

प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय, केरल, तिरुवनंतपुरम  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) KERALA,**  
**THIRUVANANTHAPURAM**

सं प्र म ले/कल्याण/शिशुगृह/2023-24/  
No.PAG/Welfare/Creche/2023-24/  
दिनांक/Date: 10/11/2023

**परिपत्र संख्या.71/Circular No.71**

विषय/Sub:- Re-opening of renovated creche

**The renovated Creche will be inaugurated on 24/11/2023 at 09.30 am and will start functioning from 01/12/2023.** In view of the above, the following are issued for information:

1. Admission to Creche will be given to **Children of permanent staff of O/o the Principal Accountant General (Audit-I & II) and Accountant General (A&E) in the age group of 6 months to 6 years.**
2. The facility is limited to 5 children in the age group of 6 months to 3 yrs (below 3 years) and 5 children in the age group of 3 to 6 years.
3. The facility will be provided on **'first come first served'** basis.
4. The fee for admission is Rs.1500/- per month and a minimum fee of Rs.500/- for part of the month less than 10 days.
5. The Creche will be open from 08.45 am to 5.45 pm on all working days (Central Government working days)
6. For admission, employees may register their names at Welfare Section of Audit Office on or before 17/11/2023.
7. Birth Certificate of the child is to be produced at the time of admission. Full information of child's identity, residential address, contact to be made in case of emergency etc. are to be provided as required in the Admission Form.
8. In case a child is undergoing a treatment, parent's authorisation would be required to administer the medicine. The parents/guardian shall give in writing in case any medicine is to be given, specifying the medicine dosage and time. The parent shall also provide the medicine. Parents are advised to keep the child home in case he/she is unwell.

9. The personal details including photo of the person who is picking up and dropping the child from/to the centre should be available with the childcare worker 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 authorisation from parents would be necessary.
10. No persons, other than the parent, known or unknown are allowed inside the Creche at any point of time, during the functioning hours of the Creche.
11. Three meals should be brought for the child which includes a morning snack, lunch and an evening snack. The child shall bring along his/her food, milk, feeders, biscuits, fruits, medicines, diapers, spare pair of clothes to the Creche. The Creche shall not provide food to the children. However, the facility of heating the food and milk would be provided in the Creche.
12. Fee has to be paid in advance to the Account No.4307834740 in Post Office (in office premises) and in any case not later than **7th of every month**.
13. Parents shall take care and ensure that the children coming to the Creche do not wear ornaments, jewellery articles or expensive accessories. The Creche shall not be responsible for loss of any such item.

**(Vide orders dated 09/11/2023 of the Principal Accountant General (Audit-I))**

-ह- Sd/-

कल्याण अधिकारी (ले.प)

**Welfare Officer (Audit)**

**To**

**Secretaries to PAG (Audit-I & II)/AG (A&E)  
All Group Officers  
All Sections/Groups/RAOs in Thiruvananthapuram  
The General Secretary/AGORC  
Welfare Section (A&E)  
Notice Boards.**