

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	Section: Inter-country NOC		
	<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><p>i. Ms. Aastha Bhardwaj, Jr. Professional</p><p>ii. Ms. Abhisarika Rai, Jr. Professional</p><p>iii. Ms. Shivani Chauhan, Jr. Professional</p><p>iv. Ms. Shivani Bhasin, Executive Assistant (as & when required)</p><p>v. Shri Vikas, DEO</p><p>vi. Sh. Nables Kumar Singh, MTS</p></td><td><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)</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> <p>i. Ms. Aastha Bhardwaj, Jr. Professional</p> <p>ii. Ms. Abhisarika Rai, Jr. Professional</p> <p>iii. Ms. Shivani Chauhan, Jr. Professional</p> <p>iv. Ms. Shivani Bhasin, Executive Assistant (as & when required)</p> <p>v. Shri Vikas, DEO</p> <p>vi. Sh. Nables Kumar Singh, MTS</p>	<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

9	Section : Finance & Accounts	
	<u>Section Head:</u> Sh. Suresh Kumar N V, Assistant Director	<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)
	<u>Staff Members:</u> i. Sh. Jitender Kumar Arya, DEO	

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	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)