



Know your Salarpuria Aura office

Bengaluru - Office address and directions

Salarpuria Aura B Block
Survey Nos. 15/2 and 14,
Kadubeesanahalli Village,
Outer Ring Road, Varthur Hobli,
Bangalore East Taluk,
Bangalore - 560 103

[Map Link](#)

Deloitte Salarpuria Aura Office of Security experience guide – January 2023

Entry into Deloitte Salarpuria Aura:

- Entry & Exit ways are located at the South-East entrance of the building. Professionals are to drive their vehicles using the service road parallel to the Outer Ring Road. (The building is located adjacent to Salarpuria Touchtone and opposite to New Horizon College)
- Salarpuria Aura has two office blocks – A Block is located entreat the entrance of the building, and B Block is towards the rear side. Currently, only B Block is operational.
- Pedestrian entry is through the guard houses at the South -East entrance.
- All vehicles are to be parked at the designated parking areas (Basements 1 & 2).
- Radio cabs/app-based taxi services will not be permitted inside the campus, and professionals must disembark at the gates on the service road.
- Badging and Visitor Management System assistance is available at the 4th Floor.
- Entry & Exit ways on the floors are as per Deloitte guidelines.

Safety instructions:

- Professionals must wear their Deloitte ID badges at all times, and ensure to display them within the premises for easy identification.
- Vehicles are **not to be parked** along the service road and designated No Parking zones within the building premises.
- Kindly cooperate with security checks and follow the real estate developer's guidelines for parking.
- Do not leave any valuable items unattended within the premises.
- Access controls are installed on all Deloitte allocated work floors (floors 2,3,4,5 and 6). Kindly

follow the security process to access work floors.

- In case of a fire alarm, listen to the announcement carefully and follow the instructions.
- Each floor has two fire emergency stairs for evacuation (Wings A & B).
- Evacuation Assembly Points have been identified in front of the Food Court (Ground floor).

- **Parking for four wheelers**

- ✓ All four wheelers are valet driven.
- ✓ Professionals are expected to stop their respective four wheel at the entrance of the basement 1.
- ✓ Valet drivers will take the vehicle and give you the valet parking tag.
- ✓ Professionals to retain the valet parking tag for vehicle retrieval.
- ✓ The keys of your vehicle will be retained by the valet driver at the basement 1.
- ✓ In case of loss of valet parking tag, Pls reach out to the Office of Security.

Retrieval the four-wheelers

- ✓ Professionals can reach out to the valet driver at the basement 1 and provide their valet tag to get the vehicle. (Near lift lobby area of basement 1).
- **Parking for two wheelers**
- ✓ Two wheelers will be guided by the security guards deployed at the basement 1. (Open space parking slots- 1-15; 318-322)

Important office facilities - Magnet

Reserve a workstation before you go to office through [Magnet](#):

You can check-out the 'Colleagues' tab to see workstations and meeting spaces reserved by other colleagues and professionals. Reservations on Magnet booking will be available from January 14, 2023.

[Click here](#) to learn more about Magnet.

Reserve a conference room through Magnet:

- Go to [Magnet](#).
- Click on the "Submit Support Request" card located on the right-hand side of the page.
- Select the "In office /Multi-Site/ Hybrid" option and click "Next."
- Please provide more details in the "Other Details" comment box.
- Fill in the requested details and hit "Submit."

Function/OP/Offering assigned areas for Aura B Block:

- 2 Floor – Consulting ODC Floor
- 3 and 4 Floors – Consulting
- 5 Floor – Audit
- 6 Floor – Tax and Enabling Areas

Important office facilities – Business Services

Booking events/group/team gathering spaces and F&B requests:

For events & F&B requirements, contact the [One Team India Help Desk](#).

Food & Beverage offerings:

The cafeteria is located on Ground Floor of A Block and will be operational soon.

Tea/Coffee	Available in breakouts during office hours.
Lunch	Limited lunch boxes would be available in breakout rooms on a first-come, first-served basis until the cafeteria is ready.
MRP Counter	Available in Pantry 1 on 4F from 9 a.m. to 9 p.m. (temporary set up until cafeteria is operational).
Breakout/Pantry	Breakout rooms equipped with microwaves are available on all floors.

Front Desk & Visitor Management services:

The office Front Desk and Visitor Management services counter are located on 4F (Reception area).

Mail room:

The Mail room is located on 2F (near the entrance). Professionals may receive and collect their incoming courier and consignments at the mail room from 10 a.m. to 7:00 p.m. between Monday to Friday. Outbound courier facility is also available for office consignments.

Stationery:

The Stationery storage is located on 2F (near the Mail room). The timings for the Stationery storage window are from 9:00 a.m. to 5:00 p.m..

Healing room:

The Healing room offers consultation with a trained medical professional, as well as some basic medication and first-aid. The rooms are located on 6F (near the entrance) and are operational from 7:00 a.m. to 11:00 pm..

Transport desk:

The Transport desk is located on 3F.

FAQs – Transport services

1. What are the transport services available in Bengaluru Aura office?

- Metro shuttle services
- Inter-office shuttle between Salarpuria Aura & Softzone offices
- 11 p.m. home drop services
- Project based Ad-hoc transport

2. How do I request for an 11 p.m. home drop service?

Register for the home drop service by filling the Transport Requestion Form (TRF) available at Transport Help desk, or reach out to the Bengaluru office Transport Help Desk (080-6755 2233) for assistance before 5 p.m. on the day of travel. TRF is also available on [DNet](#).

3. Are there any location limits for 11 p.m. home drop services?

Yes, the transport is provided for locations within the Deloitte operational boundary limits. For more details, kindly reach out to the Bengaluru Transport Help Desk (080-6755 2233).

4. What are the shuttle timings?

The shuttle timings are detailed at the end of this section.

5. Will I be able to get shuttle service from home location or nearby points?

Shuttle services are available from S V Road Metro Station to Salarpuria Aura offices, and inter-office shuttle is available between Aura and Softzone offices. Shuttle services are not available for home location or nearby points.

6. Will the shuttles stop at intermediate points on the route?

Shuttles are point-to-point shuttles and do not stop anywhere in-between.

7. How do I change my drop location address?

Update your address on [Talent OnDemand \(ToD\)](#) and share the screenshot with the transport team (usblrtpthelpdesk@deloitte.com), along with the complete postal address.

8. Will there be any charges for using shuttle and 11 p.m. home drop services?

There are no extra charges to avail shuttle services and the 11 p.m. home drop services.

9. How many days in advance can I book a cab for 11 p.m. home drop service?

We encourage you to make a booking at least six hours in advance.

10. What are the other facilities available for transport to locations beyond boundary limits?

Ad-hoc transport requests may be availed for locations beyond boundary limits, with appropriate approvals from business managers. The cost of the dd-hoc transport arrangements, including the security escort guards for women professionals, is chargeable to the business/project RC/WBS.

11. Do we have cab/transport services for women professionals logging out at/after 8 p.m.?

Yes. Ad-hoc cabs can be arranged, with appropriate approvals. You can send your request to the Transport Help Desk at least 6 hours prior to the required time, during 7:00 a.m. to 1:00 a.m. The cost, including the security escort guards for women professionals, is chargeable to the business/project RC/WB

Bengaluru Transport Help Desk – Contact Details

Contact number	Email ID	Helpdesk Location
080-6755 2233 Shift mobile: 9739115958	usblrtpthelpdesk@deloitte.com	3 Floor (near the entrance)

Shuttle timings and other details – Effective January 16, 2023

1. Metro shuttle – between Swami Vivekananda Road (SV Road) and Salarpuria Aura office

Departure time	Destination
8:30 A.M.	S.V. Road Metro station to Salarpuria Aura office
9:00 A.M.	
9:30 A.M.	
10:00 A.M.	
10:30 A.M.	
11:00 A.M.	
1:30 P.M.	

Departure time	Destination
4:30 P.M.	Salarpuria Aura office to S V Road Metro station
5:15 P.M.	
6:00 P.M.	
6:45 P.M.	
7:15 P.M.	

2. Inter-office shuttle – between Salarpuria Aura and Softzone

Aura to B Block	B Block to Aura
9:00 A.M.	9:30 A.M.
10:00 A.M.	10:30 A.M.
11:00 A.M.	11:30 A.M.

12:00 P.M.	12:30 P.M.
1:00 P.M.	1:30 P.M.
2:00 P.M.	---
4:30 P.M.	4:00 P.M.
5:30 P.M.	5:00 P.M.
6:30 P.M.	6:00 P.M.
7:30 P.M.	7:00 P.M.

FAQs – ITS

1. What are the technical support services available for Deloitte professionals?

The following options are available for technology related support:

- **Self-help options:** Professionals can visit [Solvelt](#), chat with the [Deloitte Assistant](#) for non-urgent requests, or visit [My Technology](#) for other common support topics.
- **Virtual:** Professionals can call 2222 or 1800-2582-2222 for remote support, which includes basic troubleshooting, or opt for advanced support via Virtual Walkup or Virtual Ticket Support.
- **In-person:** Select and schedule appointment at the [local ITS Walkup](#). Professionals can also directly access the walkups for any technical assistance.

INSTRUCTIONS TO JOIN ZOOM MEETINGS:

To Join a Zoom meeting

1. Click the “Join” button on the Poly Studio (X30/X50/X70 touchscreen
2. Input the Meeting ID, [This information is found on the Customer’s outlook invitation]
3. Input the Password, [This information is found on the Customer’s outlook invitation]

Invite Attendees or Rooms:

1. Click the “Invite” button on the Poly Studio TC8 touchscreen
2. Use the Search bar on the “Contacts” tab
3. Invite by searching for:

A Deloitte colleague: Last Name, First Name

A room system: Country Code Office Room Name X30/X50/X70

Share content:

*Content share(s) can be done wirelessly or via HDMI

- Option 1 - Wirelessly

Press the “Share Content” button on touchscreen.

Follow the prompts to begin sharing via the Zoom App or the Browser

- Option 2 - Wired

Press the “Share Content” button on touchscreen.

Plug in the HDMI cord to your laptop

BYOC:

- 1 Connect USB and HDMI cable to the laptop
- 2 On the laptop select the collaboration application and select the camera and audio(microphone/speaker) of Poly studio

2. What should I do if I my laptop is not working or I'm unable to log on?

Please follow the instructions shared during the MFA session to log into your laptop. If you still have issues, reach out to the support team at 1800-2582-2222.

3. What are the IT Walk-up locations (for repair/replacement of laptops/peripheral pickups/new hire laptop pickups)?

Salarpuria Aura B Block,
5th floor, Survey Nos. 15/2 and 14,
Kadubeesanahalli Village,
Outer Ring Road, Varthur Hobli,
Bengaluru

4. I am a separating employee and need to submit my laptop in Bengaluru office. What are the hours of operations of IT walkups?

For separating employees, the ITS Walkup will be operational from 9 a.m. to 9 p.m. IST, Monday – Friday

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