

**CENTRAL ADOPTION RESOURCE AUTHORITY**  
**Ministry of Women & Child Development, Government of India**

West Block-VIII, Wing-II, 2nd Floor  
R.K. Puram, New Delhi-110066

F.No. CARA/IND/POLICY/2017/3

Date: 18-7-2017

**Office Memorandum**

Sub: **Constitution of Governing Body of SARA, its Role and Quarterly Meetings as per the JJ Act, 2015 and Adoption Regulations, 2017.**

1. The State Adoption Resource Agency (SARA) is required to be set up by the State Government for dealing with adoption and related matters in the State. Wherever such State Agencies already exist, they are to be deemed to be set- up under the Juvenile Justice (Care and Protection of Children) Act, 2015 (*Section 67 of the Act refers*).

2. The SARA shall have a Governing Body headed by the Principal Secretary or Secretary of the Department of the State dealing with adoption (as Chairperson), with following Members [*Regulation 33(1)(c) of the Adoption Regulations, 2017 refers*]:-

- (a) Director of the Department of the State Government dealing with adoption who shall be the Member Secretary;
- (b) Director of the Department of Health or Hospital or Hospital Administration of the State Government;
- (c) Chairperson of a Child Welfare Committee (CWC) ;
- (d) Representative of a Specialized Adoption Agency (SAA);
- (e) One member from the civil society involved in child welfare and protection for at least ten years;
- (f) One member from State Legal Services Authority (SLSA).

3. SARAs are required to deal with adoption matters under the guidance of the Central Adoption Resource Authority (CARA), as per *Section 67(1) of the JJ Act, 2015*.

4. The role and functions of SARA have been stipulated in *Regulation 33(2) of Adoption Regulations, 2017* as well as in *Section 62(2) & 65(2) of the JJ Act, 2015*. Some of the important functions, which must be performed by all SARAs, have been enumerated underneath:-

- (a) tracking the progress of every adoption case and to intervene wherever necessary, for remedial measures (*Section 62(2) of JJ Act, 2015 refers*);



- (b) updating the recognition status of every SAA in CARINGS, especially its validity period;
- (c) conducting meetings of Specialized Adoption Agencies on quarterly basis for addressing issues related to adoption and uploading the minutes of such meetings in the Child Adoption Resource Information and Guidance System;
- (d) inspecting and monitoring adoption programme and activities of all Specialized Adoption Agencies within its jurisdiction periodically;
- (e) identify Child Care Institutions (CCIs) which are not recognized as Specialized Adoption Agencies and link them to Specialized Adoption Agencies for enabling and facilitating adoption of eligible children in such institutions, in pursuance of the provisions under *Section 66 of the Act*;
- (f) identify Specialized Adoption Agencies or Child Care Institutions which have the capacity to provide quality care and treatment on a long term basis to special need children including children affected or infected by HIV/AIDS and mentally or physically challenged children, and facilitate transfer of such children to these agencies;
- (g) validate the data furnished online in the Child Adoption Resource Information and Guidance System by the Child Welfare Committees in the State, in pursuance of the provisions of *Section 38(5) of the Act*;
- (h) ensure furnishing of correct adoption data and documents in the Child Adoption Resource Information and Guidance System by the Specialized Adoption Agency, in the format and periodicity as specified in these regulations and validating the same;
- (i) furnish or update in the Child Adoption Resource Information and Guidance System, the profile of the Specialized Adoption Agency as required under *Section 65(2) of the Act*;
- (j) update the contact details of the District Child Protection Units, Child Welfare Committees and State Adoption Resource Agency online in the Child Adoption Resource Information and Guidance System on regular basis;
- (k) maintain a panel of professionally qualified or trained social workers and set up a counselling centre;



- (l) ensure that all adoption placements in the State are done in accordance with the relevant provisions of the Act, Rules made there under and these regulations;
- (m) take appropriate action(s) on the complaints or suo-motu in the cases of illegal adoption.

5. The Governing Body of SARA is required to review the progress of adoption work at least once in every quarter and address the operational as well as logistic issues and bottlenecks in the adoption process or system in the State [*Regulation 33(1)(d) of Adoption Regulations, 2017 refers*].

6. In the light of the foregoing, the State Governments & UT Administrations are requested to constitute the Governing Body of SARA (wherever not yet constituted) by 31<sup>st</sup> July 2017 and compliance report be forwarded. Further, meetings be held every quarter in which the Birth Certificate issuing authority, Passport Authority and any relevant authorities/Departmental Authorities may be invited as Special Invitees. A copy of the Minutes of such Meetings be sent to CARA every quarter.

7. The State Governments/UT Administrations are also requested to provide adequate Staff, Infrastructure and Communication facilities to their respective SARAs for efficient performance of its functions.

8. These instructions are issued by the Authority under *Section 70(1)(a) of the JJ Act, 2015*.

  
 दीपक कुमार / Deepak Kumar  
 सचिव कारा / Secretary CARA  
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 Member Secretary & CEO (CARA)

To:-

1. **Principal Secretary/Secretary**, Department of Women and Child Development/Social Welfare/Social Justice/Social Security (as the case may be) of **all State Governments/UT Administrations**.
2. **Commissioner/Director concerned** (dealing with Adoption & ICPS) of **all State Governments/UT Administrations**.

Copy to:

Director (CW-II), Ministry of Women & Child Development, Government of India, Room No. 640 – A Wing, Shastri Bhawan, New Delhi-110001. – *for information please*.