

OUR SERVICES:-

A brief summary of the services provided by our Company are as follows:-

1. Transaction Processing Services:-

Our Transaction Processing Service is designed to maintain a system's Integrity, consistent state, by ensuring that interdependent operations on the system are either all completed successfully or all canceled successfully. Transaction processing links multiple individual operations in a single, indivisible transaction, and ensures that either all operations in a transaction are completed without error. If some of the operations are completed but errors occur when the others are attempted, the transaction-processing system "rolls back" all of the operations of the transaction (including the successful ones), thereby erasing all traces of the transaction and restoring the system to the consistent, known state that it was in before processing of the transaction began. Efficient transaction processing is one of the prerequisites for this. Managing transaction processes, which includes order processing, claims processing and legal check processing, entails time-consuming processes, availability of experts and adequate finance, which eats into business efficiency and distracts from core business strategic goals.

In addition, the daily transaction processes carried out by businesses are often full of errors, which lead to delays in the fulfilment of customer service. To enhance productivity and focus on business growth and customers, it is best to leverage the services of an experienced and competent data processing service provider. Doing so helps the organizations and businesses focus on their core tasks, in this case, delivering successful customer service.

Our Company has the resources, expertise and the process knowhow to manage the transaction processing successfully. The following services are offered by us to various clients:-



2. Management Services:-

Management services are the practice of outsourcing on a proactive basis management responsibilities and functions and a strategic method for improving operations and cutting expenses. We provide Management Services which are most often an information technology service or other services which helps the management in assessing the requirement and helps in making core decision of their business. We also provide advisory services in field of law and secretarial services to our clients.

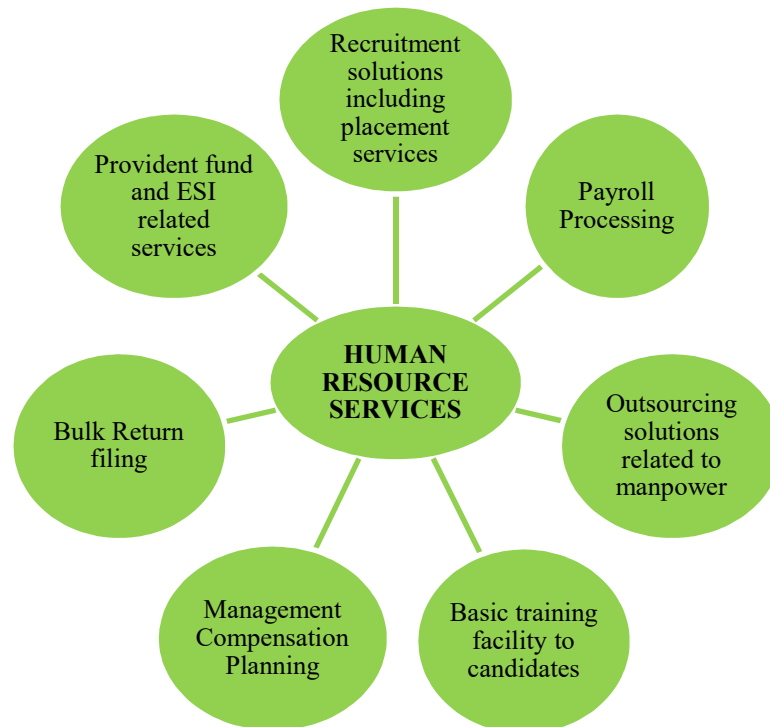
The primary benefit of management services provide to the customer is third-party monitoring and maintenance, which is designed to prevent unexpected interruptions in system availability. This increases system uptime, which ultimately increases employee productivity and therefore company profitability.

Management services indicate both the industry of, and the practice of, helping organizations improve their performance, primarily through the analysis of existing business problems and development of plans for improvement. The details of services provided by us in field of Management services is as follows:-



3. Human Resource Services:-

We provide Human Resource Services to the Companies which are fighting to acquire and retain the right talent, in the right locations, while watching the cost to hire increase. Our Human Resource services help the Companies to focus on strategic talent initiatives that drive sustainable growth. Our Services include recruitment solution, payroll processing and other services related to Human Resource. We believe human resource is the main resource for the organization to grow and achieve its targets and we provide service to organization for effective management of their Human Resources.



4. Other Allied Services:-

Our Company offers various other services apart from Transaction Processing Services, Management Services and Human Resource Services which includes collection of subscription forms from syndicators in Initial Public Offers. Also our Company has completely handled around 15-20 IPOs like IGL, GAIL, ONGC, PTC, TCS, NTPC etc as a team member of Kotak Mahindra Bank, IDBI, Standard Chartered bank etc. Following are other services offered by our Company:-

- Merchant Servicing. Management of “DROP BOXES” and complete process of collections including MIS Reporting.
- Delivery and tracking of documents/bills to customers. Total mail management.
- Verification of the details of the prospective customers on behalf of clients.
- Data processing, reconciliations and its management as per the needs of customers.
- Digitization of records with high quality scanning.
- Bulk Data entry job work, assisting the clients with bulk entry of data within prescribed timelines.
- Complete handling of IPOs i.e. collection of subscription forms from syndicators, data entry of the forms and encoding of cheques.
- Management of Authorizations Centres.
- Consultancy for Income Tax matters including Tax Planning for Corporate and Non-Corporate Entities.
- Liaison with Income Tax Department including clearance of Remittances Abroad, Royalty, Technical Know-how Fee, Dividend and Sale proceeds of Investments in India.
- Matters Relating Excise, Custom and Service Tax.