

# TOWARDS HARMONIUS LIVING IN WESTEND HEIGHTS.

## Article I.

Article II. Living in multi-storied flats requires a high degree of mutual respect, civic-sense, co-operation and behavior to ensure tension-free existence; particularly in the use of Common Areas and neighborhood behavior. As a part of ongoing exercise to make one of the best addresses to be living in, the Condominium Association has worked out the following guidelines for all residents to follow.

## Article III.

### Article IV. **MODIFICATION / ALTERATIONS**

- All modifications / alterations should be lawful / authorized & before commencement of the interior work, please get approval by Condominium Association office.
- Keep in mind the convenience of your neighbors / other residents;
- The rule that no labour is in the complex before 8:30 a.m. and after 6:30 p.m (except Sunday & public holidays are fully restricted)
- Do not damage / change the structure of the complex & not infringing the external façade and uniform look of the building and without disturbing the external elevation;
- Before execution of welding job or any other hot work job, please get approval from condominium office in advance in writing ( format enclosed as F-5 )

i)

### ii) **COMMON AREAS**

- Keep all passages and staircases and lobbies free from any obstructions. Keep only limited number of plants and pots. Over crowding can be disastrous during an emergency.
- Minimum flowerpots may be kept which should not hinder movement of other residents or prove dangerous in case of an emergency.

iii)

### iv) **CLEANLINESS**

- Keep your surroundings viz balconies & lobby clean and aesthetically in good shape.
- Do not throw any rubbish around. Prevent others from doing so as well.
- Keep garbage properly tied in disposable bags outside your main door (between 8.00 to 9.30 a.m. daily).

### **VEHICLE PARKING**

- Park your vehicle (having parking sticker only) in your respective parking slot(s). No vehicle to be parked on surface parking for long period or overnight.
- Visitor's / Transit parking spaces provided designated area in the complex are for use of guests only.
- Do not use inner courtyard for parking of vehicles and please do not hold the vehicles waiting unnecessarily, for you in front of tower entrance.
- Restrict the speed limit of vehicles only upto 20 kmph when driving in the complex.
- Entry should be only from "IN" gate and Exit should be made only from "OUT" gate to avoid any mishap in the complex.
- Please wash the vehicles only in the designated area.
- Use headlights while driving at night in the complex or in the basement.
- Follow the signage's while driving in the in the complex for one-way traffic.

## Article V.

### i) **DRYING OF CLOTHES**

- Organize drying process within the limits of your own apartment only. Use of common areas for this purpose is prohibited.
- Prevent ugly sights. Make suitable innovative arrangements within your apartment which are not an eyesore to other residents / visitors. Let us maintain looks of our complex nice and pleasing all the time

## Article VI.

### Article VII. **BALCONY**

- Please do not keep stand-alone flower pots on to balcony railings. If wish to do so, please arrange four piece steel frame joined together for keeping the flower pots in the balcony.
- Do not try to cover the balcony with any type of accessories / ownings.
- Clean balconies only with wet cloth and not by washing.

## **Article VIII. SEEPAGE**

- As is normal in multi-storied environment, seepage repair needs immediate attention by affected apartment owners & full co-operation is requested.

### **i) DOMESTIC HELP / DRIVERS**

- Get your servant(s) / driver(s) identity verified from Local Police before employing them & submit relevant document with the security.
- Instruct your servant(s) / driver(s) to display identity card during the entry in the complex and at the time of going out of the complex.
- Also instruct your servant(s) / driver(s) to use of service elevators only.
- You should be fully responsible for their good conduct and behavior towards other residents / visitors / security.

## **SHIFTING CHARGES**

- ❖ Residents shifting IN/OUT of the complex have to deposit shifting charges if Rs.10000/- ( Non-refundable ) in favour of “Westend Heights Condominium Association” prior to shifting IN/OUT alongwith clearance form ( as enclosed Format F – 1)
- ❖ Transportation of household Luggage/Packed Baggages for moving IN/OUT must be restricted between 8.00AM to 8.00PM preferably through service lift only.

## **LIFTS**

- Use all lift car & landing buttons gently.
- No smoking into the lift cars to maintain the clear environment & fire hazards.
- Restrained use of main lift by domestic help / drivers. Service lifts are provided for them.
- To avoid sudden shocks to the residents, due to fear of the pets (dog etc.), restrict yourself only to Service elevators while traveling in lift car with pets.
- Switch ‘Off’ fans in lift cars, when not in use.
- Do not scratch, write anything on the stainless steel panels / doors of lift cars. Instruct your employees & children accordingly.
- Please use the alarm / intercom (keep press till responded) in case of emergency as mentioned.

## **AIRCONDITIONER**

- ❖ Outdoor air conditioning units should be installed at recommended location in the balcony behind GRC . No other place on external faced is permitted.

## **DTH ENTERTAINMENT**

- ❖ Common central DTH entertainment system is provided by Den Digital & Tata Sky. No separate dish antenna on external facade is permitted.

## **PARK / LAWNS**

- Use front lawn as children’s park for playing.
- Please ensure that swings in children park are used by the children and not by the domestic helpers / servants.
- Also, advise the drivers not to use the lawns for waiting / sleeping.
- Do not pluck flowers, green plants, leaves & hedges.

## **DOG LOVERS**

- Please do not leave them loose outside your apartment.
- Escort dogs for easing to places other than any portion of buildings, lawns / parks, pathways or such common areas which are being used by other residents / children for play, exercise, walks or recreational purpose.
- In case required, please clean up after your dog has spoiled any such common areas.
- Remember-your pet should not be a source of nuisance to other residents. Please brief the escorts firmly.
- Pet dogs not to be taken for walk in internal courtyard; periphery road can be used for exercising the dog.
- Please arrange to remove the litter immediately, if any, made by the pets to avoid inconvenience to others and to maintain cleanliness in the complex.
- Pets must only be brought by Service elevators

### **COMMON COURTESIES**

- Be friendly and helpful neighbor.
- Polite and respectful wishing is a blessing. Let the children also display good manners.
- Offer all help to the sick and aged in your neighborhood.
- Promote our age old culture: hospitality, gentleness, modesty, patience, self control / restraint, non violence and purity of heart and mind.

### **SPECIAL PRECAUTIONS**

- It is advisable that a duplicate set of keys is handed over to another resident of the same building to save your / others property and life in your absence in case of an emergency. Your building coordinator should be aware of your arrangements, if possible.
- Please do not stock petrol, kerosene oil, paper or any other inflammable material in your apartment.
- NRI's or other apartment owners not residing should appoint their contact party to frequently check all the safety measures within their apartments.
- Use high-pressure geysers tested for minimum 10 Kg / sqm. Or of standard quality / make, to suit multi-storied building – pressure ratings to be used.
- Get LPG connections on your own checked frequently for any leakages from authorised sales persons.
- All residents should be familiar with the following details:-
  - (a). Location of Exit Doors.
  - (b). Location of fire alarm point and their usage.
  - (c). Location of Fire Extinguishers, hose pipes, fire beaters, buckets, sand etc. and their usage.
  - (d). Location of nearest fire hydrants.

### **COMPLAINT**

- Call on Intercom No-----for any maintenance of common area related assistance.
- Put your complaints / suggestions in the registers kept in the Engineering / Control Rooms at intercom no. - -----.
- For any administrative help / query can be contacted President (Condominium Association) at Intercom No. ----- at ----- (between 10:00am to 5:00pm)

### **GENERAL**

- Loud music in the apartments is strictly prohibited.
- Remember-your pleasure and fun should not be other resident's misery. Be good and be merciful.
- Maintenance charges / Electricity dues: works on tight budget to provide services. Pay in time.
- Kindly read the Notice Boards at tower entrances for regular updates.
- Do not stick the bill in the lobby area, staircases, or any other place within the complex.
- If you find some one without a smile give him one of yours.
- Your last contribution towards community living is not only to follow; the guidelines drawn by residents for residents but also ensure others follow them too.
- Please ensure there is no non-residential or commercial activity or running guest house in any apartment.
- Submit yours particulars on prescribe form at Condominium with security.( as enclosed Format F-2 & F-3)

### **SHIFTING IN/OUT**

- Prior clearance from condominium Officer on prescribes format (annexure : F-1) to be taken before transshipment of household luggage/packed baggage's for shifting in/out.
- Transshipment of household Luggage / Packed Baggage's for in/out must be restricted between 8:00AM to 8:00 PM. preferably through Basement only.

**WESTEND HEIGHTS CONDOMINIUM ASSOCIATION**  
**CLEARANCE FOR SHIFTING IN/OUT**

(Transshipment of household Luggage/Packed Baggages for in/out must be restricted between 10.00AM. to 6.00PM. preferably through Basement only).

Apt. No. .... Shifting Date (IN/OUT) .....Time  
.....  
Name of Occupant.....Owner/Tenant .....

- 1 Any Outstanding Dues (should be cleared before shifting IN/OUT)
  - a- Maintenance Charges - Rs.....
  - b- Electricity Charges (Including initial Charges) - Rs.....
  - c- IBMS - Rs.....
  - d- WHARF - Rs.....
  - e- Any Other dues - Rs.....
- 2 Incase of Tenant (following documents to be submitted with condominium office before shifting-IN only)
  - a- Copy of signed lease Agreement (Yes/No).....
  - b- Authorisation Letter from Owner in favour of Tenant for collection of Car Sticker, Access Cards, Letter Box Key other Common facilities etc. (yes/No).....
  - c- Copy of Police Verification of Tenant (Yes/No).....
4. Allotted car sticker to be returned at the time of vacation of Apartment.....
- 3 Signature of Property Owner should be match with condominium office records (Yes/No)...  
Allotted car sticker to be returned at the time of vacation of apartment (Yes/No.).....
5. **Any damage to Building/ Common Area/ Equipment/ Lifts will be the responsibility of the Owner/ Tenant and the repair/ replacement charges will be billed on actual to the Owner/ Tenant.**

Signature (Occupant)

**(FOR OFFICE USE ONLY)**

The above points were checked & found correct as per record available with us. Allowed for shifting IN/OUT

Signature (WHCA)  
(Account/Office)

Signature (WHCA)  
(Security)

## **WESTEND HEIGHTS CONDOMINIUM ASSOCIATION**

### **INCASE OF FIRE**

#### **Do's and Don'ts**

<b>DO'S</b>	<b>DON'TS</b>
When you notice a Fire Raise Alarm 'FIRE' at the top of your voice. Activate the Break Glass Unit.	Do not run in panic.
Fire Fighting team should approach the scene within quickest possible time.	Do not take undue risk.
As far as possible try to attract other's attention on your way to the scene of fire.	Do not tamper with any machinery during fire fighting. Leave them for authorised handling.
One who reaches first at the scene of fire should makes sure that no life is trapped.	Do not argue or discuss at the scene of fire.
Try to put-off the small fire with the nearest appropriate type of fire extinguishers. Water CO <sub>2</sub> fire extinguisher for general fire and foam type extinguisher for oil fires. CO <sub>2</sub> fire extinguisher for electrical fire only.	Do not tamper with equipment, if you do not know its operation.
As others rush to the scene, tell them what is the type of fire and which fire extinguisher is to be used.	Do not use water on oil and electrical fire.
Do arrange to switch off the supply incase of electrical fire.	Do not flood the area affected with water unless required.
Incase of uncontrollable Fire, Inform the following: - Security Control Room (Shopping Mall) 2355591 Fire Station Gurgaon 2320101 Fire Station Sector-29 (Sushant Lok) 2392101-203 Fire Station Air Force 2340441 Maruti Fire Station 2340099	Do not crowd the scene of fire.
Use staircase only to reach ground floor. Be attentive to PA system for any announcement relating to fire.	Do not continue to use LPG cylinder for cooking etc., in near vicinity of fire.
	Do not use lift / elevator.

## WESTEND HEIGHTS CONDOMINIUM ASSOCIATION

### GUIDELINES FOR INTERIOR WORKS IN APARTMENTS

1. Resident / Apartment Owners are requested, to obtain the entry gate passes for the interior workers and contractors form security control room at Building-E Block after getting approval by Condominium Office.
2. All workers laborer and contractors should carry and display all the times their gate pass issued by security.
3. No Structural, Concrete chipping, Electrical, Plumbing and Civil Modification to be undertaken without written approval of the President Condominium Association. No change in flat is allowed which is related to external elevation of Building. Please do not cover any fire sprinkler inside the apartment.
4. No change of tiles of Toilets is recommended. If change of tile is to be done, water proofing in the toilet will be done again by the owner and it will be certified / checked by Condominium Representative. Pressure testing of Cu-piping is also to be done again.
5. No Geysers / Ac unit or any other appliances are allowed in shafts, external elevation & common areas.
6. Interior work may be carried out between 8:30 am. to 6:30 pm on weekdays only, so as not to cause disturbance to other residents staying.
7. Hammering work etc. to be undertaken between 9:30 am to 13:pm. and 3:30pm to 6:00pm to avoid any disturbance to older residents and small children who may be resting.
7. Please bring the ply /board taking into consideration xize of the lifts installed in the building.
8. Validity of issued cards will be one month and thereafter they may be renewed with proper written approval.
9. All workers, laborers and contractors must use service lift only at all times.
10. Do not overloads, scratch of damage the lifts, otherwise cost shall be debited / recovered from t he apartment owner. Do not hold up the lifts on any floor by blocking the light sensor.
11. No longer is storage of material, debris etc. permitted ion the complex at any place.
12. Loose material, debris etc. must be kept in proper bags and it must be carried by service lift only.
13. Any Malwa generated due any change in flat should be kept in the flat only and should be removed periodically.
14. Before commencement of interior work call bell / intercom must be made functional.
15. Use of Liquor, drugs, tobacco, pan masala, pan etc. by the workers, laborers and contractors is restricted in the complex.
16. Failure to follow the above guidelines, gate passes of the workers will be cancelled and work will be stopped immediately.

**For any clarification, you may contact Condominium Office at Building-.....**

Signature of the Owner -----

Flat No. -----

Date -----

Tel. Mobile No. -----

## WESTEND HEIGHTS CONDOMINIUM ASSOCIATION

### **GUIDELINES & FORMAT FOR USE OF PARTY HALL**

1. Use of party hall is for bonafide residents only.
  2. Hiring charges of Party Hall: -
    - a) Booking Charges:

For Full Day -	(10 AM TO 10 PM)	Rs. 4000/-
For Half Day-	(10 AM TO 3 PM or 5 PM TO 10PM)	Rs. 2500/-
    - b) Airconditioning Charges:  
For Full Day- Rs 2500/- & For Half Day- Rs 1500/-
  3. Security amount of Rs 2000/- to be deposited in advance along with hiring charges. The amount will be refunded within a week after the party is over if there is no damage to the Properties, otherwise it will be adjusted against the damages.
  4. Loud/DJ music is not permitted. Soft music using music system can be played up to 2200 hrs. only.
  5. For serving liquor, L-12A, License is to be obtained by the resident hosting the party. WESTEND HEIGHTS Condominium Association will not be responsible in case of action against the resident due to non-compliance, by the State Excise Department.
  6. Party is to be restricted within the party hall only.
  7. Resident booking the hall will be fully responsible for any damage in the party hall e.g. windowpane, plumbing items & electrical items etc.
  8. A maximum of 70 guests are permitted. Cars for guests attending the party will be parked outside the complex.
  9. Only birthday / Grah praves / Small get together parties are permitted.
  10. No cooking would be done in and around the Party hall.
  11. Only heating of pre-cooked food / snacks is permitted in a separate enclosure by.
  12. The premises are to be left clean after use.
  13. Booking will be made on a first come first basis.
  14. The hiring charge shall not be refundable, adjustable & transferable.
- NB:** The Balance Security amount to be adjusted against electricity / maintenance dues or refunded by crossed cheque in favour of .....

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### **Booking Requisition**

I \_\_\_\_\_ Resident of Apt# \_\_\_\_\_ WESTEND HEIGHTS agree to abide by the above guidelines. Kindly book the party hall on \_\_\_\_\_ from \_\_\_\_\_ hrs to \_\_\_\_\_ hrs for the purpose of \_\_\_\_\_. I am enclosing cheque No. \_\_\_\_\_ of Rs. \_\_\_\_\_ towards non-refundable booking charges & AC Charges and Cheque No. \_\_\_\_\_ of Rs 2000/- towards security deposit.

**(Signature of Resident)**

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

Date: \_\_\_\_\_



## WESTEND HEIGHTS CONDOMINIUM ASSOCIATION

### GUIDELINES FOR USE OF SWIMMING POOL

1. Use of swimming pool is at your own risk. WESTEND HEIGHTS Condominium Association accepts no responsibility for any injury/accident or loss of belongings and valuables.
2. Please change only in the changing room and not outside.
3. Proper swimming costume and appropriate swimming cap for users with long hair is a mandatory requirement.
4. Take shower before entering the pool.
5. Wash your feet before entering swimming pool.
6. Do not use the swimming pool if you are suffering from any contagious disease.
7. Diving in the pool is strictly prohibited.
8. Children are not to be left unattended.
9. No eatables are to be brought to the pool premises.
10. No dipping of feet in the pool is permitted for people sitting by the poolside.
11. Swimming is not allowed after consumption of alcohol.
12. Entry cards are to be deposited with security at entry and collected at the time of leaving
13. Footwear's are prohibited beyond the white grating.
14. Children below 3 years are not allowed in the pool.
15. Children below 13 years are not allowed after 19:00 hrs
16. Pets are not allowed in the swimming pool area.
17. Close family relatives will be allowed with Guest Pass, which can be collected from the Condominium office at least one day in advance against payment of Rs. 50/- per Guest (Single time entry only) by cheque favoring WESTEND HEIGHTS Condominium Association.
18. Pool timings : -----



## WESTEND HEIGHTS CONDOMINIUM ASSOCIATION

### **RULES FOR GYM**

1. Gym facility is only for the bonafide residents. Children below 13 years of age are not permitted to use the facility. Guests are not allowed.
2. Consult your physician before use of gym equipment.
3. Always use proper padded socks/sports shoes while exercising on the equipment.
4. Keep all loose clothing, shoelaces and towels away from moving parts.
5. Please familiarize with the equipment and use the same with utmost care.
6. Always follow the console instructions for proper operation.
7. Positioning of all exercising equipment are to be ensured during and after usage.
8. Incase of any discomfort/uneasiness during the course of exercise, same should be discontinued immediately.
9. Maintain discipline and have consideration for residents waiting to enable usages of facilities by all.
10. To save power, please switch off the AC & lights when you leave if there is no other person exercising.

**Contd...**

WESTEND HEIGHTS CONDOMINIUM ASSOCIATION

**GUIDELINES FOR USE OF GYM**

**USING THE TREADMILL:**

- Please do not use the Treadmill for more than 15 minutes at a stretch if someone else is waiting to use it. Kindly book your turn on white board to ensure everyone gets an opportunity.
- Please stand on the sideboard when starting the belt. Do not stand on the belt and start it.
- Insert the key in to the console and attach the clip to the waistband of your clothes.
- Do not hold onto the control panel while walking on the treadmill for support. Hold only the sidebars or the front bar for support.
- The treadmill should not be used by persons weighing more than 160Kg. (350 lbs).
- Never allow more than one person on the treadmill at a time.
- Never start the treadmill while you are standing on the walking belt. Always hold the handrails while using the treadmill.
- Never leave the treadmill unattended while it is running.

**Timing:** - -----

**Note:** - Intercom number of Gym is -----

(ii)

\_\_\_\_\_

# GURGAON POLICE

## Tenant Verification Form

(Fill this form and submit it to your local Police Station)

1- Tenant's Name in full (with alias, if any) \_\_\_\_\_

2- Father's Name \_\_\_\_\_

3- Place and Date of Birth \_\_\_\_\_

4- Languages Spoken (with dialect) \_\_\_\_\_

5- Permanent Address \_\_\_\_\_

P.O. \_\_\_\_\_ PIN \_\_\_\_\_

6- Particulars / Details of Ration Card / I- card / Driving License, if any \_\_\_\_\_

\_\_\_\_\_

7- Name and address of friends / relatives and other associates locally present

\_\_\_\_\_  
\_\_\_\_\_

8- Name and Addresses of previous landlord \_\_\_\_\_

9- **By** whom introduced to the landlord, name and address of the surety \_\_\_\_\_

10- **Date** since living as tenant \_\_\_\_\_

11- **Employment details (Office address):** \_\_\_\_\_

12- Personal description :

i) Height \_\_\_\_\_ ii) Build \_\_\_\_\_

ii) Hair \_\_\_\_\_ iv) Complexion \_\_\_\_\_

v) Identification marks \_\_\_\_\_

vi) Deformity or peculiarity, if any \_\_\_\_\_

vii) Signature of the tenant \_\_\_\_\_

Name and address of the landlord

\_\_\_\_\_

Date : \_\_\_\_\_

Photograph of Tenant (with family)  
Tenant should sign across the picture

**WESTEND HEIGHTS CONDOMINIUM ASSOCIATION****PARTICULARS OF RESIDENTS**

Date :- \_\_\_\_\_

Property No. \_\_\_\_\_

Name of Residents \_\_\_\_\_

Status :        Owner / Tenant.        E-Mail ID . \_\_\_\_\_

Telephone No. – Office \_\_\_\_\_ Resi. \_\_\_\_\_

**Section 8.02 Particulars of family members (S) :-**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Relation with Owner</b>

**Section 8.03 Particulars of Servants :-**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Permanente Address</b>

Particulars of Pets:- \_\_\_\_\_

**Particulars of Vehicles :-**

<b>No.</b>	<b>Description</b>	<b>Parking No.</b>

Signature of Resident

F-4

(Please fill this form & Submit the same after filling it up to your nearest police station / police post)

VERIFICATION FORM FOR SERVANTS / EMPLOYEES

Photo

- 1.Name in Full, with Alias, If any \_\_\_\_\_
- 2.Father's Name \_\_\_\_\_
- 3.Mother's Name \_\_\_\_\_
- 4.Place & Date of Birth \_\_\_\_\_
- 5.Language spoken \_\_\_\_\_
- 6.Permanent Address \_\_\_\_\_ Vill. \_\_\_\_\_
- P.O. \_\_\_\_\_ P.S. \_\_\_\_\_ Distt. \_\_\_\_\_
- 7.Local Address \_\_\_\_\_
- 8.Particulars / Details of Ration Card / Driving Licence / I-Card, If any \_\_\_\_\_
- 9.Name & Address of Local Friends / Relatives / Other Associated / known Domestic Servants \_\_\_\_\_
- 10.Name & Address of Previous Employers \_\_\_\_\_
- 11.By whom Introduced to the employer, Name & Address of surety \_\_\_\_\_
- 12.Date Since Employed \_\_\_\_\_
- 13.Nature of Job (Cooking / Dusting / Utensil Cleaning / Outdoor works) \_\_\_\_\_
- 14.Personal Description \_\_\_\_\_
- Height \_\_\_\_\_ Build \_\_\_\_\_ Hair \_\_\_\_\_ Complexion \_\_\_\_\_
- Tattoo Marks \_\_\_\_\_ Other Identification Marks \_\_\_\_\_
- Deformity or Peculiarity, If any \_\_\_\_\_
- 15.Signature of the Employee / Servant & Left Hand Thumb Print \_\_\_\_\_
- 16Name & Address of the Employer \_\_\_\_\_

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Submit at any of the following Police Stations / Police Post

## **WESTEND HEIGHTS CONDOMINIUM ASSOCIATION**

### **INTERCOM Nos.**

#### **A. FOR SERVICES**

<b>S.No.</b>		<b>LOCATION</b>	<b>INTERCOM No.</b>
<b>1</b>		<b>Fire &amp; Security Control Room (Tower-E)</b>	<b>6000/ 6020</b>
<b>2</b>		<b>Tower's Entry Gate</b>	
	<b>(i)</b>	Tower - A Front Gate	6001
	<b>(ii)</b>	Tower - B Front Gate	6002
	<b>(iii)</b>	Tower - C Front Gate	6003
	<b>(iv)</b>	Tower - D Front Gate	6004
	<b>(v)</b>	Tower - E Front Gate	6005
<b>3</b>		Main Gate of the Complex	6006/ 6017
<b>4</b>		Complaint (Substation/ DG Room)	6007
<b>5</b>		Secretary Office	6008
<b>6</b>		President Office	6009
<b>7</b>		Accounts Office	6010
<b>8</b>		Gym	6012
<b>11</b>		Laundry	6015
<b>12</b>		Basement	6019
<b>13</b>		Housekeeping Office	6016
<b>14</b>		Shop	6011
<b>15</b>		Amul Preferred Shop	6030

<b>B. FOR APARTMENTS</b>			<b>PREFIX FOR INTERCOM No.</b>
	<b>(i)</b>	For Tower - A	1 + APT. No.
	<b>(ii)</b>	For Tower - B	2 + APT. No.
	<b>(iii)</b>	For Tower - C	3 + APT. No.

## **EMERGENCY TELEPHONE NOS.**

<b><u>POLICE (100)</u></b>	
POLICE STATION, GURGAON	2320100, 2321476
POLICE STATION, SUSHANT LOK, SECT-29	2396700
POLICE STATION, SECT.-56	2574100 / 2578101,

Article IX.

<b><u>FIRE (101)</u></b>	
FIRE STATION, GURGAON	2320101
FIRE BRIGADE, Sec.-29 (SHUSHANT LOK)	2392101 – 103
FIRE STATION, AIR FORECE	2340441
FIRE STATION, MARUTI	2340099

Article X.

## **AMBULANCE (102)**

AMBULANCE SERVICE	2320102
UMA SANJIVANI, DLF CITY-II	2350960
UMKAL HOSPITAL, SHUSHANT LOK	4041288-89, 4042266

## **USEFUL TELEPHONE NOS.**

### **POST & TELEGRAPH**

POST OFFICE, DLF CITY-I	2561135
ENQUIRY & COMPLAINT	2320573
RAILWAY MAIL SERVICE	2322182
TELEGRAPH OFFICE	2322257
Section 10.01	
Section 10.02	ROADWAYS
G.M.ROADWAYS	2322391
ENQUIRY	2320222
Section 10.03	
Section 10.04	RAILWAYS
RAILWAY ENQUIRY	9511-131, 1330, 1335
RESERVATION STATUS	91-1330, 1335

### **AIRPORT (DOMESTIC)**

INDIAN AIRLINES	9511-140, 141, 24620566
JET AIRWAYS	9511-23357729
SAHARA AIRLINES	9511-25652050

(a)

(b) AIRPORT INTERNATIONAL

### **AIRPORT (INTERNATIONAL)**

INTERNATIONAL AIRPORT	25696021, 25696621
DOMESTIC	9511- 25675433
IGI AIRPORT	9511- 25696021

(i)

(ii)



### **GAS AGENCY**

SHANTI GAS SERVICE (BAHRAT PETROLEUM)	2561799, 2350899,
SRINGARI ENTERPRISES	2304888
MANJIT GAS AGENCY (HINDUSTAN PETROLEUM)	2561403, 3209427, 9810172870, 9910446847,
GURU KRIPA GAS AGENCY (INDANE) SUSHANT LOK	2570200, 2570671, 2570407, 3293695,

Section 10.05

### **BANKS**

HDFC BANK, S.MALL, DLF CITY-I	2358802-4, 4058014
ICICI BANK, QUTAB PLAZA, DLF-I	4052210-13
BANK OF PUNJAB LTD. GALLERIA	2373434, 2359710
CORPORATION BANK, DLF CITY-I	2350084
S.B.I., DLF CITY – I	2353114, 2387906

Section 10.06

### **HOSPITAL**

PRIVATE HOSPITAL, DLF CITY-II	2352097, 2353793
HEALERS HOSPITAL, DLF – V	4511111,
UMA SANJEAVANI HEATH CENTRE, DLF CITY-II	2350960, 2351257
UMKAL HOSPITAL, SHUSHANT LOK	2385075, 4041281, 4041285
AIIMS, NEW DELHI	9511-26561123
BATRA, NEW DELHI	9511-26083747
ESCORT HEART INSTITUTE, OKHLA	9511-26825000
PARAS HOSPITAL, DLF CITY – V	4585555, 4049061-63

### **SCHOOLS**

DPS SCHOOL, SEC – 45,	2581523
SUMMER FIELD, DLF CITY-I	2353687
THE SHRI RAM SCHOOL, DLF CITY-IV	2665041
RYAN INTERNATIONAL, SECTOR-40	2383100

Section 10.07

### **TAXI SERVICES**

DHRUV TAXI SERVICE, NEAR PRINCETON ESTATE	9818038902
CENTRAL ARCADE TAXI SERVICE	2353647
DEEPAK TAXI SERVICE	2354226
SUSHANTLOK TAXI SERVICE	2385606

Section 10.08

### **TELEPHONE**

SDO SUSHANT LOK	2385162
COMPLAINT & FAULT REPAIR	198, 2385385, 2385000
D.E.T.	2320555
ACCOUNT OFFICER	2321456
TOUCH-TEL GALLERIA (AIRTEL)	4012345, 4123456

Section 10.09

### **CREMATION GROUND**

GURGAON (RAMBAGH)	2335001 / 9811500058
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NIGAM BOTH GHAT, DELHI  
LINK ROAD (OPP.LODHI HOTEL)  
NEW DELHI

Section 10.10

22962948

24311403

### **DLF OFFICE & SERVICES**

DLF UNIVERSAL LTD., NEW DELHI  
DLF CITY CLUB, DLF CITY-IV  
DLF COMMUNITY CENTRE, DLF CITY-I  
DLF GOLF & COUNTRY CLUB DLF CITY-V

23719300, 23719320, 42102030  
4129100, 4129105  
2352423  
2386371

### **OTHERS.**

#### **SUPER MART/GENERAL STORE**

NEEDS, SUPER MART, DLF CITY-IV  
MOTHER DAIRY, DLF CITY-I

2392851-52,53 (MR. DHAR)  
2356442

### **CHEMISTS**

PLAZA CHEMIST, DLF CITY-I  
SHRI RAM MEDICOS (24 HRS.)  
98.4, GALLERIA, DLF CITY- IV  
GUARDIAN PHARMACY,GALLERIA  
PHARMACIA

2350388, 2351953  
2352439  
4058984, 4058411  
4108818, 2577788  
4117300

### **GOVT. OFFICES (HARYANA)**

COMMISSIONER  
DIG  
INCOME TAX  
HUDA ADMINISTRATOR  
PASSPORT CELL, GURGAON

2324033  
2320777  
2326424, 2322433  
2321650, 2321253  
2321144

### **COURIER**

DTDC  
Blaze Flash Couriers

2347059, 2340408  
9810259223

### **CINEMA**

DT CINEMA – DLF CITY CENTER  
PVR – MG MALL

4014092  
4019787

### **CABLE TV**

TATA SKY  
DLF CABLE TV, DLF CITY – I

9873424239, 18604256633  
2350149, 4050283-84

## **TENT HOUSE**

MOHIT TENT HOUSE  
RAMA TENT HOUSE  
SHAGOON TENT HOUSE

9811105276  
9811007394, 2561874,  
9811176862

## **RESTAURANT AND CATERERS**

SUM YUM GAI (MR. SAHIR DHAMIJA )

9871436406,  
0124- 3260124,

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**X**

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