



To,
The Secretary,
KVAOWA,
Sector-56, Gurugram.

Dear Sir,

This is to inform you that I am an Owner of Flat No..... and I request to issue temporary Gate pass for below mentioned Workers for..... Days for carrying out the following repairs / alteration in my Dwelling Unit:-

- 1.
- 2.
- 3.
- 4.

The detail of the persons to be engaged and their particulars are furnished as under:-

Sr. No.	Name	Age	Address	Mobile No.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

I am personally responsible about their character antecedents and I also confirm that I will not carry out any External/Structural changes in the design of the Dwelling Unit and also will not carry out any Commercial activities from the said accommodation after the repairs / renovation. Repairs / additions / alteration are my responsibility and during registration of flat by HUDA, if there is any objection, the KVAOWA will not be responsible on this account of repairs / alteration / additions to the flat. I will ensure that the malbah arising due to the above work is removed from the campus.

For short duration of work for 10 days no police verification required. However, for more than 10 (Ten) days, Police verification is required for all workers as per order of Police authorities. For entry Passes, Two Passport Photographs are required.

The permission is for the Gate passes only for the Labour against payment of Rs. 30/-(Thirty) per labour for a period of 10 days. A separate gate pass is required for material to be brought for repair and maintenance to in gate any unauthorized construction and encroachment of the common area by the Owner.

"Service with a Smile"



I hereby also undertake not to make any unauthorized additions/alterations/construction and encroach the common area of the Society.

A Security Deposit of Rs. 5000/- for renovation work (As per KVAOWA letter Date 02nd December, 2021. Rs.500/- will be deducted for every month of civil work), Subject to

clearance of entire malbah by the house owner. for painting and Woodwork security deposit of Rs. 1000/- (Refundable) is remitted through the enclosed Cheque No. _____ dated _____

Thanking you,

Yours faithfully,

Signature.....

Name.....

Flat No.

Contract No.....

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