



# Central Adoption Resource Authority केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण

(A Statutory Body of Ministry of Women & Child Development, Government of India)  
(भारत सरकार के महिला एवं बाल विकास मंत्रालय की सांविधिक निकाय)



CARA /OM/2018

Date 20.11.2018

No.....

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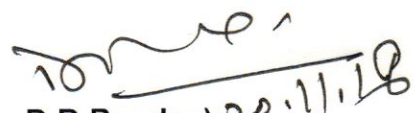
## Office Memorandum

**Subject: Revised financial norms for Training Programme of CARA**

As per the Regulation 37 Adoption Regulation 2017, CARA is mandated to provide support and guidance to State Adoption Resource Agencies, District Child Protection Units, Specialised Adoption Agencies and other Stakeholders of Adoption in related matters, through trainings, workshops, exposure visits, consultations, conferences, seminars and other capacity building programmes.

2. The revised Financial Norms for training as approved by the Steering Committee of CARA during its 15<sup>th</sup> meeting on 26.06.2018 and 17<sup>th</sup> meeting on 15.10.2018 is attached as Annexure.

3. The Financial Norms for training is applicable for National/Regional/State/District level training programmes.

  
(Dr. D.D. Pandey) 20.11.18  
Joint Director

To be placed on CARA- Website



**Revision of financial norms for the Training and capacity building programmes of CARA (e.g. training(s)/ consultation(s)/ seminar(s)/ workshop(s)/ consultative meet(s) on adoption & related matters :**

S. No.	Item(s)	Revised Financial Norms approved by the Steering Committee of CARA vide its 15 <sup>th</sup> meeting held on 20/06/2018 and 17 <sup>th</sup> meeting held on 15/10/2018
1.	TA to an outstation participant	<p>As per actual but not exceeding – II Tier AC Train Fare. TA/DA as per extant GOI Rules equivalent to Govt. Officers in the grade pay (GP) of Rs.4200/- (level 6 of 7<sup>th</sup> CPC).</p> <p>Participants from the inaccessible NE States may be allowed air fare in economy class for the journey involving more than 12 hrs by road from place of residence to the destination not connected by train, as per the extant TA Rules of GOI.</p>
2.	TA to a local participant	Local conveyance to be reimbursable as part of TA as per actual road mileage not exceeding Rs.500/- per participant.
3.	TA to a resource person	<p>TA/DA as per extant GOI rules equivalent to Govt. Officers in the grade pay (GP) of Rs. 5,400/- (Level 10 of 7<sup>th</sup> CPC).</p> <p>Air fare in the economy class (maximum 2 outstation participants) Rs. 20,000/- per person subject to actual airfare.</p>
4.	Lodging & boarding for an outstation participant	<p>As per GOI TA/DA Rules applicable to Govt Officers in level 6 of 7<sup>th</sup> CPC ( equivalent of Grade Pay of Rs 4200/- as per 6<sup>th</sup> CPC)</p> <p>Lodging and boarding of Outstation Participants Rs. 750/- + 800/- per day on production of bill &amp; subject to actual expenses.</p> <p>(In case the programmes are organised at the campus of ATIs, State Institute of Rural Developments (SIRD), Judicial Training Institutes, National Law Schools, Central Universities and other Government run Institutions etc. the norm should be applicable for those Institutions run by the respective Governments).</p>
5.	Lodging and Boarding for Resource Person	<p>As per GOI TA/DA Rules applicable to Govt Officers in level 10 of 7<sup>th</sup> CPC ( equivalent of Grade Pay of Rs 5400/- as per 6<sup>th</sup> CPC)</p> <p>Lodging and boarding for resource person in the Level 10 of 7<sup>th</sup> CPC, Rs. 2250/- + Rs.900/- per day (maximum for 2 days) on production &amp; bill subject to actual expenses.</p> <p>(In case the programmes are organised by ATIs, State Institute of Rural Developments (SIRD), Judicial Training Institutes, National Law Schools, Central Universities and other Government run Institutions etc. the norm should be</p>



		applicable for those Institutions run by the respective Governments).
6.	Honorarium to Resource Person	The Committee approved to enhance the honorarium to resource persons for training programmes of CARA, to Rs.3,000/- for a session with maximum for two sessions during any training programme.
7.	Working lunch/tea & Snacks/high-tea per day	As per actual but not exceeding the ceiling as prescribed in the O.M. No. 7(3)/E-Coord/2013 dtd. 06 <sup>th</sup> May 2015 of the Department of Expenditure, Ministry of Finance, as revised from time to time.  Tea & Snacks:Rs.200 High Tea:Rs.500 Lunch/Dinner:Rs750  However, utmost austerity shall be kept in view by the sanctioning authority.
8.	Venue Charges	In case of a Govt. venue, as per their norms; In case of Non-Govt.venue:- National/ Regional level-Rs.30,000/- State level- Rs.15,000/-
9.	Kit materials per Participant	State level - Rs.250/- Regional level- Rs.450/- National Level – Rs. 700/-  (The increase in the Kit material charges for the National Level Programme is due to inclusion of the Bare Act Law Books containing JJ Act 2015, JJ Model Rules 2016 and Adoption Regulations 2017, as a ready reckoner for the participants)
10.	Administrative/ miscellaneous (postage/ communication charges, stationeries, local transport for organising staff, photography, documentation/ report writing, audio-visual aids, banner/ backdrop etc.	State level- Rs.40,000/- National/ Regional level- Rs.70,000/-

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### General Guidelines

- (a) CARA will release 60 % of the budget in advance and the remaining amount shall be released on complete settlement of accounts and submission of utilization certificate report.
- (b) Head wise expenditure will be kept within the sanctioned limit
- (c) Unspent amount, if any, will be refunded immediately by means of Demand Draft in favour of Central Adoption Resource Authority payable at New Delhi. If the amount to be refunded has some amount in paise, in that case, 50 paise and above to be rounded to the nearest rupee. Amount less than 50 paise to be deleted. It may be noted that no refund amount will be acceptable in paise.
- (d) There is no budgetary provision towards the TA of the participants from Govt. Depts. due to budgetary constraints. However, they may claim the same for attending the Programme from their respective Organization/Department.
- (e) NGO and non-official participants may be reimbursed TA as per financial norms.
- (f) State run training institute/administrative institute may be preferred for organizing such programme. In such cases, the budget will be made flexible as per norms of such govt. institutions.
- (g) In case, the programme is arranged in a non-government institution/organisation, total expenses shall not exceed the sanctioned amount.
- (h) Prior approval from CARA is required before deviation/change of any budget provision.
- (i) Maximum two out-station resource persons could be engaged.
- (j) Utmost austerity is to be observed in organizing the above programme.
- (k) In all correspondence, invitations and reports, etc., it will be mentioned that the Central Adoption Resource Authority, Ministry of Women & Child Development, Government of India has sponsored the course.
- (l) The training proposal along with budget estimate may be forwarded to CARA for approval of budget and issue of sanction order.
- (m) After completion of programme, the organizer has to forward two copies of the report containing summery of the discussion and feedback along with the photographs .

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