

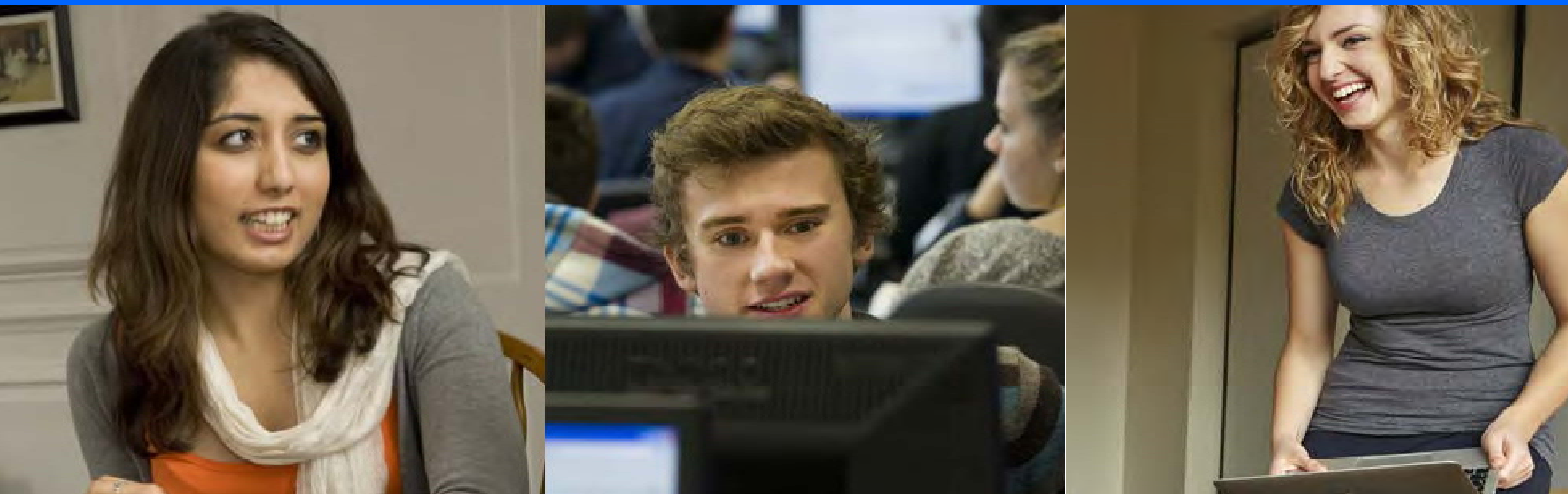


THE INSTITUTE OF PAYROLL
TRAINING AND MANAGEMENT

Certified Payroll Professional[®]

CPP INDIA, Catalog 2018

CELEBRATE YOUR PAYROLL PASSION BEING A PAYROLL PLAYER



TAKE A NEXT STEP WITH HOPE

WHY IPTM?

1. India's most preferred Institute.
2. Learn the knowledge and skills required for Advance payroll processing.
3. Learn most demanded Excel Formulas and excel Reporting tools along with payroll Management.
4. Ideal for payroll practitioners and those supporting the payroll industry.
5. Excellent preparation for Certificate in Indian Payroll Processing (CIPP) exam.
6. Provides a solid and up-to-date knowledge base for experienced payroll professionals.
7. Take advantage of significant volume discounts to maximize your raining budget when purchasing IPTM Payroll software or Fundamentals of Payroll materials for your group or companies.
8. Choose the self-directed or online instructor-assisted format.
Provide your organization with the most up-to-date payroll knowledge and certification preparation available.
9. Develop a common payroll language that will optimize efficiencies, avoid costly mistakes, and save money.
10. The fastest and easiest way to learn Indian Payroll and statutory compliances.

Dear Leaner,

It gives me great pleasure to inform you that IPTM offers online certificate program at graduate level for payroll administrator positions under institute's program "Certified Payroll Professional, India (CPPI)". This certificate is for payroll professionals and to provide professional education, skill development and training for payroll processing and statutory compliances as per Indian applicable Acts & Rules.

Become Certified Payroll Professional, improve your skill, make your CV stronger and start growing fast:-

[Celebrate your payroll passion for the finer things in your department](#)

- Get new opportunity as you can extend in same organization
- Make your experience special surprises with Payroll Certificate.

[Display your talents](#)

- As you are doing payroll, show yourself to the other countries too.
- If you're thinking about career in human resources, just do it because without payroll you aren't a HR.

[Add payroll profession in your resume](#)

- Get improve your payroll skill, make your CV stronger and start growing fast
- Increase interview calls and selection ratio by 10X times.

[Love your payroll career and you'll be fine](#)

- Learn about the job duties, and read the step-by-step process to start a career in payroll
- A career as a payroll specialist can be a very rewarding job in way of knowledge of legislation and high Incentive paid.

[Reward yourself as you are certified](#)

- Get differentiate in today's completive job market by displaying your advanced skill certificate
- Complimentary access of PayrollPedia E-Learning portal, with 0 fees.

So, go ahead, live your passions to the fullest with your Payroll Certificate to get highest opportunities in all over world.

Yours sincerely,



Narendra Kumar
HOD, Center
Department of Career Counselling

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THE INSTITUTE OF PAYROLL TRAINING AND MANAGEMENT THE IPTM.

India's Leader in Payroll Education

About

The Institute of Payroll Training and Management popular as IPTM Noida was established in 2007, keeping in mind, to provide professional education, skill development and training for Payroll Processing & Statutory Compliances in India.

We intend to provide career-oriented & professional payroll training for Indian statutory compliance & direct taxation and certified to students as 'Payroll Professional' to get opportunities for professional networking, career and business development and bring our students into the modern chartered environment with payroll training experience from beginning to end.

The IPTM Institute is creating opportunity to acquire additional skill to student to work as payroll professional along with mission to encouraging young students having aptitude for payroll accounting education to make an early entry to the profession in India. We are building this training for Indian corporate and individual from 2007 onwards.

Specialization

The Institute specializes in developing and updates new areas in professional growth and skill development and delivering them through their unique courses. The Institute develops the courses right from concept, develops industry focused/ need focused curriculum and innovative course delivery models, keeping in mind a working professional and new entrants in the profession.

Institute focuses on short term, modular courses that can help apprentice easily understand key concepts and theories and apply them to their practices and profession immediately.

Mission

We intend to provide career-oriented & professional payroll training of Indian statutory compliance & direct taxation and certified to students as 'Payroll Professional' to get opportunities for professional networking, career and business development and bring our students into the modern chartered environment with the best online training experience from beginning to end.

*To have our student in every organization in the India,
To provide certified Payroll Professional in organization,
To help every organization to hire or recruit certified Member.*

Highlights

India's most preferred Institute of students & working professionals even corporate and brilliant experience of long journey from February 2007.

- * Classroom learning provides structure and motivation.
- * Develop a common payroll language that will optimize efficiencies, avoid costly mistakes, and save money.
- * Ideal for payroll practitioners and those supporting the payroll industry.
- * Providing keep up-to-date knowledge base for experienced payroll professionals.
- * Providing the knowledge and skills required for advance payroll processing.
- * Take advantage of significant volume discounts to maximize your raining budget when purchasing IPTM Payroll software or Fundamentals of Payroll materials for your group or companies.

This course covers the most important part of income tax acts, 1961 of India and other related laws those are directly and indirectly related to an employee's salary computation and saving. The main object of this course is to complementing theoretical education by practical training in payroll field.

COURSE CONTENTS

Payroll training is structured into four parts. The basic structure of the Courses is as follows:-

PART A - Overview of Payroll Management

PART B - Payroll Processing and Reports

PART C - Tax Saving Investment - Deductions and Exemptions

PART D - Statutory Compliances and Their Computation

COURSE OBJECTIVE

To enable the students to acquire sound technical skills in Payroll accountancy, provident fund and ESI schemes, Payroll auditing, Salary marking, income Tax deduction, save tax on Investment and educate to an organization people about tax deduction and saving schemes, financial management, corporate and labor laws, direct and indirect taxation, Information Technology and related subjects and fields.

To train to provide theoretical education, practical training and computer training of the students undergoing payroll training course.

Encouraging young talented students having aptitude for payroll accounting education to make an early entry to the profession.

Creating employment in Payroll and Human resource department.

To provide opportunities to work as payroll professional.

Opportunity to acquire additional skill under graduate and post graduate.



The Courses consist of 4 stages. The basic structure of the Courses is as follows:

PART A: OVERVIEW OF PAYROLL MANAGEMENT

- Chapter 1 The Role of Payroll Department in an Organization
- Chapter 2 Income under the Head Salaries u/s 17(1)
- Chapter 3 Salary Components in terms of Fixed and Variable
- Chapter 4 Claim and Reimbursement Management
- Chapter 5 Attendance Management System and Resignation of Exits.

PART B: PAYROLL PROCESSING AND REPORTS

- Chapter 6 Payroll Inputs, Setup Employee's Information
- Chapter 7 Compliances rule & Tax Rates and Calculation
- Chapter 8 Verification and Payroll Checking Step by Step
- Chapter 9 Register, Slips, Bank Transfer and MIS
- Chapter 10 Statutory Reports PF, ESI, PT, ESI and TDS Form 24, 16.

PART C: TAX SAVING - DEDUCTIONS AND EXEMPTIONS

- Chapter 11 Deduction (u/s 80C - u/s 80U) of Chapter VI-A of IT Act.
- Chapter 12 Examination of Investment Proofs and Reimbursement Claims
- Chapter 13 LTA, HRA, Leave Encashment and Gratuity Exemption
- Chapter 14 Deduction of Entertainment Allowance and Professional Tax
- Chapter 15 Deduction of Interest on Housing Loan u/s 24(b) of IT Act

PART D: STATUTORY COMPLIANCES AND COMPUTATION

- Chapter 16 Employee Provided Fund - PF
- Chapter 17 Employee State Insurance - ESI
- Chapter 18 Professional Tax - PTAX
- Chapter 19 Labor Welfare Fund - LWF
- Chapter 20 Tax Deduction at Source – TDS



Who will benefits from taking this Certificate?

Job seekers looking to find employment in Payroll and Human resource department. Employees those are working in Payroll Department and HR generally wanting to improve their skill set makes their Resume or CV stronger. Existing employees looking for better role can prove their employers the value of their skills through this certification.

The IPTM Institute is creating opportunity to acquire additional skill to student to work as payroll professional along with mission to encouraging young students having aptitude for payroll accounting education to make an early entry to the profession in India.

HR Generalist

Freshers

Graduates

MBA

Finance

Switchers

HR Executives

Payroll



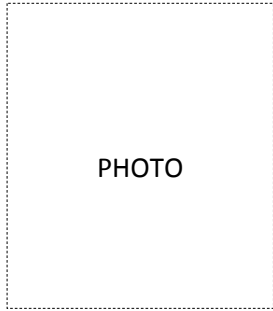
The candidate, who would like to join the Course after passing the Graduation:-

- Graduate / Diploma or its equivalent.
- Minimum 1.5 years working experience in HR/Payroll or related departments or has completed payroll classroom training or MBA in HR.
- Person should be familiar with Indian taxation and statutory Acts.
- Person should be familiar rule and regulation of Company Act of India.
- Proof of Identity (Aadhaar card, PAN card, Voter ID etc.) required.
- Proof of residence required.

**STUDENT REGISTRATION FORM**

(For institute use only)

Student Registration Number											
Registration Date	D	D	/	M	M	/	2	0	Y	Y	
Fee Received	Balance										

**Application: Training / Course Name and Fee Details (✓)**

Module	Training Programs	Duration	Fee Amount	Tick (✓)
I	Indian Payroll Training	1 Month	6500	✓
II	Payroll workshop Practice	1-3 Days	4000	✓
III	Online Payroll Certification	1 Month	4000	✓
IV	Customize Training	1 month	- - -	Not for Individual
V	Corporate Group	2 - 3 Days	- - -	Not for Individual

Student Personal Details

First Name																			
Last Name																			
Father's Name																			
Mobile																			
Email																			
Address																			
City Name																			

PIN**The Institute of Payroll Training and Management, Noida**

113, First floor, Ocean plaza, P-5, Sector 18, Noida – 201301 - UP
 Phone: +91 120 4553178, Mobile: +91 9654421288, +91 9312580474
 E-Mail: ssd@iptm.org.in, Website: www.iptm.org.in

Student Copy

Student Name: _____

Fee: (Received) _____ Balance _____

Training Program _____ Timing _____

Training Center: _____ Noida _____ Trainer Name _____

Signature

Date:



Admission

Admissions into the programs of the institute are open round the year. All admissions are eligibility-based through online application (secure payment site) and as well offline by hardcopy form.

Online Admission

This is advisable to all students to submit their registration form online to get fast process in admission process and begin your journey as much possible.

Website: iptm.org.in

Support Email: ssd@iptm.org.in

Secure payment getaway: payUmoney

Note: Students are required send payment slip, copy of last educational certificate, ID card to ssd@iptm.org.in along with a color photo (passport size).



Module	Training Programs	Duration	Fee Amount	Tick (✓)
I	Indian Payroll Training	1 Month	6500	✓
II	Payroll workshop Practice	1-3 Days	4000	✓
III	Online Payroll Certification	1 Month	4000	✓
IV	Customize Training	1 month	- - -	Not for Individual
V	Corporate Group	2 - 3 Days	- - -	Not for Individual

Note: There are no additional fees for online student registration.



#A Surcharge INR 850/- is applicable in additional to total fee for all programs.

Student are require to pay additional charges as applicable to handling logistics / courier if required to dispatched material out of India.



Student Service Department will send following documents to registered address by post after crediting payment in account:

- A Confirmation mail for successfully registration (on registered Email ID).
- A welcome and student registration letter on which a unique registration number printed.
- Short E-notes for desktop/ mobile reader.
- Payroll Student Material Book “THE ESSENTIALS OF PAYROLL MANAGEMENT”
- Guidelines for self study.
- A Link of E-learning portal for latest updates and online reference.
- A link to download Live Payroll Project to do self Practice.
- All major forms and format those are related to payroll system.
- All major MS Excel formulas (already examined in forms for calculation)
- Guidelines for prepare and submit self assignment for exam verification.



Payroll Pedia an E-learning portal is open to all to access latest information like, rates, slab, payroll changes, professional tax changes; minimum wages update etc. student may download MS Excel forms with working formals for self practice.



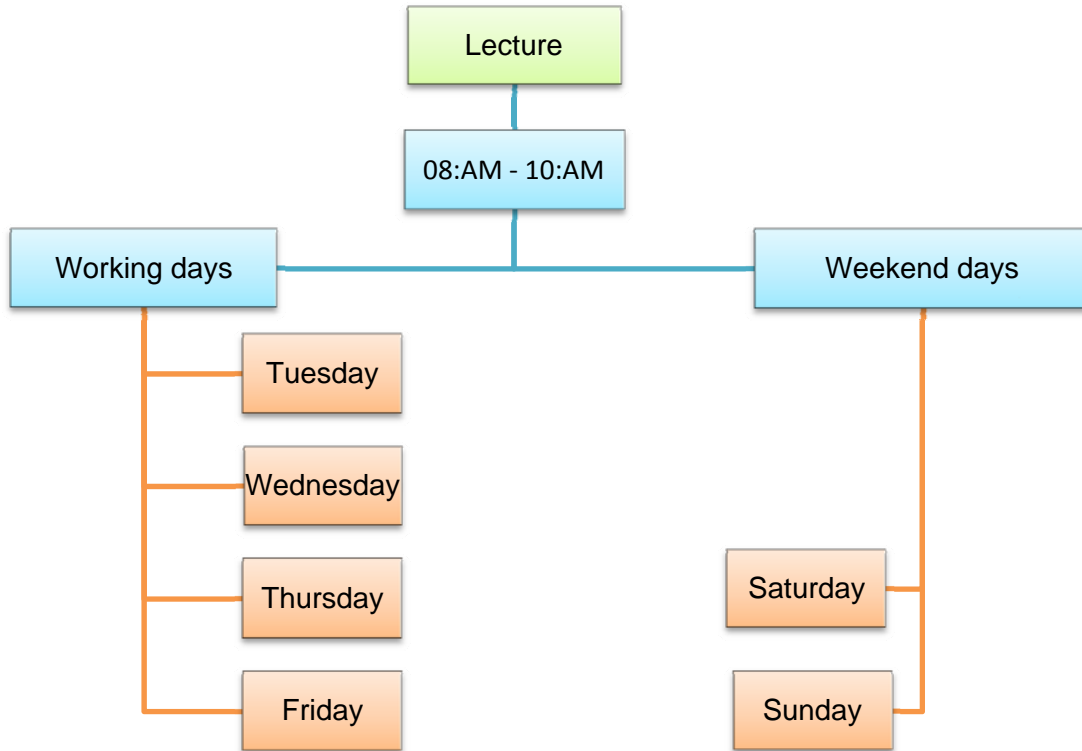
A student registration number is valid for 1 year from registration date. It can't extend if expired.

Certification Program: Students are required to complete their self assignment within 5 months.

Classroom Program: Students are required to complete their training and projects within 3 months.



For Classroom Program: every student who have apply for Payroll Training need to attend 30 days classroom training as per given schedule and as per his/her convenient.



Certification Program:

Student who have apply for Certification program need to start self study as per his/her convenient from provided study material and do the practice on given projects.

Self Study

IPTM Self-Study workbooks teaches you all the essential aspects of using excel and payroll software on a day-to-day basis.

Self-Paced Training

Would you like the convenience of learning from your own desk, when you need it? Self-paced training is the choice for you, providing the ability to learn when you have the time, allowing you to be as productive as possible.



Candidates are required to prepare self assignment in softcopy as per given topics and send it to Student Service Department, Noida (address is given below) for validation.

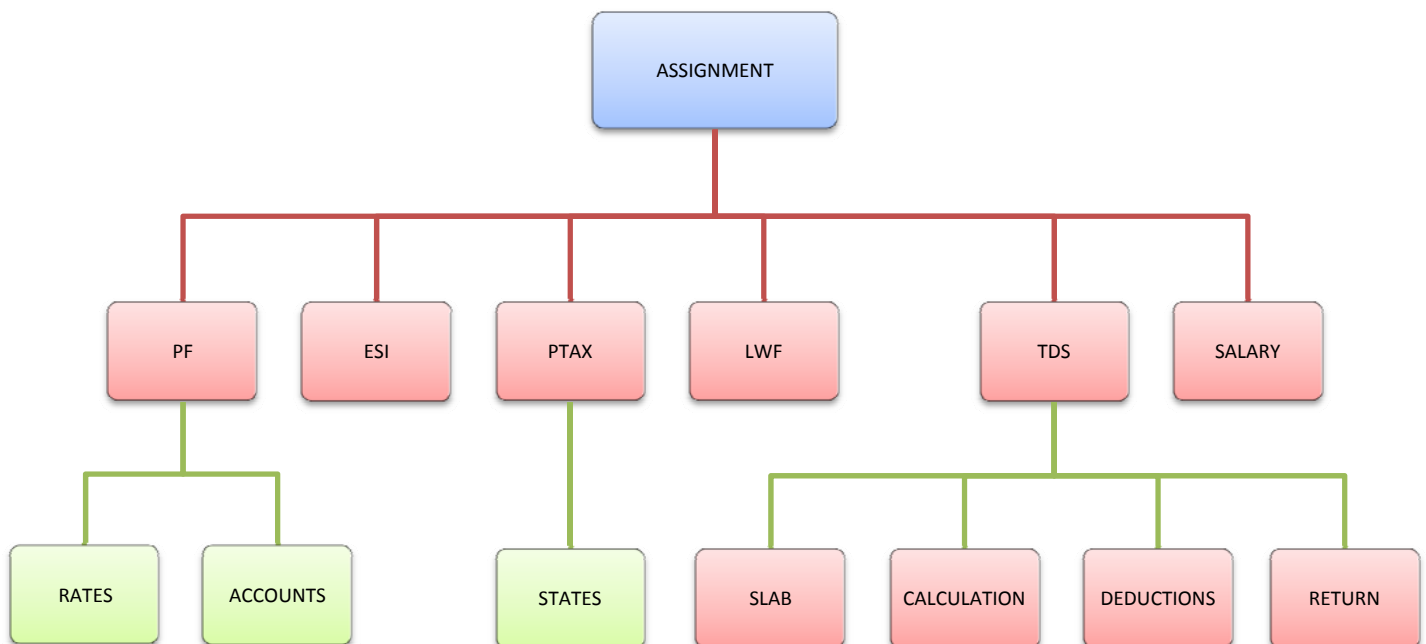
To,
SSD - Student Service Depart
IPTM - The Institute of Payroll Training and Management
113, First floor, Ocean plaza, P-5,
Sector 18, Noida – 201301
Uttar Pradesh - India
Ph: +91 120 4553178

OR

This is advisable to send their assignment on E-Mail: ssd@iptm.org.in for fast process and save the courier charges.

SELF ASSIGNMENT TOPICS

Students are required to submit their mandatory assignments to SSD as per given chart, here are first 6 topics are mandatory (PF, ESI, PTAX, LWF, TDS, SALARY) as 10 marks allotted to each Act and rest are options.





Result Declaration

Final result will be declared by the Institute after validation of student assignment and certification will be provided within 7 days of passing.

- Minimum passing marks are 60% for certificate issued.
- SSD will send confirmation mail to registered email id for confirmation or re-submission if passing marks are less than 60% or assignment are not completed.
- There is no negative marking for any assignment.
- Institute may ask to student to join 7 days classroom classes if assignment earned less than 40% marks of total.



Payroll Professionals are in great demand. Companies specializing in Payroll Outsourcing or human resource outsourcing are constantly hiring skilled Payroll professionals.

IPTM has a good source of payroll vacancies from over the PAN India and placed portal to upload your details on website to display on Internet.

Here are few names of companies that are recruiting our candidates:-

- HeyParth Consulting Services
- Genius Consultant
- PeopleStrong
- New24agra
- Osource Global
- Randstad India
- Excelity Global
- Aon Hewitt
- Grethr
- Megasoft Solutions
- Accent Consulting
- 99Excel.Com



Welcome to The IPTM Institute contact information section. We value your relationship and your satisfaction is important to us. In case you have a query, please feel free to contact us.

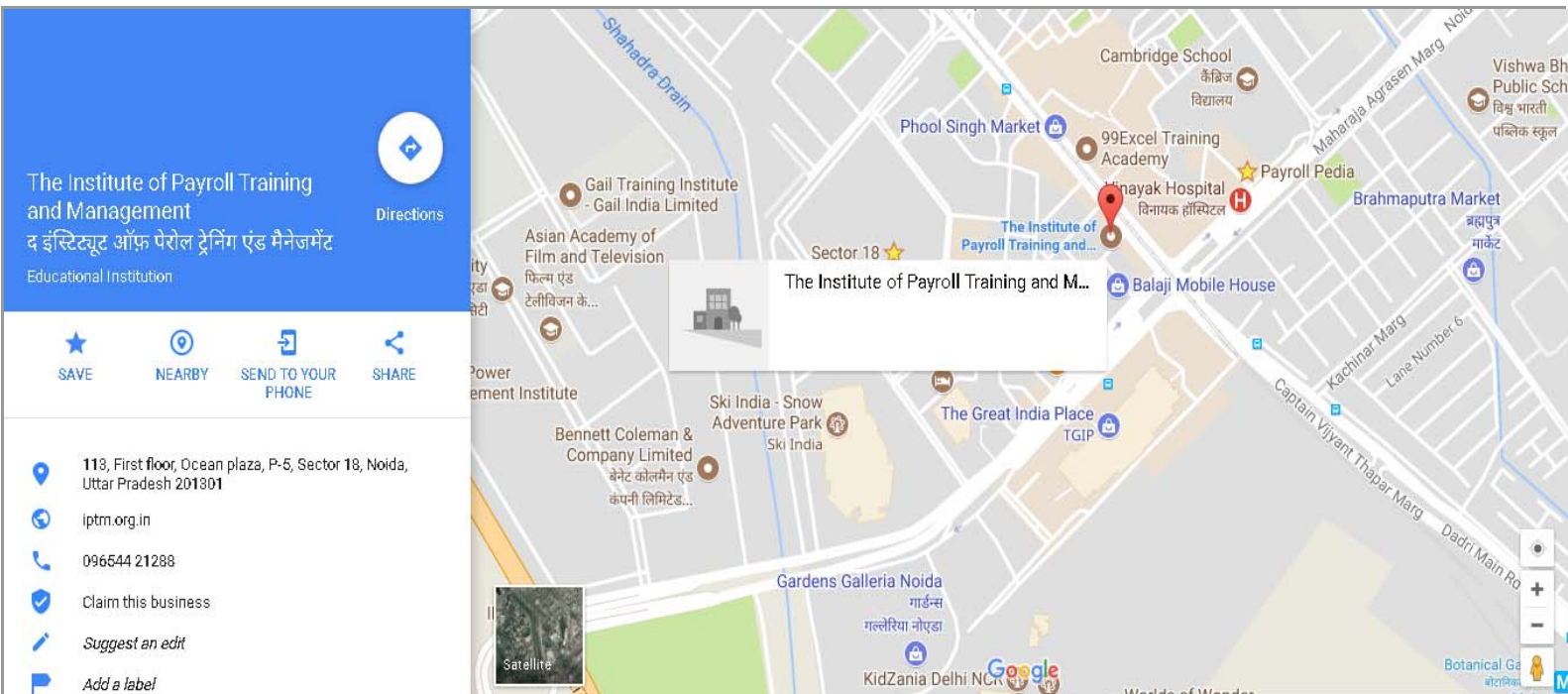
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The Institute of Payroll Training and Management
113, First floor, Ocean plaza, P-5, Sector 18
Noida - 201301 - Uttar Pradesh - India
Ph: +91 120 4553178, E-Mail: ssd@iptm.org.in
Website: www.iptm.org.in

Helpline timings: 10AM - 08PM Tuesday - Sunday (Monday Closed)

Email: ssd@iptm.org.in **Helpline:** +91 9654421288





PAYROLL TRAINING INSTITUTE

100%

Score for SATISFACTION
in last 7 years.

Student Feedback Study

98.5%

Students are recommends
us to their friends, family
and corporate

New registration source

No. 1

India's No. 1 Payroll
Training Institute

100%

Placement assistance.