# RAJASTHAN HIGH COURT, JODHPUR

## ::STANDING ORDER::

**No. 20/S.O./2026** **Date:16.10.2026**

**Rajasthan High Court and District Courts' (Establishment, Operation, and Management) Creche Facilities Guidelines, 2026.**

In pursuance to the resolution of Hon'ble Administrative Committee in its meeting dated 21.08.2026 & in supersession of this office earlier Standing Order No. 04/S.O./2020 dt. 11.02.2020, as per the provisions contained in the Maternity Benefit (Amendment) Act, 2017, and in alignment with the National Minimum Guidelines for Setting Up and Running Creches issued by the Ministry of Women & Child Development, Government of India, the High Court of Rajasthan hereby frames the following Guidelines for the Establishment, Operation, and Management of Creche Facilities in the High Court and District Courts, Outlying Courts and all other courts and tribunals under the administrative control of the Rajasthan High Court.

The objectives of these Guidelines are:

- To provide a safe and inclusive space for children during working hours.
- To ensure that employees can discharge their official duties without concern for the well-being of their children.
- To promote early childhood care and education in accordance with national standards.
- To strengthen welfare measures and uphold judicial dignity.

**1. Short Title, Commencement, and Extent:**

a. These Guidelines shall be called the Rajasthan High Court and District Courts' (Establishment, Operation, and Management) Creche Facilities Guidelines, 2026.
b. They shall come into force with immediate effect upon approval by Hon'ble the Chief Justice.
c. These Guidelines shall apply to the High Court, District and Sessions Courts, Family Courts, Motor Accident Claims Tribunals (MACTs), Outlying Courts, and all other courts and tribunals under the administrative control of the Rajasthan High Court.

**2. Definitions:**

a. **Authorized Person**: A parent or person nominated by parent permitted to drop or pick up a child, whose identity must be verified and recorded in prescribed registers.
b. **Beneficiaries:** Children of judicial officers, court staff, contractual or daily-wage staff, practicing advocates, registered clerks, and litigants eligible for admission.
c. **Child Protection Policy:** The formal policy adopted in line with NCPCR guidelines, prohibiting abuse and mandating safeguards under the POCSO Act.

d. **Creche:** A dedicated childcare facility providing a safe, nurturing, and secure environment, featuring age appropriate cognitive, physical, and educational activities for children during working hours.
e. **Creche Administrative Committee (CAC):** The monitoring and dispute resolution body constituted at the High Court comprising a nominated Judge, Creche Supervisor, and one senior female advocate, responsible for inspections, parent feedback, hygiene audits, and dispute resolution.
f. **Creche Helper:** Support staff assisting the Supervisor in childcare routines, hygiene and daily activities with minimum prescribed qualifications and aptitude for childcare.
g. **Creche Supervisor:** The designated officer responsible for day-to-day management, record maintenance and compliance with safety, nutrition, and developmental standards.
h. **Daily/Occasional User:** A child admitted for short-term or one day use.

i. **District/Outlying Courts Creche Administrative Committee (DCAC):** The committee constituted in each judicial district under the chairmanship of the senior most judicial officer, Creche Supervisor, and one senior female advocate entrusted with monthly inspections, compliance audits and corrective measures.

**3. Beneficiary Eligibility, Capacity, and Seat Allocation:**

a. Children of beneficiaries aged 6 months to 8 years shall be admitted. Admission shall be subject to verification of age and beneficiary status through appropriate documentation and admission shall be granted on a first-come, first-served basis, subject to capacity and priority rules.
b. Capacity:
   i. High Court, Jodhpur / Bench at Jaipur: 20–25 children
   ii. District Headquarters: 15–30 children
   iii. Outlying Courts: 5–20 children
c. In cases where applications exceed sanctioned capacity, children of lower age groups shall be given preference. 10% of total seats shall be reserved for daily or occasional users with priority accorded to women litigants in Family Courts or mediation centers.
d. Capacity limits shall be reviewed annually by the Administrative Committee to ensure adequacy and responsiveness to demand.
e. Reserved seats shall be allocated through a simplified application process to facilitate access for women litigants.

**4. Operational Timings and Infrastructure:**

a. Creche timings and staff shift schedules shall be strictly adhered. The Creche shall ordinarily remain open on all working days from 30 minutes before the commencement of Court working hours until 30 minutes after the conclusion of Court working hours. The timing shall automatically stand adjusted in accordance with any change in the notified Court working hours without requiring any separate order.
b. Centers should preferably be located on the ground floor in court complexes, preferably of the size as per NCMS norms.
c. Each child must be provided with a minimum of 10–12 sq. ft. to facilitate play, rest and learning. A safe potable water source with a purifier must be installed. Ramps and handrails shall be provided for

accessibility. There shall be secure windows with iron fencing, child-friendly toilets, slip-resistant flooring and automated water purifiers.

**5. Admission Procedure:**

a. Applications shall be submitted in the prescribed form (Annexure-1), duly filled with verified particulars and affixed photographs of the child and parent/guardian accompanied by proof of age and beneficiary status.
b. All entries must be complete, accurate, and supported by necessary documentation. The admitting authority shall verify particulars before granting admission.
c. Any application found incomplete in particulars or lacking mandatory enclosures shall be rejected without notice.
d. The Admission Register (Annexure-2) and Daily Attendance Register (Annexure-3) shall be maintained with the signatures of designated guardians, ensuring accountability and transparency.

**6. Fee Structure:**

a. Every beneficiary whose child is admitted to the Creche shall be liable to pay the prescribed fee, as per the following:
Admission Fee (one-time): RS. 1,000
Monthly Fee (payable in advance by 5$^{th}$ day of each Month): Rs. 1,500
Occasional User Fee: Rs. 100 per day
b. Waivers may be granted for indigent litigants and Class IV employees, subject to approval.
c. Fees shall be accepted through digital modes (UPI/Net Banking) or Demand Draft in favour of Rajasthan High Court or District & Sessions Judge of respective judgeship in the dedicated bank account; further fees so received shall be deposited under the designated revenue head.
d. Non-payment of monthly fees in advance shall result in automatic cancellation of seat allocation without further notice.

**7. Waiver**

a. Waiver of the admission fee, monthly fee, or occasional user fee may be granted to indigent litigants or Class IV employees, subject to the conditions and procedure prescribed herein.
b. At the High Court level, the nominated judge, and at the District and Outlying Court level, the District & Sessions Judge, shall be the competent authority to consider and approve or reject an application seeking waiver of the prescribed fee.
c. The Occasional User Fee may be waived on a case-by-case basis, having regard to the circumstances of the applicant and subject to the availability of seats in the Creche.
d. An application seeking waiver shall be made in writing to the competent authority and shall be accompanied by relevant supporting documents, including, as applicable, an income certificate, service record, establishing the basis for seeking such waiver.
e. Every order granting or rejecting a request for waiver shall be duly recorded in the Waiver Register (Annexure–4). The said Register shall be maintained separately and shall be made available for inspection, verification, and audit purposes.

## 8. Health and Medical Care:

a. Children suffering from infectious diseases shall not be admitted under any circumstances.
b. Admission shall be permitted only with written medical advice. Parents must supply prescribed medicines with clear written dosage instructions. Written parental authorization required before administering medicines.
c. Basic medical assistance shall be available at the High Court/Govt. Dispensary. In serious cases, parents shall be promptly informed to take the child to a hospital.
d. The centre must maintain a pediatric First Aid Kit with medicines for common ailments, ointments, band-aids, cotton wool and disinfectants. First aid shall be administered strictly as per recommended medical measures.

## 9. Food and Nutrition:

a. Parents and guardians shall bear the responsibility of providing either cooked or raw food items for their children, which will be served strictly in accordance with the prescribed hygiene standards. The preparation of food within the Creche premises is not permitted. The supply of formula, milk, feeders, diapers and clothes is also the obligation of the parents and junk food and soft drinks shall be strictly prohibited.
b. A pantry equipped with a refrigerator and microwave shall be maintained for safe storage and heating of food supplied by parents, while limited emergency food items may be kept subject to medical advice.

## 10. Hygiene and Sanitation:

a. Hygiene Standards shall be strictly followed including safe disposal of waste, regular cleaning of premises, maintenance of sanitary facilities, ensuring child friendly toilets, potable drinking water and emergency sanitation measures shall be in place to address unforeseen health or hygiene concerns ensuring uninterrupted safety for children.

## 11. Creche Environment:

a. The Creche shall ensure a responsive, inclusive and child friendly environment, fostering emotional security and holistic development. Bright, cheerful, and child accessible displays of essential play and teaching learning materials must be arranged to stimulate curiosity and engagement.
b. Daily schedules, child safety norms and other relevant instructions shall be prominently displayed on the walls for transparency and awareness.
c. Parents/Guardians may submit written feedback on Creche facilities, staff, hygiene, nutrition and safety. A feedback register (Annexure – 5) shall be maintained with action taken recorded for transparency and accountability.

## 12. Creche Materials:

a. Every Creche shall be equipped with essential furniture, appliances, utensils, cleaning materials, stationery, first aid supplies and recreational

items. A detailed list of materials including specifications and quantities, shall be maintained in the Creche Material Register (Annexure – 7).

b. Furniture, toys and learning materials shall be age appropriate, safe and accessible to children. All equipment shall be free from sharp edges, constructed with sturdy materials and designed for easy maintenance. Hazardous materials or fragile items shall not be permitted within child activity zones.
c. Special furniture, equipment and inclusive learning materials shall be provided for children with disabilities.
d. Items classified as non-recurring shall be procured once, and consumables and stationery shall be replenished periodically as per requirement.

13. **Safety and Protection at the Creche:**

a. The CCTV cameras shall be installed in each Creche.
b. Supervisor must maintain full information about each child's identity and residential address. Details of authorized pickup/drop persons must be recorded. Children shall only be handed over to authorized persons; any alternate pickup requires written parental authorization and identity verification. Attendance must be taken both at arrival and departure.
c. Supervisors must ensure that no unauthorized persons enter during operating hours; maintenance work should be scheduled on weekends/holidays.
d. Fire extinguishers and firefighting material must be installed. Sprinkler systems are mandatory in childcare facilities located in buildings with three or more floors. Evacuation plans must be prepared and prominently displayed. Emergency numbers (112, 1098, fire, police, Child Protection Officer) must be displayed
e. Any form of verbal or physical abuse is strictly prohibited. A formal Child Protection Policy must be adopted in line with National Commission for Protection of Child Rights guidelines.

14. **Responsibilities of Parents/Guardians:**

a. Parents/guardians shall drop and pick up the child strictly within the prescribed timings. No transport facility shall be provided; parents must arrange their own transport.
b. Parents must declare the names of authorized persons for pickup/drop. The child shall be handed over only to such authorized persons. Any alternate arrangement requires written authorization and identity verification. At least two emergency contact numbers must be furnished.
c. Parents shall provide all necessary items including food, milk, medicines, diapers, clothes and related supplies. Parents must ensure that the child is clean, properly dressed and not wearing valuables to the Creche.

**15. Human Resources Provisions for Creche Facilities:**

a. Each Creche shall maintain a ratio of 1 Supervisor and 1 Helper upto 20–25 children. Staff shall preferably be women between the ages of 20 to 40 years from existing woman court personnel.
b. In case of non-availability of permanent staff, contractual staff possessing requisite training and certification may be engaged, subject to

prior approval of the competent authority. Such contractual appointments shall be made strictly in accordance with the prevailing financial rules and regulations.

c. Qualification:
   i. **Creche Supervisor** - shall possess a graduate degree from a recognized institution. Preference shall be accorded to candidates holding a Diploma in Early Childhood Care and Education (ECCE) or Nursing.
   ii. **Helper** - Minimum qualification of 10th pass with demonstrated aptitude for childcare. Helpers must exhibit patience, empathy and the ability to support supervisors in daily routines.

d. A minimum of 2 years' experience in the childcare or nursery sector shall be preferred for all staff positions (in case of private hiring). Prior exposure to structured childcare environments enhances staff readiness to manage diverse age groups and developmental needs.

e. All staff must undergo police verification, character certification from a recognized authority and medical fitness certification to confirm physical and mental suitability for childcare responsibilities.

f. The staff shall undergo mandatory pre-service training before commencing duties with children. Refresher courses shall be organized periodically to update staff on best practices and evolving childcare standards.

g. The Creche Supervisor and Creche Helpers engaged on a contractual basis shall be paid remuneration strictly in accordance with the norms prescribed by the competent authority and prevailing financial rules.

16. **Selection Process:**

a. Applications shall be invited in prescribed format and scrutinized to verify minimum and preferred qualifications, age criteria and training certifications.

b. The interview shall be conducted by a duly constituted panel comprising:
   i. One nominated Judge / Judicial officer (Chairperson)
   ii. A representative from the Creche Administrative Committee (CAC/DCAC)
   iii. One senior female advocate with experience in child welfare

c. Candidates shall be assessed on:
   i. Knowledge of early childhood care and nutrition;
   ii. Familiarity with safety and hygiene protocols;
   iii. Aptitude for child development and milestone tracking;
   iv. Communication skills and ability to engage with parents;

d. Recommendations of the panel shall be placed before the competent authority for final approval. No appointment shall be valid without such sanction.

**17. Roles and Responsibilities of Creche Administrative Committee (CAC)**

The CAC Constituted at the High Court and District levels, shall:

a. Conduct periodic inspections of Creche facilities to ensure adherence to prescribed standards of hygiene, nutrition and safety.

b. Collect and review parent feedback, address grievances and resolve disputes in a timely and impartial manner.

c. Undertake hygiene audits, verify compliance with statutory child protection policies and recommend corrective measures.

d. Ensure uniform application of Creche rules and guidelines across all facilities under its jurisdiction.
e. Submit inspection reports and recommendations to the designated authority for institutional review.

18. **Role and responsibilities of Creche Staff Members:**

a. The Creche Supervisor shall act as a guide and leader, responsible for the smooth functioning of the Creche centre. The supervisor shall be responsible :
   i. Monitor attendance of Creche children, report irregularities to parents and the Creche Administrative Committee (CAC), analyze reasons for irregularity, and counsel parents to ensure regular participation.
   ii. Organize and conduct age appropriate developmental activities as per the daily schedule, while maintaining records of each child's developmental milestones.
   iii. Feed meals and snacks as per schedule, including special diets for identified children. Administer prescribed medicines and monitor improvement. Identify children with special needs and initiate timely action.
   iv. Maintain cleanliness of the Creche area and organize the Creche table as per prescribed systems. Ensure children's hygiene by changing nappies, wiping noses and keeping them clean. Follow cleanliness systems before and after meals and adhere to hygiene protocols laid down by the Management.
   v. Follow all safety procedures for handing over and receiving children. Ensure toys, equipment and materials meet prescribed safety standards and are maintained in clean, working order.
   vi. Interact with parents to understand the child's background and history, motivate them for regular attendance and promptly report any problems related to the child.
   vii. Maintain updated records of attendance, growth monitoring, health cards, and developmental progress. Prepare and submit periodic assessment reports of Creche children to the In-Charge.
   viii. Submit reports and accounts of expenses incurred at the centre in accordance with prescribed formats.
   ix. Adhere to quality standards as per process documents/checklists covering safety, health, hygiene, nutrition and learning. Ensure adherence to all protocols, norms and processes related to health, safety, cleanliness, nutrition and education.
b. The Creche Helper shall provide essential support in maintaining hygiene, assisting with cooking and aiding in childcare and play activities as required. She shall be responsible for:
   i. Maintain cleanliness of the Creche premises, including floors, furniture, toys, and sanitary facilities in accordance with prescribed hygiene standards.
   ii. Assist in preparation and serving of supplementary meals and snacks, ensuring adherence to nutrition and hygiene protocols.
   iii. Support Creche supervisor in attending to children's needs, including feeding, changing nappies and maintaining personal hygiene.
   iv. Assist in organizing play activities ensuring safe handling of toys and active engagement with children.

v. Follow all safety procedures laid down by the management including supervision during handover of children and monitoring of play equipment.

19. **Role of District & Sessions Judges in Establishment of Creche Facilities:**

**a. Identification of Space**

i. District & Sessions Judges shall identify suitable space within each Court Complex for the establishment of Creche facilities.
ii. The identified space must conform to prescribed norms as laid down by the NCMS Committee in its baseline report.
iii. Wherever feasible, space shall be allocated on the ground floor to ensure accessibility and child safety.
iv. In respect of buildings under construction, space for Creche facilities shall be earmarked at the planning stage itself in accordance with prescribed standards.
v. Where court premises lack adequate infrastructure nearby buildings may be utilized.

**b. Infrastructure and Standards**

i. Infrastructure, interior design and safety standards shall strictly adhere to the National Minimum Standards and Protocols for Creches issued by the Ministry of Women and Child Development.
ii. Necessary provisions such as toilets, pantry and feeding/nursing rooms shall be incorporated in accordance with prescribed norms.
iii. Ensure that all safety measures including fire safety, ventilation and child friendly fittings are duly implemented.

**c. Proposal Submission**

i. The estimated cost for establishment of one Creche shall be prepared in detail covering civil works, electrical works, furnishing, equipment and staffing.
ii. Recurring expenditure shall include staff remuneration, consumables, utilities, maintenance and training costs.
iii. Proposals incorporating cost estimates shall be submitted to the High Court, which shall forward them to the State Government for sanction.

**d. Financial Management**

i. A dedicated savings bank account shall be opened in the name of the District & Sessions Judge concerned for collection of user charges/fees.
ii. All collected fees shall be deposited under the appropriate revenue head by the 7th day of the succeeding month.
iii. Proposals for opening such accounts shall be submitted to the State Government for administrative and financial approval.
iv. Proper records of fee collection, deposits and expenditure shall be maintained and made available for audit and inspection.

20. **Role of High Court in Establishment of Creche Facilities:**

a. The High Court shall examine the proposals submitted by District & Sessions Judges for completeness, compliance and feasibility. Upon approval, the proposals to the State Government for administrative and financial sanction.

21. **Record Maintenance:**

a. The Creche Supervisor shall be responsible for maintaining all registers and records in prescribed formats, ensuring accuracy, completeness, and timely updating.

b. The following registers shall be maintained:

i. All registers and formats as prescribed in Schedule – I.

ii. All registers shall be preserved for audit and inspection for a minimum period of five years.

iii. Digital copies may be maintained alongside physical registers to ensure transparency and accessibility.

22. **Budgetary Provisions:**

a. Expenditure for Creche facilities shall be met under approved budget heads, ensuring accountability and compliance with financial rules.

b. The following categories shall apply:

i. Capital Expenditure/Minor Works: For space creation, renovation, and infrastructure development.

ii. Fixture & Furniture: For procurement of child appropriate furniture, play equipment and durable assets.

iii. Contractual Payment: For remuneration of supervisor, helpers and other contractual staff.

iv. Office Expenses: Covering entertainment systems, consumables, utilities and minor repairs including first aid kits, crockery, utensils, toys, carpets, mattresses, bed sheets, pillows, towels, tricycles, baby walkers and food items.

c. All expenditures shall be subject to internal audit and verification, with vouchers and bills maintained for inspection.

d. No expenditure shall be incurred outside the approved heads without prior sanction of the competent authority.

23. **Implementation and Monitoring:**

a. The establishment of Creche in each court complex shall be undertaken in phase manner. At the first stage, Creche facilities shall be established in court complexes with 40 or more employees prioritizing those operating in their own buildings.

b. Budgetary allocations shall be phased with priority accorded to the High Court and district headquarters followed by subordinate courts in subsequent stages.

c. Registrar General or Registrar so nominated shall oversee implementation at the High Court level issue directives and consolidate compliance reports.

d. Reports shall be submitted to the High Court Administration.

24. **Transitional Provisions:** Existing welfare measures and schemes operating within court complexes shall be harmonized with these Rules to avoid duplication and ensure uniformity.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE,**

16/10

**(CHANCHAL MISHRA)**
**REGISTRAR GENERAL**

Schedule - 1

**Annexure – 1**

## Application Form for Admission to Creche Facility

High Court / District Court, .....

**1. Child's Details**

Name of Child: _____

Date of Birth: _____

Age (in months/years): _____

Gender: ☐ Male ☐ Female ☐ Other

**2. Parent/Guardian Details**

Name of Parent/Guardian: _____

Relation to Child: _____

Designation/Occupation: _____

(Tick one) ☐ Judicial Officer ☐Court Staff ☐ Advocate ☐ Registered Clerk ☐Litigants

Office Address: _____

Residential Address: _____

Contact Numbers (at least two):

Mobile 1: _____

Mobile 2: _____

**3. Authorized Person(s) for Pickup/Drop**

Name: _____

Relation: _____

Signature: _____

Photograph affixed: ☐ Yes ☐ No

**4. Medical Information**

Routine Ailment/Prescribed Medicine (if any): _____

Dosage & Timing: _____

Immunization Status: ☐ Up-to-date ☐ Pending (attach record)

**5. Fee Details**

Admission Fee Receipt No.: _____

Monthly Fee Receipt No.: _____

**6. Declaration**

I hereby undertake to abide by the Creche Guidelines issued by the Rajasthan High Court and affirm that the information provided above is true and correct to the best of my knowledge.

Date: _____

Signature of Parent/Guardian: _____

## Annexure – 2

## Children's Admission Register

High Court / District Court, .....

| S.No. | Admission No. | Name of Child | Date of Birth | Age (Months /Years) | Parent/ Guardian Name | Category (Staff/Advocate) | Date of Admission | Authorized Drop Person(s) | Authorized Pickup Person(s) | Remarks (if any) |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

**Instructions for Use**

- This register records admission details of each child enrolled in the Creche.
- Each child must be assigned a unique admission number, which will be used in the Daily Attendance Register.
- Names of persons permitted to drop/pick the child must be recorded at admission.
- The Creche Supervisor shall verify admission entries and maintain linkage with attendance records.
- Remarks column to record health conditions, special needs, or administrative instructions.

## Annexure – 3

## Children's Attendance Register – Creche Facility

High Court / District Court, .....

| S.No. | Name of Child | Admission No. | Date of Birth | Age (Months/Years) | Parent/ Guardian Name | Category (Staff/Advocate) | Date | Time of Drop | Signature of Parent/ Guardian/Nominated Person (Drop) | Time of Pickup | Signature of Parent /Guardian/Nominated Person (Pickup) | Remarks (if any) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |

**Instructions for Use**

- Attendance must be recorded twice daily (drop and pickup) with signatures of authorized persons.
- The Creche In-Charge shall verify entries at the end of each day.
- Remarks column to record irregularities, late pickups, or health observations.

## Annexure – 4

## Waiver Register

**High Court / District Court, .....**

| S. N. | Application No. | Name of Applicant (Parent/ Guardian) | Category (Indigent Litigant/Class IV Employee) | Child's Admission No. | Type of Fees Waived (Admission/Monthly/Occasional) | Supporting Documents (Income Certificate/ Service Record/Recommendation) | Date of Application | Order No. & Date | Authority | Remarks (if any) |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

**Instructions for Use**

- Each waiver request must be entered with a unique application number.
- Attach and reference income certificates, service records, or recommendations.

## Annexure – 5
## Parent Feedback Form for Creche Facility

High Court / District Court, .....

**1. Child's Details**

Name of Child: _____

Age: _____

Admission No.: _____

**2. Parent/Guardian Details**

Name of Parent/Guardian: _____

Contact Number: _____

Relation to Child: _____

**3. Feedback on Creche Services**

| Area of Service | Excellent | Good | Satisfactory | Needs Improvement | Remarks |
|---|---|---|---|---|---|
| Health & Nutrition | ☐ | ☐ | ☐ | ☐ | |
| Hygiene & Cleanliness | ☐ | ☐ | ☐ | ☐ | |
| Safety & Security | ☐ | ☐ | ☐ | ☐ | |
| Learning & Development Activities | ☐ | ☐ | ☐ | ☐ | |
| Staff Behaviour & Care | ☐ | ☐ | ☐ | ☐ | |
| Communication with Parents | ☐ | ☐ | ☐ | ☐ | |

**4. Suggestions/Comments**

**5. Declaration**

I hereby affirm that the above feedback is based on my personal experience with the Creche facility and is provided to assist in improving its services.

Date: _____

Signature of Parent/Guardian: _____

**Instructions for Use**

- Forms shall be collected quarterly and reviewed by the Creche Supervisor.
- Consolidated feedback reports shall be submitted to the CAC/DCAC.
- Feedback shall be used to identify areas for improvement and training needs.

## Annexure – 6

## Parent Feedback Register

High Court / District Court, .....

| S. No. | Date | Name of Parent/Guardian | Child's Admission No. | Nature of Feedback (Facilities/Staff/Hygiene/Nutrition/Safety) | Action Taken | Signature of Creche In-Charge | Remarks |
|---|---|---|---|---|---|---|---|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

**Instructions for Use**

- Each feedback entry must be dated and linked to the child's admission number.
- Feedback should be classified under facilities, staff conduct, hygiene, nutrition, or safety.
- The Creche Supervisor must record corrective measures or responses.
- Significant observations should be forwarded to the CAC/DCAC.

## Annexure – 7

## Creche Materials Register

High Court / District Court, .....

| S. No. | Item Name | Item Category (Furniture /Toys/Stationery/Consumables) | Quantity Received | Date of Receipt | Source (Purchase/ Donation/ Grant) | Issued To / Location | Quantity Issued | Balance in Stock | Signature of In-Charge | Remarks (Condition/Replacement/Repair) |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |

**Instructions for Use**

Record items under clear categories (e.g., toys, furniture, stationery, consumables).

Every inflow (purchase/donation) and outflow (issue to Creche rooms or staff) must be recorded with dates.

Maintain running balance to monitor stock levels.

The Creche Supervisor shall verify entries weekly and countersign.

## Annexure – 8

## Application Form for Creche Staff Recruitment

High Court / District Court, .....

**1. Post Applied For**

☐ Creche Supervisor ☐ Creche Helper

**2. Personal Details**

Full Name: _____

Father's / Husband's Name: _____

Date of Birth: _____

Age (in years): _____

Gender: ☐ Female ☐ Other

Residential Address: _____

Contact Numbers:

Mobile 1: _____

Mobile 2: _____

Email ID: _____

**3. Educational Qualifications**

| Examination Passed | Board/University | Year of Passing | Percentage/Grade |
|---|---|---|---|
| 8th / 10th / 12th | | | |
| Graduate | | | |
| Diploma (ECCE/Nursing, if any) | | | |

**4. Experience**

Total Years of Experience in Childcare/Nursery Sector: _____

Details of Previous Employment (Institution/Organization, Duration, Duties):

**5. Training & Certification**

Have you undergone prescribed training in childcare/early childhood education?

☐ Yes ☐ No

If Yes, specify details: _____

Additional Certifications (if any): _____

**6. Local Residence Preference**

Do you reside within 5 km of the Court Complex? ☐ Yes ☐ No

Address Proof attached: ☐ Yes ☐ No

**7. Mandatory Prerequisites**

Police Verification Certificate: ☐ Attached ☐ Not Attached

Character Certificate: ☐ Attached ☐ Not Attached

Medical Fitness Certificate: ☐ Attached ☐ Not Attached

**8. Declaration**

I hereby declare that the information provided above is true and correct to the best of my knowledge. I undertake to abide by the Guidelines issued by the Rajasthan High Court.

Date: _____

Signature of Applicant: _____

## Annexure – 9

**Recruitment Register for Creche Staff**

| S. No. | Name of Applicant | Post Applied For | Age | Qualification | Experience (Years) | Training /Certification | Local Residence (Y/N) | Police Verification Attached (Y/N) | Character Certificate Attached (Y/N) | Medical Fitness Certificate Attached (Y/N) | Remarks of Selection Committee | Final Status (Selected/Rejected) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | Supervisor / Helper | | | | | | | | | | |
| 2 | | Supervisor / Helper | | | | | | | | | | |
| 3 | | Supervisor / Helper | | | | | | | | | | |

**Instructions for Use**

- Each applicant's particulars must be entered in full, with supporting documents attached.
- Police, character, and medical fitness certificates must be verified before final selection.
- The Selection Committee shall record observations on suitability, skills, and attitude.
- Clearly mark "Selected" or "Rejected" with reasons noted in remarks.

## Annexure – 10

## Creche Staff Attendance Register

High Court / District Court, .....

| S. No. | Name of Staff | Designation (Supervisor/helper) | Staff ID/Employee No. | Date | Time of Arrival | Signature (Arrival) | Time of Departure | Signature (Departure) | Remarks (Leave/Late/Shift Change) |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

**Instructions for Use**

Attendance must be marked twice daily (arrival and departure) with staff signatures.
The Officer Incharge shall verify entries at the end of each day.
Use the remarks column to record late arrivals, early departures, or sanctioned leave.

## Annexure – 11

**Performance Appraisal Matrix for Creche Staff**

| Role | Evaluation Criteria | Indicators of Performance | Assessment Frequency | Reporting Authority |
|---|---|---|---|---|
| Creche Supervisor | • Leadership & Planning • Team Supervision • Record Maintenance • Parent Engagement • Resource Utilization | • Effective daily/weekly planning • Timely submission of reports • Updated attendance, health cards, progress records • Positive parent feedback • Efficient inventory management | Quarterly | Registrar General / District Judge |
| Creche Helper | • Cleaning & Hygiene • Cooking & Food Assistance • Childcare Support • Team Collaboration | • Cleanliness of premises maintained • Meals prepared/served hygienically • Assistance in feeding, changing, play • Cooperation with team members | Monthly | Creche Supervisor |

**Additional Provisions**

- Charts and milestone checklists shall be maintained for each child and reviewed during appraisal.
- Structured feedback mechanisms (surveys, suggestion registers) shall be incorporated into performance evaluation.
- Internal audit parties shall verify adherence to standards and fund utilization.
- Any deviation from prescribed norms shall be reported to the High Court for remedial measures.

## Annexure – 12

### Quarterly Audit & Inspection Report – Creche Facility

High Court /District Court, .....
Reporting Period: _____

### 1. General Information

Name of Creche Centre: _____
Creche Supervisor: _____
Date(s) of Audit/Inspection: _____
Audit Team Members: _____

### 2. Compliance with Standards

| Area of Compliance | Observed Status | Remarks/ Deficiencies | Corrective Action Suggested |
|---|---|---|---|
| Health & Nutrition | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |
| Hygiene & Cleanliness | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |
| Safety & Security | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |
| Learning & Development | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |
| Staff Training & Deployment | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |
| Parent Engagement | ☐ Compliant ☐ Partially ☐ Non-Compliant | | |

### 3. Financial Utilization

| Head of Expenditure | Budgeted Amount | Actual Expenditure | Variance | Remarks |
|---|---|---|---|---|
| Civil Works | | | | |
| Electrical Works | | | | |
| Interior Furnishing | | | | |
| Staff Remuneration | | | | |
| Consumables & Supplies | | | | |
| Training & Capacity Building | | | | |

**4. Records Verification**

Admission Register: ☐ Maintained ☐ Not Maintained
Attendance & Movement Register: ☐ Maintained ☐ Not Maintained
Growth Monitoring Charts: ☐ Maintained ☐ Not Maintained
Health Cards: ☐ Maintained ☐ Not Maintained
Financial Records: ☐ Maintained ☐ Not Maintained

**5. Consolidated Observations**

Strengths observed: _____
Deficiencies noted: _____
Recommendations: _____

**6. Certification**

This report has been prepared after inspection of the Creche facility and verification of records, and reflects the compliance status, fund utilisation, and operational efficiency during the reporting period.

Date: _____
Signature of Audit Team Leader: _____
Signature of District & Sessions Judge: _____

## Annexure – 13

### Annual Consolidated Report – Creche Facility

District Court, ..... Annual Consolidated Report – Creche Facility
Reporting Year: _____

### 1. General Information

Name of Creche Centre: _____
District & Sessions Judge: _____
Creche Supervisor:_____
Total Number of Children Enrolled (Year-end): _____
Total Staff (Supervisor/Worker/Helper): _____

### 2. Quarterly Audit & Inspection Summary

| Quarter | Compliance Status (Health, Hygiene, Safety, Learning) | Financial Utilization (Budget vs Actual) | Deficiencies Noted | Corrective Action Taken |
|---|---|---|---|---|
| Q1 | | | | |
| Q2 | | | | |
| Q3 | | | | |
| Q4 | | | | |

### 3. Parent Feedback Consolidation

| Area of Service | Excellent (%) | Good (%) | Satisfactory (%) | Needs Improvement (%) | Key Observations |
|---|---|---|---|---|---|
| Health & Nutrition | | | | | |
| Hygiene & Cleanliness | | | | | |
| Safety & Security | | | | | |
| Learning & Development | | | | | |
| Staff Behaviour & Care | | | | | |
| Parent Communication | | | | | |

## 4. Staff Performance Appraisal Summary

| Role | Strengths Observed | Deficiencies Noted | Training Conducted | Corrective Measures Taken |
|---|---|---|---|---|
| Supervisor | | | | |
| Helper | | | | |

## 5. Financial Statement (Annual)

| Head of Expenditure | Budgeted Amount | Actual Expenditure | Variance | Remarks |
|---|---|---|---|---|
| Civil Works | | | | |
| Electrical Works | | | | |
| Interior Furnishing | | | | |
| Staff Remuneration | | | | |
| Consumables & Supplies | | | | |
| Training & Capacity Building | | | | |

## 6. Consolidated Observations

Strengths: _____

Deficiencies: _____

Recommendations: _____

## 7. Certification

This Annual Consolidated Report has been prepared based on quarterly audits, parent feedback, and staff performance appraisals, and reflects the overall functioning, compliance, and financial utilization of the Creche facility during the reporting year.

Date: _____

Signature of Creche In-Charge: _____

Signature of District & Sessions Judge: _____

Forwarded to: Registrar General, High Court of Rajasthan.

## Annexure – 14

Model Application for Fee Waiver

To,
The…….
……..

Subject: Application for Waiver of Creche Fee
Respected Sir/Madam,
I, [Name of Applicant], respectfully submit this application seeking waiver of the prescribed Creche fee under the Fee Structure.
Applicant Details:
Name: _____
Category: [Indigent Litigant / Class IV Employee]
Case/Employee ID: _____
Contact Details: _____
Child Details:
Name of Child: _____
Age: _____
Admission Date (if applicable): _____

Grounds for Waiver:

[Brief statement of financial hardship / employment category]
Supporting Documents enclosed: [Income Certificate / Service Record / Recommendation]

I request that the admission/monthly/occasional fee be waived in accordance with the prescribed rules.

Declaration: I hereby declare that the information provided above is true to the best of my knowledge. I undertake to inform the authority of any change in circumstances that may affect eligibility.

Date: _____
Place: _____
Signature of Applicant:……

**A. List of Furniture, Appliances, and Equipment (Non-Recurring)**

Cribs (as per requirement)
Refrigerator (good capacity)
Water purifier/filter
Microwave (optional)
Washing machine (optional)
Wall clock
Induction/gas stove with cylinder
Music system
Locks and keys
Diaper changing table (55 × 30 × 30 cm)
Almirahs (children's belongings, stationary, snacks)
Low height tables (48 × 24 × 10 cm)
Dining tables and chairs/stools (low height)
High chairs for infants
Bulletin/display boards (minimum two, 3 ft × 3 ft)
Blackboard/whiteboard
Napkin dispensers/hand towels
Hand driers (optional)
Plastic potty/rings for toilets
Shoe rack (capacity for 30 children)
Folding stools (2)
Weighing scale, infantometers, stadiometers

**B. Utensils and Fuels (Replenishable)**

Induction pans with lids (optional)
Kitchen knives, scissors, peeler, chopping board
Milk strainer
Steel plates, spoons, glasses, bowls (30 each)
Storage containers (10)
Food trays (30)
Net/basket for covering trays

**C. Cleaning Materials**

Soft broom, hard broom, floor mop, bucket, mug
Toilet soap, hand washing liquid, antiseptic lotion
Soap cases (2)
Floor swab
Dustbins with lids (4)
Combs (4), nail cutter (1)
Tissue paper, wet wipes

**D. Quarterly Stationary**

Chart papers (20), colour glaze paper (4–5)
Old magazines/greeting cards
Adhesives (fevi-sticks, fevicol)
Child friendly water colours, sketch pens, crayons, clay

Chalk (white/coloured), bold markers
Pencils, sharpeners (10), erasers (10)
Rulers (10 large, 10 small)
Rubber bands
Small scissors (4–5) for children
Registers (4)
A4 blank sheets
Colourful tubs with lids

**E. First Aid Materials**
First aid box
Thermometer
Scissors
Torch
Cotton
Antiseptic cream
Bandages
Paracetamol (basic dosage, as per medical advice)

**F. Games and Toys**
Balls (small and large), skipping rope
Wooden blocks (large and small)
Carom board, puzzles
Dolls, doll house, kitchen set, doctor set
Squeaking toys, rubber toys
Outdoor play equipment (slide, swings, see-saw, jungle gym)
Story books
Sand play corner (preferably open area)

**Gen/XV/06/2020/**2503 **Date :-** 16.10.2026

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

1. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. Private Secretary to all the Hon'ble Judges, Rajasthan High Court, Jodhpur/ Bench Jaipur.
3. The Registrar (Admn.), Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
4. All the Registrars /O.S.D., Rajasthan High Court, Jodhpur/ Bench Jaipur
5. Registrar-cum-CPC, Rajasthan High Court Bench Jaipur with the request to upload the same on the official website of Rajasthan High Court.
6. All the District & Sessions Judges with the direction to circulate the same amongst all the courts.
7. Director, Rajasthan State Judicial Academy, Jodhpur.
8. All J.R./ D.R/ A.R., Rajasthan High Court, Jodhpur/ Bench Jaipur.
9. All A.O.J.s Rajasthan High Court, Jodhpur/ Bench Jaipur.
10. The Secretary, Bar Council of Rajasthan, Jodhpur.
11. The President, Rajasthan High Court Advocates' Association, Jodhpur/ Jaipur.
12. The President, Rajasthan High Court Lawyers' Association, Jodhpur.
13. The President, Rajasthan High Court Bar Association, Jaipur.
14. The President, The Bar Association Jodhpur/ Jaipur.
15. Senior Librarian, Rajasthan High Court, Jodhpur/ Jaipur Bench Jaipur
16. Court Officer, Rajasthan High Court Jodhpur/ Bench Jaipur.
17. Notice Board.

16/10

**REGISTRAR GENERAL**