



सत्यमेव जयते

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-117261/CARA-MISC/233/2024



दिनांक /Date 18.09.2024

कार्यालय ज्ञापन OFFICE MEMORANDUM

The Juvenile Justice (Care and Protection of Children), Act 2015 (amended in 2021) has a provision of SAA-CCI linkage. The section 66(1) stipulates that all the institutions registered under this act, which may not have been recognized as Specialized Adoption Agencies, shall also ensure that all orphan, abandoned or surrendered children under their care are reported, produced and declared legally for adoption, by the Committee as per the provisions of section 38. Section 66(2) states that all institutions referred to in sub-section (1) shall developed formal linkages with nearby Specialized Adoption Agency and shall furnish details of the children declared legally free for adoption to that Specialized Adoption Agency along with all relevant records in the manner as may be prescribed, for the placement of such children in adoption.

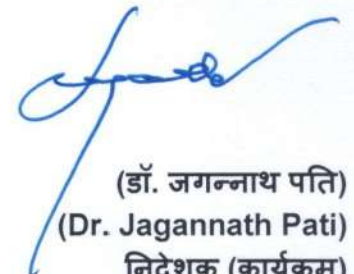
2. The detailed procedure of SAA-CCI linkage has been laid down in the Adoption Regulations 2022. Accordingly, the role and responsibilities of different stakeholders are given below:

क्र. सं. S. No.	चरण Steps	जिस जिले में SAA और CCI दोनों हैं If CCI is located in the district where SAA is also located (Same District)	जिस जिले में CCI है किंतु SAA नहीं है If CCI is not located in the district where SAA is located (NOT in same district)
A	Pre-adoption Phase		
1.	Registration of CCI on CARINGS	by DCPU	by DCPU
2.	Linking of CCI with SAA	by DCPU	by SARA
3.	Registration of children (with photo)	SAA will register children of SAA DCPU will register children of CCI	Children of CCI will be registered by DCPU of concerned district where CCI is located
4.	Preparation of CSR [Schedule-II], MER [Schedule-III] and initiation of LFA process with CWC	SAA will prepare documents and initiate LFA process for children of SAA & CCI both [Regulation 61 (5)(a)]	Documents of children of CCIs will be prepared and their LFA process will be initiated by DCPU of concerned district where CCI is located. [Regulation 61 (6)(a)]
5.	Uploading of CSR (Schedule-II), MER (Schedule-III), LFA certificate (Schedule-I) along with photograph of child on CARINGS	SAA will upload the documents & photo of children of SAA & CCI both [Regulation 61 (5)(b)]	The documents & photo of children of CCI will be uploaded by DCPU of concerned district where CCI is located. [Regulation 61 (6)(b)]
6.	If child is having special needs, the classification by CMO	The cases of SN children of SAA & CCI forwarded to CMO of district for classification, where SAA is located	The cases of SN children of CCIs forwarded to CMO of district for classification, where CCI is located

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B	Adoption Phase		
7.	Referral of the child	Through SAA portal Adoption process to be carried out by linked SAA for children of SAA & CCI both. [Regulation 61 (6)(c)]	Through SAA portal Adoption process to be carried out by linked SAA for children of CCI. [Regulation 61 (6)(c)]
8.	Direct reservation of the child from the tabs of 7 day, Special Needs, Immediate Placement	Adoption process to be carried out by linked SAA for children of SAA & CCI both. [Regulation 61 (6)(c)]	Adoption process to be carried out by linked SAA for children of CCI. [Regulation 61 (6)(c)]
9.	Visit of PAPs to see the child physically	PAPs will visit SAA or CCI	PAPs will visit CCI
10.	Adoption Committee member	i. Adoption in-charge or social worker of SAA ii. Pediatrician or visiting doctor of CCI iii. Official from DCPU where the CCI is located iv. Representative of CCI, in case child is linked with SAA [Regulation 61 (8)]	i. Adoption in-charge or social worker of SAA ii. Pediatrician or visiting doctor of CCI iii. Official from DCPU where the CCI is located iv. Representative of CCI, in case child is linked with SAA [Regulation 61 (8)]
11.	Meeting, Matching and Minutes of ACM	i. SAA shall fix appointment with PAPs for matching. Adoption Committee shall prepare minutes of the meeting (Schedule XXVII). [Regulation 11 (4)] ii. Adoption Committee shall scrutinise the requisite documents [Regulation 11 (6)] iii. SAA shall organise a meeting of PAPs with child [Regulation 11 (7)] iv. At the time of matching, social worker of SAA concerned shall orient PAPs [Regulation 11 (8)] v. Entire process of matching shall be completed within 30 days. [Regulation 11 (9)] vi. While accepting the child, PAPs shall sign CSR, MER in the presence of social worker or chief functionary of SAA [Regulation 11 (11)] vii. In case the PAPs are not selected by Adoption Committee, the reason shall be recorded on portal [Regulation 11 (12)]	i. SAA shall fix appointment with PAPs for matching. Adoption Committee shall prepare minutes of the meeting (Schedule XXVII). [Regulation 11 (4)] ii. Adoption Committee shall scrutinise the requisite documents [Regulation 11 (6)] iii. SAA shall organise a meeting of PAPs with child [Regulation 11 (7)] iv. At the time of matching, social worker of SAA concerned shall orient PAPs [Regulation 11 (8)] v. Entire process of matching shall be completed within 30 days. [Regulation 11 (9)] vi. While accepting the child, PAPs shall sign CSR, MER in the presence of social worker or chief functionary of SAA [Regulation 11 (11)] vii. In case the PAPs are not selected by Adoption Committee, the reason shall be recorded on portal [Regulation 11 (12)]
12.	Pre-adoption Foster Care (PAFC)	i. Child shall be taken in PAFC by PAPs, after signing the PAFC undertaking [Regulation 12 (1)] ii. PAPs shall provide original or notarized or self-attested documents to SAA [Regulation 12 (2)]	i. Child shall be taken in PAFC by PAPs, after signing the PAFC undertaking [Regulation 12 (1)] ii. PAPs shall provide original or notarized or self-attested documents to SAA [Regulation 12 (2)]
13.	Complete updation of adoption process on CARINGS	by SAA	by SAA

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C	Post-adoption Phase		
14.	Filing of Adoption Order Application	In-country After PAFC Inter-country After issuance of NOC SAA shall file an application with DM of the district through DCPU where the child is located (CCI shall be co-applicant, if applicable) [Regulation 13 (1), 13(3) & 61 (9)]	In-country After PAFC Inter-country After issuance of NOC SAA shall file an application with DM of the district through DCPU where the child is located (CCI shall be co-applicant, if applicable) [Regulation 13 (1), 13(3) & 61 (9)]
15.	Adoption Order	i. Adoption order to be issued by DM of district where child is located ii. SAA shall obtain certified copy of adoption order from DM through DCPU and forward it to PAPs and shall upload it on portal [Regulation 13 (8)]	i. Adoption order to be issued by DM of district where child is located ii. District Child Protection Unit (DCPU) shall obtain a certified copy of adoption order from DM and furnish it to PAPs, CCI, SAA and upload it on portal [Regulation 61 (12)]
16.	Birth Certificate	SAA shall apply for birth certificate (in the concerned district where child is located) [Regulation 13 (9)] Birth certificate uploaded by SAA	SAA shall apply for birth certificate (in the concerned district where child is located) [Regulation 13 (9)] Birth certificate uploaded by SAA
17.	Post adoption follow-up	SAA or DCPU who has conducted the HSR [Regulation 14 (1) and (3)]	SAA or DCPU who has conducted the HSR [Regulation 14 (1) and (3)]
18.	Adoption fee	Adoption fee shall be shared between SAA and CCI [Regulation 61(11)] Schedule- XV (point 10)	Adoption fee shall be shared between SAA and CCI [Regulation 61(11)] Schedule- XV (point 10)

3. 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. Joint Director
2. All Deputy Directors/IFO
3. All Assistant Directors & equivalent rank officers

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