

The logo for DKKM features the letters 'D', 'K', 'K', and 'M' in a bold, sans-serif font. The 'D' and 'M' are dark blue, while the two 'K's are orange. The 'K's are stylized with a white negative space in the center, creating a double-headed arrow effect.

**DKKM**

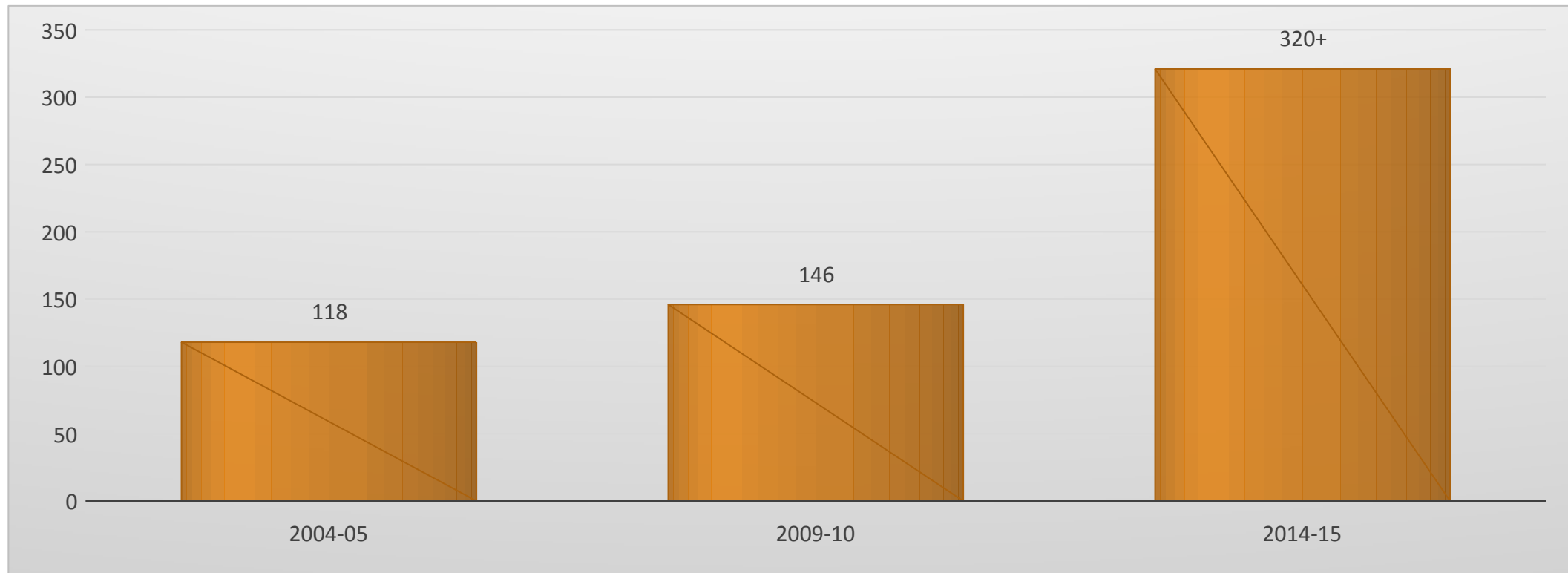
EXPERIENCED. EQUIPPED. TRUSTWORTHY

*Since 1989*

# Introduction

- ▶ Honored to be partners with more than 300 Clients Across India
- ▶ Maintaining More than 2 Lakh Employee's Records
- ▶ Headquarter in Delhi with presence across in Gurgaon, Mumbai, Bangalore, Chennai
- ▶ In house developed software – No dependency on outside Vendor
- ▶ Technology driven and easy access to information - Employee & Employer.

# Clients



# Why DKM



- Seamless IT Integrations
- Focus on the client and employees
- Tailoring our support around our Customer's requirements
- Dedicated team and Key Account Managers
- We are passionate about what we deliver and do it well
- Good isn't enough we strive for excellence

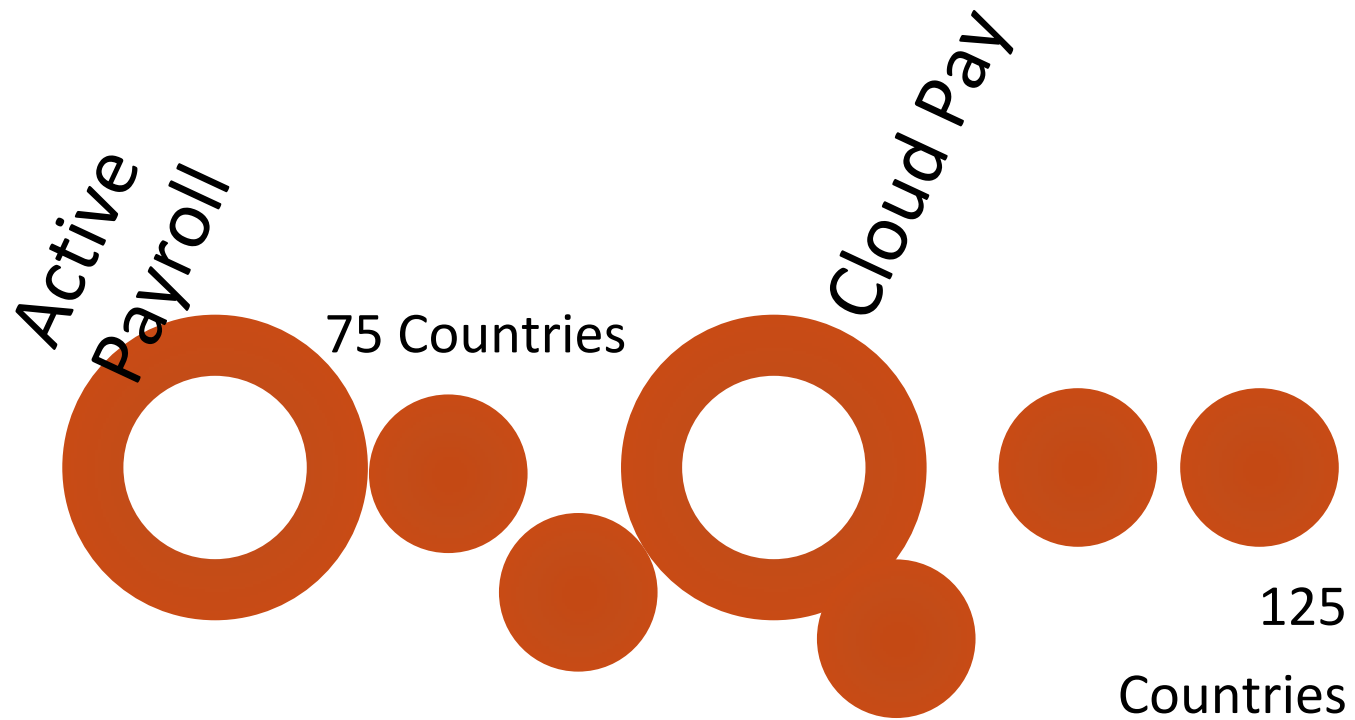
# Our Growth



- ∞ **1968 - Accounts & Taxation Company.**
- ∞ **1989 - Retiral Management**
- ∞ **1994 – Payroll and Employee lease services.**
- ∞ **2011 - Web Based Leave, Attendance, exit Management.**
- ∞ **2013 – Labor Compliances**

*We strive to continue giving Innovative solutions to our esteemed clients*

# Global Presence



# Top Clients

S.No.	Client Name	Strength
1	Oracle	30000
2	Ericsson	15000
3	Max India	15000
4	Interglobe	14000
5	Nokia Siemens	10000
6	British Telecom	4000
7	Aricent Group	7000
8	Yum Restaurant	7000
9	Mercer	2500

# Services at Glance

## Payroll

- Salary Processing
- Statutory Returns
- Web Based Reports
- Returns, Form 16
- Full & Final Settlement

## Retiral Benefits

- RPFC Compliances
- Managing
- Provident Fund Trust
- Superannuation Trust
- Gratuity Trust

## Web Based HR Modules

- Leave
- Attendance
- Exit Management
- HRIS
- Query

## Compliances

Labor  
Compliances  
S&E Compliances  
Labour Welfare  
Professional Tax



# Services at Glance



# Payroll Model



**Payroll  
Calendar**



**Input  
Payroll  
Changes**



**Secure  
Transfer**  
eFile/SFTP



**Validate  
Data**



**Payroll  
Processing**

New Hires  
Leavers  
Other Inputs



**Maker  
checker  
process  
to be  
followed**



**Output  
Payroll  
Delivery**



**Quarterly  
Governance  
meeting or as  
per  
requirements**

# Deliverables

**HUMAN**  
RESOURCE

## HR Reports

- Salary Sheet
- Bank Advice
- Variance Report
- Summary Salary Sheet
- Cost centre/ Department / Location wise salary sheet/ summary sheet
- Pay Slip
- Tax Card
- Provident Fund advice
- TDS Advice
- Professional tax advice
- CTC Report

**F&F**

## Full & Final & Compliances

- Full & final Settlement
- Quarterly TDS compliances
- Yearly TDS compliance
- Form 16

**DKM**  
EXPERIENCED. EQUIPPED. TRUSTWORTHY

[www.dkmonline.com](http://www.dkmonline.com)

- Payslip
- Tax card
- CTC Report
- Investment Details
- Query Module
- Increment Letter
- Reimbursement Slip
- Employer Access
- Automatic Password Generation
- Guidelines for Investment
- Other HR Reports

# Technology Capabilities

1.

- In-house developed Software - compatible with all branded ERP's.

2.

- Developed on latest .net language & SQL Database

3.

- Encrypted Data, In House Server & Various Security checks are applied including Firewall etc. to maintain the security of Data.

# E-Leave

- Easy administration
- Our system is globally accessible , a user only needs internet access
- E-mail notifications (every action is communicated through email. The mission is to save trees, save earth).
- Customizable leave policy/ entitlement
- Mapping of Holiday list
- Reports can be generated anytime in excel format
- Employee may view Leave summary on our web portal anytime



# E-time



- Compatible with Biometric/ Access card devices
- Configure flexible working hours
- E-mail notifications on actionable items
- Employee can view/ edit/ regularize the Attendance on our web portal
- Attendance policy can be customized

# DKM Controls

## Firewall

- 2 Firewalls - Main office (Watchguard M-400 and Cyberoam CR-50ING)
- 1 Firewall (Watchguard M-200) is installed at Alternate location
- All unnecessary ports are blocked
- Quarterly review of logs

## Server Room

### Access

- Restricted Access with the authorised person
- Two factor authentication (Access card and Password)
- Entry/exit log is maintained and reviewed
- Visitor log is captured and monitored
- Monthly review of logs

# DKM Controls

## Data Security

- Restricted Web access
- Restricted E-mail Access
- Restricted Access to client database
- Centralized controlled Anti-Virus
- Periodic Vulnerability scanning and Patch updation
- Full Backup is taken of all critical Servers and systems
- Quarterly Review of User Activity log

## Business Continuity

- Fully equipped DR Site in Gurgaon
- Monthly Restoration of Data
- Yearly testing of BCP and DRP Plan
- Weekly tapes sent to third party



# DKM Controls

## Infrastructure

- 24 Hour Guard facility
- Biometric access to enter premises
- 16 cameras installed at Main site
- Heavy Duty shredder is installed
- Fire system installed
- Access Control System is installed

## Infrastructure

- EPBAX System with 100 direct telephone numbers
- Main and Web Server
- 125KVA Generator
- Online UPS available for Backup
- Required Fire Extinguishers are installed
- USB Access restriction
- Two Internet lease line from different Vendors

# Testimonials

*We required strong & centralized Payroll solutions that could help us emphasize on strategic operations and unify the HR experience for all our employees across branches. DKM's Payroll Solutions enabled robust Payroll systems for our organization Since last more than 15 Years. I strongly recommend them.*

**Anuj Agarwal, Canon India**

*We have transitioned OFSS retirals management and we have been able to stabilize reasonably well during the short span of time. I have seen multiple emails forwarded to me indicating the satisfaction of the employees.*

*I am writing this note to personally thank you for the great job. I would also like to thank your Mumbai team who has been very proactive and has ensured good relationship and delivery in Mumbai with the RPFC.*

*Thanks very much on behalf of Oracle and look forward to still higher customer satisfaction for our employees in OFSS.*

**Allen Matthew, Oracle**

# Testimonials

*“DKM is a perfect fit for **PAYROLL SOLUTION**. Quality work and friendliness is why I chose to work with DKM almost 10 years back for my organization. I personally feel DKM is well organized & very easy to work with. They are knowledgeable & very responsive. I highly recommend DKM to anyone looking for payroll solution.*

***Jai Daftuar, Hyperquality***

*We at Wings Biotech were trying to have best payroll practices in our company which made us evaluate the payroll processing agencies, DKM Online is one of them. Since our first interaction with DKM we found them extremely coherent about the payroll processes and have solution to all our queries pertaining to salary structures, tax computation, PF and ESIC compliances.*

*For their meticulous support we recognized them as “Best Solution Provider” during our Annual Meet 2016 in Chandigarh.*

*Best wishes for their future endeavors and consequential association with us.*

***Amit Saxena, Wings Biotech***

*We will be happy to answer any questions you might have asked regarding our working process, or any other inquiries regarding our activities and services that we can offer.*

*To know more about DKM , visit our website – [www.dkmonline.com](http://www.dkmonline.com)*

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