

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

**//MEMORANDUM//**

**No.- C/4056**  
**(II-15-25/15)**

**Jabalpur, dated...2/09/2015**

To,

The District and Sessions Judge,

.....(All in the State)

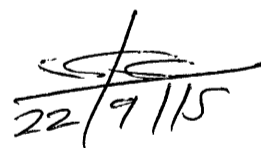
**Sub: Setting up of Crèches (दिवा-शिशु कक्ष) for working mothers,  
District Court Establishments of the State.**

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With reference to the above find enclosed herewith 'Check List' of guidelines for setting up a new Crèche and 'List of Items', from which items may be chosen for the same.

As directed, I am to request you that an 'Action Plan' with regard to setting up a new Crèche, in the premises of concerned District Court, is required to be prepared, at District Court level.

Encls : As above.

  
22/9/15

(S.S. RAGHUVANSHI)  
REGISTRAR (DE)

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CHECK LIST FOR SETTING UP A NEW CRECHE

(At District Establishments--District Court Establishment and Establishment of Family Court)

1. Number of women Officers/employees ?
2. Number of children in age group of 90 days to 10 years ?
3. Whether Day-Care Room (दिवा-शिशु कक्ष), where facility is required, may be available within the premises of the District Establishments ?
4. Whether minimum space at the scale of 6 to 8sq.ft. per child may be available ?
5. Whether accommodation has proper provision for light and ventilation ?
6. Whether facility of toilet and sanitation facility for small children may be available ?
7. If adequate safe play area outside the centre may be available ?
8. Whether adequate regular arrangement for supply of safe drinking water may be available ?
9. Whether kitchen facility may be available ? If yes, whether it is away from activity area of children ?
10. Whether Class-IV women employees for taking care of Babies, working in the District Court Establishment, may be deputed for the purpose ?
11. Whether a list of items along with cost, proposed to be purchased enclosed ? Item may be chosen from the 'List of Items'- (Flag-G)

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12. Whether above list is as per the requirement of number of children ?
13. Whether other Govt. departmental offices are situated in the same premises of District Establishment or in the immediate vicinity ? If yes, their staff strength.
14. Is there some other Creche functioning in the immediate vicinity or in the same Building/Block?
15. Sketch lay out plan of accommodation where facility is proposed.
16. What is the one time expenditure required to set up the facility?
17. What is the estimated recurring expenditure and how it is proposed to be met ?
18. What would be the safety measures arrangements?
19. Whether Statement of Financial Burden is attached?
20. Additional information, if any.

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List of Items :-

S.No.	Item	Unit cost (Approx.) Rs.	Scale at which items to be provided
1.	Color TV	20,000/-	1
2.	Music System	10,000/-	1
3.	Refrigerator	15,000/-	1
4.	Water Cooler with water filter	10,000/-	1
5.	Washing Machine (Fully automatic)	10,000/-	1
6.	LPG gas connection and Gas stove	5,000/-	1
7.	Microwave Oven	5,000/-	1
8.	Fire fighting gadgets	10,000/-	As required up to Rs. 10,000/-
9.	Crockery, utensils, Thermos Flask etc.	10,000/-	As required up to Rs. 10,000/-
10.	Air Conditioner (Split type)	30,000/-	as required depending on size of accommodation
11.	Room Heaters	1,000/-	as required depending on size of accommodation
12.	Inverter	20,000/-	As required
13.	Soft Carpet	5,000/- per 100 sq. ft.	as required depending on size of accommodation
14.	Cradle	5,000/-	1 each per child up to age of 1 year
15.	Children Cot with Mosquitoes net	5,000/-	1 each per child for age group 1 to 12 years
16.	Mattresses, Bed sheets, Pillows, Towels, Blanket	6,000/-	2 (1+1) sets for each child
17.	Cupboards	5,000/-	As required
18.	Wooden shelf, Table, Chairs, Shoe Rack etc.	20,000/-	As required
19.	Toys, Books, tricycles, Baby walker etc.	20,000/-	As required
20.	Vacuum Cleaner	10,000/-	1
21.	First Aid Box	2,000/-	1
		2,24,000/-	
	<b>TOTAL</b>		<b>rounded off to Rs. 2,25,000/-</b>