



C O R P O R A T E   B R O C H U R E



Consultancy &  
Advisory Services

Outsourcing  
Payroll Services

Statutory  
Compliance Management



*Greetings for the day.....*

## OVERVIEW

We are happy to introduce our self as one of the growing Human Resource Service Provider based in Guwahati, Assam, established in 2019 .We proudly state that our organization provides the best in class services (Innovative & Unique) in Human Resource Management across the country and brings value to the clients by improving corporate performance, increasing flexibility and achieving significant cost savings . We assures you to meet your requirements within the given time schedule.



## **NOVARK OFFERS THE FOLLOWING SERVICES**

### **CONSULTANCY & ADVISORY SERVICES**

Novark provides management consultancy & advisory services regarding recruitment & training for all types of Executives, Middle Management Staff, Junior Level Staff, Workers, Labourers (Skilled/Unskilled) required by various Industries/organizations.

### **OUTSOURCING PAYROLL MANAGEMENT SERVICES**

Novark provides basic to complex payroll administration for businesses of various organizations and also to maintain individual payroll files for each employee and compute all the salary and reimbursements on time and providing printed or electronic pay advices each employee. Also to maintain & processed annual bonus, increments, superannuation, gratuity, F&F etc.

### **STATUTORY COMPLIANCES MANAGEMENT SERVICES**

There are number of statutory compliances required for Organizations. Adhering to statutory compliances is necessary to keep the businesses with legal regulations. Novark provides & fulfilling all the statutory requirements specific to client's needs.

- Statutory Registration (PF /ESI/P-Tax/GST,etc)
- Professional Tax return (monthly /yearly)
- Provident Fund return (monthly)
- Employee State Insurance return (monthly)
- Superannuation processing
- Gratuity & Leave Encashment processing ,
- Bonus & Ex-gratia management, etc.



## BENEFITS OF NOVARK SERVICES

Novark services offers the following benefits-

- Accuracy and consistency to increase service efficiency
- Free up your time to focus on core activities
- Reducing and controlling of operating cost and risk
- Protecting against employees dissatisfaction, cost errors and hidden cost, if any.
- Managing Queries through Multiple modes (Web-based, Email, Telephone, Help Desk)

Please visit us to our website for more details -  
[www.novarkservices.com](http://www.novarkservices.com)



### Contact Us

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