

Supreme Court of India

15 October 2024

CIRCULAR

(Revised Norms / Guidelines for Creche)

It is hereby notified for the information of all concerned that the newly inaugurated Creche, located on the 2nd Floor, Block-E, Administrative Buildings Complex, Supreme Court of India, has been fully operational since 2nd September 2024. The Creche offers enhanced space and improved facilities to cater to the needs of children and parents alike. It will be governed as per the following revised norms/guidelines:

Availability of Creche Facilities:

In compliance with the directives of the Competent Authority, the Creche facilities are now available for children aged 6 months to 8 years, belonging to the following categories:

1. Members of the Supreme Court Bar Association (SCBA)
2. Members of the Supreme Court Advocate-on-Record Association
3. Female Registered Clerks engaged by Advocates-on-Record/Senior Advocates
4. Clerks of Advocates
5. SCBA staff
6. Officers and employees of the Registry

The Creche has a capacity to accommodate 60 children, with 6 seats (10% of the total) reserved for short-term use (1-2 days) and for children recommended by the Supreme Court Mediation Centre. The remaining 54 seats will be allocated on a regular basis.

Seat Allocation:

The seats will be distributed as follows:

Categories	Number of seats earmarked
Children of SCBA members (including their staff)	24
Children of Registry's staff	24
Children of Advocate's Clerk	6
Guest Child for a day or two (including those children accompanying litigants before MCPC)	6
Total	60

If there are insufficient applications from Supreme Court staff, excess applications from other categories will be considered to fill all 54 regular seats, and vice versa.

Fee Structure:

1. **Admission Fee:** ₹1000/-
2. **Monthly Care Fee (in advance):** ₹1500/-
3. **Daily Charges per Child:** ₹100/-

Parents wishing to avail the facility for a single day are required to confirm availability one day in advance with the Secretary of the Creche.

Facilities and Operation:

The Creche is managed by trained professionals and is equipped with child-friendly furniture, utensils, toys, play materials, and a first aid kit. It will operate from 8:30 A.M. to 6:30 P.M. on all working days, Monday to Saturday, except on the 2nd and 4th Saturdays of each month.

Additional Guidelines:

1. **Preference for Admission:** If more requests are received than available seats, preference will be given to younger children.
2. **Fee Payment:** Fees must be paid via demand draft/pay order in favour of "Registrar, Supreme Court of India."

3. **Transport:** Parents are responsible for the timely drop-off and pick-up of their children at the Creche, adhering to the specified time schedule.
4. **Health and Safety:** Children who are unwell should not be sent to the Creche. Parents must provide any necessary medication along with written instructions. The Creche has basic first aid facilities and can access paramedic services from the Supreme Court CGHS Wellness Centre, if required.
5. **Food:** Parents are required to provide food, milk, bottles, biscuits, fruits, medications, diapers, and extra clothes for their children. While the Creche does not offer cooking services, refrigeration and heating facilities are available.
6. **Emergency food items:** Some emergency food items will be stocked, based on expert recommendations. Junk food and beverages such as Pepsi and Coca-Cola are strictly prohibited.
7. **Security:** Children should not wear jewellery or expensive accessories to the Creche. Parents are responsible for ensuring children are bathed, clean, and comfortably dressed.
8. **Guest Facility:** The Creche offers a “guest child” facility for ₹100/- per child per day, subject to availability.
9. **Monthly Fees:** Monthly care fees must be paid in advance within the first week of each month. Failure to pay by month-end will result in the cancellation of the child's admission without notice.
10. **Absenteeism:** If a child does not attend the Creche for over a month without a written notice or explanation, the admission may be cancelled to avoid seat blocking.

Entry:

Parents and children should enter *via* **Gate No.3** of the Administrative Buildings Complex, Supreme Court of India.

Mahesh Tanajirao Patankar
Registrar

Copy to:

1. The Secretary, Supreme Court Bar Association
2. The Secretary, Supreme Court Advocates-on-Record Association.