

**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-O/o JD(Prg and Admn)/(e-85058)

Dated: 12-01-2023

**कार्यालय आदेश / OFFICE ORDER**

The work allocation among CARA Officers/Officials, Professionals and Support Staff is as under until further orders :

**PROGRAMME DEPARTMENT**

- A) Departmental Head : Shri Nandresh Nigam, Deputy Director**
- Support staff : Ms. Shivani Bhasin, Executive Assistant,  
Sh. Dinesh Kumar, DEO
- Sections : Inter-country NOC, In-country Grievance & Helpdesk, IT & CARINGS

1	<b>Section: Inter-country NOC</b>		
	<table><tr><td><p><u>Section Head :</u> Smt. Purnima Thakur, Assistant Director *</p><p>*She will also look after the In-Country State Coordination, Relative/ Step Adoption and Foster Adoption.</p><p><u>Staff Members:</u></p><ol style="list-style-type: none"><li>Ms. Aastha Bhardwaj, Jr. Professional</li><li>Ms. Abhisarika Rai, Jr. Professional</li><li>Ms. Shivani Chauhan, Jr. Professional</li><li>Ms. Shivani Bhasin, Executive Assistant (as &amp; when required)</li><li>Shri Vikas, DEO</li><li>Sh. Nablesk Kumar Singh, MTS</li></ol></td><td><ul style="list-style-type: none"><li>Processing of cases of inter-country adoptions of Orphan-Abandoned-Surrendered (OAS) children and cases of relatives as stipulated under the JJ Act and Adoption Regulations. Issuance of NOC, Conformity Certificate and letters to FRRO.</li><li>Addressing queries/grievances regarding NOC and Conformity Certificate etc. raised by PAPs, service providers and other stakeholders.</li><li>Coordination with SARAs, DCPUs, SAAs as well as AFAAs and other stakeholders.</li><li>Disruption of adoption</li><li>Submission of monthly report</li><li>Any other task assigned by Deputy Director and Director (Programme)</li></ul></td></tr></table>	<p><u>Section Head :</u> Smt. Purnima Thakur, Assistant Director *</p> <p>*She will also look after the In-Country State Coordination, Relative/ Step Adoption and Foster Adoption.</p> <p><u>Staff Members:</u></p> <ol style="list-style-type: none"><li>Ms. Aastha Bhardwaj, Jr. Professional</li><li>Ms. Abhisarika Rai, Jr. Professional</li><li>Ms. Shivani Chauhan, Jr. Professional</li><li>Ms. Shivani Bhasin, Executive Assistant (as &amp; when required)</li><li>Shri Vikas, DEO</li><li>Sh. Nablesk Kumar Singh, MTS</li></ol>	<ul style="list-style-type: none"><li>Processing of cases of inter-country adoptions of Orphan-Abandoned-Surrendered (OAS) children and cases of relatives as stipulated under the JJ Act and Adoption Regulations. Issuance of NOC, Conformity Certificate and letters to FRRO.</li><li>Addressing queries/grievances regarding NOC and Conformity Certificate etc. raised by PAPs, service providers and other stakeholders.</li><li>Coordination with SARAs, DCPUs, SAAs as well as AFAAs and other stakeholders.</li><li>Disruption of adoption</li><li>Submission of monthly report</li><li>Any other task assigned by Deputy Director and Director (Programme)</li></ul>
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2	<b>Section: In-country Grievance &amp; Helpdesk</b>	
	<p><u>Section Head:</u> Smt. Rupanshi Pandey, RA Additional charge AD</p> <p><u>Staff Members:</u></p> <ol style="list-style-type: none"> <li>Sh. Manish Pati Tripathi, Sr. Professional</li> <li>Sh. Mukul Sagar, Tele-Executive</li> <li>Ms. Mohita Joshi, DEO  (Ms. Anubha Jain, Counsellor will provide assistance in medical grievances)</li> </ol> <p><u>Helpdesk</u></p> <ol style="list-style-type: none"> <li>Ms. Nidhi Roopari, Counsellor</li> <li>Ms. Shashi Yadav, Tele-Executive</li> <li>Ms. Anushka, Tele-Executive</li> <li>Ms. Sana Shareen, Tele-Executive</li> <li>Ms. Sneha Dohandiyal, Tele-Executive</li> <li>Ms. Vaishnavi, Tele-Executive</li> <li>Sh. Ravi Maurya, Tele-Executive</li> </ol>	<ul style="list-style-type: none"> <li>Redressal of all types of grievances including medical issues/special need, hard to place children received from Prospective Adoptive Parents (PAPs), Specialised Adoption Agencies (SAAs) and other stakeholders</li> <li>PMOPG and CPGRAMS</li> <li>VIP references</li> <li>Referral management related to Orphan-Abandoned-Surrendered (OAS) children</li> <li>ATR of the grievances to the Ministry/CEO/CARA official</li> <li>Help Desk &amp; Help-line (Analysis and Monitoring of calls of Tele-Counsellors being recorded and putting up the weekly report)</li> <li>Analysis and monitoring of data, delay monitoring at different stages and fast tracking of children having special needs.</li> <li>Data cleansing : blocking /unblocking of children</li> <li>Cases deserving relaxations</li> <li>Seniority/referral management of aggrieved PAPs</li> <li>Updation/maintenance of records (registers)</li> <li>Grievances related to CARINGS</li> <li>Show Causes Notices / Warning letters / Advisory</li> <li>Submission of monthly report</li> <li>Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
3	<b>Section: IT &amp; CARINGS</b>	
	<p><u>Section Head:</u> Smt. Indu Vermani, Data Analyst</p> <p><u>Staff Members:</u></p> <ol style="list-style-type: none"> <li>Sh. Manoj Kumar (Level 4 Tier-1A)</li> <li>Ms. Neelakshi Chawla, Jr. Professional</li> <li>Sh. Shivam Tyagi, Operational Manager</li> </ol> <p><u>MWCD</u></p> <ol style="list-style-type: none"> <li>Shri Vibhu Arya, (Level 6 Tier-1A)</li> </ol>	<ul style="list-style-type: none"> <li>Maintaining the comprehensive centralized database for In-country and Inter-country Adoption</li> <li>Providing data as and when required for Parliament Questions and other purpose.</li> <li>Preparation of Software Requirement Specifications (SRS) for (updation/upgradation) required in CARINGS.</li> <li>Analysing the CARINGS data of PAPs, children in SAAs including Special Needs children.</li> <li>Customized report generation for monitoring and other purposes for different stakeholders at different levels.</li> </ul>

v. Shri Suraj Sukla (Level 4 Tier-1A) vi. Shri Jittin Sethi (Level 3 Tier-1A)  <u>TSG Team</u>	<ul style="list-style-type: none"> <li>• Update and maintain CARA website.</li> <li>• Timely redressal of technical grievances/glitches pertaining to CARINGS.</li> <li>• Website updation</li> <li>• Dealing with task related to e-office ID opening and mapping</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
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**B) Departmental Head : Smt. Vinita Jha, Deputy Director**

Support staff : Ms. Jaishri Kusum, Executive Assistant

Sections : Inter-country Scrutiny and Post Adoption Follow up, Hindu Adoption and Maintenance Act (HAMA) and Legal

4	<b>Section : Inter-country Scrutiny, Post Adoption Follow Up</b>	
	<u>Section Head :</u> Sh. Ashutosh, Assistant Director (also deal with the responsibility as CPIO- Programme under RTI Act)  <u>Staff Members:</u> i. Ms. Anshu Sharma, Jr. Professional ii. Ms. Anju Chaturvedi, Jr. Professional	<ul style="list-style-type: none"> <li>• Scrutiny of HSR and re-validation of HSR</li> <li>• Authorisation and renewal of authorization of foreign agencies (AFAAs) from CARA etc.</li> <li>• Post Adoption follow-up</li> <li>• Root Search</li> <li>• Dissolution of adoption</li> <li>• Addressing queries/grievances raised by AFAAs, foreign/OCI/NRI PAPs, other stakeholders and service providers.</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
5	<b>Section : Hindu Adoption and Maintenance Act (HAMA) and Legal</b>	
	<u>Section Head:</u> Sh. G. Ravi Kumar, Assistant Director  <u>Staff Members:</u> i. Ms. Rukhsar Memon, Jr. Professional	<u>HAMA</u> <ul style="list-style-type: none"> <li>• All adoption cases under the HAMA by NRI or OCI card holder Prospective Adoptive Parents residing outside the country.</li> <li>• Examination of all relevant documents for issuance of NOC or support letter as required from time to time.</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
6	<u>Section Head:</u> Sh. G. Ravi Kumar, Assistant Director  <u>Staff Members:</u>	<u>Legal</u> <ul style="list-style-type: none"> <li>• Court cases and legal matters in the Authority Examination of petitions and drafting of counter affidavits</li> <li>• Follow up regularly with</li> </ul>

	i. Sh. Sumit Bhargava, Executive Assistant	CGSC/Advocates <ul style="list-style-type: none"> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul> *Procurement of consumable and non-consumable items
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**C) Departmental Head : Smt. Poonam Sharma, Deputy Director**

Support staff : Ms. Aarti Sharma, DEO

Sections : In-country State Coordination, In-country Relative/Step Adoptions, Foster Adoptions

7	<b>Section : State Coordination, Relative/Step Adoptions and Foster Adoptions</b>	
	<p><u>Section Head :</u> Smt. Purnima Thakur, Assistant Director*</p> <p>*She will also look after the Inter-Country NOC.</p> <p><u>Staff Members:</u></p> <ol style="list-style-type: none"> <li>Ms. Nidhi Kataria, Sr. Professional</li> <li>Sh. Sayam Bin Khalid, Jr. Professional</li> <li>Ms. Anubha Jain, Counsellor</li> <li>Ms. Ritu Bhankur, Project Assistant (NIPCCD)</li> </ol>	<p><u>In-country State Coordination</u></p> <ul style="list-style-type: none"> <li>• Coordination with States/UTs on issues related to adoption which includes State Adoption Resource Agencies (SARAs), District Child Protection Units (DCPUs), Child Welfare Committees (CWCs), Specialised Adoption Agencies (SAAs) and Child Care Institutions (CCIs).</li> <li>• Coordination with District Magistrates (DMs) and Chief Medical Officers (CMOs)</li> <li>• To deal with the issues of recognition/renewal of SAAs, updation of data/information on CARINGS by various stakeholders i.e, SARAs, DCPUs, SAAs</li> <li>• Profile verification of child in respect of CWC certificates, MER, CSR of children in CARINGS</li> <li>• Making special need children live on CARINGS and related tasks.</li> <li>• In-country relative adoption/step adoption</li> <li>• Support letter for relocation at abroad (for passport purpose)</li> <li>• Root Search</li> <li>• SAA-CCI linkage</li> <li>• Birth certificates</li> <li>• Post-adoption reports</li> <li>• Disruption/Dissolution of adoption</li> <li>• Addressing general queries/mails on file.</li> </ul> <p><u>Issues related to North-East</u></p> <ul style="list-style-type: none"> <li>• Programme monitoring (including inspections)</li> </ul> <p><u>Foster Adoption</u></p> <ul style="list-style-type: none"> <li>• Making additional efforts to place all such children in adoption who have not found</li> </ul>

		<p>family after the procedures and timelines laid down in the Adoption Regulations, 2022.</p> <ul style="list-style-type: none"> <li>• Taking any foster cases with the approval of Competent Authority</li> <li>• Providing links between the Specialised Adoption Agencies (SAAs) and the Child Care Institutions (CCI) for the purpose of adoption of children who are in foster care.</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
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**D) Departmental Head : Smt. Durgesh Nandini, Deputy Director (Joining awaited)**

Sections : Policy, Training, Media & Promotional Activities

8	<b>Section : Policy, Training, Media &amp; Promotional Activities</b>	
	<p><u>Section Head :</u> Smt. Richa Ojha, Assistant Director (also deal with the responsibility as Nodal Officer under RTI Act)</p> <p><u>Staff Members:</u></p> <p>i. Sh. Pramod Kumar, DEO ii. Ms. Khusnuma Parween, Sr. Professional iii. Ms. Sneha Kumari, Jr. Professional</p>	<p><u>Policy and coordination with Ministry</u></p> <ul style="list-style-type: none"> <li>• Steering Committee Meeting - Agenda Items and Minutes</li> <li>• Policy related matters &amp; Parliament Questions</li> <li>• Annual Report</li> <li>• Laying of Annual Report in Parliament</li> <li>• Annual Action Plan</li> <li>• Service Bye-Laws including Revision of Recruitment &amp; Promotion Rules</li> </ul> <p><u>Training</u></p> <ul style="list-style-type: none"> <li>• Training and capacity building activities for stakeholders all over the country on adoption related issues.</li> <li>• Holding webinars, VCs as well as physical Seminars, Workshops, trainings.</li> <li>• Compiling reports</li> </ul> <p><u>Media</u></p> <ul style="list-style-type: none"> <li>• Promotion of legal adoptions in the country including adoption of special needs and older children</li> <li>• Publicity and advocacy activities through Social Media, Electronic and Print Media, Outdoor Media etc. primarily in Hindi, English &amp; other Indian languages.</li> <li>• All Media &amp; Advocacy tasks related to creation &amp; dissemination of contents including settlement of advances.</li> <li>• Handling of social networking platforms, sensitization and advocacy through social media and mainstream media</li> </ul>



		<u>Other</u> <ul style="list-style-type: none"> <li>• Inspection and Monitoring</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
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### **FINANCE & ACCOUNTS DEPARTMENT**

**E) Departmental Head : Shri Ram Saran, Integrated Finance Officer**

Sections : Finance & Accounts

9	Section : Finance & Accounts	
	<u>Section Head:</u> Sh. Suresh Kumar N V, Assistant Director  <u>Staff Members:</u> i. Sh. Jitender Kumar Arya, DEO	<ul style="list-style-type: none"> <li>• Budget Estimate (BE) &amp; Revised Estimate (RE), Expenditure</li> <li>• Books of accounts like cash book, ledgers etc., accounts in computer (Tally)</li> <li>• Financial Concurrence</li> <li>• Disbursement of pay and allowances, TA, LTC Bill etc.</li> <li>• Income Tax, Corporate Tax, Tax Deduction at Source (TDS) etc.</li> <li>• Reconciliation with bank accounts</li> <li>• Internal Audit, Statutory Audit and preparation of Annual Accounts</li> <li>• Coordination with Ministry on financial matters</li> <li>• Submission of monthly report</li> <li>• Any other task assigned by IFO and Director (Programme)</li> </ul>

### **ADMINISTRATION DEPARTMENT**

**F) Departmental Head : Shri Y. V. Ramana Murty, Deputy Director**

Support staff : Sh. Chander Pal, DEO

Sections : Personnel Management / Establishment Matters, General Administration, Rajbhasha

10	<b>Section : Personnel Management and General Administration, Rajbhasha</b>	
	<u>Section Head:</u> Sh. Vinit Kumar Upadhyay, Assistant Director (also deal with the responsibility as CPIO- Administration under RTI Act)	<u>Personnel Management / Establishment Matters</u> <ul style="list-style-type: none"> <li>• Recruitment and engagement of staff (regular deputation, contractual, outsourced)</li> <li>• Service books, Personal files</li> <li>• Annual Performance Appraisal Report (APAR)</li> </ul>

<p><u>Staff Members:</u></p> <ol style="list-style-type: none"> <li>Sh. Ravinder Singh Rawat, Assistant</li> <li>Sh. Ritesh Ahuja, Research Investigator</li> <li>Sh. Sanjay Kumar, DEO</li> <li>Ms. Anju Bhudhiraja, DEO</li> <li>Sh. Chandeshwar Bhakta, LDC</li> <li>Sh. Ashwani Kumar, Executive Assistant</li> <li>Sh. Praveen Raturi, DEO</li> </ol>	<ul style="list-style-type: none"> <li>Departmental Promotion Committee (DPC), Modified Assured Career Progression (MACP) Scheme</li> <li>Fixation of pay, annual increments</li> <li>Leave, attendance, discipline, punctuality</li> <li>Right to Information Act, 2005 (RTI)</li> <li>Central dak &amp; diary despatch</li> <li>All types of service matters</li> </ul> <p><u>General Administration</u></p> <ul style="list-style-type: none"> <li>Maintenance of office premises, AMCs</li> <li>Procurement of consumable and non-consumable items*</li> <li>Swachhta (Sanitisation), security, vehicle/transport, furniture, telephone, computers/printers/scanners, other electronic gadgets</li> <li>Record Management</li> <li>Medical Claims</li> <li>All types of work related to General Administration</li> </ul> <p>*To be routed through Shri G. Ravi Kumar, Assistant Director</p> <p><u>Rajbhasha (official language)</u></p> <ul style="list-style-type: none"> <li>Implementation and promotion of official language policy of Bharat Sarkar (Govt. of India)</li> <li>Officer Orders/ Office Memorandum/ Circulars, Letter Heads, Identity Cards, Rubber Stamps, Name Plates, Banners, Posters, Website etc. should mandatorily be bilingual i.e. in Hindi &amp; English</li> <li>Submission of monthly report</li> <li>Any other task assigned by Deputy Director and Director (Programme)</li> </ul>
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### **MISCELLANEOUS STAFF**

i	Shri Shrawan Kumar, MTS	R & I and 2 <sup>nd</sup> floor
ii	Shri Santosh Kumar, MTS	2 <sup>nd</sup> floor
iii	Shri Surkesh Yadav, MTS	1 <sup>st</sup> floor
iv	Shri Mukesh Kumar, MTS	Help Desk and 1 <sup>st</sup> floor

Smt. Renu Baloni, Private Secretary and Sh. Kuldeep Singh, MTS are posted with Director (Programme).

Ms. Dipti Aggarwal, Jr. Professional, Ms. Sunita Gupta, Tele-Executive, Sh. Vipul Kumar Pandey, MTS and Sh. Lokpal, MTS are engaged with Ministry/NIPCCD on need basis.

This issues with the approval of the Competent Authority.



(विनीत उपाध्याय)

**(Vinit Upadhyay)**

सहायक निदेशक (प्रशासन)

**Assistant Director (Admn.)**

सहायक निदेशक / Assistant Director, CARA  
केन्द्रीय दत्तक-ग्रहण संसाधन प्राधिकरण  
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Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-2, द्वितीय तल, आर.के. पुरम  
West Block-8, Wing-2, 2nd Floor, R.K. Puram  
नई दिल्ली / New Delhi-110068

सभी संबंधित / All concerned

**Copy to:**

1. PS to CEO
2. Notice Board