Dear all

It is to inform for NDR B block watch man arrived Today .

As we want to retain the watchman henceforth , we require all the member to have less communication & avoid enforcing him to perform the personal work other than his duties inside the apartment.

If watchman is not performing his duties properly , we request to have discussion jointly in the Association office room to resolve it in the smooth manner .

1. Duties for watchman
2. He should be available at Main Gate & Cellar in Day time to ensure outsider entry & exit to our apartment.
3. Ensureing the cleanliness in the Apartment ( Cellar ,Ducts, Corridor , Steps & Terrace., Etc).
4. Corridor & steps to be washed regularly
5. Uninterrupted water supply by monitoring the Pumps & tanks.
6. Current Bill Distribution
7. Regular Maintenance & Dues Collection
8. Additional Support for Apartment welfare development.
9. Every day Garbage drums to be provided in Corridor after Collection of waste from Cellar
10. No personal work to be attended for the Residents away from the apartments.
11. Need to coordinate with the Electrican , Plumber ,Lift ..etc to resolve the any issue in our apartment . If required, support to be provided .
12. No Advance will be paid .
13. Every months 2 tanks to be cleaned with additional amount Rs 500.
14. Cellar , steps & coordinator to cleaned & washed on festival will be paid additional fees .
15. Weekly once Courier or Parcel to be delivered to the respective flats.

we suggest any Duties missed / added for welfare of the apartment