

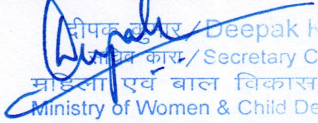
**Central Adoption Resource Authority**  
Ministry of Women & Child Development  
Government of India  
R.K. Puram, New Delhi

**Minutes for the 10<sup>th</sup> Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 1<sup>st</sup> September, 2017 at 11:00 a.m. in the Conference Hall of CARA at West Block – 8, Wing – 4, 1<sup>st</sup> Floor, R K Puram, New Delhi.**

The 10<sup>th</sup> Meeting of the Steering Committee of Central Adoption Resource Authority was chaired by Shri Rakesh Srivastava, Secretary, MWCD (Chairperson of Steering Committee of CARA) on 1<sup>st</sup> September, 2017 at 11:00 a.m. in the Conference Hall of CARA at West Block - VIII, Wing – IV, 1<sup>st</sup> Floor, R.K. Puram, New Delhi.

The Chairperson, Members and Special Invitee as under were present in the meeting :-

- (a) Shri Rakesh Srivastava, Secretary, Ministry of Women & Child Development, Government of India – Chairperson (Ex-officio).
- (b) Ms. Aastha Saxena Khatwani, Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – Member (Ex-officio).
- (c) Ms. Meera Ranjan Tshering, Joint Secretary and Finance Advisor, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – Member (Ex-officio).
- (d) Ms. Gitashree Adhikari, Karuna WB Women and Children Welfare Society, Howrah, West Bengal (Representing Specialised Adoption Agency recognized by Government of West Bengal) – Member.
- (e) Shri Avinash Kumar, R.K. Puram, New Delhi (Adoptive Parent) – Member.
- (f) Ms. Samiha Grewal, Saket, New Delhi (Adoptee) – Member.
- (g) Smt. Kiran Singh, Ghaziabad, Uttar Pradesh (Advocate) – Member.

  
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(h) Shri Deepak Kumar, Chief Executive Officer/Secretary, CARA – Member Secretary (Ex-officio).

(i) Shri Ajay Tirkey, Additional Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi (Special Invitee).

2. At the outset, Chairperson, Steering Committee welcomed all the Members of the Committee and asked Member Secretary & CEO, CARA to present the Action Taken Report of the last Meeting held on 27<sup>th</sup> July, 2017 and the Agenda Items of the current Meeting.

3. Decisions of the Steering Committee of CARA taken in the Meeting on 27<sup>th</sup> July, 2017 were read out and confirmed by the Committee Members (Special Invitee).

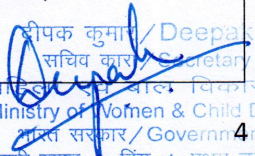
**Discussion on Action Taken Report of the Meeting held on 27-07-2017 :**

| <b>Decisions of Steering Committee Meeting held on 27-07-2017</b>   | <b>Action Taken Report</b>  |
|---|---|
| Item No. 1 : Approval of Annual Report for the year 2015-16.  | CEO, CARA informed that the Annual Report for the year 2015-16 has already been laid in the Parliament.   |
| Item No. 2 : Evolving alternate system to address delays in the adoption system.                                  | CEO, CARA informed that letters in this regard have been sent to all the States and UTs. Details have been received from 33 States & UTs and CARA is working on them. He further added that further updates could be brought in the next meeting. |
| Item No. 3 : Review of change of referral from “upto 3 children at a time” to one implemented w.e.f. 01 May 2017. | CEO, CARA informed that action on this system has already been taken and status-quo has been maintained as decided in the last Meeting of the Steering Committee held on 27-07-2017.  |
| Item No. 4 : Closing of Bank account with Syndicate bank.   | CEO, CARA informed that CARA was having two bank accounts out of which one bank account has been closed, as per decision made in the last Meeting of the Steering Committee held on 27-07-2017.   |

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भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-4, प्रथम तल, आर. के. पुर  
West Block-8, Wing-4, 1st Floor, R. K. Pur  
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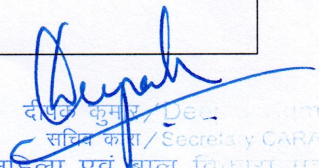
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| <p>Item No. 5 : Information about DPC held in case of the position of DEO and Research Investigator.</p>  | <p>CEO, CARA informed that DPC was held for the posts of DEO and Research Investigator and two employees were promoted. Now, as a stop gap arrangement, the office shall hire manpower for 6 months while SSC can be approached for regular recruitment.</p>  |
| <p>Item No. 6 : Information about one Online Grievance Redressal System Module.</p>   | <p>CEO, CARA informed that this Online Grievance Redressal System module is already operational. CARA is in the process of generating a proper Dashboard. Details about the Grievance Redressal System were explained by CEO, CARA. Chairperson, CARA enquired about grievances solved and pending from 1<sup>st</sup> April to 31<sup>st</sup> July, 2017. He directed that if grievances are not solved and pending for long time, a closer look is required. JS (ASK) emphasized on classification of grievances for analysis.</p>                   |
| <p>Item No. 7 : Information about revamping of CARA website.</p>  | <p>CEO, CARA informed about the new website in progress. Chairperson, CARA directed that the role of foreign agencies for the NRI/foreign PAPs desiring to adopt from India so also the types of services foreign agency is supposed to provide should be reflected in the website in detail. CEO, CARA informed that such circular has already been issued to AFAA/CA by CARA and CARA is in the process of providing user name and password to foreign/NRI parents. It will be done by end of September so as to enable them to see their status.</p> |
| <p>Item No. 8 : Regarding CARINGS staff etc.</p>  | <p>This is also an agenda item for 10<sup>th</sup> meeting.</p>   |
| <p>Item No. 9 : Ways and means to expand the base of adoptable children, expediting the SAA-CCI linkage and registration of orphan/abandoned children of CCIs in CARINGS.</p> | <p>CEO, CARA informed that no suggestions from members were received on the subject to expand the base of adoptable children, expediting the SAA-CCI linkage and registration of orphan/abandoned children of CCIs in CARINGS. Ms. Gitashree Adhikari, Member informed that CCIs are not</p>  |

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|  | <p>interested in adoption of children as they are given money from govt. on per child basis and hence they don't have any motivation for facilitating adoption of their children. Addl. Secretary suggested that each child may be linked with Aadhaar system. CEO, CARA suggested that registration of all children in CCIs on CARINGS be mandatory and they be given grants through ICPS only for those children who are registered on CARINGS. Chairperson, CARA directed that CARA should examine on these points and incentive may be given to CCIs for early adoption.</p>         |
| <p>Item No. 10 : Financial capability for giving preference to single female PAP over 40 years of age.</p>   | <p>CEO, CARA informed that it is already implemented. Chairperson, CARA asked about data of single female PAPs over 40 years of age who had benefited from this and the same was shared with the members. Further, this would be reviewed after 03 months of implementation.</p>   |
| <p>Item No. 11 : Any other item with the approval of Chairperson -</p> <ul style="list-style-type: none"> <li>• JS (ASK) suggested that CARA should decide a particular day in a month or in a week to invite public to reach CARA if they have query/grievance.</li> <li>• Chairperson, Steering Committee asked to issue letters to States/UTs on proposed Counselling Centres. He further asked CEO, CARA that he should initiate mechanism for rating/certification of Adoption Agencies based on</li> </ul> | <ul style="list-style-type: none"> <li>• CEO, CARA informed about the first "Jan Sampark" which was held on last Friday i.e. 25-8-17 and the next "Jan Sampark" has been scheduled on 26/09/2017. JS(ASK) suggested that instead of a working day, such meeting may be arranged on a weekend to enable better participation.</li> <li>• CEO, CARA informed that letters were issued to States/UTs on proposed Counselling Centres. Mechanism for rating/certification of Adoption Agencies based on last one year data is being worked out with the help of Ian (counsellor).</li> </ul> |

  
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 Ministry of Women & Child Development  
 भारत सरकार / Government of India  
 पश्चिमी खण्ड-8, विंग-4, प्रथम तल, आर. के. पुरा  
 West Block-8, Wing-4, 1st Floor, R. K. Puram  
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last one year data.

- It was decided that the celebrity, Ms. Sakshi Tanwar may be engaged as brand ambassador of CARA for publicising the objective of CARA. She may convey the messages through the Audio-Visual Media being produced by CARA through NFDC. Chairperson, Steering Committee also asked CEO, CARA to show the first/rough cuts of the on-going production work in the next meeting of the Steering Committee. It was decided that the final production should be ready in the month of September, 2017.
- Chairperson, Steering Committee desired that a letter may go to States/UTs for timely funding of the Specialised Adoption Agencies and for considering their recognition in a timely manner.
- It was decided that there should be mechanism to incentivize the better performing Agencies and in this regard, Chairperson, Steering Committee advised that we may develop a rating system as is being practised by some other Government Bodies.
- CEO, CARA informed that Ms. Sakshi Tanwar has agreed for giving dates for shooting video spots for CARA after 15<sup>th</sup> September, 2017. He also suggested the names of Irfan Khan, Nawazuddin and Anup Soni. Addl. Secretary suggested that it should be on universal theme. Secretary, WCD directed that CARA should get in touch with Beti Bachao team for showing it on national channels and other private channels with high TRPs. JS(ASK) asked CARA to do it at the earliest. JS(FA) suggested for showing it in picture halls etc. and asked CARA to make proper coordination with DAVP so that they could facilitate it at the earliest.
- It was informed by CEO, CARA that Ministry has been intimated for issuing letter to States/UTs for timely funding as it is being handled by CW Section of MWCD.
- It was informed by CEO, CARA that modalities to incentivize the better performing Agencies is being worked out.

  
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महिला एवं बाल विकास मंत्रालय  
Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-4, प्रथम हल, आर. के. पुर  
West Block-8, Wing-4, 1st Floor, R. K. Pur  
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## Agenda Items and Decisions :

### Administration & Accounts Matters

#### **Item No. 1 : Information related to laying of Annual Report for the year 2015-16 in both the Houses of Parliament and approval of its printing.**

4. The Annual Report for the year 2015-2016 has been laid in the Rajya Sabha on 10/08/2017 and Lok Sabha on 11/08/2017. This is for information of the Steering Committee.

#### **Decision :**

5. The Steering Committee has approved the expenditure of Rs.1,09,147/- toward printing of Annual Report of CARA for 2016-2016. The file concerning the printing of Annual Report may be placed for perusal of the Steering Committee in the next meeting.

#### **Item No. 2 : Extending tenure of Tele-counsellors from 20.11.2016 to 19.11.2017.**

6. Ministry principally approved sanction of 3 Tele-counsellors on contract basis from 21-11-2014 with detail terms & conditions for the Adoption Helpline. As per the TORs, engagement was on contract basis, initially for a period of 6 months, which could be curtailed or extended on requirement and performance basis.

7. Further, consequent upon completion of initial term, necessary approval was accorded by the then Secretary, CARA for one year upto 20-05-2016 on 23-06-2015. The same was also ratified by M.C. of CARA on 25-06-2015.

8. Further extension was approved by Secretary, WCD for 6 months from 20-05-2016 to 19-11-2016.

9. It may be noted that there has been no change of service conditions or pay hike during the period as per the TORs. While there is a proposal

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पश्चिमी खण्ड-8, वेस्ट ब्लॉक-8, 1<sup>st</sup> फ्लोर, नई दिल्ली / West Block-8, West Block-8, 1<sup>st</sup> Floor, New Delhi-110036

pending in the Ministry for treating such staff in the category of Young Professionals, ex-post-facto approval from Steering Committee may be taken for continuance of the three Tele-consellers for one year from 20-11-2016 to 19-11-2017 for manning the Toll Free Numbers. Payment for the services has been budgeted and made from Help line (Toll free) head and the same has been approved by the Steering Committee in its meeting dated 31<sup>st</sup> March, 2017 and 13<sup>th</sup> April, 2017.

**Decision :**

10. JS & FA stated that the file be shown to her. However, the requirement of their services for manning the Toll-free helpline was agreed in principle.

**Programme Matters**

**Item No. 3 : Suggestions received from Mr. Avinash Kumar, Member, Steering Committee of CARA.**

11. Mr. Avinash Kumar, Member, Steering Committee of CARA has given suggestion for considering (a) Health Insurance for children in Institutions, (b) Post-Adoption Research (c) One-Child Referral Analysis and (d) Public Engagement during proposed Adoption Awareness Month. Details of the proposal are at **Annexure-A.**

**Decision :**

12. On the proposal of health insurance for children in institutions, it was suggested to look into the possibility of having a MoU with DGHS (Health Ministry), and also to talk to Ministry of Social Justice in this regard.

13. On the proposal of post adoption research, Chairperson, Steering Committee suggested that a proposal for Post Adoption Research be forwarded to SA, MWCD since funds are available in the Ministry.

14. On the proposal of child referral analysis, it was desired to capture the reasons for not reserving the child referred for which a Pop Up may be provisioned whenever such PAPs sign in the CARINGS.

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Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-4, प्रथम तल्ला, को. भू.  
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15. Chairperson, Steering Committee asked Shri Avinash Kumar, Member, Steering Committee to make a Plan of Action for Adoption Week proposed to be held in the month of November 2017 on Pan India basis.

**Item No. 4 : Proposal for making provision for online root search.**

16. This is regarding enabling online Root Search for older adoptees .This office is in receipt of a letter from Mr Anand Kaper who himself is an international older adoptee has requested to introduce a button on the website of CARA ,where older adoptees can register themselves for birth family search (**Annexure-B**). The procedure regarding Root Search is dealt under Regulation 44 of the adoption Regulation 2017. However, provisioning of on-line module for facilitating root search has to be considered by the Steering Committee.

**Decision :**

17. Chairperson, Steering Committee directed to conform to Regulation 44 of the Adoption Regulations, 2017 which clearly defines the procedure to be followed for root search.

**Item No. 5 : Issues related to Inter-country Adoptions with Australia, USA and UAE.**

18. Various issues have been identified with Australia, USA and UAE as far as inter-country adoption issues are concerned. One self-contained note is prepared and placed at **Annexure-C**.

**Decision :**

19. Chairperson, Steering Committee suggested that CARA should move a file to Ministry alongwith a self-contained note on above issue and Ministry may have an interaction with the officials from MEA & Embassies. Further, a meeting with MHA may also be organised to finalise the coordination aspects in cases of India being the Receiving Country for Inter-country adoptions.

**Item No. 6 : Information regarding issues emerging from Multi-Stakeholders, Orientation/Sensitization Programmes for Multi-**

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सचिव कारा / Secretary CARA  
महिला एवं बाल विकास विभाग, अखिल भारतीय आवास विकास विभाग  
Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-4, प्रथम तल, प्लॉट नं. 8  
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**Stakeholders, conducted by CARA in collaboration with the State Governments.**

20. Details regarding issues emerging from Multi-Stakeholders Orientation/ Sensitization Programmes conducted by CARA in collaboration with the State Governments are placed at **Annexure – D** for information and further direction of the Steering Committee.

**Decision :**

21. Chairperson, Steering Committee advised to circulate the issues emerged out of the Orientation Programmes and the action taken thereon, to all concerned.

**Item No. 7 : Advisory Committee: Update and meeting schedule.**

22. A meeting was held on 23<sup>rd</sup> March, 2017 chaired by Hon'ble Minister for briefing the member of the Adoption Advisory Committee. Further, an orientation programme was held on 25<sup>th</sup> April, 2017 in the conference hall of CARA and the members were sensitized about various issues related to adoption procedure, pendency at different level and ways and means to expand adoption programme in the country. A report has been forwarded by the Chairperson of the Advisory Committee to the Hon'ble Minister is placed at **Annexure- E**. The same is put up for perusal of the Steering Committee. It is proposed to hold another meeting to review the functioning of the Advisory Committee and receive feedback from the members.

**Decision :**

23. It was decided to hold a review meeting of the Advisory Committee of CARA which may be chaired by Secretary, MWCD and the Chairperson of the Advisory Committee can be asked to debrief on the functioning of the Committee.

**Item No. 8 : Updates on CARINGS.**

24. On 16<sup>th</sup> August, 2017 a meeting was held between senior officer from NIC and CARA officials to address various issues pertaining to CARINGS. A

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copy of the minutes is placed at **Annexure-F** for information and decision please.

**Decision :**

25. Chairperson, Steering Committee directed that a meeting with NIC be organised at the level of JS (ASK) where all the pending issues be flagged with NIC for early resolution/implementation.

**Item No. 9 : Update on Media Activities.**

26. Various steps have been initiated by CARA for promotion of the cause of adoption. A detail note has been prepared in this regard and the same is placed at **Annexure-G**.

**Decision :**

27. This agenda was for information of the Committee. Chairperson desired that the video spots should be made to promote adoption.

**Item No. 10 : Two Awards received by CARA on CARINGS i.e. Social Impact Excellence and other is for Best Technology from Indus Foundation.**

28. CARA has received two awards i.e. one for "**Social Impact Excellence**" and other is for "**Best Technology**" during Indo-Global skills summit and Expo -2017 on 28th July at Hotel Lalit, CP, New Delhi organised by the Indus Foundation. The Indus Foundation is a registered non-profit trust (No. 236/10) under the Indian Trusts Act, 1882. The Foundation is dedicated to the promotion of education, skills, start-ups, and entrepreneurship in India. The Foundation is well established in India and internationally for over 20 years.

**Decision :**

29. Member Secretary & CEO, CARA showed the above two (02) Awards received by CARA, one for 'Social Impact Excellence' and the other for 'Best Technology', to the Committee Members. The Committee the efforts of CARA

and the Chairperson, Steering Committee desired that CARA may send nominations for international awards also.

**Item No. 11 : Update on Legal Matters (for information).**

30. At present there are 18 active legal cases in different parts of the country where CARA and/or Ministry are party respondents. One SLP has been filed in the Apex Court related to adoption fee challenging the Order of Mumbai High Court. List of pending cases are placed at **Annexure-H**.

**Decision :**

31. Chairperson, Steering Committee directed to keep the details of the cases updated. CEO, CARA updated the members regarding the SLP filed by CARA in the Supreme Court of India in the matter of Bal Anand against the Order of the Hon'ble High Court. CEO, CARA further informed that a stay in the matter has already been prayed in the SLP.

**Item No. 12 : Important pending issues.**

32. There are some issues concerning CARA which need to be pursued proactively for enabling CARA in discharging its statutory obligation. These are Rules and Regulations of CARA; Restructuring Proposal, Implementation of 7<sup>th</sup> Pay Commission for staff of CARA; MACP for Group A of CARA employees; Requirement of Additional Fund of Rs.79 lakhs for the purpose of investment against leave salary and gratuity provisions; Central Pool Accommodation for CARA employees; Pay-Upgradation of a few posts of CARA as per 6<sup>th</sup> Pay Commission.

**Decision :**

33. The pending issues of CARA in the Ministry specially the Rules & Regulations of CARA may be addressed expeditiously.

34. Chairperson, Steering Committee advised CARA to move a proposal for purchase of flats from the DDA/NBCC for allotment to the officials of CARA.

**Item No. 13 : Any other item with the approval of Chairperson.**

35. CEO, CARA informed a case about the decision of High Court in a case of adoption without following the due procedure (Hine Tuktuk case).

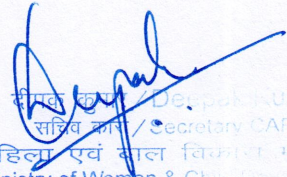
**Decision :**

36. As this is a sensitive matter, Chairperson, Steering Committee directed that legal opinion in the matter be taken. He also advised that the case may be examined on file. He further advised that such cases may be brought to the notice of Hon`ble Justice Lokur, Supreme Court of India.

37. JS (ASK) advised to place the data of children of previous month as well as the current month and the difference thereof, in every meeting, for information of the Steering Committee.

38. The meeting was concluded with thanks to the Chair.

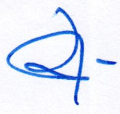
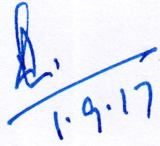
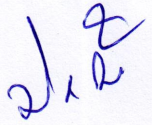
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पश्चिमी खण्ड-8, विंग-4, प्रथम तल्ला, केंद्र  
West Block-8, Wing-4, 1st Floor, R. K. P.  
नई दिल्ली / New Delhi - 110006

**Central Adoption Resource Authority**  
Ministry of Women & Child Development,  
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West Block – 8, Wing – 2, 2nd Floor,  
R.K. Puram, New Delhi – 110066

**Tenth (10th) Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 1st September, 2017 at 11:00 a.m. in the Conference Hall of CARA at West Block - 8, Wing - 4, 1st Floor, R.K. Puram, New Delhi.**

**ATTENDANCE SHEET**

| S.No. | Name & Designation  | Position                    | Signature   |
|-------|---|-----------------------------|---|
| 1.    | <b>Shri Rakesh Srivastava</b><br>Secretary,<br>Ministry of Women & Child Development,<br>Government of India,<br>Shastri Bhawan, New Delhi  | Chairperson<br>(Ex-officio) |              |
| 2.    | <b>Ms. Aastha Saxena Khatwani</b><br>Joint Secretary,<br>Ministry of Women & Child Development,<br>Government of India,<br>Shastri Bhawan, New Delhi  | Member<br>(Ex-officio)      | <br>1.9.17 |
| 3.    | <b>Ms. Meera Ranjan Tshering</b><br>Joint Secretary & Finance Advisor<br>Ministry of Women & Child Development,<br>Government of India,<br>Shastri Bhawan, New Delhi  | Member<br>(Ex-officio)      |            |
| 4.    | <b>Shri Lahuraj Mali</b><br>Commissioner,<br>Women and Child Development,<br>Government of Maharashtra,<br>Pune, Maharashtra<br>(Representing SARA, Maharashtra)  | Member                      |   |
| 5.    | <b>Smt. Viziendira Boyi</b><br>Director,<br>Women Development & Child Welfare,<br>Government of Telangana,<br>Hyderabad, Telangana<br>(Representing Sishu Griha, a SAA run by<br>WCD Deptt., Government of Telangana) | Member                      |   |

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| 6.  | <b>Ms. Gitashree Adhikari</b><br>Karuna W.B. Women and Children<br>Welfare Society,<br>Howrah, West Bengal<br>(Representing SAA recognized by<br>Government of West Bengal) | Member              | <i>Citashree Adhikari</i><br>01/09/17 |
| 7.  | <b>Shri Avinash Kumar</b><br>O-51, Nivedita Kunj, Sector - 10,<br>R.K. Puram, New Delhi<br>(Adoptive Parent)  | Member              | <i>Shri Avinash Kumar</i><br>1/9/17   |
| 8.  | <b>Ms. Samiha Grewal</b><br>J-231, 1st Floor,<br>Saket, New Delhi<br>(Adoptee)  | Member              | <i>Samiha Grewal</i><br>01/9/17       |
| 9.  | <b>Smt. Kiran Singh</b><br>201-A, Dell Block,<br>1/2, Vaibhav Khand, Indira Puram,<br>Ghaziabad, Uttar Pradesh<br>(Advocate)  | Member              | <i>Kiran Singh</i><br>01/9/17         |
| 10. | <b>Shri Deepak Kumar</b><br>Chief Executive Officer / Secretary,<br>Central Adoption Resource Authority<br>West Block – 8, R.K. Puram, New Delhi                            | Member<br>Secretary | <i>Deepak Kumar</i><br>01 Sep 2017    |

**SPECIAL INVITEE :**

| S.No. | Name & Designation  | Position | Signature                           |
|-------|---|----------|-------------------------------------|
| 1.    | <b>Shri Ajay Tirkey</b><br>Additional Secretary,<br>Ministry of Women & Child Development,<br>Government of India,<br>Shastri Bhawan, New Delhi | ---      | <i>Shri Ajay Tirkey</i><br>1/9/2017 |