

RAJASTHAN HIGH COURT, JODHPUR

No. 04/S.O./2020

Date: 11-02-2020

**THE GUIDELINES FOR USE OF CRECHE FACILITY IN THE NEW HIGH
COURT BUILDING AT JODHPUR**

A well equipped Creche has been established in the new building of Rajasthan High Court at Jodhpur. To utilize its facilities necessary Guidelines are hereby issued as follows:

1. The Creche facility will be allowed for the children of the High Court Staff and Advocates in the age group of 6 months to 6 years.
2. The Creche has maximum capacity to accommodate 15 children out of which 13 children shall be admitted on monthly basis and 2 seats shall be kept for occasional users i.e. for one day.
3. The Creche facility will be allowed on priority for the children of High Court Staff. If 13 children of High Court Staff are not admitted in the Creche, the vacant positions will be allowed to the children of Advocates on first come first serve basis. Remaining 2 seats will be allowed for the temporary requirement for children of High Court Staff and Advocates.
4. If more requests for admission are received than the available seats, preference will be given to the children younger in age.
5. The Creche shall function from 10:00 A.M. to 6.00 P.M. on all working days.
6. It shall be the responsibility of the parents to drop and pick up the child strictly adhering to the time schedule and no conveyance or transport facility shall be provided by Rajasthan High Court.
7. The fee structure for admitting the Child to Creche shall be as under:-

Admission Fee .	Rs. 1000/-
Care fee per month (in advance)	Rs. 1500/-
Care charges per child per day (Temporary requirement)	Rs.100/-.

8. The required amount of fee shall be payable by demand draft/Pay order in favour of "**Registrar General, Rajasthan High Court, Jodhpur**" and Care Charges on Temporary requirement shall be paid in Cash at Cash Section, Rajasthan High Court.
9. The parents desirous to avail the Creche facility shall apply for the same in prescribed format Annexure-1 in which all necessary informations shall be filled up correctly. Incomplete application shall be liable to be rejected without any further notice.
10. Parents/Guardian of the child shall inform at the time of admission, as to who would drop and pick up the child and affix photo on admission form. The child shall be handed over only to such person.
11. A register shall be maintained in the Creche by the Incharge in prescribed format Annexure-2 for registration of the children admitted in Creche. A separate date wise running register shall be maintained in prescribed format Annexure-3 for keeping necessary record including the time of pickup and drop with signature of the concerned parents/guardian/nominated person.
12. The Parents/Guardian shall provide at least two contact telephone/mobile numbers so that they may be informed in case of any requirement /emergency.
13. The Creche shall not provide food to the children and no cooking will be allowed in the Pantry. Therefore, the parents shall provide necessary food items, milk, feeders, biscuits, fruit, medicines, diapers, spare pair of clothes etc. The Junk food and soft drink beverages shall not be allowed.
14. For emergency need, some such eatables will be kept in the Creche as may be advised by the Expert/Nodal Medical Officer.
15. Children suffering from infectious diseases shall not be allowed in the Creche. However, in case of routine ailments, the children may be allowed on medical advise but in that case, the Parents/Guardian shall provide necessary medicine to be given to the child along with a slip in writing containing the dose and time of medicine.
16. Necessary medical assistance will be available in the dispensaries established in new High Court Building but in case of requirement of medical assistance of higher level, the parents shall be informed to take up the child to appropriate hospital.

17. The parents shall ensure that the child is admitted to the Creche only after having bath and properly dressed up. They should not wear any jewellery, costly articles etc. The Creche shall not be responsible for loss of any such item.
18. 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.
19. In case of absence of the children for a period of more than one month without prior information, the admission shall be liable to be cancelled without any notice.

BY ORDER


REGISTRAR GENERAL

RAJASTHAN HIGH COURT, JODHPUR

(CRECHE)

APPLICATION FORM FOR USE OF CRECHE FACILITY

(1) Name of the Child

(2) Gender

(3) Date of Birth

(self attested copy of date of birth certificate of child be attached)

(4) Age as on years months

(5) Mother's Name

Occupation

Office Address

Telephone No./Mobile No

(6) Father's Name

Occupation

Office Address

Telephone No./Mobile No

(7) Emp. No. of Mother/Father and place of posting in case of High Court Staff or Officers

OR

Enrolment no. in case of Advocate

(8) Residential Address

Tel.No. (s)

(9) Name and address with contact number of person(s) authorized for pick and drop of the child indicating the relation with child

[Attach copy of Photo Identity Card of above person(s)]

(10) Blood Group of Child

(11) Whether Child is suffering from any infectious disease Yes/No

(Attach certificate of Medical Practitioner)

(12) Whether the child has any other routine ailment for which he is on regular medication Yes/No

(Attach certificate of Medical Practitioner along with prescription slip containing details of medicines, its doses and time)

(13)

Photograph of the Child	Photograph of the Mother	Photograph of the Father	Photograph of the Person(s) authorised by parents to drop and pick up the child

(12) Emergency Contact No 1.

2.

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

CRECHE OF RAJASTHAN HIGH COURT

ADMISSION REGISTER

Sr. No.	Name of child	Mother's name and address with contact number	Father's name and address with contact number	Date of admission in Creche	Date and Receipt number of Fees	Date of leaving the Creche	Remarks

Gen/XV/06/2020/ 1577

Date :- 11-02-2020

Copy forwarded to the following for information and necessary action:-

1. Registrar (Vig.)/ (Admn.)/ (Rules)/ (Exam.)/ (Judicial)/ (Writs)/ OSD (F&I), Rajasthan High Court, Jodhpur/ Jaipur.
2. Registrar – cum – Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
3. Director, Rajasthan State Judicial Academy ,Jodhpur.
4. Registrar (Class.), Rajasthan High Court, Jodhpur with direction to upload the same on official website.
5. Joint Registrars/ Dy. Registrars, Raj. High Court, Jodhpur.
6. All Private Secretaries to Hon'ble Judge, Rajasthan High Court, Jodhpur.
7. All Assistant Registrars, Rajasthan High Court, Rajasthan High Court, Jodhpur.
8. Senior Librarian, Rajasthan High Court, Jodhpur.
9. Court Officers, Rajasthan High Court, Jodhpur.
10. All A.O.J.s/ CA-cum-AOJ/AAO/ Manager Gr. I/ Court Masters/ Stamp Reporters, Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
11. The President, Rajasthan High Court Advocates Association, Jodhpur.
12. The President, Rajasthan High Court Lawyers Association, Jodhpur.
13. Notice Board.


REGISTRAR GENERAL