

**DOMESTIC HELP RULES TO WORK IN NIRVANA**  
**निर्वाणा कंट्री में घरेलु कर्मचारियों हेतु नियम**

- 1.) Part timers working in Nirvana when seeking work with the residents will get 5 days to decide if they would want to take up the job. Residents can also assess the work of the part timers during this period.
- 2.) Once the part timer has decided to take up the job then the part timer needs to stick to the time agreed with the resident. Also the amount of time agreed with the resident for the salary both parties have mutually agreed.

**अस्थायी कर्मचारियों को निर्वाणा में काम ढूंढने हेतु 5 दिन दिए जायेंगे इसी अंतराल में उन्हें ये तय करना होगा कि उन्हें काम करना है या नहीं. रेसिडेंट्स भी इसी दौरान अस्थायी कर्मचारी की विवेचना कर लें की उन्हें काम पसंद आ रहा है या नहीं**

**एक बार जब कर्मचारी ने काम करने का फैसला कर लिया है, तो निश्चित किये गए वेतन एवं समय अनुसार काम पर आना होगा।**

- 3.) If the part timer has to take their monthly leave, he/she should inform before hand to the resident .At least, one day notice should be given by the part timer. If the part timer fails to do so the resident has the right to deduct the salary of the no of days absent from the job.

**यदि कर्मचारी को छुट्टी लेनी है तो उसे पहले रेजिडेंट को बताना होगा एवं उनकी आज्ञा लेनी होगी यदि कोई कर्मचारी बिना बताये छुट्टी जाता है तो रेजिडेंट को उपयुक्त वेतन काटने का अधिकार होगा**

- 4.) If the part timer wishes to leave the job. A notice period of 1 week needs to be given to the resident or they can get somebody to work in lieu of them if agreed with the resident.  
यदि कर्मचारी नौकरी छोड़ना चाहता है तो उसे एक सप्ताह का नोटिस देना अनिवार्य है या रेजिडेंट की सहमति के साथ अपनी जगह किसी और को काम पर रखवा सकते हैं

- 5.) The resident also has to give a notice period of 1 week (7 days) if they decide not to further take the service of the part timer. This is not applicable if the part timer goes on long leave without notice or has bad behavior.

रेसिडेंट्स को भी किसी कर्मचारी को हटाने/निकालने के लिए एक सप्ताह का नोटिस देना अनिवार्य है. किन्तु यदि कर्मचारी बिना बताये लम्बी छुट्टी पर चला जाये या बदतमीज़ी करे तो नोटिस देना जरूरी नहीं है .

- 6.) The part timer who works in Nirvana has to abide to these rules. As well as the residents have to be fair to them and be humble. In case of dispute the matter can be brought to the notice of Estate Office.

जो भी कर्मचारी निर्वाणा मन काम कर रहा है उन्हें इन नियमों का पालन करना आवश्यक है रेसिडेंट्स से भी अपेक्षित है की वे अपना व्यवहार सौहार्दपूर्ण एवं निष्पक्ष रखेंगे. यदि इस विषय में कोई विवाद उत्पन्न होता है तो इसे ESTATE OFFICE के समक्ष रखा जा सकता है.

Signature of Resident/ निवासी हस्ताक्षर

Signature of Part timer / पार्ट टाइमर के हस्ताक्षर

## **Points to note for pass Domestic Help Pass Making**

1. The process of Pass making is every Thursday of the month from 11:30 am to 1 :00 pm.
2. Tokens for pass making/renewals/ house change/ house addition are distributed every Thursday morning from 9 am to 9:30 am and the chronology of the token number is followed.
3. Complaint time is every Thursday 1:00 pm to 1:30 pm.
4. For house change process the domestic help to get NO Objection Certificate from the previous employer.
5. The renewal slips are available at each Security Gate.
6. For house addition the part timer has to get the consent written from the employer who has got the pass made.
7. The new maid has to get one address proof copy stamp from the RWA office. This entitles him/her to entire the premise for one week. Post it pass making is to be followed.
8. Police registration /Verification is also available online(<http://gurgaon.haryanapolice.gov.in>)/ <http://haryanapoliceonline.gov.in>

Domestic Help Committee