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भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)
डी रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI-110029

क्रमांक.E16/70/2022/E.Office143135

दिनांक:20/03/2024

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित अर्द्ध सरकारी पत्र/ईमेल सूचना एवं आवश्यक कार्यवाही के लिए संलग्न है।

SI.No	Reference No. & Date	Name of Ministry	Subject
1.	DO No.318/4/2024-GCRT Dated:17.01.2024	Ministry of Power and Minister of New & Renewable Energy, Lodhi Road, New Delhi	Installation of rooftop solar on all govt. buildings.
2.	Email dated:05.02.2024	Ministry of Heavy Industry & Public Enterprises, Delhi	Proposal cum Meeting Request for CBC Selfie Booth Campaign
3.	DO No.8/8/2022-EC Dated:06.02.2024	Ministry of Power, Shram Shakti Bhawan, New Delhi.	Regarding meassurs towards adoption of energy efficient appliances.
4.	DO No.23/1/2018-CRECHE-Part(2) Dated:06.02.2024	Government of India, Ministry of Women & Child Development, New Delhi	Regarding National Minimum Standards and Protocol for Creches.

भवदीय,

Signed by

Jagdish Rajesh

Date: 20-03-2024 16:39:43

जगदीश राजेश

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव
2. परिषद के सभी प्रभाग प्रमुख
3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)
4. प्रमुख बीएमआई - आईसीएमआर की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

आर. के. सिंह
R. K. SINGH



SAO
Go (Adm)
12/1/2024
विद्युत मंत्री एवं
नवीन और नवीकरणीय ऊर्जा मंत्री
भारत सरकार
Minister of Power and
Minister of New & Renewable Energy
Government of India

D.O. No. 318/4/2024-GCRT

O/o the Minister of Health & F.W.
Computer
FTS No. 3520362
Date. 30.01.2024

17 JAN 2024

Dear Dr. Mandaviya Ji,

At the outset, I extend my wishes to you for a Happy New Year.

2. Kindly refer to my earlier letters of even number dated 18th July, 2018 and 9th February, 2023 requesting for installation of rooftop solar on all the buildings owned by Ministries/Departments of Government of India.

3. One of the key takeaways from the Chief Secretaries' Conference held on 27-29 December, 2023 related to enhancing the ease of living in the electricity sector for the citizens, was the target to immediately saturate all Government buildings, including those of PSUs/ autonomous bodies and other agencies, owned by Government of India and all State/UT Governments.

4. The Ministry of New and Renewable Energy (MNRE) is committed to supporting the Union Ministries/Departments in this transition. To assist you, the Ministry has allocated specific Central Public Sector Undertakings (CPSUs) to every Union Ministry to facilitate the installation of rooftop solar projects, either through the Capital Expenditure (Capex) mode or the Renewable Energy Service Company (RESCO) mode. The Ministry-wise allocation is attached. These CPSUs will establish a framework for solar rooftop projects, ensuring top-quality installations, and assist the respective Ministry/Department in this mission of solarizing all Government buildings. However, Ministries/Departments are free to collaborate with any other agency or organization to achieve the objective.

5. I request you to kindly issue directions to all the Government departments/ organizations/ CPSEs under your Ministry to install rooftop solar on all their buildings, aiming for their solarization by December, 2024 in a Mission Mode, as directed by Hon'ble Prime Minister. The Ministry of New and Renewable Energy would be coordinating this effort and will provide all assistance that your Ministry/Department may require.

6. I am confident that with our joint efforts, we will be able to achieve this target before the indicated timeline.

With regards,

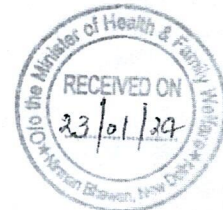
ADG(LA)

Yours sincerely,

(R. K. Singh)

Encl.: As above

Dr. Mansukh Mandaviya
Minister of Health & Family Welfare, and Chemicals & Fertilizers
Nirman Bhawan,
New Delhi-110011



**Ministry/Department-wise allocation of PSUs for facilitating installation of RTS projects
(tentative)**

S.No.	Name of REIA	Name of Assigned Ministry
1.	Satluj Jal Vidyut Nigam (SJVN)	Department of Atomic Energy
		Department of Space
		Ministry of Agriculture
		Ministry of Chemical and Fertilizers
		Ministry of Coal
		Ministry of Commerce and Industry
		Ministry of Consumer Affairs, Food and Public Distribution
		Ministry of Earth Sciences
		Ministry of Parliamentary Affairs
		Ministry of Personnel, Public Grievances and Pensions
		Ministry of Social Justice & Empowerment
		Ministry of Women and Child Development
		Ministry of Minority Affairs
		Ministry of Skill Development & Entrepreneurship
		Ministry of Statistics and Programme Implementation
		Ministry of Tribal Affairs
		Ministry of Corporate Affair
2.	Solar Energy Corporation of India (SECI)	Ministry of Cooperation
		Ministry of Culture
		Ministry of Housing and Urban Poverty Alleviation
		Ministry of Education
		Ministry of Shipping
		Ministry of Textiles
		Ministry of Tourism
		Ministry of External Affairs
		Ministry of Civil Aviation
		Ministry of Development of North Eastern Region
		Ministry of Home Affairs - CRPF, BSF, SSB, ITBP, CISF
		Ministry of Youth Affairs and Sports
3.	NTPC Vidyut Vyapar Nigam Ltd. (NVVN)	Ministry of New and Renewable Energy
		Ministry of Information and Broadcasting
		Ministry of Defence
		Ministry of Labour and Employment
		Ministry of Mines
		Ministry of Petroleum and Natural Gas
		Ministry of Power
		Ministry of Steel
		Ministry of Communications & Information Technology
		Ministry of Finance
		Ministry of Health & Family Welfare
		Ministry of Panchayati Raj
		Ministry of Rural Development
Ministry of Road Transport and Highways		
Ministry of Urban Development		

		Special Frontier Force
		Ministry of Food Processing Industries
		Ministry of Heavy Industries and Public Enterprises
		Ministry of Science and Technology
		Ministry of Water Resources
		Ministry of Drinking Water & Sanitation
		Ministry of Environment, Forests & Climate Change
		Ministry of Law and Justice
		Ministry of Micro. Small & Medium Enterprises
4.	National Hydro Power Corporation (NHPC)	Ministry of Railways
5.	Railway Energy Management Company (REMC)/To be decided by MoR	

Note: The above allocation is for the entire Ministry and its Department/Attached Offices/PSUs/Autonomous Bodies etc.

Email

DG. OFFICE ICMR
Diary No.: 794504
Dated : 12/2/24

50 (Adm)

DG ICMR

Fwd: Proposal cum Meeting Requestt for CBC Selfie Booth Campaign

From : Office of Secretary DHR <secy-dhr@gov.in>
Subject : Fwd: Proposal cum Meeting Requestt for CBC Selfie Booth Campaign
To : DG ICMR <dg@icmr.org.in>

Mon, Feb 05, 2024 11:55 AM

2 attachments

JS (AN) / JS (RK)
SDDG (M)
RB

From: mohankumar@impactcomm.org
To: "Apurva Chandra" <secyhfw@nic.in>, "Office of Secretary DHR" <secy-dhr@gov.in>
Cc: "ROLI SINGH" <asfr-mohfw@gov.in>, addsecy-mohfw@nic.in, "Dr. (Mr.) P. Ashok Babu" <jsrch-mohfw@gov.in>
Sent: Friday, February 2, 2024 1:43:38 PM
Subject: Proposal cum Meeting Requestt for CBC Selfie Booth Campaign

To,
The Secretary,
Ministry of Heavy Industry & Public Enterprises
Delhi

ADG(A)

Subject: Request for Allocation of Selfie Booths

Respected Sir/ Madam
Warm greetings from Impact Communications!

As a distinguished agency specializing in **Multimedia Reach Out Programs, Events, Exhibitions, and Outdoors**, we bring over 24 years of comprehensive expertise to the table. Impact Communications stands as a **strategic planner and executor** of diverse communication projects, with a proven track record in nationwide assignments, including Visibility, Exhibition, and Event Management projects for various esteemed entities, including over 50 corporate/PSU/organizations and Union and State Ministries.

Our association with GOI has been particularly noteworthy, leading to the successful execution of **"Digital India"** Campaign as Lead Creative & Implementation Agency. We have been associated with large scale campaigns like **"Beti Bachao Beti Padhao"**, **"Sal Ek Shruat Anek"**, and **"New India Chaupal"** across multiple states in 14 linguistic zones across the length and breadth of country.

14435
23/2/2024
Diary No. 500

Mr. Sumit
Sharma
12/3

Our strengths lies in our **sophisticated design studios**, manned by experienced professionals. We possess in-house capabilities for strategy formulation, logistical planning, and implementation, supported by a skilled human resource pool and essential infrastructure, including Creative Studios, Printing, Production & Fabrication, and our own fleet. Our regional production hubs provide us with a competitive edge in meeting deadlines across the country.

We are approaching various ministries for this requirement basis their brief we are designing these photo booths as per the department requirements.

We are also approaching you with the proposal that we can also undertake the requirement of selfie booth design and implementation as per your requirement. Some of the designs are attached. We would be pleased to design and support the implementation.

Various Ministries and corporations require photo booths for public engagement and in this regard, we are pleased to share that we have received empanelment by CBC for Selfie Booths under both the A category (Acrylic) and MDF category.

Expressing our keen interest, we seek to establish an association with your Ministry/ Department/Corporation for projects aligned with the ongoing **Selfie Booths Campaign**. In this regard, we kindly request a personal meeting at your earliest convenience to discuss this matter further and present our best professional services.

Thank you and looking forward to a fruitful association.

Warm regards,

For Impact Communications

Mohan Kumar(mohankuar@impactcomm.org)

Project Head

(9717477207)

Enclosures:

1. Brief Profile of the Agency
2. Empanelment Agreement with CBC

 **Govt Creds for CBC - Selfie Boot.pptx**
20 MB

 **Empanelment Agreement Impact Selfie Booth.pdf**
4 MB

List of Secretaries

Ministry	Name	Email-Id
M/o Agriculture & Farmers Welfare		
D/o Agricultural Research & Education	Shri Himanshu Pathak	dg.icar@nic.in
M/o AYUSH	Shri Rajesh Kotecha	secy-ayush@nic.in
M/o Chemicals & Fertilizers		
1 - D/o Chemicals & Petrochemicals	Ms Nivedita Shukla verma	sec.cpc@nic.in
2 - D/o Fertilizers	Shri Rajat Kumar Mishra	fertsec@nic.in
3 - D/o Pharmaceuticals	Mr. Arunish Chawala	secy-pharma@nic.in
M/o Civil Aviation	Shri V. Vualnam	mang@gov.in
M/o Coal	<i>Shri Amrit Lal Meena</i>	secy.moc@nic.in
M/o Commerce & Industry		
1 - D/o Commerce	Shri Sunil Barthwal	csoffice@nic.in
2 - D/f Promotion of Industry & Internal Trade	Shri Rajesh Kumar Singh	secy-ipp@nic.in
M/o Communications		
D/o Posts	Shri Vincet Pandey	Secretary- posts@indiapost.gov.in
M/o Consumer Affairs, Food & Public Distribution		
1 - D/o Consumer Affairs	Shri Rohit K. Singh	secy-ca@nic.in
2 - D/o Food & Public Distribution	<i>Shri Sanjeev Chopra</i>	secy-food@nic.in
M/o Cooperation	Shri Gyanesh Kumar	secy-coop@gov.in
M/o Corporate Affairs	<i>Shri Manoj Govil</i>	secy.mca@nic.in
M/o Culture	Shri Govind Mohan	secy-culture@nic.in
M/o Defence		
1 - D/o Defence	<i>Shri Aramane Giridhar</i>	defsecy@nic.in
2 - D/o Defence Production	<i>Shri Aramane Giridhar</i>	sdpns@nic.in
3 - D/o Defence Research & Development	Shri Samir V. Kamat	secydrdo@gov.in
4 - D/o Ex-Servicemen Welfare	Shri Aramane Giridhar	secyesw@nic.in
M/o Development of North Eastern Region	Shri Chanchal Kumar	secydoner@nic.in

पंकज अग्रवाल, भा.प्र.से.
सचिव
Pankaj Agarwal, I.A.S.
Secretary



SOC(Admin)

भारत सरकार
विद्युत मंत्रालय
श्रम शक्ति भवन, नई दिल्ली-110001
Government of India
Ministry of Power
Shram Shakti Bhawan, New Delhi - 110001
Tele : 23710271/23711316
Fax : 23721487
E-mail : secy-power@nic.in

D.O. No.8/8/2022-EC

3534329
7-2-24

February 06, 2024

Dear Secretary,

As you are aware that energy-efficient electrical appliances and equipments installed in an establishment not only save energy but also have immense benefits for the environment in terms of reduced emissions. In this regard, Bureau of Energy Efficiency (BEE), under the Ministry of Power launched Standards & Labelling (S&L) program in 2006, to provide the consumers an informed choice about the energy consumption by displaying star labels on the appliances. The list of appliances covered under star labelling program is enclosed at Annexure-I for your reference.

In order to enhance the adoption of energy efficient appliances, I would like to request you to issue necessary directions to your secretariat, attached offices and subordinate offices under your ministry/ department to ensure that while procuring the appliances, mentioned at Annexure - II, carry the threshold BEE star rating as indicated against each of them.

Further, as a continued measures towards adoption of energy efficient appliances, I would also advise you to consider procurement of any of such appliances, which are covered under S&L program but not mentioned in Annexure - II, to be of 4-Star or above rating. The details of models of respective appliances approved by BEE are also available at www.beestarlabel.com.

Head of office/ADG(A) regards,

Yours sincerely,

Encls : as above

JS(RK) / H. 2024 (Admin)
RB

Pankaj
(Pankaj Agarwal)

To the Secretaries of Ministries Department of Govt. of India

Sr. DDG (A) IC
Diary No. 4
Date 21/2/24

[Handwritten signature]

Mr Sumit
[Handwritten signature]
23/2

D.No-487
25/2/24

स्वच्छ भारत
एक कदम स्वच्छता की ओर
8-10-14396
22-2-24



Annexure-I

List of appliances covered under Star Labelling program:

Mandatory Appliances	Voluntary Appliances
1. Room Air Conditioners-Fixed Speed	1. Induction Motors
2. Inverter Air Conditioner	2. Pump Sets
3. Room Air Conditioner (Cassette, Floor Standing)	3. LPG-Stoves
4. Frost Free Refrigerator	4. Diesel Engine Driven Mono-set Pumps
5. Direct Cool Refrigerator	5. Ballast (Electronic/Magnetic)
6. Tubular Florescent Lamp	6. Office Equipment's (Printer, Copier, Scanner, MFD's)
7. Distribution Transformer	7. DG Sets
8. Colour TV	8. Microwave Ovens
9. Storage type Electric Water Heater	9. Solar Water Heater
10. LED lamps	10. Air Compressors
11. Ceiling Fans	11. Solid State Inverter
12. Light Commercial Air Conditioners	12. Computer (Notebook/Laptops)
13. Deep Freezers	13. Li-ion traction batteries and systems
14. UHD TV	14. Tyres
15. Washing Machine	15. Induction Hobs
16. Chillers	16. Table Fan/Wall Mounted Fan
	17. Pedestal Fan
	18. Side by Side Refrigerator
	19. Solar PV Module

Annexure-II

The appliances and the minimum threshold BEE star rating are tabulated below:

S.No	Appliance	Threshold star rating
1	Split Air Conditioner	5 Star
2	Window Air Conditioner	5 Star
3	Room Air Conditioner (Cassette, Floor Standing)	5 Star
4	Light Commercial Air Conditioner	4 Star
5	Frost Free Refrigerator	4 Star
6	Direct Cool Refrigerator	4 Star
7	Storage Type Electric Water Heater	5 Star
8	LED Lamps	5 Star
9	Ceiling Fans	5 Star
10	Distribution Transformer	3 Star

इन्दीवर पान्डेय, आई.ए.एस.
सचिव

INDEVAR PANDEY, I.A.S.
Secretary

Tel. : 011-23383586, 23386731
Fax : 011-23381495
E-mail: secy.wcd@nic.in



सत्यमेव जयते

75
आज़ादी का
अमृत महोत्सव

भारत सरकार
महिला एवं बाल विकास मंत्रालय
शास्त्री भवन, नई दिल्ली-110 001

Government of India
Ministry of Women & Child Development



D.O. No. 23/1/2018-CRECHE-Part(2)

23rd February, 2024

Dear Secretary,

DG. OFFICE ICMR
Diary No.: 801936...
Dated : 26/02/2024

ADG(A)

The active participation and leadership of women are vital for women-led development. Institutionalization of care services is crucial for enhancing female labour force participation. Transformative Care Policies can yield positive economic and gender quality outcomes, leading to better outcomes for women's participation in workforce.

2. Responding to long standing demands, the Ministry of Women and Child Development in consultation with the Ministry of Labour & Employment has released the **National Minimum Standards and Protocol for Crèches (Operation and Management)**, a copy of which is **enclosed** for your kind perusal. It aims to provide guidance to individual/ service agencies/ corporations/ companies/ universities/ hospitals/ care service providers/ government organizations/ non-governmental organizations etc., mandated under various acts and rules of the Government of India for setting up and running of Crèches. These Standards and Protocol focus strongly on standardizing and institutionalizing the care economy, contributing significantly to the vision of 'Women-led Development'.

3. It may please be noted that these Standards and Protocol are issued in supersession of the earlier guidelines of this Ministry titled 'National Minimum Guidelines for Setting up and Running Crèches under Maternity Benefit Act, 2017' issued vide Office Memorandum of even number dated 02.11.2018.

4. It is requested to give wide publicity to these Standards and Protocol and also circulate the same to each and every employer/ institution covered under your Ministry/ Department/ State/ UT, thereby empowering them with the requisite know how to set up model creche facilities with adequate provisions. A copy of these Standards and Protocol can also be downloaded from the Ministry's website -<https://wcd.nic.in>.

With regards,

JS (AN)
Sr DDG(A)

[Signature]

Encl: As above.

RB

Yours sincerely,

[Signature]

(Indevar Pandey)

Secretaries of all Ministries/Departments of Government of India

S. No/5010
11-3-24

Mr Sumit
Xind
1243

Diary No. 448



NATIONAL MINIMUM STANDARDS AND PROTOCOL FOR

CRÉCHES

(Operation and Management)



MESSAGES



“The Government of India has taken several initiatives aimed towards increasing the participation of women in the workforce to ensure Women-led Development during 'Amrit Kaal' for achieving Viksit Bharat@2047. The Ministry is glad to release the National Minimum Standards and Protocol for Crèches (Operation and Management) which provide a comprehensive framework for quality childcare facilities and the standardisation and the institutionalisation of Care services, which will further help towards the realisation of 'Atmanirbhar Bharat'. This will definitely help to create a new organised Care Services Sector, which will help the women to pursue their careers and also create new job opportunities.”

SMT. SMRITI ZUBIN IRANI

Hon'ble Minister, Ministry of Women and Child Development and Minority Affairs



“The Ministry of Women and Child Development is committed towards creation of enabling environment for women to take up meaningful employment opportunities. In order to ensure that standardised and quality crèche services are available in all establishment across the country, the Ministry of Women and Child Development is releasing the National Minimum Standards and Protocol for Crèches (Operation and Management) which will help in setting-up and running of Crèches across the country.”

DR. MUNJPARA MAHENDRABHAI

Hon'ble Minister of State for Ministry of Women & Child Development and AYUSH



“Transformative Care policies can yield positive economic and gender equality outcomes, leading to better outcomes for women's participation in workforce. The release of National Minimum Standards and Protocol for Crèches (Operation and Management) will provide necessary guidance for setting up of Crèches across the country.”

SHRI INDEVAR PANDEY

Secretary, Ministry of Women and Child Development

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- 1.4. Staff or Resource Person requirements

2. Roles and Responsibilities

- 2.1. Crèche Supervisor
- 2.2. Crèche Helper

3. Services provided in the Crèche

- 3.1. Parent/Guardian and administration meeting
- 3.2. Engagement and training of crèche workers
- 3.3. Health, Medicine and First Aid Kits
- 3.4. Record Maintenance

4. Safety Inspection

INTRODUCTION

The Government acknowledges women-led development as crucial for achieving the vision of 'Viksit Bharat' in Amritkaal. To promote gender equality and empower women, various Acts and Rules mandate crèche facilities. Section 11A of the Maternity Benefit Act (Amendment) Act, 2017, requires establishments with 50 or more employees to have a crèche, extending to both males and females. Additionally, Section 48 of the Factories Act, 1948, mandates crèche facilities for factories with over 30 female workers. The Plantation Labour Act and the Mahatma Gandhi National Rural Employment Guarantee Act, 2005, also stipulate crèche provisions based on the number of employed women. Further, Section 135 of the Companies Act, 2013 deals with Corporate Social Responsibility (CSR). Schedule VII of the Companies Act, 2013 specifies that Companies may undertake activities for promoting gender equality and empowering women.

Anganwadi Centres are the world's largest childcare institutions dedicated to providing essential care and support to children ensuring delivery of care facilities till the last mile. In a first of its kind approach, the Ministry of Women & Child Development has extended the services of child care through Anganwadi-cum-Crèche Centres. This will ensure whole day child care support ensuring their well-being in a safe and secure environment. Anganwadi cum Crèche initiative aims to increase the women work force participation in the economy.

It has long been demanded to standardise the procedures for management of Crèches by any individual/ service agencies/ corporations/ companies/ universities/ hospitals/ care service providers/ government organisations /non-governmental organisations etc. Accordingly, this document has been prepared by the Ministry of Women and Child Development in consultation with Ministry of Labour and Employment which prescribes the national minimum standards and protocol for setting up and running of crèches in India, emphasising the institutionalisation of care services to support and promote female labour force participation.

National Minimum Standards and Protocol to Set up Crèche

The active participation and leadership of women are vital for women-led development. Institutionalisation of care services is crucial for enhancing female labour force participation. Suggestive standards and protocol have been formulated for setting up crèches by any individual/ service agencies/ corporations/ companies/universities/ hospitals/ care service providers/ government organisations/ non-governmental organisations etc., addressing the minimum essential requirements. These standards and protocol aim to provide comprehensive childcare in a safe and secure environment, fostering the overall development of children. Additional facilities may be incorporated to further enhance the well-being of children. State Governments and UT Administrations are also advised to adopt these standards and protocol for setting up and management of Crèches.

1. Definition of Crèche

A Crèche is care centre that provides a safe and nurturing environment for children while their parents or guardians are at work. These facilities prioritise the children's health, provide supplementary nutritious meals, and maintain a secure and safe environment. It provides age-appropriate educational activities to boost holistic development of the child.

1.1 Objectives

- i) To provide care facilities for children of parents/guardians who are engaged in any work.
- ii) To offer a secure and safe environment to the children.
- iii) To ensure "women-led development".
- iv) To emerge as a new service sector which provide job opportunity to women.
- v) To encourage women to pursue their career and seek further employment opportunities.
- vi) To promote female labour force participation in the economy.
- vii) To envisage new educational sectors in the form of training institutions with globally recognised certification courses.

1.2 Key points to be considered prior to opening of a Crèche:

- i) Facility of crèche may be provided from the age group of 6 months onwards.
- ii) The crèche may also be set up in any office space, in a residential apartment/society, school, hospitals, cooperative office or any other place as per requirements.
- iii) It is ideal to have crèche near the homes of children or near the place of work of the parents/guardians so that parents/guardians can be contacted in case of emergencies.
- iv) The provision of care services at home may also be provided on regular/day/hour basis.
- v) It's preferable for crèches to be set upon the ground floor for ease of access and convenience. However, if it's on other floor all necessary safety measures must be adhered to.
- vi) The crèche timings may be demand based and mutually decided by crèche administration and parents/guardian.
- vii) Number of rooms may be as per the requirement depending on the number of children. However, rooms should have sufficient space with facilities for resting and study for the children with ventilation and light arrangements.
- viii) The windows in the crèche should be positioned at an appropriate height and should be properly fenced to prioritise safety of the children.
- ix) Crèche must have a child friendly toilet with running water facilities, a urinal. Toilets/wash basins must have soaps/hand wash liquid. The needs of specially-abled children should also be kept in mind.
- x) Hygiene inside and outside of crèches should be maintained properly.
- xi) The centre must have safe drinking water facility preferably with water purifier.
- xii) Food provided to the children can be mutually decided by crèche administrator and the parents/guardian.
- xiii) Play materials and toys (essential ECCE Study material and play materials, sports materials, blocks etc.) should be provided to the children. Audio-visual equipment may be provided where appropriate and feasible to stimulate age-appropriate learning and cognitive development.
- xiv) The crèche should have child friendly spaces that are designed and tailored specifically to cater to the needs, safety of the children.
- xv) Important and Emergency contact numbers (helplines like 112, 1098, fire-services, Child Protection Officer, Nearest Police Station etc.) should be displayed on essential information boards for easy access and reference.
- xvi) Regular inspection for food safety and hygiene are crucial to ensure the quality of the food.
- xvii) It is mandatory that CCTV cameras are installed for ensuring security and supervision at the crèche. Parents/Guardians may preferably be provided with access to CCTV cameras, wherever possible, enabling them to monitor the crèche remotely from their workplace.
- xviii) The local police stations, the Women and Child Development/Social Welfare Department, and the Labour Department should invariably have the information about the location and details of the crèche for safety purposes and information to be maintained by these offices.
- xix) Services for crèche facilities to be set up based on demand. User Charges may be collected by service provider based on services offered.
- xx) If any dispute arises between service provider and the parents/guardian, the crèche administrative committee will settle the matter. If any matter comes to the notice of government and if an intervention is required, it may be taken up as appropriate.
- xxi) Crèches should strictly follow all the rules/acts related to child protection.

1.3 Crèche Administrative Committee

The Indicative composition of Crèche Administrative Committee is as follows -

- i) Crèche Administrator - To be nominated by institution/organisation operating the crèche
- ii) Crèche supervisor
- iii) Parents/ Guardians (preferably 3) of beneficiary children

1.4 Staff or Resource person requirements

1.4.1 Number of staff

There should be at least 1 crèche supervisor and one crèche helper for handling 20-25 children. Additional care staff can also be engaged in case the children require personal care.

1.4.2 Qualification of the staff

- i) The Crèche supervisor should be minimum 12th Pass and Crèche Helper should be 10th Pass
- ii) The staff should preferably have 2 years' experience of working in the childcare sector, either in a professional setting or as volunteer. Persons holding a diploma in Childcare or Nursing may be preferred.
- iii) Only women staff to be recruited as caregivers for the children.

1.4.3 Prerequisites for hiring

- i) Police Verification Certificate
- ii) Character certificate
- iii) Medical certificate

2. Roles and Responsibilities

2.1 Crèche Supervisor

- i) The crèche Supervisor will be the overall in charge of the crèche.
- ii) Planning and implementing age-appropriate educational activities to foster holistic development of the children.
- iii) To maintain/monitor records of children's attendance and other statutory records.
- iv) To liaise with Crèche committee, parents for their support and incorporate their suggestions and recommendations in the functioning of the Crèches.
- v) Establishing open communication with parents or guardians about their child's development and any concerns or events at the crèche.
- vi) Crèche supervisor should actively promote daily stimulation-based activities on Early Childhood Care & Development (ECCD) to promote physical, mental and cognitive development of children.
- vii) Any other responsibilities as decided by crèche administration.

2.2 Crèche Helper (s)

- i. Crèche Helper would be responsible for providing assistance to the crèche worker.
- ii. The Crèche Helper will assist the crèche supervisors in daily tasks.
- iii. Helper should have a passion for children and exercise patience with them.
- iv. Helper should constantly monitor and supervise the children to ensure their safety.
- v. Ensuring the facility is clean, safe and well-maintained.
- vi. Any other responsibilities as decided by crèche administration.

3. Services provided in the Crèche

3.1 Parent/Guardian and Administration meeting

Crèche administration should organise at least one parents/guardian meeting every month and review the performance and process of children. Feedback from parents/guardian may also be recorded for further improvement.

3.2 Engagement and training of crèche workers

- i) Trained crèche worker is a prerequisite for operating the crèche. Well trained staff with prior experience related to childcare, nursing, early childhood care and education can play a crucial role in the efficient operation of a crèche.
- ii) Crèche Administrators may ensure continuous training for crèche workers and helpers, in areas such as Nutrition, Childcare, ECCE, Child Rights, Child Protection, and Child Legislations. Seminars/ workshops may also be organised by with the help of experts from Government Institutions or Other Organisations etc. for the capacity building and enhancement of the skills and knowledge of Crèche staffs.

- iii) Engaging a private training institute or providing Personalised Kits for crèche workers during training ensures comprehensive preparation and safety measures are in place for their education and well-being.

3.3 Health, Medicine and First Aid Kits

- i) The centre should be well equipped with basic First Aid & Medical Kit.
- ii) The centre should have a fire extinguisher.
- iii) The crèche should have working arrangements with nearest available health facility to provide immediate assistance in case of emergency.

3.4 Record maintenance

The Crèche worker and helper are required to maintain the following basic records and registers:

- i. Admission/ Enrolment register for recording profile of children and their guardians including profession of parents/ guardians.
- ii. Attendance registers of children
- iii. The medical record of children.
- iv. Guardian's meeting register.
- v. Visitors register
- vi. Inspection register

4. Safety Inspection

- i) Safety inspections should be conducted by an administrative committee dedicated to overseeing safety standards within the crèche.
- ii) Verifying and controlled access to CCTV surveillance and procedures for handling visitors and pickups.
- iii) Community based inspections may be carried out at regular intervals, at least one in a quarter, to ensure that the crèche is working in a child friendly manner and have all the minimum required facilities/ systems in place.

Annexure

Indicative Items for setting of Crèches			
For Health	For Hygiene	Pre-School Learning Kit/Toys	Miscellaneous Items
Weighing scale	Soap for washing dishes	Stringing beads	Beds
Normal/Digital Thermometer	Soap for hand washing	Balls	Cradle (Palna)
Growth Monitoring Device	Spin Mop with bucket	Fixing blocks	Round Tables
Height Chart	Sanitiser	Dolls	Storage Cabinets
For Safety and Protection	Utensils	Kitchen set	Spare Clothes
Fire Extinguisher	Dustbins with lid	Doctor Set	Stationery Items
First Aid Kit		Sports Kit	
CCTV Camera			
Torch			

Note: This is only an indicative list and Institutions/ Organisations are encouraged to supplement for holistic development and well-being of Children.



**Ministry of
Women & Child Development
Government of India**