

CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of the Ministry of Women & Child Development)

West Block –VIII, Wing No- II, 2nd Floor, R.K Puram ,New Delhi -110066.

RIGHT TO INFORMATION ACT 2005

Manual as listed in Section 4(1) (b) of the Act

1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Central Adoption Resource Agency (CARA) was set up in June 1990 by the Ministry of Welfare, Government of India to regulate, monitor and promote adoption of orphaned, abandoned or surrendered children, with the principal mandate of finding loving families for children in need of Care and Protection. Pursuant to a decision of the Union Cabinet dated 2nd July 1998, the Ministry of Social Justice & Empowerment conferred autonomous status to CARA on 18th March 1999 by registering it as a Society under the Societies Registration Act, 1860. Adoptions under the JJ Act 2000 enabled placement of children in adoption with involvement of recognised agencies and authorities for ensuring safeguards in adoption placement of institutionalised children.

Through Section 68 of the JJ Act 2015 notified by the Government of India on January 15, 2016, CARA attained the status of a Statutory Body with the mandate to regulate Inter Country Adoptions and the nodal body to implement the adoption programme in the country. CARA regulates and monitor all In-country and Inter-country adoptions through Child Adoption Resource Information & Guidance System (CARINGS). CARA aspires to place maximum children in institutional care with adoptive families. It was designated as Central Authority under the Hague Convention on Protection of Children and Co-operation in respect of Inter-Country Adoption (1993) in 2003. Central Adoption Resource Authority is headed by Member Secretary & CEO and has a sanctioned strength of 27 officers and staff.

CARA has been mandated to perform the following functions:-

The Central Adoption Resource Agency existing before the commencement of this Act, shall be deemed to have been constituted as the Central Adoption Resource Authority under this Act to perform the following functions, namely : -

- (a) To promote In-country adoptions and to facilitate Inter-state adoptions in co-ordination with State Agency;
- (b) To regulate Inter-country adoptions;
- (c) To frame regulations on adoption and related matters from time to time as may be necessary;

- (d) To carry out the functions of the Central Authority under the Hague Convention on protection of Children and Cooperation in respect of Inter-country Adoption;
- (e) Any other function as may be prescribed.

Vision of CARA

Is to find a loving and caring family for children without parental care, also those who are orphaned, abandoned and surrendered. Its mission is to expand adoption services to every corner of the country, make efforts for expeditious rehabilitation of the children through adoption, ensure standardization in the functioning of adoption agencies, promote ethical practices in adoption and facilitate parents desiring to adopt.

Main Activities

1. Monitor and regulate the procedure for in-country adoption;
2. Receive applications of an Non-Resident Indian or Overseas Citizens of India or a foreigner living abroad through authorised adoption agency or Central Authority or the Government department or the Indian diplomatic mission concerned and process the same in terms of section 59 (5) of the Act;
3. Receive and process applications received from a foreigner or an Overseas Citizen of India residing in India for one year or more, and who is interested in adopting a child from India in terms of sub-section (12) of section 59 (12) of the Act;
4. Issue No Objection Certificate in all cases of inter-country adoptions;
5. Issue Conformity Certificate in the inter-country adoption cases under Article 23 of the Hague Adoption Convention in respect of inter-country adoption;
6. Intimate the immigration authorities of India and the receiving country of the child about the inter-country adoption cases;
7. Provide support and guidance to State Adoption Resource Agencies, District Child Protection Units, Specialised Adoption Agencies and other stakeholders of adoption in related matters, through trainings, workshops, exposure visits, consultations, conferences, seminars and other capacity building programmes;
8. Coordinate with State Governments or the State Adoption Resource Agencies and advise them in adoption related matters;
9. Establish uniform standards and indicators, relating to:-
 - (a) Adoption procedure related to orphan, abandoned and surrendered children

- and also related to relative adoptions;
- (b) Quality child care standards in Specialised Adoption Agency and Child Care Institution;
 - (c) Monitoring and supervision of service providers;
 - (d) Standardization of documents in cases of adoptions; and
 - (e) Safeguards and ethical practices including online applications for facilitating hassle-free adoptions;
10. Conduct research, documentation and publication on adoption and related matters;
 11. Maintain a comprehensive centralised database relating to children and prospective adoptive parents for the purpose of adoption in Child Adoption Resource Information and Guidance System;
 12. Maintain a confidential centralised database relating to children placed in adoption and adoptive parents in the Child Adoption Resource Information and Guidance System;
 13. Carry out advocacy, awareness and information, education and communication activities for promoting adoption and other non-institutional child care services either by itself or through its associated bodies;
 14. Enter into bilateral agreements with foreign Central Authorities as prescribed under the Hague Adoption Convention, wherever necessary;
 15. Authorise foreign adoption agencies to sponsor applications of Non-Resident Indian (NRI) or Overseas Citizen of India or foreign prospective adoptive parents for inter-country adoption of Indian children;
 16. Set-up counselling Centre in its Head Quarters and support State Adoption Resource Agencies for setting-up of Counseling centre at State and District level for:-
 - (a) Counselling of the prospective adoptive parents;
 - (b) Counselling of older children, wherever required;
 - (c) Preparing post-adoption follow-up report, wherever required;
 - (d) Post adoption counselling of adopted children and adoptive parents; and
 - (e) Assisting and counselling of older adoptees in root search. 38. Regional passport officer.- Based upon an application made along with required.

2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

1. Powers and duties of officers and employees are governed by the Rules and Regulations 2018 of the Authority.
2. The duties and responsibilities of each category of officers and staff have been notified by internal circulars.

3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNT ABILITY

The Steering Committee of CARA has been constituted under the Section 69 of the Juvenile Justice (Care & Protection of Children) Act, 2015 by the Ministry of Women & Child Development with the tenure of two years. The composition of Steering Committee of CARA is given below:-

- (a) Secretary, Ministry of Women and Child Development, Government of India, Chairperson - ex officio;
- (b) Joint Secretary, Ministry of Women and Child Development, Government of India, dealing with Authority - ex officio;
- (c) Joint Secretary, Ministry of Women and Child Development, Government of India, dealing with Finance - ex officio;
- (d) One member from a State Adoption Resource Agency;
- (e) Two members from Specialised Adoption Agencies;
- (f) One adoptive parent;
- (g) One adoptee;
- (h) One advocate or a professor having at least ten years of experience in family law;
- (i) Member Secretary, who shall also be Chief Executive Officer of the Organization.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

The general norms set by Government of India for discharge of functions by its employees are applicable to CARA employees.

5. THE RULES, REGULATIONS, INSTRUCATIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGEING ITS FUNCATIONS

- (a) Files
- (b) CARA Rules & Regulation, 2018

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- (i) Adoption Regulation, 2017
- (ii) Rules & Regulation, 2018
- (iii) Rules regarding reimbursements of medical expense

(iv) Guidelines for appointment of Consultants

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREFORE

By and large, CARA policies are in line with the various policies framed by the Government of India from time to time.

8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

1. The Steering Committee of CARA has been constituted under the Section 69 of the Juvenile Justice (Care & Protection of Children) Act, 2015 by the Ministry of Women & Child Development vide Notification No. 3162 dated 10/08/2018 published in the Gazette of India, Extraordinary, Part-II, Section 3 Sub-section with the tenure of two years w.e.f. 10/08/2019. The composition of Steering Committee of CARA is given below:-

The names & tenure of the Chairperson & Members are as under :-

S. No.	Name & Contact Details	Position
1	Sh. Rabindra Panwar Secretary, Ministry of Women & Child Development, Govt. of India, Room No. - 601, 6th Floor, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23383586, 23386731, Fax : 011-23381495 Email : secy.wcd@nic.in	Chairperson (Ex-officio)
2	Sh. Ali Raza Rizvi Additional Secretary & Financial Advisor, Ministry of Women & Child Development, Govt. of India, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23383775, Fax : 011-23386915 Email : asfainb@gov.in	Member (Ex-officio)

3	<p>Sh. Ashish Srivastava Joint Secretary, Ministry of Women & Child Development, Govt. of India, Room No. 303-B, 3rd Floor, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23381654, 23384482 Email : jswmn-mowcd@gov.in</p>	Member (Ex-officio)
4	<p>Dr. (Ms.) M. Geeta Secretary (Chairperson, SARA), Department of Women & Child Development, Government of Chhattisgarh, Mahanadi Bhawan, Naya Raipur, Chhattisgarh - 492002. Tel. : 0771-2510185, Fax : 0771-2221164 Mobile : 09893228091 Email : secy- wcd.cg@gov.in, cgsara2015@gmail.com [Representing State Adoption Resource Agency (SARA), Chhattisgarh]</p>	Member
5	<p>Ms. C. Indumati Director, Department of Women Welfare & Child Development, Government of Uttar Pradesh, Jawahar Bhawan, 8th Floor, Ashok Marg, Lucknow, Uttar Pradesh - 226001. Telefax : 0522-2286140, 2286402 Email : directormahilakalyan@gmail.com, rbg.rampur@gmail.com [Representing Rajkiya Bal Greh, Rampur, UP - Government run Specialised Adoption Agency (SAA)]</p>	Member
6	<p>Dr. (Ms.) Prajakta Kulkarni Founder / Director, Snehankur Adoption Centre, Naval Estate, Plot No. 12, Sr. No. 416/1, Nearby Sandeep Hotel, Ahmednagar- Pune Road, Kedgaon, Ahmednagar, Maharashtra - 414005. Mobile : 09011026482 Fax : 0241-2321586 Email : prajgk@gmail.com, snehankur@snehalaya.org [Representing NGO run Specialised Adoption Agency (SAA)]</p>	Member
7	<p>Dr. (Ms.) Meena Radhakrishna Flat No. - 535, ANTARA, Purukul Road, Guniyal Gaon, P.O. - Sinola, Dehradun, Uttarakhand - 248003. Tel. : 0135-7139535 Mobile : 9868756958</p>	Member

8	Ms. Priya Srinivasan 7039, B-10, Vasant Kunj, New Delhi - 110070 Mobile : 9599431558 Email : priya.srinivasan88@gmail.com	Member
9	Ms. Aparna Bhat A-11, LGF, Rear Side, Neeti Bagh, New Delhi - 110049 Tel. : 011-26516447, 26523979 Mobile : 09811113979 Email : aparna.bhat@gmail.com , legalservices.delhi@gmail.com	Member
10	Sh. Deepak Kumar Member Secretary & Chief Executive Officer, Central Adoption Resource Authority, Ministry of Women & Child Development, Govt. of India, West Block-8, Wing-2, R.K. Puram, New Delhi - 110066. Tel. : 011-26106725 Fax : 011-26180198 Email : deepakkumar.668m@gov.in , captdkumar@gmail.com	Member Secretary (Ex-officio)

2. The Ministry of Women & Child Development vide its O.M. dated 28/05/2018 has constituted the Advisory Committee for Central Adoption Resource Authority to promote the cause of adoption for a period of two years from the date of constitution of the Committee. The Advisory Committee of CARA is presently having a total strength of 16 members including Chairperson and a Member Secretary.

The names & tenure of the Chairman & Members are as under :-

S.no.	Name	Designation	Tenure
1	Shri M. Ramachandra Reddy Hyderabad, Telangana	Chairperson	From 28.05.2018 to 27.05.2020
2	Shri Shivanand M. Dambal Bangalore, Karnataka	Member	From 28.05.2018 to 27.05.2020
3	Shri Durgesh Keshwani Bhopal, Madhya Pradesh	Member	From 28.05.2018 to 27.05.2020
4	Shri Joydev Mazmdar Kolkata, West Bengal	Member	From 28.05.2018 to 27.05.2020

5	Smt. Sushma Kharakwal Lucknow, Uttar Pradesh	Member	From 28.05.2018 to 27.05.2020
6	Ms. Rupa Shekhar Chalapache Bangalore, Karnataka	Member	From 28.05.2018 to 27.05.2020
7	Dr. Babugouda Patil Panji, Goa	Member	From 28.05.2018 to 27.05.2020
8	Smt. Priyadarshini Chorage Mumbai, Maharashtra	Member	From 28.05.2018 to 27.05.2020
9	Smt. Renuka Vishnu Gule Mumbai, Maharashtra	Member	From 28.05.2018 to 27.05.2020
10	Smt. Sheela Bajaj Bangalore, Karnataka	Member	From 28.05.2018 to 27.05.2020
11	Smt. Nisha Jha Patna, Bihar	Member	From 28.05.2018 to 27.05.2020
12	Smt. Sandhya Bajaj Delhi	Member	From 28.05.2018 to 27.05.2020
13	Dr. R. R. Fuliya Haryana	Member	From 28.05.2018 to 27.05.2020
14	Ms. Suptapa Sanyal Lucknow, Uttar Pradesh	Member	From 28.05.2018 to 27.05.2020
15	Mr. J.C. Mohanty Jaipur, Rajasthan	Member	From 28.05.2018 to 27.05.2020
16	Mr. Sunil Kumar Patna, Bihar	Member	From 28.05.2018 to 27.05.2020
17	Adv. CS Diaz Thiruvananthapuram, Kerala	Member	From 28.05.2018 to 27.05.2020
18	Ms. Indira Misra Raipur, Chhattisgarh	Member	From 28.05.2018 to 27.05.2020
19	SH. Chamala Bhaskar Reddy Hyderabad, Telangana	Member	From 28.05.2018 to 27.05.2020

20	Sh. Sunil Yashwant Devarde Mumbai, Maharashtra	Member	From 28.05.2018 to 27.05.2020
21	Lt. Gen. AR Parsad Patna, Bihar	Member	From 28.05.2018 to 27.05.2020
22	Smt. K Pushpaleela Hyderabad, Telangana	Member	From 28.05.2018 to 27.05.2020
23	Dr. Sreenu Gundapally Hyderabad, Telangana	Member	From 28.05.2018 to 27.05.2020
24	Administrative Officer, CARA	Secretary	From 28.05.2018 to 27.05.2020

9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Directory of its officers and employees in available in CARA

STAFF STRENGTH (as on 08/05/2019)

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(A Statutory Body of the Ministry of Women & Child Development)

West Block –VIII, Wing No- II, 2nd Floor, R.K Puram ,New Delhi -110066.

DETAILS OF SANCTIONED POST, FILLED UP POST

GROUP	SANCTIONED STRENGTH	IN POSITION	VACANT
A	21	05	16
B	08	04	04
C	08	07	01
TOTAL	37	16	21

GROUP 'A'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	CEO & Member Secretary	01	01	-
2	Director	01	-	01
3	Joint Director	01	01	-
4	Integrated Finance Officer	01	-	01
5	Deputy Director (Programme)	02	-	02
6	Deputy Director (Administration)	02	-	02
7	Senior System Analyst	01	-	01
8	Assistant Director (Programme)	06	01	05
9	Assistant Director (Administration)	04	02	02
10	Content Manager	01	-	01
11	Data Analyst	01	-	01
	TOTAL	21	05	16

GROUP 'B'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	Accounts Officer	01	-	01
2	Private Secretary	01	-	01
3	Assistant	01	01	-
4	Accountant	01	01	-
5	Hindi Translator	01	-	01
6	Research Assistant	01	01	-
7	Personal Assistant	01	01	-
8	Junior Investigator	01	-	01
	TOTAL	08	04	04

GROUP 'C'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	Research Investigator	01	01	-
2	Data Entry Operator	03	03	-
3	Hindi Typist	01	-	01
4	Lower Division Clerk	01	01	-
5	MTS	02	02	-
	TOTAL	08	07	01

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

A detail of mostly remuneration received by each of its employees is available in office records in Head Office. Pay includes Basic Pay, DA & HRA as applicable under Central Government Rules and sanctioned by the Competent Authority. Besides the above, need based Consultancy fee, retainership and remuneration are paid to Consultants, professionals appointed form time to time.

List of various and other support staff and their pay scales are as follows.

GROUP 'A'

S. No.	Name of Post	Level of Pay as per Pay Matrix of 7 th CPC
1	CEO & Member Secretary	Level-14 (Rs.1,44,200-2,18,200/-)
2	Director	Level -13 (Rs. 1, 23, 100-2, 15, 900/-)
3	Joint Director	Level -13 (Rs.1, 23, 100-2, 15, 900/-)
4	Integrated Finance Officer	Level -11 (Rs. 67, 700-2, 08, 700/-)
5	Deputy Director (Programme)	Level -11 (Rs. 67, 700-2, 08, 700/-)
6	Deputy Director (Administration)	Level -11 (Rs. 67, 700-2, 08, 700/-)
7	Senior System Analyst	Level -11 (Rs. 67, 700-2, 08, 700/-)
8	Assistant Director (Programme)	Level 10, (Rs. 56, 100-1,77, 500/-)
9	Assistant Director (Administration)	Level 10, (Rs. 56, 100-1,77, 500/-)
10	Content Manager	Level 10, (Rs. 56, 100-1,77, 500/-)

11	Data Analyst	Level 10, (Rs. 56, 100-1,77, 500/-)
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GROUP 'B'

S. No.	Name of Post	Level of Pay as per Pay Matrix of 7 th CPC
1	Accounts Officer	Level- 07 (Rs. 44,900-1,42,400/-)
2	Private Secretary	Level-06 (Rs. 35,400-1,12,400/-)
3	Assistant	Level-06 (Rs. 35,400-1,12,400/-)
4	Accountant	Level-06 (Rs.35,400-1,12,400/-)
5	Hindi Translator	Level 06-(Rs. 35,400-112400/-)
6	Research Assistant	Level-06 (Rs.35,400-1,12,400/-)
7	Personal Assistant	Level-06 (Rs. 35,400-1,12,400/-)
8	Junior Investigator	Level-05 (Rs. 29,200-92,300/-)

GROUP 'C'

S. No.	Name of Post	Level of Pay as per Pay Matrix of 7 th CPC
1	Research Investigator	Level-05 (Rs. 29,200-92,300/-)
2	Data Entry Operator	Level-04 (Rs.25,500-81,100/-)
3	Hindi Typist	Level-02 (Rs. 19,900-63200/-)
4	Lower Division Clerk	Level-02 (Rs.19,900-63,200/-)
5	MTS	Level-01(Rs. 18,000-56,900/-)

11. THE BUDGET ALLOCATION OF THE INSTITUTE

Institute incurs expenditure from the budget allocated by Ministry of Women and Child Development Govt. of India. The Budget (BE) allocation for the Financial Year 2017-2018 is as follows:

The Budget (BE) Allocation for the financial Year 2018-2019 is as follows:

(Rs. in lakh)		
Object Head Code	Object Head Name	Amount
2235.02.102.26.00.36	Revenue Salary	245.00
2235.02.102.43.02.31	Revenue General	585.00

2235.02.102.43.02.35	Non-NER Capital	10.00
2552.00.124.17.02.31	Revenue NER General	60.00
	Total	900.00

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMES.

Nil

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

Nil

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The information related to various programmes are available on our website. Other organization information about CARA also available on the website.

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

CARA works 5 days (Monday to Friday) a week.

Office timings are 9.00 a.m.-5.30 p.m.

16. CONTACT DETAILS OF CENTRAL PUBLIC INFORMATION OFFICER (CPIO) IN CENTRAL ADOPTION RESOURCE AUTHORITY UNDER SECTION 5(1) OF THE RIGHT TO INFORMATION ACT, 2005

Central Public Information Officer of CARA under the RTI Act	Appellate Authority of CARA under the RTI Act
Ms. Richa Ojha Assistant Director Central Adoption Resource Authority Ministry of Women & Child Development, Government of India,	Dr. D.D. Pandey Joint Director Central Adoption Resource Authority Ministry of Women & Child Development, Government of India, West Block - 8, Wing - 2, 2nd Floor,

West Block - 8, Wing - 2, 2nd Floor, R.K. Puram, New Delhi - 110066. Tel. : 011-26760500 Email : richojha@gov.in/ richa.cara@gmail.com	R.K. Puram, New Delhi - 110066. Tel. : 011-26760310 Email : ddpandey.cara@gmail.com
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- 17. MORE INFORMATION RELATED TO THIS OFFICE IS AVAILABLE ON OUR WEBSITE (www.cara.nic.in).**