

PINNACLE CONDOMINIUM ASSOCIATION

PINNACLE, DLF CITY, PHASE-V, GURGAON – 122 009

Guidelines for domestic help / drivers

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 **Pinnacle**.
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 **Pinnacle**.
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, misbehavior 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 : _____

Contact No. of employee : _____

Signature / Thumb impression of employee

Please issue entry card for his entry to **Pinnacle**. Police verification and photographs are enclosed.

Date :

Signature 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. Supr. _____