



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

CARA-EA043/11/2020-Administarion(e-88779) /780

02/12/2024

OFFICE ORDER

In supersession of earlier office order of even no. dated 27/09/2024, the CEO, CARA has delegated her authority on sanctioning EL & Casual Leave as under :

S.No.	Group	Authority to sanction EL / Leaves	Remarks
(i)	Group-A officers	CEO, CARA except herself	Along with station leave permission
(ii)	Below Group-A officers	Director (Joint Director in abence of Director)	
(iii)	All Outsourced staff	Departmental head under intimation to Director / JD / Admn.	

All Casual Leaves shall be sanctioned by the departmental head and records shall be maintained by Administration.

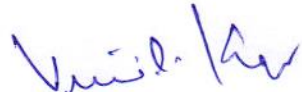
All other leaves including ML and CCL of all employees shall be sanctioned by the MS & CEO, CARA as per Rules & Regulations of CARA, 2018, until further orders.

This issues with the approval of the Competent Authority.

To
All regular / Outsource employees of CARA

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


(Vinit Kumar Upadhyay)
Assistant Director (Admn.)
विनीत कुमार उपाध्याय / Vinit Kumar Upadhyay
सहायक निदेशक / Assistant Director, CARA
केंद्रीय 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