



OFFICE ORDER

Subject: Modification of Guidelines for Registration and Management of the Office Creche.

In supersession of all earlier instructions issued regarding the functioning and management of the Office Creche, the Competent Authority has been pleased to approve the following revised guidelines for the registration, operation and management of the Office Creche with immediate effect.

1. Eligibility

The Office Creche shall cater to the children of officers/officials of this office in the age group of **six (06) months to ten (10) years**.

2. Registration Fee

The following nominal monthly charges shall be payable by the parents/guardians of the children enrolled in the Creche:

Particulars	Monthly Fee
-------------	-------------

One Child	Rs.500/-
-----------	----------

Two siblings	Rs.750/-
--------------	----------

The fee collected shall be utilized exclusively for the maintenance, upkeep, procurement of consumables, educational material, toys, and other essential requirements for the effective functioning of the Office Creche.

3. Facilities Available

To provide a safe, hygienic and child-friendly environment, the following facilities have been made available in the Office Creche:

(A) Safety & Essential Facilities

- First Aid Kit
- Landline Telephone
- Geyser
- Window Blinds
- Fire Extinguisher

(B) Hygiene Facilities

- Towels (will be washed every day)
- Handwash
- Liquid Soap for Washing Utensils
- Shoe Rack (to be kept outside the Creche)

(C) Educational & Recreational Learning Material

- Alphabet Flash Cards
- Number Flash Cards
- Educational Puzzles
- Building/Playing Blocks
- Play Dough for Sensory Play
- Colours, Paints and Stationery for Creative Activities
- Story Books
- Colouring Books & Crayons

(D) Educational Entertainment

The Creche has been equipped with a television connection for educational viewing through channels such as:

- Discovery
- Discovery Science
- Animal Planet
- Nat Geo Wild
- DD Gyan
- Sony BBC Earth
- National Geographic Kids
- PBS Kids
- BrainPOP
- Other educational channels, as available from time to time.

4. Registration Procedure

Officers/officials desirous of availing the Office Creche facility shall submit the prescribed Registration Form to the Estate & Procurement Section.

Registration shall be subject to availability of seats and fulfilment of the prescribed conditions.

5. Responsibilities of Parents/Guardians

Parents/guardians shall ensure that:

- The prescribed monthly fee is deposited on or before the 10th day of every month.
- Children suffering from any contagious illness are not brought to the Creche until medically fit.
- Any allergy, medical condition or special care requirement of the child is intimated to the Creche staff at the time of registration.
- Children are dropped and picked up strictly during the notified Creche timings.
- Essential personal belongings required for infants/toddlers are provided by the parents.

6. Grievance Redressal

Any grievance or suggestion regarding the functioning of the Office Creche may be brought before to the Deputy Accountant General (AMG-II) for appropriate consideration and necessary action.

7. General

The Estate & Procurement Section shall maintain the Register of Admissions, Fee Register and other records relating to the management of the Office Creche.

All officers/officials are requested to take note of the above guidelines and extend their full cooperation in ensuring the smooth, safe and efficient functioning of the Office Creche.

This Office Order shall come into force with immediate effect.

Authority: Deputy Accountant General (AMG-II)

dated : /07/2026

No. Audit/Creche/Office Orders/2026-27/

dated: /07/2026

Copy to:- :

1. Secretary to Principal Accountant General (Audit), H.P., Shimla.
2. Secretary to Principal Accountant General (A & E)), H.P., Shimla.
3. Personal Assistant to Deputy Accountant General (Administration & AMG-III)
4. Personal Assistant to Deputy Accountant General (AMG-I & II)
5. All Branch Officers.
6. Welfare Section.
7. Notice Board.
8. Guard File.