



# 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)



E-Office F. No.: 02-12/2/2020

08/06/2020

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### OFFICE MEMORANDUM

**Subject: Child Care and Safeguards during the Pandemic and Procedure to be followed on Recommencement of Referral - reg.**

This has reference to earlier Circulars/OMs issued from this office from time to time on the subject mentioned above.

2. While it has been decided to resume referral w.e.f. 15th June 2020 for In-country adoptions, all concerned are advised to follow the instructions mentioned below:

#### FOR CHILDREN

(i) **Admission of the Child:** Effort needs to be made to avoid unwarranted physical contact and only ~~with~~ the primary caregivers should interact with the child keeping due precautions as recommended by local authorities. Details of the child received should be uploaded on CARINGS as per the Regulation 6 (5) of the Adoption Regulations, 2017.

(ii) **Preparation of Social Investigation Report of the Child:** Advertisements should be published without delay as per the provisions of Regulation 6 (6) of the Adoption Regulations, 2017 and all coordination be done over phone and emails, with only essential physical visit, in case required.

(iii) **Preparation of Police Verification Reports:** Follow up of police reports to be done through phone calls and e-mails. In case the Police Verification Report is not received within the stipulated timeframe, action as prescribed in Regulation 6 (11) of the Adoption Regulations, 2017 shall be followed.

(iv) **Role of Child Welfare Committee:** Physical visit to CWC should be restricted with more of virtual interactions and the CWC may use Webinars for meetings. Timely orders should be issued and use of e-mails should be encouraged.

(v) **Declaring the Children Legally Free for Adoption:** The State Governments/SARA's shall instruct the DCPUs to provision for online sittings of the CWCs for early disposal of cases without physical interactions. The CWC shall minute the discussions of the virtual meetings for records with details of the web meetings. Social Media platforms should not be used for official communications and may only be used for information dissemination. Orders passed may be immediately communicated through e-mails. In cases of child being surrendered, social

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08/06/2020

distancing precautions like use of face shield and masks may be encouraged and necessary provisions be made. Adequate precautions may be taken for not disclosing the identity of the unwed mother or minors during the physical interaction or even virtual meetings. Counselling may also be facilitated using virtual medium or through telephone.

#### FOR PARENTS

#### (vi) **Preparation of Home Study Report of the PAPs:**

- a) The timeline for preparing the HSR shall be relaxed from 01 months (as per the Regulations) to 03 months. However, it is very important that at least one physical visit be done for the completion of the HSR by the Social Worker. Moreover, the Social Worker must have adequate preparatory meetings before the visit. The HSR fees may be paid through online transactions.
- b) All counselling for the preparation of the HSR should be conducted online or through tele-counselling. This can be ensured by the DCPU at District Level.
- c) The Social Worker visiting the PAPs should follow the norms of social distancing and take all necessary precautions as per the advisories issued by the State and Central Government from time to time.
- d) For the cases, where HSR applications are presently pending with SAAs, the cases may be addressed through video conference.

#### (vii) **Medical Examination Report/Medical Tests of Children:**

- a) The SAAs should use the digital MER module for completing the MER of the children.
- b) The medical tests and vaccinations which are possible to be done within SAAs may be conducted with the help of nurses/doctor available at SAA/CCI. If the doctor is not available then nurses can fill the MER forms after tele-consultation with the Paediatrician. But for the tests for which the children need to go out of SAA, all the tests shall be done in one day only taking adequate precautions, so that child and staff are not at risk. There are advisories given by the government to avoid unnecessary visits to hospitals for medical tests or check-ups, therefore, the medical reports of the children may be resumed only when the situation at the local level improves and it is safe for children and staff to conduct these tests in hospital setups.

(viii) **Child Referrals:** SARAs should instruct all SAAs in their respective States that they should check/update their contact information (Email/Contact Number) on CARINGS and ensure that they are responded by the SAAs 24X7 in case they receive any grievance/query from the PAPs who receive a referral of a child. The pre-adoption procedure for already reserved PAPs shall be allowed with immediate effect.

  
08/06/2020

**(ix) Matching and Acceptance:**

- a) The priority should be given to complete the matching process for all those whose referrals have been completed and the child reserved.
- b) Virtual Adoption Committee meetings can be held to assess the suitability of PAPs for the child and also to apprise them of any additional details of the child. Video interactions with the child should also be facilitated depending on the age and maturity of the child.
- c) Post this virtual session, the PAPs can be invited to the SAA/CCI for meeting and accepting the child.
- d) PAPs to give self-declaration w.r.t. travel history, containment zone, and contact with primary and secondary contacts.
- e) All inter-state/inter-district protocols of travel & quarantine as announced by MoHFW shall be adhered to. A green tick on the Aarogya Setu app may be considered as a mandatory requirement.

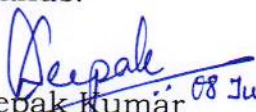
**(x) Pre-Adoption Foster Care of the Child:** On acceptance of the referral, the child should be immediately given in family care, on pre-adoption foster care. At the time of pre-adoption foster care of the child, all test reports of the child required before the travel should be made available.

**(xi) Court Procedure:** SARAs shall initiate talks with the JJC of the respective States to take up adoption cases on fast track once the Courts reopen. The Courts may be requested to conduct the hearings online through Video Conferencing to prevent the avoidable travel of the PAPs & the child for reducing the risk of any kind of infection to the child that may happen during the travel.

**(xii) Issuance of Birth Certificate:** The concerned officials may be asked to expedite Birth Certificate. The SARAs may pass instructions to the DCPUs to facilitate the SAAs in this regard.

**(xiii) Post-Adoption Follow Up Report:** The Social Worker visiting the PAPs should follow the norms of social distancing and take all necessary precautions as per the advisories issued from time to time. Further, as far as possible post-adoption feedback may be taken online through video calling. Post Adoption fees may also be paid online.

3. The above-mentioned guidelines/instructions for any procedural change due to the present crisis shall be operational as long as the COVID pandemic persists. SARAs shall take stock of the situation, and review its success and effectiveness, and provide a report to CARA on the same to enable reframing of the procedures as the evolving situation demands.

  
Deepak Kumar 08 Jun 2020  
CEO-CARA

Copy To:  
All Member Secretary/Director, SARAs  
All Programme Managers, SARAs  
All DCPUs & SAAs