

# **THE GAUHATI HIGH COURT AT GUWAHATI**

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

## **NOTIFICATION**

Dated Guwahati, the 20<sup>th</sup> May, 2023

**No. HC.V-20/2022/ 368 /Estt. ###** It is for the information of all concerned that the following guidelines have been framed for smooth functioning of the crèche in the old block of the Gauhati High Court which shall come into force with immediate effect:

1. These guidelines may be called the "**Gauhati High Court Crèche Guidelines**".
2. These guidelines shall be applicable to the Gauhati High Court Crèche Facility (GHCCF), located in the Old Block.
3. The services of the crèche will be initially available to all the women Officers/staff of the Gauhati High Court (Principal Seat) having children between the age group of 2 (two) to 4 (four) years. However, the facility may be extended to the age group of 6 (six) months to 6 (six) years in near future subject to availability of space and infrastructure.
4. Initially, the crèche facility, with accommodative capacity of 4 (four) children, shall be extended to only the Officers and staff of the Registry who satisfy the aforesaid eligibility criteria. More children may be accommodated in near future subject to availability of space and infrastructure.
5. The crèche shall function from 10:00 AM to 5:00/4:30 PM (as per usual office timings) on all working days of the Registry. The crèche shall remain close on all holidays, Sundays and 2<sup>nd</sup> and 4<sup>th</sup> Saturdays. The crèche shall function for a maximum of 7 (seven) hours on all working days or as per specified office timings.
6. The Registrar General shall constitute a Management Committee of the Crèche comprising of the following members:
  - i. The Registrar (Administration), Gauhati High Court, Guwahati.
  - ii. The Registrar (Establishment), Gauhati High Court, Guwahati.
  - iii. The Joint Registrar (Administration), Gauhati High Court, Guwahati.

- iv. The Deputy Registrar from the Gauhati High Court service, as Secretary.
7. There shall be two kinds of facilities available in the crèche - '**Regular Admission Facility**' i.e. the monthly/annual admission facility and the '**Guest Child Facility**', i.e., use of crèche facility for a day or two. This facility shall be available on first come first serve basis.
8. The crèche shall, for the present, admit a maximum of total 4 (four) children. For the 4 (four) seats of the crèche, the '**Regular Admission Facility**' shall be extended to 3 (three) seats of the total number of seats and the remaining 1 (one) seat shall be extended to '**Guest Child Facility**'.
9. In case, any parent/guardian wishes to avail the "**Guest Child Facility**", the booking shall be done one day in advance latest by 5:00 P.M.
10. The fee structure for admitting the child to the crèche shall be as under:

Sl. No.	Fee Type	Amount (in ₹)*
1.	Admission Fee	1,000/-
2.	Care Fee (per month and in advance)	1,500/-
3.	Guest Child (per day)	100/-
<b>*The amount is subject to revision from time to time</b>		

11. The monthly care fees shall be paid in advance by the 7<sup>th</sup> day of every month. In case of non-compliance, the admission of the child shall stand cancelled. However where despite payment of monthly care fees the child does not use the crèche for one month, the Management Committee of the crèche shall take a view and may cancel the admission of the child. Fees once deposited shall not be refunded or adjusted in case of absence in any case.
12. The fees shall be payable by online mode/debit card/credit card and the same shall be credited to the account of the Registrar General, Gauhati High Court or a separately created account for the crèche.
13. The Gauhati High Court shall not provide any conveyance/transportation facilities for the children and it shall be responsibility of the parents to drop and pick

up the child from the crèche in the morning and evening, respectively by strictly adhering to the time schedule.

**14.** Parents availing the crèche facility shall sign the "*Drop and Pick-up Register*" to be maintained by the In-charge of the crèche as and when the child is dropped at, and picked up from, the crèche. The Crèche In-charge shall have full information about the child's identity, details of the parents, residential address, emergency contact number, etc.

**15.** At the time of admission, parents/guardians of the child shall inform as to who would drop and pick up the child. The child shall be handed over by the crèche In-charge only to the authorized person. The photograph of such person should be affixed on the Admission form (**Annexure-A**). Any change in the person should be informed in writing to the crèche In-charge.

**16.** Personal details of the person who is picking up and dropping the child at the crèche should be available with the In-charge and the child should be handed over to that person only. In case any other person picks up or drops the child, then his/her identity with the authorization from parents will be necessary.

**17.** The medical fitness certificate for the last 2 (two) months of the child from any MBBS doctor, the attested copy of Birth Certificate of the child from the competent authority and a self-declaration form from the parent/guardian that the child does not suffer from any ailment/infection/allergy and does not need special medical attention, should be attached with the admission form.

**18.** Parents/Guardians of the child are advised to keep the child home in case he/she is unwell. In case of any continuation of any prescribed medication post recovery of the child, the parents/guardians shall give in writing (**Annexure-B**) the medicine, its dosage and time along with the doctor's prescription certifying the child as being fit to be left in the crèche. The parents/guardians shall also provide the medicine.

**19.** The crèche shall be equipped with basic first-aid kit for use in case of emergency. Effective paramedic assistance, whenever required will be made available from the Gauhati High Court Medical Unit. The Medical Officer of the Medical Unit shall act as the Nodal Medical Officer for the crèche for carrying out