

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">Foster Care & Foster Adoption, In-country Relative/Step Adoption, Disruption & Dissolution, Post adoption follow-ups In-Country

1	Foster Care & Foster Adoption	
	<p>Section Head : Shri M. Sam Paul, Assistant Director*</p> <p>*He will also look after the In-country Relative Adoption, Disruption & Dissolution</p> <p>Staff Members:</p> <p>i. Ms. Manmeet Kour, Jr. Professional</p> <p>ii. Ms. Mala Sahani, DEO</p>	<ul style="list-style-type: none">Implementation of Model Foster Care Guidelines, 2024:Foster CareFoster Care leading to Foster AdoptionFoster AdoptionDealing with State specific queries of stakeholders (SARA, DCPU, SAA & PFPs).State VisitsCompilation of Monthly ReportAny other task assigned by Deputy Director and Director (Programme).
2	In-country Relative/Step Adoption	
	<p>Section Head : Shri M. Sam Paul, Assistant Director*</p> <p>*He will also look after the In - country Foster Care & Foster Adoption, Disruption & Dissolution.</p>	<ul style="list-style-type: none">Pre-approval letters in In-country Relative Adoption/Step Adoption.Addressing pendency in relative adoption/step adoption.Support letter for relocation at abroad (for passport purpose).Root Search.Any other task assigned by Deputy Director and Director (Programme).

	<u>Staff Members:</u> Sh. Sayam Bin Khalid, Jr. Professional <u>Support Staff:</u> Ms. Tanjiver Kaur, DEO	
3	Disruption & Dissolution	
	<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"> • Processing of In-country Disruption & Dissolution cases • In-country Adoption Order Pendency (uploading of adoption orders). • Post adoption follow-ups. • Any other task assigned by Deputy Director and Director (Programme).

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
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सभी संबंधित/All concerned

Copy to:

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