



केंद्रीय दत्तक-ग्रहण संसाधन प्राधिकरण Central Adoption Resource Authority

(भारत सरकार के महिला एवं बाल विकास मंत्रालय का सांविधिक निकाय)

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



सं./No. E 96181/CARA- EA043/9/2021



दिनांक/Date 16.08.2024

कार्यालय ज्ञापन OFFICE MEMORANDUM

The procedure of registration, renewal and cleansing of multiple entries on CARINGS in respect of all in-country stakeholders is given below :

S.No	Stakeholder	Procedure on CARINGS	
State level			
1.	Registration of new SARA	CARA Level CARINGS portal → Indian agencies → new registration	CARA will create and reset login id and password
District level			
2.	Newly formed district	CARA level	
3.	Registration of District Magistrate (DM)	PM CARES PM CARES may be requested for registration of DM through e-mail in the following link: https://pmcaresforchildren.in/ The DM will automatically be listed on CARINGS.	PM CARES will create login Id & password, which will be used for CARINGS operation also. PM CARES will update Name & Mobile Number of DM, if required. CARA can also change the mobile number of DM on CARINGS.
4.	Registration of Chief Medical Officer (CMO)	SARA Level SARA portal → Chief Medical Officer (CMO) → CMO Registration → CMO Approval → Approved/Deactivate Note : i) Only one registration of CMO is valid. ii) If more than one registration of any CMO is shown, then SARA has to retain only one correct registration and deactivate the	SARA will create login id and password SARA can check the following status under 'CMO registration' : i. Approved ii. pending approval or deactivated iii. Registered or Non-registered

		<p>other earlier/incorrect registrations.</p> <p>iii) In case all the earlier registrations are incorrect, then SARA should deactivate all the incorrect registrations and create new one, then click on 'Approved'.</p>	
5.	Child Welfare Committee (CWC)		
	a) Registration of new CWC	<p><u>DCPU Level</u></p> <p>i. DCPU portal → Child Welfare Committee registration → CWC registration</p> <p>ii. DCPU portal → Child Welfare Committee registration → Approved/Deactivate</p>	DCPU will create login id and password
	b) Cleansing of multiple registration of CWC	<p><u>DCPU Level</u></p> <p>DCPU portal → CHILD WELFARE COMMITTEE registration → CWC Approval → Approve/Deactivate</p> <p><u>Note :</u></p> <p>i) Only one registration of CWC is valid.</p> <p>ii) If more than one registration of any CWC is shown, then DCPU has to retain only one correct registration and deactivate the other/incorrect registrations.</p> <p>iii) In case all the earlier registrations are incorrect, then DCPU should deactivate all the incorrect registrations and create new one, then click on 'Approved'.</p>	
6.	District Child Protection Unit (DCPU)		
	a) Registration of newly established DCPU	<p><u>SARA Level</u></p> <p>New DCPU can be created from this link : https://carings.wcd.gov.in/login.aspx →DCPU registration</p>	SARA can create or change login id and password.
	b) Cleansing of multiple registration of DCPU	<p><u>SARA Level</u></p> <p>SARA portal → New Agency → DCPU approval → Approved/Reject</p> <p><u>Note :</u></p> <p>i) Only one registration of DCPU is valid.</p> <p>ii) If more than one registration of any DCPU is shown, then SARA has to retain only one correct registration and deactivate the other earlier/incorrect</p>	

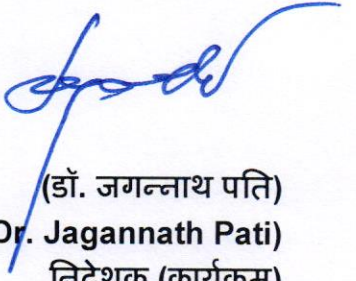
		registrations. iii) In case all the earlier registrations are incorrect, then SARA should deactivate all the incorrect registrations and create new one, then click on 'Approved'.	
7.	Specialised Adoption Agency (SAA)		
a) Registration of newly established SAA	<u>SARA Level</u> i) SARA Portal → New Agency → Registration. ii) SARA Portal → New Agency → Recognition → Issue/ Renewal/Cancellation of Recognition → New iii) SARA Portal → Indian Agency → Status Of Agency → Change Working Status Of Agency		i) SARA will share login id and password to CARA ii) CARA will reset login id and password only for first time.
b) Renewal of recognition of SAA	<u>SARA Level</u> SARA portal → New Agency → Recognition → Issue/ Renewal/ Cancellation of Recognition → Renewal		SARA will change the login id and password, if required.
c) Cleansing of multiple registration of SAA / closure of non-functional SAA (without children on CARINGS)	<u>SARA Level</u> SARA portal → Indian Agency → Status of Agency → Select SAA from the list → Agency working status (working status can be changed)		
d) Cleansing / closure of non-functional SAA (with children on CARINGS)	i. Need to transfer all children Admin functionality on CARINGS is available to SARA for those cases where SAA is physically closed but active on CARINGS. Procedure at SARA level : SARA Portal → Administrative (Data Rectification) → Transfer/ Restoration/ Deceased/ Runaway Children → Data Rectification ii. SARA portal → Indian Agencies → Status of Agency → Agency working status (working status can be changed)		
e) Cleansing/closure of non-functional SAA (with under process children on CARINGS)	<u>SARA Level</u> SARA portal → Administrative (Data Rectification) → Transfer Under Process Children → Child Data Rectification		

8.	Child Care Institution (CCI)	
a) Registration of newly established CCI	<u>DCPU Level</u> DCPU Portal → Child Care Institute (CCI) Information → New CCI Registration	
b) Cleansing of multiple registration of CCI /closure of non-functional CCI (without children on CARINGS)	<u>SARA Level</u> SARA portal > CCI Information > Remove CCI	
c) Cleansing / closure of non-functional CCI (with children on CARINGS)	i. Need to transfer all children <u>DCPU Level</u> DCPU Portal →CCI Information → Children Transfer/Restore/Runaway Details →Children Transfer Details →Transfer to CCI <u>SARA level : for approval</u> SARA Portal → Approve Children Details → Verify Children ii. SARA portal → CCI Information → Remove CCI	
d) Cleansing/closure of non-functional CCI (with under process children)	<u>SARA Level</u> SARA portal → Administrative (Data Rectification) →Transfer Under Process Children → Child Data Rectification	
9.	SAA-CCI linkage	
a) SAA-CCI (mapping)	➤ Same district <i>(If CCI is located in the district where SAA is also located)</i> <u>DCPU Level</u> DCPU portal → Child Care Institutions (CCI) information → SAA-CCI mapping → List of CCI waiting to be mapped → Map CCI → Select Agency ➤ NOT in same district <i>(If CCI is not located in the district where SAA is located)</i> <u>SARA Level</u> SARA portal → CCI Information → SAA-CCI Mapping → List of CCI	

		waiting to be mapped → mapped CCI	
	b) SAA-CCI linkage (remapping in all districts)	<u>SARA Level</u> SARA portal → CCI Information → SAA-CCI Remapping → Remapping CCI	

'Under process children' means children who are under process of adoption on CARINGS such as child referred to PAPs and reserved by them; child reserved by PAPs from direct reservation tabs; child matched with PAPs & placed in PAFC; waiting for NOC (inter-country); waiting for issuance of adoption order; child is under the process of disruption/dissolution.

2. If any technical issue arises on CARINGS portal, the same may be brought into the notice of CARA through email with screenshot to carahdesk.wcd@nic.in.



(डॉ. जगन्नाथ पति)
(Dr. Jagannath Pati)
निदेशक (कार्यक्रम)
Director (Programme)

All SARAs, CWCs, DCPUs, SAAs, CCIs

Copy to :

1. All Deputy Directors/IFO
2. All Assistant Directors & equivalent rank officers