



# ADIN AND ADRIN ASSOCIATES

COMPANY PROFILE



# ABOUT US

ADIN AND ADRIN ASSOCIATES Pleasure in providing Manpower Supply in the field for requirement of Corporate Companies and other professionally managed Industrial and Commercial Establishment in and around Chennai, Maraimalai nagar, Oragadam Etc., We have a centrally located office in Maraimalai nagar, with well-equipped facilities.







## OUR SERVICES

- ◆HOUSE KEEPING
- ◆ STATUTORY COMPLIANCE
- ◆ SERVICE OUTSOURCE
- ◆ FACILITY SERVICE
- ◆ OPERATION MAINTENANCE
- ◆ PROJECT MANAGEMENT
- ◆INSPECTION AND EXPEDITING SERVICES.
- ◆PLACEMENT SERVICES.

We at ADIN AND ADRIN ASSOCIATES care for our people. We motivate, train, develop, and involve them to help them reach their full potential at work.

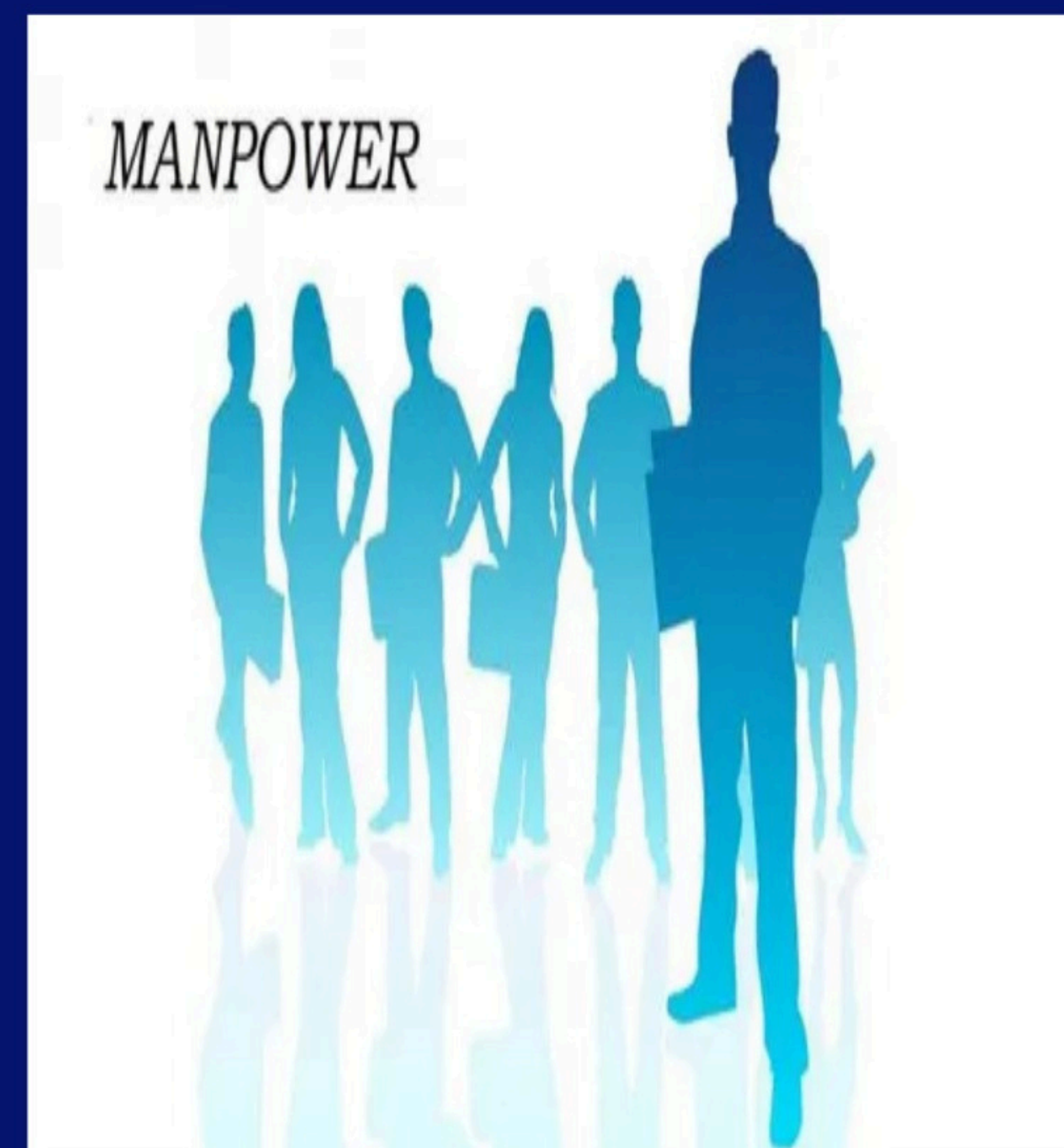
We also care for the environment and are committed to keeping it neat and clean. We devote our efforts to minimizing our impact and reducing it to a reasonable level.



# MAN POWER SERVICES

ADIN AND ADRIN ASSOCIATES has the ability to source the most qualified personnel to fill in your vacancies. Their abilities cover the fields of Mechanical, Piping, instrumentation or electrical, House Keeping. Back office manpower in the following disciplines.

- ❖ Unskilled workmen (10 Pass/Fail Literates)
- ❖ ITI in the trade of Fitter, Welder, Turner, Electrician, Mechanic, Etc.,
- ❖ Clerical Jobs, Assistant Workers.
- ❖ Computers Operators, Data Entry Operators.
- ❖ Supervisor, Drivers, Forklift Operators, Painter, Helper.
- ❖ Security, Guards, ASO & SO.
- ❖ Fresh Diplomas in Engineering (DME, DEEE, DECE, DCE, etc.)





# HOUSE KEEPING



At ADIN AND ADRIN ASSOCIATES, we practice the Japanese concept of workplace management and focus on quality improvement activities.

The 5S technique, widely implemented in Japanese industries, is an essential part of our approach. It consists of five fundamental activities related to industrial housekeeping, ensuring efficiency and organization in the workplace.

Our staff and workmen are highly competent in operating and maintaining all types of machinery. They are trained in Total Productive Maintenance (TPM) to ensure optimal performance. We also provide comprehensive support for assembly, operation, and maintenance activities through our skilled contract workmen.



# PACKING

ADIN AND ADRIN ASSOCIATES undertakes packing work of finished products if the company provides packing materials. We have carpenters and other packing mazdoors with us and we can work out feasibility of piece rate payment system for the quantity of packing fixed per shift/per day.

# GARDENING & ENVIRONMENTAL CLEANLINESS

ADIN AND ADRIN ASSOCIATES extends support services to create a cleaner, greener, and dust-free work environment. Under the guidance of horticulturists, we develop lush, beautiful, and colorful gardens around factory premises.

**“A GOOD WORK ENVIRONMENT MOTIVATES EMPLOYEES AND IMPROVES EFFICIENCY.”**

Our contract workmen are trained to follow the principle:

**“A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.”**

This approach ensures discipline, organization, and efficiency in the workplace.



# OPERATION & MAINTENANCE

ADIN AND ADRIN ASSOCIATES has a highly skilled workforce trained in operating various types of machines and maintaining electrical and mechanical devices/machinery.

ADIN AND ADRIN ASSOCIATES provides Diploma in Mechanical Engineering (DME) and Diploma in Electrical and Electronics Engineering (DEEE) professionals, along with qualified personnel in various trades, including:

- Fitter
- Welder
- Turner
- Electrician, etc.

# SALARY/WAGES TO STAFFS & WORKMEN

ADIN AND ADRIN ASSOCIATES, as a law-abiding establishment, strictly follows the minimum wages set by the Government and implements the revision of Dearness Allowance (DA) applicable each year. Wherever employment falls under the schedule of employment as defined by the Labour & Employment Department, Government of Tamil Nadu, we ensure compliance. In other industries, wages are determined as per the policies of the respective company.



# UMBRELLA CONTRACT SERVICES

ADIN AND ADRIN ASSOCIATES will submit the bills by the 3rd of every month, and the Principal Employer is expected to release the Cheque/DD/Payment by the 5th of every month. This ensures that ADIN AND ADRIN ASSOCIATES can disburse wages to contract workmen by the 7th. The bill will also include

**ESI : 3.25% (Employer Contribution)**

**PF : 13% (Employer Contribution plus)**

**BONUS : Cleanliness, Standardization**

**SERVICE CHARGES : 12% (Negotiable)**

## COST CONTROL MEASURES

ADIN AND ADRIN ASSOCIATES supports of client companies in reducing waste and cost and the companys instructions to adopt cost control measures are strictly followed by the personnel engaged by ADIN AND ADRIN ASSOCIATES the overheads on manpower and liability towards permanency, annual increment, bonus, gratuity, etc., can be reduced by engaging our contract workmen.



# STATUTORY REQUIREMENTS

ADIN AND ADRIN ASSOCIATES is a strictly management service group and comply with the entire statutory requirement laid down under various labour law.

- ❖ Payment of Wages Act 1936 and Rules.
- ❖ Minimum Wages Act 1948.
- ❖ Contract Labor Act 1970 and Rules 1975
- ❖ ESI Act 1948.
- ❖ EPF Act 1952.
- ❖ Factories Act 1948 and Rules 150.
- ❖ Excise provisions or service tax.
- ❖ Income Tax provision in force.

## WELFARE

ADIN AND ADRIN ASSOCIATES complete are and look after Welfare of its personnel. They are provided conveyance facilities wherever necessary, pick-up. Van facilities and also conveyance reimbursement and train pass families to enable them to attend duty in time. Housekeeping staff and personal are provided uniforms. Group insurance scheme provides accident benefits and insurance cover in case of accidents.



# **LIST OF PRESTIGIOUS CLIENT**

**YAZAKI INDIA PVT LTD**

**COSMA INDIA PVT LTD**

**AGARWAL STAMPING PVT LTD**

**MS GLOBAL INDIA PVT LTD**

**MAGNA AUTOMOTIVE INDIA  
PVT LTD**

**CEEGO LAB PVT LTD**

**AMPHENOL OMNICONNECT  
INDIA PVT LTD**



# TERMS & CONDITIONS

- ❖ ADIN AND ADRIN ASSOCIATES enters into a one-year contract, which can be renewed.
- ❖ In case of contract termination, a three-month notice must be given by either party.
- ❖ Any increase in minimum wages, Daily Lunch Allowance, ESI, EPF, Bonus, or any other statutory obligation must be borne by the Principal Employer.
- ❖ Payments for National and Festival Holidays must be made by the Principal Employer.
- ❖ All statutory requirements related to ESI/EPF will be handled by us.
- ❖ Bills will be submitted on the 3rd of every month, and we request the Principal Employer to make the payment by the 7th via Cheque/DD drawn in favor of “ADIN AND ADRIN ASSOCIATES”.
- ❖ Our rates are based on an 8-hour duty shift with one weekly off.
- ❖ In case of accidents involving our contract workmen, first aid will be provided by the company, after which they will be sent to ESI for further treatment.
- ❖ Our contract workmen should not be allowed to leave the company premises without our authorization or company permission during working hours.



**EPFO NO : TB/TAM/2566630/000**

**ESI NO : 51001497700001009**

**GSTIN NO : 33ABXFA0712D1ZT**

**PAN NO : ABXFA0712D**

**SERVICE ACCOUNT CODE : 998519**

## Contact us

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