

Completed

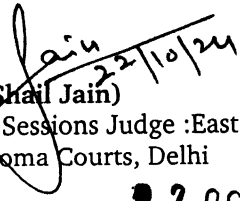
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : EAST DISTRICT,  
KARKARDOOMA COURTS, DELHI**

**CIRCULAR**

It is brought to the notice of all the Judicial Officers, Advocates & Staff Members of Karkardooma Courts, Delhi that a Creche is being made functional/operational at F-Block, Ground Floor, Karkardooma Courts, Delhi w.e.f. 23.10.2024 for providing the creche facilities to Children of Judicial Officers, Advocates & Staff Members of Karkardooma Courts, Delhi on first come first serve basis at free of cost.

The timings, rules & guidelines of Creche facilities and Application Form shall be available at the Creche Reception as well as Website of Karkardooma Court and any information in this regard may be obtained from the Creche Staff available at Creche, F-Block, Ground Floor, Karkardooma Courts, Delhi.

Therefore, it is requested to all the Judicial Officers, In-charges of all the Branches & President of Shahdara Bar Association, Karkardooma Courts, Delhi to bring the above contents of this Circular into the notice of the staff under their kind control and the advocates, respectively.

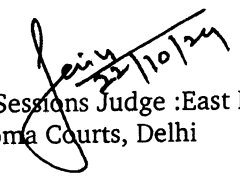
  
(Shail Jain)  
Principal District & Sessions Judge :East District  
Karkardooma Courts, Delhi

4782-4869  
No. 4782-4869 Arch./East/KKD/DELHI

Dated: 22 OCT 2024

Copy for information and necessary action to:

- 1 The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2 All the Principal District & Sessions Judges of Delhi District Courts, Delhi.
- 3 All the Judicial Officers of East, North East & Shahdara District, Karkardooma Courts.
- 4 All the Judicial Officers residing at Judges' Residential Complex, Karkardooma Courts, Delhi.
- 5 The President/Hony. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi.
- 6 P.S. to The Ld. Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
- 7 In-charge, Administration Branch, East, North East & Shahdara District, Karkardooma Courts, Delhi.
- 8 Administrative Officer (Judl.), R&I Branch, East, North East & Shahdara District with directions to circulate & affix the same on the Notice Boards of their respective Districts.
- ✓ 9 The Website Committee, Delhi District Courts, Karkardooma, Delhi.
10. For uploading on LAYERS.

  
Principal District & Sessions Judge :East District  
Karkardooma Courts, Delhi

**DELHI DISTRICT COURT, KAKARDOOMA COURTS, DELHI**  
**Application form for registration (CRECHE)**

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: ..... years ..... months.

4. Mother's Name: .....  
 Occupation: .....  
 Office Address: .....  
 Telephone No./Mobile No. .... Signature .....

5. Father's Name: .....  
 Occupation: .....  
 Office Address: .....  
 Telephone No./Mobile No. .... Signature .....

6. Emp. No. and place of posting in case of Judicial Officer/Official of Delhi District Court, Karkardooma Courts, Delhi ..... Identity Card No. ....  
 Enrolment No. and date of enrolment with SBA in case of Advocate: .....  
 (self attested copy of registration certificate should be attached), Identity Card No. ....

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: .....

11. Name of authorized person to drop/pick up the child : .....  
 (In case if any other person would drop/pick up the child)  
 Occupation: .....  
 Office/Residential Address: .....  
 Telephone No./Mobile No. .... Signature .....

**(FOR OFFICE USE ONLY)**

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

**Annexure- 'B'**

**SELF DECLARATION**

I, \_\_\_\_\_, Father/Mother of \_\_\_\_\_ aged \_\_\_\_\_ hereby declare that my son/daughter named above does not suffer from any ailment/infection or allergy and does not need special medical attention.

( \_\_\_\_\_ )

Signature of Father/Mother

Name of Father/Mother \_\_\_\_\_

Mobile No. \_\_\_\_\_

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

**Rules/guidelines for running the Creche facility at  
Karkardooma Courts Complex, Delhi**

1. The Creche facility will be allowed for children in the age group of 6 months to 9 years.
2. The creche shall function every day from 9:30 A.M. to 5:30 P.M. except on Sundays, Second Saturdays and Holidays. The Guardians shall pick up the child latest by 4.45 p.m. and shall make their own arrangements in this regard.
3. The Creche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the child's parents/guardians to drop and pickup the child from the Creche strictly adhering to the time schedule.
4. Parents/guardians of the child shall inform at the time of admission, as to who will drop and pick up the child and they will be issued Parent ID-Card for said purpose. The child shall be handed over by the Creche In-charge only to the said person. The photograph of such person shall be affixed on the Admission Form. Any change shall be informed in writing to the Creche In-charge.
5. Parents/guardians of the child shall sign the 'Drop and Pick up Register' to be maintained by the In-charge of Creche as and when the child is dropped at the Creche and picked up from the Creche. They shall also provide an emergency contact number which shall be entered in the said Register.
6. The Child shall bring along it food, milk, feeders, biscuits, fruits, medicines, diapers spare pair of clothes to the Creche. The Creche shall not provide food to the children. However, facility of heating food and milk would be provided by the Creche.
7. The parents/guardians shall not send junk food to the Creche with their children. Soft drink beverages including Pepsi, Coca Cola etc. shall not be allowed in the Creche.
8. The Guardian shall take care and ensure that the children coming to the Creche do not wear ornaments/jewelry articles or expensive accessories. No claim for loss of any such thing shall be entertained. It shall also be ensured that when the child is left in the Creche, he/she is properly bathed and cleaned and his/her clothing is also clean, presentable and fresh.
9. Parents/guardians shall be advised to keep the child at home in case he/she is unwell. In case of continuation of any prescribed medication post recovery of the child, the parents/guardians shall give in writing the medicine, its dosage and time along with the doctors prescriptions. The parents/guardians shall also provide the medicine.
10. The Parents/Guardians may, with prior permission of the Committee, send to the Creche their helper/servant with the child person in the age group of 6 months to 2 years.
11. The Parents/Guardians shall bring to the notice of the Caretaker, the particular medical requirement of the child, if the child needs any. Children suffering from any known infectious disease shall not be sent to the Creche and may not be admitted on that account.
12. The Creche shall be equipped with basic First Aid Kit for use in emergency. Steps shall be taken

for providing medical services to the children from DGHS Wellness Centre, Karkardooma Court Complex in case of any emergency.

13. 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 space per child.
14. In case, more requests are received for admission of children of different age groups than the total number of seats available, then preference will be given to children younger in age.