

The logo consists of the lowercase letters 's' and 'm' in a dark blue, rounded, sans-serif font. The 's' and 'm' are connected at the bottom, with the 's' having a small gap at its top and the 'm' having a small gap at its top.

# SM ASSOCIATES

YOUR BUSINESS, OUR HR SOLUTIONS



# ABOUT US



Our highly qualified and experienced team of professionals is well-equipped to provide solutions to various industries & establishments.

S M Associates is a distinguished **Human Resources & Industrial Relations Management** company providing HR & IR solutions like end-to-end HR, Payroll, legal advisory, Statutory compliances, Auditing, Recruitment etc. We offer customised solutions to companies as per their needs, requirements & business environments. S M Associates was **established in 2013** under the dynamic leadership of its founder **Mr S Manjunatha Sastry** (Retd. Addl. Labour Commissioner) & renowned advocate **Mr Ravikumar Raju G.**

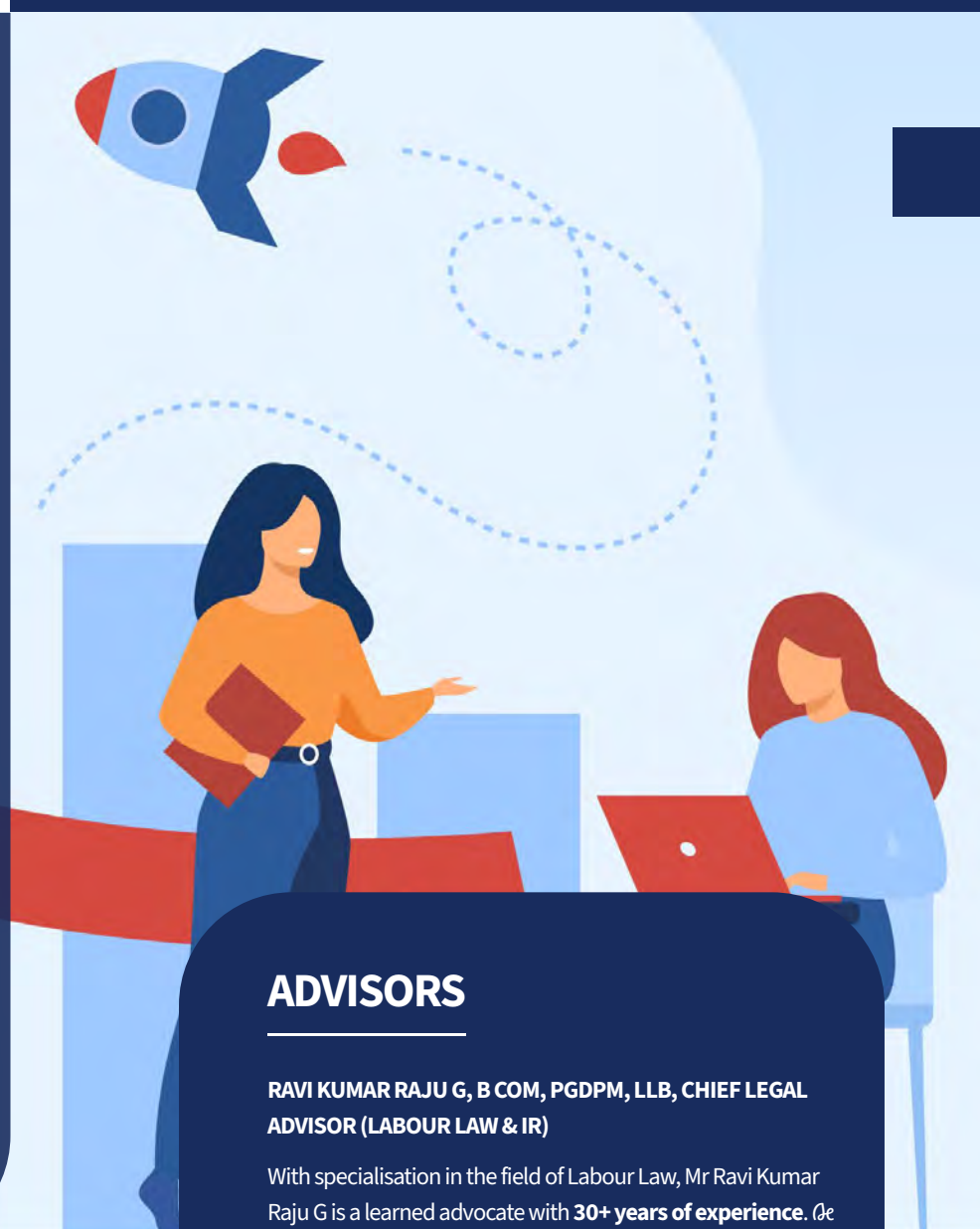


## MISSION

To provide **high-quality**, customer-oriented and **result-driven HR and IR solutions** to our clients utilising advanced technology.

## VISION

To become one of the most recognised HR & IR consulting companies focused to provide **result-oriented & productive solutions** to clients across India.



## ADVISORS

### **RAVI KUMAR RAJU G, B COM, PGDPM, LLB, CHIEF LEGAL ADVISOR (LABOUR LAW & IR)**

With specialisation in the field of Labour Law, Mr Ravi Kumar Raju G is a learned advocate with **30+ years of experience**. He has been the **legal advisor for multiple companies** in diverse industries. Mr. Ravi Kumar Raju G is a highly knowledgeable personality focused towards guiding companies in legal matters with the right approach. He has spearheaded multiple legal cases related to employment and statutory obligations of companies. Mr. Ravi Kumar Raju Ji has successfully represented companies in more than **200 cases pertaining to Labour laws**.

### **MR S. MANJUNATHA SASTRY (MSC, DSW), CHIEF ADVISOR: LEGAL, INDUSTRIAL RELATIONS & LABOUR LAWS**

With **40+ years of experience** in providing expert advice in the field of labour laws and Industrial Relations, Mr S Manjunatha is a highly intellectual & dedicated personality. He has served as an **Addl. Labour Commissioner**, along with contributing to other sections of the industry, like Jt. Labour Commissioner, Dy. Labour Commissioner, Asst. Labour Commissioner, etc. He has attended more than **1000 conciliations** resulting in successful settlements & has successfully certified more than 300 standing orders with mutual agreement between management & union.

## CORE VALUES

S M Associates strives toward carrying out our activities in alignment with our **philosophy and work ethics**. We strongly value our principles and process through which we have been able to **garner trusted associations** in the industry with our dynamic work culture.

## CEO

### **SANKETH G V, BBM, MBA**



Mr. Sanketh G V has been an integral part of S M Associates and has consulted numerous companies in Human resources management, Industrial Relations and compliance. With more than **8 years of experience** including five years of corporate and **three years of consulting experience**, Mr Sanketh has brought reformation in various aspects of our company. With new and innovative solutions, we have been able to reach new heights.

**ACCOUNTABILITY | INTEGRITY | INNOVATION**

## OUR SERVICES ...

### Recruitment

M Associates has been offering recruitment services for industries like Finance, IT, manufacturing, and many more.

S M Associates has been offering recruitment services for industries like Finance, IT, manufacturing, and many more. Thorough research is conducted about the client regarding the business, culture and job position to find suitable candidates. Our qualified recruiter understands the requirements of the companies and filters out the candidates matching the exact requirements. S M Associates carries out its activities with a focus on providing best-in-class services to clients by providing sincere and smart working manpower. Our valued industry networks and associations help us in providing systematic data for future decision-making. With our expert guidance, we offer recruitment consultancy to companies across India by deepening their understanding of workforce management and the challenges faced by the changing business environment.

QUALIFIED RECRUITERS | BEST IN CLASS SERVICES

## EXPERT GUIDANCE



# END-TO-END HR ...

With more than 160 years of cumulative experience in the industry, we have been offering end-to-end HR services for establishments.



**Onboarding:** Joining formalities, Issuing of Offer letters, Induction formalities Statutory employee registration etc.



**Employee Management & Operations:** Employee file management, Performance management, Employee Grievances, Leave Management, HR Analytics etc.



**Payroll Management:** Running of payroll, challan generation for PF, ESI, PT, LWF etc.



**Drafting HR Policies and Procedures:** Drafting offer letters, standing orders, POSH policies, Leave policies, Travel policies, Performance Incentive policies, Exit Policies etc and also setting up procedures for the smooth running of the business.



**Exit Formalities:** Full and Final Settlement, Issuing of Experience letter, Gratuity etc.



## DEPARTMENTAL SUPPORT

- **Formulating organisational and reporting structure** specifying hierarchy levels of all the positions.
- **Drafting comprehensive job profiles** & specifications
- **Preparing detailed organizational policies** and procedures (Service Rules & Regulations) according to industry standards.
- **Formulating HR Policies** and drafting Standing Orders, if applicable.
- **Drafting Appointment orders** in alignment with legal requirements to hire an employee.
- **Assisting in executing joining formalities** of an employee with respect to all statutory requirements.
- **Assisting the HR department** to record and maintain documents, employee personal files, statutory registers & records, displays, notices, etc.

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160+ YEARS OF CUMULATIVE EXPERIENCE



## LABOUR LAW COMPLIANCES

S M Associates assists companies in fulfilling all labour law compliances for the smooth functioning of the organisation.



**Assisting in obtaining new licenses/** renewal of licenses/ Amendment of licences and certifications including but not limited to factory license from Dept of Factories & Boilers, layout plan approval for expansion of the plant or obtaining registration certificate from the Department of Labour.



**Registration of the establishment** as a Principal Employer under the Contract Labour (Regulation & Abolition) Act, 1970, from the Labour Department.

## KEY RESPONSIBILITIES



**Assisting in obtaining Licenses** and contacts for contractors including Contract Labour License.



**Assisting in obtaining code numbers** with Employees Provident Fund Organization (EPFO), Employees State Insurance Corporation (ESIC) & Professional Tax.



**Assisting in completing a wide array of legal & statutory** requirements with respect to all Labour laws.



**Maintaining registers** as per applicable labour laws for the company



**Liaising with the department** at the time of inspection and representing the company in case of any disputes.

ASSISTING COMPANIES FROM DIVERSE INDUSTRIES



## LABOUR LAW ADVISORY

Along with offering Labour Law compliance assistance and support, we at SM Associates also provide Labour Law advice to various companies.

Many clients have been able to transform their business avenues with the guidance of our expert advisory members, **Mr S. Manjunatha Sastry and Mr Ravikumar Raju G.** With more than **100 years of cumulative experience** in labour law, our experts are proficient in giving the right and accurate advice to the clients at different stages of the human relations.

From **Compliance with other statutory requirements**, we are **well-equipped and updated with the latest amendments.** With our focus to fulfill the needs and requirements of the clients, we ensure to give the clients the **best possible advice and solutions for better productivity** and execution of the tasks. SM Associates offers expert advice on union handling, negotiations, settlements and IR etc.

## WHAT WE DO?



**Legal opinion** with regards to labour laws including drafting of appointment letters, New Wage Code, Prevention of Sexual Harassment Committee (POSH) etc & other labour acts & rules as per Annexure A



**The enquiry** includes **domestic/ departmental enquiry**, Inspector & higher officer enquiry pertaining to the Labour Department, Provident Fund, Employee State Insurance Department & Professional Tax Department.



**Union Negotiations** include party and triparty negotiation and drafting of agreement as per the law



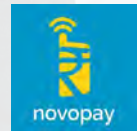
**Labour Cases include** cases pertaining to employees who will be represented by us in the dispute like labour court, PF court, ESIC court, Industrial Tribunal, National Industrial tribunal & higher courts.

## TRANSFORMING BUSINESS AVENUES



# OUR MAJOR CLIENTS ...

Prestigious Names



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## CONTACT US

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