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15/10/26

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

No. 19310-11/Admn./East/KKD/Delhi Dated 14 OCT 2026

Sub: Willingness of female officials (Senior Judicial Assistant or equivalent) for working as Creche In-charge(Shift-wise) at Delhi High Court Creche Facility (DHCCF) in diverted capacity.

I am directed to enclose herewith copy of letter bearing no. 67704-68004/Cir/Misc./Admn.II(HQ)/2026 Dated 13.10.2026, on the above mentioned subject, received from Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi for information to :-

1. *All the Courts, East District, Karkardooma Courts Complex.*
2. All the Branches, East District, Karkardooma Courts Complex.

(Branch Incharge)
Administration Branch, East District,
Karkardooma Courts, Delhi.

HIGH COURT OF DELHI : NEW DELHI
(ESTABLISHMENT-II BRANCH)

No. 1257/E.V/Estt.-II /DHC
Dated: 05.10.2026

CIRCULAR

The Competent Authority has been pleased to direct that applications be invited from the female officials of this Court holding the post of Senior Judicial Assistant or its equivalent for filling up two posts of Creche In-charge (shift-wise) at the Delhi High Court Creche Facility.

The Creche In-charge shall be required to perform duty in either of the following shifts, as may be assigned:-

First Shift : 8:00 A.M. to 2.00 P.M.
Second Shift : 1:00 P.M. to 7:00 P.M.

Nature of duties of the Creche In-charge shall be as under:-

1. Overall supervision and day-to-day management of the Creche Facility.
2. Ensuring proper care, safety, hygiene and well-being of the children attending the Creche.
3. Supervision and coordination of the Creche staff and ensuring proper discharge of their assigned duties.
4. Maintaining and monitoring attendance, admission and other necessary records/registers of the Creche.
5. Ensuring proper cleanliness, sanitation and upkeep of the Creche premises and facilities.
6. Coordinating with the parents/guardians and concerned officials in matters relating to the day-to-day functioning of the Creche.
7. Bringing any important issue, deficiency or incident relating to the functioning of the Creche to the notice of the concerned authorities.
8. Performing such other duties as may be assigned by the Competent Authority/Creche Committee from time to time.

The willing female officials may submit their applications to Establishment-II Branch latest by **29th October, 2026**.

Sd/-
(JASMEET BHATIA)
DEPUTY REGISTRAR (ESTT.-II)

Endst. No. 17692-17699/E.V/Estt.-II/DHC Dated: 05.10.2026

Copy forwarded for information and necessary action to:-

1. Registrar cum Secretary to Hon'ble the Chief Justice.
2. All Registrars/ Officers on Special Duty/Co-ordinator, DIAC.
3. All Joint Registrars/Joint Registrars (Judicial).
4. Joint Registrar, Registrar General Secretariat
5. AOJ/Librarian/Private Secretaries/Court Masters to Hon'ble Judges with the request to kindly bring the contents of the above Circular to the notice of eligible female staff working under their control.
6. P.A. to Registrar (IT) with the request to upload this Circular on the intranet of this Court.
7. Notice Board.
8. Guard file.

ASSISTANT REGISTRAR (ESTT.-II)

PA to Reg(IT) - As directed, the same may kindly be uploaded
Dir(IT)
05/10/26

Nature of Duties of the Creche In-charge shall be as under:-

1. *Overall supervision and day-to-day management of the Creche Facility.*
2. *Ensuring proper care, safety, hygiene and well-being of the children attending the Creche.*
3. *Supervisioon and coordination of the Creche staff and ensuring proper discharge of their assigned duties.*
4. *Maintaining and monitoring attendance, admission and other necessary records/registeres of the Creche.*
5. *Ensuring proper cleanliness, sanitation and upkeep of the Creche premises and facilities.*
6. *Coordinating with the parents/guardinans and concerned officials in matters relating to the day-to-day functioning of the Creche.*
7. *Bringing any important issue, deficiency or incident relating to the functioning of the Creche to the notice of the concerned authorities.*
8. *Performing such other duties as may be assigned by the Competent Authority/Creche Committee from time to time."*

I am, therefore, directed to request you to recommend the names of at least ten (10) female employees (Senior Judicial Assistant or its equivalent) of your office, who are willing to work as "Creche In-charge" (Shiftwise) in Delhi High Court Creche Facility, in diverted capacity, along with their designation, present place of posting and contact details i.e. residential address, mobile number and e-mail ID etc., which may be forwarded to this Court, latest by **31st October, 2026.** The shortlisting/ selection of the applicants will be on the basis of an interaction/interview by the Hon'ble Creche Committee of this Court.

Yours faithfully

(Bhawana Pant)
Joint Registrar(Estt.-I)
For Registrar General

Encls.: As above.

Endst.:17945/Estt.I/El-3/DHC Date: 07.10.2026

1. Copy forwarded to Admn.Officer(Judicial), General Admn.-II, for information.

(Ashish Aggarwal)
Admn.Officer(Judl.)(Estt.-I)

PAT
08 OCT 2026
Branch Incharge
Admn-II (C)

HIGH COURT OF DELHI: NEW DELHI
(Establishment-I Branch)

No.17944/Estt.I/EI-3/DHC
Date: 07.10.2026

From

The Registrar General,
Delhi High Court,
New Delhi.



To,

The Principal District & Sessions Judge(HQs),
Tis Hazari Courts,
Delhi.

Sub: Recommendations of female officials for working as Creche In-charge at Delhi High Court Creche Facility in diverted capacity.

Madam,

I am directed to inform you that the Hon'ble Creche Committee of this Court while considering the matter regarding replacement of Creche In-charges with suitable Officials (SJA or its equivalent), in its Meeting held on 08.09.2026, duly approved by Hon'ble the Chief Justice, has recommended as under :-

> *"The Committee recommends that a fresh circular be issued by the Registry at the earliest inviting applications from female employees of this Court holding the post of Senior Judicial Assistant or its equivalent, to work as Creche In-charge (shiftwise) at DHCCF. The circular must clearly mention the nature of work and the shift timings. It is also recommended that Registrar General of this Court may be directed to request Ld. Principal District & Sessions Judge (Tis Hazari/HQs) to recommend the names of at least ten female employees (Senior Judicial Assistant or its equivalent) of the District Courts who are willing to work on diverted capacity at DHCCF as Creche In-charge (shiftwise) latest by 31st October, 2026. The shortlisting/selection of the applications will be on the basis of an interaction/interview by the Committee. The selected candidate(s) from the District Courts may apply for deputation for a period of two years after completion of three months at DHCCF subject to the satisfaction of the Committee."*

I am further directed to bring your kind notice that vide this Court's Circular No. 1257/E.V/Estt.-II/DHC dated 05.10.2026 (copy enclosed), applications are also invited from the female officials of this Court holding the post of Senior Judicial Assistant or its equivalent for filling up two posts of Creche In-charge (Shift-wise) at the Delhi High Court Creche Facility. The shifting timings of the Creche and nature of duties of Creche In-charge, as contained in the said Circular are as under :-

> *"The Creche In-charge shall be required to perform duty in either of the following shifts, as may be assigned:-*
>
> | | | |
> |---|---|---|
> | ***First Shift*** | ***:*** | ***8:00 A.M. to 2:00 P.M.*** |
> | ***Second Shift*** | ***:*** | ***1:00 P.M. to 7:00 P.M.*** |

OIC Admn. II

PDLSJ(HQ)/THC
07/10/26

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs), DELHI

CIRCULAR

Sub: Recommendation of female officials (Senior Judicial Assistant or equivalent) for working as Creche In-charge at Delhi High Court Creche Facility (DHCCF) in diverted capacity.

In terms of Circular No. 1257/E.V/Estt.-II/DHC dated 05.10.2026 and letter No. 17944/Estt.I/EI-3/DHC dated 07.10.2026 received from the Hon'ble High Court of Delhi **(copy enclosed)**, applications are invited from female officials (Senior Judicial Assistant or its equivalent) of the Delhi District Courts who are willing to work as Creche In-charge (shiftwise) at the Delhi High Court Creche Facility in diverted capacity.

The female officials (Senior Judicial Assistant or its equivalent) who are willing to work as Creche In-charge may submit their willingness/application, along with complete details (name, designation, present place of posting, residential address, mobile number and e-mail ID), so as to reach this office **latest by 24.10.2026**, so that the same may be forwarded to the Hon'ble High Court of Delhi within the stipulated time.

(ANJU BAJAJ CHANDNA)
Pr. District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

67704
– 68004
No. _____/Cir/Misc./Admn.II (HQ)/2026

Dated, Delhi the 13 OCT 2026

Copy forwarded to:

1. The Ld. Registrar General, Hon'ble High Court of Delhi with request to circulate amongst all employees concerned of Delhi District Court working under deputation/diverted capacity.
2. Ld. Pr. District & Sessions Judges, West, New Delhi, East, North-East, Shahdara, North, North-West, South, South-East and South-West Districts and PD&JS-cum-Special Judge (PC Act)/CBI, Rouse Avenue Courts with request to circulate amongst all employees concerned under their kind control.
3. Ld. Principal Judge, Family Courts (HQs), Dwarka Court Complex, Delhi with request to circulate amongst all employees concerned of Delhi District Court working under deputation/diverted capacity.
4. All the Judicial Officers (DHJS & DJS), Central District, Tis Hazari Courts, Delhi with request to circulate amongst all staff members posted under their control.
5. Ld. Member Secretary, DSLSA (HQs), Rouse Avenue Court Complex, New Delhi with request to circulate amongst all employees concerned of Delhi District Court working under deputation/diverted capacity.
6. All the Sr. Administrative Officers (Judicial) / Administrative Officers (Judicial) / Sr. Accounts Officer / Accounts Officer/ Asstt. Accounts Officer / Branch In-charges (Central District), THC, Delhi.
7. PS to undersigned.
8. For uploading on LAYERS.
9. For uploading on Website through LAYERS (R&I Branch), Central District, THC, Delhi.

Pr. District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi