COMPANY PROFILE

Labour law clarity. Reliable compliance.

We help employers manage labour-law obligations, payroll checks and contractor compliance with clear responsibilities, practical advice and organised records.

EMPLOYER-FOCUSED / SINCE 2002 / PAN-INDIA

EXPLORE THIS PROFILE

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01 / THE PRACTICE

Specialist support. Clear responsibilities.

Sankhla brings legal understanding and day-to-day compliance work together. Through M.S. Sankhla & Co. and Sankhla Corporate Services Pvt. Ltd., we support businesses with recurring statutory work, payroll preparation or verification, registrations, audits and employer advisory.

Our approach starts with your establishment, workforce and locations. We define what needs to be done, what information is required, who approves the work and what records should be retained. You can appoint us for a specific requirement or a coordinated ongoing scope.

CHOOSE HOW WE WORK WITH YOUR TEAM

PAYROLL PROCESSING

Prepare our payroll

For businesses that want payroll prepared from their attendance and approved salary inputs.

INDEPENDENT VERIFICATION

Verify our salary sheets

For businesses that already prepare payroll internally and want an independent compliance check.

COMBINED ENGAGEMENT

Coordinate a wider scope

For employers that need payroll review, recurring compliance, records and contractor oversight coordinated together.

Professional practice: M.S. Sankhla & Co. | Corporate entity: Sankhla Corporate Services Pvt. Ltd. | Practice established: 2002.

02 / MONTHLY COMPLIANCE

Keep recurring obligations organised.

From employer social-security working to state-wise records, the scope is mapped to your establishments and the information available.

Labour Law & Establishment Compliance

Organise recurring obligations for your offices, branches and commercial establishments.

- Review establishment details and the applicable compliance scope.
- Coordinate agreed returns, notices, records and renewal requirements.
- Identify pending inputs and matters requiring employer action.

TYPICAL OUTPUT

An agreed compliance calendar, supporting working and a list of pending actions.

EPF & ESIC Employer Compliance

Support employer-side coverage, contribution working, filings and reconciliation.

- Review employee data and statutory coverage within the agreed scope.
- Check contribution working against approved payroll information.
- Support employer filings, reconciliation and related record keeping.

TYPICAL OUTPUT

Contribution working, filing support and available acknowledgements or challan records.

Professional Tax & Labour Welfare Fund

Coordinate state-specific deduction and contribution requirements across your locations.

- Map relevant states, registrations and employee information.
- Review deductions, contribution working and filing requirements.
- Track agreed payment dates and evidence dependencies.

TYPICAL OUTPUT

State-wise working, return support and a status record of the agreed obligations.

Statutory Registers & Calendar

Keep required records and recurring due dates in an organised, reviewable format.

- Identify records and formats relevant to the scoped establishment.
- Prepare or review wage, attendance, leave and other agreed registers.
- Track due dates, required displays and pending supporting documents.

TYPICAL OUTPUT

Agreed statutory registers, calendar entries and an outstanding-records list.

03 / PAYROLL & WAGES

Prepare payroll. Or verify your working.

Choose payroll preparation from attendance, independent verification of your salary sheets or focused wage-benefit review.

Payroll Processing

Prepare payroll using your attendance and approved salary inputs.

- Review employee masters, salary components and attendance inputs.
- Prepare salary calculations and agreed statutory deductions.
- Raise exceptions and incorporate client-approved corrections.

TYPICAL OUTPUT

Draft and approved payroll working with agreed salary and statutory outputs.

Independent Payroll Verification

Add an independent compliance check without replacing your payroll preparation team.

- Review client-prepared salary sheets and supporting inputs.
- Check scoped wage, coverage, deduction and statutory calculations.
- Document differences and review clarified or corrected working.

TYPICAL OUTPUT

A payroll exception note, clarification list and reviewed working within scope.

Wages, Bonus & Gratuity Review

Review the payroll treatment of statutory wage and employee-benefit obligations.

- Check the wage category and applicable location basis.
- Review agreed bonus, gratuity, overtime or holiday-pay calculations.
- Flag inconsistencies, data gaps and issues needing professional advice.

TYPICAL OUTPUT

Calculation review and documented exceptions, with the basis of the agreed checks.

04 / AUDIT & ADVISORY

Identify gaps. Make the next action clear.

Review contractor evidence, assess establishment compliance and obtain support with notices and employer decisions.

Vendor & Contractor Compliance Audit

Check the evidence behind contractor wages, statutory payments and workforce records.

- Review attendance and wage evidence for the agreed audit period.
- Check EPF, ESIC, licences and records supplied for the review.
- Report evidence gaps, observations and corrective-action requirements.

TYPICAL OUTPUT

An audit report and action list; follow-up or site visits only where agreed.

Establishment Compliance Audit

Understand where records, execution or ownership need attention.

- Review the scoped registrations, returns and statutory records.
- Compare available evidence with the agreed compliance checklist.
- Identify gaps, responsible owners and priorities for corrective action.

TYPICAL OUTPUT

A gap assessment, observation register and scoped corrective-action plan.

Employer Advisory & Inspection Support

Get practical support for notices, inspections and employment-related compliance decisions.

- Review the matter, notice and supporting documents.
- Support document preparation and employer-side response planning.
- Provide professional or representation support where specifically engaged.

TYPICAL OUTPUT

Matter-specific advice, response working or an agreed document set.

05 / REGISTRATIONS & FACTORIES

Support for setup, renewal and review.

Scope depends on the establishment, location and requirement. Authority decisions and government timelines are outside our control.

Factory & Contract Labour Compliance

Coordinate factory obligations and principal-employer or contractor requirements.

- Review factory or contract-labour registration and licence records.
- Support agreed renewals, returns and statutory documentation.
- Identify inspection-related gaps and employer or contractor action points.

TYPICAL OUTPUT

Scoped records, licence or return support and a list of compliance dependencies.

WHAT TO HAVE READY

- Entity and premises details, workforce information and existing registrations.
- Relevant licences, declarations, prior returns and the specific change or application required.
- An authorised client contact to approve submissions and arrange statutory or government payments.

06 / THE DELIVERY CYCLE

A defined route from input to evidence.

The cycle is adapted to the agreed service. Input completeness, client approval and payment dependencies are made explicit.

01

Map the requirement

Establish the right starting point before a recurring cycle begins.

Output: A scope map, input checklist and responsibility matrix.

02

Collect and check inputs

Make incomplete or inconsistent information visible early.

Output: A query or exception list with items requiring client confirmation.

03

Prepare and obtain approval

Keep operational work and management approval distinct.

Output: Draft deliverables and a clear list of approvals or payments needed from the client.

04

Complete and retain evidence

Keep the completion record as important as the task itself.

Output: Final working, filing or payment evidence, and the relevant statutory records.

05

Review open items

Follow through on issues that cannot be closed in the routine cycle.

Output: An updated action list and a documented route for follow-up.

YOUR CONTROL REMAINS WITH YOU

Your authorised team retains management decisions, final approvals and payment-release rights. Services, access, input cut-offs, review timelines and escalation contacts are agreed before work begins.

07 / INDUSTRIES & REACH

One location or multiple states.

Our published industry experience spans different workplace models. Each engagement is reviewed for its own establishment and state requirements.

Manufacturing

Factory records, licensing, workforce documentation, payroll and contractor evidence need to be considered together.

Information technology

Office-establishment requirements, employee changes, payroll inputs and multi-state statutory deductions.

Financial services

Branch-wise applicability, payroll verification, statutory records and structured evidence for internal reviews.

Healthcare

Different workforce categories, shift-related records, payroll and outsourced service-provider documentation.

Pharmaceuticals

Factory and establishment requirements, wage records and contractor checks across operating locations.

Hospitality

Workplace records, attendance-based payroll, contractor documentation and location-specific obligations.

Telecommunications

Distributed establishments, service contractors, workforce records and coordinated compliance follow-up.

Professional services

Registrations, payroll or salary-sheet verification, recurring statutory work and employer advisory.

GURUGRAM BASE. PAN-INDIA EMPLOYER SUPPORT.

Work can be scoped by entity, location, state or contractor group. Coordination remains central while local requirements are reviewed separately. Service areas do not imply a physical office in every city.

Explore our locations and service coverage at sankhlaco.com

08 / GETTING STARTED

Start with a clearly defined scope.

Share your establishments, workforce, services and current concerns. We will use this context to define a suitable engagement.

01 Share your requirement

Tell us your locations, headcount, service needs and current concerns.

02 Agree the scope

Confirm deliverables, exclusions, fees, input dates and approval owners.

03 Organise the handover

Collect masters, registrations, prior records and agreed access.

04 Begin the review cycle

Start the agreed work and review pending items through the escalation route.

KEY QUESTIONS

Can we appoint you for a single service?

Yes. A specific registration, review, payroll or audit requirement can be scoped separately.

Can you review payroll prepared by our team?

Yes. Independent salary-sheet verification is available without replacing your payroll preparation process.

Are timelines and fees fixed for every business?

No. These depend on scope, headcount, locations and records. Commitments are set out in the proposal.

What are the audit boundaries?

Reviews cover the agreed period, locations and evidence supplied. Site visits and follow-up are included only where scoped.

DISCUSS YOUR REQUIREMENT

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sankhlaco.com | Full profile, service details and FAQs