

BELAIRE CONDOMINIUM ASSOCIATION

The Belaire, DLF City, Phase-V, Gurgaon

Format for Domestic Help / Drivers

Date:

1. Identity of domestic help / drivers should be verified from local police prior to employment.
2. Entry to the complex is strictly regulated by entry pass issued by security of the Belaire.
3. Application forms duly filled along with police verification and two passport size photographs may be submitted to security control room at A Block (Ground Floor) for issue of entry passes.
4. All drivers / domestic help should be in possession of entry card at all times inside the Belaire.
5. All drivers, servants, maid etc. should use service elevator only.
6. They should not use pan masala, gutka, tobacco or any other such material inside the complex. They may be searched by the security at random and if found in possession of such material, they are liable for cancellation of entry passes.
7. Residents should not employ any person below the age permissible under labour laws.
8. Drivers should be instructed not to loiter around and they should rest in the space provided for them during their spare time.
9. Residents should instruct their employees to follow traffic and other rules & regulation of the association as promulgated from time to time.
10. Residents are fully responsible for the conduct and behavior of their drivers / servants / employees. The employees should never be under the influence of liquor inside the complex.
11. Any act of indecency, misconduct, misbehaviour by your driver / servant may be reported to security in writing for reference & record so that other residents employing them can be informed about their background.
12. Entry passes should be collected back from the employee and same should be returned to security when he is discharged from service.

Application for Entry Card

I have noted the above guidelines and will ensure that these guidelines will be complied with by my employee.

I have employed under mentioned person :

Name of Employee : Age :

Address of Employee : Nature of Job :

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Contact No. of Employee : Signature / Thumb impression of Employee

Please issue Entry Card for his entry to Belaire. Police verification and photographs are enclosed.

Sign. of Resident :

Name of Resident :

Apartment No. :

For Office use

Condominium Office

Verified : OK / NOT OK

Sign. :

Security Control Room

Driving Licence No.....

Entry Card No..... Issued ON.....

Sign. Sec. Supervisor: