



केंद्रीय दत्तक-ग्रहण संसाधन प्राधिकरण
CENTRAL ADOPTION RESOURCE AUTHORITY
(Ministry of Women & Child Development, Govt. of India)

CARA-EA043/11/2020-Administarion(e-88779)/747

27/09/2024

OFFICE ORDER

The CEO CARA has delegated her authority on sanctioning EL & Casual Leave as under :

S.No.	Particulars of availing EL	Authority to sanction EL	Remarks
(i)	Upto 5 days	Joint Director except himself /herself	Along with station leave permission
(ii)	6-10 days	Director except himself /herself	-do-
(iii)	11 days onwards	MS & CEO	-do-

All Casual Leaves shall be sanctioned by the immediate reporting / supervising officer and records shall be maintained by Administration.

All other leaves including CCL of all employees shall be sanctioned by the MS & CEO, CARA as per Rules & Regulations of CARA, 2018.

This issues with the approval of the Competent Authority.

To
All regular employees of CARA

Vinit Kumar
Vinit. Kumar

(Vinit Kumar Upadhyay)
Assistant Director (Admn.)
विनीत कुमार उपाध्याय / Vinit Kumar Upadhyay
सहायक निदेशक / Assistant Director, CARA
केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड-8, विंग-2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

Copy to :

- PS to MS & CEO, CARA
- Director, CARA
- Joint Director (CARA)
- Deputy Director (Admn.), CARA
- Data Analyst, CARA – for uploading on website of CARA.
- Concerned file