

केंद्रीय दत्तक - ग्रहण संसाधन प्राधिकरण
Central Adoption Resource Authority

महिला एवं बाल विकास मंत्रालय, भारत सरकार
Ministry of Women and Child Development

File No. 02-12/1/2020(E-85058)/ 770

Dated: 05.11.2024

कार्यालय आदेश/Officer Order

This is in supersession of the earlier office order. The work allocation among CARA officers/officials, Professionals and Support Staff of the division has been re-assigned as under:

Departmental Head : Mrs Richa Ojha, Deputy Director
Section Head : Om Prakash Yadav, Assistant Director
Support Staff : i. Mr. Pramod Kumar, Data Entry Operator
ii. Mr. Javed Ali, Executive Assistant

Sections : Legal, Policy, Media, Training, Coordination & Parliament matters

1	Parliament and Administrative Policy, RTI and Coordination Sections				
	<table><tr><td>Section Head: Om Prakash Yadav, Assistant Director</td><td>Coordination , Policy (Admin related), Parliament and RTI:</td></tr><tr><td>Staff Members: i. Mr. Pramod Kumar, Data Entry Operator</td><td><ul style="list-style-type: none">• Coordination with Ministry of Women & Child Development and other Government Department, etc.• Overall works related to the Steering Committee of CARA, etc.• All matters related to Policy (Admin related), etc.• Annual action plan, Outcome Budget, Output Outcome Monitoring Framework (OOMF) in respect of CARA and other related issues, etc.• Overall works related to Rajya Sabha & Lok Sabha Parliament Questions pertaining to CARA and other Parliament matters, etc.• Laying of Annual Report of CARA in the Parliament, etc.• Assist the Nodal Officer (RTI) of CARA for day-to-day works related to RTI and other related issues.• Submission of monthly progress report.• Any other task assigned from time to time.</td></tr></table>	Section Head: Om Prakash Yadav, Assistant Director	Coordination , Policy (Admin related), Parliament and RTI:	Staff Members: i. Mr. Pramod Kumar, Data Entry Operator	<ul style="list-style-type: none">• Coordination with Ministry of Women & Child Development and other Government Department, etc.• Overall works related to the Steering Committee of CARA, etc.• All matters related to Policy (Admin related), etc.• Annual action plan, Outcome Budget, Output Outcome Monitoring Framework (OOMF) in respect of CARA and other related issues, etc.• Overall works related to Rajya Sabha & Lok Sabha Parliament Questions pertaining to CARA and other Parliament matters, etc.• Laying of Annual Report of CARA in the Parliament, etc.• Assist the Nodal Officer (RTI) of CARA for day-to-day works related to RTI and other related issues.• Submission of monthly progress report.• Any other task assigned from time to time.
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2	Training	
	<p><u>Section Head:</u> Om Prakash Yadav, Assistant Director</p> <p><u>Staff Members:</u></p> <p>i. Mr. Pradi Padda Chakma, Junior Investigator</p> <p>ii. Ms. Chandni Godiyal, Jr. Professional</p>	<ul style="list-style-type: none"> • All matters pertaining to Training and awareness programme. • Settlement of all sanctioned amount with compilation of reports relating to various training programmes etc. • Training and capacity building activities for stakeholders all over the country on adoption related issues. • Matters relating to section as and when required. • Holding webinar VCs as well as physical Seminars, Workshops, etc. • Prepare Annual Action Plan for Training Section. • SOPs and standards. • Orientation to interns and all related work. • Submission of monthly progress report. • Any other task assigned from time to time.
3	Legal & Policy	
	<p><u>Staff Members:</u></p> <p>i. Ms. P. Chandni, Sr. Professional</p> <p>ii. Mr. Sumit Bhargava, Jr. Professional</p> <p>iii. Ms. Chandni Godiyal, Jr. Professional (Additional Charge)</p> <p>iv. Mr. Javed Ali, Executive Assistant (Additional Charge)</p>	<ul style="list-style-type: none"> • All matters related to Policy (Program) and Legal matters (para-wise comments). Para wise Reply. (Draft & Vetting-Approval) • Research and Special Committees. • SOPs and standards. • Hague Convention and all Policy matters related to adoption and other related matters. • Write Petition (arranging WP in case, if it is not received) • Appointment of Counsel • Forwarding the approved para wise reply to the CGSC, Vetting-Approval of Draft Counter Affidavit, ensuring the filing of Counter Affidavit • Reply to rejoinder, Additional Affidavit, Short Affidavit, Compliance affidavit • Seeking legal opinion from MOLJ • Liaisoning with CGSC, Monitoring of dates (NDOH) • Follow-up emails, Reminder emails • Monthly performance report • Briefing of matter to ASG/CGSC, Appearance before the Hon'ble of behalf of CARA, Sending final counter affidavit to the CGSC through DTDC etc. • Submission of monthly progress report. • Any other task assigned from time to time • Legal fee bills. • Update on LIMBS Portal for CARA. • Attestation/Notarisation of Approved Counter Affidavit, Forwarding the same to

		<p>the CGSC</p> <ul style="list-style-type: none"> • Updating of List of Legal cases, follow up on NDOH • Updating all Counsel Information. • Maintaining information related to Training Programmes. • Compile Monthly Report of all Section and sent to concerned division.
4.	Media	
	<p><u>Section Head:</u> Om Prakash Yadav, Assistant Director</p> <p><u>Staff Members:</u></p> <p>i. Ms. Prachi Sharma, Sr. Professional</p> <p>ii. Mr. Abhishek Shukla, Jr. Professional</p>	<ul style="list-style-type: none"> • Promoting legal adoption in the country including adoption of special needs and older children. • Publicity and advocacy activities through Social Media, electronic and Print Media, Outdoor Media etc. In Hindi, English & other Indian languages. • All Media & Advocacy task related to creation & dissemination of contents including settlement of advances. • Preparation and designing of Annual Report of CARA including Annual report for MWCD. • Live Session on Social Media i.e. YouTube and Facebook. • Organize events. • Online and Offline campaign. • Work with NIC team to update CARA's Website. • Prepare plan for Adoption Awareness Month (November). • Submission of monthly progress report. • Any other task assigned from time to time.

These issues with the approval of Competent Authority.


(Pramod Pushkar)
Deputy-Director (Admn.)

To
All Concerned

Copy for Information to :

- PS to CEO, CARA
- Director (Prog)
- Joint Director
- IFO
- All DDs and Ads
- Data Analyst – for website of CARA
- Notice Board / Guard File

प्रमोद पुष्कर / Pramod Pushkar
उप-निदेशक (प्रशासन) / Deputy Director (Admin)
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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