

**REQUEST TO ISSUE A PASS FOR MY MAID/SERVANT IN OUR FLAT AT PURVANCHAL ROYAL CITY,
GREATER NOIDA**

To,
THE ESTATE OFFICE
PURVANCHAL ROYAL CITY
SECTOR-CHI-V, GREATER NOIDA, UP

PHOTOGRAPH OF
THE MAID SERVANT
DULY VERIFIED BY
THE
OWNER/TENANT TO
BE AFFIXED IN THIS
SPACE

DEAR SIR,

I wish to employ a maid/servant to work at my Flat No. _____ Tower No _____ at Purvanchal Royal City, Sector-Chi-V, Greater Noida, UP. His/her personal particulars are given hereunder. I request you issue a Permanent Entry Pass.

1. Name _____
2. Father's/Husband's name _____
3. Date of Birth _____
4. Present Residential Address _____
5. Permanent Address
_____ Vill. _____
PO _____ P.S _____ District _____
State _____ Country _____ Tel. _____

6. DESCRIPTION OF EMPLOYEE

Height _____ Built _____ Eyes _____
Hairs _____ Complexion _____ Tattoo Marks _____
Other identification Marks _____
Pet words of speech _____ (x) Physical Built _____
Handwriting specimen _____

7. Name & Local Address of Relatives & Friends _____
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8. Aadhar Card Number _____
9. Signature/Thumb impression of Maid Servant _____

10. Police Verification NO _____

11. Charted Salary _____ Total Hours of working in a day _____

12. Scope Of Work _____

13. Notice Period - 15 Days prior notice to the employer before leaving the job.

14. Leaves Per Month _____ Contact No _____

DECLARATION BY FLAT OWNER

I _____ Flat No _____ Tower NO _____ Purvanchal Royal CITY, Plot No. GH-05, Greater Noida do hereby declare that the above particulars are correct to the best of my knowledge and belief. I further declare that the Police Verification of the above-named servant has already been done and the administration of Royal City will not be held responsible in case of any mishappening committed by the above-named servant.

I PUT MY SIGNATURE IN ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS.

FLAT OWNER / TENANT SIGNATURE _____

NOTE: -

1. Two passport-size photographs of the maid/service provider are required for the issue of the gate pass. Out of these two, one photograph should be duly verified by the flat owner/tenant while the other one should be attached to this form.
2. The gate pass issued has to be shown at the gate for gaining entry into purvanchal royal city.
3. The maidservant/service provider should leave the purvanchal royal city complex immediately after the completion of work.
4. If the maidservant/service provider is found loitering in the complex, her/his gate pass will be canceled.
5. On completion/termination of their services by the owner/tenant, the owner/tenant is responsible for the issuance of a gate pass. Gate pass and should ensure that the gate pass is surrendered in the estate office.
6. Copy of voter id card
7. Copy of aadhaar card
8. Copy of police verification
9. Minimum age limit of a maid/service provider for issuing of gate passes to her/him is 18 years.

DECLARATION BY MAID / SERVANT

I hereby declare that I and my family strictly follow the advisory regarding Covid19 issued by Govt at all times. We also follow the guidelines issued by the Purvanchal Royal City estate office.

I PUT MY SIGNATURE IN ACCEPTANCE OF THE ABOVE TERMS AND CONDITIONS.

MAID / SERVANT SIGNATURE _____

PASS ISSUED DATE: _____

PART II-A
(To be filled up by Employer only)

1. Full name with aliases _____
2. Father's or husband's Name _____
3. Address _____

4. Police Station Sl. No. _____

FINGERPRINT IMPRESSION OF SERVANT/EMPLOYEE

RIGHT HAND				
Right Thumb	Right Index	Right Middle	Right Ring	Right Little

LEFT HAND				
Left Little	Left Ring	Left Middle	Left Index	Left Thumb

Signature of employee

Signature of employer

PART II - B

	RIGHT-HAND IMPRESSION OF THE SERVANT/EMPLOYEE
	Plain prints of four fingers & thumbs taken simultaneously

**(To be filled up by Employer
only)**

Signature of employee

Signature of employer

PART II - C

LEFT-HAND IMPRESSION OF THE SERVANT/EMPLOYEE
Plain prints of four fingers & thumbs taken simultaneously

**(To be filled up by Employer
only)**

Signature of employee

Signature of employer