



सत्यमेव जयते

# Central Adoption Resource Authority केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण

(A Statutory Body of Ministry of Women & Child Development, Government of India)  
(भारत सरकार के महिला एवं बाल विकास मंत्रालय की सांविधिक निकाय)



No.....Circular No: B-110151/1/2017/Cir/Admn-CARA/Part-II

Date: 25.10.2018  
Date.....

## Subject: Uploading of document of the child declared Legally Free for Adoption

1. During the document verification of the child by CARA multiple discrepancies have been observed in the following documents:
  - a) Medical Examination Report (MER)
  - b) Child Study Report (CSR)
  - c) Legally Free Certificate by CWC
  - d) Photograph
2. In order to ensure smoother update it is pertinent to conform to the prescribed formats given in **Adoption Regulation, 2017:**

- a. **Medical Examination Report (MER)** of the child must be as per the updated format given in **Circular dated 17.10.2017 & 07.03.2018** on CARA website i.e. [www.cara.nic.in](http://www.cara.nic.in)

Direct link to the circular dated 17.10.2017 & 07.03.2018 is given as follows:

<http://cara.nic.in/PDF/Circular/MER%20Circular.pdf>

<http://cara.nic.in/PDF/Circular/Identifying%20and%20Reporting%20Delayed%20Milestones%20of%20children%20in%20the%20Medical%20Examination%20Report.pdf>

It is also mandatory that all medical tests should be done as per the **Schedule-IV of Adoption Regulation, 2017**. These test reports should also be attached at the end of MER along with the Paediatrician opinion and advice.

- b. **Child Study Report (CSR)** of the child must be as per format given in Schedule-II of Adoption Regulation, 2017.

Direct link for the CSR format is given as:

<http://cara.nic.in/pdf/schedule/2.pdf>

Social Worker should keep in mind the "*Strict confidentiality shall be maintained in cases of all documents pertaining to biological parents in all circumstances unless the surrendering parents have expressed their willingness for divulging the same*" which is given in **Regulation 7(20)** of **Adoption Regulation, 2017**.

- c. **Legally Free Certificate** of the child by the Child Welfare Committee (CWC) must be as per the format given in **Schedule-I** of **Adoption Regulation, 2017**. This certificate should be signed and stamped by at least three members of the CWC. Kindly "*strike out the box (es) which are not relevant to the case*". This is also given as a note in CWC Certificate.

Direct link for circulars is given as:

<http://cara.nic.in/PDF/schedule/1.pdf>

- d. The **photograph of the child** needs to be updated as per the **Regulation 29(6) (c) (iv) and Para 1(b) (iv) of Schedule XIII** and **Para 7 of Schedule XIV of Adoption Regulation, 2017**. These stipulates the following:-
- (i) Photographs of the child taken at intervals of every six months;
  - (ii) Each child below the age of six months should be photographed every month, from six months to 3 years every three months and thereafter, every six months;
  - (iii) Specialised Adoption Agency to upload the Child Study Report and Medical Examination Report along with latest photograph of the child within ten days from the date of declaration of the child as legally free.
3. All SAAs are hereby directed to adhere to the above mentioned points (**Regulation 29 refers**) and the DCPU must ensure the same (**Regulation 34 refers**). Further, SARA are requested to ensure the same (**Regulation 33 (2) refers**).
4. This is being issued with the approval of the competent authority.

Vinita Jha

(Vinita Jha)

Assistant Director

विनीता झा / VINITA JHA

सहायक निदेशक-कारा / Assistant Director-CAR

महिला एवं बाल विकास मंत्रालय

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To:

1. All Specialised Adoption Agencies (SAAs)
2. All District Child Protection Units (DCPUs)
3. All State Adoption Resource Agencies (SARAs)- to ensure compliance.
4. CW-II, MWCD- for information please.