

**DOMESTIC SERVANT/EMPLOYEE VERIFICATION FORM**

**PART I**

SL. No. \_\_\_\_\_ POLICE STATION \_\_\_\_\_ DISTRICT \_\_\_\_\_

**DETAILS OF SERVANT/EMPLOYEE**

1. Name of the Servant/Employee (with alias, if any)  
\_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Mother's Name \_\_\_\_\_

4. Place & Date of Birth \_\_\_\_\_

5. Language spoken \_\_\_\_\_

Photograph of  
Servant/Employee

6. Permanent Address \_\_\_\_\_ Vill. \_\_\_\_\_

PO \_\_\_\_\_ P.S. \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ Country \_\_\_\_\_ Tel. \_\_\_\_\_

7. Details of identification proof like Ration Card/Driving Licence/I.Card, if any \_\_\_\_\_  
\_\_\_\_\_

8. Name & Address of the Sarpanch \_\_\_\_\_  
\_\_\_\_\_

9. Local Address \_\_\_\_\_  
\_\_\_\_\_

10. Name & address of previous employer in Delhi \_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

11. Date since when employed \_\_\_\_\_  
\_\_\_\_\_

12. A specialization obtained in which area of domestic help :-

- (i) Cooking \_\_\_\_\_
- (ii) Dusting & Utensil cleaning \_\_\_\_\_
- (iii) Outdoor works \_\_\_\_\_
- (iv) Attending guest/visitors \_\_\_\_\_
- (v) Attending phone calls \_\_\_\_\_
- (vi) Any other (Please specify) \_\_\_\_\_

**13. DESCRIPTION OF EMPLOYEE**

- (i) Height \_\_\_\_\_ (ii) Built \_\_\_\_\_ (iii) Eyes \_\_\_\_\_
- (iv) Hairs \_\_\_\_\_ (v) Complexion \_\_\_\_\_ (vi) Tatoo Marks \_\_\_\_\_
- (vii) Other identification Marks \_\_\_\_\_
- (viii) Deformity or peculiarity if any \_\_\_\_\_
- (ix) Petwords of speech \_\_\_\_\_ (x) Physical Built \_\_\_\_\_
- (x) Handwriting specimen \_\_\_\_\_
- (xi) Signature of the employee/servant \_\_\_\_\_

14. Name & Local Address of Relatives & Friends in Delhi \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. INTRODUCED BY:-**

Name, Address & Telephone No. \_\_\_\_\_  
\_\_\_\_\_

**16. DETAILS OF EMPLOYER**

Name, Address & Telephone No. \_\_\_\_\_  
\_\_\_\_\_

Signature of the Employer

**PART - II - A**

**FINGER PRINT IMPRESSION OF EMPLOYEE/SERVANT**

(voluntarily given to the employer)

(To be filled up by Employer only)

1. Full name with aliases \_\_\_\_\_
2. Father's or husband's Name \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_
4. Police Station Sl. No. \_\_\_\_\_

**FINGER PRINT IMPRESSION OF SERVANT/EMPLOYEE**

RIGHT HAND				
Right Thumb	Right Index	Right Middle	Right Ring	Right Little

LEFT HAND				
Right Thumb	Right Index	Right Middle	Right Ring	Right Little

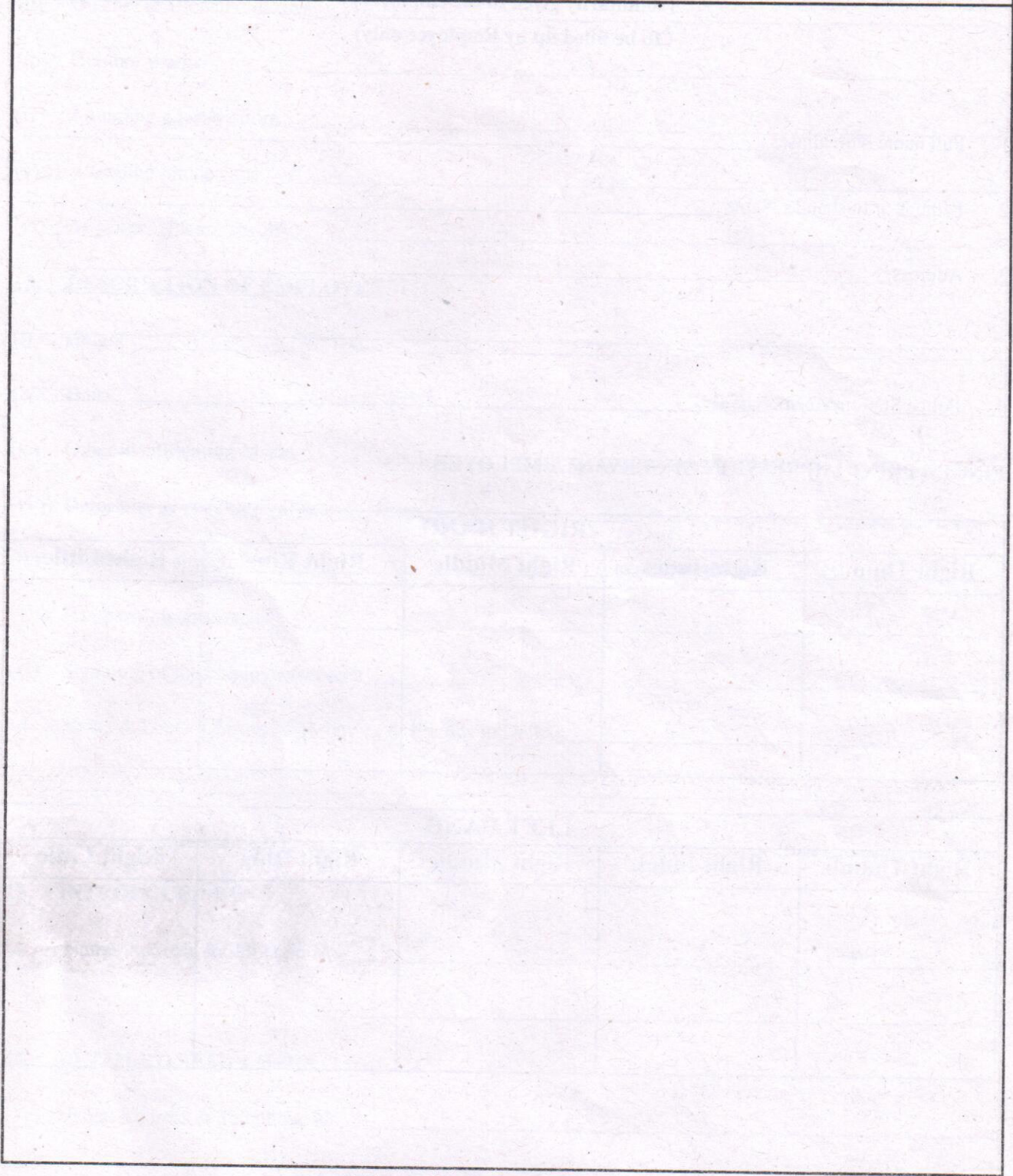
Signature of employee

Signature of employer

**PART II - B**

**RIGHT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously



(Voluntarily given to the employer)  
(To be filled up by Employer only)

Signature of employee

Signature of employer

**PART II - C**

**LEFT HAND IMPRESSION OF THE SERVANT/EMPLOYEE**

Plain prints of four fingers & thumbs taken simultaneously

[A large rectangular area with horizontal lines, intended for the left hand impression of the servant/employee.]

**(Voluntarily given to the employer)  
(To be filled up by Employer only)**

**Signature of employee**

**Signature of employer**

**FOR POLICE USE ONLY**

**PART - III**

1. Form Prepared by

Name : \_\_\_\_\_ Rank \_\_\_\_\_

Range No. \_\_\_\_\_ PIS No. \_\_\_\_\_

Police Station \_\_\_\_\_ District \_\_\_\_\_

2. Result of verification from CRO \_\_\_\_\_

3. Result of verification from Finger Print Bureau \_\_\_\_\_

4. Result of verification from previous employers \_\_\_\_\_

5. Result of verification from the concerned Police Station \_\_\_\_\_  
(of Delhi to be done local PS)

6. Details of verification form sent to DCP office for enquiry from SHO Home Town

PS \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_

Despatch No. \_\_\_\_\_ Date \_\_\_\_\_ S.H.O \_\_\_\_\_

7. Result of verification from home town /Date & details of verification received from home town

S.H.O \_\_\_\_\_

-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----X-----

**ACKNOWLEDGEMENT**

Received Servant/Employee verification form from Sh./Smt. \_\_\_\_\_

in favour of Sh./Smt. \_\_\_\_\_ on \_\_\_\_\_

Signature of Duty officer

PS \_\_\_\_\_