

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (SOUTH)
SAKET COURT COMPLEX, NEW DELHI**

CIRCULAR

Rules & Guidelines of the Creche at Lawyers Block Saket Court Complex

Pursuant to the circular no. 596-737/Creche/B.M.Cell/2019 dt. 08.01.2019, a Creche facility has been established and functioning in the Lawyers' Chambers Block, Saket Court Complex for the Lawyers as well as for the staff posted at Saket District Courts.

For the smooth functioning of the Creche, a Sub-Committee was constituted for framing the Rules & Guidelines for it. On the recommendation of the said Sub-Committee following rules/guidelines are framed:-

1. *The Creche facility can be utilized by the Advocate & officials from staff posted at Saket Court Complex.*
2. *Infants and children up to the age of 12 years shall be eligible to avail facility of the Creche.*
3. *Parents/Guardian of the child shall state, at the time of admission of the child in the Creche, as to who would drop the child and who would pick up the child and the child shall be handed over only to the said person (s).*
4. *Parents/guardian of the child shall sign the 'Drop and Pick up register' to be maintained by the Caretaker when the child is dropped and picked up from the Creche.*
5. *In case, there is any change in the person (s) nominated to drop the child or pick up the child, a request letter in writing in this regard shall be given by the respective parents / guardian.*
6. *Due to security reason, no other person will be permitted to enter inside the Creche except one who is authorized at the time of admission.*
7. *The Creche shall function every day from 9:45 AM to 5:15 PM except Sunday, Second Saturday and Gazetted Holidays.*
8. *The Parents/Guardian shall pick the child latest by 05.00 PM and shall make their own arrangement in this regard.*
9. *The Parents/Guardian may, in the discretion of the Committee, send their maids or helpers also with the child to the Creche. However, prior permission of the Committee shall be required to be taken for this purpose.*
10. *The caretaker/helper, who is sent with the child, should be appointed after proper police verification for the safety of the child. The Creche shall not be responsible for verification of antecedents of the caretaker / helper appointed and sent by the respective parents/guardian with the child.*
11. *Parents/Guardian shall give in writing to the Caretaker of the Creche, in case any medicine is to be given, specifying the medicine dosage and time. The parents/guardian shall also provide the medicine. Parents / guardian are advised to keep the child at home in case he/she is unwell & if the child suffering from any known infectious disease, he/she shall not be sent to the Creche and may not be admitted and returned on that account.*
12. *The child shall bring along his/her own food, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes to the Creche. The Creche shall not provide food to the children. However, facility of heating the food and milk would be provided by the Creche.*
13. *The Parents/Guardian shall take care and ensure that the children coming to the Creche do not wear ornaments/jewelry articles and expensive accessories. The child should also not bring key of his / her house with him / her. No claim for loss of any such thing shall be*

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entertained.

14. It shall also be ensured that when the child is left, he/she is properly bathed and cleaned and his/her clothing is also clean, presentable and fresh. The child should be in a hygienically acceptable and his / her nails should be properly cut/trimmed when brought to the Creche.
15. The maximum number of children to be admitted in the Creche shall be decided by the Committee, keeping in view the availability of beds, beddings and the space available per child so as to ensure that they can play, rest and learn without any hindrance.
16. The Parents/Guardian who are willing to keep their child for a day or two (occasionally), in case of exigencies, may keep their child in the Creche, giving sufficient reason/grounds. This facility shall be subject to approval by the Committee keeping in view the space available per child.
17. The Parents/Guardian shall provide an emergency contact telephone/contact number, which shall be entered in the Drop and Pick up Register.
18. First aid with medicines from common ailments have been made available in the Creche.
19. The Creche shall be always under the observation of CCTV cameras and shall also be manned at all times by lady security staff.
20. Items such as utensils, crockery, toys, mattresses and pillows, would be available for use in Creche and shall be replaced as per exigencies. Under no circumstances, provision for Television would be made in the Creche.

Asha Menon
(ASHA MENON) 13.3.19
District & Sessions Judge (South)
Saket Court Complex, New Delhi

No. 5753-5917/Genl./Creche/Saket/ND/19

Dated 19-03-19

Copy forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High of Delhi, New Delhi
2. The District & Session Judge (HQs), Tis Hazari, Delhi
3. The District & Sessions Judge (South-East), Saket Court Complex, New Delhi
4. All the Judicial Officers of posted in South & South-East District, Saket Court Complex, New Delhi to bring this circular to the notice of the staff posted under their control
5. The Concerned Members of the Committee.
6. The Administrative Officers (Judl.)/ Branch In-Charges of all Branches/Sections/Cell/Units etc., South & South-East District, Saket Court Complex, New Delhi to bring this circular to the notice of the staff posted under their control
7. The Hony. Secretary Bar Association, Saket Courts, New Delhi to bring this circular to the notice of the Bar members.
8. The Nodal Officer, Website Saket Courts Complex, New Delhi with the request to upload the same on the website i.e. www.ecourts.gov.in/South & South-East, Delhi
9. All the Notice Boards of District Court Complex Saket, New Delhi through Caretaker.
10. P.S. of District & Sessions Judge (South), Saket Court Complex, New Delhi
11. For uploading on LAYERS
12. For uploading on Centralized Website through LAYERS
13. Guard File.

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