

**केन्द्रीय 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) | 724

Dated: 22.08.2024

**कार्यालय आदेश / OFFICE ORDER**

This is in supersession of earlier order. The following officials/ staff are directed to carry out the task of identification of children and other related functions in respect of States & UTs mentioned against their names:

S.No	Name of the Officer	Senior/ Junior Professional	States/ UTs
1.	Shri Nandresh Nigam, Advisor	Ms. Sneha Kumari Junior Professional	Central Region (Chhattisgarh, Madhya Pradesh, Uttar Pradesh, Uttarakhand)
		Shri Kundan Goswami, DEO	
		Shri Yash Yadav Junior Professional	Northern Region (Chandigarh, NCT of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Ladakh, Punjab, Rajasthan)
		Shri Dinesh Kumar, DEO	
		Ms. Anwesha Misha Junior Professional	Western Region (Dadra & Nagar Haveli and Daman & Diu, Goa, Maharashtra, Gujarat)
		Ms. Monika Ahuja, MTS	
2.	Ms. Himani Nautiyal, Advisor	Ms. Upasana Chakma, Senior Professional	North Eastern Region (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura)
		Shri Dinesh Kumar, DEO	
		Ms. Abhisarika Rai, Junior Professional	Eastern Region (Bihar, Jharkhand, Odisha, Sikkim, West Bengal)
		Ms. Arti, DEO	

2. Shri G. Ravi, Assistant Director and Smt. Aastha Bhardwaj, Junior Professional have been assigned the task related to southern region of Identification Cell in addition to their present duties of HAMA. Smt. Aastha Bhardwaj, Junior Professional will look after the task of southern region till new Junior Professional joins. Shri Anil Kumar, DEO is also attached with southern region. The southern region comprises Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, Telangana, Andaman & Nicobar Island.

3. Shri Dilip Bhasin, Executive Assistant is attached with Advisors. The Advisors / Assistant Director will report to Director (Programme). The specific job responsibilities of above officers/ officials are enclosed.

4. The Identity Cell shall report to Director(Programme) and in his absence to Joint Director

5. Mr Nandresh Nigam, Advisor shall also supervise IT related work in addition to his own.

This issues with the approval of the Competent Authority.

विनीत कुमार  
Vinit Kumar

(विनीत उपाध्याय)

(Vinit Upadhyay)

सहायक निदेशक (प्रशासन)

Assistant Director (Admn.)

सभी संबंधित/All concerned

Copy to :

- (i) SPPs to MS & CEO, CARA
- (ii) Director, CARA
- (iii) Joint Director, CARA
- (iv) All Deputy Directors / IFO
- (v) All Assistant Directors and equivalent rank officers
- (vi) Notice Board/Website

विनीत कुमार उपाध्याय / Vinit Kumar Upadhyay  
सहायक निदेशक / Assistant Director, CARA  
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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

### Job responsibilities of Identification Cell

- Identification/tracking and monitoring of children with the help of Mission Vatsalya Portal and CARINGS Portal, to collect information about children in CCIs, track their status, and ensure their well-being and placement support.
- Ensuring registration of all children less than 18 years of age in Child Care Institutions (CCIs) under five categories (Orphan, Abandoned, and Surrendered, having no visitation and having unfit parents) on CARINGS.
- Ensuring laws and policies support the transition from institutional care to family based care.
- Regular monitoring & evaluation of the database of all five categories of children in order to identify areas for improvement.
- Ensuring linkages between SAA and CCIs in all districts across the country.
- Coordinating with SAAs/CCIs/CWCs to determine LFA status of children as per timelines and addressing delays.
- Coordinating with DMs as well as providing support & guidance to SARAs, DCPUs, SAAs, CCIs and other stakeholders on adoption and other non-institutional care services.
- Data cleansing/Data updation on CARINGS portal w.r.t to the following:
  - SAA-CCI linkage
  - Updating status of in-country stakeholders such as –  
SAAs & CCIs – functional with valid recognition / functional with expired recognition / non-functional / closed.  
Duplicate or multiple entries of SAAs, CCIs, DCPUs and children's profile.
- Visiting states and physically verify the status of children in CCIs.
- Identifying potential cases of relative adoption of children living in institution.
- Undertaking regular initiatives for capacity building of SAAs/CCIs/service providers and the district level child protection staff through training about the benefits of non-institutional care and importance of counselling in the rehabilitation process.
- Equipping the child protection functionaries with tools for assessment, matching and support services.
- Preparation of IEC material to generate awareness among Service Delivery Institutions (SDIs), Govt. agencies/departments and to strengthen the 'Support Network' available for non-institutional care.
- Establishing robust monitoring mechanisms for regular evaluations that helps identify areas for improvement.
- Any other task assigned by Director (Programme) and Advisor.