: 0 auto;"/> REPORTING MANAGER SIGNATURE	<hr style="width: 20%; margin: 0 auto;"/> SENIOR EXECUTIVE VP - HR SIGNATURE
--	---	--