

Trilokn Infotech Pvt. Ltd. – Employee Handbook

Welcome to Trilokn Infotech Pvt. Ltd.

- Welcome to the Trilokn Infotech Pvt. Ltd. family. We're excited to have you on board. At Trilokn Infotech, we foster an environment that promotes growth, innovation, and collaboration. This induction guide will help you get familiar with our company's vision, values, and work culture so you can start contributing confidently and effectively

Company Details

- The following table provides key information about Trilokn Infotech Pvt. Ltd., including our official address, contact details, website, and social media channels, to help you quickly access and connect with the company

Company Details	Description
Company Address	<ul style="list-style-type: none"> 206 Aniket Complex, 204, Chimanlal Girdharlal Rd, Mithakhali, Navrangpura, Ahmedabad, Gujarat 380009
Company Website	<ul style="list-style-type: none"> https://trilokninfotech.com/
Company Mail ID	<ul style="list-style-type: none"> info@trilokninfotech.com
Company Phone Number	<ul style="list-style-type: none"> (+91) 63516 71067
Company Social Media links	<ul style="list-style-type: none"> Linkedin Instagram

Management Team

- The table below provides details of the Trilokn Infotech Pvt. Ltd. management team, including each member's name, official position, and email address, to help you understand the leadership structure and easily connect with the right contacts

Name	Position	Official Email Address
Vikas Rajput	Director	vikas@appgurus.com.au
Deep Mehta	Head of Operations	deep@appgurus.com.au
Smit Patel	Solution Architect Manager	smit@appgurus.com.au
Pratik Soni	Design Head	pratik@appgurus.com.au
Simul Shah	Sr. HR Executive	simul.shah@trilokninfotech.com
Arfin Kazi	HR Executive	arfin.kazi@trilokninfotech.com

Parent Companies

- [Cloud Downunder](#)
 - Cloud Downunder is a veteran IT solutions firm based in Brisbane, Australia, specializing in custom web and mobile app development, UI/UX design, and end-to-end digital solutions. Since its inception in 2012, the company has been transforming raw ideas into innovative digital solutions across Australia
 - Contact Information
 - Address: Level 34/1 Eagle St, Brisbane City, QLD 4000, Australia
 - Website: <https://www.clouddownunder.com.au>
 - Email: hello@clouddownunder.com.au
 - Phone: 1300 699 571
 - Social Media
 - [Facebook](#)
 - [Instagram](#)
 - [Linkedin](#)
 - [Youtube](#)
- [App Gurus](#)
 - App Gurus is a leading web design and app development company operating in Sydney, Melbourne, Perth, and Adelaide, Australia. Established in 2012, the company specializes in creating native and hybrid apps that stand out in a competitive market. With over 500 completed projects, App Gurus is renowned for delivering innovative and high-performance digital solutions
 - Contact Information
 - Address: Level 7/757 Ann St, Fortitude Valley QLD 4006, Australia
 - Website: <https://www.appgurus.com.au/>
 - Email: info@appgurus.com.au
 - Phone: 1300 699 571
 - Social Media
 - [Facebook](#)
 - [Instagram](#)
 - [Linkedin](#)
 - [Youtube](#)

Daily Routine and Work Discipline

- All employees are required to strictly follow the shift timing of 9:00 AM to 6:00 PM. No exceptions will be entertained

- Please take note of the following attendance rules, which will be strictly enforced
 - Arrival between 9:16 AM and 9:30 AM is allowed only three times per month. After these three occurrences, any further late arrivals during this window will result in a half-day deduction
 - Grace time is allowed only up to 9:15 AM.
 - Arrival after 9:30 AM will automatically be considered a half-day
 - There will be no warnings or reminders. All employees are expected to comply with these timings strictly
 - Non-compliance will result in disciplinary action as per company policy.

Work Schedule Updates

- You must update your Basecamp group daily.
- Daily task updates should be done first thing in the morning in the designated space.
- If you require any additional break during work hours (BRB), you must seek permission from your senior in advance.
- All work-related time (Punch In-Time, Punch Out-Time, Breaks, etc.) should be honestly maintained and communicated when asked.

Tools and Platforms

- As part of your role, you will be required to use the following tools consistently
 - [Gmail](#)
 - For all formal communication and email handling
 - [Microsoft Teams](#)
 - For internal messaging, voice/video calls, and team collaboration.
 - Microsoft Teams Groups bifurcation
 - Internal & Project Name
 - For the development team only, handling internal project discussions.
 - Project Name only (Client Included)
 - Includes both the development team and the client to share updates and collaborate on project tasks
 - Automatically added to this group at the time of onboarding
 - Asset Management
 - Automatically includes relevant employees to track company devices issued for testing, development, or project purposes.
 - Trilokn Team
 - New employees are automatically added to this central channel for company-wide updates,

announcements, and internal communications.

- Daily Task Updates
 - Automatically includes employees to post and track daily to-dos
 - Work Schedule Update
 - Automatically includes employees to log daily login/logout times
 - [Basecamp](#)
 - For project management, task assignment, and daily task tracking.
 - Basecamp Groups bifurcation
 - Dev & Project Name
 - Internal group for developers working on the project.
 - Project Name only (Client Included)
 - A group that includes both the development team and the client for project-related updates and collaboration.
 - Key Features of Basecamp
 - Plan, organize, and manage projects in a centralized platform
 - Assign tasks to team members, set priorities, and monitor progress
 - Communicate effectively through message boards, group chats, and real-time discussions.
 - Upload, share, and organize documents, images, and other project files
 - Maintain a shared calendar, set deadlines, and track milestones
 - Receive regular updates on task completion and team progress
 - Stay informed with alerts for upcoming tasks, updates, and deadlines
 - [GitHub/Bitbucket](#)
 - For source code version control and project repositories (depending on the project).
 - [Postman](#)
 - For API testing and collaboration.
 - [Figma](#)
 - For Ui-Ux Design
 - Development Tools
 - Project-specific development tools, including IDEs, frameworks, and libraries, depending on the technology used in your assigned tasks.
 - Other Tools
 - Any project-specific tools will be introduced and trained as needed by your senior or team lead.
- You are expected to regularly monitor and stay active on all the above platforms throughout your working hours

Commons Files & URLs

- Common Validation Messages
 - Standard messages used across projects to maintain consistency
 - <https://docs.google.com/spreadsheets/d/1fbLYmw35KrAEWXanE8CgzsTGfzS7QcO4/edit?gid=1162416675#gid=11...>
- Common emails
 - Standard email format across projects to maintain consistency
 - <https://docs.google.com/spreadsheets/d/1fbLYmw35KrAEWXanE8CgzsTGfzS7QcO4/edit?gid=1162416675#gid=11...>
- Common GIT workflow
 - Standard GIT workflow process across projects to maintain consistency
 - https://docs.google.com/document/d/1SI4QRNO_M2WcCA_rCKpcFKc75S8XiF2VlcWGxE6OZXk/edit?tab=t.0#heading=h.alz69feottym
- Leave Format
 - Predefined Leave formats
 - For leave emails, always maintain all related emails under the same subject thread to ensure proper tracking
 - <https://docs.google.com/spreadsheets/d/1WrSn1nQmmZm7yOOYwTaPCKHBnAcJq038/edit?gid=564809790#gid=564...>

Daily Reporting Format (To Be Sent Before EOD)

- Below is the standard daily reporting format to be used for all task updates. This format must be followed precisely
 - Daily Status Report: DD/MM/YYYY
 - Hello sir, Today I have worked on the following points:
 1. Project Name: Project Title
 - Task Title: Task Name
 - To-do List link: Basecamp Link
 - Task Description: Short Description
 - 3rd Party Resources (optional): If any
 - Issue/Challenges: If any
 - Status: Done / In Progress
 - Testing simulator/Device name: Optional
 - The task for Tomorrow's To-Do List Link: If applicable
 - Screenshots/Video: If applicable

- Repeat for all tasks handled during the day as per above mentioned format
 - Meeting / Interview / Estimation / BA Training: N/A
 - Description: N/A
 - Time Spent: N/A
 - PFA:- N/A
 - Thanks & Regards:
 - Your Name

Technical Process & Task Handling

- Basecamp & Microsoft Teams
 - Do not start working on any task unless your senior assigns it to you via a Basecamp To-Do link.
 - You must add this task and link to your Daily Task Update section before beginning work.
 - Daily Reporting must have some media(Image, video) file of perform task of the day
 - Maintain proper comments on the task within Basecamp to track your progress and status.
 - Once a task is completed, assign it back to the concerned senior with a completion comment.
 - If you are moved to a new task before completing the current one, make sure to leave a proper note explaining the reason and the current progress on the pending task.
- GitHub/Bitbucket
 - If you are working on a codebase via GitHub or Bitbucket
 - Share the SS of the commit confirmation in daily reporting.
 - Only commit code if the task has been formally assigned to you and is listed in your Basecamp To-do.
 - After committing the code, you must inform your senior immediately before proceeding to any new task or project.
 - Do not work on or push any code that is not linked to an assigned and approved task.

Day-End Process

- Close all systems and applications before leaving.
- Switch off computers and other equipment.
- Ensure your workspace is clean and organized.

- Verbally communicate any exceptions, pending tasks, or important updates to your reporting manager.
- Notify your reporting manager before leaving for the day.

Departments & Reporting Managers

- The following table provides an overview of Trilokn Infotech Pvt. Ltd.'s departments and their respective reporting managers. It outlines the key personnel responsible for overseeing each functional area, ensuring smooth workflow, effective coordination, and accountability within the organization

Department	Reporting Manager
Backend Department	<ul style="list-style-type: none">• Bipin Patel, Jaybhagwan Sinh
Mobile Department	<ul style="list-style-type: none">• Pramod Yadav, Jatin Dave, Vinay Siddhapura
Network Administrator	<ul style="list-style-type: none">• Yuvraj Shinde

Important Notes

- Maintain professionalism in all written and verbal communication.
- Keep your senior informed about your status or if you're stuck on any task.
- All updates, requests, and progress should be communicated only through official channels (Basecamp, Gmail, Teams).
- If you have any questions or concerns, reach out to your team lead, HR, or reporting manager directly

Once again, welcome to **Trilokn Infotech Pvt. Ltd.**

- We warmly welcome you to Trilokn Infotech Pvt. Ltd.. We are thrilled to have you join our team and look forward to achieving excellence together. Your contributions will play a vital role in driving innovation and delivering outstanding results.