

# PUDUCHERRY POLICE

## DOMESTIC SERVANT/EMPLOYEE VERIFICATION FORM

### PART I

SL. No. \_\_\_\_\_ POLICE STATION \_\_\_\_\_ SUB-DIVISION \_\_\_\_\_

### 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 \_\_\_\_\_

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

PO \_\_\_\_\_ P.S \_\_\_\_\_ Sub-Div. \_\_\_\_\_

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

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

\_\_\_\_\_

8. Local Address \_\_\_\_\_

\_\_\_\_\_

9. Name & address of previous employer \_\_\_\_\_

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

10. Date since when employed \_\_\_\_\_



**11. A SPECIALIZATION OBTAINED IN WHICH AREA OF DOMESTIC HELP LIKE :-**

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

**12. 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) Pet words of speech \_\_\_\_\_ (x) Physical Built \_\_\_\_\_
- (x) Handwriting specimen \_\_\_\_\_
- (xi) Signature of the employee/servant \_\_\_\_\_

**13. NAME & LOCAL ADDRESS OF RELATIVES & FRIENDS -**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**14. INTRODUCED BY:-**

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

**15. 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/EMPLOYEEE**

<b>RIGHT HAND</b>				
<b>Right Thumb</b>	<b>Right Index</b>	<b>Right Middle</b>	<b>Right Ring</b>	<b>Right Little</b>

<b>LEFT HAND</b>				
<b>Left Little</b>	<b>Left Ring</b>	<b>Left Middle</b>	<b>Left Index</b>	<b>Left Thumb</b>

**Signature of employee**

**Signature of employer**

**PART II – B**

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

Plain prints of four fingers & thumbs taken simultaneously

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**(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



**(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 \_\_\_\_\_

Police Station \_\_\_\_\_ Sub.Div. \_\_\_\_\_

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

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

4. Result of verification from the concerned Police Station \_\_\_\_\_

5. 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-----X-----

**ACKNOWLEDGEMENT**

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

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

Signature of the SHO

PS \_\_\_\_\_

**SERVANT VERIFICATION REGISTER**

1.	Sl. No.		PHOTO
2.	Name & Address of employee		
3.	Name, address & telephone no. of employer		
Description of employee			
4.	➤ Height		
5.	➤ Eyes		
6.	➤ Hairs		
7.	➤ Complexion		
8.	➤ Physical Built		
9.	➤ Identification mark		
10.	Introduced by whom (Name, address & telephone numbers)		
11.	Details of Relatives & Friends, if any		
12.	Details of identity proof - himself or family members		
13.	Name and address of previous employer, if any		
14.	Verification result of local enquiry by Police Station staff		
15.	Despatch detail/Date of sending for out station verification		
16.	Date of reply received		
17.	Address verified or not		
18.	Verification details		
19.	Details of criminal record, if any		
20.	Photograph		
21.	Finger Print taken or not		
22.	Remarks, if any		
23.	Signature of the SHO		