

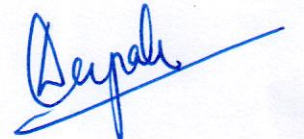
Central Adoption Resource Authority
Ministry of Women & Child Development
Government of India
R.K. Puram, New Delhi

Minutes for the 9th Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 27th July 2017 at 4 a.m. in Conference Hall of CARA at West Block - 8, Wing - 4, 1st Floor, R K Puram, New Delhi.

1. The 9th Meeting of the Steering Committee of Central Adoption Resource Authority was chaired by Shri Rakesh Srivastava, Secretary, MWCD (Chairperson of Steering Committee of CARA) on 27th July 2017 at 4 PM in the Conference Hall of CARA at West Block - VIII, Wing - IV, 1st Floor, R.K. Puram, New Delhi.

2. The Chairperson and following members were present in the Meeting:-

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



- (h) Smt. Kiran Singh, Ghaziabad, Uttar Pradesh (Advocate) – Member.
- (i) Shri Deepak Kumar, Chief Executive Officer - Member Secretary (Ex-officio).

3. At the outset, Chairperson, Steering Committee welcomed all the Members of the Committee and asked CEO and Member Secretary, CARA to present the Action Taken Report of the last Meeting held on 29th June, 2017 and the Agenda Items of the current meeting.

4. While discussion on Action Taken Report, Chairperson, Steering Committee asked to issue letters to States/UTs on proposed Counselling Centres. He also reiterated that the Consultants engaged in State coordination should take up the Circulars already issued to States/UTs and pursue the matter with SARAs and DCPUs for SAA-CCI linkage and for strengthening Adoption Programme in the States/UTs. He further asked CEO, CARA that he should initiate mechanism for rating/certification of Adoption Agencies based on last one year data. He should also take the help of Mr. Avinash, Member of the Steering Committee for evolving standards. In this regard, Ministry of Social Justice has initiated some kind of evaluation methodology for Old Age Homes which can be followed. The Agencies can be evaluated at three levels (Very Good, Good, Not up to Mark).

5. It was decided that the celebrity, Ms. Sakshi Tanwar may be engaged as brand ambassador of CARA for publicising the objective of CARA. She may convey the messages through the Audio-Visual Media being produced by CARA through NFDC. Chairperson, Steering Committee also asked CEO, CARA to show the first/rough cuts of the on-going production work in the next meeting of the Steering Committee. It was decided that the final production should be ready in the month of September, 2017.

6. JS (FA) desired that CEO, CARA may discuss with her about the files dealing with appointment of consultants & contractual staff.

7. Chairperson, Steering Committee asked to go ahead with the release of the advertisements of the 5 New Consultants & the Legal Consultant immediately as per the terms & conditions of the recent Circular issued by the Ministry.

8. Chairperson, Steering Committee and other Members of the Committee were of the opinion that considering amendment of the J.J. Act, 2015 and the Adoption Regulations, 2017 for bringing major changes in the

existing adoption system may be a little premature at this stage. He advised to expand outreach services within the available infrastructure and in collaboration with State Governments/UTs.

9. Chairperson, Steering Committee desired that a letter may go to States/UTs for timely funding of the Specialised Adoption Agencies and for considering their recognition in a timely manner.

10. It was decided that there should be mechanism to incentivize the better performing Agencies and in this regard, Chairperson, Steering Committee advised that we may develop a rating system as is being practised by some other Government Bodies.

11. Finally, decisions of the Steering Committee of CARA taken in the meeting on 29th June 2017 were read out and confirmed by the Committee Members. As regards setting up counselling centers at the district level, it was clarified that existing counselors in DCPU and CCI system may be used for now. Also the Action Taken Report, enclosed with the Agenda was communicated to the Members by CEO, CARA.

Agenda Items and Decisions:

Administration & Accounts Matters

Item No. 1: Approval of Annual Report for the year 2015-16

12. As per Section 73(2) of the J.J. Act 2015 , the accounts of CARA shall be audited by C & AG and the same has to be forwarded to the Central Government to be laid before each House of the Parliament [Section 73(4)&(5) of J.J. Act, 2015 refers]. Further, as per Section 69(3)(b) of the J.J. Act 2015, the Steering Committee of CARA is required to approve the Annual Accounts which shall be produced before the C & AG for audit and for subsequent laying before the Parliament. The accounts for the year 2015-16 has already been approved by the Steering Committee in the 7th Meeting on circulation basis. The C&AG has commenced the audit of the accounts at CARA w.e.f. 12/07/2017 and is likely to be completed before the end of July, 2017. Since the Annual report with the audited accounts have to be laid in the Parliament during the current Monsoon Session. Draft Annual report for the year is placed at **Appendix-B** for approval. Changes, if any, in the accounts portion of the report after the audit by C&AG shall be incorporated.



Décision:

13. Approved. Chairperson, Steering Committee desired that the Audit Report may be obtained expeditiously so as to submit the Report in Parliament in the current Monsoon Session.

Item No. 2: Evolving alternate system to address delays in the adoption system

14. While the roadmap of CARA is to ensure 100% hassle-free adoption process with the help of online system and reach all adoptable children deprived of parental care, things are not moving in the right direction in the sense that delays in the adoption process continues to remain a major issue of concern in spite of the fact that rigorous efforts have been made recently by Hon`ble Minister herself and the Ministry in this regard. Poor quality of documentation posted online in CARINGS, delays caused at the level of CWC and the Court, various coordination issues with stake holders particularly at the state level by SAA, SARA and DCPU and increase of waiting period for the PAPs due to less of flow of adoptable children etc. are some of the concerns which needs to be addressed. Further avoidable delays might give rise to increased adoptions through informal means.

15. While there are about 17,000 registered parents, the number of legally free children remains at around 1800 at any given point of time, out of which more than half of them are special needs children. Out of the balance, two third are older or hard to place children. Hence the pool of normal younger children, legally free for adoption remains at just few hundreds against the thousands of parents in waiting. This may be one of the reasons why prospective adoptive parents may be getting tempted to go for shortcuts and adopt through informal channel which never gets recorded and is detrimental to the interests of the children. CARA is now expected to play a key role in facilitating everything beginning from their registration, home study, referral, matching, court order, birth certificate etc. In cases of inter-country adoptions, CARA is now required to follow-up & monitor at each stage. However, it is humanely impossible to monitor & ensure implementation in the absence of almost negligible support from the State & District level agencies. The SARAs, DCPUs & CWCs are not performing their stipulated tasks and it is incumbent and expected that CARA should institute mechanisms to ensure the same.

16. Viewed in the context, as discussed in the Ministry, it is observed that instead of so many agencies at the state level, adoption agencies functioning in a professional manner may be identified in each state through which expeditious placement of children with efficient service delivery to the PAPs

can be ensured. In this regard, modalities may be evolved. There is need to review the operational aspects also. A concept note is placed and marked as **Appendix-C.**

Décision:

17. It was decided that outreach and sensitising activities should be pursued by CARA at a faster speed where there are more children available for adoption through SAA-CCI linkage. All older adoptable children should also be connected to adoption process, wherever possible. A meeting may be held with State Gouvernements/UTs (SARAs) to ensure their involvement in expanding Programme through SAA-CCI linkage and for better understanding of various stipulations of the J.J. Act, 2015 and Adoption Regulationsm 2017. In the meantime, a Check List including Do's and Don'ts FAQs etc. can be forwarded to the States/UTs for further transmission to other Stakeholders.

Item No. 3: Change of referral from “upto 3 children at a time” to one

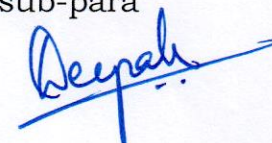
18. In the Steering Committee meeting held on 31st March 2017 and 13th April 2017, the following were decided in the light of the fact that the number of PAPs registered has become too large vis-à-vis the availability of the children legally free for adoption:-

(a) Profile of only one child instead of upto two/three children would be given to the Inter-country/In-country PAPs respectively in a referral.

(b) In case the PAPs don't reserve the referred child, they would be eligible for the second and the third referrals (only for In-country PAPs), but after an interval of minimum 90 days.

(c) In case the PAPs reserve a child in either of the referrals (first/second/third) and don't accept the child, they would be relegated to the bottom of the seniority list. They would be eligible for next referrals only as per the new seniority subsequently subject to their HSR being valid and they continue to meet the eligibility conditions as stipulated in the Adoption Regulations, 2017.

(d) In case the PAPs don't reserve any of the two/three children referred to the Inter-country/In-country PAPs respectively, then again they would get relegated to the bottom of the seniority list and the subsequent referrals would be on the basis as explained at sub-para (c) above.



19. Since, this system received both positive and negative feedback from the stakeholders. It may be reviewed by the Steering Committee as to whether it needs to be continued or the referral system be reverted back to the earlier norms. Details of the referral from January, 2017 to April, 2017 (based on earlier system) and from 1st May, 2017 to 15th July, 2017 (based on single referral system) are enclosed as Appendix-D.

Decision:

20. It was unanimously decided that the present referral system should continue but the time gap between subsequent referrals (i.e. first referral to second referral and second referral to third referral), be reduced from 90 days to 60 days in order to facilitate waiting PAPs.

Item No. 4: Closing of Bank account with Syndicate bank.

21. At present CARA has four bank accounts in three banks; two Savings Bank Account with Syndicate Bank, West Block, R.K.Puram (one for Plan and one for Non-plan fund), one savings bank account with Union Bank of India, Motibagh Branch, New Delhi (for Plan fund) and one savings account with IDBI Bank (for operating CSGI account and investments).

22. Consequent upon the discontinuation of Plan and Non-Plan concept from current financial year, CARA is maintaining a single account. Therefore, it is proposed that CARA may close the Savings Bank A/c No. 90702160000038 (Plan) with Syndicate Bank and the balance amount if any could be transferred to the other Savings Bank A/c No 90702160000023 (Non-Plan) with the same bank.

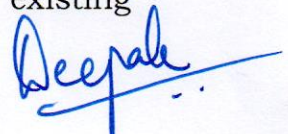
23. C & AG of India in its audit during the year 2014-15 had observed that there was no justification for operating two separate bank accounts for the two heads i.e. one each for Plan and Non-plan head of accounts.

Decision:

24. Approved.

Item No. 5: Information about DPC held in case of the position of DEO and Research Investigator

25. Mrs. Anju Budhiraja, LDC, CARA was promoted as Data Entry Operator w.e.f. 06/06/2017 and Mr. Ritesh Ahuja, DEO as Research Investigator w.e.f 07/07/2017 consequent upon DPC held on 06/06/2017 and 07/07/2017 respectively for the said promotions, as per existing



Recruitment Rules of CARA. The same may be approved on post facto basis by the Steering Committee of CARA as per the existing Bye Laws of CARA.

Decision:

26. Approved.

Item No. 6: Information about one Online Grievance Redressal System Module

27. One Grievance Module has been made operational now, which can be accessed through CARA web-site. All grievances or queries shall be responded to within three working days. Status can be checked or supplementary details/queries may be added subsequently by using the Reference Number and mobile/e-mail provided. There is a provision to raise the level to the Appellate if the grievance/query has not been responded to in three working days.

Decision:

28. The module of Grievance Redressal System was displayed on the monitor. It was suggested by JS (ASK) to send an auto acknowledgement letter with suitable phrasing stating that their Query/Grievance has been received and it would be responded to within three working days, so as to assure the people of timely redressal/response.

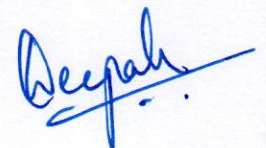
Item No 7: Information about revamping of CARA website

29. The Steering Committee vide its Meeting held on 27/12/2016 approved for issuing EoI for revamping of CARA website as it was designed in the year 2014-15 and its maintenance period had also expired. Now, one Content Developer has been engaged at CARA who has been assigned with job of developing and redesigning CARA website. The website development is likely to be completed by 10/08/2017 after which its security audit would be done by the accredited auditors providing services to CARA. The website would be as per GIGW norms for the Govt. websites. Before hoisting of new website, same would also be shared with senior officers of the Ministry.

Decision:

30. The progress in the website work was shown to the Members of the Steering Committee which is likely to be finalized by the end of August, 2017.

Item No 8: Regarding CARINGS



दीपक कुमार / Deepak Kumar
मुख्य कार्यकारी अधिकारी / Chief Executive Officer
केन्द्रीय-इसका संस्थान संसाधन प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास विभाग
Ministry of Women & Child Development
सरकार, भारत / Government of India
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वॉस ब्लॉक-8, विंग-4, 1st Floor, A. 2, एन
ए. प्रो. / New Delhi-110002

31. At present, there are 4 Asstt. Programmers whose services have been provided for CARINGS project in addition to 1 Tech Lead, 1 Sr Programmer and 1 Content Developer. Out of these, two Asstt. Programmers have already left due to lesser amount of remuneration being paid to them (Rs. 30,000). Looking at the technical type of work performed by them, it is proposed that their remuneration may be marginally increased on the basis of advice of NIC.

Decision:

32. Dr. Shiv Kumar, Director (NIC) assured that he will complete the job for recruitment of Asstt. Programmers and also possible upgradation of the existing outsourcing staff by the next week. It was agreed to go by the recommendations of the NIC.

Item No 9: Ways and means to expand the base of adoptable children, expediting the SAA-CCI linkage and registration of orphan/abandoned children of CCIs in CARINGS.

33. The number of children available for adoption is very less compared to the growing number of Prospective Adoptive Parents. Therefore, there is a need for deliberation on the issue by the Steering Committee and also as to how the SAA-CCI linkage can be enforced to bring the children in the CCIs in CARINGS.

Decision:

34. The issue was deliberated in detail. Members of the committee were requested to e-mail their suggestions for facilitating the linkage.

Item No 10: Financial capability for giving preference to single female PAP over 40 years of age.

35. It had been decided in the last Meeting of the Steering Committee held on 29/06/2017 that preference may be given to single female PAP over 40 years of age, who are financial capable. Hence, it may be decided by the Steering Committee as to whether any minimum income needs to be fixed in this regard.

Decision:

36. The Committee was of the opinion that the recommendation of the Home Study, which includes all aspects of eligibility, should be the basis to assess the financial capability of a single female PAP over 40 years of age. However, the decision on this provision shall be reviewed after a period of three months as decided in the previous meeting.

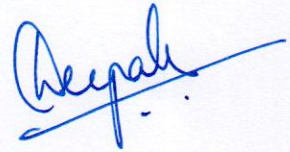
Item No 11: Any other item with the approval of Chairperson.

37. CEO (CARA) brought out various publicity and outreaching activities and in this regard details were circulated to all Members as given in Annexure I attached for information of the members.

38. JS (ASK) suggested that CARA should decide a particular day in a month or in a week to invite public to reach CARA if they have query/grievance.

39. The details of Training and Orientation Programmes organised/scheduled in the Month of Jul 2017, as given in Annexure II, was shared with the members.

40. The meeting wa concluded with thanks to the chair.






दीपक कुमार / Deepak Kumar
मुख्य कार्यवाहक अधिकारी / Chief Executive Officer
केन्द्रीय-विकास प्रवर्धन संस्थान प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
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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

Ninth (9th) Meeting of the Steering Committee of Central Adoption Resource Authority (CARA) held on 27th July, 2017 at 04:00 p.m. in the Conference Hall of CARA at West Block - 8, Wing - 4, 1st Floor, R.K. Puram, New Delhi.

ATTENDANCE SHEET

S.No.	Name & Designation	Position	Signature
1.	Shri Rakesh Srivastava Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi	Chairperson (Ex-officio)	
2.	Ms. Aastha Saxena Khatwani Joint Secretary, Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi	Member (Ex-officio)	 27-7-17
3.	Ms. Meera Ranjan Tshering Joint Secretary & Finance Advisor Ministry of Women & Child Development, Government of India, Shastri Bhawan, New Delhi	Member (Ex-officio)	
4.	Shri Lahuraj Mali Commissioner, Women and Child Development, Government of Maharashtra, Pune, Maharashtra (Representing SARA, Maharashtra)	Member	

5.	<p><i>KRS Lakshmi Devi</i> Smt. Viziendira Boyi <i>Joint Director</i> Director, Women Development & Child Welfare, Government of Telangana, Hyderabad, Telangana <i>(Representing Sishu Griha, a SAA run by WCD Deptt., Government of Telangana)</i></p>	Member	<i>vee</i>
6.	Ms. Gitashree Adhikari Karuna W.B. Women and Children Welfare Society, Howrah, West Bengal <i>(Representing SAA recognized by Government of West Bengal)</i>	Member	
7.	Shri Avinash Kumar O-51, Nivedita Kunj, Sector - 10, R.K. Puram, New Delhi <i>(Adoptive Parent)</i>	Member	<i>zi.</i>
8.	Ms. Samiha Grewal J-231, 1st Floor, Saket, New Delhi <i>(Adoptee)</i>	Member	
9.	Smt. Kiran Singh 201-A, Dell Block, 1/2, Vaibhav Khand, Indira Puram, Ghaziabad, Uttar Pradesh <i>(Advocate)</i>	Member	<i>K. Kiran Singh</i>
10.	Shri Deepak Kumar Chief Executive Officer / Secretary, Central Adoption Resource Authority West Block – 8, R.K. Puram, New Delhi	Member Secretary	<i>Deepak</i>