



Central Adoption Resource Authority

(A Statutory Body of Ministry of Women and Child Development, Government of India)

West Block-VIII, Wing-II, 2nd Floor, R.K. Puram, New Delhi-110066,

Tel: 91-011-26105346, 26106725 Fax: 91-011-26180198,

Website: www.cara.nic.in, E-mail: carahdesk.wcd@nic.in



File No. CARA/ 2018-19/ Pilot Project- Trg.

Dated: 11/01/19

Office Memorandum

Subject: Constitution of Sub-Committee of Resource Person for the trainings for the Social Workers.


1. The Competent Authority of CARA is pleased to constitute a Sub Committee of Resource Persons from a pool of experts for organising comprehensive training programme for the Social Workers of the Specialised Adoption Agencies, including on counselling, Care of children and preparation of HSR, CSR & Post Adoption follow up reports, under Dr Meena Radhakrishna, Member Steering Committee as per the decision of the Steering Committee during its 18th Meeting held on 26th November 2018. The composition of the Sub Committee will be as follows:

- | | |
|---------------------------|---------------|
| (a) Dr Meena Radhakrishna | - Chairperson |
| (b) Dr. Vinita Bhargava | - Member |
| (c) Ms Nina Nayak | - Member |
| (d) Ms Seema Khandekar | - Member |
| (e) Ms Radha Nagesh | - Member |
| (f) Dr Neelima Mehta | - Member |
| (g) Dr Bhavneet Bharti | - Member |
| (h) Ms Sindhu Naik | - Member |
| (i) Ms. Charu Makkar | - Member |

2. Dr. D. D. Pandey, Joint Director (CARA) is nominated as Member Secretary of the Sub-Committee.
3. In addition to above, CARA or its nominated member will participate as and when required.
4. The ToR of the Committee is annexed in Annexure -I
5. The first meeting of the committee shall take place on 15th January 2019 at CARA, at 2.00 PM. All the members are hereby requested to be present for the same.
6. This issues with the approval of the Competent Authority of CARA.

Copy to:

- i. All Member Concerned
- ii. PS to CEO, CARA
- iii. PA to JD, CARA


दीपक कुमार (Deepak Kumar)
Member Secretary & CEO
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-4, प्रथम तल, आर. के. पुरम
West Block-8, Wing-4, 1st Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

Annexure-I

Central Adoption Resource Authority

Ministry of Women and Child Development,
Government of India

Terms of Reference (ToR) for Sub Committee of Resource Person for the trainings for the Social Workers.

It has been decided to constitute a Sub Committee of Resource Persons from a pool of experts for organising comprehensive training programme for the Social Workers of the Specialised Adoption Agencies, including on counselling, Care of children and preparation of HSR, CSR & Post Adoption follow up reports. The Sub-Committee shall have a Chairperson, Members and one official from CARA as Member Secretary.

1. Term of Reference: The sub-committee will be responsible for the following:

- (a) Creating a comprehensive training module for Training programmes.
- (b) Creating IEC material for all the sessions.
- (c) Planning & conducting the training programmes.
- (d) Compiling reports and feedback on the training programmes.

2. The Tenure of the Sub-Committee:

- (a) The tenure of the Sub-Committee including the Chairperson would be for a period of 01 year from the date of issue of this Office Memorandum.
- (b) Any member, who wishes to discontinue as a member of the Committee, may do so in writing to the Authority. If Central adoption Resource Authority (CARA) wants to add or replace any member from the committee, the same may be done with the approval of the Member Secretary & CEO -CARA.

3. Payments and Allowance:

- (a) There would be no remunerations paid to the members. They would work on honorary basis. However, honorarium for the training programme as per the approved Training Norms would be applicable.

(b) The non-official member of the sub-committee will be paid as TA/DA as admissible to the officer in Pay Level- 11 in the Pay Matrix as per 7th CPC. The non- official Members of the panel will be paid as TA/DA as admissible to the officer in Pay level-11 (Pre revised Grade Pay Rs. 6600) in the Pay Matrix. (MoF Department of Expenditure OM No. 19047/1/2016-E-IV dated 14/09/2017 may please refer)

4. Confidentiality :

The members of the Sub Committee shall maintain confidentiality of all matters arising within the Committee and no information/data which are in their knowledge as members of the Committee shall be used/published by them. The training material/ IEC material prepared by the sub-committee will be the copy right of the Central Adoption Resource Authority (CARA).

दीपक कुमार / Deepak Kumar
सचिव कारा / Secretary CARA
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-4, प्रथम तल, आर. के. पुरम
West Block-8, Wing-4, 1st Floor, R. K. Puram
नई दिल्ली / New Delhi-110066

- Chairperson
- Member
- Member
- Member
- Member
- Member
- Member
- Member

- 1. Mr. D. Pandey, Joint Director (Adopt), is nominated as Member Secretary of the Sub Committee.
- 2. In addition to above, CARA or its nominated member will participate as and when required.
- 3. The PR of the Committee is sent, and its signature.
- 4. The first meeting of the Committee shall take place on 15th January 2019 at CARA, at 2.00 PM. All the members are hereby requested to be present for the same.
- 5. The Report with the approval of the Committee Authority of CARA.

- 1. All Member Concerned
- 2. PS to CEO, CARA
- 3. PS to JD, CARA