



TRIHDI -(Transformation, Reforms & Innovation in Human Development Initiatives)

Your Trusted HR Management & Compliance Partner

A Unit of TRIHDI MANAGEMENT AND OUTSOURCING SOLUTION PVT. LTD.

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✨ Company Introduction

TRIHDI (Transformation, Reforms & Innovation in Human Development Initiatives) is a progressive management outsourcing company dedicated to empowering businesses with end-to-end HR and compliance solutions.

- Incorporated on **5th September 2019** under the **Companies Act, 2013**, TRIHDI has steadily evolved into a **trusted compliance & outsourcing partner** for industries and corporates.
- Our journey began in **January 2019** with the launch of **HDI Solutions**, a subsidiary firm, which laid the foundation for TRIHDI's structured outsourcing model.

We specialize in:

- **HR & Legal Compliance** - Ensuring organizations stay compliant with regulatory frameworks.
- **Payroll Management** - Seamless, accurate, and efficient payroll services.
- **Workforce Management** - Optimizing talent utilization and productivity.
- **Licensing & Registrations** - Assisting businesses in securing statutory approvals with ease.

- **Professional Staffing & Outsourcing Solutions** – Providing flexible, skilled, and reliable staff/workman for diverse industries.

At **TRIHDI**, we drive transformation, reforms, and innovation to enable organizations to focus on growth while we manage their people, processes, and compliance needs.

🎯 **Our Mission:** To deliver timely, accurate, and legally sound solutions in HR, payroll, compliance, and licensing—backed by trust, technology, and transparency.

🌐 **Our vision** is to help organizations **focus on core business growth** while we manage **Payroll, Compliance, and Legal Risk Management** in a transparent, error-free, and professional manner.

Leadership

TRIHDI's growth is driven under the able leadership of:

- **Mr. Tarun Shukla (Director)** – Specialist in HR Legal Compliance, Payroll Outsourcing & Workforce Strategy, with proven expertise in managing complex statutory frameworks.
- **Mrs. Krishna Shukla (Director)** – Expert in Business Operations & Client Servicing ensuring efficiency and client satisfaction.

Together, the leadership has ensured consistent year-on-year growth by combining strategic insight, compliance accuracy, and client-centric solutions.

Growth & Milestones

- Annual Business Turnover: Approx. ₹5 Crore (combined TRIHDI & HDI Solutions)
- Clients Served: 76+ satisfied corporate and industrial clients
- Services Portfolio: Structured HR Outsourcing, Payroll Management, Compliance & Licensing Support, and Professional Staffing Solutions
- Client Retention Rate: High client trust with long-term partnerships across industries

✨ Key Highlights

- Incorporated as a Pvt. Ltd. company under Companies Act, 2013
- 6+ years of trusted industry presence (since Jan 2019)
- Serving multiple sectors including Manufacturing, FMCG, Resorts & Hotels, Pharma, Textile, Gear Automotive ancillary, Contractors & Corporate Offices
- Delivering technology-enabled, compliant & scalable outsourcing solutions

🧱 What we do ?

- Licensing & Regulatory Support
- Legal Risk Management
- Compliance Audit & Risk Advisory
- Representation & Govt. Liaison
- NAPS / Skill Development benefits support and services
- Payroll Outsourcing & Processing
- HR Compliance & Statutory Filings under labour law
- Contract Staffing outsourcing Service – (Not include labour supply)

- Specialized Manpower Outsourcing Management – POC Module by third party payroll

👉 Our Services:

1. Licensing & Registration Services

We handle end-to-end government business registrations & renewals, Licensing & Regulatory Support

Includes:

- 🏭 Factory License 🚧 CLRA Registration Certificate & Labour License, 🚧 BOCW Registration
- 🔑 PASARA License 📈 PF & ESI, PT, LWF Registrations, 📈 Shop & Establishment RC, 📈 Trade License,
- 🌿 Pollution Consents, 🔥 Fire NOC, 🏠 Panchayat NOC, 🚚 Migrant Workers RC & License

2. Payroll Management

Complete backend payroll management by outsourcing and processing with compliance built-in:

- 📊 Salary Calculation (Gross, Net, CTC), 📈 PF & ESIC Computation and Monthly Return Filing and deposit
- 📊 PT, TDS, LWF Deductions, 🎁 Bonus Calculation (as per Bonus Act) 📈 Pay slip Generation & Compliance Reports

3. Specialized outsourcing management – (POC Model – Payroll • Outsourcing • Compliance)

Dedicated manpower management by outsourced/contractual solutions :

💡 Client Responsibilities

- Hiring's & selection of manpower
- Finalize CTC Salary budget
- **Daily work instructions & performance monitoring**
- Daily Attendance Monitoring & Finalize monthly Attendance Report
- **Workplace discipline, safety, working hours & statutory facilities (canteen, leave, restrooms etc.)**

💡 TRIHDI Responsibilities

- 💼 Outsourced Employees Data Management and Compliance records & registers maintenance,
- 📝 Onboarding to Exit Documentation, 📁 PF, ESIC, PT & statutory filings,
- 💳 Payroll processing & salary disbursement per client-approved budget & Pay Slips,

⌚ Representation during audits & inspections and Full accountability for statutory & legal risks

Key Benefits of TRIHDI POC Module

- ✓ **Focus on Core Business** – Client manages manpower recruitment and work instructions, while TRIHDI handles all payroll, compliance, and legal obligations.
- ✓ **Zero Legal Risk** – TRIHDI assumes full responsibility for statutory compliance under PF, ESIC, PT, Bonus, Gratuity, and other labour laws.
- ✓ **Salary Budget Control** – Client decides salary budget and structure; TRIHDI ensures accurate disbursement according to client-approved budget.
- ✓ **Workplace Safety & Discipline Support** – Client retains control over workplace discipline, safety, working hours, and statutory facilities, ensuring operational efficiency.
- ✓ **Transparent Reporting** – Monthly payroll and compliance reports shared with the client, ensuring full transparency.
- ✓ **Cost-Effective** – Avoids the need for an in-house HR & compliance team while maintaining professional standards.
- ✓ **Error-Free Payroll & Compliance** – Minimizes mistakes and delays in salary processing, statutory filings, and legal documentation.
- ✓ **Scalable & Flexible** – Ideal for SMEs, corporates, and multi-location businesses looking to maintain control over manpower but outsource statutory responsibilities.

Additional Benefit – Flexible Manpower

- ✓ **Manpower Scalability** – The manpower can be increased or decreased according to the client's requirements, making it easy to adjust staffing based on business workload.

- For project-based or seasonal requirements, staff can be easily scaled up or down.
- TRIHDI manages the entire process – hiring, payroll, and compliance – providing the client with hassle-free flexibility.

4. Contract Staffing on outsource model – (Not include labour supply)

Dedicated Staffing services on outsource basis :

💡 Client Responsibilities

- Selection of candidates
- **Finalization of CTC Salary budget**
- Daily work instructions & performance monitoring
- **Workplace discipline, safety, working hours & statutory facilities (canteen, leave, restrooms etc.)**

💡 TRIHDI Responsibilities

- **Workforce Planning & Hiring** – Candidate sourcing as per requirement by management, screening, interview, Service offer letter with Salary break-up, Appointment letters, joining formalities

- **Payroll Management** – Attendance & leave integration, salary processing, statutory deductions (PF, ESIC, PT, TDS)
- **Statutory Compliance** – Registers, returns, audits & inspection representation
- **HR Administration & Exit Formalities** – Employee records, full & final settlement, gratuity, relieving letters

Scope of Staff Provided

- **Corporate & Office Staff:** Admin Executives, HR/Accounts staff, Back Office, Receptionists/Clerk
- **Technical & Skilled Staff:** Engineers, Supervisors, Skilled Technicians/Operators
- **Project-Based Staffing:** Dedicated teams for short-term/long-term projects

Not Included

- IT / Software Professionals
- Daily wage, casual, or unskilled labour (helpers, loaders, cleaners, kitchen staff, etc.)
- Workplace operations & supervision (remains Client responsibility)

💡 Key Benefits of contract staffing

- ✓ **Focus on Core Business** – Client handles operations while TRIHDI manages HR, Payroll & Compliance
- ✓ **Zero Legal Risk** – TRIHDI assumes full responsibility for statutory compliance & legal obligations
- ✓ **Cost-Effective** – Reduces the need for in-house HR team or compliance staff
- ✓ **Professional Workforce** – Skilled & corporate manpower, project-specific solutions
- ✓ **End-to-End Service** – Hiring to Exit, Payroll & Compliance in one integrated model
- ✓ **Transparent Reporting** – Monthly reports on payroll, compliance & statutory filings

Additional Benefit – Flexible Manpower

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📁 5. HR Compliance & Statutory Filings

We ensure your business stays 100% compliant with labor laws:

📅 PF, ESIC, Professional Tax, Labour Welfare Fund registration & monthly compliance,

📅 Bonus, Gratuity, Minimum Wages, Payment of Wages ,PF, ESIC, Factory ,Shop, CLRA Act applicability & record keeping.

📅 Maintain/Update Required Registration certificate Or License Due date of renewals ,

💡 Representation during Statutory , Labour inspections or audits

📅 Regulatory Registers/Return Maintenance:

- Bonus Register A, B, C,
- Wages Register
- OT, Fine & Advance Register
- Muster Roll

- Leave with Wages Register
- Annual Return under minimum wages, Factory Act, Payment of wages, Payment of Bonus, Gratuity ,CLRA etc.
- Half yearly Return under CLRA, Factory Act, LWF Contribution filling

6. Legal Audits & Risk Management

Safeguard your company with legal audit protection:

 Labour Law Compliance Audits on business place including the Contract vendors

 Regular Compliance audits to prevent penalties and notices under:

- Factory Act
- Shops & Establishment Act
- Contract Labour (R&A) Act

Labour law & employment-related compliance risk protection

HR policies, agreements, and frameworks

Advisory on employee disputes & regulatory changes

 Labour Dept. Inspection Support

 **Summons, Legal Notices & Closure Support**

7. NAPS – National Apprenticeship Promotion Scheme Support

We assist organizations under the NAPS scheme to onboard apprentices and avail government incentives while building skilled manpower:

- ◆ Establishment Registration on NAPS Portal
- ◆ Apprentice Policy Drafting & Guidance
- ◆ Candidate registration & Documentation
- ◆ Contract Generation & Portal Upload
- ◆ Monthly Stipend Claim Processing
- ◆ Coordination with Regional/State Apprenticeship Advisors
- ◆ Compliance support with DGT and NSDC

★ Why Choose TRIHDI ?

-  End-to-End Compliance + Payroll Support
-  Legal Accuracy with Field Expertise team
-  Tailored Customize Solutions for MSMEs & Corporates

Fast, Transparent & Affordable Execution.

100% Confidentiality, Transparency, Integrity and incorporation trust.

🙏 Thank You

We sincerely appreciate your time and interest in **TRIHDI Management and Outsourcing Solution Pvt. Ltd.** We look forward to the opportunity to support your organization with reliable, compliant, and cost-effective HR & Payroll solutions.

🤝 Let's build a partnership rooted in **trust, transparency, and long-term growth.**

📞 For any queries or service discussions, feel free to connect with us anytime.

📞 Contact Us

✉️ **Email:** tarun.shukla@trihdi.in <📞 **Phone:** +91-7999717116 <🌐 **Website:** www.trihdi.in  **Office Address:** 107, 1st Floor, Mishrilal Nagar, Near AB Road, Dewas, Indore, M.P.

Team TRIHDI

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