

1083
8/10/26

CIRCULAR

It is brought to the notice of all the Judicial Officers, Advocates & Staff Members of Karkardooma Courts, Delhi that a Creche is again being made functional/operational at F- Block, Ground Floor, Karkardooma Courts, Delhi w.e.f. 15.10.2026 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 website of Karkardooma Court, Delhi. Further, the same may be obtained at the Creche Reception at F-Block, Ground Floor, Karkardooma Courts, Delhi w.e.f. 15.10.2026.

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.


(Saumya Chauhan)
Officer Incharge, Creche
Karkardooma Courts, Delhi

No. 2252-59 Creche/East/KKD Court/Delhi

Dated : 08/10/26

Copy for information and necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Principal District & Session Judges, Delhi District Courts, Delhi.
3. All the Judicial Officers of East, North East & Shahdara District, Delhi.
4. All the Judicial Officers residing at the Judges Residential Complex, Karkardooma Court, Delhi (Thr. Whats app to RWA residential Office).
5. The President/Hony. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi.
6. PS to the Ld. Principal District & Session Judge, East, North East & Shahdara District, Karkardooma Court, Delhi.
7. Administrative Officer (Judl.), Admin. Incharge, R & I Branch, East, North East & Shahdara District with directions to circulate & affix the same on the Notice Boards of their respective Districts.
8. The Website Committee, Delhi District Courts, Karkardooma, Delhi for uploading on LAYERS and website of Karkardooma Courts, Delhi.


Officer Incharge, Creche
Karkardooma Courts, Delhi

Rules/Guidelines for running the Creche Facility
at Karkardoom Court Complex, Delhi

EARLIER RULES/GUIDELINES

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 pm 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 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 the said purpose. The child shall be handed over by the Creche Incharge 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 Incharge.
5. Parents/guardians 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. They shall also provide an emergency contact number which shall be entered in the said Register.
6. The child shall bring along 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, coke 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/jewellery 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 doctor's 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 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 Courts 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.

DRAFT ADDITIONAL RULES/GUIDELINES FOR APPROVAL

15. That the facility at Creche shall not be used by the parents for their personal use, i.e. reading, use of bathroom, dining area/for lunch.
 16. That as earlier mentioned that no valuable of parents or the child shall be kept along with the child belongings.
 17. That Parents shall not have direct interaction with ayas/Helper and in case of any difficulty, issue shall be raised before Creche Incharge and only if not resolved, Official incharge, Creche committee shall be contacted.
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18. That the parents of the children can visit upto four times, five minutes each including pickup and dropping time for the child. Keeping in mind the welfare of the children, the visits shall be one by one and during the following hours:-

VISIT TIMINGS:- 9:30AM to 10:00 AM

11:30 AM to 12:00 Noon

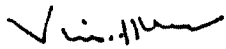
2:30 AM to 3:00 pm

4:30 pm to 4:45 pm

The gates of the Creche shall be kept closed at all times and opened during the visiting hours (including pick up and drop) after making entries in register maintained by the Creche staff.

19. That Children of interns and other Complexs of Staff/Advocates are not permitted to use Creche facility.
20. That the feeding mothers will intimate to the Creche In-charge in writing the feeding needs (upto two times) during creche hours and Creche In-charge shall accordingly make provisions for feeding and shall ensure privacy during feeding, by drawing of curtains. Mother shall confine to feeding area during feeding time. In case of any difficulty faced by In-charge, Creche, she shall inform in writing to the official Incharge, Creche Committee.
21. That Guest child can use creche facility upto four time in a month.

ADDITIONAL RULES FROM S.NO.15 TO 21 APPROVED


(Principal District & Session Judge)
East District, KKD, Delhi

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

Emergency Contact No.:		Photograph of child
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.		Photograph of mother of child
4. Mother's Name:		
Occupation:		
Office Address:		
Telephone No./Mobile No.		Photograph of father of child
5. Father's Name:		
Occupation:		
Office Address:		
Telephone No./Mobile No.		Photograph of father of child
5. Father's Name:		
Occupation:		
Office Address:		
Telephone No./Mobile No.		Photograph of father of child
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:		Photograph of authorized person
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: _____

DELHI DISTRICT COURT KARKARDOOMA COURTS:
DELHI CRECHE FACILITY (DDCKDCDF)
DAY CARE ADMISSION
For Dated _____ / _____ / 2025

Annexure- 'C'

Sr. No.	Name of the Child	Drop By: Name of the Person, Relation and Mob. No.	Last feed of Child and time	Drop Time	Sign	Pick up By: Name of the Person, Relation and Mob No.	Pick up Time	Sign
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								