

# Statutory Compliance Management

Staffing & Recruitment

Document type: Plan / SOP / strategy / guide · Generated 15 Oct 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

## Background

Builds a statutory-compliance management framework — the filings, registers, returns and due dates across PF, ESI, PT, LWF and labour laws — for staffing operations or as a service. Use it to stay compliant. For the timeline use the Compliance Calendar.

## Purpose of this tool & output

Manage PF, ESI, PT and labour filings

## How the output is used

Use it to manage PF, ESI, PT and labour filings — a statutory compliance management approach across the monthly and periodic filings.

## Important cautions

Staffing compliance spans many laws and states and lapses are costly (damages, prosecution, client indemnity). Maintain registers, file returns on time, and keep evidence. Requirements are shifting under the Labour Codes — confirm current obligations for your states with a professional.

## Companion documents

- Payroll Processing SOP
- Labour Compliance Calendar
- Minimum Wage & Wage Code Guide
- Full & Final Settlement Guide
- TDS & Form 16 Guide
- Labour Compliance Audit

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.