

Central Adoption Resource Authority
Ministry of Women & Child Development

Minutes of the Third Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 30th August 2016 at 11:00 a.m. in the Conference Hall of Ministry of Women & Child Development, A-Wing, 6th floor, Shastri Bhawan, New Delhi

1. The following were present:-

- (a) Smt. Leena Nair, Secretary, Ministry of Women & Child Development, Government of India [Chairperson (Ex-officio)].
- (b) Smt. Rashmi Saxena Sahni, Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi [Member (Ex-officio)].
- (c) Smt. Sarita Mittal, Joint Secretary (FA), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi [Member (Ex-officio)].
- (d) Shri Ravi Patil, Deputy Commissioner, Women and Child Development Government of Maharashtra [Representing SARA, Maharashtra].
- (e) Ms. Gitashree Adhikari [Representing Karuna, SAA, West Bengal].
- (f) Mr. Avinash Kumar [Adoptive Parent, New Delhi].
- (g) Ms. Samiha Grewal [Adoptee, New Delhi].
- (h) Smt. Kiran Singh [Advocate, Ghaziabad, Uttar Pradesh].
- (i) Shri Deepak Kumar, Chief Executive Officer, Central Adoption Resource Authority (CARA) [Member Secretary].

2. At the outset, Smt. Leena Nair, Chairperson of Steering Committee and Secretary, MWCD welcomed all the Members of the Steering Committee of Central Adoption Resource Authority (CARA).

Programme Matters

Item No. 1: Master Trainers Programme conducted by CARA (for information).

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3. Based on the decision taken by the MWCD, CARA organized Master Trainers Programme in collaboration with NIPPCD Delhi at Bangalore, Chandigarh, Indore, Guwahati and Lucknow during the period from May to July, 2016. Details are as under:-

S. No.	State	Venue/City	Date
(a)	Karnataka	Bangalore	6 th and 7 th May 2016
(b)	Haryana	Chandigarh	20 th and 21 st May 2016
(c)	Madhya Pradesh	Indore	3 rd and 4 th June 2016
(d)	Assam	Guwahati	17 th and 18 th June 2016
(e)	Uttar Pradesh	Lucknow	15 th and 16 th July 2016

4. The Master Trainers were given training to contribute further to the capacity building of functionaries of adoption agencies, child care institutions and child protection officers and other important stakeholders in their respective States. This would enable them to arrange State orientation programme in their respective States by involving district level functionaries and explain them the nuances of child protection, adoption and on-line CARINGS. The procedure learnt from the training sessions would be carried forward to all the stake holders thereby helping in expanding the adoption programmes in the States.

5. Decision.

(a) Member Secretary, CARA highlighted the activities undertaken for training the Master Trainers during the months from May to July, 2016. JS (RSS) briefed about the background of conducting Masters Trainers Programmer all over the country. Chairperson of the Steering Committee intended to know the follow-up action taken after completion of Master Trainers Programme. She emphasized on the need for training of the local personnel and the stakeholders in the field of adoption and she urged that the follow-up training programmes in States should be completed by December 2016.

(b) JS (RSS) further emphasized that Video Conferencing may be taken up in States where there is maximum pendency before CWCs, as similar kind of exercise was being undertaken in the past and the same was very effective.

(c) Chairperson of Steering Committee wanted that the training programmes be reflected in the website of CARA. JS (RSS) suggested that the upcoming training programmes be reflected in the link "Upcoming Events" of the CARA website.

(d) Chairperson of Steering Committee enquired about the pendency of the case for making the child legally free for adoption by the CWCs in different States. Delays at the level of CWCs were shown to the Steering Committee online through CARINGS. It was alarming and the Chairperson directed that letters be sent from her side where the pendency is beyond the stipulated time frame. Also, letter addressed to CMs of States may be drafted for the Hon'ble Minister for highlighting the issue and seeking their personal intervention for expediting the same. Secretary, MWCD directed DS (AK) that letters be written to the States for constituting the CWCs where there is no CWC.

(e) Chairman of the Steering Committee suggested certain measures to promote adoption in the country as under:-

(i) Media campaign all over the country may be initiated during September to December 2016 to promote the cause of adoption.

(ii) During the campaign, message should be spread widely with all the stakeholders and civil society that adoption should be done legally which is only through online registration at CARA website.

(iii) CARA may hire an event management agency to conduct its media campaign. During the period, CARA should come out with small advertisements, radio jingles, spot film displays in the movie hall and lot of public awareness activities. It should focus on awareness in nursing homes & hospitals about legal adoption; also promote the cause of adoption during the occasion like Rahagiri; distribute T-Shirts, arrange run for adoption, etc.

(iv) CARA should organize an international level seminar in November and involve stakeholders within the country and abroad. The seminar should include session on counselling and expanding adoption base in the country, legal aspects of adoption etc.

(v) Some catchy slogans may also be made for use during this campaign. An agency's help for the same be obtained.

(vi) A total of three Consultant Staff be hired upto December 2016 for coordinating the Media Publicity & Events with the Event Management Company.

Item No. 2: Inauguration of Counseling Centre at CARA (for information).

6. Counselling is an important aspect of Adoption. The prospective adoptive parents (PAPs) as well as older adoptees require counselling by professionals. A Counselling Centre at CARA was inaugurated by Secretary (WCD) on 01 Jul

2016. It has been functioning twice a week (Tuesdays & Fridays) since then. Initially three Counsellors have been empanelled and the process of empanelling more Counsellors is underway as CARA has received applications from 28 applicants. The request and appointment for counselling can be fixed online through CARINGS for both in-person & tele-counselling. Over the period of one month in July 2016, there has been 27 counselling sessions with PAPs & 01 counselling session with a child at CARA. 16 PAPs have been counselled by professional Counsellors over the telephone. Publicity of the Counselling Centre at CARA is being undertaken through print and social media.

7. Decision.

(a) Member Secretary, CARA informed that Counselling Centre at CARA has become operational on Tuesdays & Fridays and three counsellors have been empanelled. It was decided that the link for registering for counselling in the website should be re-designed and the page should clearly specify that the form is only for registration for counselling with a link for registration for adoption also being provisioned there. It was also decided that general public should be sensitised about the availability of counselling facilities through advertisements.

(b) It was decided that the SOP should be further revised and the guidelines for establishing and functioning of Counselling Centres at the six regional centres may be incorporated in the SOP and submitted for perusal of the Ministry by 15 Sep 2016. The process for empanelment of Counsellors may be undertaken after that.

Item No. 3: Staff for CARINGS Program Support (for information).

8. Based on the advice of NIC, staff has been sourced from NICS I for CARINGS programme support and state coordination. At present 5 programme support staff and 7 staff for State coordination. The services of NICS I in providing staff have not been satisfactory as the contracted staff leave on their own without NICS I providing their relief. Moreover, the proposal of NICS I, including the financial proposal is required to be vetted by CEO (Member Secretary) of CARA under the delegated power to sanction the expenditure related to IT application.

9. CARA has already released Rs.40.00 Lakhs for the CARINGS project in the month of April, 2016 to NICS I. Balance amount (approx. Rs.37.00 Lakhs) shall be released to NICS I after vetting and scrutiny of the proposal.

10. **Decision.** Secretary, CARA informed about the problem being faced with the staff being provided through NICS I and also about not having any contract between CARA and NIC/NICS I for continuance of CARINGS project. JS (RSS)

suggested that CARA may take a decision whether to proceed as per the existing norm for giving advance to NICSI for hiring of staff for CARINGS or hiring the same through other source.

Item No. 4: Immediate Placement Module in CARINGS, for Hard to Place Children.

11. A new module for Hard to Place Children has been developed in CARINGS based on the discussion during the last Steering Committee meeting to enable early placement of children with a family. The two conditions based on which a child would be categorized as Hard to Place are as under:-

- (a) A normal child who hasn't been referred for 25 referral cycles continuously after becoming legally free for adoption.
- (b) A normal child who is legally free for adoption and has been referred but not reserved or accepted after being reserved for 15 referral cycles.

12. These children would be available for immediate placement for all registered PAPs, as is the case for special needs children and priority for adoption will be given to the Indian PAPs. In case PAPs reserve a child under Hard to Place category but do not accept the child, they would retain their seniority in the waiting list of their choice.

13. **Decision.** Member Secretary & CEO, CARA informed about the development of new module for hard to place children where a child is not getting a family even after 25 referrals. Further, he informed that the original seniority of the PAPs shall be retained even if PAPs don't accept a child under this category after reserving the child. Chairperson of Steering Committee directed that SMS and email alert service should be made available to all registered PAPs and also to those registering subsequently. JS (RSS) emphasized that it should be system generated which can be delivered automatically. The proposal was accepted with only amendment that instead of 25 referral cycles at para 11 (a), it shall be 15 referral cycles.

Item No. 5: Excluding North-Eastern States from the choice of 'Anywhere India' option.

14. Adoption agencies in NE States have always insisted to give preference to the local PAPs for adoption of children due to socio-culture issues. The PAPs from out-side NE States have been subjected to harassment and rejection on frivolous grounds by the agencies of the North-Eastern States, in case they get a referral of a child from there. The agencies cite para 3 (b) of the Adoption Guidelines which states that priority should be given for placement of child in own socio-cultural environment. Hence, we may exclude NE States from 'anywhere India' option as preferred State and the relaxation of cases related to

the NE states may be dealt by the Authority under the provisions of para 60 of the Draft Adoption Regulations, 2016 as and when it gets notified.

15. **Decision.** Member Secretary, CARA informed that there are many cases where SAAs in North-Eastern States do not match children with parents from outside NE region when they approach adoption agencies for matching. Often the PAPs also are subject to harassment. This proposal was approved.

Item No. 6: Data for Domestic & International Adoptions.

16. Presently the In-country adoption figures are reported as Domestic Adoption by Indian Parents and the Inter-country adoption figures are reported as International Adoptions by foreigners. However, the matter of the fact is that NRIs, OCIs & persons of Indian origin are being treated at par with the resident Indian for adoption as per section 59 (2) of the JJ Act, 2015. This is giving wrong impression to the media that International Adoptions are going up putting Indian parents at a disadvantage. It is recommended that we have data for **Adoption by Indian parents**, which includes all In-country adoptions under any law and Inter-country adoption by NRIs, OCIs & persons of Indian origin and Adoption whereas data for **Adoption by foreigners** shall have Inter-country adoption by foreigners.

17. **Decision.** Approved.

Item No. 7: Review of Relaxation Cases.

18. Hon'ble Cabinet Minister of WCD has directed CEO, CARA to fast track adoption cases including those involving relaxation to Adoption Guidelines/Regulations in the best interests of the child and to enable early placement of child with a family. Since CARA has become an Authority under Steering Committee with effect from 15th January 2016, it is recommended that the Steering Committee may formalize the procedure for relaxation to the provisions of the Adoption Guidelines/Regulations (section 52 of the Adoption Guidelines, 2015 refers).

19. Since the relaxation to any provision of the Adoption Guidelines/Regulations in respect of case or class of cases shall be vested with the Authority (para 60 of the Draft Adoption Regulations refers), it is recommended that the exceptions be relaxed by Relaxation Committee, already notified by the Ministry (**Annexure B**), except on the following grounds which may be dealt with due diligence at the level of CEO CARA:-

(a) The upper and lower age criteria in case of PAP/PAPs desiring to adopt older, siblings and special needs children.

- (b) Any other case depending on facts and circumstances in cases of hardship and irreparable damage to PAP/PAPs or child.
(c) Any other criteria related to special needs children.

20. Decision.

(a) The Relaxation Committee consisting of the following members had the first meeting on 30 Aug 2016 at 1030 hrs and the same was informed to the Steering Committee by the Member Secretary CARA:-

(i)	Secretary (WCD)	-	Chairperson
(ii)	CEO (CARA)	-	Member
(iii)	Legal Member of Steering Committee-		Member

(b) Further, it was informed that Relaxation Committee had approved the class of cases where the parents have sought priority in getting referral for adoption of a child under Para 2 (d) of the earlier O.M. No. 18-5/2015(CW- II) dated 08 Dec 2015, which states that "PAP/PAPs whose child has died through a known cause (sickness/accident) and not through neglect" shall be considered for relaxation. For any such case, where the PAP is not having any living child/children, CEO (CARA) would be competent authority to deal with the same. However, the reasonability establishing the fact that the child had not died through neglect should be recorded.

(c) It was decided that CEO (CARA) would be competent to deal with relaxation in cases of upper and lower age criteria for PAP/PAPs desiring to adopt older, siblings and special needs children, as given in para 19

(a) above. A report in this regard shall be submitted to the Steering Committee. For all other cases including those given in para 19 (b) & (c) above, the Relaxation Committee would be competent to deal with such matter.

Item No. 8: Requirement of hiring adhoc programme support staff for the six regions.

21. CARA has a huge task to expand the adoption base in the country through SAA-CCI linkage and also has to make proactive efforts for arresting the delays at various stages of the adoption process, especially in pre-adoption cases, to enable early placement of all children with families. Further, there is a greater need to support all stakeholders by reaching out to them for capacity building.

22. Hence, it is proposed to hire 12 programme support staff, two each for the six regions, so that they can be permanently employed for the all envisaged

work as explained at para 9 above and also for the purpose of entering the data of adoptable children available in Child Care Institutions in CARINGS. The regional programme support staff would be required to travel extensively in various states within the region based on the schedule made by CARA. These may be paid salary & TA/DA as per the payment being given to the programme support staff. However, the expenditure incurred may be considered for booking under the Plan Head for Programme Expansion.

23. For enabling these programme support staff, 12 laptops with basic configuration costing approx. Rs. 5.00 Lakhs and high-speed internet data connectivity having pan India coverage may be purchased.

24. **Decision.** Item No. 8 above was considered. However, it was decided that as of now 6 support staff shall be recruited, one for each region, initially for a period of six months with remuneration equal to that being given to program support staff (presently it is Rs. 25000/- per month). It was decided that the work of these programme staff should be spelt out by CARA and the requirement for further extending their services may be reviewed. JS (RSS) suggested that their work should be quantified and monitored.

Item No. 9: Requirement of Consultants in CARA.

25. For implementation of various schemes, a Technical Support Group (TSG) consisting of 11 Consultants and 06 Support Staff was set up with the approval of the Ministry in the year 2010-11. It provides dedicated support to Central Adoption Resource Authority (CARA). The present position of contractual staff is as under:-

S. No	Name of post	Level	Sanctioned Strength	In-position
(a)	Consultant (Inspection & Monitoring)	Gr.-1	03	(i) Mr RK Saxena (ii) Mr Prashant Kumar Kanongo (iii) Ms Suchita Sudhakar Rao Dahale Recommended 03 more (01 for each of the six regions)
(b)	Consultant (Research & Development)	Gr.-1	02	(i) Ms Abeera Banerjee 01 post vacant since 01 Sep 2015.
(c)	Consultant (Legal)	Gr.-1	02	(i) Mr Kapil Kumar Nim (ii) Ms Deepa Sharma

(d)	Consultant (Training & Development)	Gr.-1	01	01 post vacant since 13 Dec 2015.
(e)	Consultant (Media & Publicity)	Gr.-2	01	01 post vacant since 13 Dec 2015.
(f)	Consultant (Coordination)	Gr.-2	01	(i) Mr Binoj Baby
(g)	Consultant (CARINGS)	Gr.-1	01	(i) Ms P Saroja
Total Consultants			11	Available: 08
(h)	Programme Support Staff		03	(i) Mr Vipin Kumar Singh (ii) Ms Neeta Saxena (iii) Ms Saranya Suyamprakaasam
(i)	Service Support Staff		03	(i) Mr.N.K.Singh (ii) Mr Zavier Dalson (iii) Mr. Ashwani Kumar
Total Support Staff			06	Available: 06

26. Out of the 11 consultants approved, presently only 08 consultants have been employed and there is a vacancy for employing 03 consultants. In addition to filling up of the existing 03 vacant positions of Consultants, there is an urgent requirement of 03 more Consultants (Inspection & Monitoring) so that there is one for each of the six regions.

27. For filling up the vacant positions of Consultants in CARA, applications were invited through the advertisement in HT, TOI & Dainik Jagran (Hindi) on 23 Aug 2015 for one position each of Consultant (Inspection & Monitoring) and Consultant (Research & Development), based on the vacancy at that point of time. In response 17 applications for post of Consultant (I&M) and 20 applications for post of Consultant (R&D) were received. The Screening Committee had shortlisted 06 candidates for Consultant (I&M) and 04 candidates for Consultant (R&D). In the meantime, 03 more positions fell vacant due to resignation/termination and another advertisement was made in HT/TOI/DJ (Hindi) on 10 Nov 2015. In response 41 applications were received, out of which 24 applicants, who fulfilled the criteria, have been shortlisted by the Screening Committee. In all, 34 (6+4+24) shortlisted candidates are

available for filling up of the vacant positions of Consultants. In case approved by the Steering Committee, fresh advertisements seeking applications for the under-mentioned vacancies of the consultants may be given:-

- (a) Training & Development – 01 (Existing Vacancy)
- (b) Research & Development – 01 (Existing Vacancy)
- (c) Media & Publicity – 01 (Existing Vacancy)
- (d) Inspection & Monitoring – 3 (Additional Vacancy proposed)

28. Decision.

(a) It was decided to fill-up a post of Consultants (Hindi Translator) immediately, as the same is essential for functioning of CARA. The filling of the other vacant posts/additional requirement of Consultants shall be reviewed holistically and the same would be approved by the Chairperson of the Steering Committee.

(b) For media campaign & National Seminar, hiring of three consultants has already been approved at para 5 (e) (vi) above.


Item No. 10: Advisory Committee.

29. Advisory Committee was notified and its first meeting conducted in Apr 2016. Apart from the members already notified, names for nominating one member from each State/UT was solicited through a DO letter written by Secretary WCD, Chairperson of the Steering Committee. Nominations have been received from few states. The Advisory Committee meeting may be scheduled in September and specific agenda for getting the adoptable children in our fold may be assigned to them.

30. **Decision.** It was decided that a meeting of the Advisory Committee may be scheduled in the month of September 2016 and in this regard, CEO CARA may take action as per the TOR issued in this regard.

Item No. 11: Film on Adoption of Special Needs Children (for information).

31. A film on adoption of special needs children named 'A Special Bond' is being made to spread awareness on the issue. The first draft of approximately 12 mins was submitted by the producers however now it has been decided to split the films into two having one of the themes as 'Adoption' explaining the process through CARINGS, being the only legal way of adoption and the other theme on 'adoption of special needs children', both of approximately 4 to 5 mins.


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32. Two more spots of approximately 40 secs each is being made on 'CARINGS being the only legal way of adoption' and 'Counselling'

33. **Decision.** It was decided that more media campaign is required to be undertaken by CARA. The same has already been discussed at para 5 (e) above.

Administrative Matters

Item No. 12: Renovation of Room at Jeevan Vihar Building at Parliament Street, New Delhi for Advisory Committee.


34. Ministry has allotted one room (Room No 13 on 3rd Floor) at Jeevan Vihar Building, Parliament Street, New Delhi for the Advisory Committee of CARA. The room has to be done up and furnished to enable the members of Advisory to hold its meetings as per the notification issued by the Ministry. The renovation work and procurement of furniture and other items at an approximate cost of Rs. 5.00 lakhs have already been approved by JS (RSS). The work is already underway as per the directions of the Hon'ble Cabinet Minister of WCD to get the Advisory Committee room operational at the earliest. Since this work couldn't be projected while projecting the requirement of funds during the pre-budgetary provision, we may utilize the funds allocated for renovation/procurement of capital assets/furniture/IT hardware from the Plan Head, based on the nature of work/procurement being undertaken.

35. **Decision.** Proposal was approved.

Item No. 13: Approval for Adoption of Seventh Central Pay Commission recommendations for the Employees Central Adoption Resource Authority (CARA).

36. Ministry of Finance, Department of Expenditure, Government of India has accepted the recommendations of the Seventh Central Pay Commission vide their notification and Resolution dated 25th July 2015. The Seventh Central Pay Commission's recommendations and Government's decision thereon with regard to revised pay structure of civilian employees of the Central Government and personnel of All India Services and consequent pay fixation therein as specified in the report shall be effective from 1st day of January 2016. The arrears on this account shall be paid during the financial year 2016-17.

37. CARA Bye-Law 35 (a) says that: In respect of matters not provided in these Bye-Laws, the rules as applicable to Central Government Servants regarding the general conditions of service, pay & Allowances including leave salary, LTC, Joining time, foreign service terms, etc and other orders and

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decisions issued in this regard by the Central Government from time to time shall apply mutates mutandis to the employees of CARA.

38. In view of above Steering Committee-CARA may approve the implementation of Seventh Central Pay Commission recommendations for the Employees of Central Adoption Resource Authority (CARA).

39. **Decision.** The decision on the same has been pended to the next Steering Committee Meeting. The proposal shall be considered after the finance involved is reviewed by the Ministry.

Item No. 14: Revision of Fee, TA/DA of contractual staff.

40. As per decision taken in the Steering Committee Meeting held on 4th May 2016, the enhancement of fee proposed for Consultants & Support Staff should not be more than what the Ministry is giving to its Consultants & Support Staff and it should be within Government norms. The proposal in this regard has to be forwarded to IFD as decided by the Steering Committee earlier.

41. In view of the earlier decision and the requirement of moving the outsourced and contractual staffs of CARA to various States for expanding the programme, their travel norms need to be rationalised. The proposal for the same is placed underneath for consideration and approval:-

Category of Staff	Current salary/ remuneration	TA/DA	Leave
Already Approved			
Consultants Gr. -1	Rs. 50,000/-	As entitled to Officers in the Grade of Rs. 5400/- (approved by IFD)	1 leave per month (approved by the then MC of CARA)
Consultants Gr. -2	Rs. 40,000/-	As entitled to Officers in the Grade of Pay Rs. 4800/- (approved by IFD)	1 leave per month (approved by the then MC of CARA)
Programme Support Staff	Rs. 25,000/-	As entitled to Officers in the Grade of Pay Rs. 4200/- (approved by IFD)	1 leave per month (approved by the then MC of CARA)
Proposed			
Counsellors engaged at CARA (they are engaged for State Coordination)	Rs. 25,000/-	As entitled to Officers in the Grade Pay Rs. 4200/-	1 leave per month

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Proposed			
State Coordinators (out sourced staff from NICS)	Rs. 18,000/- approx	As entitled to Official in the Grade Pay Rs. 2800/-	1 leave per month

42. CEO CARA may be authorised to approve alteration of journey, mode/class of travel in specific situations.

43. **Decision.** It was decided that the proposal may be reviewed on file and approved by Chairperson of the Steering Committee.

Item No. 15: Any other item

44. The Hon'ble Minister, MWCD came and addressed the Steering Committee. She stressed on the need for increasing the adoption rate. She reviewed the pendency of cases by CWC, for making the children legally free for adoption. Further, she directed that the details be provided for long pending cases as DO letters would be written to the respective Chief Ministers. She also raised the issue of an Inter-country adoption case of Chhattisgarh, which has been pending in the Court for almost a year and directed CARA to follow-up the case on priority basis. She also reviewed the pendency of the adoption cases in various Courts and instructed that the same shall be taken up at appropriate level for early disposal, within the time frame of two months as stipulated in the J.J. Act, 2015.

45. **ATR** was placed for perusal of the Steering Committee.

46. The meeting ended with vote of thanks to the Chair.



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**Action Taken Report of Second Meeting of the Steering Committee
Held on 23 Jun 2016**

S.No	Agenda and Decision(s)	Action(s) Taken
1.	<p>Agenda: Policy on Inter-Country Direct Adoptions</p> <p>Decision: Chairperson, CARA was briefed about issues related to cases of inter-country direct adoptions. In such adoptions, there is no involvement of recognised agencies and authorities and in such cases adoptive parents directly go to the Registrar's Office for adoption deed or get Court under Hindu Adoption and Maintenance Act (HAMA) or Guardians and Wards Act. NOC from CARA is emphasized when the case is not allowed by foreign embassy for issuing of visa or by RPO for issuing passport. Direct Inter-country adoptions do not comply Hague stipulations in such cases CARA comes into picture when passport or visa is denied. It was decided as under:-</p> <p>(a) Suitable provision on inter-country direct adoption may be inserted in Adoption Regulations framed under JJ Act, 2015;</p> <p>(b) Opinion may be sought from Law Ministry about possible amendments in HAMA in the light of Section 56 (4) of JJ Act that all inter-country adoptions shall be done only as per the provisions of this Act and the Adoption Regulations framed by the Authority;</p> <p>(c) Any direct adoption done prior to 15th January 2016 (date of the enforcement of JJ Act, 2015) may be disposed of on compliance of minimum requisite documents after proper verification of such adoption cases by State Government concerned.</p>	Follow up action is being taken.



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2.	<p>Agenda: Internal Committee to identify Special Needs children</p> <p>Decision: The issue was discussed in detail and it was felt necessary to take steps to expedite the adoption process of adoptable children staying long in institutional care. Such children also include children having correctable and minor health problems not defined in the definition of special needs by CARA. It was agreed that if children are not getting family after 25 referrals, special efforts may be made to find family for such category of children. A special page may be created in CARINGS inviting PAPs to register for such children. PAPs opting to adopt such children, shall retain their seniority in case they do not finalise such adoptions.</p>	<p>NIC has already designed a page for CARINGS for immediate placement of the Hard to Place children. These children will be available for being reserved by Indian parents for first 30 days for In-country adoption and thereafter to OCI/ Foreign PAPs.</p>
3.	<p>Agenda: Approval of Annual Accounts of CARA for the Financial Year 2015-16</p> <p>At the end of the financial year, every Statutory Body has to prepare its financial accounts and present the same before Governing Body/Executive Committee/Steering Committee for approval. After the requisite approval from the Steering Committee, the audited financial statements of accounts are to be laid before the Parliament within 9 months of the next following Financial Year. The accounts of CARA for financial year 2015-16 (both Plan and Non-plan) are placed at Annexure-B for approval of Steering Committee of CARA and for onward submission to C & AG for Audit.</p> <p>Decision: Accounts approved for submitting to C&AG for audit.</p>	<p>Follow up action taken.</p>

4.	<p>Agenda: Approval of Annual contract for Security Guards</p> <p>Quotations were invited from 15 firms for availing services of Security Guards at CARA office and also uploaded on website of CARA, out of which 3 firms submitted their quotations. M/s Manpower Security Services, New Delhi was engaged for one year i.e from 01/12/2015 to 30/11/2016, being lowest bidder. The annual contract is for Rs.7,80,492/- (Rs.65,041/p.m. x 12 months) inclusive service charges for 06 (Six) Security Guards. As per Service Bye Laws of CARA, Secretary- CARA has financial power upto Rs.50,000/- in each case and Management Committee had full power for Annual Maintenance contract and expenditure on Maintenance of office equipment/Xerox-machines/computers/fax etc. Now, the Management Committee has been replaced by Steering Committee under Juvenile Justice (Care and Protection of Children) Act, 2015. The Annual contract for Security Guards is placed before Steering Committee for approval.</p> <p>Decision: Approved</p>	Follow up action taken.
5.	<p>Agenda: Approval of Annual contract for Safai Karmachari for CARA.</p> <p>Quotations were invited from 11 firms for providing services of Safai Karmachari for CARA office and also uploaded on website of CARA, out of which 3 firms submitted their quotations. M/s Commercial & Industrial Manpower Security Agency, New Delhi was engaged for one year i.e from 01/12/2015 to 30/11/2016, being lowest bidder. The annual contract is Rs.3,96,228/- (Rs.33,019/-p.m. x 12 months) inclusive of service charges for 03 (Three) Safai Karmachari with material. As per Service Bye Laws of CARA, Secretary-CARA has financial power upto Rs.50,000/- in each case and Management Committee had full power for Annual Maintenance contract and expenditure on maintenance of office equipment/Xerox-machines/computers/fax etc. Now, the Management Committee has been replaced by Steering Committee under Juvenile Justice (Care and Protection of Children) Act,</p>	Follow up action taken.

	<p>2015. The annual contract for Safai Karmachari for CARA is placed before Steering Committee for approval.</p> <p>Decision: Approved</p>	
6.	<p>Agenda: Approval of Annual Maintenance Contract (Comprehensive) for Computer & Peripheral of CARA.</p> <p>Annual Maintenance Contract (AMC) for Computers & peripheral was awarded to M/s Sai Communications, New Delhi for one year (i.e from 01/09/2014 to 31/08/2015) Rs. 56,800/-. The contract was extended for further one month i.e 01/09/2015 to 31/10/2015 on the same terms and conditions. Fresh quotations were invited for AMC (Comprehensive) for Computer & Peripheral and also uploaded on website of CARA and 2 firms (M/s SAI Communication, Sant Nagar, New Delhi and M/s Hazel Systems, Kotla Mubarakpur, New Delhi) submitted their quotations. M/s Sai Communications, New Delhi was engaged for one year i.e from 01/11/2015 to 30/10/2016, being lowest bidder. The Annual Maintenance Contract (Comprehensive) for Computer & Peripherals is Rs.53,000/- excluding taxes. As per Service Bye Laws of CARA, Secretary CARA has financial power upto Rs.50,000/- in each case and Management Committee had full power for Annual Maintenance contract and expenditure on Maintenance of office equipment/ Xerox-machines /computers/fax etc. Now, the Management Committee has been replaced by Steering Committee under Juvenile Justice (Care and Protection of Children) Act, 2015. The Annual Maintenance Contract (Comprehensive) for Computer & Peripheral of CARA is placed before Steering Committee for approval.</p> <p>Decision: Approved</p>	Follow up action taken.



7.	<p>Agenda: Purchase of Stationary during the FY 2015-16</p> <p>The Management Committee (MC) vide its decision dated 23rd May 2014 delegated Secretary CARA, financial power to buy stationary up to Rs. 5.00 lacs for the Financial Year 2014-15. CARA has incurred expenditure on stationary worth Rs. 4,46,124/- and this expenditure couldn't be ratified by Management Committee as there was no regular meeting of Management Committee during the F.Y 2015-16. Hence, Ex- post facto approval from the Steering Committee is solicited. With expansion and restructuring of CARA underway, the requirement of stationary is expected to go up with rising cost of inflation during the current Financial Year 2016-17. Hence Rs. 8.00 Lakhs (3.00 Lakhs under Non Plan and 5 Lakhs under Plan Head) is proposed as stationary outlay for the F.Y 2016-17.</p> <p>Decision: Approved</p>	Follow up action taken.
8.	<p>Ms. Geeta Shri Adhikari, representing 'Karuna', a Specialised Adoption Agency, West Bengal raised the issue of refund to Child Care Corpus (CCC) in case of disruption of child prior to Adoption Order. In such cases, it was decided that the adoptive parents can be refunded Child Care Corpus (adoption expenses) excluding the legal expenditure. This should also be included in the draft Adoption Regulations.</p>	This has been discussed in the meeting during finalisation of Draft Adoption Regulations and refund of Adoption Fees has been covered in it.
9.	<p>Agenda: Any other agenda with approval of Chairperson, CARA</p> <p>It was decided that Adoption Committee may scrutinise all the requisite documents to be submitted to the Court and accordingly this provision may be incorporated in Adoption Regulations.</p>	Follow up action taken.



10.	It was decided, that in case the Adoption Committee denies the matching of the PAPs on the ground that they are not suitable for that particular child, the seniority of the PAPs would be retained as the PAPs do not have any fault of their own. This provision may be suitably incorporated in Adoption Regulations.	Follow up action taken.
11.	It was also decided that a separate page may be made in CARINGS for foster parents desiring to adopt children who have not found family either through In-country adoption or through Inter-country adoption within the stipulated period.	It will automatically get addressed through the Hard to Place children module being implemented in CARINGS.
12.	As far as the Adoption Advisory Committee is concerned, it was decided that it shall provide suggestions for adoption within the frame work of the norms and principles as laid down in Adoption Guidelines/Regulations notified by Govt. of India from time to time; identify current and emerging issues related to rehabilitation of children without parental care and provide the Steering Committee of CARA with expert advice on the subject; assist CARA in advocacy and awareness activity for promotion of adoption and carry out such activities that may be assigned by the Steering Committee of Central Adoption Resource Authority as constituted under section 68 of the JJ Act 2015.	The Advisory Committee meeting room is being made operational. The chairman of the Advisory Committee has been briefed accordingly by Secretary/CEO CARA. Their next bi-annual meeting may be scheduled in October 2016.



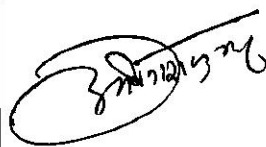

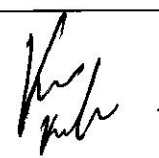
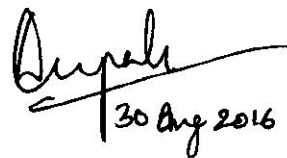
दीपक कुमार / Deepak Kumar
सचिव कारा / Secretary CARA
महिला एवं बाल विकास विभाग
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-4, इ.ए.ए.
West Block-8, Wing-4, I.A.A.
नई दिल्ली / New Delhi

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

Third Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 30th August, 2016 at 11:00 a.m. in the Conference Room of MWCD, Room No. 602, 6th Floor, A-Wing, Shastri Bhawan, New Delhi.

ATTENDANCE SHEET

S.No.	Name & Designation	Signature
1.	Ms. Leena Nair Secretary, Ministry of Women & Child Development, Government of India – <i>Chairperson (Ex-officio)</i>	
2.	Smt. Rashmi Saxena Sahni Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – <i>Member (Ex-officio)</i>	
3.	Smt. Sarita Mittal Joint Secretary(FA), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – <i>Member (Ex-officio)</i>	
4.	Shri Ravi Patil Dy. Commissioner, Women and Child Development, Government of Maharashtra [Representing SARA, Maharashtra] – <i>Member</i>	
5.	Ms. Gitashree Adhikari (Representing Karuna W.B. Women and Children Welfare Society, Howrah, West Bengal) – <i>Member</i>	

6.	Shri Avinash Kumar (Adoptive Parent), O-51, Nivedita Kunj, Sector - 10, R.K. Puram, New Delhi – <i>Member</i>	
7.	Ms. Samiha Grewal (Adoptee), J-231, 1st Floor, Saket, New Delhi – <i>Member</i>	
8.	Smt. Kiran Singh Advocate, 201-A, Dell Block, 1/2, Vaibhav Khand, Indira Puram, Ghaziabad, Uttar Pradesh – <i>Member</i>	
9.	Representative from Sishu Griha, SAA, Telangana - <i>Member</i>	Not Attended.
10.	Shri Deepak Kumar Chief Executive Officer / Member Secretary, Central Adoption Resource Authority (CARA)	 30 Aug 2016