

SERVICE OFFERINGS – TELECOM VERTICAL

Osource India Private Limited

Unit 4, 5th Floor, B Wing,

Phoenix House, High Street Phoenix,

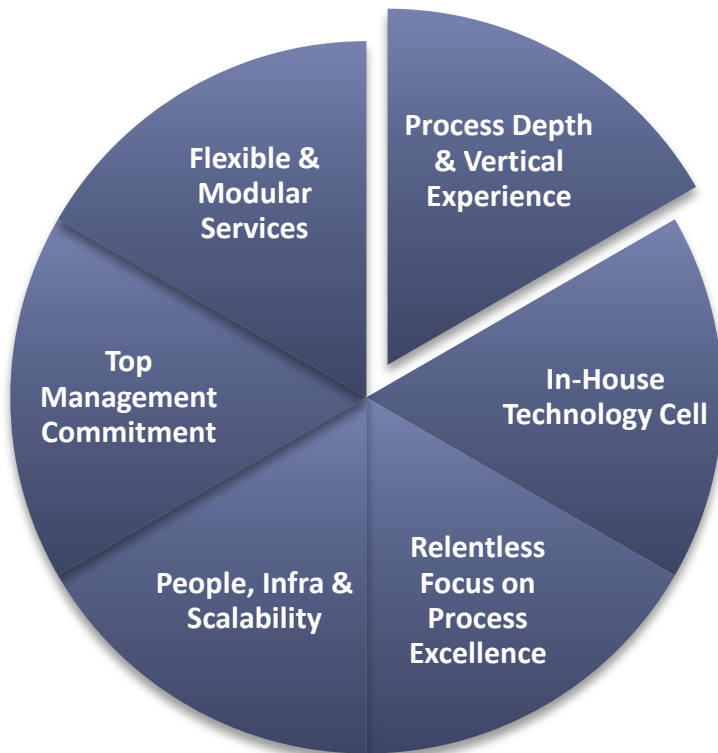
Lower Parel (W), Mumbai – 400 013



About Osource

- 20+ Years of Experience
- 350 + Clients
- 1000+ Employees
- 5 Cities – 9 Back Office Centers
- 450+ Successful Migrations

Why Osource



Management Team

Board of Directors

- Rajeev Sharma – CA, CS, ICWA (20+ Years)
- Pankaj Sharma – MBA (15+ Years)
- Devendra Murkute – BE (20+ Years)
- Sanjay Sharma – BE, MBA, Ex-Power Grid (20+ Years)

Executive Management

- Ketan Vakil, SVP – Ex-SBI, Ashok Leyland, GTL (30+ Years)
- Rajesh Pandey, SVP – CA (10+ Years)
- Ramanand Padiyar, SVP – Ex Polaris, Kale (20+ Years)
- Pradeep Patil, SVP – CA (15+ Years)
- Suraj Dubey, VP – MSc, CISA, Ex - Armed Forces (10+ Years)
- Sandeep Goswami, VP – Ex - Amex, Max Life (22+ Years)
- Saurabh Kumar, AVP – CA (7+ Years)
- Gagan Saxena, AVP – BA, MBA (7+ Years)
- Ravikant Ghate, AVP – BE, Ex – IDBI (15+ Years)
- Akshay Varma, AVP – BA, Ex–Capgemini (5+ Years)

F&A

- Procurement
- Vendor Payment
- Employee Expense
- Order Management
- Billing/Invoicing
- Collections
- Accruals & Allocations
- Consolidation & Reconciliation
- Fixed Assets Accounting
- Accounts Closure
- Financial Statements
- Audit Support

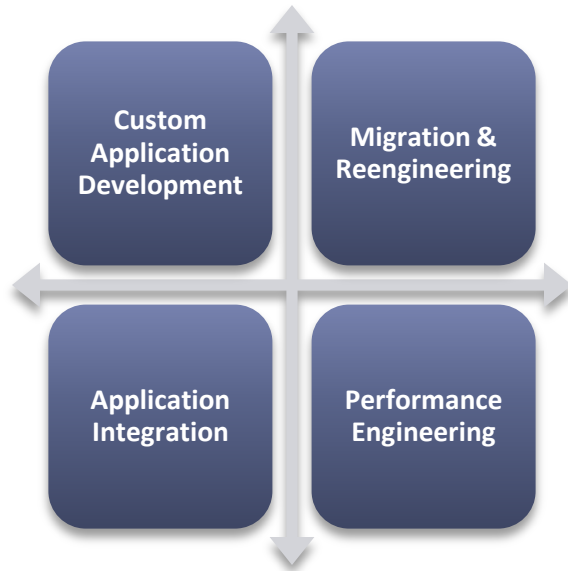
HR

- Recruitment
- On-Boarding
- Induction
- Employee Lifecycle Management
- Leave & Attendance Management
- CTC Expense Reimbursement
- Payroll
- Exit Management

Operations

- Application Form Processing
- CMS Mandate Reconciliation
- Advisor Licensing – CDOPS Management
- Claim Refund Processing & Payout
- IUC Reconciliation
- Project Accounting
- Fixed Assets Capitalization
- Policy Renewal
- Operational Review

IT Services Portfolio



Technology Platform Capability

Development Language

Open Source/PHP

VB/.NET/ASP

JAVA & J2EE

DW/ETL Tools

Crystal Reports, Business Objects – Reporting Tools

Database

Oracle

MS SQL

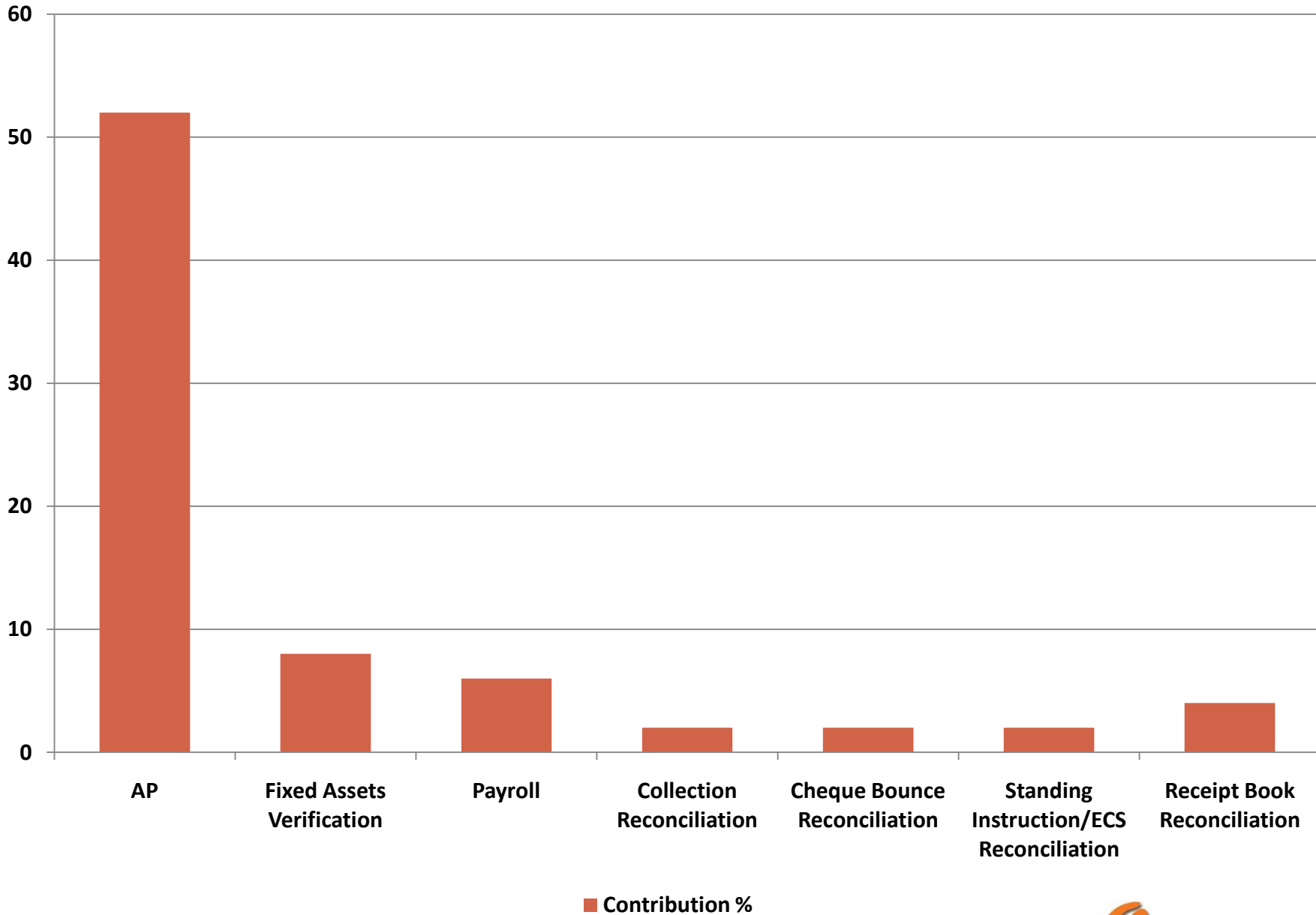
My SQL

Product Framework

List of off-shelf products with Osource –

- ERP (Service Industry)
- Spend Management
- Procure2Pay Management
- Employee Expense Management – Business, Travel & CTC Expenses
- Time & Expense – TimEx
- Project & Workforce Management
- Employee Self Service (ESS)
- Leave & Attendance Management
- HR Management
- Document Imaging & Management
- Lead/Deal/Prospect Management

Service Mix – Telecom Vertical (Contribution Mix)



F&A OUTSOURCING | HR OUTSOURCING | IT SERVICES



Vendor Payment

Receipt of Invoices
Acknowledgement of Invoices
2 Level Processing
Post Processing/ Pre Processing Client Approval
Payment Processing
Payment Disbursement (Cheque Printing/Bank Transfers)
Handover of Physical Documents

Employee Expense Management

Receipt of Expense Statements
Acknowledgement of Expense Statements
2 Level Processing
Post Processing/ Pre Processing Client Approval
Payment Processing
Payment Disbursement (Bank Uploads)
Handover of Physical Documents

Support Services

Employee Query Support - Email & Inbound Telephonic
Vendor Query Support - Email & Inbound Telephonic
MIS Reporting
JV Uploads/ Accounting Entry Uploads
Quarterly/Annual eTDS Return Filing
Issuance of Form 16A

FA Capitalization Solution Framework

- Creation of WBS Elements
- Allotting budgets based on approvals
- Maintaining WBS tracker
- Providing WBS to users
- Surrendering old WBS
- Solving WBS related queries

Budgetary Control

- Creation of Assets (AMR)
- Settlement of Assets
- Ensuring Correct Depreciation
- Ensuring Correct Capitalization Date
- Ensuring Correct Asset Class
- Site Wise Rationalization
- Making Provisional Capitalization Entries

FAR Maintenance

- Providing AMR for ATNs
- Ensuring ATN for all Asset Transfers
- Making Value Transfers for Inter-Circle/Location Transfers
- Ensuring ATNs and Location Changes for Swaps
- Making Retirement Entries for BER NIU's

Asset Transfer/Retirement

- Preparing and Analyzing CWIP Ageing
- Follow Up - User Department for Old CWIP
- Ensuring CWIP Bookings Under Correct WBS
- Reconciling CWIP entries

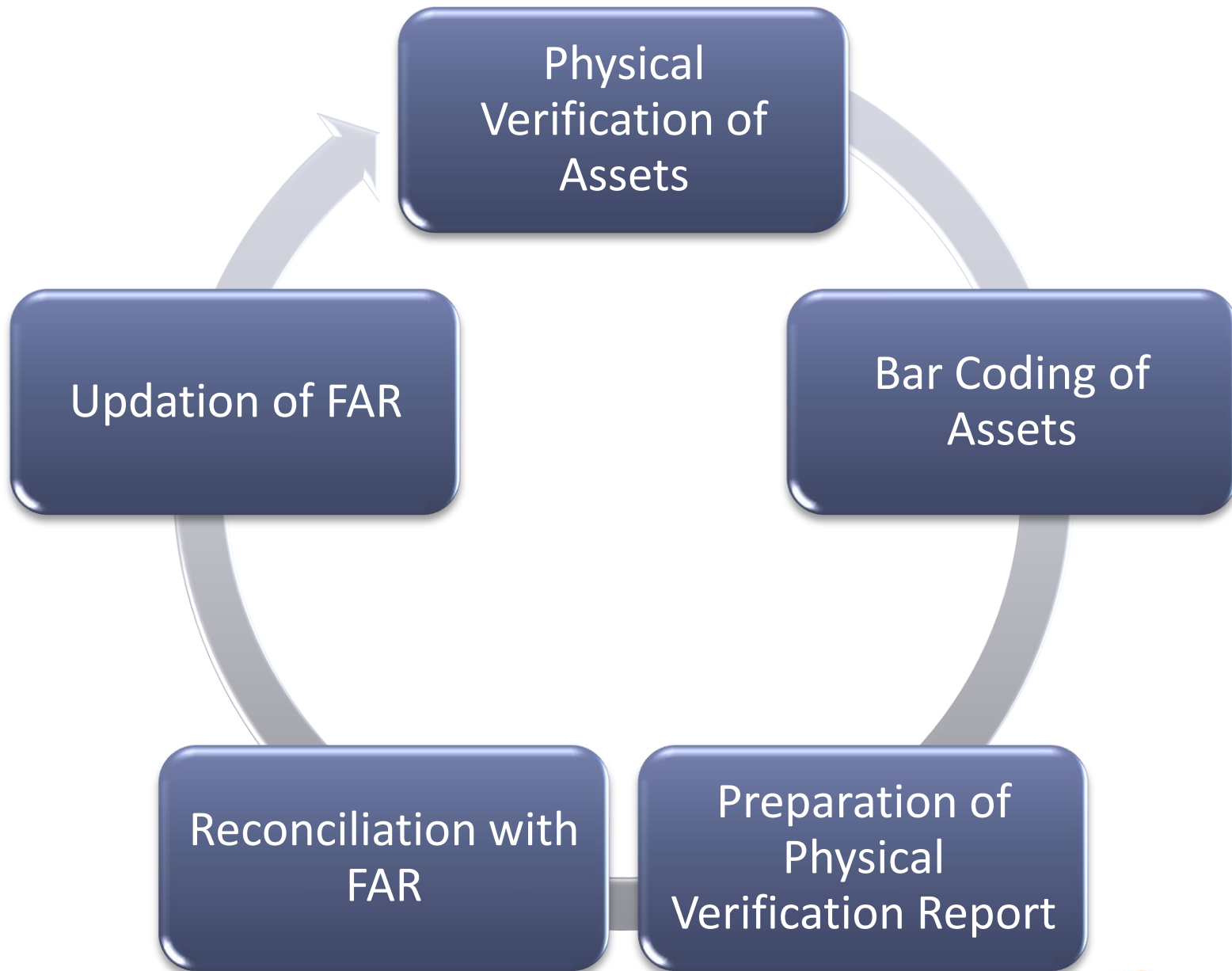
CWIP Management

- Preparing Quarterly Audit Schedules for Statutory Audit
- Getting Schedules Audited
- Preparing Schedules for Tax Audit
- Preparing Schedules for Internal Audit
- Handling Various Other Audits

Audit Requirements

- Preparing Data for Accounting Separation
- Providing NIU FAR Data for NIU Reconciliation
- Report for Insurance Declaration
- Providing AMF Data for Notes to Accounts
- Various MIS Requirements

Corporate Requirements



- Input Compilation
- Salary Processing
- Statutory Challans & Returns
- Pay Slips & Tax Sheets
- Form 16, 16A, 24
- Full & Final Settlements
- Employee Query Resolution
- External Auditors - Support

Base Payroll Services



- View Pay Slips
- View Tax Sheets
- Entry of Investment Declarations
- Tax Simulation
- Leave Management
- Attendance Management
- Integration with Swipe Card Systems

Web Portal Services



- Employee Query Support - Helpdesk, Email, Inbound Telephonic & Online Chat
- PF Management (RPFC & Trust)
- Gratuity Management (LIC & Trust)
- Superannuation Management (LIC & Trust)
- ESIC Management

Support Services



- Collection of Vouchers & Supporting Documents
- Processing of Vouchers
- Verification of Supporting Documents
- Reimbursement Upload
- Reimbursement Pay-Slips
- Employee Query Support
- CTC Limit Monitoring
- Web Based Model

CTC Expense



HR Operations Solution Framework

- Sourcing
- Screening
- Interview Scheduling
- Offer Management
- Database Management

Recruitment

- Joining Kit Management
- Personal File Creation
- Joining Documents Management
- Appointment Letter

On-Boarding

- Reminders for Confirmation Process
- Coordination with stakeholders
- Issuance of Confirmation Letters
- P File Updation

Confirmations

- Changes – Employee/Entity Trigger
- Document/Information Validation
- Issuance of Revision Letters
- System & P File Updation

Mid-Year/Adhoc Changes

- Receipt of Resignation Letters & Approvals
- Coordination for NOC
- Payroll Input Process
- Exit Interviews

Employee Exit

- Input Compilation
- Payroll Processing
- CTC Expense Reimbursement
- Full & Final Settlements
- Form 16
- MIS & JV

Payroll Management

- PF, PT, TDS & ESIC Management
- eTDS Returns
- Statutory Challans & Returns
- Coordination – Statutory Bodies

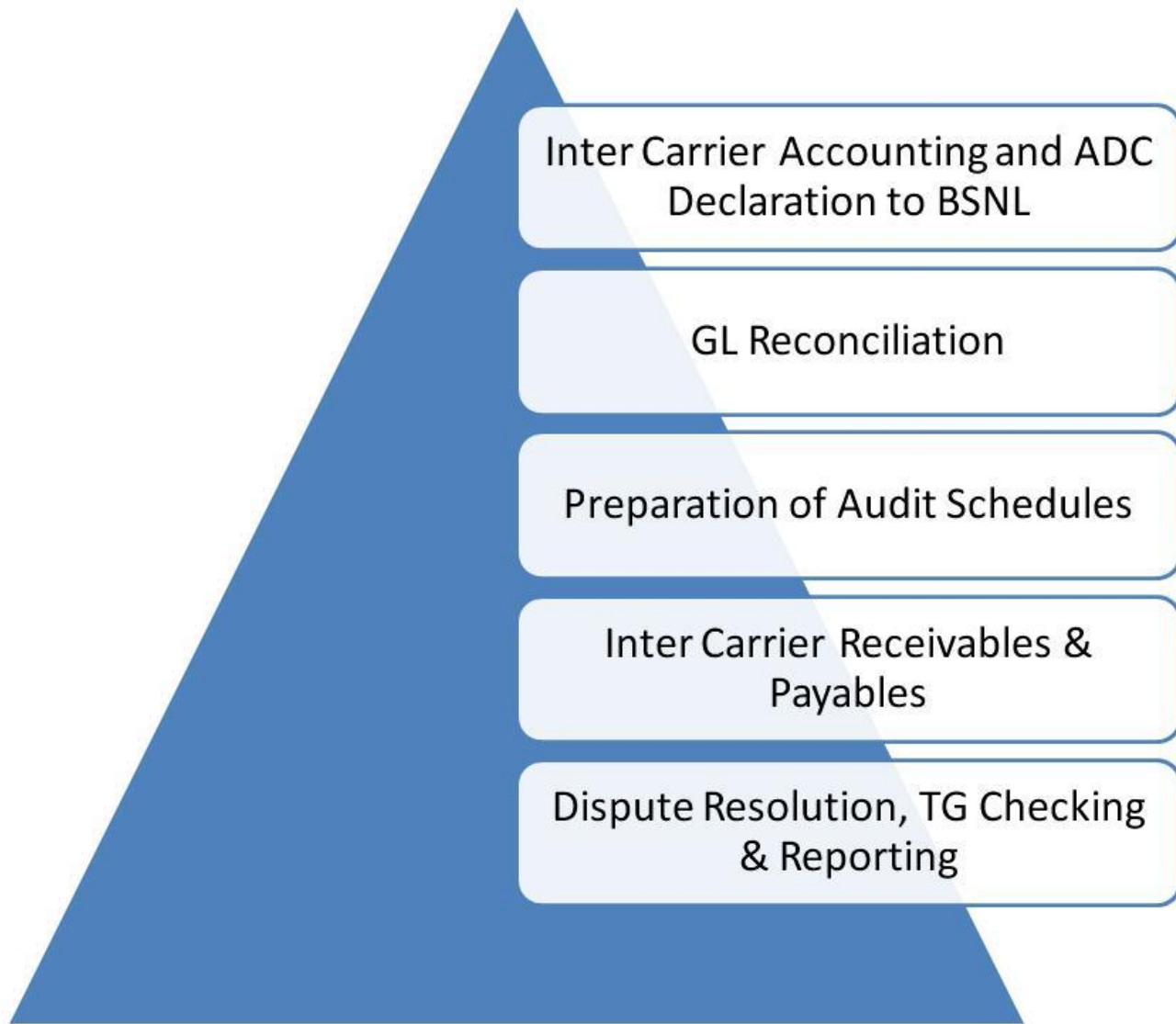
Compliance Management

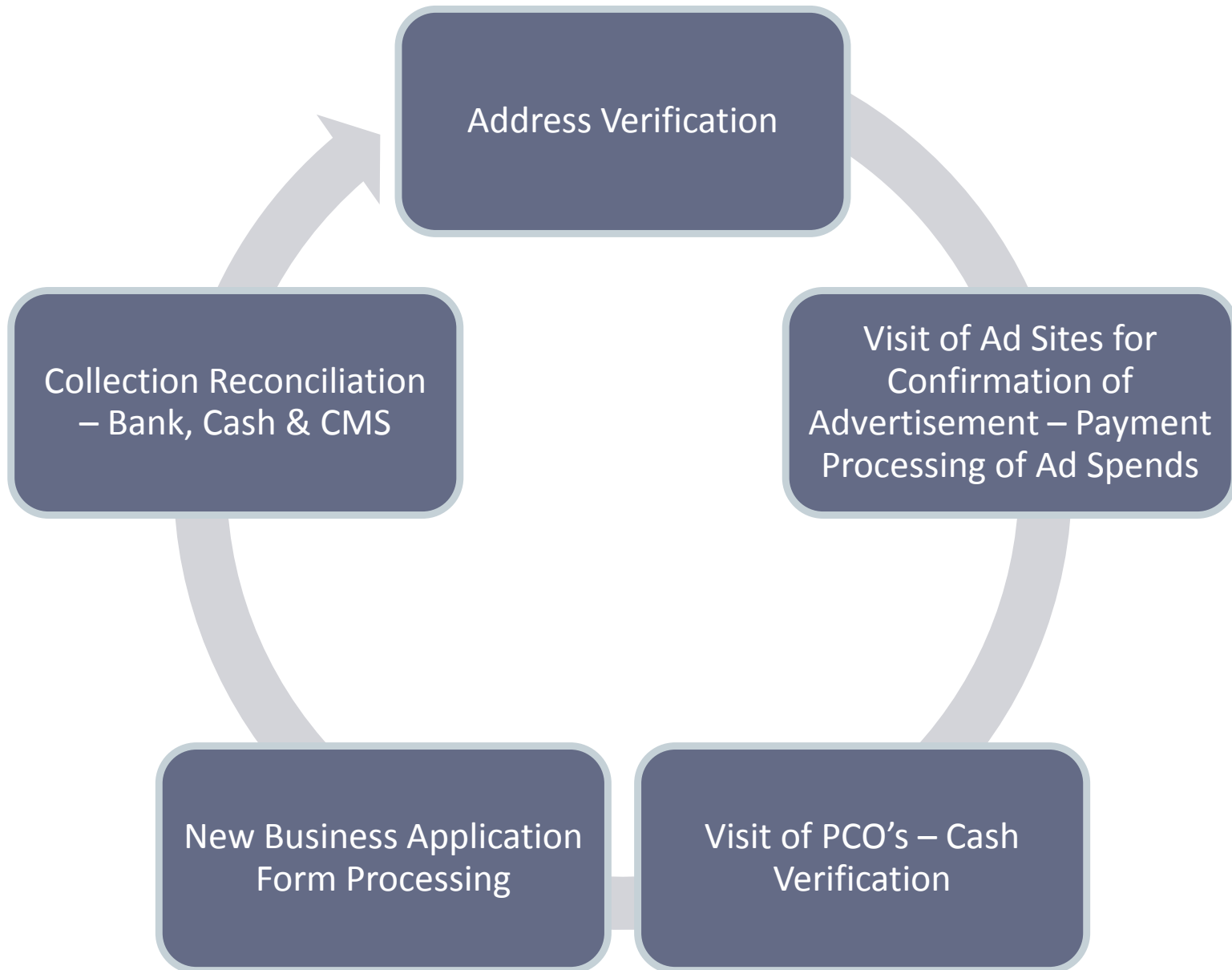
- Employee Support
- Documentation – Exp Certificates/Address Proofs
- Transfer/Relocation Support

Help Desk

- Process & Sub-Process MIS/Analytics
- Consolidated Group , Entity-Level & Location-Level Reporting

MIS & Analytics





THANK YOU

Mumbai – Noida (NCR) – Bangalore – Hyderabad - Kolkata

