

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

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| 1 | Section: Inter-country NOC | |
| | <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> <ul style="list-style-type: none"> i. Ms. Aastha Bhardwaj, Jr. Professional ii. Ms. Abhisarika Rai, Jr. Professional iii. Ms. Shivani Chauhan, Jr. Professional iv. Ms. Shivani Bhasin, Executive Assistant (as & when required) v. Shri Vikas, DEO vi. Sh. Nablesh Kumar Singh, MTS | <ul style="list-style-type: none"> • 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. • Addressing queries/grievances regarding NOC and Conformity Certificate etc. raised by PAPs, service providers and other stakeholders. • Coordination with SARAs, DCPUs, SAAs as well as AFAAs and other stakeholders. • Disruption of adoption • Submission of monthly report • Any other task assigned by Deputy Director and Director (Programme) |

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

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

Sections : Finance & Accounts

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| 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"> • Budget Estimate (BE) & Revised Estimate (RE), Expenditure • Books of accounts like cash book, ledgers etc., accounts in computer (Tally) • Financial Concurrence • Disbursement of pay and allowances, TA, LTC Bill etc. • Income Tax, Corporate Tax, Tax Deduction at Source (TDS) etc. • Reconciliation with bank accounts • Internal Audit, Statutory Audit and preparation of Annual Accounts • Coordination with Ministry on financial matters • Submission of monthly report • Any other task assigned by IFO and Director (Programme) |

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

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| 10 | Section : Personnel Management and General Administration, Rajbhasha | |
| | <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"> • Recruitment and engagement of staff (regular deputation, contractual, outsourced) • Service books, Personal files • Annual Performance Appraisal Report (APAR) |