

ALIPUR AYA CENTRE

Regd. Office: 29A, Rakhaldas Suddhy Road, Alipur, Kolkata – 27
Contact no.: 92 3003 3003
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TERMS AND CONDITIONS FOR ALIPUR AYA CENTRE

1. My deputed person has no right to work directly under my client and any other dispensation besides Alipur Aya Centre.
2. If it is found that my deputed person violates his / her norms and conditions we will be forced to take legal action properly.
3. Without prior permission, the client possesses no right to shift / transfer the staff to other place of work for other work under any circumstances.
4. You are requested not to instruct my staff to do other work besides his / her assigned work and if he / she is required to the same work, Alipur Aya Centre's consent and discussion is required.
5. The Payment must be cleared at every 10 (ten) days between (10 A.M to 8 P.M).
6. The staff's any document is to be sent via WhatsApp from the office voter card or Aadhaar card and a current photograph for your cross verification and for avoidance of future legal issues. You are requested to collect "DOMESTIC HELP PROFILE FORM" from your local Police Station and give them back after properly filling up the same for police record.
7. No remuneration is permitted to hand over to my staff, in no situation without written or verbal consent of Alipur Aya Centre.
8. If my deputed person is absent from work, it is treated as absentee/s for that day/s and no wages can be made.
9. You are requested to pay 2 (two) paid holidays to my staff is entitled for 2 (two) paid holidays whenever he/she works at stretch for a month, if he / she does not avail his / her 2 (two) holidays, he / she would be entitled to payment for those days of leave, the client should pay to Alipur Aya Centre by amount for unavailed holiday/s.
10. The Alipur Aya Centre is not at all responsible or liable towards any material loss done by staff while his / her service in mistake.
11. You are humbly requested If any mistake happens from the part of staff, you should be polite and sober and not to be harsh.

12. You are advised not to leave any responsibility or slightest trust on staff for your important and valuables household items (cupboard keys, gold jewelry, money etc.) and if in your absence or going out for a few days even, you should not keep the key of main entrance with staff in no circumstance and in spite of that you defy this particular advice, we have no liability in this regard.
13. Staff on duty if suddenly feels sick the client is requested to do primary treatment and inform to our office.
14. Staffs who are sent for 4/6 hours service must be given half an hour recess with refreshment (Tiffin).
15. Staffs who are sent for 8/10 hours service must be given one-hour recess with at least quality meal (lunch / dinner).
16. Staffs who are sent for 11/12 hours service must be given an hour recess with at least quality meal (lunch / dinner) and refreshment (Tiffin).
17. 24 hours working staff should be provided with his / her at least quality meals and rest time along with the suitable sleeping arrangement, requested please do not sleeping arrangement in the kitchen or an open balcony.
18. A Patient Caregiver (Aya) who looks after your patient is not permitted to administer drips, injections, remove stitches, measure blood pressure, check blood sugar, administer oxygen, or provide nebulization. The assigned person shall not undertake or participate in any other tasks of this nature. He / She must always abide by the advice of your doctor or a responsible family member, especially regarding the application of drugs or medicines. If a doctor or trained nurse is present, the caregiver can assist or perform the task under their direct supervision.
19. In case the sent baby sitter and patient care giver (Aya) for not to be instructed for other work besides assigned work for hygienic purpose and you are also requested to check his / her cleanliness and hygienic habits.
20. If any trained nurse provided by us cannot work any other things like toilet, urine cleaning, washing of patient's linen and massaging in any case, if this type of work is needed an Aya must be hired separately.
21. Please do not involve or let him / her to involve in your domestic and personal issue.
22. Whenever my deputed person is being released by you, you must search his or her belongings thoroughly up to your satisfaction if required, after that no complaint is entertained.
23. No workers are permissible in intoxicated / addicted state to join the work and immediately contact to Alipur Aya Centre for further support.
24. Especially for my female workers are to be given dignity and security sanitation.

25. Our respected clients are informed that we hire out our workers on periodic agreement for minimum a month and in no situations, the client cannot drop our worker in a broken point of time. If the client breaks the periodic time-frame we are to be given the agreed sum as per agreed time.
26. If my client considers after a month that he is reluctant to continue my service as an extra luggage or private reason you are free to withdraw our service at any time subject to an at least 3 days' notice.

N.B.: Even when hiring a domestic helper through an agency, completing police verification is essential. To ensure complete safety, please collect the “DOMESTIC HELP PROFILE FORM” and submit it to your local police station. We request all our clients to follow this necessary step.

