

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) / 726

23
24/08/2024

OFFICE ORDER

This is in continuation to earlier office order related to Inter Country Division. In partial modification of existing work allocation, the officers/ officials, professionals and support staff of the division has been assigned as under:

Divisional Head:- Mrs. Vinita Jha, Deputy Director

1. Inter-country NOC Section

Supervising Officer:- Mrs. Vandana, Assistant Director

S.no.	Name of official/ Professional/ Support Staff	Duty Assigned / Work Description
1.	Ms. Anshu Sharma (Sr. Professional)	➤ Inter-country NOC cases: Examination of Inter-country PAPs application at NOC level and process the cases with remarks.
2.	Ms. Anju Chaturvedi (Junior Professional)	➤ Uploads NOC related documents for PAPs and Children in their profile while processing the case.
3.	Mr. Vikas (Data Entry Operator)	➤ Conformity Certificate: Issue Conformity Certificate after receipt of adoption order for the child(ren).
4.	Mr. Navlesh Kumar (MTS)	➤ FRRO: Issue FRRO verification letter after receipt of request from concerned FRRO office.
		➤ Passport Intervention and DM Intervention: Issue letter for Passport Intervention and DM Intervention as per the request received from RPO and AFAA respectively. Coordinate with concerned district Stakeholders for issuance of Passport and Adoption orders.
		➤ Time Extension: Create Time Extension files on e-office for accepting the child as per the request received from AFAA on behalf of PAPs.
		➤ Create Referral, Seniority Management of PAPs and unmatching of child related files on e-office.
		➤ Create Inter-country Grievances related

		<p>files on e-office in accordance with stakeholders grievances.</p> <ul style="list-style-type: none"> ➤ Inter-country Queries and Grievances: Handling all Inter-country related queries and grievances on CARINGS portal. ➤ Disruption: Handle Inter-country Disruption cases through e-office files and unmatch the child from PAPs profile. ➤ Post-Adoption Follow-up Reports: Examine and submit remarks of Inter-country Post-Adoption Follow-up Reports on CARINGS portal. ➤ Root Search: Handle Inter-country root search cases through e-office and issue letters to concerned SARA. ➤ AFAA Authorisation and Renewal: Analyse documents received from AFAA and process the authorisation and renewal through e-office files. Issue Authorisation Certificates and License to AFAA. ➤ Communication and Coordination with Central Authorities and Embassies: Process any communication/ representation received from Central Authorities and Embassies through e-office files and issue letters in response. ➤ Coordinate and follow-up with concerned stakeholders for NOC related documents of PAPs and children and regarding license of SAA. ➤ Submit Monthly Performance Report and Daily Progress Report to senior. ➤ Resolving doubts and queries of PAPs and stakeholders on adoption such as waiting period of adoption, seniority. ➤ Resolving NOC related technical queries related to CARINGS with the help of technical team. ➤ Actively follow-up and respond to NOC related e-mails and general e-mails pertaining to Inter-country matters regularly. ➤ Any other task assigned by Assistant Director, Deputy Director and Director (Programme).
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2. Inter-country Relative Adoption Section

Supervising Officer:- Mrs. Rupanshi Pandey, Research Assistant

S.no.	Name of official/ Professional/ Support Staff	Duty Assigned / Work Description
1.	Ms. Aastha Bhardwaj (Junior Professional)	<ul style="list-style-type: none"> ➤ Inter-country Relative Adoption Scrutiny cases: Examination of Inter-country PAPs application at scrutiny level and process the cases with remarks. ➤ Examination of State verification Report and process the case of approval of Pre Approval Letter (PAL) ➤ Issuance of PAL ➤ Follow up with AFAA- for uploading Article 5/17 ➤ Adoption Order- follow up and examination ➤ No- Objection Certificate: issue NOC after receipt of adoption order for the child(ren) ➤ Conformity Certificate: Issue Conformity Certificate after receipt of adoption order for the child(ren). ➤ FRRO: Issue FRRO verification letter after receipt of request from concerned FRRO office. ➤ Passport Intervention and DM Intervention: Issue letter for Passport Intervention and DM Intervention as per the request received from RPO and AFAA respectively. Coordinate with concerned district Stakeholders for issuance of Passport and Adoption orders. ➤ Inter- country Queries and Grievances: Handling all Inter-country Relative Adoption related queries and grievances on CARINGS portal. ➤ Coordinate and follow-up with concerned stakeholders for State Verification Report, Article 5 and DM for submission of documents of PAPs child(ren) and biological parents/ guardian ➤ Submit Monthly Performance Report and Daily Progress Report to senior. ➤ Resolving doubts and queries of PAPs and stakeholders on adoption ➤ Resolving technical queries related to cases with the help of technical team. ➤ Actively follow-up and respond to e-mails pertaining to Inter-country matters regularly. ➤ Any other task assigned by Assistant Director, Deputy Director and Director

		(Programme).
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3. Inter-country Scrutiny Section

Supervising Officer:- Mrs. Rupanshi Pandey, Research Assistant

S.no.	Name of official/ Professional/ Support Staff	Duty Assigned / Work Description
1.	Ms. Shivani Chauhan, (Junior Professional)	<p>I. Scrutiny of Applications of Inter-country Adoption cases and HSR- Revalidation.</p> <ul style="list-style-type: none"> ➤ Examination and Review of Home Study Reports and other Supporting Documents for uploaded by AFAA or PAPs in the application of NRI/OCI/ Foreigner residing in Foreign Countries or residing in India. ➤ Follow-up with AFAA/ PAPs for completion or correction of applications/ documents of PAPs on CARINGS. ➤ Submission of Inter-country application for approval after scrutiny on CARINGS. ➤ Forwarding the application to SAAs in India for Inter-country PAPs residing in India. ➤ Coordinate with SAAs and PAPs for OCI/ NRI/ Foreigner residing in India. ➤ Coordinate with AFAA/ IDM/ Central Authority for resolving the issues in the matter of inter-country adoptions. ➤ Managing the e-office files on the matter pertaining to Inter-country Scrutiny Matters and inter-country Dissolution cases. <p>II. Scrutiny of Applications at HSR-Revalidation Level</p> <ul style="list-style-type: none"> ➤ Examination and Review of Home Study Reports and other Supporting Documents for uploaded by AFAA <p>III. Dissolution Cases:</p> <ul style="list-style-type: none"> ➤ Process the Inter-country Dissolution Matters and follow-up with all the stakeholders in the matters. ➤ Submit Monthly Performance Report and Daily Progress Report to senior.

		<ul style="list-style-type: none"> ➤ Resolving doubts and queries of PAPs and stakeholders on adoption received through telephones and emails. ➤ Resolving technical queries of all stakeholders with the help of CARINGS technical team. ➤ Any other task assigned by Assistant Director, Deputy Director and Director (Programme).
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4. HAMA Section

Supervising Officer:- Mr. G. Ravi Kumar, Assistant Director

S.no.	Name of official/ Professional/ Support Staff	Duty Assigned / Work Description
1.	Ms. Aastha Bhardwaj (Junior Professional)	<p>a) All adoption cases registered prior to 17.09.201:</p> <ul style="list-style-type: none"> ➤ Examination and scrutiny of Inter-country PAPs (NRI/ OCI) application for issuance of support letter. ➤ Coordination with District level authorities (DM and DCPUs) for verification of adoption documents. ➤ Issue of support letter on receipt of verified documents by District Magistrate. <p>b) All adoption cases registered post 17.09.2021:</p> <ul style="list-style-type: none"> ➤ Examination of Inter-country PAPs (NRI/ OCI) application at scrutiny level and process the case with remarks. ➤ Follow up with DCPU for uploading of Family Background Report and Verified Schedules by District Magistrate. ➤ Follow up with AFAA/CA for uploading of Article 5 and 17. ➤ No Objection Certificate: Issue of NOC on receipt of verified documents from DM. ➤ Conformity Certificate: Issue of Conformity Certificate after issue of NOC. ➤ FRRO: Issue of Verification Letter on request of PAPs/ FRRO (if any) ➤ Inter-country Queries and Grievances: Handling all Inter-country HAMA Adoption related queries and grievances ➤ Coordination and follow up with concerned

		<p>stakeholders for verification report and DCPU and DM level.</p> <ul style="list-style-type: none"> ➤ Submission of Monthly Performance Report. ➤ Resolving doubt and queries of PAPs and stakeholders on HAMA adoption. ➤ Follow up on pending documents with different stakeholders by means of emails and calls. ➤ Issue of letter to PAPs for following up of procedure in cases registered post 17.09.2021. <p>c) Any miscellaneous matter related to HAMA.</p> <ul style="list-style-type: none"> ➤ Inputs in Legal matters pertaining to HAMA. ➤ Maintaining of database related to HAMA. ➤ Any other task assigned by Assistant Director, Deputy Director and Director (Programme).
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2. Ms. Shivani Bhasin (Executive Assistant) is attached to DD(VJ).

3. This issues with the approval of Competent Authority.

To
सभी संबंधित/All concerned

Copy for Information to:

- (i) SPPs to CEO, CARA
- (ii) Director (Prog.)
- (iii) Joint Director
- (iv) IFO
- (v) All DDs and Ads
- (vi) Notice Board
- (vii) Guard File
- (viii) CARINGS – for uploading in website of CARA.



 (विनीत उपाध्याय)
 (Vinit Upadhyay)
 सहायक निदेशक (प्रशासन)
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