

St. Mira's College for Girls, Pune
(Autonomous-Affiliated to Savitribai Phule Pune University)

B.Com.

Subject: BUSINESS ADMINISTRATION-I C31608

Semester: III

Year: 2017-2018

Unit 1, 2, 3: Human Resource Practices _ Functional Skills

STUDY OF HUMAN RESOURCE PRACTICES AT IBM AND CAPITA

Subject: Business Administration-I
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Class: S.Y. B.COM-'A'

Semester: III

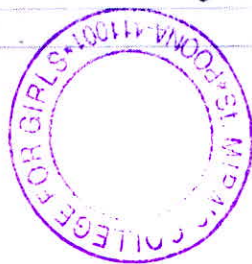
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Asst. Prof. Shanthi Fernandes (Subject Teacher)



Principal Incharge
St. Mira's College for Girls

SOURCES OF RECRUITMENT:

Capita uses both internal and external sources of recruitment for their employees. Such as:

1. Press advertisements in specialist job areas like Times Ascent.
2. Internet job portals, mainly naukri.com as they have the maximum database of applicants, also for different levels in the company.
3. Different consultants for different levels in the organization are used as there are consultants who specialize in agent level and senior level management respectively.
4. An internal referral program is also run in which employees refer their own friends and family members for vacancies. This is one of the main sources of recruitment as the

STRUCTURE OF FORM 16

Form 16 is divided into two parts. Part A and Part B.

* Format of form 16 - Part A.

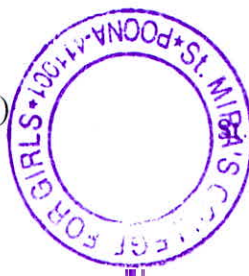
Part A is the certificate of TDS. Hence Form 16 becomes a proof of the TDS deducted by the employer from salary of the employee and paid into the government account.

It is also known as TRACES Form and contains following detail.

- 1) Personal details of employee, address, Permanent A/c number.
- 2) Address, PAN and TAN (tax deduction and collection account number) of the employer.
- 3) Duration of the period that the employee worked with the employer during the financial year.
- 4) The Assessment Year and Most importantly
- 5) Summary of the taxes deducted and paid into the government account by the employer.

Shanthi

Asst. Prof. Shanthi Fernandes (Subject Teacher)



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