

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 unmatched 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.

Vinit Kumar

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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West Block-8, Wing-2, 2nd Floor, R.K. Puram

नई दिल्ली / New Delhi-110066

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.