



*We care for your Baby*  
*We care for your Health*  
*We care for your Home*

**Website: [www.saicaregeneration.com](http://www.saicaregeneration.com)**

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**DELHI OFFICE**

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# How to apply:

- ❖ IF YOU NEED OUR SERVICE THEN FIRST GET YOUR SELF REGISTERED.
- ❖ READ CAREFULLY BEFORE YOU CHOOSE THE **CATEGORY OF WORKER** REQUIRED.
- ❖ THE **CATEGORY CAN NOT BE CHANGED** ONCE YOU HAVE REGISTERED
- ❖ ANY **SPECIAL REQUIREMENTS** LIKE AGE MAY DELAY THE PROCESS OF PROVIDING A MAID.
- ❖ FOR **MORE THAN ON CHILD** PLEASE GET IN TOUCH WITH OUR OFFICE FOR THE RATES.
- ❖ PLACES WHERE WE DO NOT HAVE AN OFFICE THE **RATES MAY BE CHANGED.**
- ❖ **REFUND:** UNDER NO CONDITIONS A REFUND WILL BE MADE.
- ❖ **REPLACEMENT:** ONCE THE MAID RETURNS THERE MAY BE A DELAY FOR REPLACEMENTS.

## IMPORTANT:

Sometimes because of our delay for genuine reason, a client does not want to wait for long / or in case of client going out of station or any other reason for discontinuation. In such cases, client opting to withdraw their booking, refund of money would not be possible but later on whenever client wishes for our services we will consider the old booking as a new and fresh booking.

## PROCESS FOR REGISTRATION

There are **two** types of registration.

### 1. **NORMAL REGISTRATION**

**Rs 15,000/-** is the normal registration fee

(Time taken for a normal registration is 30 days to 45 days)

### 2. **EMERGENCY REGISTRATION**

**Rs 18,000/-** is the emergency registration fee

(Time taken for a normal registration is 1 day to 15 days)

Sometimes in-spite of our best of intentions we may fail to provide the necessary maid within the emergency period. Rs. 15000/- is the booking fee (might be subject to change from next year) which has to be paid to us at the time of applying through this Contract form for our services. The fee is non-refundable and non-adjustable.

The booking fee is for the 1<sup>st</sup> years' to service be provided by us. Thereafter, this contract has to be renewed every year for which an annual renewal fee of Rs. 12,000 per year (might be subject to change) has to be paid to us for continuation of our services. Accordingly, if the annual renewal fee is not paid, then we shall not be bound to continue our services and if the client thereafter wants to avail of our services, then he/she will have to start afresh by paying the booking fee. After the 1<sup>st</sup> person is sent if the client is not satisfied or the maid falls sick or she does not want to work with client we will send two more replacements on SAI CARE a/c.

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"All salaries are inclusive of the c

Clients Name in Full	
Clients Residential Address	
Clients Residential Telephone Number	
Clients E-mail Address	
Category of Worker Chosen	

**BABY CATEGORY (Please sign beside the category of work chosen)**

**Category of workers:**

a) **JAPA:** Japa is a traditional way to look after a neonatal baby (Just born baby) as well as looking after the mother so that both the child and mother maintain good health. Japa period is mainly between 30 days 45 days but sometimes it can be extended. A lot of physical effort is undertaken by the Japawallies. In this process lots of herbs/ sands /food grains are normally to be used. It helps to develop the child and the mother too is taken care of and her health too starts improving. If by chance the delivery is delayed do not engage the Japawallies for any other household work. **If 2 Japawallies are employed then the charges will Rs. 1000/- + Rs. 900/- = Rs. 1800/- perday.**

- **JAPA Single Baby Rs. 1000/- per day (For 2 Japa ladies Rs. 800/- per lady, per day).**
- **JAPA Twin baby Rs. 1800/- per day.**

b) **NANNY ( Baby –0 to 1 year):** A neonatal baby care person who can look After a baby in a modern way on in the wa sterilization of baby's belongingsburpingm/ Make/ bat baby sleep / feeding (bottles or spoon feeding) / keep baby's ro washing and ironing baby'sregularmedicinesclothes/taking / giv the baby out and should understand the Preliminary health problems of the baby / and is a little knowledge to take adequate care.

**CATEGORY –I**

**A. Rate will be Rs. 22,000/- per month (for singlebaby).**

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**B. Rate will be Rs. 27000/- per month (for twin baby).**

c) **Child Minder ( Baby: 1 year to 2 years):** Taking care of baby / sterilization / can handle baby carefully / feed clean baby / / keeping her belongings clean and as and when parents are around the baby, they can assist in the kitchen as well as small domestic work.

❖ **Rate will be Rs. 20,000/- per month (for single baby).**

❖ **Rate will be Rs. 22,000/- per month (for twin baby).**

d) **Baby sitter ( 2 years & above):** Taking care of baby / handling baby gently / looking after all baby related job / accompany the school going baby / helping in the kitchen / helping in small domestic jobs and cooking work etc.

❖ **Rate will be Rs. 19,000/- per month ( if cooking is added than rate will be Rs. 20,000/-)**

e) **Home Help: (Above 3 yrs.)** Taking care of the child and helping in the kitchen work.

❖ **Rate will be Rs. 19,000/- per month (For Single Child)**

❖ **Rate will be Rs. 20,000/- per month (For Twin Child)**

f) **Play Maid: (Above 3 yrs.):** To accompany with on child and maid will be 18 to 25 years old.

❖ **Rate will be Rs. 17,000/- per month (For Single Child)**

❖ **Rate will be Rs. 19,000/- per month (For Twin Child)**

**DOMESTIC CATEGORY**

a) **Cook cum domestic help:** Cooking (breakfast / lunch / snacks / dinner). Washing utensils / keep kitchen clean / keep kitchen appliances clean (fridge, microwave, mixer, grinder etc), lay the table and serving foods / furniture dusting / folding and unfolding beds / folding washed clothes if the clothes are machine washed then hanging the clothes out / ironing clothes belonging only to the children.

❖ **Rate will be Rs. 18000/- per month**

❖ **Rate will be Rs. 21000/- per month (for a Big Family)**

b) **Cleaner ( Non Cook domestic helper):** Sweeping/ mopping /washing utensils / furniture dusting / washing clothes (hand wash) hang the clothes out / folding, unfolding of beds / ironing children daily clothes / mopping toilets floors and basins /but not commode, bath tubs etc.

❖ **Rate will be Rs. 18000/- per month (for small family and 1200 to 1800 sq. ft.)**

❖ **Rate will be Rs. 21000/- per month (for a Bigger Flat).**

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- c) **House Keeper:** Will supervise the work of the staff / if any staff is absent will help with some work. The worker will however not clean toilets and do moping work under any circumstances.

❖  
Rate will be Rs. 18000/- per month.

### **PATIENT AND OLD AGE ATTENDANT CATEGORY**

- d) **Patient Attendant:-** For those patients who can move around, the attendant will help the patient for taking bath / having food accompanying to the toilet / accompany to the garden giving medicines / if required then attendant should be alert at night too. They will cook for patient /washing clothes /cleaning and dusting and helping in other jobs.

❖  
Rate will be Rs. 19000/- per month

- e) **Patient (Bed Ridden):** Keep patient always clean to prevent bed sore / prevent rashes / handle shits ( stool & urine ) taking bath, helping patient in all aspects and monitoring medicines, food, changing bed linen, changing clothes, keep maintaining diet chart, so that doctor should be informed promptly about patient's condition overall.

❖  
Rate will be Rs. 23000/- per month

- f) **Old age help:** To look after a senior citizen / an old age person in house, to be with her / him, look after all their requirements, accompany them when they need to go outside. Assist them in every aspect as well as helping in the family's regular domestic work.

❖  
Rate will be Rs. 18000/- per month

- g) **Nurses:** A qualified equipped nursing sister, those who are generally working in hospital and nursing home also can provide residential duties for patient attendant and new born baby attendant they have their qualification certificate with them they are trained enough to look after a serious bed ridden patient.

❖  
Rate will be Rs. 15000/- per day.

### **TERM AND CONDITIONS PAYMENT DETAILS & MODE**

1. Please download the Contract Form for enrolment from the website fill up the same and send it to the **SAI CARE** Office either by email or post. Please send draft of cheque for our service to SAI CARE.
2. The Rate for service once finalized over telephone or by discussion, will not be changed.
3. Rs. 12000 are the booking fee, which has to be paid to us at the time of applying through this contract Form for our services. The fee is **Non-refundable** and **Nonadjustable**.

The booking fee is for the 1st year's services to be

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SAI Care. There after this contract has to be renewed every year for which an annual renewal fee of Rs.10,000 per year has to be paid to **SAI CARE** for continuation of our services. Accordingly, if the annual fee is not paid, then we shall not be bound to continue our services and, if the client thereafter wants to avail of our services, then he/ she will have to start afresh by paying the booking fee. After we give the 1<sup>st</sup> person, we will provide two more replacements within 6 months.

4. Payment should be made to our local office or in the absence of a local office If the client makes any payment payment) or lends / gifts any article to the worker then we shall not be responsible for any eventuality whatsoever, including a situation where the worker stops working for the client of commits any misdeed or does not come back after taking leave.
5. If a cheque issued by the client in the name of **SAI CARE** is dishonored then the client will be bound to issue a fresh cheque / draft in favour of **SAI CARE** together with a written undertaking that this subsequent cheque / draft will not be dishonored. However, irrespective of this, **SAI CARE** will have the right to take legal action against the client.
6. The age of the worker prescribed by the Employer will depend upon the availability of workers in that specific age category, if availability is not there, then the client is to employ a worker of a different age category or wait for the prescribed age category or profile.
7. Before employing a person from care the nature of domestic work for which a worker is needed should be mentioned very clearly in the contract form. Making a worker do work apart from that specific rules and regulations.
8. SAI CARE's legal--visthestatusworkeristhat visofaplacement agency. Accordingly no worker is an employee of **SAI CARE**.
9. If the same client's isrequirementjapaandNewbornAttendant (after Japa) then the enrolment will be separate. (Rs. 12,000/- for new born baby attendant).
10. If any client refuses to pay our commission for replacement purpose, then our services would be terminated permanently.
11. Webcam interview facility is available only for the babyCategory.
12. Our normal timing for rendering our service is approximately 30-45 day, but sometime under certain circumstances/ Due to some unavoidable it may be extended further. in case of patient care, baby sitter or Japa enrollment should be done earlier last moment request may not be entertained and will depend on the availability of the maid. Sometimes due to the unavailability of a maid a client may be requested to accept whoever is presently available to avoid the desperate situation or to wait for the desired maid.
13. Emergency service within 10 to 15 days the client should pay Rs 12,000/- for enrolment.

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14. Whilst reasonable checks are made based on worker's rat and local councilor's spractically possible letter, for **SAI CARE** isto no guarantee that the worker is either medically fit in all respect nor that the worker will not commit any misdeed, including theft, at t therefore not be responsible for any misdeed including theft alleged to have been committed by the worker at the client's pre compensate the client in any manner whatsoever. Accordingly, any police diary / FIR etc should be lodge by the client directly against the worker.
15. Accordingly, in the client's advise own the following: interest, -a) That the we client verifies antecedents the by requesting worker's **SAI CARE** to provide Xerox copies of the worker's ration photograph. card /  
**b)** Additionally, the client may at his / her own cost conduct a police verification of the worker or take such other measures to check the antecedents as the client deems fit. The client should not be careless in allowing easy access to the worker to valuables, cash etc. **c)** That the client conducts necessary medical tests on the worker. If the cost of these tests is within Rs. 1200/- will have to be borne by the client. However, if the said medical tests are conducted prior to employing the corker and the said worker is not employed, then the entire amount will have to borne by the client.

### **WORKERS SAFETY**

16. If the worker leaves the client's residen the client is bound to inform the police and **SAI CARE** immediately.
17. Irrespective of misdeed of the worker, th house without informing **SAI CARE's** local office. If **SAI Care's** office staff come to take the worker back then the client is duty bound to allow the workerto stay till a **SAI CARE** staff goes to take him/her.
18. After it has been decided to employ a worker, the client shall have to pick up the worker either from the local office of **SAI CARE** or from the railway station, as the case may be, After the worker is discharged from employment or when the worker is proceeding on leave, the client shall have to ensure that the worker is returned to the local office of SAI CARE or safety put in to the correct train, as the case may be. Only in special circumstances will **SAI CARE'S** officestaff take the worker or brings him / her back to / client pays the transportation cost.
19. Whilst in the employment of the client, if the worker suffers from any health problem, then the client has to pay for preliminary treatment. However, in case of a major illness, **SAI CARE** shall help the client to send the worker back home. In

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case of an accident resulting in injury to the worker while working for the client, the client shall pay the entire cost of treatment.

20. Personal items of the maid to be supplied by client e.g. Oil, Soap & Toothpaste etc.
21. If the client is dissatisfied with the performance, replacement shall be provided, for which SAI CARE may take some time. A worker should normally work for 6 months at a stretch without taking leave. Before getting replacement, client is bound to release the previous ayah. B) Every month the client should pay the worker her monthly salary. 10 days salary should however be withheld.
22. After worker finishes tenure of 6 months wishes to have him / her back for 6 months more than the client shall have to pay for the return train ticket from Kolkata.
23. In the absence of the proprietor of **SAI CARE** the head of the local branch shall have the authority to sign in lieu of the proprietor.
24. You are eligible for 1 replacement, after the first person report. (Within 1 year of contract).
25. **Food for the maid: Non-Vegetarian food is not compulsory. However, a breakfast consisting of chapattis and a sabzi (vegetables) should be given. Lunch and Dinner with Chapattis / Rice, a bowl of Dal and Sabzi (vegetables) is compulsory.** Please ensure that the workers are not given any stale food for if she falls sick then it clients. Normal booking, and 15-20 days for an emergency booking. However sometimes due to religious festivals / election / bandh / natural calamities like flood which in turn cause water logging / before pujas, / Poush (15<sup>th</sup> Dec – 15<sup>th</sup> Jan) and Chaitra (15<sup>th</sup> March to 15<sup>th</sup> April) may delay the process. No money will be refunded or adjusted.

### **What is the quality of the maid?**

We send maids expecting them to provide the best service but at times they are not able to adjust to certain household and can due to nervousness or ill health start behaving odd. It's a request to tolerate and to explain our situations to clients coolly so that they are back to their normal selves soon. After all they too need a word of encouragement and patients to put in their best. Leaving home / their children / and many other problems they are with you to earn a livelihood so try to

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teach them your ways as every house has a different need and it takes the main time to learn and get used to a new family.

**Will she have a sound health?**

As human beings they too need food and rest. So make sure they get to eat and a chance to sleep or rest too! NO SAI CARE maid should be made to work after 11pm. However if there is a special occasion being celebrated in the house, then for that day or on those occasions a late night is acceptable and the maid too will not object.

**Are they good at talking instructions perfectly well?**

Almost 75% of the maids sent from Kolkata do not know how to converse in Hindi although some may understand the language. So try to help her by guiding her and trying to understand where she is going wrong.

**For SAI CARE**

I have accepted the above terms and conditions and have understood all the above points in each and every page of this form, and promise to abide by the terms and conditions mentioned above

[Note : If someone is going to collect payment from our team , convenience charge Will be added extra ].

**Signature of In charge**

**Date:**

**Signature of Client**

**Date:**