
INFORMATION HANDBOOK

under

The Right to Information Act, 2006



**CENTRAL ADOPTION RESOURCE AGENCY
(Ministry of Women & Child Development, Government of India)
West Block – 8, Wing – 2, 2nd Floor, R.K. Puram, New Delhi – 110066**

Chapter – 1

Introduction



1.1 Background

Access to information is key to development. Central Adoption Resource Agency has been declared as a public authority by the Ministry of Women & Child Development and as such it is under obligation of this Department to ensure all citizens access to information as envisaged under the Act.

Article 19(1) (a) of the Constitution guarantees the fundamental rights to free speech and expression. The prerequisite for enjoying this right is knowledge and information. The absence of authentic information on matters of public interest will only encourage wild rumours and speculations and avoidable allegations against individuals and institutions. Therefore, the Right to Information becomes a constitutional right, being an aspect of the right to free speech and expression, which includes the right to receive and collect information. This will also help the citizens perform their fundamental duties as set out in Article 51A of the Constitution. A fully informed citizen will certainly be better equipped for the performance of these duties. Thus, access to information would assist citizens in fulfilling these obligations.

An Act in the form of Right to Information Bill 2004 has got Presidential nod to provide a statutory frame work for this right and has laid down the procedure for translating this right into reality.

Free exchange of ideas and free debate are essentially desirable for the Government of a free country. In this Age of Information, its value as a critical factor in socio-cultural, economic and political development is being increasingly felt. In a fast developing country like India, availability of information needs to be assured in the fastest and simplest form possible. This is important because every developmental process depends on the availability of information.

Thus, access to information would assist citizens in fulfilling these obligations. Thus Central Adoption Resource Agency (CARA), which is working as central authority in the matter of adoptions in India, has obligation to commit itself to the goal of absolute transparency in all its services. Most of the adoption related services are rendered by its recognized/associated agencies and thus CARA in the times to come has to ensure maximum access to relevant information in regard to various services and procedures as required by its target beneficiaries and common citizens etc.

The handbook has been prepared to disseminate information to citizens of India and other countries.

1.2 Objective

The key objective of the information handbook is to promote citizens access to information and create public opinion in favour of the programme.

1.3 Who are the intended users of this hand-book?

- Members of Parliament and State legislature,
- Concerned Departments of Central and State Govts.
- Senior Officers working in various Departments either directly or indirectly concerned with the programme.
- Recognized Indian Placement Agencies, Enlisted Foreign Adoption Agencies and Central Authorities in the matter of adoptions in foreign countries.
- Members of NGOs and Civil Societies
- Prospective Adoptive Parents and other citizens etc.
- Child Welfare Committees.
- Adoption Scrutinizing Agencies
- Adoption coordinating Agency.

1.4 Definitions (Please provide definitions of various terms used in the hand book).

Inter-country Adoption : Legal placement of an Indian child with foreign adoptive parents, PIOs (Persons of Indian Origin) and NRIs (Non Resident Indian).

In-Country Adoption (IA) : Adoption of an Indian child by Indian parents residing in India.

H.A.M.A : Hindu Adoption and Maintenance Act, 1956

G.A.W.A. : Guardian and Wards Act, 1890

JJ Act-2000 : Juvenile Justice (Care & Protection of Children) Act-2000(amended in 2006)

Central Adoption Resource Agency (CARA): An autonomous body functioning under Ministry of Women & Child Development to act as a Central Authority in the matter of adoptions.

Enlisted Foreign Adoption Agency (EFAA) : A Foreign Social/Child Welfare Agency that is enlisted by CARA for sponsoring the application of Prospective Foreign Adoptive Parents/NRI for Inter-Country Adoption of an Indian child.

Recognized Indian Placement Agency for Inter-country Adoption (RIPA) : An Indian Social/ Child Welfare Agency recognized by CARA for placement of Indian Children in Inter Country Adoption.

Licensed Adoption Placement Agency for In-Country Adoption (LAPA) : An Indian Social / Child Welfare Agency licensed/recognized by the State Government for In-country Adoption.

Adoption Coordinating Agency (ACA) : ACA is a centralized agency in a state/ region set up for the promotion of In-country Adoption through co-ordination of its member agencies, and recognized by CARA and to issue clearance certificate for a child to be placed in inter-country adoption.

Child Welfare Committee (CWC) : A Committee as defined in JJ Act-2000 to deal with children in need of care & protection.

Child Study Report (CSR) :It will contain details about the child, its date of birth, social background etc.

Physical Examination Report (PER) :It will contain medical report of the child, report of hospitalization if any etc.

Home Study Report (HSR) : It contains details of the adoptive family/Couple's Social Status & family background; Description of Home; Standard of Living; Relationship; Health details; Financial Status etc.

Adoption Scrutinizing Agency (ASA) : An independent Social / Child Welfare Agency appointed by the Court for scrutinizing adoption applications for In-country and Inter-country Adoptions.

Clearance Certificate (CC) : A certificate issued by ACA permitting the RIPA to place a child in Inter-country Adoption. Clearance Certificate is required in case of all adoptions placed with foreigners, NRIs and PIOs.

No Objection Certificate (NOC) : A Certificate issued by CARA permitting the child to be placed with the proposed prospective foreign adoptive parents for Inter-country adoption.

PFAP: Prospective Foreign Adoptive Parents.

1.5 Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also.

Dr. Jagannath Pati, Deputy Director, Central Adoption Resource Agency, West Block – VIII, Wing – II, IInd Floor, R. K. Puram, New Delhi. – 110066. Telephone No. – 26105346, 26105346, Fax No. – 26180198, E-mail: cara@bol.net.in .

1.6.1 Procedure and fee structure for getting information not available in the hand-book.

Rates to be charged under the RTI Act, 2005 :

- | | |
|---|------------------|
| i) Processing fees upon Receipt of a letter of request | : No Cost |
| ii) Sending interim/ final reply stating the requirement of cost involved in supplying the information per correspondence and actual delivery – | |
| (a) Ordinary Postage charges | : As per actuals |
| (b) Registered Post charges | : As per actuals |
-

- c) Cost of floppy : Rs.15/-
 - d) Cost of CD : Rs.30/-
 - e) Cost per page for zerox : Rs.1/- per page of A4 sheet
- iii) Cost of inspection of files : Rs.100/- for each file on each occasion

The cost of the printed material in any case will be reflected in the booklet itself.

Access to internet /website in respect of the dedicated slot of information is to be made available free of cost.

The above cost may undergo a change in case of hike in the postal charges/ cost of floppy/ CD.

Chapter – 2 (Manual – 1)

Particulars of Organisation, Functions and Duties

2.1 Objective/purpose of the public authority

- The objective of the public authority is to find a home for every orphan and abandoned child, and to provide a sound basis for adoption within the frame work of the norms and principles laid down by the Supreme Court of India in the series of judgements delivered in L. K. Pandey vs. Union of India and others between 1984 and 1991.
- To ensure rights, safeguards of children placed in adoptions as prescribed under its Guidelines and implement other ethical standards as stipulated under Hague Convention on Inter-country Adoption – 1993 ratified by India on 6.6.2003.

2.2 Mission/Vision Statement of the public authority.

To find HOME (alternate family care) for all orphan and destitute children in the country.

2.3 Brief history of the public authority and context of its formation

As per the directions of the Supreme Court of India in Writ Petition (CRL) No. 1171/82 and on the basis of a Cabinet decision dated 9.5.1990, the Government of India in the Ministry of Welfare vide Resolution No. 1-10/88-CH(Acc) dated 28th June, 1990 published in the Gazette of India No. 166 dated 3rd July, 1990 set up a Central Adoption Resource Agency (CARA) to act as a clearing house of information in regard to children available for in country and inter country adoption and to regulate, monitor and develop programmes for the rehabilitation of children through adoption. By virtue of ratification of Hague Convention on Inter country Adoption 1993 by Govt. of India on 6.6.2003, Central Adoption Resource Agency has been declared to work as a central authority in the matter of adoptions in India. While CARA started functioning as part of the Ministry of Welfare (in the year 1990), it started functioning as an autonomous body from the year 1999 with total sanctioned posts of 27 under Ministry of Social Justice and Empowerment, Govt. of India. As The subject matters of adoption and CARA have been transferred to the Ministry of WCD w.e.f 16.02.2006, CARA now an autonomous body of Ministry of WCD.

2.4 Duties of the public authority.

- Implementing various procedural norms in the matter of adoptions as required under various guidelines and Conventions ratified by Govt. of India.
- Recognition and renewal of ACAs, Indian Placement Agencies and Foreign Enlisted Adoption Agencies.
- Promotion of legal/domestic adoption in the country and regulatory & monitoring of inter country adoptions.
- Preparation of guidelines in the matter of adoption in the country and in inter country.
- Inspection and monitoring of the adoption agencies.
- Functioning as Programme Division for NGOs/Govt. run Homes running Shishu Greh Scheme and Adoption Coordinating Agencies getting grants from Central Govt. to promote domestic adoption.
- Conducting training and development initiatives for various target groups.

2.5 Main activities/functions of the public authority.

As mentioned above para 2.4.

2.6 List of services being provided by the public authority with a brief write-up of them.

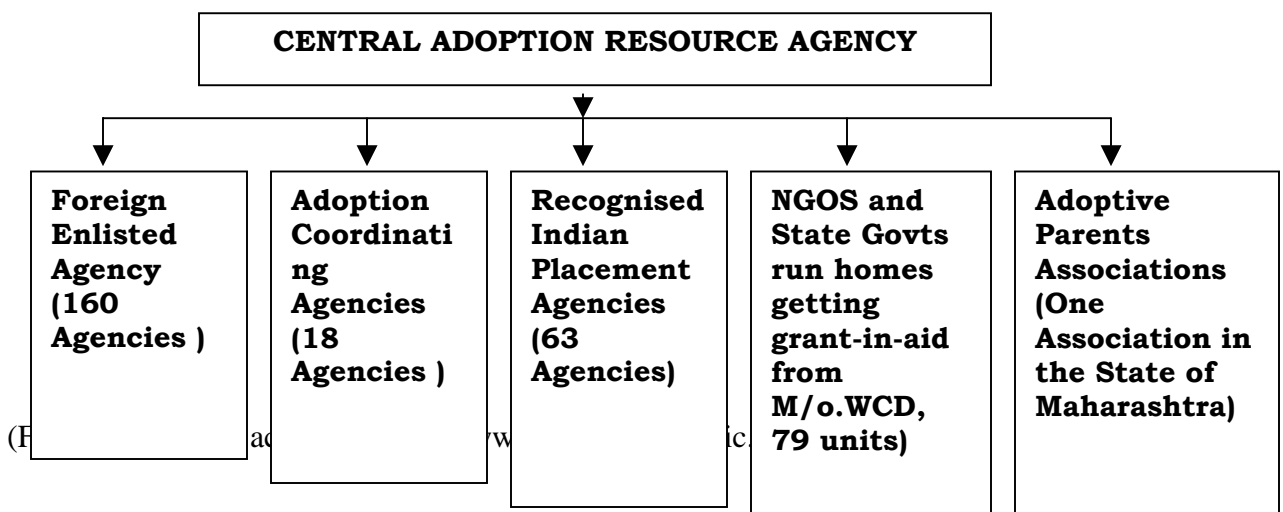
CARA being the central authority in the matter of adoption in the country is involved in implementing guidelines on issues related to adoption. For details of activities and services, pl see Guidelines on In-country Adoption-2004 and Inter-country Adoption 2006.

CARA also renders following services through its recognized/enlisted/associated agencies as required from time to time.

- Addressing general queries on adoption
- Ensuring adequate quality child care for children residing in the Homes for their overall development
- Counseling for unwed mother/biological parents, prospective adoptive parents and post-adoption counseling for adoptive parents
- Preparation of HSR/CSR
- Placing the children in pre-adoption foster care
- Filing the case in the appropriate court
- Post adoption follow ups
- Promotional activities

2.7 Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable).

CARA functions from its Delhi headquarters which is the only office set up for the purpose. While CARA has no regional branch of its own, it has a number of recognized/associated agencies mostly voluntary in nature spread across different parts of the country.



2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

General Public is encouraged to send feedback about the programme.

2.9 Arrangements and methods made for seeking public participation/contribution.

A feedback column has been addressed in its Website: www.adoptionindia.nic.in to invite suggestions from all concerned.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Usually queries come from prospective adoptive parents, recognized adoption agencies both within the country and other associated agencies.

Any specific query/ grievance related to adoption matter is replied immediately by concerned desk either through e-mail or over telephone/fax/letter. A computerized system is being evolved for making service delivery most effective.

2.11 Addresses of the main office and other offices at different levels. (Please categorise the addresses district wise for facilitating the understanding by the user).

Central Adoption Resource Agency

West Block – VIII, Wing – II, IInd Floor,

R. K. Puram, New Delhi. – 110066.

Telephone No. – 26106725, 26105346, 26103378

Fax No. – 26180198

Email: cara@bol.net.in

Address of 18VCAs working in 14 States, which are working as State Nodal bodies in the matter of adoptions.

- | | | |
|---|--|--|
| 1 | Voluntary Coordinating Association,
C/o Director, Women Development & Child
Welfare Department,
Govt. of Andhra Pradesh,
8-3-222, Ameerpet, Vengalrao Nagar,
Hyderabad - 500 038, Andhra Pradesh | Ms. Y.V. Anuradha, Director

Ph. No.: 040 - 23733665 / 3221
Fax No.: 040 - 23732587
Email: wdcwho@rediffmail.com |
| 2 | Coordinating Voluntary Adoption Resource
Agency (CVARA)
4 Deen Mayal Upadhyaya Marg,
New Delhi-110002 | Mrs. Leila Baig, Member Secretary

Ph. No.: 23212086
Fax No.:
Email: cvara@zeeaccess.com /
cvara@bol.net.in |
| 3 | Voluntary Coordinating Agency for Adoption
'Prerna', Mangal Prabhat Trust Building,
Opp. St. Xevier's High School, Mirzapur,
Ahmedabad - 380001, Gujarat | Mr. Natubhai Patel, Honorary
Secretary

Ph. No.: 079 - 25500309
Fax No.: 079 - 25504106 / 25465236 |

- Email: natubhaipatel@yahoo.com
- 4 Voluntary Coordinating Agency
C/o Director
Social Justice & Empowerment Department,
SCO No. 68-70, Sector 17A,
Chandigarh-160 017, **Haryana**
Shri A.K. Singh, Director
Ph. No.: 0172 – 2702712 / 2703522 /
2724639
Telefax: 0172 - 2702749
 - 5 Voluntary Coordinating Agency
IYC Community Centre,
1st Cross, 2nd Block, R.T. Nagar,
Bangalore - 560032, **Karnataka**
Dr. Aloma Lobo, Chairperson
Ph. No.: 080 - 23331847
Fax No.:
Email: vcablr@vsnl.net
 - 6 Voluntary Coordinating Agency
Rajagiri College of Social Sciences,
P.O. Rajagiri, Kalamassery, Ernakulam
District,
Kerala - 683104
Dr. Joseph I. Injodey, Chairperson
Ph. No.: 0484 - 2540727 / 2555564
Fax No.: 0484 - 2532862
Email: vca-kerala@eth.net
 - 7 Voluntary Coordinating Agency (Vidarbha
Region)
349/2, Maharashtra Gandhi Smark Nidhi,
Kasturba Bhavan, Bajaj Nagar,
Nagpur - 440 010, **Maharashtra**
Dr. D. Walokar, Member Secretary
Ph.0712-2226812 / 2541734
Email: vcavrv@yahoo.com
 - 8 Voluntary Coordinating Agency
3, Bima Chhaya, Opp. Chintamani Deshmukh
Garden, Mahatma Phule Road, Mulund (E),
Mumbai – 400081, **Maharashtra**
Ms. Asha Rane, Chairperson
Ph. No.: 022 - 25922641
Fax No.:
Email: vcamumbai@yahoo.co.in
 - 9 Manipur State Council for Child Welfare
Moirangkhom Bazar,
Imphal-795001, **Manipur**
Ph.No.03585-221010
Email: mccw@rediffmail.com
 - 10 Voluntary Coordinating Agency (Mizoram)
C. Lalchuma Building,
Near Social Welfare Directorate,
Laipuitlang, Aizawl,
Mizoram-796001.
Mr. Lalmal Sawna, Chairman
Tel. : 0389-22340870 / 2343511
 - 11 Voluntary Coordinating Agency
Shahane Consultant's Pvt. Ltd
1118, Modal Colony, Ganeshkhind Road,
Shivaji Nagar, **Pune - 411016,**
Mrs. Nishita Shah, Chairperson
Ph. No.: 020 - 32904742
Fax No.: 020- 25656144
Email: vcapune@vsnl.net
 - 12 Voluntary Coordinating Agency
Mrs. Bharati Ghate, Executive Director

- C/o Shishuadhar for the Child,
Anand Nagar Park, Building No. 13, Flat No.
27 & 28, Paud Road,
Kothurd, **Pune - 411038**,
Ph. No.: 020 - 25434388
Fax No.:
Email: shishuadhar@vsnl.net
- 13 Voluntary Coordinating Agency (Punjab) **Shri Raj Kamal Chaudhari, Director**
C/o Director
**Department of Social Security & Women
& Child Development** Ph.No.: 0172-2602726 / 2664533
Government of Punjab,
SCO-102-103, Sector-34A
(Near Passport Office)
Chandigarh-160034, **Punjab**
- 14 SANYOG (Voluntary Coordinating Agency
for Adoption, Orissa) **Mrs. Bijoyini Das, Member Secretary**
At/Post Bidnasi (near Hanuman Temple)
Cuttack, **Orissa - 753014** Ph. No.: 0671 - 2605914
Fax No.: 0671 - 2603178
Email: sanyogvca@dataone.in
- 15 Voluntary Coordinating Agency for Child
Adoption **Mrs. Rangashree Srinivas,
Member Secretary**
C/o Indian Council for Child Welfare,
NO. 5, 3rd Main Road (West), Shenoy Nagar,
Chennai - 600030. **Tamil Nadu** Ph. No.: 044 - 26288677
Fax No.:
Email: adopttn@vsnl.net
- 16 Rashtriya Mahila Sansthan,
Voluntary Coordinating Agency **Shri Adarsh Kumar, Secretary**
B-7/2 Parmila Srivastava Marg,
River Bank Colony, **Lucknow, UP** Ph. No. 0522-216733/212721
E-Mail: ramsadarsh@rediffmail.com
- 17 West Bengal Coordinating Agency on
Adoption **Mr. Bimalendu De, Chairman**
C/o West Bengal Council for Child Welfare,
42, Ramesh Mitra Road,
Kolkata - 700 025, **West Bengal** Ph. No.: 033 - 24756180
Fax No.: 033 - 24742395
Email: wbcfcw@cal2.net.in
- 18 Member Secretary
Bihar Adoption Coordinating Agency
Nagma Niwas, House No. 300,
(above the Eye World Shop),
Near R.K. Mission Ashram,
Nala Road, Patna – 800 004. Ms. Daisy Narain
Ph. No. 0612-2690744
Telefax 0612-2690744
Email. bvca@satyam.net.in
bvca@rediffmail.com
- 1.1 **Morning hours of the office:** 9:00 AM
Closing hours of the office: 5:30 PM
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Chapter – 3 (Manual – 2)

Powers and Duties of Officers and Employees



3.1 Please provide details of the powers and duties of officers and employees of the organization.

- Secretary-CARA is the Chief Executive of the Office and he exercises both administrative and financial power as Head of Department and he can delegate such powers to Joint Director with the approval of the Management Committee as per para 6(e) of Service Bye-laws of CARA.



Chapter – 4 (Manual – 3)

**Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions**



4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

- (1) Memorandum of Association and Rules & Regulations (1999)
- (2) Service Bye-laws and Recruitment Rules-2002
- (3) Inter-country Guidelines – 2006
- (4) In-country Guidelines – 2004.

Address : **The Public Information Officer
Central Adoption Resource Agency (CARA)
Ministry of Women & Child Development, Government of
India,
West Block-8, Wing-2, 2nd Floor,
R.K. Puram, New Delhi – 110066.**

Telephone No. : **011-26105346**

Fax : **011-26180198**

Email : **cara@bol.net.in**

Chapter – 5 (Manual – 4)

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

5.1 Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

CARA regularly conducts consultations with its associated agencies such as Recognized Indian Placement Agencies (RIPAs), Adoption Coordinating Agencies (ACAs), NGO/ Government Homes getting Grant-in-Aid under the Scheme of Assistance to Homes for Children (Shishu Greh) to promote In-country Adoption, Scrutiny Agencies, Adoptive Parents Associations etc. State Governments are represented by Senior Officers at the time of Annual consultations. Further it has a Management Committee, which takes important decisions on major issues.

5.2 Whether there is any provision to seek consultation/participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

There is no direct requirement of participation of Public for implementation of policies. The consultation/ participation of agencies/ individuals are encouraged as mentioned at para 5.1.

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others).

CARA preserves all case files in cases of children placed in inter-country adoptions, which are not open for general public. Each case file contains the following vital documents :

- (i) Home Study Report (HSR)
- (ii) Child Study Report (CSR)
- (iii) Undertaking of the Foreign Agency
- (iv) Follow-up Progress Report etc.

Chapter – 7 (Manual – 6)

**A statement of boards, council, committees and other bodies constituted as
its part**

7.1 Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

- Name and address of the Affiliated Body : **Management Committee - CARA**
- Type of Affiliated Body (Board, Council, Committees, Other Bodies) : **N.A.**
- Brief Introduction of the Affiliated Body (Establishment Year, Object/ Main Activities) : **N.A.**
- Role of the Affiliated Body (Advisory/ Managing/ Executive/ Others) : **N.A.**
- Structure and Member Composition:

LIST OF MANAGEMENT COMMITTEE MEMBERS - CARA

(as on 18/09/2005)

S.No.	Name & Address	
1.	Dr. (Mrs.) Aloma Lobo C/o. VCA, IYC Community Centre, First Cross, Second Block, R.T. Nagar, Bangalore – 560032, Karnataka	Chairperson
2.	Sh. J. Alexander, IAS (Rtd.) President Indian Council of Social Welfare, C/o. Working Women's Hostel, Opp. Jain Mandir, R.C. Marg, Chambur, Mumbai – 400071, M.S.	Member
3.	Ms. Gita Siddhartha Secretary General Indian Council for Child Welfare, 4 Deen Dayal Upadhaya Marg, New Delhi.	Member
4.	Sh. Laxmi Kant Pandey Advocate Supreme Court of India, 12, New Lawyers Chambers, Bhagwan Das Road, New Delhi.	Member
5.	Director, Finance Ministry of WCD, Govt. of India Shastri Bhawan, New Delhi.	Member
6.	Dy Secretary Ministry of External Affairs, Patiala House, New Delhi.	Member
7.	Sh. J.S. Kochher, Director (CW), Ministry of Women & Child Development, Shastri Bhawan, New Delhi.	Member

8.	Mr.Yeshpal Dabas Secretary-CARA	Member- Secretary
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- **Head of the Body : (i) Chairperson – CARA is the head of the Management Committee of CARA (ii) Secretary-CARA is the head of the Organisation and functions as Chief Executive Officer.**
- **Address of main office and its Branches : Central Adoption Resource Agency (CARA), Ministry of Women & Child Development , Government of India, West Block – 8, Wing – 2, 2nd Floor, R.K. Puram, New Delhi – 110066.**
- **Frequency of Meetings : Quarterly**
- **Can public participate in the meetings? : No**
- **Are minutes of the meetings prepared? : Yes**

Chapter – 8 (Manual – 7)

**The names, designations and other particulars of the Public Information
Officers**

8.1 Please provide contact information about the Public Information Officers, Assistant Public Information Officers, and Department Appellate Authority of the Public authority in the format.

Name of the Public Authority : **Central Adoption Resource Agency (CARA)**

Public Information Officers :

S. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Dr. Jagannath Pati	Deputy Director	011	26105346		26180198	cara@bol.net.in	Central Adoption Resource Agency (CARA), Ministry of Women & Child Development, Government of India, West Block-8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066.

Department Appellate Authority :

S. No	Name	Designation	S.T.D. Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Smt. S.K. Mishra	Joint Director	011	26180196		26180198	cara@bol.net.in	Central Adoption Resource Agency (CARA), Ministry of Women & Child Development, Government of India, West Block-8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066.

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matter? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc. can be made).

As per the Office Procedure

9.2 What are the documented procedure/ laid down procedures/ Defined Criteria/ Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Decisions are taken usually by the Secretary, Chairperson, Management Committee and Ministry of Women & Child Development depending upon the nature of issues/policies on files moved by the concerned desk.

9.3 What are the arrangements to communicate the decision to the public :

Website/ Media/ Correspondence.

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Secretary/ Joint Director/Deputy Director.

9.5 Who is the final authority that vets the decision?

As per the Service Bye-laws.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

a)	Subject on which the decision is to be taken	Service Rules
b)	Guideline/ Direction, if any	Existing Guidelines
c)	Process of Execution	Examination of Files
d)	Designation of the officers involved in decision making	Program Matters related to adoption matters: Secretary/ Joint Director/ Deputy Director
e)	Contact information of above mentioned officers	Central Adoption Resource Agency (CARA) West Block-8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066.
f)	If not satisfied by the decision, where and how to appeal.	Joint Director, CARA West Block – 8, Wing – 2, 2nd Floor, R.K. Puram, New Delhi – 110066

Chapter – 10 (Manual – 9)

Directory of Officers and Employee



10.1 Information about staff of CARA.

S. No.	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
1.	Mr. Yeshpal Dabas	Secretary	011	26180194		26180198	cara@bol.net.in	Central Adoption Resource Agency Ministry of Women & Child Development, Government of India, West Block-8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066.
2.	Mr. Gulshan Singh	Private Secretary				- do -	- do -	- do -
3.	Smt. S.K. Mishra	Joint Director	011	26180196		- do -	- do -	- do -
4.	Mr. Lalit Kumar	Personal Assistant				- do -	- do -	- do -
5.	Dr. Jagannath Pati	Deputy Director	011	26105346		- do -	- do -	- do -
6.	Mr. Binod Kumar Sahu	Deputy Director	011	26103378		- do -	- do -	- do -
7.	Mrs. Rakhi Chakravarty	Administrative Officer	011	26106725		- do -	- do -	- do -
8.	Mr. Manish Tripathy	Assistant Director	011	26106783		- do -	- do -	- do -
9.	Mr. Sushil Kumar Gupta	Accounts Officer	011	26712713		- do -	- do -	- do -
10.	Mrs. Neetu Gupta	Research Assistant				- do -	- do -	- do -
11.	Mr. Suresh Kumar NV	Accountant				- do -	- do -	- do -
12.	Mrs. Vinita Jha	Assistant				- do -	- do -	- do -

13.	Mrs. Richa Ojha	Assistant				- do -	- do -	- do -
14.	Mrs. Rupanshi Pandey	Research Investigator				- do -	- do -	- do -

S. No.	Name	Designation	STD Code	Ph.No.		Fax	Email	Address
				Office	Home			
15.	Mr. Pradipadda Chakma	Junior Investigator				- do -	- do -	- do -
16.	Mr. Ravinder Singh Rawat	Data Entry Operator				- do -	- do -	- do -
17.	Mr. Pramod Kumar	Data Entry Operator				- do -	- do -	- do -
18.	Mr. Ritesh Ahuja	Data Entry Operator				- do -	- do -	- do -
19.	Mr. Sanjay Kumar	Data Entry Operator				- do -	- do -	- do -
20.	Mr. Vijay Singh	Stenographer				- do -	- do -	- do -
21.	Mrs. Renu Baloni	Stenographer				- do -	- do -	- do -
22.	Mr. Girish Chandra Pant	L.D.C.				- do -	- do -	- do -
23.	Mrs. Anju Budhiraja	L.D.C.				- do -	- do -	- do -
24.	Mr. Sharwan Kumar	Peon				- do -	- do -	- do -
25.	Mr. Devender Kumar	Peon				- do -	- do -	- do -
26.	Mr. Chandeshwar Bhakta	Peon				- do -	- do -	- do -
27.	Mr. Baljeet Singh	Peon				- do -	- do -	- do -

Chapter – 11 (Manual – 10)

**The Monthly Remuneration Received By Each of its Officers and Employees,
Including the System of Compensation as Provided in Regulations**

Chapter – 12 (Manual – 11)

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditure and reports on disbursement made)

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format.

Year 2005-2006 :

S. No.	Name of the Scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount Sanctioned	Amount released/ disbursed (no. of installments)	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
1.	Central Adoption Resource Agency/ 26.00.31 Grant-in-Aid	Central Authority in the matter of adoption	CARA was established on 28/06/1990 as a wing of the then Ministry of Welfare, Govt. of India. It was registered under the Societies Registration Act on 18/03/1999 as an autonomous body under the M/o.SJ&E, Govt. of India.	NA	NA	1.35 crore	NA	1.25 crore	Joint Director-CARA
2.	Scheme of Assistance to Homes for Children (Shishu Greh) to Promote In-country Adoption/ 27.00.31 Grant-in-aid	In-country adoption of children in age group 0-6 years	1992-1993	NA	NA	5 crore	2.24	2.24 crore	Assistant Director-CARA dealing with the Scheme
3.	Scheme of Assistant to Voluntary	Promotion of Adoption	---	NA	NA	40.00 lakhs	43.28 lakhs	43.28 lakhs with appropriation	Assistant Director-CARA

	Organisation for providing Social Defence Services/ 04.00.31 Grant-in-aid								dealing with the Scheme
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Chapter – 16 (Manual – 15)

Information available in an electronic form

S.No.		
1.	Name of Programme/Scheme	<u>Central Adoption Resource Agency (CARA) is the Programme Division of the following Scheme:-</u> 1. Assistance to Homes for Children (Shishu Greh) to Promote In-country Adoption. 2. Assistance to ACAs under General Grant-in-Aid Programme of M/o WCD
2.	Duration of the Programme/Scheme	On annual basis (Financial year-wise)
3.	Objective of the Programme	To promote domestic adoption
4.	Physical & Financial Targets of the Programme (for the last year)	2005-06(Shishu Greh Scheme) Rs. 2.24 Crore (49 units) 743 adoptions in 2005. 2005-06(ACA) :Rs43.28 lakh for 13 VCAs
5.	Eligibility of Beneficiary	Orphanage & abandoned children between 0-6 yrs.
6.	Pre-requisites for the Benefit	Children should come under the definition of the Scheme.
7.	Procedure to avail the benefits of the programme	NGOs & State Govt. run Homes can apply as provided under the Scheme
8.	Details of the benefits given in the programme (also mention the amount of subsidy or other help given)	As per the Scheme (pl. see financial provision)
9.	Procedure for the distribution of the subsidy	Nil
10.	Where to apply or whom to contact in the office for applying	Secretary, CARA, West Block-8, Wing-2, 2 nd Floor, R.K. Puram, New Delhi-110066
11.	Application fee (where applicable)	Nil
12.	Other fees (where applicable)	Nil
13.	Application format (where applicable, if the application is made on plain paper please mention it alongwith the applicant should mention in the application)	Available in CARA office & can be retrieved from CARA's website i.e www.adoptionindia.nic.in
14.	List of attachments (certificates/documents)	Copy of the Scheme of Assistance to Homes for children (Shishu Greh) to promote In-country Adoption
15.	Format of attachments	Attached with the Scheme
16.	Where to contact of process related complaints	Central Adoption Resource Agency, West Block-8, Wing-2, 2 nd floor, R.K. Puram, New Delhi-110066
17.	Details of the available fund (At	NA

	various levels like District Level, Block Level, etc)	
18.	List of beneficiaries in the format given below	State-wise list is attached

Chapter – 17 (Manual – 16)

Particulars of the facilities available to citizens for obtaining information

17.1 Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information.

Like –

- Office Library : **No**
- Drama and Shows : **No**
- Through News paper : **Sometimes**
- Exhibition : **Yes**
- Notice Board : **No**
- Inspection of Records in the Office : **No**
- System of issuing of copies of documents : **Made available on request**
- Printed Manual Available : **Yes**
- Website of the Public Authority : **Yes**
- Others means of advertising: **Advertisement in Print Media from time to time.**

Chapter – 18 (Manual – 17)

Other Useful Information

18.1 Frequently Asked Question and their Answers by Public

Replies are usually sent through Email and frequently asked questions received through post are replied through letters.

FREQUENTLY ASKED QUESTIONS

1. What is CARA?

Central Adoption Resource Agency is an autonomous body under the Ministry of Women & Child Development, which functions as the Central Authority of the Government of India in matters related to adoptions.

2. How to get my Foreign Adoption Agency enlisted by CARA?

Please refer to Chapter VI of the Revised Guideline of CARA available on our website and forward your application through our Embassy / High Commission for enlistment.

3. Can I as a foreigner, adopt an Indian child?

Yes. But you have to follow procedures laid down in Guidelines for Adoption from India 2006

4. I am a foreigner – how do I adopt an Indian child?

Your original application along with the prescribed documents should be forwarded by the Agency enlisted by CARA in your country to a recognized placement agency in India.

5. There is no Agency recognized by CARA in my country . What do I do?

You may forward the application and related documents through concerned Government Department/ Ministry of your country to either CARA or any of its recognized Indian Agency.

6. How long does it take to complete an inter country adoption?

It take's 4 to 6 months to complete the process of an inter-country adoption after a suitable adoptable child is identified.

7. What is NOC?

NOC is a "No Objection Certificate" issued by Central Adoption Resource Agency for a child to be placed in Inter-country adoption with a particular parent / parents.

8. How long does it take for a NOC to be issued? Is there any fee for it?

If all papers are in order and complete, it will not take more than 10 – 15 days to issue a NOC. There are no fees chargeable for it.

9. Where can I know the status of my child's NOC?

You can approach the Indian Placement Agencies from where you have accepted the Child.

10. What are the chargeable fees for inter-country adoptions?

In inter-country adoption, an adoption fee of a fixed amount of US\$3500 or its equivalent in Indian rupees will be payable by the adoptive parents to the Recognised Indian Placement Agencies through EFAA or a central authority.

11. Do I have to visit India to complete the adoption process?

No, it is the responsibility of Indian Placement Agency to complete the necessary process and formalities in India.

12. Is there a form for renewal of enlistment of foreign Agencies?

There is no prescribed application form for renewal of enlistment of foreign Agencies. But you should send your application through Indian Embassy / High Commission in accordance with Rule no. 6.4 of the Revised Guidelines.

13. Are Non-Resident Indians given any preference in inter-country adoption?

Yes. As per the Revised Guidelines, the order of preference for adoption of Indian children is :-

1. Indian citizens living in India
2. Indian citizens living abroad
3. Both Parents of Indian origin abroad
4. One parent of Indian origin abroad
5. Foreign families

14. Where can I get a list of Indian & Foreign Agencies recognized by CARA

You can access CARA's website, i.e. www.adoptionindia.nic.in for such information.

15. Is there an age limit for prospective adoptive parents?

Though no upper age limit is prescribed for Inter-country adoptions, most Indian Agencies assess the suitability of the adoptive couple keeping in mind the general principle below which normally apply to In-country adoptions.

- The child must be legally free for adoption.
- Clearance from ACA/State Government is mandatory for all children except wherever exempted under the Guidelines.
- Siblings/twins/triplets cannot be separated except in exceptional cases.
- Two unrelated children cannot be proposed to a foreign family at a time.
- A child may as far as possible be placed in adoption before it reaches the age of 12.
- The consent of the child above 6 years should be taken for the adoption.

16. Where can aspiring Indian adoptive parents register themselves?

The aspiring Indian adoptive parents can register themselves with Placement Agencies / Adoption Coordinating Agencies and Shishu Grehas in their respective states

17. I am from Bangalore. Can I adopt a child from a Delhi based agency?

Yes, you can. You may also contact Adoption Coordinating Agency of a respective city / State for further details.

18. What is HAMA & GAWA?

HAMA - Hindu Adoption and Maintenance Act, 1956. Hindus, including Sikhs, Jains & Buddhists can adopt under this Act.

GAWA - is Guardians And Wards Act,1890. Foreigners and non-Hindus can resort to this Act.

19. I have a biological male child. Can I adopt second male child under HAMA?

No

20. I would like to adopt a Special needs child. Can you help me?

You may also contact Adoption Coordinating Agency of a respective city / State for further details.

21. Is there any policy in relation to length of the time one must be married before being eligible to adopt a child?

The couple should preferably have been married for at least 5 years .

22. Can I adopt an older child?

Yes, you can.

23. Can a single person adopt in India?

Yes

24. Whether adoption under JJ Act 2000(now amended in 2006) is permissible.

Yes. Inter-country adoptions should be completed under this Act which will ensure more safeguards for children placed in international adoptions instead of taking their guardianship under Guardians and Wards Act 1890.

25. What is your e-mail address?

Our e-mail Address is cara@bol.net.in

26. Can I have your complete postal address, Tel No. E-mail Address & web site?

Central Adoption Resource Agency
West Block 8, Wing-2, IInd Floor,
R.K. Puram, New Delhi -110 066, India.
Ph. 091-011- 26106725, 26106783, 26105346, 26180196
E-mail : cara@bol.net.in Web site www.adoptionindia.nic.in

18.2 How to write a precise information request – Few Tips

Any individual keen to receive information on adoption matters may send a formal request in the name of Public Information Officer-CARA, Central Adoption Resource Agency (CARA), Ministry of Women & Child Development, Government of India, West Block – 8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066. Particular information sought may be specified in the query. The address of the person seeking information should have been mentioned on the letter addressed to PIO. Any information available on website – www.adoptionindia.nic.in may be accessed directly through the internet.

18.3 Right of the Citizen in case of denial of information and procedure to appeal

Any citizen aggrieved or not received information in time, may write to Secretary-CARA, Central Adoption Resource Agency (CARA), Ministry of Women & Child Development, Government of India, West Block – 8, Wing-2, 2nd Floor, R.K. Puram, New Delhi – 110066, Email : cara@bol.net.in.

18.4 With relation to training imparted to public by Public Authority

CARA basically organizes orientation programmes for its associated agencies and individuals either directly or through State Governments/ Training Institutes for their skill development and capacity / building.

Training Programme has been an ongoing activity of CARA and so far several training programmes have been completed under National Initiative on Adoption started since 2000-2001.

Year	No. of Trg. Programmes	Target groups	States covered	Expenditure
2001-2002	18	Police Officers, Superintendents of Government Homes, Gynecologists, Placement Agencies, NGOs running Shishu Grehs, Governments Officials and lawyers.	Hyderabad, Patna, Nagpur, Bhubaneswar, Pune, Delhi, Guwahati, Trivandrum, Nasik, Kolkata, Bangalore, Ahmedabad, Mumbai, Chennai and Rajasthan	18,41,056/-
2002-2003	29	Professional Social Workers, Police Officers, Superintendents of Govt. Homes, Gynaecologists, Governments Officials and Lawyers, Judiciary, State Government Officials, Members of JJB/CWC and Government Officials, Medical Professionals, Faculty Members of Social Work/Child Developments/Law Schools	Patna, Shimla, Delhi, Mumbai, Guwahati, Chennai, Pune, Lucknow, Kolhapur, Trivandrum, Bhubaneswar, Jaipur, Bhopal, Bangalore, Ahmedabad, Nagpur & Kolkata.	15,00,774/-

Year	No. of Trg. Programmes	Target groups	States covered	Expenditure
2003-2004	8	Professional Social Workers, Police Officers, Superintendents of Govt. Homes, Governments Officials and Lawyers, Judiciary, State Government Officials, Members of JJB/CWC and Government Officials, Medical Professionals (DMOs, Gynecologists & Pediatricians), Faculty Members of Social Work/Child Developments/Law Schools	Mizoram, Tripura, Meghalaya, Haryana, Tamilnadu, Delhi and Kerala.	10,34,777/-
2004-2005	8	Govt. officials, Judiciary, Police and NGOs	Chandigarh, Raipur, Bhopal, Dehradun, Lucknow, Ranchi and Bangalore	8,41,224/-
2005-2006	5	Professional Social Workers, Police Officers, Superintendents of Govt. Homes, Governments Officials and Lawyers, Judiciary, State Government Officials, Members of JJB/CWC and Government Officials, Medical Professionals (DMOs, Gynecologists & Pediatricians), Faculty Members of Social Work/Child Developments/Law Schools	Delhi Pune Kolkatta Guwahati Bangalore	5,59000

18.5 Procedure of In-country and Inter-country Adoption.

INCOUNTRY ADOPTIONS:

- Firstly, prospective adoptive parents should register themselves with the local licensed Adoption Agency or Adoption Coordinating Agency. The couple's interest in adoption, and its decision to adopt is ascertained at this stage.
- A home study of the prospective adoptive parents is conducted by the social worker of the agency. To allay the fears and apprehensions of the prospective adoptive parents, pre-adoptive counseling sessions are undertaken by the social worker during the process of home study. Assessing the ability of a couple to parent a child not born to them is of crucial importance in a successful adoption. Therefore, the couple's suitability to care for an unrelated child is ensured through this home study.
- Subsequently, the prospective adoptive parents submit the documents related to their financial and health status to the agency.
- A child is then shown to the parents. The agency takes care to match a child meeting the description, if any, desired by the parents.
- Once a successful matching has been done, the agency then files a petition in the court for obtaining the necessary orders under HAMA or any other relevant Act. The child may also be placed in pre-adoption foster care with the adoptive parents pending court order.
- Fees, as prescribed by the Court or as per Guidelines in force, will be charged by the recognized agency for the cost of caring for the child and the legal procedures. Children under Shishu Greh Scheme shall be placed in adoption free of cost.
- The above process is normally completed in 6-8 weeks, once the child has been matched with the parents. There are regular follow-up visits and post adoption counseling by the social worker till the child adjusts in his/her new environment.

INTERCOUNTRY ADOPTIONS:

- All applications of prospective adoptive parents are routed through the Foreign Agencies enlisted by CARA and processed by Recognised Indian Agencies
- Only when all the efforts to place an Indian child (orphan and abandoned) in India is exhausted, the child is proposed for inter-country adoption
- Clearance from local ACA is required before matching the child with the sponsored prospective adoptive parents.
- After matching of Child Report with the Home study Report, the application with the entire set of documents are forwarded to CARA by the Recognised Indian Agency for issue of No Objection Certificate(NOC).
- CARA examines all the documents before taking a decision on the NOC.
- Once the NOC is obtained, the Indian Placement Agency files petition in the Court.

The Court takes assistance of the Scrutiny Agency (which is an independent body) before issuing an order of guardianship in favour of the foreign parents.

18.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade Tax, Entertainment Tax etc.)

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates

- List of major defaulters

Not Applicable

18.7 With relation to issuing new connection electricity/ water supply, temporary and permanent disconnection etc. (This will be applicable to local bodies like Municipal Corporation/ Municipalities/ UPCL).

- Eligibility for connection
- Pre-requisites (If any)
- Contact Information for applying
- Application Fee (Wherever applicable)
- Other Fees/ Charges (Wherever applicable)
- Application Form (In case the applicable is made on plain paper, please mention the details, which the applicant has to provide)
- List of enclosures/ documents
- Format of enclosures/ documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Brief description of terms used in the bills
- Contact information in case of problems regarding Bills or service
- Tariff and Other Charges

Not Applicable

18.8 Details of any other public services provided by the Public Authority.

Not Applicable