



Arzapath

Arzapath All Solutions Private limited

One Line One Solutions

Our Services

-  Manpower Solutions
-  Placement Services
-  Training & Development
-  Facility Management
-  Business Support Services
-  Trading & Supplies
-  HR Consultancy



One Goal



One Vision



Unlimited
Possibilities

One Line One Solutions

Your Trusted Partner for
Manpower & Business **Solutions**



www.arzapath.com



ARZAPATH



Dear sir/Madam

Arzapath All Solutions Pvt.Ltd functions with only one goal: to deliver specific services based on client's need. We focus on your goals and objectives, and we mold our services around them for the effective results for you. Arzapath functions has continuously provided services to the global labour market with sustainable use of human-resources of India. Utilization of specialized human resources to meet the needs of market is one of our main goals, and we have fulfilled this goal in the past and it will continue in the mere future as well.

Thanks& Regards.

Bikramjit shil -7810978462 (Director)

Mukul Adhikary - 6294102794 (Director)

E mail- hr@arzapath.com

www.arzapath.com

Arzapath All Solutions Private Limited



Arzapath all solutions is one of the fastest manpower & Industrial Canteen Service s company, established in 2022 and headed by Bikramjit Shil.He has Seven years of experience in manpower supply to various manufacturing units and this company provides bulk manpower supply very easily as per HR requirement. We provide all types of candidates, technical and non-technical.

Our company has full management team senior management team who regularly complete the process as per HR requirement.

We believe Arzapath all solutions means valuing differences,we believe in continually develop such a quality services with professional touch to the industries & become different & best, service provider company and our good skills and communication which makes it the most convenient for us to bring in Manpower.

Our Clients List



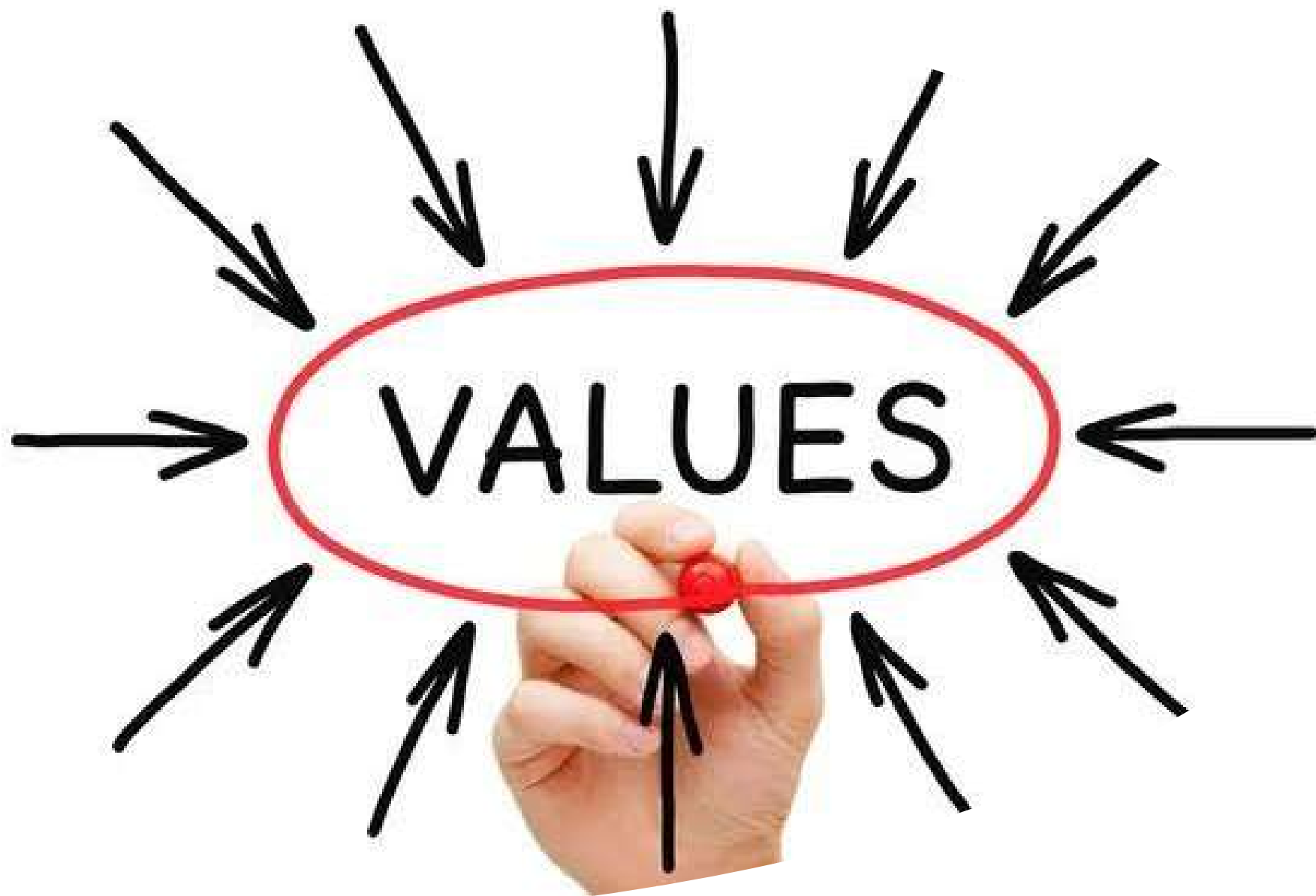
Arzapath All Solutions Private Limited



1. To become the most trusted provider of skilled and reliable manpower solutions.
2. To connect talented professionals with the right employment opportunities.
3. To support businesses by delivering qualified and productive workforce solutions.
4. To maintain the highest standards of quality, integrity, and professionalism.
5. To promote career growth through continuous training and skill development.
6. To build long-term relationships with clients and employees based on trust.
7. To provide timely, cost-effective, and customised staffing services.
8. To embrace innovation and technology in recruitment and workforce management.
9. To contribute to economic growth by creating meaningful employment opportunities.
10. To be recognised as a leading manpower services company known for excellence, reliability, and customer satisfaction.



1. **To provide skilled and reliable manpower solutions to clients across various industries.**
2. **To match the right candidates with the right job opportunities.**
3. **To support business growth by delivering qualified and productive workforce.**
4. **To maintain high standards of professionalism, integrity, and quality in recruitment.**
5. **To ensure timely placement and efficient workforce management services.**
6. **To enhance employee skills through training and continuous development.**
7. **To build long-term relationships with clients and job seekers based on trust.**
8. **To comply with all labour laws, safety regulations, and ethical business practices.**
9. **To contribute to employment generation and economic development.**
10. **To become a trusted partner by delivering cost-effective, innovative, and customer-focused manpower solutions.**



1. **Manpower services help companies recruit skilled and unskilled employees quickly.**
2. **They reduce hiring time and recruitment costs.**
3. **They provide temporary, permanent, and contract staffing solutions.**
4. **Businesses can focus on their core operations while staffing is managed by experts.**
5. **They ensure access to qualified and pre-screened candidates.**
6. **Manpower agencies handle payroll, compliance, and statutory requirements.**
7. **They improve workforce flexibility during seasonal or project-based demand.**
8. **They reduce employee turnover by matching the right candidates to the right jobs.**
9. **They support industries such as manufacturing, logistics, IT, healthcare, and retail.**
10. **Overall, manpower services increase productivity, save time, and help businesses grow efficiently.**

Payroll & Wage Management

- 1: Attendance collection-As Per Agreement.**
- 2: Invoice submission-As per Agreement.**
- 3: Organization Payment.**
- 4: Salary disbursement through Bank Transfer-As per Agreement.**
- 5: Pay slip disbursement.**
- 6: All effective registers and documents Required in labour law compliance.**



Compliance

- 1: Contract Labour Act 1970.**
- 2: Factory Act, 1948.**
- 3: Minimum wages.**
- 4: Employees State Insurance.**
- 5: Payment of Wages.**
- 6: Shop & Establishment Act.**
- 7: Payment of Wages.**
- 8: Professional tax (State Act).**





ISO 9001:2015

OUR HR POLICIES



01 RECRUITMENT & SELECTION POLICY

- Fair and transparent hiring process.
- Equal opportunity for all candidates.
- Background verification before joining.



02 EMPLOYMENT POLICY

- Appointment letters issued to all employees.
- Clearly defined job roles and responsibilities.
- Probation period (typically 3–6 months).



03 ATTENDANCE & WORKING HOURS POLICY

- Standard working hours (e.g., 9:30 AM – 6:30 PM).
- Attendance through biometric or attendance software.
- Overtime as per company policy.



04 LEAVE POLICY

- Casual Leave (CL)
- Sick Leave (SL)
- Earned/Privilege Leave (EL/PL)
- Maternity/Paternity Leave as per applicable laws.



05 PAYROLL & SALARY POLICY

- Salary paid monthly.
- Statutory deductions (PF, ESI, Professional Tax, TDS) where applicable.
- Payslips provided every month.



06 CODE OF CONDUCT

- Professional behaviour expected at all times.
- No discrimination or harassment.
- Respect for clients, employees, and company property.



07 PERFORMANCE MANAGEMENT POLICY

- Regular performance reviews.
- Goal-based evaluation.
- Rewards and recognition for good performance.



08 TRAINING & DEVELOPMENT POLICY

- Induction training for new employees.
- Regular skill development programmes.
- Compliance and safety training when required.



09 HEALTH & SAFETY POLICY

- Safe working environment.
- Compliance with workplace safety standards.
- Reporting of accidents or incidents immediately.



10 DISCIPLINARY POLICY

- Written warning for misconduct.
- Suspension for serious violations, if necessary.
- Termination for repeated or severe misconduct.



11 GRIEVANCE REDRESSAL POLICY

- Employees may raise complaints without fear of retaliation.
- Confidential investigation and timely resolution.



12 CONFIDENTIALITY & DATA PROTECTION POLICY

- Client and employee information must remain confidential.
- No unauthorised sharing of company data.



13 ANTI-HARASSMENT POLICY

- Zero tolerance for sexual harassment or workplace bullying.
- Compliance with the applicable workplace harassment laws.



14 EXIT & SEPARATION POLICY

- Notice period as per employment contract.
- Exit interview and handover process.
- Full and final settlement after clearance.



15 STATUTORY COMPLIANCE POLICY

- Compliance with applicable labour laws.
- Timely PF, ESI, bonus, gratuity and other statutory obligations where applicable.
- Maintenance of statutory registers and employee records.

OUR VALUES



INTEGRITY



RESPECT



EXCELLENCE



TEAMWORK



ACCOUNTABILITY

ISO 9001:2015

Appreciations And Job-Fair



Arzapath All Solutions Private Limited

Arzapath Quotation & Commercial Terms



**Outsourcing & Third party payroll
On our roll-contract Basis**

1-Recruitment.

2-On_boarding.

3-Account management.

4-Pay rolling.

5-Stationary compliances.

(PF,ESI ,PT ETC)

6-Exit formalities.

**Monthly service charge(Negotiable)
=As per B2B**

A/Attendance cycle cut-off 30th of each month.

B/Invoice submission on 2nd of every month.

C/Payment to Arzapath before 5th of every month.

D/Salary transfer to associates via

E/Transfer/chqs/cash - 7th each month.

**F/All applicable Taxes charged as per prescribed rates at actual over
and above the commercials quoted above.**

Arzapath Documents & Directors

ISO 9001:2015



Bikramjit Shil (Director)

Mukul Adhikary(Director)

Reg :- 19/05/2022

CIN NO.- U74910WB2022PTC254017

PAN NO.- AAXCA0198D

TAN NO.- CALA31630E

PF. NO.- WBTL02661934000

ESI. NO.- 40000537610000999

MSME.- UDYAM-WB-15-0011158

SHOP&EASTABLISHMENT NO.-

ND01812N2022000004

GSTN. - 19AAXCA0198D1ZB

START UP- DIPPI47804

Arzapath All Solutions Private Limited



7810978462

hr@arzipath.com

bikram@arzipath.com

www.arzipath.com

Address - No 6, Near Chandni Chowk Metro Station, Prafulla Sarkar Street, Dalhousie, Kolkata-700001, West Bengal,INDIA.

Office - Haringhata ,Gandhinagar , Siliguri , Guwahati .



Arzapath
আর্জাপথ

— One Line **One Solutions** —



Your Trusted Partner for
Manpower & Business **Solutions**



Thank You

ALL SERVICES

— ONE SOLUTION FOR EVERY NEED —



MANPOWER
SOLUTIONS



PLACEMENT
SERVICES



TRAINING &
DEVELOPMENT



FACILITY
MANAGEMENT



BUSINESS SUPPORT
SERVICES



TRADING &
SUPPLIES



HR
CONSULTANCY



IT & DIGITAL
SOLUTIONS



Solutions for Today,
Success for Tomorrow.



www.arzapath.com



We are here to help you
achieve your goals.

Arzapath All Solutions Private Limited
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