

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

E-85058(02-12/1/2020-O/o JD (Prg and Admn)/764

Dated: 23.10.2024

कार्यालय आदेश / OFFICE ORDER

This is in continuation to earlier Office Order No. E-85058(02-12/1/2020-O/o JD (Prg and Admn), dated 27.09.2024 regarding work allocation pertaining to Admin Division. In partial modification of existing work allocation, the officers/officials and support staff of the division has been assigned as under:

Divisional Head : Dr. Shashi Bala, Joint Director

Departmental Head : Sh. Pramod Pushkar, Deputy Director *

Name Of Official / Support Staff	Duty Assigned /Work Description
1. <u>Personnel / Establishment Matters</u>	
<u>Sectional Head</u> : Sh. Vinit Kumar Upadhyay, Assistant Director (Admn.) & CPIO (Admin)	
<u>Link Officer</u> : Sh. R. S. Rawat, Assistant Director (Admn.)	
<u>Support Staff</u> (i) Smt. Anju Budhiraja, Data Entry Operator (ii) Sh. Sharwan Kumar LDC *** (iii) Sh. Ashwani Kumar, Executive Assistant	All Establishment work - like all recruitments process(all engagement of staff i.e regular, deputation, contractual & outsource), conducting DPC, MACP, Fixation of Pay, Retirement process, Administration input in Legal, RTI matters & Audit party, Vigilance Clearance from MWCD) including, maintenance of all personal files of regular / deputation staff & service books, APAR, Discipline punctuality, Annual Increment, attendance, leave records of regular staff, process of LTC, Official Language, all Advances, forwarding of applications and time to time issuance of office order regarding administration and any other task assigned by Senior officers. All type of service matter and Gem non-GeM procurements as per office requirements etc. *** Diary Dispatch, Maintenance of consumable Store & Stationery, logistic and meetings arrangements and other task assigned.

Contd..2

2. General Administration

Sectional Head : Sh. Ravinder Singh Rawat, Assistant Director (Admn.) **

Link Officer : Sh. Vinit Kumar Upadhyay, Assistant Director (Admn.)

Support Staff

Sanjay Kumar, Data
Entry Operator

Sh. Chander Pal, Hindi
Translator

All procurements of services and related matter etc. through GeM & beyond GeM for CARA office i.e. service fixed assets, General Administration including tender & AMCs, Tuition Fee, library inventory, payment of All Bills & store management of fixed assets. Card of employees and passes from Ministry and any other task assigned by Senior officers.

Hindi Translator will look after the tasks of official language (Hindi) and Typing/Translation.

* In addition to overseeing day to day administrative functions/works, the DD (Admn.) is assigned the following duties:-

- Coordination with the Ministry and others departments on all pending issues of CARA.
- Supervision of the renovation work of CSWB Building.

** In addition to above Shri Ravinder Singh Rawat (AD) will continue looking after his previous assignments also till further orders.

- Sh. Sanjay Kumar, DEO and Smt. Anju Budhiraja, DEO both will be performing as link officers to each other.
- Sh. Ramesh Chandra, DEO attached with Joint Director, CARA for typing and secretarial work.

This issues with the approval of Competent Authority.

To
सभी संबंधित/ All concerned

Copy for Information to :

- PS to CEO, CARA
- Director (Prog.)
- Joint Director
- IFO
- All DDs and ADs
- Notice Board /
- Guard File

विनीत उपाध्याय)
(Vinit Upadhyay)
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सहायक निदेशक / Assistant Director (Admn.)
Central Adoption Resource Authority
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Ministry of Women & Child Development
भारत सरकार / Government of India
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