



**PAPER- 303 WAGES AND SALARY ADMINISTRATION**

**UNIT - I**

**Compensation Management:** Compensation management process, basis of compensation management motivation, financial and non-financial compensation, compensation philosophies of compensation process. Assessing job values and relatives: pay structures: paying for performance, skills and competence. Employee benefits and total remuneration, special aspects of compensation mergers and acquisitions and compensation policies for new and start up organization. Provisions governing different components of compensation and working of different institutions.

**UNIT - II**

**Legal aspects of compensation:** Objectives, structure and provisions of legislations on wages and bonus i.e. the Minimum Wages Act 1948, the Payment of Bonus Act, 1965. Determination of Wages D.A. and other monetary benefits through Industrial Tribunals.

**UNIT - III**

**Compensation Structure and Differential:** Pay Packet Composition, Institutional Mechanism for Wage Determination, Job Evaluation and Internal Equity, External Equity and Pay Surveys.

**UNIT - IV**

**Reward System, Incentives and Pay Restructuring:** Design of Performance-Linked Reward System, Incentives for Blue and White Collars, Bonus, Profit Sharing and Stock Options, Allowance and Benefits, Downsizing and Voluntary Retirement Scheme.

**UNIT - IV**

**Tax Computation and Planning:** Tax Computation under Salary Head, Income Tax Act 1961, Tax Planning

- Deduction under section 80C, 80CCC, 80CCD, 80D, 80DD, 80DDB, 80b, 80G and 80U

**Recommended Readings:**

- Armstrong, Michal and Muri's Helen: "Reward Management: A Handbook of Salary Administration, 1998, Kagan Paul. London.
- Richard Hendrson, "Compensation of management: Rewarding Performance", Prentice Hall.
- TS from Salary 192 Under Section.