



**GAUR SAUNDARYAM
APARTMENT OWNERS ASSOCIATION**

REG NO - GBN/00254/2023-2024

DOMESTIC HELP (MAID) POLICY

This Policy cover all type of Domestic Helps, which includes mainly: -

Maids - Extending help in cleaning & moping of floors, Cleaning of Utensils & dusting etc.

Cooks - Cooking foods etc.

Car Cleaners - Clean / wash cars, Bike.

Press/Ironing of cloths - Presswala

Driver- Car driver

Full Time Maids / Domestic help

APPOINTMENT PROCESS: -

The resident can appoint any of domestic help as per their requirement. They can be appointed from existing available resources of domestic help in society or take them from any company providing domestic help services. While doing this, they must exercise: -

- 1) Utmost caution to understand credential of domestic help
- 2) Both resident & domestic help must understand the details of Job to be performed
- 3) Monthly salary to be paid based on rates given in this policy.
- 4) It must be ensured that the age of domestic help must be an adult i.e., as per Labour law.
- 5) To ensure that the domestic help shall register with maintenance dept, the name & flat no. etc of his/her employer resident for updating in record as well in "No Broker App".
- 6) The resident shall also inform maintenance and have records updated in case of any change of domestic help.

ENTRY PROCESS IN SOCIETY: -

I card is mandatory requirement for each domestic help

If the domestic help is new one in society, then he/she has to get it (I Card) issued from maintenance dept., Initially for a week time he/she may be allowed entry on slip (confirmation from resident) basis, in between they must complete the formalities for ID Card.



For issuance of ID Card domestic help shall submit duly filled prescribed form, copy of Aadhar Card, current local address proof (If Aadhar address is other than the Gautam Buddha Nagar), Covid vaccination certificate, police verification and consent of resident where he/she is going to work.

In case domestic helps are hired from Company, then all above formalities will be applicable and the company will provide an undertaking about credential of domestic help as well as the copy of police verification they had of particular person.

In case of Car cleaner & Presswala (Other than company provided), a tower wise record shall be maintained as well as ID Card shall be issued by maintenance dept.

The maintenance dept will issue a letter for address verification for each domestic help.

The AOA is in process to introduce Biometric system for entry & exit for domestic help.

ID CARD ISSUANCE / SECURITY CHARGES

ID Card issuance-Rs. 100/- on each fresh / renewal / endorsement

Security Charges- (Non-Refundable)

Car Cleaner / Presswala- Rs. 5000/- PA

LEAVE ARRANGEMENTS

The domestic help (excluding full time) will have 2 days leave in a month.

The domestic help will take leave on fix days or with prior information to employer residents

In case of extra leave on genuine reason or on medical ground the domestic help will inform the resident prior to proceeding on leave.

It is desirable that existing domestic help shall normally arrange some other person, subject to satisfaction of resident as a substitute help to do his/her job.

In such circumstances the full salary shall be payable to domestic help he/she will take care of payment to substitute help. However, in case of substitution arrangement made by residents then they can deduct prorate salary/wages for the period of extra leaves.

Regarding substitute worker timing the resident can accept adjusted timing as per availability.



GENERAL RULES

- 1) After analysing the feedback of actual payment to tower wise existing domestic help, we stipulated a standard salary/wage payable to main category of services availed by residents in following table:

GAUR SAUNDARYAM						
MONTHLY RATES FOR DOMESTIC HELP/HOUSEHOLD MAIDS/SERVANTS - with effect from 07/05/2023						
Work	Tower	Size of flat	Option 1	Option 2	Option 3	Casual Hiring of Maids for 1 day (Mopping + Utensil)
			Cleaning or Mopping / Jhaadu Pochha *	Utensils Cleaning	Combo- Sweeping, Mopping (Jhaddu Poncha) & Utensil Cleaning	
			Rates per month	Rates per month	Rates per month	Rates per Day
Rate of Household - Sweeping, Mopping/Jhaddu Poocha, Utensils Cleaning	Amantha	2590	2100	1400	3200	150
	Carnation	2400	1800	1300	2800	125
	Carnation	2075	1600	1200	2500	125
	Hanna	2365	1700	1300	2700	125
	Hanna	2005	1500	1200	2400	125
	Sharon	1990	1400	1200	2300	125
	Zinnia	1930	1400	1200	2300	125
	Aster	1850	1300	1000	2200	125
	Wisteria	1740	1300	1000	2200	100
	Orchid	1700	1300	1000	2200	100
	Tulip	1650	1200	1000	2100	100
	Jasmine	1650	1200	1000	2100	100
	Blossom	1650	1200	1000	2100	100
	Bluebell	1595	1100	1000	2000	100
Magnolia	1550	1100	1000	2000	100	
Press Wala	For All Towers	₹ 4/- per cloth				
Car Cleaner	For All Towers	Two wheeler			Rs.100	
		Hatchback Car (Alto, I-10, Ford Figo, Swift, Baleno etc)			Rs.300	
		Sedan/Mini SUV (Eco Sport, Duster, Breeza, Honda City/Swift Dzire, Kia, Slavia, Honda Civic etc)			Rs.400	
		SUV (Innova/Harrier/Ford Endeavour/ Fortuner/Mercedez/Audi			Rs.500	

Proposed Rates by GS AoA				
Cooking Meals	Breakfast	Chopping Veggies	Dusting	Utensil Arranging
Rs 1000 per person per meal for 2 member family	Rs 300 per person	Rs 500 per month	Rs 1000 per month	Rs 200 per month
Rs 700 per person per meal for a family of 3 or more				

- 2) The prescribed rates are standard, and it is expected that domestic help cannot claim more than these rates, however in existing system of payment higher/ lower rates can be continued on mutual consent.
- 3) As per nature of job & time involved the domestic help & residents can decide the monthly salary of their own but it should not be abnormally higher than the prescribed rates.



- 4) Wherein the standard rates are not defined, the domestic help & residents can decide the rate on mutual consent
- 5) The part time domestic help will extend services on agreed time and cannot change the time unilaterally. Simultaneously he/she can work in maximum 4-5 flats.
- 6) The domestic help will get their monthly salary / wages after completion of each month.
- 7) Domestic help & residents shall follow rules / policies framed by AOA. This will also include compliances of cleanliness, movement from prescribed path, use of common area & lifts etc.
- 8) The domestic help should not use park- green area for any purpose.'
- 9) Residents shall avoid taking over of other resident's domestic help by offering them more Salary/wages.**
- 10) Since the car cleaner is also doing press/ironing of cloths tower wise, as such normally he cannot deny his either service to any resident of particular tower.

CONDUCT-PUNITIVE ACTION

It is expected that all domestic help will be loyal & honest to their committed job & its performance. However, on receipt of complaint or adverse feedback from the residents for particular domestic help. The AOA can take punitive action stoppage of entry in the society by cancellation of card and or any action including penalty as found fit in particular case.

However, in any eventualities of loss if any due to domestic help, the residents will be responsible for such losses. the AOA does not undertake any responsibilities for recovery/reimbursement of any type of loss.

Issued by: GS-AOA
30th Apr 2023



GREATER NOIDA (WEST)

destination for the privileged few