

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

**Minutes for the 26<sup>th</sup> Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 25<sup>th</sup> September, 2020 at 10:30 A.M. through webinar or online.**

1. The 26<sup>th</sup> Meeting of the Steering Committee of Central Adoption Resource Authority (CARA), chaired by Shri Ram Mohan Mishra, Secretary, MWCD (Chairperson of the Steering Committee of CARA), was held on 25<sup>th</sup> September, 2020 at 10.30 A.M. through webinar or online.

2. The Chairperson and Members as under participated in the meeting (List attached).

3. At the outset, Chairperson, Steering Committee welcomed all the Members of the Committee. He asked Member Secretary & CEO, CARA to start the proceedings of the 26<sup>th</sup> Meeting of the Steering Committee of CARA.

4. The Member Secretary CARA introduced all the Members/ officials present in the meeting to the Chairperson and followed up with the Action Taken Report (ATR) of the 25<sup>th</sup> Meeting of the Steering Committee of CARA held on 24<sup>th</sup> June 2020.

**Action Taken Report (ATR) on the decision on the Agenda Items of the 25<sup>th</sup> Meeting of Steering Committee held on 24/06/2020.**

Actionable Points/Paras/Agenda & Decision of Steering Committee	Action Taken
<p><b>Agenda No. 25.01: Approval of Revised TOR of the NOC Committee</b></p> <p><b>Decision:</b> The ToR for the NOC Committee was approved by the Steering Committee. CARA shall be issuing it as an OM.</p>	<p>Office Order has been issued.</p>
<p><b>Agenda No. 25.02: Seeking Suggestions on Pertinent Issues Related to Adoption</b></p> <p><b>Issue 1: Review of extending relaxation to the PAPs who have lost their children by giving them referrals on priority on compassionate grounds.</b></p> <p><b>Issue 2: Review of the Immediate Placement portal and the provision of</b></p>	<p>This Agenda of 25<sup>th</sup> Meeting of Steering Committee was taken as an Agenda Item No 26.04 in 26<sup>th</sup> SC Meeting and the decision/action point enumerated from the discussion is mentioned</p>

  
**मनोज कुमार सिंह / Manoj Kumar Singh**  
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<p><i>reserving a child directly from it.</i></p> <p><b>Issue 3: Review of the provision of six months ante date seniority being given to single female prospective adoptive parent above 40 years of age.</b></p> <p><b>Decision:</b> It was decided to seek comments from the State Governments/UTs so that final decision can be taken by the Steering Committee in the next meeting.</p>	thereat.
<p><b>Agenda No. 25.03: Sitting Fee for Members of Sub-committees set up by CARA.</b></p> <p><b>Decision:</b> The Committee agreed to pay honorarium for members of all Committees/Sub-committees a sitting fee @1000/- per hour with a maximum amount of Rs. 4000/- for a single sitting. Further the sittings fees shall be capped at maximum of six sitting in a quarter. Grant of one-time honorarium of Rs. 5,000/- to the Chairperson of the Committee for preparation of the report, apart from normal sitting fee, was also agreed to.</p> <p>The Committee advised CARA to take up the matter of pending honorarium and travel reimbursements of the Training Sub-committee Resource Persons separately with the States.</p>	Office Order has been issued.
<p><b>Agenda No. 25.04: Information regarding Adoption Fee &amp; its Utilization</b></p> <p><b>Decision:</b> It was decided that the circular in this regard will be issued by CARA, under the provisions of Regulation 46 of the Adoption Regulations, 2017, based on the advice given by the Ministry.</p>	Under consideration of MWCD.
<p><b>Agenda No. 25.05: Review of Medical Examination of PAPs – for information.</b></p> <p><b>Decision:</b> It was decided to request the medical experts from AIIMS to share its recommendations by 05 July 2020.</p>	This Agenda Item of 25 <sup>th</sup> Meeting of the Steering Committee was taken as Agenda Item No 26.02 in 26 <sup>th</sup> SC Meeting and the

	decision/action point enumerated from the discussion is mentioned thereat.
<b>Agenda No. 25.06: Recommencement of Adoption Programme in the light of Covid-19.</b> <b>Decision:</b> Informed.	No action required.
<b>Agenda No. 25.07: (Additional Agenda Item): Approval of Accounts for the Financial Year 2019-20.</b> <b>Decision:</b> It was advised that CARA should incorporate the suggestion made by DS (Finance) and also circulate the Financial Statements to all the members of the Steering Committee to look at it, since it wasn't circulated with the agenda earlier. Comments, if any be incorporated and it may be approved through circulation.	Accounts for the FY:2019-20 circulated to all SC members and finally got approval on 19/07/2020 and submitted to C&AG on 23/07/2020.

### AGENDA ITEMS AND DECISIONS

#### Agenda No. 26.01: Extension of the term of the Sub-Committee for Training of Social Workers

05. CEO CARA informed that a Sub-Committee of Resource Persons was constituted on 11 January 2019 under the chairpersonship of Dr. Meena Radhakrishna and was assigned the task of conducting Three Days Residential Training of Social Workers in all States/UTs of the Country. Earlier 3-days residential programmes were being conducted but due to the pandemic spread all over the country, these programmes are being conducted through webinar. He also informed that a training programme for North East Region would be conducted in the month of October 2020. Initially, 26 trainings were approved by the Steering Committee of CARA for all the States/ UTs. The initial tenure of the Sub-committee was one year from the issue of the Office Memorandum and it was further extended till 31-07-2020. The ToR is attached as **Annexure-A** with the Agenda. He also informed that a total of 13 trainings have been organised till the month of March, 2020 covering 15 States.

06. In view of the above, CEO CARA proposed that the tenure of the Sub-Committee for Training of Social Workers may be extended upto 30.09.2021 with the same ToR.

07. Dr. Meena Radhakrishna, Member, Steering Committee, who is also the Chairperson of the Sub Committee for Training of Social Workers, informed about the functions of the Committee and activities completed so

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far.

08. The Chairperson complimented her and her team for all the good works.

**Decision:**

09. *The Chairperson advised that CARA need to look at the strategies to enhance the Resource Persons and he suggested empanelling more persons to train. There should be a strategy to cover everybody in a time bound manner. He also asked that if efforts have been made to map the training needs and what is the training requirement and advised to come up with the strategy to fulfil the need. He also advised to inform what was the method, what has been done by the Resource Persons who have been in the Sub Committee and he advised Member Secretary to come up with details as soon as possible.*

10. *Regarding extension of tenure of Sub-Committee, the Chairperson advised Dr. Meena Radhakrishna to go ahead with the planned trainings till final decision is taken.*

**Agenda No. 26.02: Review of Medical Examination of PAPs - for approval**

11. CEO CARA informed that in the last Steering Committee Meeting (Agenda No. 25.5), it was decided to forward the draft Medical Examination Format of PAPs to medical experts of AIIMS for standardization. Accordingly, the comments/suggestions given by medical experts on the same have been incorporated in the draft medical assessment format for PAPs and the same is placed as **Annexure-B** with the Agenda, for approval.

12. Dr. Meena Radhakrishna spoke about detailed background of having a common format for all PAPs.

**Decision:**

13. *The Chairman advised to put up the matter as soon as possible, what is the need of this MER Certificate and what purpose it will serve. He advised to do research and come with proper kind of format with diseases, where we need to take precaution, not to give child to those who may have those ailments, for example tuberculosis. The Chairperson requested Dr. Meena Radhakrishna to join this effort so that we get a good format as we don't want to change it again & again.*

**Agenda No. 26.03: Seeking Suggestions on Pertinent Issues Related to Adoption**

14. CEO CARA informed that this is regarding the Agenda Item No. 25.02 of 25<sup>th</sup> Steering Committee meeting regarding 'Seeking Suggestions on Pertinent Issues related to Adoption. The issues are mentioned below:-

**Issue 1: Review of extending relaxation to the PAPs who have lost their children by giving them referrals on priority on compassionate grounds.**

**Issue 2: Review of the Immediate Placement portal and the provision of reserving a child directly from it.**

**Issue 3: Review of the provision of six months ante date seniority being given to single female prospective adoptive parent above 40 years of age.**

15. He further informed that during the 25<sup>th</sup> Steering Committee meeting, all the members shared their views regarding the above issues and it was also decided to seek comments from SARAs of the State Governments/UTs so that the final decision can be taken by the Steering Committee in the next meeting.

16. In this regard, CARA has received comments from 18 States/ UTs and they have agreed to the opinion of the experts who are in favour of doing away with all special provisions as stated above. Comments from the States/ UTs are placed as **Annexure-C** with the Agenda.

17. CEO CARA requested that the Steering Committee may like to decide on the response received from the States and the views received from the experts in 25<sup>th</sup> Steering Committee meeting.

18. As far as Immediate Placement Portal is concerned, it was proposed that only after adequate counselling of both the Child and the PAPs, such facility may be put up in place.

**Decision:**

19. *The Chairperson advised to put up the study/background material on this as soon as possible as these are all policy changes. He requested Dr. Meena Radhakrishna to join in this matter of exemptions.*

**Agenda No. 26.04: Draft Annual Report of CARA for the Year 2019-2020.**

20. CEO CARA informed that as per Section 71, Sub-Section 1 of Juvenile Justice (Care and Protection of Children) Act 2015, the Authority shall submit an Annual Report to Central Government in such a manner as may be prescribed and the Central Government shall cause the Annual Report of Authority to be laid before each House of Parliament [Section 71, Sub-Section 2 of J.J. Act 2105 refer]. Further as per Section 69, Sub-Section 3(b) of the J.J. Act 2015, the Steering Committee of CARA shall have to approve the Annual Budget, Annual Accounts and Audit Reports, as well as the

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Action Plan and Annual Report of the Authority.

21. Accordingly, the draft Annual Report of CARA for the year 2019-20 was placed as **Annexure-D** with the Agenda before the Steering Committee for its approval.

**Decision:**

22. *The Chairman advised to give 10 days time to Steering Committee members to go through the draft Annual Report and give their views, after which the draft Annual Report would be treated as approved.*

**Agenda No 26.05: Regarding treating OCI PAPs at par with NRI PAPs**

23. CEO CARA informed that this has reference to O.M. received from Foreign Division, Ministry of Home Affairs on 4th August, 2020 regarding the issuance of Composite Notification under Section 7B(1) of the Citizen Act of 1955 specifying the rights which OCI Card holders may be entitled to. As far as provision related to Inter-country adoption of Indian children, they have also sought comments from MWCD and CARA. The self-contained note is placed as **Annexure-E** with the Agenda for discussion and direction of the Steering Committee.

**Decision:**

24. *The Chairperson advised that the matter should be examined by the Ministry.*

**Agenda No 26.06: Referral protocol for OCI and foreign PAPs to ensure adequate efforts for placing children in adoption with Indian citizens.**

25. CEO CARA informed that as per Section 59(1) of the Juvenile Justice (Care & Protection of Children) Act, 2015, if an orphan or abandoned or surrendered child could not be placed with an Indian or non-resident Indian prospective adoptive parent (PAPs) despite the joint effort of the Specialised Adoption Agency and the State Agency within sixty days from the date the child has been declared legally free for adoption, such child shall be free for inter-country adoption. This is in line with the principle of subsidiarity of the Hague Convention on Inter-country Adoption 1993, ratified by Government of India in the year 2003.

26. He further informed that in the 3<sup>rd</sup> meeting of the Steering Committee of CARA held on 30 Aug 2016, it was decided that there should be at least 15 referral cycles completed for considering children for adoption through Immediate Placement Module. However, there was no specific approval for minimum referral for RI/NRI PAPs prior to OCI/foreign PAPs. However, when referral began in the month of June, 2020 after interim break of referrals during the period, it was decided to send weekly referrals (instead of twice in a week) and as a result, it has been found that children are only completing 6-8 referrals within a period of 60 days.

**Decision:**

27. *The Chairman advised to put up the matter to him in detail as there is a change in policy.*

**Agenda No 26.07: Revision of Guidelines for Internship in CARA**

28. CEO CARA informed that this is regarding Internship Guidelines of Central Adoption Resource Authority (CARA) which were approved in 1<sup>st</sup> Meeting of Steering Committee of CARA held on 04<sup>th</sup> May 2016. It was therefore proposed to make minor changes in existing provisions where applications are required to be forwarded to a Committee to be constituted by the Ministry for taking final decision. Further, it was proposed that CEO CARA be the approving authority for any internship and Revised Draft Guidelines are placed as **Annexure-G** with the Agenda.

**Decision:**

29. *The Chairperson advised to put up with the problem and suggest change in the policy.*

30. The Chairperson informed that since he is new and these are all very important matters, he has taken liberty of differing with some of the agenda items so that he can also be acquainted with various aspects what is being proposed. In the meantime, he urged upon all to have a look at what are being proposed as Agenda Items, what are the real issues they would like to discuss so that overall functioning of CARA may be improved. He requested to put up any change in the Act or Regulations which may improve the quality of service and better implementation of the Act. He requested the Members to do some reflections and bring up anything else to discuss in the next meeting. They may suggest Agenda including suggestion for improving of CARA, in advance within a week so that necessary papers may be prepared and have a detailed discussion.

**Additional Agenda Item with the permission of the Chair:****Agenda No 26.08: RE & BE for the year 2020-2021 & 2021-22**

The proposal submitted by CARA on RE & BE for the year 2020-21 & 2021-22 respectively was discussed and it was decided that the proposal already received from CARA may be approved subject to observations of the IFD representing the Ministry

31. The meeting ended with a vote of thanks to the Chair.

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**Attendance Sheet**

The 26<sup>th</sup> Meeting of the Steering Committee of Central Adoption Resource Authority (CARA), chaired by Shri Ram Mohan Mishra, Secretary, MWCD (Chairperson of the Steering Committee of CARA), was held on 25<sup>th</sup> September, 2020 at 10.30 A.M. through webinar or online and the details of the Members who attended the meeting, in person and through video conference, are as under:-

Meeting attended by the following in the Conference Room of MWCD at Shastri Bhawan, New Delhi:-

- a. Shri Ram Mohan Mishra, Secretary, Ministry of Women & Child Development, Government of India – Chairperson (Ex-officio).
- b. Shri SukhLal Meena, Dy. Secretary (Finance), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi [Representing Shri Ali Raza Rizvi, Additional Secretary & Financial Advisor, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – Member (Ex-officio)].
- c. Shri Manoj Kumar Singh, Chief Executive Officer, CARA – Member Secretary (Ex-officio).

Meeting attended by the following through Video Conference:-

- a. Shri R. Prasanna, Secretary, Deptt of WCD, Chhattisgarh [Chairperson SARA, Department of Women & Child Development, Government of Chhattisgarh, {Representing State Adoption Resource Agency (SARA), Chhattisgarh}] - Member.
- b. Shri B.S. Niranjana, Dy. Director, SARA, UP [Representing Rajkiya Bal Greh, Rampur, UP – Government-run Specialised Adoption Agency (SAA)] – Member.
- c. Dr. (Ms.) Meena Radhakrishna, Flat No.535, ANTARA, Purukul Road, Guniyal Gaon, P.O. Sinola, Dehradun Uttarakhand 248003 [Adoptive Parent] – Member.
- d. Ms. Priya Srinivasan, 7039, B-10, Vasant Kunj, New Delhi-110070 [Adoptee] – Member.

It is certified that the above information is true.

(Manoj Kumar Singh), Member Secretary & CEO CARA

  
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