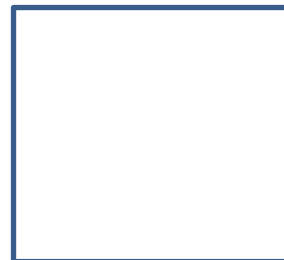


Temporary Pass Form at IISER Berhampur **for Domestic helper**

1. Personal Information of Domestic Helper

- **Full Name:** _____
- **Date of Birth:** ____ / ____ / ____
- **Nationality:** _____
- **Gender:** ☐ Male ☐ Female ☐ Other
- **Mobile Number:** _____
- **Residential Address:** _____



- **ID Proof: (Aadhaar/PAN Card/Driving License)** _____

2. Identification Documents (Attach Copies)

- ☐ National ID / Passport
- ☐ Recent Passport-sized Photograph
- ☐ Proof of Employment / Recommendation Letter

3. Employment Details

- **Employed by (Staff/Faculty Name):** _____
- **Department (of Employer):** _____
- **Contact Number of Employer:** _____
- **Helper's Job Role:**
☐ Housekeeping ☐ Cooking ☐ Childcare ☐ Other: _____
- **Duration of Employment:**
From: ____ / ____ / ____ To: ____ / ____ / ____

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge. I understand that this Temporary ID is non-transferable and must be returned upon expiry or termination of employment.

Signature of Domestic Helper: _____

Date: ____ / ____ / ____

Signature of Employer (Institute Faculty/staff): _____

Name: _____

Date: ____ / ____ / ____

For Office Use Only

- **Approved by:** _____
- **Designation:** _____
- **Signature:** _____
- **Date of Issue:** ____ / ____ / ____
- **ID Card Number:** _____
- **Expiry Date:** ____ / ____ / ____



General Guidelines

1. Permission: The Individual must obtain prior permission from the IISER Berhampur authorities.
2. Purpose: For the accountability of the domestic helper.
3. Safety: The Domestic helper must adhere to all safety rules and regulations, including wearing helmets while driving.

Road Usage Rules

1. Speed Limit: The Maximum speed limit is 30 km/h.
2. Vehicle Restrictions: Only authorized vehicles, bicycles, and pedestrian traffic are allowed.
3. Parking: Park vehicles only in designated areas.
4. Right-of-Way: Pedestrians and cyclists have priority.

Regulations

1. Compliance: Individuals must comply with IISER Berhampur rules and regulations.
2. Supervision: The IISER security office.
3. Liability: IISER Berhampur is not liable for damages or injuries.
4. Emergency: Follow emergency procedures and contact IISER security.

Permitted Hours

1. As specified by the employer, the same needs to be communicated to the main gate of the campus.

Prohibited Activities

1. Racing or reckless driving
2. Loitering or gathering
3. Littering or vandalism
4. Movement to any area other than the faculty/staff residential area without permission is not allowed. Entry to areas like the Academic building, Laboratory, and administrative building is strictly prohibited.

Signature of Domestic Helper: _____

Signature of Employer (Institute Faculty/staff): _____