



To

The Secretary,
Kendriya Vihar Apartment Owners Welfare Association
Gurugram-122011.

Sir,

1. I intend to employed Shri / Smt./ Ms..... For the purpose of exclusively in my apartment No..... daily fromto..... hours. I am not able to find a suitable persons from among the employees who are presently available in the campus.
2. Following documents are attached:
 - a) Self attested copy of Aadhar Card of the employee
 - b) Police Verification report from Sector-56, Gurgaon
 - c) Proof of Despatch of Verification papers to the native district.
 - d) Passport size photograph (Two)
3. I take responsibility for the conduct and behavior of the above said employee in the campus. I also undertake to return his/her entry pass when he/she ceases to be my employee or when I move out of Kendriya Vihar, whichever is earlier.
4. Requisite Fee of Rs..... is being paid.

Yours Sincerely,

(Name.....)
Apartment No.....
Date.....

"Service with a Smile"