

SUPREME COURT OF INDIA

New Delhi, dated : April 5, 2018

CIRCULAR

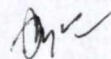
It is notified for information of all concerned that the Creche presently functioning at Chamber Nos. 8 & 9, New Lawyers Chamber Building at Bhagwan Das Road, New Delhi shall shift to a new spacious site on the Ground Floor in **New Annexe Building at Supreme Court of India** and the newly constructed Creche will be made operational **with effect from 1st May, 2018**. The new Creche is more spacious and better equipped with facilities having a total area of about 2000 sq.ft with open area in front of about 500 sq. ft. for garden.

The facility of Creche will be for children in the age group of 6 months to 6 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, Clerks of Advocates, SCBA staff and Officers and Employees of the Registry.

With increased space now available, Creche shall admit upto a maximum of 30 children instead of 10 children as at present 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 Supreme Court Mediation Centre) and 27 seats will be filled by admitting children on regular basis.

The representation of the children of the members of SCBA, their staff and the Registry's staff will be as follows :-

Categories	Number of seats earmarked
Children of members of SCBA (including their staff)	12
Children of Registry's staff	12
Children of Advocates' Clerk	3
For Guest Child for a day or two (including children accompanying the litigant party appearing before MCPC)	3



If required number of children of Supreme Court staff do not come forward to avail the 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.

It is also notified for information of all concerned that the fee structure for admitting the Child to Creche shall be as hereunder :-

Amount

Admission Fee	:	Rs. 1000/-
Care fee per month (in advance)	:	Rs. 1500/-

The charges per child per day will be Rs.100. 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 seats earmarked for Guest child and on payment of requisite charges. Those desirous of availing facility for their child for a single day may ascertain from Secretary of the Creche a day in advance whether seats for accommodating the child for the next day is available in the Creche.

Trained staff will be looking after the children in the Creche equipped with child friendly furniture, utensils, toys and play materials and first aid kit. The Creche will function 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.

If 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.

The required amount of fee shall be payable by way of a demand draft/Pay order in favour of **“Registrar, Supreme Court of India”**

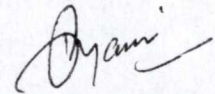
The Creche shall not provide any conveyance/transportation facility for the children and it shall be the responsibility of the parent to drop the child in the Creche in the morning and pick up the child from the Creche in the evening strictly adhering to the time schedule. The Revised Norms/Guidelines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

As per Order dated 3rd April, 2018 of the Hon'ble Supreme Court in M.A.No.545/2018 in Writ Petition(C) No.509/2015, the norms governing the Creche including the question of charges would be reconsidered once the Creche becomes operational and in the light of the experience to be gained.

The interested members of the SCBA, SCAOR Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates, Clerks of Advocates, SCBA staff 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 at the earliest to

Mrs. Madhu Arora, Additional Registrar (Secretary, Advisory Committee, Mobile No. 9911159234) **latest by 21st April, 2018**. The members of SCBA/SCAOR Association/female Registered Clerks engaged by Advocates-on-Record/Senior Advocates, Clerks of Advocates/SCBA staff shall have to forward their applications through their respective Associations. Applications received after due date will not be considered.

The entry of parents and children will be from 'G' Gate on Mathura Road side near Museum and entry pass will be issued to facilitate their entry.



**[Deepak Jain]
Registrar[Admn.]**

Copy to:-

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 Creche at Supreme Court

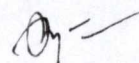
1. The Creche facility can be utilized by Members of the Supreme Court Bar Association, Supreme Court Advocates-on-Record Association practicing at the Supreme Court, female Registered Clerks engaged by Advocates- on-Record/Senior Advocates, Clerks of Advocates, SCBA Staff and Officers and members of staff of the Registry of the Supreme Court of India for their children.
2. Creche facility will be allowed for the children in the age group of 6 months to 6 years.
3. With increased space now available, Creche shall admit upto a maximum of 30 children instead of 10 children as at present 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 Supreme Court Mediation Centre) and 27 seats will be filled by admitting children on regular basis. The representation of the children of the members of SCBA, their staff and the Registry's staff will be as follows :-

Categories	Number of seats earmarked
Children of members of SCBA (including their staff)	12
Children of Registry's staff	12
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4. If required number of children of Supreme 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.
5. 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 upto 6 years. The Creche has Garden area in front having facilities of sea-saw and slide etc. for children to play. The Creche has 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. 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.



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 shall function 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 parents shall send food items, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes to the Creche depending upon the need of their children and no cooking will be done in the Pantry. The Creche shall not provide food to the children. However, the facility of refrigerating food and heating the milk would be provided by the Creche.
12. For emergency need, some such eatables will be kept in the Creche as may be advised by the Expert/Nodal Medical Officer.
13. The parents 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.
14. The Creche is equipped with basic First Aid kit for use in emergency. Effective para-medical assistance whenever required will be made available from Supreme Court CGHS Wellness Centre which is located very close to Creche. Steps are being taken to provide the assistance of a Medical Officer (Paediatrician) to act as Nodal Medical Officer for Creche for carrying and periodical health check up of the children and also providing medical services in case of any emergency and also to guide to maintain optimum hygiene in the Creche.
15. 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.



16. 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.100/- per child per day subject to availability of seats earmarked for guest child. 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 seats earmarked for guest child and on payment of requisite fee.
17. 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.
18. 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.
19. 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
(CRECHE)**

APPLICATION FORM FOR REGISTRATION

Photograph
of the Child

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 May, 2018.....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, Clerks of Advocates, SCBA Staff.....
- (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.....

Photograph
of the
Mother

Photograph
of the
Person

Photograph
of the
Father

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.....

[Signature]