



Government of Odisha
Housing & Urban Development Department

File No. HUD-OE-MISC-0004-2025 No. 26320/HUD, Dated 03.11.2025

NOTIFICATION

Subject: Operationalization of Crèche at 1st Floor, Kharavel Bhawan

It is hereby informed that the Crèche located on the 1st Floor of Kharavel Bhawan will be made operational shortly.

Smt. Smita Prusty, Section Officer, MS & ME Department has been designated as the Supervisor of the Crèche. Her contact number is 7978716353.

Applications for admission of children may be submitted to Smt. Smita Prusty. The Application Form and Undertaking are enclosed herewith for necessary action.

Smt. Smita Prusty is requested to coordinate with the Office Establishment Section, Housing & Urban Development Department, to ensure the readiness, upkeep, and smooth functioning of the Crèche. She shall also ensure that all requisite arrangements are in place prior to commencement of operations.

All concerned officers and staff members are requested to extend their full cooperation for the timely operationalization and effective management of the Crèche.

By order of the Principal Secretary to Government

Smita Prusty
03.11.25

Under Secretary to Government
Housing & Urban Development Department

Memo No. 26321/HUD, Bhubaneswar, Date. 03.11.2025

Copy forwarded to PS to Principal Secretary to Government, Housing and Urban Development Department for kind information of Principal Secretary.

Smita Prusty
03.11.25

Under Secretary to Government

Memo No. 26322 /HUD, Bhubaneswar, Date. 03.11.2025

Copy forwarded to Joint Secretary/ Deputy Secretary/Under Secretary (i/c Office Establishment Sections of H&UD Department/Skill Development & Technical Education Department/ Energy Department/ Forest, Environment & climate change Department/ Labour & ESI Department/ Commerce & Transport Department/ Industries Department/ MS & ME Department/ Science & Technology Department/ Electronics & IT Department for wide circulation of the notification among the employees.

Jayal
03.11.25

Under Secretary to Government

UNDERTAKING

1. Parents have to abide by the rules and regulations of the Creche.
2. Parents have to send the required food for their babies for the whole day.
3. During any illness or health issues, if the child is suffering, the child should not be sent to the creche as they need special care and the presence of their parents.
4. The creche facility for the child will be available as long as the parents continue to be employees of the Secretariat.
5. The well-being of the child is the responsibility of the parents and the Creche will not be held liable for any events beyond the control of the Creche management.
6. For emergency/health issues arise during Creche hours, parents must immediately attend to the child at Creche and do the needful.
7. For safety and security reasons, parents should not to bring their children inside Departmental premises. Children should be attended to and kept only at the Crèche during working hours.

Signature of Parents

Full Name:

Date:

List of items Parents have to send with the child

1. Extra 2/3 Pairs of clothes
2. Diapers
3. Day long feeding stuffs
4. Bibs
5. Towels
6. Any other things as you feel required for the child

REGISTRATION FORM FOR CRECHE: 'KALIKA', INSIDE KHARAVEL BHAWAN, ODISHA

Child's Name (In Capital Letter):	
Age (Years, Months):	
Date of Birth (DD/MM/YYYY):	
Male/Female:	
Name of the Father / Mother (In Capital Letter):	
Department:	
Contact No.:	
Email ID:	
Address:	

• **People Authorized to Pick Your Child:**

Sl. No.	Name	Relation with Child	Contact No. & ID Card No.
1			
2			

• **People to Call in Case of Emergency:**

Sl. No.	Name	Relation with Child	Contact No. & ID Card No.
1			
2			

Existing illness/Allergy (If Any) of Child: _____

Blood Group of Child: _____

Medicine Continuing at Present: _____

Registration Fees Paid: _____ Date: _____

I certify that the above information is correct to the best of my knowledge.

Signature: _____

Date: _____

Full Name: _____