

HIGH COURT OF JAMMU AND KASHMIR
(Office of the Registrar General at Jammu)

Subject:- Guidelines for Creches at High Court of J&K and Subordinate Courts of Union Territory of J&K and Union Territory of Ladakh.

Notification

No: 971

Dated: 18/12/2019

In order to put in place a mechanism for functioning of Creches in the High Court of Jammu and Kashmir and the Subordinate Courts of Union Territory of Jammu and Kashmir and Union Territory of Ladakh, Hon'ble the Chief Justice has been pleased to lay down the guidelines annexed as *Annexure-"A"* and *Annexure-"B"* to this Notification.


(Sanjay Dhar)
Registrar General

No: 29419-55/G.S

Dated: 18/12/2019

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice High Court of J&K.
 2. Secretary to Hon'ble Mr/Mrs Justice _____
....for information of their Lordships,
 3. Registrar Vigilance, High Court of J&K, Jammu.
 4. Registrar Rules, High Court of J&K, Jammu.
 5. Registrar Computers, High Court of J&K, Jammu.
 6. Registrar Judicial, High Court of J&K, Jammu/Srinagar.
 7. Principal District and Sessions Judge, _____
....for information.
- ✓ 8. CPC e-Courts High Court of Jammu and Kashmir for uploading the same on the official website of the High Court.


Registrar General

Guidelines for Creche at the High Court of Jammu & Kashmir

1 The Creche facility can be utilized by Members of the Bar Associations, practising at the High Court, Registered Clerks engaged by such Advocates, Bar Staff, and Officers and members of staff of the Registry of the High Court for their children.

2. Creche facility will be allowed for the children in the age group of 6 months to 6 years.

3. The Creche shall function from 8.30 A.M. to 6.30 P.M. on all working days of the Registry from Monday to Saturday (except Holidays).

4. Creche shall admit upto a maximum of 30 children and out of 30 seats, 3 seats (i.e. 10% shall be kept vacant for accommodating the children desirous of availing Creche facility for a day or two and also for children as may be recommended by Mediation Centre) and 27 seats will be filled by admitting children on regular basis. The representation of the children of the members of Bar Association, their staff and the Registry's/court's staff will be as follows:-

Categories	Number of seats earmarked
Children of members of Bar (including their staff)	12
Children of Registry's/court's staff	12
Children of Advocates' Clerk	3
For Guest Child for a day or two (including children accompanying a litigant appearing before Mediators in Mediation Centre)	3

5. The fee structure for admitting the child to Creche may be as under:-

<u>Nature of Fee</u>	<u>Amount</u>
I. Admission Fee :	Rs. 1000/-
II. Care fee per month (in advance) :	Rs. 1500/-

The Creche will have the services of trained or experienced staff for taking care of children and their safety. In case of any emergency, the parents will immediately be informed.

6. If required number of children of High Court staff do not come forward to avail Creche facility, and if there are excess applications in other categories, then children of

members of the Bar and their staff will be considered for admission and vice versa to fill all the 27 seats.

7. The Creche has sleeping facility for children, activity and dining area, essential play material, teaching and learning material and Music System for playing rhymes, stories/audio/video/CD/DVD to meet the needs of pre-school children and also in the age group up to 6 years. The Creche has the services of trained or experienced Ayahs for taking care of children and their safety.

8. 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.

9. Parents 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.

10. 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.

11. 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.

12. The parents shall send food items, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes and chappals to the Creche depending upon the need of their children.

13. The Creche shall not provide food to the children. However, the facility of refrigerating milk/food and heating the milk/food would be provided by the Creche. No cooking will be done in the Pantry.

14. For emergency need, some such eatables will be kept in the Creche as may be advised by the Expert/Nodal Medical Officer.

15. The parents shall not send junk food to the Creche with their children. Aerated Soft drink beverages shall not be allowed in the Creche.

16. The Creche is equipped with basic First Aid kit for use in emergency. Effective para-medical assistance whenever required will be made available from any Health Centre that may be located close to Creche.

17. 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

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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.

18. The Parents/Guardian who are desirous of keeping their child occasionally for a day or two in case of exigencies, may, subject to availability of seats earmarked for guest child, keep their child in the Creche. The "guest child facility" may be available on payment of Rs.100/- per child per day. The Incharge of the Creche is authorized to register a child to the Creche for a single day which would be subject to availability of seats earmarked for guest child and on payment of requisite fee.

19. Monthly Care fee shall be paid in advance within first week of the month. In case the fee is not deposited by the end of the month, the admission of the child shall stand cancelled without any notice.

20. In case any parent does not send his/her child to Creche for a period of more than one month and also does not communicate in writing any justifiable reason for not sending the child to Creche even though care fee is paid, the Managing Committee shall take a view and cancel the admission of the child without any notice so that the Seat is not unduly blocked.

21. The Parents/Guardian shall provide an emergency contact telephone number, which shall be entered in the Drop and Pick up Register.

Guidelines for Creche in Subordinate Courts in UTs of Jammu & Kashmir; and Ladakh

1. The Creche facility can be utilized by Members of the Bar Association practicing in the concerned Subordinate Court, Registered Clerks engaged by such Advocates, Bar Staff, and Officers and ministerial staff members of the concerned court for their children.
2. Creche facility will be allowed for the children in the age group of 6 months to 6 years.
3. The Creche shall function from 8.30 A.M. to 6.30 P.M. on all working days of the week from Monday to Saturday (except Holidays).
4. Creche shall admit up to a maximum of 30 children and out of 30 seats, 3 seats (i.e. 10% shall be kept vacant for accommodating the children desirous of availing Creche facility for a day or two and also for children as may be recommended by Mediation Centre) and 27 seats will be filled by admitting children on regular basis. The representation of the children of the members of Bar Association, their staff; and Officers/court's staff will be as follows:-

Categories	Number of seats earmarked
Children of members of Bar (including their staff)	12
Children of Officer/Court's staff	12
Children of Advocates Clerk	3
For Guest Child for a day or two (including children accompanying a litigant appearing before Mediators in Mediation Centre)	3

5. The fee structure for admitting the child to Creche may be as under:-

<u>Nature of Fee</u>	<u>Amount</u>
I. Admission Fee :	Rs. 1000/-
II. Care fee per month (in advance) :	Rs. 1500/-

The Creche will have the services of trained or experienced staff for taking care of children and their safety. In case of any emergency, the parents will immediately be informed.

6. If required number of children of Court staff do not come forward to avail Creche facility, and if there are excess applications in other categories, then children of

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members of the Bar and their staff will be considered for admission and vice versa to fill all the 27 seats.

7. The Creche has sleeping facility for children, activity and dining area, essential play material, teaching and learning material and Music System for playing rhymes, stories/audio/video/CD/DVD to meet the needs of pre-school children and also in the age group up to 6 years. The Creche has the services of trained or experienced Ayahs for taking care of children and their safety.

8. 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.

9. Parents 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.

10. 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.

11. 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.

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13. The Creche shall not provide food to the children. However, the facility of refrigerating milk/food and heating the milk/food would be provided by the Creche. No cooking will be done in the Pantry.

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20. In case any parent does not send his/her child to Creche for a period of more than one month and also does not communicate in writing any justifiable reason for not sending the child to Creche even though care fee is paid, the Managing Committee shall take a view and cancel the admission of the child without any notice so that the Seat is not unduly blocked.

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