

**Central Adoption Resource Authority  
Ministry of Women & Child Development**

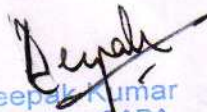
**Minutes of the Fifth Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 27th December, 2016 at 11:00 a.m. in the Conference Hall of Ministry of Women & Child Development, A Wing, 6<sup>th</sup> floor, Shastri Bhawan, New Delhi)**

**Attendance**

The following were in attendance:-

1. Ms. Leena Nair, 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 Suresh Tele, Asstt. Commissioner, Women and Child Development Government of Maharashtra Representing SARA, Maharashtra.
5. Ms. Gitashree Adhikari, Representing Karuna, SAA, West Bengal
6. Mr. Avinash Kumar, Adoptive Parent, New Delhi.
7. Ms. Samiha Grewal, Adoptee, New Delhi.
8. Smt. Kiran Singh, Advocate, Ghaziabad, Uttar Pradesh.
9. Shri Deepak Kumar, Chief Executive Officer, Central Adoption Resource Authority (CARA) - Member Secretary (Ex-officio).

Ms. Leena Nair, Secretary, MWCD & Chairperson of the Steering Committee welcomed all the Members of the Steering Committee of Central Adoption Resource Authority (CARA). The meeting commenced with the discussion on the agenda for the meeting placed for information/consideration of the members. Details of the discussion and the decisions taken are enumerated in the succeeding paras.

  
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**Discussion on Action Taken Report of the last meeting held on 30th August, 2016**

1. CEO & Member Secretary, CARA briefed the members about the action taken report of the last meeting, which was circulated along with the agenda. The same is summarised as under:-

(a) Master Training programmes conducted and the six regional orientation programmes being conducted during Dec 2016 and Jan 2017.

CEO & Member Secretary informed the members that this would be followed by state orientation programmes during Jan-Mar 2017. *The Chairperson directed that the report on trainings conducted by the Master Trainers after their own training be obtained. Further the report and feedback of the regional orientation programme be analysed to ascertain the gaps in training/reach out to the stakeholders, which can be covered by planning further orientation programme for them.*

(b) *Chairperson, Steering Committee wanted that the district wise list of CWCs constituted so far in States and UTs be readily available with the Authority . She also directed that details of CWCs with maximum pendency and frequency of their meetings be given to her so that she can write to the Chief Secretaries of the states where the pendency of adoption cases at the level of CWCs and the Courts are high.*

(c) Mr. Avinash recommended that CARA should empanel 6 to 8 counsellors for rendering professional services for the Counselling Centre established at CARA at New Delhi . This is essential for provisioning of continued services which may not be possible through the volunteers offering the counselling services. *Chairperson agreed to review the functioning of the Counselling Centre at CARA in January 2017.*

(d) Member Secretary, CARA informed about various media activities proposed to be taken up and Chairperson directed him to put up a consolidated proposal for all the media activities planned. Member Secretary, CARA informed that the media plan shall be discussed during the meeting as an agenda item.

(e) Member Secretary CARA informed about availability of regular and contractual staff at CARA as well as the contractual staff recruited/advertised recently. *Chairperson CARA directed Member Secretary CARA to discuss the manpower issue with her along with JS (FA) as part of the review of CARA sometime during second week of Jan 2017. Further, she said that CEO CARA must do the appraisal of all the contractual and outsourced staff and fill up the approved vacancies*



*based on the current requirement at the earliest as per existing rules and regulations.*

(f) SOP on Counselling was moved through e-office for its approval. However, the ministry had returned back the same recently seeking details of financial implication. JS (RSS) suggested that SARA must be strengthened at State level for providing counselling services locally *Chairperson stated that it has taken too long a time and it must be put up for approval at the earliest.*

(g) Mr Avinash appreciated the immediate placement module in CARINGS which has been successful in placing almost 60 hard to place children.

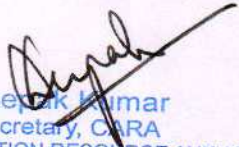
(h) JS (RSS) intimated that there may be an issue in protecting the rights of children being adopted in J&K and Sikkim as there are special provisions pertaining to inheritance in tribal states which must be checked while dealing with adoption cases. *CEO CARA to examine the issue and suggest course of action .*

(i) Mr Avinash suggested that we must plan at least six months in advance for organising an international/national level seminar during the International Adoption Week in the month of November. Specific tracks on Educational Institutions, Legal Adoptions, Hospitals & Nursing Homes and aggressive media plan including Nukkad Nataks, jingles, video spots & print ads must be planned well in advance. *This was agreed to by all the members and CARA must plan for celebrating Nov 2017 as adoption month .*

(j) *While discussing data of domestic and international adoptions, the importance of tracking the stage at which every adoption case is, was appreciated and it was decided that necessary mechanisms must be instituted in CARINGS for the same. Further, the Authority must start compiling the amendments which may be incorporated in the JJ Act, based on the problems observed.*

(k) It was decided that decision must be taken for concluding the film being produced through NFDC on special needs children at the earliest as it has been left midway for quite some time. *Chairperson directed that the split up of the film in two parts, i.e. one on legal adoption process & other on adoption of special needs children, should be shown to her before concluding the project.*

(l) *For revision of fee and TA/DA of the contractual staff, JS(FA) suggested that CARA may like to consider the NMEW guidelines based on which the proposal can be made by CARA for review by JS &FA .*

  
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## Agenda Items and Decision taken in the Meeting held on 27 Dec 2016

### Programme Matters:

#### **No. 1: Extension of tenure of the NOC Committee Members**

(a) With directions from Hon'ble Supreme Court of India in Civil Appeal No. 7475 of 2010 (dated 08 Sep 2010), NOC Committee has been constituted to issue NOC in cases of Inter-country adoptions. The tenure of the Committee expired on 23<sup>rd</sup> Nov 2016. The Management Committee of CARA in its meeting dated 14 Oct 2014 had approved the new empanelment of NOC Committee w.e.f. 24 Nov 2015 as per the Terms of Reference (ToR) approved in the same meeting. After completion of one year of the term w.e.f. 24 Nov 2014 to 23 Nov 2015, approval was accorded by the then Secretary (CARA) for extension of panel of the non-Official Members for further period of one year upto 23 Nov 2016 as per Para 5 of the ToR.

(b) A self-contained note was placed at **Annexure-1** of the Agenda along with the draft ToR for approval of the Steering Committee.

#### **Decision:**

(c) The Committee approved the proposal as under:-

(i) The draft ToR (in line with that approved by the MC Committee earlier) was approved.

(ii) NOC Committee may not be required to scrutinise the inter-country family adoptions, as it has not been provisioned in cases of family adoptions in the Adoption Regulations, 2017.

(iii) The tenure of the current panel of the NOC Committee was extended till the fresh panel is formally approved by the issuance of the minutes of this meeting of the Steering Committee.

(iv) The NOC Committee as per the composition given underneath is to continue:-

(aa)	Representative from AIIMS (from Psychiatry/Psychology/Medical Discipline)	Chairperson
(ab)	One (01) Expert from Social Work/Child Development discipline	Member
(ac)	One (01) Expert from Legal discipline	Member
(ad)	CARA Representative [Joint Director, CARA and in his absence, Deputy Director (Inter-country Adoption), CARA]	Member



(v) CARA has to seek a fresh panel from the AIIMS. However, AIIMS Representatives as under shall continue on rotation till a fresh panel is given by the AIIMS:-

(aa)	Dr. Rajesh Sagar, Additional Professor, Department of Psychiatry, AIIMS, New Delhi.
(ab)	Dr. Vandana Jain, Associate Professor of Pediatrics, Deptt. of Psychiatry, AIIMS, New Delhi.
(ac)	Dr. Sujata Satpathy, Associate Professor (Psychology), Dept. of Psychiatry, AIIMS, New Delhi.

(vi) Fresh Panel for representative from Social Work/Child Development Discipline as under was approved:-

(aa) Mrs. Pamela Singla, Associate Professor, Dept. of Social Work, Delhi University.

(ab) Dr. Ashok Kumar, Former Additional Director, NIPCCD.

(ac) Dr. Richa Choudhary, Associate Professor, Dept. of Social Work, Ambedkar College.

(ad) Dr. Badrinarayan, Associate Professor, School of Social Sciences, Jawahar Lal Nehru University, New Delhi.

(ae) Mrs. Archana Dassi, Associate Professor, Dept. of Social Work, Jamia Millia Islamia, New Delhi.

(af) Dr. Vinita Bhargava Associate Professor (Child Development) Lady Irwin College, Delhi University.

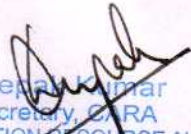
(vii) Fresh panel for the representatives from Legal Discipline as under was approved:-

(aa) Mrs. Kiran Singh, Practicing Advocate, Supreme Court, High Court of Delhi and Trial Courts in Delhi.

(ab) Adv. Aagnay Sail, High Court of Delhi.

(ac) Shri Udyan Shrivastav, Practicing Advocate, High Court and District & Trial Courts.

(ad) Shri Amit Saxena, Practicing Advocate, Supreme, High Court, District & Trial Courts.

  
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(ae) Shri Puneet Raj Banderwal, Practicing Advocate, High Court and District & Trial Courts.

(af) Mrs. Sana Siddique, Advocate, High Court of Delhi and Trial Courts.

(ag) Ms. Namita Sinha, Practicing Advocate, High Court and District & Trial Courts.

(viii) Further it was agreed that confirmation regarding the availability of the representatives be sought by CEO CARA and the members in the panel be fixed in order as per their availability.

(ix) In case representatives at ser (vi) & (vii) above, the first two representatives in the panel may be called alternately (as per their availability) and in case of their non-availability, any member in the panel may be called.

**Item No.2: Issue of Office Memorandum (OM) on Adoption Fee and directions of Mumbai High Court (Foreign Adoption Petition No 69 of 2016) in this regard.**

(a) CARA has received a direction from Mumbai High Court to enhance adoption fee. The order is about revision of adoption fee and segregating it into components for both inter-country and in-country, increasing fee of Indian Council of Social Welfare (ICSW) in case of inter-country and in-country adoption, hospitalization expenses based on actual bills produced, equal adoption fee in case of second adoption, more maintenance fee in case the child has to study in an institution for more than 15 months, considering guideline for PAPs to give voluntary donations etc. with the direction for the revised figure to come into effect from 1<sup>st</sup> December, 2016. The order of the single judge is based on the representation of few Mumbai based adoption agencies and there is need to discuss the matter with stakeholders from other regions of the country. Pending action on the direction of the Court, the adoption fee schedule which has been prepared in the existing pattern with marginal increase in adoption fee was placed as a Draft OM along with the copy of the direction of the Bombay High Court for perusal of the Steering Committee at **Annexure-2** of the agenda.

**Decision:**

(b) Chairperson of the Steering Committee asked as to whether the adoption fee should be bifurcated in terms of lawyer's fee, counselling fee, documentation fee, administrative fee and other service charges. Mr. Avinash pointed out that facility of online/digital transfer of money may be started which was supported by JS(FA). Chairperson further suggested that there is a need to increase the adoption fee which was earlier fixed in the year 2011. In-country adoption fee was approved at Rs.55,000 and Inter-country adoption fees at US \$ 6000 out of which 10% shall be retained by



CARA and the remaining amount shall be for the SAA/SAA & CCI. Other charges would remain the same.

(c) Fees levied by CARA would be utilised for Plan activities like capacity building, provisioning of counselling infrastructure and services, automation, documentation, media campaign, etc.

(d) Details of the fees, were discussed broadly including the date of implementation of the new payment schedule along with its utilisation. Further it is to be issued as an OM (placed as **Annexure** to the Minutes) after appropriate examination by the Authority as provisioned in Adoption Regulations, 2017.

### **Item No. 3: Proposal for expanding adoption base through SAA-CCI linkage**

(a) Catalysts for Social Action (CSA), Mumbai is an NGO involved in the cause of welfare of orphan children for last couple of years. CARA has been approached by the organisation to expand adoption base in the country through SAA-CCI linkage. In this regard, the CSA on its own conducted a study to access the parental contact status of children living in CCI's in the state of Maharashtra, Goa and Odisha. CSA has collected & evaluated the parental contact status of 11,190 children living in 190 CCI's in Odisha (Kalahandi & Kandhamal district), Maharashtra (Solapur district and parts of Pune district) and all of Goa. The results show 898 children (8%) were identified without parental contact and another 853 children (7.6%) with irregular parental/guardian contact which need further investigation.

(b) CSA has suggested a timeline of 4 to 6 months during which they would work towards facilitating the linking of all adoptable children of CCIs with SAAs in the states of Odisha, Goa and Maharashtra. In this regard, the head of the organisation approached CARA to explain its point of view. Proposal received from the CSA, with broad details of the programme to be undertaken by them and support to be provided by CARA was placed at **Annexure- 3** of the agenda. Approval of Steering Committee was sought for collaborating with CSA for the purpose of expanding adoption base in the country.

#### **Decision:**

(c) CEO, CARA briefed about the proposal of Catalyst for Social Action (CSA), NGO for expanding adoption base through SAA-CCI linkage. JS(RSS) was of the view that since CARA does not control, CCI, CWC etc., signing of any MOU with CSA by CARA was not advisable. It was prudent that the agency be asked to corroborate with the SARAs of the respective States and CARA may monitor the same. Further, Chairperson directed that without signing any MoU with the NGO, CARA may obtain the child wise data collected by CSA in a particular State, say Odisha, and the data may be used for verifying the data collected by Child Line. These details may also be



validated from SARA (State Govt). Thereafter, we may proceed ahead with the NGO collaborating through the SARAs on a pilot basis.

**Item No. 4: Information regarding decisions taken by the Relaxation Committee**

(a) There have been few deserving cases which have been considered by the Relaxation Committee chaired by Chairperson of the Committee and also by the CEO CARA based on decision of the last Steering Committee meeting held on 30Aug 2016. Details of all the cases were placed at **Annexure-4** of the agenda for perusal of the Steering Committee.

**Decision:**

(b) The Steering Committee was briefed about the cases and the decisions were endorsed by the Committee.

**Item No. 5: Proposed Media Campaign for promotion of legal adoption**

(a) CARA is engaged in the cause of promotion of legal option in the country through various multi-media campaigns. The Media Plan was placed at **Annexure-5** of the agenda for perusal and approval of the Steering Committee. The tentative budget for the same as tabulated underneath was placed before the Steering Committee for approval:-

SerNo	Items	ApproxBudget (Rs)	Remarks
(i)	Production of Video and Audio spots and broadcast/telecast	1,50,00,000.00	15days
(ii)	Digital Cinema	50,00,000.00	15days
(iii)	Performance Art and Drama Show	15,00,000.00	In Delhi and NCR
(iv)	Print Ads	35,00,000.00	
(v)	Printing of IEC Material and Hoardings	5,00,000.00	
(vi)	Printing of Regulations	5,00,000.00	
(vii)	TA & DA Advisory Committee meetings	5,00,000.00	
(viii)	IEC Plan	8,00,000.00	
	<b>Total Estimate</b>	<b>2,68,00,000.00/-</b>	

(b) Further it was informed that balance amount of Rs. 3.41 crore is required to be spent during the current financial year.

**Decision:**

(c) The proposal was agreed in principle. Chairperson directed that the comprehensive media plan should be discussed with her. It was suggested that CARA should also initiate circulating e-news letter to its stakeholders

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and also go for paid supplements/impact features in reputed magazines, even though they may not be through DAVP. Further it was decided that CARA must request Beti Bachao Beti Padhao division to include the concept of Adoptions in their campaigns.

**Item No. 6: Regional Level Orientation Programmes – for information**

(a) As per approval of the Ministry on 31 Oct 2016, Orientation programmes at regional level are being organized for familiarizing the stakeholders about the new provisions of J.J. Act, 2015 and J.J. Rules, 2016 as well as Adoption Regulations, 2017. Details of the programmes conducted/planned were placed at **Annexure-6** of the agenda for information of the Steering Committee.

**Decision:**


(b) The Committee was briefed about the Regional Orientation Programmes conducted and planned in the month of Jan 2017. The chairperson directed that the report of the same be prepared which should bring out the discussion points which need to be addressed for furthering the adoption programme and also FAQs which may be hosted on the website. Actionable points must be communicated to the State Govts. Further, State level orientation programme must be scheduled from Feb 2017 onwards for the stakeholders like SARA, DCPUs, CWCs, JJBs & other agencies not covered in the Regional Orientation Programmes.

**Item No. 7: Approval of the venue charges of PHD House, New Delhi for Northern Region Orientation Programme on Adoption held on 12 Dec 2016**

(a) The Venue for the programme had to be shifted to the PHD House at Khelgaon Marg at the last movement, since the number of participants went up to more than 118, which could not be accommodated in the Conference Hall of NIPCCD Headquarter (whose maximum capacity is for 60 persons). Therefore, the Auditorium at the PHD House (which is adjacent to NIPCCD Headquarter) had to be hired for the venue, whose rental cost inclusive of taxes is Rs. 72,000/- for full day. Since the venue charges (other than Government controlled venues), as per the norm approved by the Steering Committee is Rs. 30,000/- (for a regional level programme), approval of the Steering Committee is solicited for payment of Rs. 72,000/- to PHD Chamber of Commerce and Industry. Details were placed at **Annexure -7** of the agenda.

**Decision:**

(b) The venue charges of Rs.72,000/- payable to PHD Chamber of Commerce & Industry for above programme was approved by the Steering Committee.

  
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**Item No.8: Finalization of Adoption Regulations – for information**

(a) Draft Adoption Regulations, 2017 was discussed and salient features were intimated to the members for concurrence of the Steering Committee.

**Decision:**

(b) Salient features of Adoption Regulation discussed. The Chairperson briefed on the provision of Adoption of children by step-parent incorporated in the regulations, based on the opinion taken from Ministry of Law & Justice for including a beneficial provision. The Adoption Regulations to be framed by the Authority as per Section 68 of JJ Act, 2015 was concurred by the Steering Committee.

**Administrative & Financial Matters:**

**Item No. 9: Clarification reg. TA/DA to ex-officio (non-official) members of the Steering Committee**

(a) Clarity on TA/DA to non-official members of Steering Committee of CARA was solicited from the Steering Committee. Details were placed at **Annexure - 8** of the agenda for the Steering Committee to approve the norm for reimbursement of TA/DA so that there is clarity in making payments to such members.

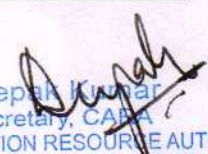
**Decision:**

(b) In case of non-official members of the Steering Committee of CARA, the TA/DA norms equivalent to that of Deputy Secretary level in Govt. of India was approved by the Steering Committee, as suggested by JS (FA).

**Item No. 10: Approval regarding BE& Action Plan for the year 2017-18**

(a) As per para 69(3)(b) of the JJ Act, 2015, the Steering Committee have to approve the annual budget, annual accounts and audit reports as well as the action plan and annual report of the Authority. Hence, the head-wise breakup of the allocation (Plan as well as Non-Plan) alongwith the Action Plan of CARA for 2017-18 was placed at **Annexure- 9** of the Agenda for approval of the Steering Committee. Approval of RE for the year 2016-17 and BE for the year 2017-18 (Both Plan and Non-Plan head) are as under:-

Ser No	Head	BE 2016-17	RE 2016-17	BE 2017-18	Remarks
(i)	Plan	Rs 8.00 Crores	Rs 6.75 Crores	Rs 15.25 Crores	BE for 2017-18 has already been submitted to MWCD with details of justifications.

  
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(ii)	Non-Plan	Rs 2.50 Crores	Rs 2.50 Crores	Rs 3.10 Crores	Salary & allowances have been prepared on the basis of the recommendation of 7 <sup>th</sup> CPC
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**Decision:**

(b) Member Secretary CARA intimated the members of the Steering Committee that the total amount for Plan & Non Plan expenditures allocated by MWCD to CARA in the BE for the FY 2017-18 was Rs 10.50 Crores. Out of this, CARA would require Rs. 3.10 Crores for Non Plan expenditure which includes salary and other administrative expenses.

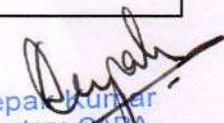
(c) Steering Committee of CARA approved the BE and Action Plan for Plan activities for the FY 2017-18 for Rs. 11.25 Crores (including NE region) as per the details placed at Annexure – 9 of the agenda.

(d) The remaining amount of Rs 3.85 Crores (Rs 11.25 Crores - 7.40 Crores) is likely to be generated from the fees proposed to be levied by CARA (Rs 5500/- in case of In-country adoption & US \$ 600 in case of Inter-country adoption) which has been approved in Agenda 2 of this Steering Committee meeting.

**Item No. 11: Approval of contractual Services of Security Guards for CARA**

(a) Quotations were invited from 44 Firms/Agencies for availing services of 06 Security Guards at CARA office and also uploaded on website of CARA, out of which 9 firms submitted their quotation. M/s Supervision Secure Service Pvt. Ltd. Munirka, New Delhi was engaged for period of 01/12/2016 to 31/10/2017 being lowest bidder. The total value of contract period is for Rs9,68,171.82/- (Rs14669.27 x 6 person x 11 months) excluding tax and inclusive of service charges for 06 (six) Security Guards. As per Schedule-I (SerNo.06) of the Financial Power in the Services Bye-Laws of CARA, CEO CARA has power to sanction for Repair and Maintenance of Land and Building, with estimated value upto Rs2.00 lacs in each case and Steering Committee of CARA upto Rs10.00 lakhs (beyond this amount, sanction by MWCD is required). The comparative statement between previous & current contract towards cost of services of 06 (six) Security Guards is tabulated underneath:-

Particulars	Previous contract period 01/12/2015 to 30/11/2016	New contract period 01/12/2016 to 31/10/2017
	M/s Manpower Security Service, Patel Nagar, N. Delhi	M/s Supervision Secure Service Pvt. Ltd. Munirka, New Delhi

  
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06 Security Guards Minimum Wages for Semi-skilled)	Rs.10,840.14 (Excluding tax per person for 26 days)	Rs.14,669.27 (Excluding tax per person for 30 days)
<b>Total contract value for 06 Security Guards</b>	Rs.7,80,490.08 (Excluding tax)	<b>Rs.9,68,171.82 (Excluding tax)</b>

(b) The contract for Service of Security Guards was placed before Steering Committee for approval.

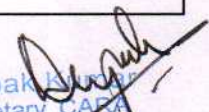
**Decision:**

(c) The same was approved by the Steering Committee.

**Item No. 12: Approval of contractual Services of Safai Karamcharis for CARA**

(a) Quotations were invited from 13Firms/Agencies for availing services of 03Safai Karamcharies at CARA office and also uploaded on website of CARA, out of which 5Firms/Agencies submitted their quotation. M/s Supervision Secure Service Pvt. Ltd. Munirka, New Delhi was engaged for period of 01/12/2016 to 30/11/2017 being lowest bidder. The total value of contract period is for Rs4,78,270.20/-(Rs13,251.95 x 03 persons x 12 months+1200 material cost) excluding tax and inclusive of service charges for 03 (three) Safai Karamcharies. As per Schedule-I (SerNo.06) of the Financial Power in the Services Bye-Laws of CARA, CEO CARA has power to sanction for Repair and Maintenance of Land and Building, with estimated value uptoRs2.00 lacs in each case and Steering Committee of CARA uptoRs10.00 lakhs (beyond this amount, sanction of MWCD is required). The comparative statement between previous & current contract towards cost of services of 03 (three) SafaiKaramcharies is placed below:

Particulars	Previous contract period 01/12/2015 to 30/11/2016  M/s Commercial & Industrials Manpower Security Agency, New Patel Nagar, N. Delhi	New contract period 01/12/2016 to 30/11/2017  M/s Supervision Secure Service Pvt. Ltd. Munirka, New Delhi
01 SafaiKaramcharies Minimum Wages for un-skilled)	Rs.10840.14 (Excluding tax per person for 26 days)	Rs.13,251.95 (Excluding tax per person for 30 days)
<b>Total contract value for 3 Safai Karamacharies+Rs 1200/- cost of material</b>	Rs.3,96,233.04 (Excluding tax)	<b>Rs.4,78,270.20 (Excluding tax)</b>

  
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(b) The contract for Service of Security Guards was placed before Steering Committee for approval.

**Decision:**

(c) The same was approved by the Steering Committee.

**Item No. 13: Proposal for extending Mobile CUG connection to CARA Staff**

(a) The staff of CARA, particularly the consultants and the state coordinators, have to remain alert and respond to the queries of the stakeholders particularly the SAAs and the PAPs even after office hours. There are queries as well as grievances which have to be attended in a proactive manner. Thus it is proposed to provision post-paid Mobile CUG SIM for all the staff of CARA with the fixed monthly rentals being paid by CARA. The financial implication of the same would be approximately Rs5000 to 7000 per month.

**Decision:**


(b) CEO CARA briefed that it will be beneficial for CARA and will enhance its functional capability by provisioning of CUG to all the staff. This will enable the contact numbers to remain the same, even after the contractual and outsourced staff change. The proposal was approved by the Steering Committee.

**Item No. 14: Revamping CARA Website**

(a) There is a need to revamp CARA website which was designed earlier in the year 2014-15 and the maintenance period had now expired. This was also discussed in a meeting of senior officers on 20 Dec 2016, chaired by Secretary WCD, for reviewing CARINGS which is managed by NIC as well as CARA's website. If approved, CARA can float limited tender inviting proposal for designing and maintaining CARA's website which should be more interactive and informative.

**Decision:**

(b) The same was approved by the Steering Committee. Further, JS(RSS) suggested that the ToR should be formulated in consultation with NIC incorporating the Govt. norms for the same.

  
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**Item No. 15: Considering extension of tenure for a period of one month for three media consultants**

(a) Based on the approval of the 3<sup>rd</sup> meeting of the Steering Committee of CARA held on 30<sup>th</sup> August 2016, three Consultants had been engaged for media activities upto Dec 2016. The duration of these three consultants employed was only for 1 or 2 months and their services were required to be extended for some more time. It was proposed to extend their tenure by another one month (i.e. up to 31 Jan 2017).

**Decision:**

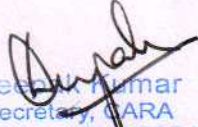
(b) JS (RSS) suggested that the same be approved for at least couple of months to have any fruitful contribution from them and they must perform media related activities only. Hence the tenure of three media consultants was approved till 31 Mar 2017.

**Item No. 16: Restructuring of CARA proposal – for information**

(a) Steering Committee of CARA in its meeting held on 04 May 2016 had decided for formulating the restructuring proposal for strengthening CARA. In view of the enhanced role and charter of CARA after becoming a statutory body, there is an inescapable requirement of having two Divisions (In Country Division and Inter-Country Division). Thus, there is a requirement of creating the following posts:-

- (i) Joint Director - 01
- (ii) Deputy Director - 01
- (iii) Assistant Director - 02
- (iv) Senior System Analysts - 01
- (v) Programmer - 02
- (vi) PA-01
- (vii) Steno - 02
- (viii) Hindi Translator - 01
- (ix) Hindi typist - 01
- (x) Counsellor- 01
- (xi) Peon - 02

(b) Further the appointment of Accounts Officer has been recommended to be upgraded as Integrated Finance & Accounts Officer from organised Accounts Cadre. A detailed proposal from CARA has been forwarded to Ministry.

  
Deepak Kumar  
Secretary, CARA  
CENTRAL ADOPTION RESOURCE AUTHORITY  
Ministry of WCD, Govt. of India  
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**Decision:**

(c) The Chairperson directed that the same be processed earnestly so that it fructifies at an earlier timeframe.

**17. Any other issue with approval of Chairperson, CARA**

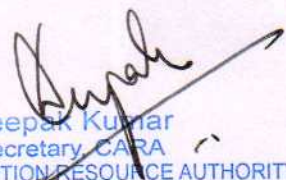
(a) JS (RSS) suggested that the Internship programme in CARA which had been approved earlier must be revived and be implemented for the furthering the adoption programme in CARA.

**Decision:**

(b) Chairperson directed that the same be advertised and published for information of general public and the details be put up on the CARA as well as Ministry's websites. Further, selection of the candidates for Internship was delegate to CEO CARA.

The meeting ended with vote of thanks to the Chair.

\*\*\*

  
Deepak Kumar  
Secretary, CARA  
CENTRAL ADOPTION RESOURCE AUTHORITY  
Ministry of WCD, Govt. of India  
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R. K. Puram, New Delhi



File No. \_\_\_\_\_  
**Central Adoption Resource Authority**  
**Ministry of Women & Child Development**

New Delhi the \_\_\_ January, 2017

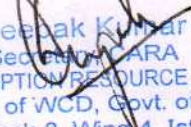
**OFFICE MEMORANDUM**

**Sub: Adoption fees prescribed under Regulation 28(1) and 46(1) & (2) of Adoption Regulations 2017 notified under Section 68(c) of the Juvenile Justice (Care & Protection of Children) Act, 2015.**

The undersigned is directed to convey approval of Adoption Fees by Steering Committee of Central Adoption Resource Authority (CARA) vide its meeting held on 27<sup>th</sup> December 2016. The under mentioned fees would be effective wef 16 Jan 2017:-

**2. Registration Fee:**

Ser No	Category	Fee	Payment
2.1	Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.	Rs500/-	To be paid by the Prospective Adoptive Parents (PAPs) to Central Adoption Resource Authority (CARA).
2.2	NRI/OCI/Foreign PAPs residing in a foreign country.	100 US\$	To be paid by the PAPs to CARA through the Authorised Foreign Adoption Agency(AFAA)/Central Authority(CA)/Indian Mission abroad.

  
Deebak Kumar  
Secretary, CARA  
CENTRAL ADOPTION RESOURCE AUTHORITY  
Ministry of WCD, Govt. of India  
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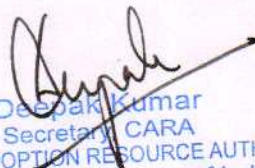
2.3	OCI/Foreign PAPs residing in India.	100 US\$	To be paid by the PAPs to CARA.
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**Note:** Registration Fees shall be Non-refundable.

**3. Fees for Home Study Report (HSR) and Counselling of the PAPs:**

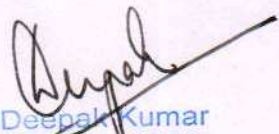
Ser No	Category	Fee	Payment
3.1	Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.	Rs 6,000/- (inclusive of travel expenses)	To be paid by the PAPs to the Specialised Adoption Agency (SAA) for authorized social worker. In case the home study is conducted by a representative from the local District Child Care Protection Unit (DCPU), the amount shall be paid to the DCPU.
3.2	NRI/OCI/Foreign PAPs residing in a foreign country.	As per the norm of the receiving country.	As per the norms of the receiving country.
3.3	OCI/Foreign PAPs residing in India.	300 US\$	To be paid by the PAPs to the SAA for authorized social worker. In case the home study is conducted by a representative from the local DCPU, the amount shall be paid to the DCPU.

**4. Adoption Fee for expenses incurred in preparation of Child Study Report (CSR) & Medical Examination Report (MER), legal and other administrative costs:**

  
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 Secretary, CARA  
 CENTRAL ADOPTION RESOURCE AUTHORITY  
 Ministry of WCD, Govt. of India  
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Ser No	Category	Fee	Payment
4.1	Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.	Rs 5,000/-  ----- Rs 49,500/-  (additional fees of 50% of the above mentioned amount shall be payable per child in case of siblings/twins)	To be paid by the PAPs to CARA.  ----- To be paid by the PAPs to the SAA.
4.2	NRI/OCI/Foreign PAPs residing in a foreign country.	500 US \$  ----- 5400 US \$  (additional fees of 50% of the above mentioned amount shall be payable per child in case of siblings/twins)	To be paid by the PAPs to CARA through the concerned AFAA/CA before issuance of NOC.  ----- To be paid by the PAPs to the SAA, through the concerned AFAA/CA, in two equal instalments; first instalment on the acceptance of the child and another after filing of the adoption petition in the court.

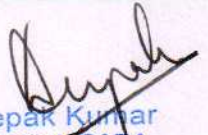
  
 Deepak Kumar  
 Secretary, CARA  
 CENTRAL ADOPTION RESOURCE AUTHORITY  
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4.3	OCI/Foreign PAPs residing in India.	500 US \$	To be paid by the PAPs to the SAA.
		----- 5400 US \$  (additional fees of 50% of the above mentioned amount shall be payable per child in case of siblings/twins)	----- To be paid by the PAPs to the SAA.

### 5. Fees for Post-Adoption Follow-up Visits and Counselling:

Ser No	Category	Fee	Payment
5.1	Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.	Rs 2,000/- per visit/report(inclusive of travel expenses).	To be paid by the PAPs to the SAA or DCPU on completion of the post placement report, as the case may be.
5.2	NRI/OCI/Foreign PAPs residing in a foreign country.	As per the norm of the receiving country.	As per the norm of the receiving country.
5.3	OCI/Foreign PAPs residing in India.	100 US \$ per visit/report(inclusive of travel expenses).	To be paid by the PAPs to the SAA or DCPU on completion of the post placement report, as the case may be.

  
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**6. Family Background Report Fees for Inter-country Relative**

**Adoption:** In case of Inter-country relative adoption, the representative from the local DCPU shall conduct the family background report and Rs 6, 000/- (inclusive of travel expenses) shall be paid to the DCPU as stipulated in regulation 54(2) of the Adoption Regulations, 2017.

**7. Share of Child Care Institution (CCI) in Adoption Fees:**

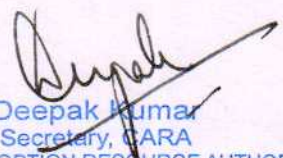
Where a SAA has processed the adoption case of a child belonging to another CCI, the SAA shall pay 50% of the Adoption Fees amount received to the CCI concerned, through cheque or demand draft or bank transfer. The expenses for CSR & MER shall be borne by the CCI and the legal & other administrative cost shall be borne by the SAA.

**8. Mode of Payment:** It shall be through digital mode or cheque or demand draft or money transfer.

**9. Utilisation of Adoption Fee by CARA:** Fees levied by CARA would be utilised for Plan activities like capacity building, provisioning of counselling infrastructure and services, automation, documentation, media campaign, etc.

**10. Utilisation of Adoption Fees by SAA:**

10.1 The adoption agencies shall utilize the amounts received through the adoption fee all expenses incurred to finalize the adoption and for welfare of the children in the home.



Deepak Kumar  
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- 10.2 Legal fee, if required, should not exceed 5 % in case of Inter-country adoption and 20% in case of In-country adoption.
- 10.3 In case an agency is de-recognised, and a decision is taken by the State Government to rehabilitate and shift the children of that agency to another agency or agencies, then the balance amount of adoption fee available with the SAA/CCI would be transferred to such agency or agencies receiving the children in the ratio of the number of children transferred.
- 10.4 The SAA/CCI shall maintain a separate bank account for the Adoption Fee received along with separate accounting ledger, record/register of receipts/payments/expenditure.
- 10.5 The Adoption Fee account should be audited at the end of the financial year by a Chartered Accountant who shall certify that the fees received have been utilised as stipulated above.

Deepak Kumar


Chief Executive Office & Member Secretary

**Copy to:**

All Specialised Adoption Agencies  
All Authorised Foreign Adoption Agencies  
All Central Authorities

**Copy for information to:**

All States &UTs  
All SARAs & DCPUs

  
Deepak Kumar  
Secretary, CARA  
CENTRAL ADOPTION RESOURCE AUTHORITY  
Ministry of WCD, Govt. of India  
West Block-8, Wing-4, 1st Floor  
R. K. Puram, 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

**Fifth Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 27<sup>th</sup> December, 2016 at 11:00 a.m. in the Conference Room of MWCD, Room No. 602, 6<sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi.**

**ATTENDANCE SHEET**

S.No.	Name & Designation	Signature
1.	<b>Ms. Leena Nair</b> Secretary, Ministry of Women & Child Development, Government of India – <i>Chairperson (Ex-officio)</i>	
2.	<b>Smt. Rashmi Saxena Sahni</b> Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – <i>Member (Ex-officio)</i>	
3.	<b>Smt. Sarita Mittal</b> Joint Secretary (FA), Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi – <i>Member (Ex-officio)</i>	
4.	<b>Shri Suresh Tele</b> Asstt. Commissioner, Women and Child Development, Government of Maharashtra [Representing SARA, Maharashtra] – <i>Member</i>	 9923370822
5.	<b>Representative from Sishu Griha, SAA, Telangana – Member</b>	



6.	<b>Ms. Gitashree Adhikari</b> (Representing Karuna W.B. Women and Children Welfare Society, Howrah, West Bengal) – <i>Member</i>	<i>Gitashree Adhikari 27/12/16</i>
7.	<b>Shri Avinash Kumar</b> (Adoptive Parent), O-51, Nivedita Kunj, Sector - 10, R.K. Puram, New Delhi – <i>Member</i>	<i>Shri Avinash Kumar 27/12/16</i>
8.	<b>Ms. Samiha Grewal</b> (Adoptee), J-231, 1st Floor, Saket, New Delhi – <i>Member</i>	<i>Samiha Grewal 27/12/2016</i>
9.	<b>Smt. Kiran Singh</b> Advocate, 201-A, Dell Block, 1/2, Vaibhav Khand, Indira Puram, Ghaziabad, Uttar Pradesh – <i>Member</i>	<i>Kiran Singh 27/12/16</i>
10.	<b>Shri Deepak Kumar</b> Chief Executive Officer / Member Secretary, Central Adoption Resource Authority (CARA)	<i>Deepak Kumar 27 Dec 2016</i>



## Proposal for Moving Children from CCI's to Adoption

### Context / background

In an attempt to increase the number of adoptions in the country, CSA conducted a study to assess the parental contact status of children living in CCI's

Till date, we have collected & evaluated the parental contact status of 11,190 children living in 190 CCI's in Odisha (Kalahandi & Kandhamal district), Maharashtra (Solapur district and parts of Pune district) and all of Goa. The results show 898 children (8%) were identified without parental contact and another 853 children (7.6%) with irregular parental/guardian contact which needs further investigation.

An encouraging fact is that based on our report to Odisha's Kalahandi district's CWC (Child Welfare Committee) and DCPO (District Child Protection Officer) 44 children are made legally free and another 30 are being evaluated by the CWC.

The below Project is to undertake all the actions required for moving all eligible children in Child Care Institutions to the adoption stream in a systematic manner.

### Project Information

#### Key objectives of the project

The objective of the project is to increase the number of children in the adoption stream by following the below:

- For the data already collected, follow up with local authorities to make all eligible children legally free, establish linkages with an Adoption Agency and have their data entered into CARINGS.
- Extend the study to all other districts of Maharashtra (35 districts remaining) and Odisha (28 districts remaining) and follow the same process.
- Create a Standard Operating Procedure (SOP) which will help other CCI's, CWC's and DCPO's to follow a standard/common process.
- Conduct a three tier Training program (at the state, district and block level) to share the benefits of being brought up in a family, how children in need of care & protection should be evaluated for family based care before being placed in a CCI and what each stakeholder needs to do.



Receipt No : 96000/2016/O/o JD(Prg&Admn)

### Geographical area of project execution

State of Maharashtra, Goa and Odisha

### Steps Involved in the process

Broad steps involved in the process of making children legally free are mentioned below

1. **Child data Collection from the CCI's or Using data collected by Childline** - As this data is not recorded, it's important to collect this information in a uniform standard manner, to get the current parental status of Children at CCI's for further action. If Childline has already collected data from a particular district/state, then the data needs to be provided to CSA to evaluate the parental contact status of children.
2. **Analysis of the Data & Reporting** – the Data will then be analyzed to see how many children do not have parental contact and how many have irregular contact that needs further investigation and the list needs to be produced to CWC | DCPU | WCD and CARA
3. **Building awareness & Follow up with CWC | DCPO** – Once district officials are aware of the process they need to start by verifying the data provided with their records and hold a meeting with CCI's to confirm this.
4. **Follow ups** – with CWC's | DCPU's to act promptly on the data provided.
5. **Making Children Legally free for Adoption** – with the close coordination of all the stakeholders, the process of making children legally free including newspaper advertisements, police reports etc.
6. **Linkage with an AA and loading child data into CARINGS** – once child is declared legally free, then the CCI needs to be linked with an Adoption Agency and Child data needs to be uploaded into CARINGS.

### Expected Outcome

The expected outcome of this project:

- All children living in CCI's from Maharashtra, Goa and Odisha and are without parental contact or irregular parental contact are accessed, declared legally free, linked with an Adoption agency and data uploaded into CARINGS. By doing this across three full states, we can declare them free of eligible children languishing at CCI's. This would give all identified children a life altering opportunity of being brought up in a family.
- The workshops & SOP's would make state and district level stakeholders aware on how children in need of care & protection should be evaluated for family based care before being placed in a CCI and the common process to make children legally free.

### Project Timeline

Total timeframe for completion of the project is 4 - 6 months. This could reduce if we were to receive the data collected by Childline and if the data would be sufficient to evaluate the parental contact status of children.

### Project Budget

The cost of data collection from CCI's in Maharashtra, Goa and Odisha and follow-ups with district and state officials to make children legally free would be funded by CSA



Receipt No : 96000/2016/O/o JD(Prg&Admn)

CARA would organize workshops for training & sensitizing stakeholders via SARA/State departments and any costs would be as provisioned by CARA.

There would be no financial implication to CARA.

### **Main proposed terms of MoU between CSA & CARA**

To start work on the Project, there will be an MOU between CARA and CSA.

Both CARA and CSA will appoint a Single Point Coordinator for the project. In addition there will be a Steering Committee that will include the Secretary CARA and President CSA to facilitate time bound action and results.

CARA will commit to push District/State level authorities once data is provided to take required action to achieve results of the Project.

Catalysts for Social Action, Mumbai.

Dated – 24<sup>th</sup> October 2016

