

# 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 \_\_\_\_\_

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 DNH

\_\_\_\_\_

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

11. Date since when employed

\_\_\_\_\_

Photograph of  
Servant/Employee

12. 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) \_\_\_\_\_

**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 DNH \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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**

<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**

## 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 in DNH if any		
12.	Details of identity proof himself or family members		
13.	Name and address of previous employer, if any		
14.	Name of State/District where from sent for verification		
15.	Verification result of local enquiry by Police Station staff		
16.	Despatch detail/Date of sending for out station verification		
17.	Date of reply received		
18.	Address verified or not		
19.	Verification detail		
20.	Details of criminal record, if any		
21.	Photograph		
22.	Finger Print taken or not		
23.	Remarks, if any		