

THE GAUHATI HIGH COURT AT GUWAHATI

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

NOTIFICATION

Dated Guwahati, the 20th 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 2nd and 4th 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/-
*The amount is subject to revision from time to time		

11. The monthly care fees shall be paid in advance by the 7th 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

periodical health check-up of the children and also for providing medical services in case of any emergency and also to guide to maintain optimum hygiene.

20. The parents shall send food items, milk, feeders, biscuits, fruits, medicines, diapers, spare clothes to the crèche depending upon the needs of their children and no cooking will be done in the pantry. However, the facility of refrigerating food and heating the milk would be done by the crèche.

21. The crèche shall not provide food to the children. However, for emergency needs such eatables as may be advised by the Nodal Medical Officer/Expert shall be kept in the crèche.

22. The parents shall not send junk food to the crèche with their children. Soft drinks like Pepsi, Coca-cola etc. shall not be allowed in the crèche.

23. The Parents/guardians shall take care and ensure that the children coming to the crèche do not wear ornaments, jewelry articles or expensive accessories. The crèche 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 crèche, he/she is properly bathed and cleaned and comfortably dressed.

24. CCTV cameras will be installed in the common areas of crèche to be monitored by the Crèche In-charge. Screen/monitor attached to the CCTV Camera shall be placed in the office of the Court Officer in the Old Block or any other suitable place. Parents/guardians may be provided link to the cameras of the crèche facility.

25. The Crèche In-charge has to ensure that no person, known or unknown, be allowed inside the crèche at any point of time, during the functioning hours of the crèche. For example, plumbing or any other civil work should be done during weekend/holidays only.

26. Presently, the following number of staff from the Registry may be entrusted to perform duties in the crèche:

- 1 (one) Officer as Crèche In-charge
- 1 (one) Computer Operator
- 2 (two) Attendants
- 1 (one) Cleaning Staff



The In-Charge of the crèche shall be solely responsible for day to day functioning of the Crèche.

27. The duty timings of the crèche and helpers will be from 9:30 am to 5:30 pm.
28. The Crèche In-Charge shall report to the Management Committee of the crèche regarding its functioning time to time. The In-Charge shall inform the Secretary of the Management Committee regarding his/her absence well in advance and the Committee shall take necessary steps for providing substitutes in his/her absence.
29. Any query relating to the crèche may be made to the Secretary of the Management Committee of the crèche.
30. If any question arises relating to the interpretation of the Crèche Guidelines, the decision of the High Court shall be final.

By Order,

sdf

REGISTRAR (ESTABLISHMENT)

Memo No.HC.V-20/2022/368^A/Estt.

Dated 20.05.2023

Copy for information and necessary action to:

1. The Registrar (Vigilance/Admn./Judl), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to the Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati.
4. The Senior Information Technology Consultant, Gauhati High Court, Guwahati.
5. The Joint Registrar, Gauhati High Court, Guwahati.
6. The Officer on Special Duty (Protocol), Gauhati High Court, Guwahati.
7. The Director, Law Research Institute, Gauhati High Court, Guwahati with a request to inform about this notification to the respective staff of their section.
8. The Deputy Registrar,, Gauhati High Court, Guwahati.
9. The Assistant Registrar,...../In-Charge of Stenographers/Court Masters/Law Clerks (with a direction to inform about this notification to the concerned Officers/staff under her control), Gauhati High Court, Guwahati.
10. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati
11. The Special Officer, Translation Wing, Gauhati High Court, Guwahati with a direction to inform about this notification to the respective staff of their section.
12. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati with a direction to inform about this notification to the respective staff of their section.
13. The Project Manager, Gauhati High Court, Guwahati *with a direction to upload this notification in the Gauhati High Court Website and to inform about this notification to the respective staff of their section.*
14. The Court Manager, Gauhati High Court, Guwahati.

15. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
16. The Finance and Accounts Officer, Gauhati High Court, Guwahati.
17. The Medical & Health Officer-I, Medical Unit, Gauhati High Court, Guwahati.
18. The Administrative Officer (Judicial,), Gauhati High Court, Guwahati with a direction to inform about this notification to the respective staff of their section.
19. The Chief Security Officer, Gauhati High Court, Guwahati.
20. The Court Officer No. I and II, Gauhati High Court, Guwahati with a direction to inform about this notification among the respective staff under their control.
21. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
22. The Caretaker, Judges' Guest House, Gauhati High Court, Guwahati.
23. The High Court Notice Board (Old Block and New Block), Gauhati High Court, Guwahati.
24. The Order file.

REGISTRAR (ESTABLISHMENT)

B.D.

Photograph of
the Child

Annexure-A

GAUHATI HIGH COURT AT GUWAHATI (CRÈCHE)

APPLICATION FORM FOR REGISTRATION

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 _____ : _____ 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) Guardian's Name Occupation Office Address Telephone No./Mobile No (if applicable):

(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) Any other information: _____

Photograph
of Mother

Photograph
of Father

Photograph
of Guardian,
if any

Signature of Mother

Signature of Father

Signature of Guardian

(12) In case any other person would pick up the child,

Name: _____

Telephone/Mobile: _____

ID Proof: _____

Photograph
of the
person

Signature: _____

Date: _____

Place: _____

(FOR OFFICIAL USE ONLY)

Registration No.: _____

Account No.: _____

Date of admission: _____

Admission No.: _____

Date: _____

Signature: _____

Other Remarks, if any: _____



Annexure-B
SELF DECLARATION FORM

(To be signed by Parents. A copy will be kept in the file in the Crèche of the Gauhati High Court, Guwahati.)

I declare that:

1. I, _____, Father/Mother of _____
_____ declare that the child does not suffer from any ailment/infection or allergy and does not need special medical attention.
2. I permit the crèche staff to administer the following medication in prescribed doses (prescription of Dr. _____
attached) by the crèche staff.

Signature: _____

Name: _____

Date: _____

Place: _____

