

SUPREME COURT OF INDIA

Dated : November 21, 2016

CIRCULAR

As notified by Circulars dated 16.6.2015, 17.10.2015 and 9.9.2016, Child Care Centre(Creche) at Supreme Court of India is operational since 4.11.2015 in Chamber Nos. 8 & 9, New Lawyers Chamber Building at Bhagwan Das Road, New Delhi.

The fee structure for admitting the Child to Creche (Child Care Centre) is as follows :-

	Amount
Registration Fee	: Rs. 200/- per child
Admission Fee	: Rs. 2000/-
Security Deposit	: Nil
Care fee per month (in advance)	: Rs. 2500/-

The charges per child per day is Rs. 250. The Secretary of the Creche is authorised to register Child to the Creche for a single day and such facility shall be subject to availability of slots and space and on payment of requisite charges. The facility of Creche will be for children in the age group of 6 months to 2 years of Members of Supreme Court Bar Association, Supreme Court Advocates-on-Record Association and female Registered Clerks engaged by the Advocates-on-Record/Senior Advocates and Officers and employees of the Registry. Those desirous of availing facility for their child for a single day may ascertain from Secretary of the Creche a day in advance whether slot/space for accommodating the child for the next day is available in the Creche.

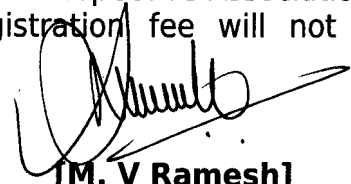
Trained staff is looking after the children in the Creche equipped with child friendly furniture, utensils, toys and play materials and first aid kit. The Creche functions from 8.30 A.M. to 6.30 P.M. on all working days of the Registry from Mondays to Fridays and from 8.30 A.M. to 2.00 P.M. on all working Saturdays.

As already notified, the Creche may register and admit a maximum of 10 children (5 children of Members of SCBA/SCAOR Association/female Registered Clerks engaged by the Advocates-on-Record/Senior Advocates and 5 children of Supreme Court staff) in the age group of 6 months to 2 years. In case required number of children in the age group of 6 months to 2 years are not available, children of higher age group upto 3 years may be considered for the Creche facility.

The required amount shall be payable by way of a demand draft/Pay order in favour of **"Registrar, Supreme Court of India"**, except for Registration fee, which can be paid in cash.

The Creche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the child's parent to drop the child in the Creche in the morning and pick up the child from the Creche in the evening strictly adhering to the time schedule. The Revised Norms/Guidelines for Child Care Centre(Creche) are detailed in Annexure-X.

As the facility will be available on first come first serve basis, the interested members of the SCBA, SCAOR Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates as also Officers and employees who are desirous of availing the facility of Creche for their child may send their application in the enclosed prescribed proforma with registration fee of Rs. 200/- at the earliest to Mrs. Madhu Arora, Deputy Registrar (Secretary, Advisory Committee, Mobile No.9911159234) **latest by 3.12.2016**. The members of SCBA/SCAOR Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates shall have to forward their applications through their respective Associations. Applications received after due date and/or without registration fee will not be considered.



[M. V Ramesh]
Registrar[Admn.]

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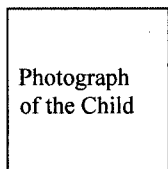
1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request to give wide publicity to the Circular amongst members of the SCBA and to display the same on the Notice Board/Website of the Bar Association for information of all concerned.
2. The Secretary, Supreme Court Advocates-on-Record Association with five spare copies of the Circular with a request to give wide publicity to the Circular amongst members of the Association and to display the same on the Notice Boards/Website of the said Association for information of all concerned.
3. The Secretary, Supreme Court Employees Welfare Association, Supreme Court Secretarial Staff Welfare Association and Supreme Court Group 'C' (Non-clerical) Employees Welfare Association with a request to give wide publicity to the Circular amongst employees of the Registry.
4. The Secretary, Supreme Court Bar Clerks Association with a request to give wide publicity to the Circular amongst eligible members of the Association and to display the same on the Notice Boards/Website of the said Association for information of all concerned.
5. All the Notice Boards/Website of Supreme Court of India.
6. All concerned.

Revised Norms/Guidelines for Child Care Centre (Creche) at Supreme Court

1. The Creche facility can be utilized by Members of the Supreme Court Bar Association, Supreme Court Advocates-on-Record Association practicing at the Supreme Court, female Registered Clerks engaged by Advocates-on-Record/Senior Advocates and Officers and members of staff of the Registry of the Supreme Court of India for their children.
2. Creche facility will be restricted for the children in the age group of 6 months to 2 years.
3. The Creche may register and admit upto a maximum of 10 children (5 of Members of SCBA/SCAOR Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates and 5 of Supreme Court Staff) in the age group of 6 months to 2 years. In case required number of children in the age group of 6 months to 2 years are not available, children of higher age group upto 3 years may be considered for the Creche facility.
4. If required number of 5 children of Members of the Supreme Court Bar Association, Supreme Court Advocates-on-Record Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates are not available, children of Supreme Court staff may be considered and vice versa to make up the strength of 10 children.
5. The Creche has sleeping facility for children, essential play material, teaching and learning material to meet the needs of pre-school children. The Creche is equipped with basic First Aid Kit. The Creche has the services of trained or experienced officials for taking care of children and their safety. In case of any emergency, the parents will immediately be informed.
6. Parent of the child shall sign the 'Drop and Pick up Register' to be maintained by the Incharge of Creche as and when the child is dropped at the Creche and picked up from the Creche.
7. Parents/Guardian of the child shall inform at the time of admission, as to who would drop and pick up the child. The child shall be handed over by the Creche-incharge only to the said person. The photograph of such person should be affixed on the Admission Form. Any change in the person should be informed in writing to the Creche Incharge.
8. The Creche functions from 8.30 A.M. to 6.30 P.M. on all working days of the Registry from Mondays to Fridays and from 8.30 A.M. to 2 P.M. on all working Saturdays (except Sundays and Holidays).
9. The Creche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the child's parent to drop the child in the Creche in the morning and pick up the child from the Creche in the evening strictly adhering to the time schedule.

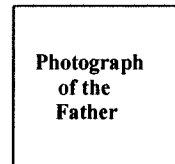
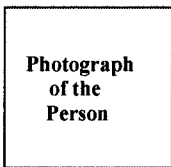
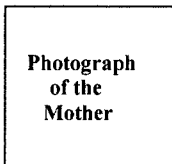
10. The Parents/Guardian shall give in writing in case any medicine is to be given specifying the medicine dosage and time. The parent shall also provide the medicine. Parents are advised to keep the child home in case he/she is unwell.
11. The child shall bring along his/her food, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes to the Creche. The Creche shall not provide food to the children. However, the facility of heating the food and milk would be provided by the Creche.
12. The Parents/Guardian shall take care and ensure that the children coming to the Creche do not wear ornaments, jewellery articles or expensive accessories. The Creche shall not be responsible for loss of any such item. It shall be ensured by the parents that when the child is sent to the Creche he/she is properly bathed and cleaned and comfortably dressed.
13. The Parents/Guardian who are desirous of keeping their child occasionally for a day or two in case of exigencies, may keep their child in the Creche. The "guest child facility" may be available on payment of Rs. 250/- per child per day subject to availability of space. The Secretary of the Creche is authorized to register a child to the Creche for a single day which would be subject to availability of slots and space and on payment of requisite fee.
14. The Parents/Guardian shall provide an emergency contact telephone number, which shall be entered in the Drop and Pick up Register.

**SUPREME COURT OF INDIA
CHILD CARE CENTRE (CRECHE)
APPLICATION FORM FOR REGISTRATION**



Emergency Contact No.....

- (1) Name of the child.....Gender.....
- (2) Date of Birth.....
(self attested copy of date of birth certificate of child should be attached)
- (3) Age as on 1st November, 2016.....years..... months
- (4) Mother's Name.....Occupation.....
Office Address.....
Telephone No./Mobile No.....
- (5) Father's Name..... Occupation.....
Office Address.....
Telephone No./Mobile No.....
- (6) Enrollment No. and date of enrollment with SCBA/SCAOR
(self attested copy of registration certificate should be attached)
OR
Emp. No. of Mother/Father and place of posting in case of Supreme Court Staff
.....
OR
Registration No./Identity Card No. of female Registered Clerk of Senior Advocate/Advocate-on-Record.....
- (7) Residential Address.....
.....Tel.No.(s).....
- (8) Blood Group of Child.....
- (9) Medical problem of child, if any.....
- (10) Whether child is on any regular medication and is allergic to any medicine/food.....



Signature of Mother

Signature of Father

In case any other person would pick up the child

Name..... Signature.....

(FOR OFFICIAL USE ONLY)

Registration No..... Account No.....
Date of admission..... Admission No.....
Dated.....

Signature.....