

AIRPORT CITY FLAT OWNER'S ASSOCIATION

238/126/3, JESSORE ROAD
KOLKATA-700 081



Ref. No. ACFOA/IDCARD/VISITORS/05-06/06

Date : 17th May'2015

General Notice

For our safety and security purpose we are going to issue ID card to the serving maids of each flat, paper man, milk man, laundry man, housekeeping staffs of Airport City like gardener, cleaner, Gym Instructor, Dance Instructor, Table Tennis Instructor, Karate Instructor, Priest & Mandir cleaner etc. We are collecting two copies of coloured passport size photograph along with a copy of address proof from all. We will make two copies of ID cards for each of above individuals. One copy will be issued to each of them and the other will remain in our office. Every time while entering through the main gate, they have to produce it to the security personnel.

Similarly visitor card/slip is to be issued to the visitors like lift maintenance persons, DG maintenance persons, Courier/Post men, Plumbers, Electricians etc at our security gate. Concerned residents are requested to get the visitor slip signed before departure from their residences.

Co-operation in this regard from all residents is solicited. This is for your kind information please.


Secretary, ACFOA
