*The **fastest** and **easiest** way to learn Indian Payroll and statutory compliances.*
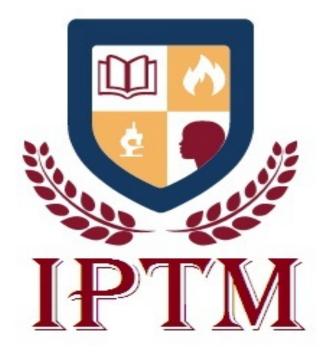
Certified Payroll Professional

IPTM

Student Handbook

Why IPTM?

✓ India's most *preferred Institute*.

✓ Learn the knowledge and skills required for *Advance payroll processing*.

✓Classroom *learning* provides structure and motivation.

✓ Learn most *demanded Excel Formulas* and excel Reporting tools along with *payroll Management*.

✓ Ideal for payroll practitioners and those supporting the payroll industry.

✓Excellent preparation for ***Certificate in Indian Payroll Processing (CIPP)*** exam.

✓Provides a solid and up-to-date knowledge base for experienced payroll professionals.

✓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.

✓Choose the self-directed or online instructor-assisted format. Provide your organization with the most up-to-date payroll knowledge and certification preparation available.

✓Develop a common payroll language that will optimize efficiencies, avoid costly mistakes, and save money.

Who can join

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 make their Resume or CV stronger. ***Existing employees*** looking for better role can prove their employers the value of their skills through this certification.

Why Payroll Training Certificate

Earning ***IPTM Payroll Training Certificate*** can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advance skills, and result in higher earning potential. It is also well suited for those who are working and would like to take certification for further career progression.

CONTENTS

ABOUT THE INSTITUTE

The Institute of Payroll Training and Management popular as IPTM was established in **2007**, keeping in mind, to provide professional education, skill development and training For *Payroll Processing & Statutory Compliances* take in undertaking associated to Salary Components and shall help to students and working people to be certified, competitive and knowledgeable in their area of perform.

To be a top ranking Payroll Institute of choice for students, staff and corporate, recognized for excellence in ***Payroll Training*** and certification.

Mission Statement

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.

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

ABOUT THE COURSE

Certificate in Indian Payroll Processing (CIPP)

IPTM offered Certificate in Indian Payroll Processing (CIPP) to Certified Payroll Professional, keeping in mind, to provide professional education, skill development and training For Payroll Processing & Statutory Compliances take in undertaking associated to Salary Components and shall help to students and working people to be certified, competitive and knowledgeable in their area of perform.

Professional! Student! Registrations are now open for distance training courses in Payroll Management at one of the most preferred Institute; The Institute of Payroll Training and Management, popular as **IPTM, Noida.** Register now and become Certified Payroll Professional in **30 days**.

Courses highlights

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

Group A Payroll Management

Group B Payroll Processing & Reports

Group C Tax Saving - Deductions and Exemptions

Group D Statutory Compliances and Computation

Detail of course contents 1/2

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.

Detail of course contents 2/2

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

FEE STRUCTURE

Fee Structure
Rs. 3,900/- (Includes all taxes)

The Programme fee is Rs. 3900/- for the entire programme of 1 month. The total fee is to paid Online only.

Note: There are no additional fee for Online Student Registration.

Eligibility : Graduate or equivalent

ONLINE STUDENT REGISTRATION

Online Admission
Admissions into the programs of the Institute are open all round the year. All Admissions are Eligibility-based through online application. (Secure payment site)

Online Registration
Student should register himself on institute website **www.iptm.org.in** and Pay Rs. 3900/- only.

Study material
Institute will send all study material (four books & One Student handbook) along with exam details.

FACULTY

Ajit Kumar
Payroll Professional

- ➢ Payroll Management
- ➢ Indian Taxation
- ➢ Income Tax Deduction and Exemption
- ➢ Statutory Compliances.
- ➢ Excel and Vba Training

Divik Varshney
Payroll Professional

- ➢ Payroll Management
- ➢ Indian Taxation
- ➢ Income Tax Deduction and Exemption
- ➢ Statutory Compliances.
- ➢UAE Payroll & others.

Sandeep Kumar
Working Trainer

- ➢ Payroll Computation
- ➢ Tax computation & Min. wages
- ➢Income Tax Deduction and Exemption
- ➢ Statutory Compliances.
- ➢ HR Activities

PAYROLL TRAINING

Classroom Training
Classroom learning provides structure and motivation.

Online learning
Choose the self-directed or online instructor-assisted format.

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 - Online
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.

Benefits of Our Training
Online Live One-2-One Training
Free 1 Day Demo Training
Training From 6:00 AM to evening 11:50 PM
Trainer Working with Last 10 Years in Payroll & HR
Live Project Working

Other Features
Four Consecutive Weeks (30 Days) (4 Weeks Monday to Friday) : Plus 2 days of computer lab to practice MIS Advanced Excel Report Working with our Payroll expert team.

EXAM SCHEDULE

Online Examination

Institute conducting online exam over the year and student can apply for exam after 30 days only. Exam will going on online computer bases and Student have arrange Internet connection on own PC to access institute website.

Student are required to apply fro exam registration after completing 30 days from program Registration date and Examination fee @ Rs. 90/- per course is required to be paid either through online payment gateway and case deposit on designated banks.

Questions and Answers

All questions are objective types and have 4 option to choose correct one and there is no negative marking.

Total No. of questions   : 100
Each question have   : 1 mark
Passing Marks   : 55 required (55% in each group)
Duration   : 2 hours

RESULTS

Result Declaration

Final result will declared by Institute after F2F or telephonic interview and certification will provided within 7 days of exam clearance.

PLACEMENT SERVICES

Payroll Professional are in great demand. Companies specializing in Payroll Outhouse or human resource outsourcing are constantly hiring skilled Payroll professional.

We are pleased to launch our placement portal exclusively for placements though **HeyParth Consulting Services**, Some companies that have recruiting our students are:-

SGC Services - Noida, Adp India, AlpConsulting, Ramco Systems, Paysquare – Pune, Mafoi etc

Screenshot of online registration on Institute website

www.iptm.org.in

Member login

payroll.drlals@sgcservices.com

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Login

▶ Register
▶ Forgot Password?

Register

Become a Member of IPTM Institute and grow your career

Join our community of Payroll Professionals and start growing now.

Full name	
Email	
Password	
Re Password	
DOB	
Highest qualification	--Select-- ▼
Working Experience(In Years)	--Select-- ▼

Register now