

Central Adoption Resource Authority
Ministry of Women & Child Development

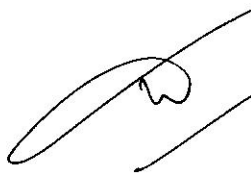
Minutes of the First Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 4th May, 2016 at 10:30 a.m. in the Office of the Chairperson of the Steering Committee (Secretary, Ministry of Women & Child Development, Government of India).

The Meeting was held in the Chamber of Secretary, Ministry of Women & Child Development & Ex-officio Chairperson of the Steering Committee of CARA, in Room No.601, A- Wing, Shastri Bhawan, New Delhi.

2. The following were present in the meeting:-

1. Shri V. Somasundaran, Secretary, Ministry of Women & Child Development, Government of India – **Chairperson** (Ex-officio).
2. Smt. Rashmi Saxena Sahni Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – **Member** (Ex-officio).
3. Smt. Sarita Mittal, Joint Secretary (FA), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – **Member** (Ex-officio)
4. Shri G R Shinde, Joint Commissioner, (Women and Child Development) Government of Maharashtra, representing SARA, Maharashtra (**Member**)
5. Smt. Viziendira Boyi, Director (Women Development & Child Welfare), Government of Telangana, representing Shishu Greh, (SAA), Hyderabad, Telangana (**Member**)
6. Ms. Gitashree Adhikari, representing Karuna, (SAA), Howrah, West Bengal (**Member**).
7. Mr. Avinash Kumar, from New Delhi (**Member**).
8. Ms. Samiha Grewal, from New Delhi (**Member**).
9. Smt. Kiran Singh, Advocate, Ghaziabad, Uttar Pradesh (**Member**).
10. Dr. Veerendra Mishra, Chief Executive Officer (CEO), Central Adoption Resource Authority (CARA)- **Member Secretary**.

3. At the outset, Secretary (WCD) and Chairperson CARA welcomed all the Members of the Steering Committee of Central Adoption Resource Authority (CARA). This was followed by discussions on various agenda points. The discussions and decisions taken in the meeting were as follows:


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Agenda No 1: Annual Report for the year 2014-15

Chairperson (CARA) informed the members that CARA has become an Authority (a statutory body) w.e.f 16.01.2016 as per the provisions of Section 68(1) of the Juvenile Justice (care and protection of children) Act, 2015. The formalities for the dissolution of CARA as a Society have been completed. As per para 69(3)(b) of the JJ Act, 2015, the Steering Committee shall have to approve the annual budget, annual accounts and audit reports as well as the action plan and annual report of the Authority.

Decision: The Annual Report of CARA for the year 2014-15 (circulated as Annexure-1 of the Agenda Note) was approved by the Steering Committee. The Committee also approved an expenditure upto Rs.1 lakh for the printing of Annual Report of CARA for the year 2014-15 under Rule 146 of its General Financial Rules (GFRs).

Chairperson also enquired about the status of the Annual Report of CARA for the year 2015-16. Secretary (CARA) informed that it will be completed within a month.

Agenda No 2: Budget Estimate (BE) & Annual Action Plan of CARA for the Year 2016-2017.

The Committee discussed about the Budget Estimate (BE) of Rs. 8 Crore (Rs. 7.20 Crore for rest of India and 0.80 Crore for NE Region) for Plan Expenditure and Rs. 2.5 Crore for Non-Plan Expenditure of CARA during the Financial Year 2016-17, as allocated by the Ministry.

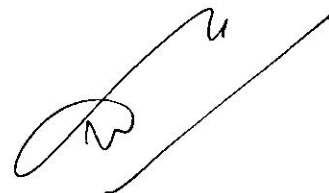
Decision: The Committee approved the head-wise breakup of the allocation (Plan as well as Non-Plan) along with the Action Plan of CARA for 2016-17 (Annexure-2).

Item No.3: Revision of financial norms for the programmes of CARA (e.g. trainings/consultations/seminars/workshops/ meets) on adoption & related matters.

There was no revision of financial norms for the programmes of CARA (e.g. Trainings/consultations/ seminars/ workshops/ meets) on adoption & related matters after 2010. It was felt necessary to revise the existing norms in view of the increase of costs and reluctance of the State Governments to organize programmes as per existing financial norms. Further, the norms for tea/snacks/lunch have been revised by the Department of Expenditure, Ministry of Finance, vide its OM No. 7 (3)/E-COORD/2013 dated 6th May 2015.

As enquired by JS (RSS) and JS (FA), Secretary (CARA) explained details about the current financial norm for organising various training programmes. Chairperson pointed out that there should not be any problem in cases where programmes are organised as per the norms of the State Governments or Government run Academies/Institutions. Secretary (CARA) explained that in case of venue used by State Govt, the norm of the State Government like hostel accommodation, venue charges etc. should apply while in cases of private institutions, there should be some upper limits as proposed. Secretary CARA briefed about the kind of training programme being conducted by CARA. Smt. Kiran Singh, Advocate & Member suggested that some stakeholders should also be invited as Resource persons for State orientation programmes. Chairperson (CARA) emphasize that special trainings should be conducted for judicial officers. Mr. Avinash Kumar stressed on the need for the awareness programme for public at large on the issue. Secretary (CARA) informed that youth were being engaged through orientation programmes at educational institutions.

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He informed that recently they interacted with students at Delhi School of Social Work, Delhi University and National Law University, Guwahati (Assam). Secretary (CARA) informed that CARA has been organising get-togethers with adoptive parents and prospective adoptive parents. Chairperson (CARA) suggested that CARA should take-up such programmes at least in 10 states where more children are being adopted.

Decision: The proposal for the revised financial norm for the Programme of CARA (**Annexure-3**) was approved by the Steering Committee.

Item No 4: Internship Programme at CARA

Secretary, CARA explained about the provision of internship proposal to be taken-up by CARA (both paid and unpaid). He also informed that the proposal has been prepared in consultation with Ministry.

Decision: The Internship Programme in CARA, as proposed at **Annexure-4**, was approved.

Item No 5: Restructuring and strengthening of Central Adoption Resource Authority (CARA):

Secretary (CARA) explained about the need for restructuring and strengthening of Central Adoption Resource Authority (CARA) and the proposal prepared in this regard for creating a cadre of professional staff and ensuring career progression of the regular staff. The proposal contained recruitment of 33 additional staff. He mentioned that four Divisions i.e. (a) Plan, Policy, Co-ordination ; (b) Inter-country Division; (c) In-country Division; and (d) Finance & Accounts, Administrative Division; have been proposed to strengthen the Authority to effectively carry out its mandates under the JJ Act, 2015.

Decision: The proposal as given in **Annexure-5** was considered. It was advised that the proposal should contain one more staff/officer to look into social media in addition to the 33 additional posts. This post may be added to the Public Information Section of the proposal. The Committee recommended that the proposal regarding restructuring may be sent the Ministry of Finance through the IFD of MWCD at the earliest.

Item No 6: Inclusion of CARA as an Entitled Office for General Pool Residential Accommodation (GPRA)

Secretary (WCD) and Chairperson(CARA) observed that this is a genuine proposal which merits consideration, as the accommodation facilities of General Pool Accommodation from Directorate of Estate would enable the limited number of officers and Staffs of CARA to devote more time to official work and also it will encourage the officers from the Government to join CARA on deputation.

Decision: Accordingly, the Steering Committee recommended that a draft cabinet note may be sent to the Ministry for the onward submission of the same to the Ministry of Urban Development (with the approval of competent authority).

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Item No 7: Purchase of Laptops

Secretary (CARA) explained about the need for procurement of Laptops for the official use in CARA. Laptops are required for the use of Members of the NOC Committee for viewing the application/proposal for NOC in inter-country adoption cases and recording their views/recommendations in such cases online, and for the presentations in the meetings/trainings of CARA; for the use of officers while on tour.

Decision: Considering the usefulness of Laptops for the above purposes and to equip the staff concerned to attend the work of social media and counselling centre, the Steering Committee approved for the procurement of 6 Laptops of latest version as per the procedure laid down under the General Financial Rules (GFRs)

Item No 8: Extension of tenure of Consultants and support staff in CARA and enhancement of their fee:

Decision: The proposal for extension of the tenure of Consultants (11) and Support Staff (6) was agreed from 01-07-2016 to 30-06-2017 or till the posts on regular basis are filled up, whichever is earlier, subject to their satisfactory performance.

Secretary (WCD) and the chairperson advised that once regular staff are recruited, engagement of these contract staff, if at all required, should be bare minimum. He further suggested that recruitment of regular staff may be done through SSC and UPSC and as per DOPT Guidelines.

Regarding enhancement of fee proposed for consultants and supporting staff, Chairperson (CARA) directed that it should not be more than what the Ministry is paying and it should be within Government norms. The proposal may be examined further and forwarded to IFD for concurrence.

Item No 9: Delegation of Powers to Member Secretary & Chief Executive Officer (CEO), CARA:

Decision: The Steering Committee approved to continue all the delegated powers on administrative and financial matters as provided in General Bye Laws of CARA (2002) and in earlier Management Committee's decisions to Member Secretary and Chief Executive Officer (CEO), CARA.

Item No. 10: Arrangement of Counselling Service at CARA

The Committee was informed about the rationale behind the proposal for having a counselling service at CARA, a suggestion which emerged from a meeting with a group of adoptive parents and adoptees. It was agreed that the children and the adoptive parents need to be prepared well in advance before adoption. The Committee took note of the justification in this regard as provided in the concept note circulated as Annexure – 9 of the Agenda Note.

JS (RSS) advised that the Counselling Centre should work at CARA to handle all counselling related issues and also for capacity-building of CARA staff dealing directly with PAPs.

Secretary (WCD) and Chairperson pointed out that counselling is very important particularly for prospective adoptive parents and for orphans and the proposed Counselling Centre

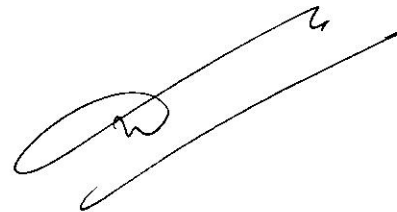
may be started at the earliest. However, he advised that it may be made available for 24x7 in due course, depending upon the need assessment in future.

Decision: The proposal was approved.

11. Any other item with approval of Chairperson, CARA:

- (a) Chairperson (CARA) informed about on-going efforts of the Government and CARA to find family for adoptable children in CCIs identified through Child line survey. He also informed that the entire office of CARA is now working on e-office.
- (b) Secretary (CARA) informed about recent initiatives taken by CARA to place older children in adoption. He informed that earlier special needs children were not shown to Indian parents and CARA started special drive for Indian parents and 35 such children have been adopted during August, 2015 to March 2016.
- (c) Chairperson (CARA) suggested that CARA on its own can have video conference with SARAs, DCPUs and State Governments to address issues pertaining to delays at various levels in the adoption process.
- (d) Ms. Samiha Grewal appreciated the transparency introduced in the new system.
- (e) Mr. Avinash Kumar suggested that CARA should have awareness campaign in hospitals/nursing homes etc. Chairperson (CARA) suggested that it should be done at district and panchayat level also.
- (f) It was also suggested to arrange get-together in USA where maximum children are being placed in adoption from India.

The meeting ended with vote of thanks to the Chair.



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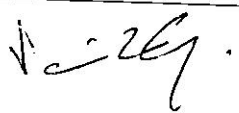
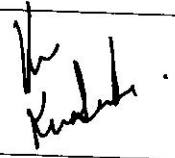
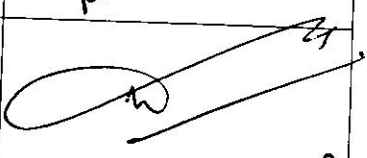
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(A Statutory Body of the Ministry of Women & Child Development, Govt. of India)
West Block – 8, Wing – 2, 2nd Floor, R.K. Puram, New Delhi – 110066

The Meeting of the Steering Committee of CARA held on 04/05/2016(10:30 a.m. onwards) in the Office of the Chairperson of the Steering Committee (Secretary, Ministry of Women & Child Development, Government of India) in his Chamber (Room No.601, A`Wing, Shastri Bhawan, New Delhi)

ATTENDANCE SHEET

S.No.	Name & Designation	Signature
1.	Shri V. Somasundaran, Secretary, Ministry of Women & Child Development, Government of India – Chairperson (Ex-officio).	
2.	Smt. Rashmi Saxena Sahni Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – Member (Ex-officio).	
3.	Smt. Sarita Mittal, Joint Secretary(FA), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – Member (Ex-officio)	
4.	Shri G R Shinde, Joint Commissioner, Women and Child Development Government of Maharashtra Representing SARA, Maharashtra	
5.	Smt. Viziendira Boyi, IAS Director, Deptt. of Women Development & Child Welfare, Government of Telangana Representing Sisu Griha, SAA, Telangana	
6.	Ms. Gitashree Adhikari , Representing Karuna, SAA, West Bengal	
7.	Mr. Avinash Kumar Adoptive Parent New Delhi	

8.	Ms. Samiha Grewal Adoptee New Delhi	
9.	Smt. Kiran Singh Advocate. Gazhiabad, Uttar Pradesh	
10.	Shri Veerendra Mishra, Chief Executive Officer/ Member – Secretary Central Adoption Resource Authority (CARA)	

11. **Shri. SURESH TELE**
ASSIST. COMMISSIONER
WCD, MAHARASHTRA,

