

We offer a complete range of

Backend Support

Customized Logistic

Facility Management

HR Solutions



About us

Established in the year of 2010, the Girija Consultancy Services Private Limited offers a complete range of backend support. We are a rapidly growing business house in India with significant nationwide reputé and strong base of satisfied customers. Through efficient network of Branches, Agents and Partners having a strong hold in the fast developing domestic market of India and international market, we have reputed names in our clientele – both from the domestic as well as international market.

Having a modest beginning in the year 2010 with a business of Customized Logistic (Tailor Made Courier Services) we have now spread our wings through diversified business segments ranging from Customized Logistic to Facility Management to Staffing & Training across domain.

Value for money extensive service range, Innovation through continuous R&D and Customer-Centric approach is our strength. With our extensive range of products and services, we cater to almost all the needs of our customers by being a one-stop solution provider. We take care of even the smallest requirements of our customers making it comfortable and easy for them. An extensive product range to choose from, coupled with the benefit of best technology at the most competitive price provides the best value for money to our customers. Keeping customers as the focal point, all our actions are directed towards total customer satisfaction. Customer Service to us goes beyond providing business solutions. It is all about assisting them in achieving their business goals through our best-of-breed tailor-made solutions, superior execution and responsive service.

We have a well-trained team of individuals who take pride in working together with common goals and objectives. As a team, we believe in working together, depending on one another, sharing knowledge and learning from each other's experience resulting in better products & services. With the team of relevant industry experience we facilitate our client to save on training and admin budget.

At Girija, quality is a way of life. We have the perfectly designed Quality System, Highly Qualified, Trained and Dedicated Personnel to ensure the quality which is an inherent feature in all our services. Quality is an integral part of our commitment to customer services. Our aim is to achieve zero defects and zero failure for our services. We comply with all laws and regulations of Quality, Safety and Performance requirements. We commit ourselves to implement, maintain and continuously improve our Quality Management System beyond the International Quality Standards.

We aspire, to make this world a better place to live in by continually deploying service standards which fall in line with our on-going commitment towards conserving the environment and energy. We closely blend the ethical standards of working with integrity, openness, honesty and a total commitment towards our work as our core values. We accomplish easy accessibility to all levels of management for our customers, suppliers and staff by adopting an open work environment with effective two way communication.

Girija has many ambitious plans to foray into many new promising segments in near future. With traditional values and strong ethics, Girija is focusing on new technologies and innovation to drive its business in India and offshore. We are committed to build multinational businesses that will achieve growth through excellence and innovation, balancing the interests of Shareholders, Employees and Civil Society.

"Customer-Driven" logistics solutions

unique "Logistics Requirement"

NEEDS

unique "Logistics Solutions"



Customized Logistic

From special handling of Petrochemical (Diesel) to time-critical delivery of Bank Deposits, Office Supplies and Legal Documents or distribution of Parts and Manufactured Goods, Girija Serves a variety of industries with same-day courier delivery and logistical solutions. Whether you need to deliver a large order or just an envelope, we will handle it with professionalism and precision. We are experienced in meeting rigorous demands for handling and security, such as those required in IT and Banking and we treat every run with utmost care.

We offer comprehensive services with a personal touch - *On Demand for 1 Hour, 2 Hour or 4 Hour Delivery* || *Scheduled/Routed Pickups and Deliveries* || *Out-of-Town and Exclusive Use Service* || *Distribution and Logistics* || *Warehousing* || *Next-Day Distribution*

We have provided on-demand and scheduled deliveries for IT, Financial Services, Office Products, Electronics, Legal, Automotive, Manufacturing and many more. The types of cargo vary greatly, but our customers have one thing in common – “They rely on us for important, time-sensitive pickup and delivery that helps them better serve their customers”.

Working closely with our customers, we understand the logistics and supply chain management of each business and know what is required to deliver service excellence. Areas where we have a significant impact on cost-effective, secure and timely deliveries include - *Bank Deposit Pickup and Delivery* || *IT/Electrical Equipment Pickup and Delivery* || *Legal/Document Messenger Service* || *Mail Service and Interoffice & Intra-office Courier* || *Office Supplies Pickup and Delivery* || *Parts/Manufactured Goods Distribution* || *Payroll Delivery* || *Petrochemical (Diesel) Delivery*

Girija recognizes that today's management team is saddled with responsibilities associated with logistics. We work behind the scenes as your silent logistics partner saving your valuable time. It's like having a full-fledged logistics department at your fingertips – Extended Logistic Team. Our team is eminently well qualified to assist customers 24 Hours a Day and 7 Days a Week in developing solutions to both the ordinary and extraordinary logistics problems encountered in today's fast-paced business environment.

Logistics are customized to meet critical customer needs - *Cost Savings* || *Lead-Time Reduction* || *Production Upside/Downside Flexibility* || *Continuous Quality Improvement* || *On-Time Delivery*

Think about how you deliver superior service to your customers. Now think about what matters most when choosing logistics partners and same-day delivery solutions – The agility to meet changing needs; Improving schedules and costs; Drivers who are certified and industry compliant; Business continuity; Pickup and same-day Delivery; On-Time-Every-Time-whether on demand or scheduled.

At Girija, we make it our business to understand yours. In delivering for you, we become a reliable partner with the expertise, resources and processes to assure the kind of support you need for worry-free delivery and your peace of mind.

making everyday a better day

Facility Management by Girija



Facility Management

Facility Management Service needs a company with a clean approach. Girija headquartered in New Delhi, offers a unique program of services designed to provide you with an exceptional Facility Management team. In addition to our commitment for dependable, quality, cost-efficient service and innovative management programs, we are surprisingly one of the few organizations in Facility Management outsourcing that actually practices what it preaches letting you focus on your core business. We are dedicated solely to providing Facility Management Services boasting our customer retention rate.

We are different in our approach to manage facility, dedicated to maintain Unparalleled Quality, Superior Services and Exceptional Value – these are the hallmarks of the Girija Service's philosophy in our unwavering commitment to deliver whatever it takes to make sure facility is managed smoothly and cost-effectively. Our customized program allows you to rely on one professional resource meeting service standards while avoiding administrative hassles.

We offer - Office Maintenance, Building Maintenance, Cleansing & Disinfection and Landscaping & Horticulture.

Value Additions - Electrical, Plumbing, Painting and Pantry.

Our Business Mantra - Lasting Relationships for better quality work and thus satisfied customers! To foster such relationships, Girija becomes an integral part of your extended team by assigning an on-site manager to each property for end to end control – Staffing & Inspections, Inventory Control and Payroll.

Committed to Quality Control - Quality Control allows us to provide the consistently high level of service. Our proven, site-specific systems were designed to create accountability, focus effort and increased communications. Quality control in your facility begins with our facility manager, the most important management position in our organization. The Facility Manager is responsible for orchestrating all systems and procedures of our quality control program and directing every phase of the operation providing you with the quality of service.

Support & Training - We go beyond the cleaning and maintenance. All facility managers receive corporate support in – Risk Management, Human Resource, Technical Support and Administrative support. All of our on-site managers have completed our progressive training course, a 23 Day program developed in-house to meet the standards of excellence. The intense, hands-on program consists of every aspect of our business from technical to administrative & financial ensuring all of our managers are supported at all times by a professional staff of regional and corporate personnel.

We admit it - Employees our biggest asset! We take time and care in hiring each and every employee. We have developed a unique approach to employee selection. This assures that the employees we place in your facility, no matter what the position are of the highest calibre. Each employee is required to undergo an intensive one-on-one training program that has been praised and widely accepted by employees and customers throughout the industry.

Safety first - Girija is dedicated to providing a safe and healthy work environment and to follow operating practices that will safeguard all employees and comply with best standards. The safety of our employees and customers are a top priority.



Apart from HR Solutions we provide STAFFING & TRAINING from entry-level positions to qualified professionals in the most creative to the most corporate environments across domains!

Staffing

We have two staffing programs that can eliminate the time, money, and stress associated with recruiting, screening, and hiring new office staff for your organization.

Permanent Staffing

Interview pre-qualified applicants for your permanent/contractual position.

Eliminate the pre-screening process.

One time flat fee billing based on a percentage of the salary.

This option can also be described as Traditional Recruitment – allows you to pick the right applicant from the pool of the pre-qualified applicants screened on the guidelines provided by you.

Contractual & Temporary Staffing

Our most unique option as there is no recruitment cost or fee to you.

Interview pre-qualified applicants for your permanent/contractual position.

For the trial period (mutually agreed) the employee is on our payroll. You are billed at an hourly rate.

Eliminate all benefits costs such as insurance, vacation, and sick pay.

This option can also be described as Temporary to Permanent Recruitment – allows you to feel secure with your hiring decision before the employee is transferred to your payroll, because there is no obligation to keep them unless you are satisfied to the core.

Regardless of the program you choose, you ONLY receive applicants who have been Pre-Screened, Tested and Interviewed by us. You only interview the most eligible & qualified applicants saving time reviewing dozens of resumes from the pool of inappropriate applicants and saving money on costly newspaper advertisement. Whether you are hiring one person a year or a person per day, our recruitment process and solutions are flexible and scalable enough to deliver the right results quickly.

Our staffing services are delivered by specialists underpinned by strong research, extensive networking capabilities, depth of experience utilising a range of sourcing methodologies and industry knowledge to tailor the right approach for your needs. We understand that your business cannot afford to waste time or money on ineffective processes and our approach of only supplying suitably qualified and skilled applicant will result in strong business relationships and trust in our service to deliver the best outcomes.

“We have the keen ability to select the right applicant for the job and the right job for the applicant because we ASK the right questions. Then our team take the time to LISTEN to both employer and applicant so we can make matches that last. With this methodology, we are bound to get superior results from devoting all of our resources, personal attention and experience to each and every placement we make!

Policy and Process:

Clearly written HR policies can help companies create a productive and consistent work environment and reduce liability. Keeping in mind the ever changing industry dynamics – we offer professional support in areas of Policy.

Development of Business Based Employment & Administrative Policies

Redesign the Policy Manual as per standards

Existing Policy Audit

Deployment and Communication of HR Policies

Job Descriptions:

Our team of experienced HR Professionals can help in design and develop job descriptions in line with your business need. Job descriptions formalize the understanding of the person's role in the organization and can help outline the exact performance expectations of each job. It can also become a valuable input for your resourcing requirements. We can also offer professional support in organisation structuring.

People Development Support:

In order to combat the growing demands of manpower related issues, at times the people development functions take a back seat in organisational priority for HR professionals. You can also approach us with your training plan/budget for the year. In accordance to your internal training needs we can partner with you for organising both internal and off site training programs. Our team is in touch with various training organisations, eminent speakers in the industry and event management companies. Our services can help you to off load all your people development needs.

If you don't need a full recruitment service, we can break down our services to be utilised to support your own internal hiring process.

We use best practice recruitment methodologies and apply these to each area of expertise. So if you don't have the time or a dedicated professional to handle all of your recruitment yourself, engage our team of experienced recruitment specialists on an hourly or fixed priced basis. We can quickly help you to develop a shortlist that matches your requirements.

You can have the security of professional consulting services that are economical and deliver an independent assessment when hiring new staff.

Services include;

Job Vacancy Advertisement writing & Advertising

Managing your Advertisement response

Applicant Management

Telephone Screening & Short listing

Independent Interviewing Services

Skills Assessments

Reference Checks

Position Profiling & Job Description preparation

Independent Exit Interviews



Payroll Processing

A logical extension of our service portfolio, Payroll Processing is exclusively designed to manage payroll of client's on-roll employees, providing a cost effective & efficient solutions on processing of payroll, eliminating all regulatory & compliance hassles that an organization may face. Our process is run on a tailored to made, customized software – capable of processing in real time, ensuring faster turnaround time and efficiency.

We provide an End-2-End Payroll Processing solution starting from the generation of Pay Slips to the filing of IT Returns.

Inputs

Attendance Sheet

Saving Declaration Form at the beginning of the Financial Year

Collection of document(s) to support Saving Declaration Form before the end of the Financial Year

Annexure for each employee along with the supporting document only if there is a variable or cash component

Update on any other taxable payments like Bonus, Incentive paid to employee

Update on any change in pay structure of current employee

Update on any employee joining the organization with Date of Joining and their Salary Break up

Update on any employee leaving the organization with Date of Resignation

Output (Monthly) - Pay Register || Bank wise details of transfer of salaries || Provident Fund Sheet || ESIC Sheet || Pay Slips || Reimbursement Slips || Variable Salary Report || Leave Balance Reports

Output (Yearly) - Tax Calculations (Quarterly) || Form 16A || Bonus Slips || Bonus Register || Loan details of employees || Gratuity details || All Statutory forms related to PF, ESIC, Bonus and Overtime || Reimbursement Reports

Value Additions - Provident Fund and ESIC Registrations || Quarterly TDS return filling || Yearly PF and ESIC Returns || PF Numbers allotment || PF Slips from the Department || ESIC Cards || Professional Tax Return If applicable || Labour Welfare Fund deposits and returns

Maintaining confidentially, accommodating client specific needs and complexity we are currently handling the payroll of over 500 employees and we are all set to scale beyond, maintaining on-time delivery and accuracy.