

## **CENTRAL ADOPTION RESOURCE AUTHORITY**

(A Statutory Body of the Ministry of Women & Child Development)

West Block –VIII, Wing No- II, 2<sup>nd</sup> Floor, R.K Puram ,New Delhi -110066.

### **RIGHT TO INFORMATION ACT 2005**

#### **Manual as listed in Section 4(1) (b) of the Act**

## **1. THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES**

Central Adoption Resource Agency (CARA) was set up in June 1990 by the Ministry of Welfare, Government of India to regulate, monitor and promote adoption of orphaned, abandoned or surrendered children, with the principal mandate of finding loving families for children in need of Care and Protection. Pursuant to a decision of the Union Cabinet dated 2<sup>nd</sup> July 1998, the Ministry of Social Justice & Empowerment conferred autonomous status to CARA on 18<sup>th</sup> March 1999 by registering it as a Society under the Societies Registration Act, 1860. Adoptions under the JJ Act 2000 enabled placement of children in adoption with involvement of recognised agencies and authorities for ensuring safeguards in adoption placement of institutionalised children.

Through Section 68 of the JJ Act 2015 notified by the Government of India on January 15, 2016, CARA attained the status of a Statutory Body with the mandate to regulate Inter Country Adoptions and the nodal body to implement the adoption programme in the country. CARA regulates and monitor all In-country and Inter-country adoptions through Child Adoption Resource Information & Guidance System (CARINGS). CARA aspires to place maximum children in institutional care with adoptive families. It was designated as Central Authority under the Hague Convention on Protection of Children and Co-operation in respect of Inter-Country Adoption (1993) in 2003. Central Adoption Resource Authority is headed by Member Secretary & CEO and has a sanctioned strength of 37 officers and staff.

#### **CARA has been mandated to perform the following functions:-**

The Central Adoption Resource Agency existing before the commencement of this Act, shall be deemed to have been constituted as the Central Adoption Resource Authority under this Act to perform the following functions, namely : -

- (a) To promote In-country adoptions and to facilitate Inter-state adoptions in co-ordination with State Agency;
- (b) To regulate Inter-country adoptions;
- (c) To frame regulations on adoption and related matters from time to time as may be necessary;
- (d) To carry out the functions of the Central Authority under the Hague Convention on protection of Children and Cooperation in respect of Inter-country Adoption;
- (e) Any other function as may be prescribed.

## **Vision of CARA**

Is to find a loving and caring family for children without parental care, also those who are orphaned, abandoned and surrendered. Its mission is to expand adoption services to every corner of the country, make efforts for expeditious rehabilitation of the children through adoption, ensure standardization in the functioning of adoption agencies, promote ethical practices in adoption and facilitate parents desiring to adopt.

## **Main Activities**

1. Monitor and regulate the procedure for in-country adoption;
2. Receive applications of an Non-Resident Indian or Overseas Citizens of India or a foreigner living abroad through authorised adoption agency or Central Authority or the Government department or the Indian diplomatic mission concerned and process the same in terms of section 59 (5) of the Act;
3. Receive and process applications received from a foreigner or an Overseas Citizen of India residing in India for one year or more, and who is interested in adopting a child from India in terms of sub-section (12) of section 59 (12) of the Act;
4. Issue No Objection Certificate in all cases of inter-country adoptions;
5. Issue Conformity Certificate in the inter-country adoption cases under Article 23 of the Hague Adoption Convention in respect of inter-country adoption;
6. Intimate the immigration authorities of India and the receiving country of the child about the inter-country adoption cases;
7. Provide support and guidance to State Adoption Resource Agencies, District Child Protection Units, Specialised Adoption Agencies and other stakeholders of adoption in related matters, through trainings, workshops, exposure visits, consultations, conferences, seminars and other capacity building programmes;
8. Coordinate with State Governments or the State Adoption Resource Agencies and advise them in adoption related matters;
9. Establish uniform standards and indicators, relating to:-
  - (a) Adoption procedure related to orphan, abandoned and surrendered children and also related to relative adoptions;
  - (b) Quality child care standards in Specialised Adoption Agency and Child Care Institution;
  - (c) Monitoring and supervision of service providers;
  - (d) Standardization of documents in cases of adoptions; and
  - (e) Safeguards and ethical practices including online applications for facilitating hassle-free adoptions;
10. Conduct research, documentation and publication on adoption and related matters;

11. Maintain a comprehensive centralised database relating to children and prospective adoptive parents for the purpose of adoption in Child Adoption Resource Information and Guidance System;
12. Maintain a confidential centralised database relating to children placed in adoption and adoptive parents in the Child Adoption Resource Information and Guidance System;
13. Carry out advocacy, awareness and information, education and communication activities for promoting adoption and other non-institutional child care services either by itself or through its associated bodies;
14. Enter into bilateral agreements with foreign Central Authorities as prescribed under the Hague Adoption Convention, wherever necessary;
15. Authorise foreign adoption agencies to sponsor applications of Non-Resident Indian (NRI) or Overseas Citizen of India or foreign prospective adoptive parents for inter-country adoption of Indian children;
16. Set-up counselling Centre in its Head Quarters and support State Adoption Resource Agencies for setting-up of Counselling centre at State and District level for:-
  - (a) Counselling of the prospective adoptive parents;
  - (b) Counselling of older children, wherever required;
  - (c) Preparing post-adoption follow-up report, wherever required;
  - (d) Post adoption counselling of adopted children and adoptive parents; and
  - (e) Assisting and counselling of older adoptees in root search.

## **2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

1. Powers and duties of officers and employees are governed by the Rules and Regulations 2018 of the Authority.
2. The duties and responsibilities of each category of officers and staff have been notified by internal circulars.

## **3. THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The Steering Committee of CARA has been constituted under the Section 69 of the Juvenile Justice (Care & Protection of Children) Act, 2015 by the Ministry of Women & Child Development with the tenure of two years. The composition of Steering Committee of CARA is given below:-

- (a) Secretary, Ministry of Women and Child Development, Government of India, Chairperson - ex officio;
- (b) Joint Secretary, Ministry of Women and Child Development, Government of India, dealing with Authority - ex officio;
- (c) Joint Secretary, Ministry of Women and Child Development, Government of

- India, dealing with Finance - ex officio;
- (d) One member from a State Adoption Resource Agency;
  - (e) Two members from Specialised Adoption Agencies;
  - (f) One adoptive parent;
  - (g) One adoptee;
  - (h) One advocate or a professor having at least ten years of experience in family law;
  - (i) Member Secretary, who shall also be Chief Executive Officer of the Organization.

**4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION**

The general norms set by Government of India for discharge of functions by its employees are applicable to CARA employees.

**5. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGEING ITS FUNCATIONS**

- (a) Files
- (b) CARA Rules & Regulation, 2018

**6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

- (i) Adoption Regulation, 2017
- (ii) Rules & Regulation, 2018
- (iii) Rules regarding reimbursements of medical expense
- (iv) Guidelines for appointment of Consultants

**7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREFORE**

By and large, CARA policies are in line with the various policies framed by the Government of India from time to time.

**8. A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

- 1. The Steering Committee of CARA has been constituted under the Section 69 of

the Juvenile Justice (Care & Protection of Children) Act, 2015 by the Ministry of Women & Child Development vide Notification No. 3162 dated 10/08/2018 published in the Gazette of India, Extraordinary, Part-II, Section 3 Sub-section with the tenure of two years w.e.f. 10/08/2019. The composition of Steering Committee of CARA is given below:-

The names & tenure of the Chairperson & Members are as under :-

S.No.	Name & Contact Details	Position
1.	<b>Sh. Rabindra Panwar</b> Secretary, Ministry of Women & Child Development, Govt. of India, Room No. - 601, 6th Floor, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23383586, 23386731, Fax : 011-23381495 Email : secy.wcd@nic.in	Chairperson (Ex-officio)
2.	<b>Sh. Ali Raza Rizvi</b> Additional Secretary & Financial Advisor, Ministry of Women & Child Development, Govt. of India, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23383775, Fax : 011-23386915 Email : asfainb@gov.in	Member (Ex-officio)
3.	<b>Ms. Aastha Saxena Khatwani</b> Joint Secretary, Ministry of Women & Child Development, Govt. of India, 6th Floor, Shastri Bhawan, New Delhi - 110001. Tel. : 011-23388576, Fax : 011-23388612 Email : aastha.khatwani@nic.in	Member (Ex-officio)
4.	<b>Sh. Siddhartha Komal Singh Pardeshi</b> Secretary (Chairperson, SARA), Department of Women & Child Development, Government of Chhattisgarh, Mahanadi Bhawan, Naya Raipur, Chhattisgarh - 492002. Tel. : 0771-2510254, Fax : 0771-2221254 Mobile : 09425254525 Email : secy-wcd.cg@gov.in, cgsara2015@gmail.com [Representing State Adoption Resource Agency (SARA), Chhattisgarh]	Member
5.	<b>Sh. Manoj Kumar Roy</b> Director,	Member

	<p>Department of Women Welfare, Government of Uttar Pradesh, Jawahar Bhawan, 8th Floor, Ashok Marg, Lucknow, Uttar Pradesh - 226001. Telefax : 0522-2286140, 2286402 Email : directormahilakalyan@gmail.com, rbg.rampur@gmail.com [Representing Rajkiya Bal Greh, Rampur, UP - Government run Specialised Adoption Agency (SAA)]</p>	
6.	<p><b>Dr. (Ms.) Prajakta Kulkarni</b> Founder / Director, Snehankur Adoption Centre, Naval Estate, Plot No. 12, Sr. No. 416/1, Nearby Sandeep Hotel, Ahmednagar-Pune Road, Kedgaon, Ahmednagar, Maharashtra - 414005. Mobile : 09011026482 Fax : 0241-2321586 Email : prajgk@gmail.com, snehankur@snehalaya.org [Representing NGO run Specialised Adoption Agency (SAA)]</p>	Member
7.	<p><b>Dr. (Ms.) Meena Radhakrishna</b> Flat No. - 535, ANTARA, Purukul Road, Guniyal Gaon, P.O. - Sinola, Dehradun, Uttarakhand - 248003. Tel. : 0135-7139535 Mobile : 9868756958 Email : meena.rkna@gmail.com [Adoptive Parent]</p>	Member
8.	<p><b>Ms. Priya Srinivasan</b> 7039, B-10, Vasant Kunj, New Delhi - 110070 Mobile : 9599431558 Email : priya.srinivasan88@gmail.com [Adoptee]</p>	Member
9.	<p><b>Ms. Aparna Bhat</b> A-11, LGF, Rear Side, Neeti Bagh, New Delhi - 110049 Tel. : 011-26516447, 26523979 Mobile : 09811113979 Email : aparna.bhat@gmail.com, legalservices.delhi@gmail.com [Advocate]</p>	Member
10.	<p><b>Sh. Deepak Kumar</b> Member Secretary &amp; Chief Executive Officer, Central Adoption Resource Authority, Ministry of Women &amp; Child Development, Govt. of India,</p>	Member Secretary (Ex-officio)

West Block-8, Wing-2, R.K. Puram, New Delhi - 110066. Tel. : 011-26106725 Fax : 011-26180198 Email : deepakkumar.668m@gov.in, captdkumar@gmail.com	
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## 9. A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Directory of its officers and employees in available in CARA

**STAFF STRENGTH (as on 23/08/2019)**

### CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of the Ministry of Women & Child Development)

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### DETAILS OF SANCTIONED POST, FILLED UP POST

GROUP	SANCTIONED STRENGTH	IN POSITION	VACANT
A	21	08	13
B	07	04	03
C	09	07	02
<b>TOTAL</b>	<b>37</b>	<b>19</b>	<b>18</b>

### GROUP 'A'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	CEO & Member Secretary	01	01	-
2	Director	01	01	-
3	Joint Director	01	01	-
4	Integrated Finance Officer	01	-	01
5	Deputy Director (Programme)	02	-	02
6	Deputy Director ( Administration )	02	-	02
7	Senior System Analyst	01	-	01
8	Assistant Director (Programme)	06	02	04
9	Assistant Director (Administration)	04	03	01

10	Content Manager	01	-	01
11	Data Analyst	01	-	01
	<b>TOTAL</b>	<b>21</b>	<b>08</b>	<b>13</b>

#### GROUP 'B'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	Accounts Officer	01	-	01
2	Private Secretary	01	-	01
3	Assistant	01	01	-
4	Accountant	01	01	-
5	Hindi Translator	01	-	01
6	Research Assistant	01	01	-
7	Personal Assistant	01	01	-
	<b>TOTAL</b>	<b>07</b>	<b>04</b>	<b>04</b>

#### GROUP 'C'

S. No.	Name of Post	Sanctioned Strength	In position	Total Vacant
1	Junior Investigator	01	-	01
2	Research Investigator	01	01	-
3	Data Entry Operator	03	03	-
4	Hindi Typist	01	-	01
5	Lower Division Clerk	01	01	-
6	MTS	02	02	-
	<b>TOTAL</b>	<b>09</b>	<b>07</b>	<b>02</b>

#### 10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

A detail of mostly remuneration received by each of its employees is available in office records in Head Office. Pay includes Basic Pay, DA & HRA as applicable under Central Government Rules and sanctioned by the Competent Authority. Besides the above, need based Consultancy fee, retainership and remuneration are paid to Consultants, professionals appointed form time to time.

List of various and other support staff and their pay scales are as follows.



**GROUP 'A'**

<b>S. No.</b>	<b>Name of Post</b>	<b>Level of Pay as per Pay Matrix of 7<sup>th</sup> CPC</b>
1	CEO & Member Secretary	Level-14 (Rs 1,44,200-2,18,200/-)
2	Director	Level -13 (Rs 1,23,100-2,15,900/-)
3	Joint Director	Level -12 (Rs 78,800-2,09,200/-)
4	Integrated Finance Officer	Level -11 (Rs 67,700-2, 08,700/-)
5	Deputy Director (Programme)	Level -11 (Rs 67,700-2, 08,700/-)
6	Deputy Director ( Administration )	Level -11 (Rs 67,700-2, 08,700/-)
7	Senior System Analyst	Level -11 (Rs 67,700-2, 08,700/-)
8	Assistant Director (Programme)	Level 10 (Rs 56,100-1,77,500/-)
9	Assistant Director (Administration)	Level 10 (Rs 56, 100-1,77, 500/-)
10	Content Manager	Level 10 (Rs 56,100-1,77,500/-)
11	Data Analyst	Level 10 (Rs 56,100-1,77,500/-)

**GROUP 'B'**

<b>S. No.</b>	<b>Name of Post</b>	<b>Level of Pay as per Pay Matrix of 7<sup>th</sup> CPC</b>
1	Accounts Officer	Level- 07 (Rs. 44,900-1,42,400/-)
2	Private Secretary	Level-06 (Rs. 35,400-1,12,400/-)
3	Assistant	Level-06 (Rs. 35,400-1,12,400/-)
4	Accountant	Level-06 (Rs.35,400-1,12,400/-)
5	Hindi Translator	Level 06-(Rs. 35,400-112400/-)
6	Research Assistant	Level-06 (Rs.35,400-1,12,400/-)
7	Personal Assistant	Level-06 (Rs. 35,400-1,12,400/-)

**GROUP 'C'**

<b>S. No.</b>	<b>Name of Post</b>	<b>Level of Pay as per Pay Matrix of 7<sup>th</sup> CPC</b>
1	Junior Investigator	Level-05 (Rs. 29,200-92,300/-)
2	Research Investigator	Level-05 (Rs. 29,200-92,300/-)
3	Data Entry Operator	Level-04 (Rs.25,500-81,100/-)
4	Hindi Typist	Level-02 (Rs. 19,900-63200/-)
5	Lower Division Clerk	Level-02 (Rs.19,900-63,200/-)
6	MTS	Level-01(Rs. 18,000-56,900/-)

## 11. THE BUDGET ALLOCATION OF THE INSTITUTE

Institute incurs expenditure from the budget allocated by Ministry of Women and Child Development Govt. of India. The Budget (BE) allocation for the Financial Year 2017-2018 is as follows:

The Budget (BE) Allocation for the financial Year 2018-2019 is as follows:

<b>(Rs. in lakh)</b>		
<b>Object Head Code</b>	<b>Object Head Name</b>	<b>Amount</b>
2235.02.102.26.00.36	Revenue Salary	245.00
2235.02.102.43.02.31	Revenue General	585.00
2235.02.102.43.02.35	Non-NER Capital	10.00
2552.00.124.17.02.31	Revenue NER General	60.00
	<b>Total</b>	<b>900.00</b>

## 12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMES.

Nil

## 13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

Nil

## 14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO IT OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The information related to various programmes are available on our website. Other organization information about CARA also available on the website.

## 15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

CARA works 5 days (Monday to Friday) a week.

Office timings are 9.00 a.m.-5.30 p.m.

## 16. CONTACT DETAILS OF NODAL OFFICER, CENTRAL PUBLIC INFORMATION OFFICER (CPIO) AND APPELLATE AUTHORITIES IN CENTRAL ADOPTION RESOURCE AUTHORITY UNDER SECTION 5(1) OF THE RIGHT TO INFORMATION ACT, 2005

<b>NAME &amp; DESIGNATION OF THE OFFICER</b>	<b>Nomination</b>	<b>Items of Work/Task</b>
Shri SK Gupta, Assistant Director (Coord)	Nodal Officer of CARA for RTI Matter (Online & Offline)	Forwarding of RTI Applications & Appeals (Online and Offline) to the concerned CPIOs and AAs. Creation/modification of IDs & Passwords of CPIOs and AAs.
Shri Ashutosh, Assistant Director (Programme)	Central Public Information Officer (Programme)	Dealing RTI Applications (Online & Offline) in respect of Programme Division (In-country, Inter-country, Relative Adoption, Inspection, Training, Media, Counselling, CARINGS etc). Submission of Quarterly Returns on behalf of CARA on CIC Portal.
Shri BM Tiwari, Assistant Director Administration	Central Public Information Officer (Administration)	Dealing RTI Applications (Online & Offline) in respect of Administration Division (Administration, Legal, Policy, Parliament and Record Keeping etc).
Shri Sanjay Barshilia, Director (Programme)	Appellate Authority (Programme)	Dealing with RTI Appeals (Online & Offline) in respect of Programme Division.
Dr Jagannath Pati, Joint Director, CARA	Appellate Authority (Administration)	Dealing with RTI Appeals (Online & Offline) in respect of Administration Division.

**17. MORE INFORMATION RELATED TO THIS OFFICE IS AVAILABLE ON OUR WEBSITE ([www.cara.nic.in](http://www.cara.nic.in)).**