

**केंद्रीय दत्तक-ग्रहण संसाधन प्राधिकरण**  
**Central Adoption Resource Authority**  
**महिला एवं बाल विकास मंत्रालय, भारत सरकार**  
**Ministry of Women and Child Development, Govt. of India**

File No.02-12/1/2020- (e-85058) 1723

Dated: 22.08.2024

**कार्यालय आदेश / OFFICE ORDER**

This is in supersession of the earlier office order. The work allocation among CARA Officers/Officials, Professionals and Support Staff for **In Country Coordination Division** is as under until further orders:

Departmental Head	:	Smt. Poonam Sharma, Deputy Director
Support staff	:	Ms. Jaishri Kusum, Executive Assistant
Sections	:	<ul style="list-style-type: none"><li>Foster Care &amp; Foster Adoption, In-country Relative/Step Adoption, Disruption &amp; Dissolution, Post adoption follow-ups In-Country</li></ul>

1	<b>Foster Care &amp; Foster Adoption</b>		
	<table><tr><td><p><u>Section Head :</u> Shri M. Sam Paul, Assistant Director*</p><p>*He will also look after the In-country Relative Adoption, Disruption &amp; Dissolution</p><p><u>Staff Members:</u></p><p>i. Ms. Manmeet Kour, Jr. Professional</p><p>ii. Ms. Mala Sahani, DEO</p></td><td><ul style="list-style-type: none"><li>Implementation of Model Foster Care Guidelines, 2024:</li><li>Foster Care</li><li>Foster Care leading to Foster Adoption</li><li>Foster Adoption</li><li>Dealing with State specific queries of stakeholders (SARA, DCPU, SAA &amp; PFPs).</li><li>State Visits</li><li>Compilation of Monthly Report</li><li>Any other task assigned by Deputy Director and Director (Programme).</li></ul></td></tr></table>	<p><u>Section Head :</u> Shri M. Sam Paul, Assistant Director*</p> <p>*He will also look after the In-country Relative Adoption, Disruption &amp; Dissolution</p> <p><u>Staff Members:</u></p> <p>i. Ms. Manmeet Kour, Jr. Professional</p> <p>ii. Ms. Mala Sahani, DEO</p>	<ul style="list-style-type: none"><li>Implementation of Model Foster Care Guidelines, 2024:</li><li>Foster Care</li><li>Foster Care leading to Foster Adoption</li><li>Foster Adoption</li><li>Dealing with State specific queries of stakeholders (SARA, DCPU, SAA &amp; PFPs).</li><li>State Visits</li><li>Compilation of Monthly Report</li><li>Any other task assigned by Deputy Director and Director (Programme).</li></ul>
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2	<b>In-country Relative/Step Adoption</b>		
	<table><tr><td><p><u>Section Head :</u> Shri M. Sam Paul, Assistant Director*</p><p>*He will also look after the In - country Foster Care &amp; Foster Adoption, Disruption &amp; Dissolution.</p></td><td><ul style="list-style-type: none"><li>Pre-approval letters in In-country Relative Adoption/Step Adoption.</li><li>Addressing pendency in relative adoption/step adoption.</li><li>Support letter for relocation at abroad (for passport purpose.</li><li>Root Search.</li><li>Any other task assigned by Deputy Director and Director (Programme).</li></ul></td></tr></table>	<p><u>Section Head :</u> Shri M. Sam Paul, Assistant Director*</p> <p>*He will also look after the In - country Foster Care &amp; Foster Adoption, Disruption &amp; Dissolution.</p>	<ul style="list-style-type: none"><li>Pre-approval letters in In-country Relative Adoption/Step Adoption.</li><li>Addressing pendency in relative adoption/step adoption.</li><li>Support letter for relocation at abroad (for passport purpose.</li><li>Root Search.</li><li>Any other task assigned by Deputy Director and Director (Programme).</li></ul>
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	<u>Staff Members:</u> Sh. Sayam Bin Khalid, Jr. Professional  <u>Support Staff:</u> Ms. Tanjiver Kaur, DEO	
3	<b>Disruption &amp; Dissolution</b>	
	<u>Section Head :</u> Shri M. Sam Paul, Assistant Director  <u>Staff Members:</u> Ms. Ritu Rani Bhankur, Junior Professional	<ul style="list-style-type: none"> <li>• Processing of In-country Disruption &amp; Dissolution cases</li> <li>• In-country Adoption Order Pendency (uploading of adoption orders).</li> <li>• Post adoption follow-ups.</li> <li>• Any other task assigned by Deputy Director and Director (Programme).</li> </ul>

This issues with the approval of the Competent Authority.

*Vinit Kumar*

(विनीत उपाध्याय)  
(Vinit Upadhyay)

सहायक निदेशक (प्रशासन)

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

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नई दिल्ली / New Delhi-110066

सभी संबंधित/All concerned

Copy to:

- SPPs to CEO
- Director, CARA
- Joint Director, CARA
- All DDs, IFO
- Notice Board