

DRAFT REGULATIONS GOVERNING ADOPTION OF INDIAN CHILDREN, 2016

CHAPTER – I PRELIMINARY

1. Short title and commencement.-

- (1) These Regulations may be called Regulations Governing Adoption of Children, 2016.
- (2) They shall come into force from -----.

2. Definitions.-

- (1) "Act" means the Juvenile Justice (Care and Protection of Children) Act, 2015;
- (2) "abandoned" means an unaccompanied and deserted child who is declared abandoned by the Child Welfare Committee after due inquiry;
- (3) "Adoption" means the process through which the adopted child is permanently separated from his biological parents and becomes the lawful child of his adoptive parents with all the rights, privileges and responsibilities that are attached to a biological child;
- (4) "authorised foreign adoption agency" means a foreign social or child welfare agency that is authorised by the Central Adoption Resource Authority on the recommendation of their Central Authority or Government department of that country for sponsoring the application of non-resident Indian or overseas citizen of India or persons of Indian origin or foreign prospective adoptive parents for adoption of a child from India;
- (5) "Adoption Regulations" means the regulations framed by the Authority and notified by the Central Government in respect of adoption;
- (6) "Authority" means the Central Adoption Resource Authority constituted under section 68 of the Act;
- (7) "best Interest of the child" means the basis for any decision taken regarding the child to ensure fulfilment of his basic rights and needs, identity, social well-being and physical, emotional and intellectual development;
- (8) "Central Authority" means the Government department recognised as such under the Hague Convention on Protection of Children and Cooperation in respect of Inter-country Adoption, 1993;
- (9) "child" means a person who has not completed eighteen years of age;
- (10) "Child Adoption Resource Information and Guidance System" means an online system for facilitating and monitoring the adoption programme;
- (11) "Child Care Corpus" means the corpus fund maintained by the specialised adoption agency into which child care and adoption related expenses are contributed by the adoptive parents;
- (12) "child care institution" means children home, open shelter, observation home, special home, place of safety, specialised adoption agency and a fit facility recognised under the Juvenile Justice Act 2015 for providing care and protection to children, who are in need of such services;
- (13) "child legally free for adoption" means a child declared as such by the Committee as per the format provided in **Schedule 1**, after making due inquiry under section 38 of the Act;
- (14) "Child Study Report" means the report which contains details about the child, including his date of birth and social background as per the format provided in **Schedule-2**;
- (15) "Child Welfare Committee" means the Committee constituted under section 27 of the Act;
- (16) "court" means a civil court, which has jurisdiction in matters of adoption and guardianship and may include the District Court, Family Court and City Civil Courts as defined in section 2(23) of the Act;

- (17) “District Child Protection Unit” means a Child Protection Unit for a District, established by the State Government under section 106, which is the focal point to ensure the implementation of this Act and other child protection measures in the district;
- (18) “Habitual Residence” means a place of settled dwelling, which constitutes a person’s ordinary residence at least for a period of one year”;
- (19) “Hague Adoption Convention” means the Hague Convention on Protection of Children and Cooperation in respect of Inter-country Adoption, 1993;
- (20) “Hague Country” means country which is signatory to the Hague Adoption Convention and “Non-Hague Country” means country which is not a signatory to the Hague Adoption Convention;
- (21) “Home Study Report” means a report containing details of the prospective adoptive parents, such as social and economic status; family background; description of home; standard of living; compatibility between spouses, and other family members; health status as per the format provided in **Schedule 6**;
- (22) “Integrated Child Protection Scheme” means the scheme on child protection of the Central Government;
- (23) “in-country adoption” means adoption of a child by a citizen of India residing in India;
- (24) “inter-country adoption” means adoption of a child from India by non-resident Indian or by a person of Indian origin or by a foreigner;
- (25) “Medical Examination Report” means the report in respect of health condition of a child given by a duly licensed physician in the format provided in **Schedule-3 and Schedule-3A**
- (26) “No Objection Certificate” means the certificate issued by Central Adoption Resource Authority permitting the child to be placed in adoption with foreign or overseas citizen of India or non-resident Indian prospective adoptive parents;
- (27) “non-resident Indian” means a person who holds an Indian passport and is presently residing abroad for more than one year;
- (28) “orphan” means a child (i) who is without biological or adoptive parents or legal guardian; or (ii) whose legal guardian is not willing to take, or capable of taking care of the child;
- (29) “overseas citizen of India” means a person registered as such under the Citizenship Act, 1955 (57 of 1955);

(Note: All the existing Persons of Indian Origin cardholders registered as such under notification of the Government of India in the Ministry of Home Affairs number 26011/4/98-F. I, dated the 19th August 2002, shall be deemed to be Overseas Citizens of India cardholders, as per the Notification No. 26011/01/2014-IC.I dated 09.01.2015 of the Ministry of Home Affairs.)

- (30) “pending adoptions” means those adoption matters, where the prospective adoptive parents are already registered for adoption or who have accepted the referral of a child from a specialised adoption agency or child care institution prior to the expiry, suspension or withdrawal of recognition of specialised adoption agency or child care institution;
- (31) “pre-adoption foster care” means a stage when the temporary custody of a child is given to prospective adoptive parents, pending adoption order from the court;
- (32) “prospective adoptive parents” means a person or persons eligible to adopt a child under the provisions of the Act and these Regulations;
- (33) “relative”, in relation to a child for the purpose of adoption, means a paternal uncle or aunt, or a maternal uncle or aunt, or paternal grandparent or maternal grandparents;
- (34) “resident Indian” means an Indian citizen living in India;
- (35) “rules” means the rules notified under section 110 of the Act;
- (36) “Schedule” means a schedule annexed to these Regulations;

- (37) "Social worker" means a person with post graduate degree in Social Work, Sociology, Psychology, Child Development or a graduate with minimum ten years of experience in child development or protection issues, who is engaged by a Child Care Institution or authorised by District Child Protection Unit or State Child Protection Society or State Adoption Resource Agency or Central Adoption Resource Authority for preparing social investigation report or individual care plan of the child, child study report, home study report of foster parent or prospective adoptive parent and care givers, rendering post-adoption services, and performing any other work assigned to such person;
- (38) "special need child" means an intellectually or physically challenged child or both as illustrated in **Schedule 18**;
- (39) "specialised adoption agency" means an institution established by the State Government or by a voluntary or non-governmental organisation and recognised under section 65 of the Act, for housing orphan, abandoned and surrendered children, placed there by order of the Committee, for the purpose of adoption;
- (40) "State Agency" means the State Adoption Resource Agency set up by the State Government for dealing with adoption and related matters under section 67 of the Act;
- (41) "State Government" in relation to a Union territory means the administrator of that Union territory appointed by the President under article 239 of the Constitution;
- (42) "surrendered child" means a child, who is relinquished by the parent or guardian to the Committee, on account of physical, emotional and social factors beyond their control, and declared as such by the Committee;
- (43) all words and expressions used but not defined in these Regulations shall have the same meaning as assigned to them in the Act or the rules made there under.

3. Fundamental principles governing adoption.- The following fundamental principles shall govern adoptions of children from India, namely, -

- (a) the child's best interests shall be of paramount consideration, while processing any adoption placement;
- (b) preference shall be given to place the child in adoption with Indian citizens, with due regard to the principle of placement of the child in his own socio-cultural environment, as far as possible.

4. Child eligible for adoption : -

- (1) any orphan or abandoned or surrendered child, declared legally free for adoption by the Child Welfare Committee is eligible for adoption ;
- (2) a child who falls within the relationship as defined under para 2 (32) of these Regulations.

5. Eligibility criteria for prospective adoptive parents. -

- (a) the prospective adoptive parents shall be physically fit, financially sound, mentally alert and highly motivated to adopt a child for providing a good upbringing to him;
- (b) in case of a couple, the consent of both the spouses for the adoption shall be required;
- (c) a single or divorced person can also adopt, subject to fulfillment of the criteria and in accordance with the provisions of adoption provided in these Regulations;
- (d) a single male is not eligible to adopt a girl child;
- (e) a single female is eligible to adopt a child of any gender;
- (f) any prospective adoptive parent, irrespective of his marital status and whether or not he has his own biological son or daughter, can adopt a child;
- (g) no child shall be given in adoption to a couple unless they have at least two years of stable marital relationship;

- (h) the age of prospective adoptive parents as on the date of registration shall be counted for deciding the eligibility and the eligibility of prospective adoptive parents to apply for children of different age groups shall be as under –

Age of the child	Maximum composite age of prospective adoptive parents (couple)	Maximum age of single prospective adoptive parent
Upto 4 years	90 years	45 years
Above 4 upto 8 years	100 years	50 years
Above 8 upto 18 years	110 years	55 years

- (i) in case of couple, the composite age of the prospective adoptive parents shall be counted;
- (j) the minimum age difference between the child and either of the prospective adoptive parents should not be less than twenty five years;
- (k) the age for eligibility will be as on the date of registration of the prospective adoptive parents;
- (l) couples with more than four children shall not be considered for adoption.

CHAPTER II PROCEDURE RELATING TO CHILDREN FOR ADOPTION

6. Procedure relating to orphan or abandoned child. -

- (1) The provisions relating to the process of declaring an orphan or abandoned child, as legally free for adoption are laid down in sections 31, 32, 33, 36 to 40 of the Act as well as under the relevant provisions of the rules made there under;
- (2) In case an abandoned child is received by a specialised adoption agency directly without the involvement of Child Welfare Committee, such a child shall be produced before the Child Welfare Committee within twenty four hours (excluding the time necessary for the journey) along with a report containing the particulars and photograph of the child as well as the circumstances in which the child was received and a copy of such report shall also be submitted by the specialised adoption agency to the local police station within same period;
- (3) The Child Welfare Committee shall issue an order for the interim care of the child, pending inquiry as per the relevant provisions of the Act and the rules made there under;
- (4) On admission of the child, his details and photograph shall be entered online in the Child Adoption Resource Information and Guidance System in the prescribed format by the specialised adoption agency within seventy two hours of receiving the child, provided that the permission of Child Welfare Committee is obtained for the same and the photograph of the child shall be changed by the specialised adoption agency every six months in Child Adoption Resource Information and Guidance System;
- (5) For tracing out the biological parents or the legal guardian(s), the District Child Protection Unit shall advertise the particulars and photograph of an abandoned child in a State level newspaper with wide circulation within seventy two hours from the

- time of receiving the child and ensure entry of data in Track Child or Khoya Paya portal in its missing or found column;
- (6) In case where the child is from another State, the publication should be done in the known place of origin of the child;
 - (7) Wherever, District Child Protection Unit is not functional, the District Magistrate concerned shall get such advertisement issued;
 - (8) In case the biological parents or legal guardian cannot be traced, despite the efforts mentioned in sub-paragraphs (1) and (2), the District Child Protection Unit shall, accordingly, submit a report to the Child Welfare Committee within thirty days from the date of production of the child before the Child Welfare Committee;
 - (9) The specialised adoption agency shall submit a report to the Child Welfare Committee immediately after thirty days from the date of production of the child before the Child Welfare Committee as to whether any person has approached it to claim the child and the report may also include any information revealed by the child during his interim care;
 - (10) In case the report from the local police regarding the non-traceability of the biological parents or legal guardian is not submitted despite reminders by the specialised adoption agency or Child Welfare Committee, such report shall be deemed to have been given, after expiry of two months in the case of an abandoned child less than two years of age and after the expiry of four months in the case of an abandoned child above two years of age;
 - (11) The Child Welfare Committee, after taking actions as per the provisions of the Act and the rules made thereunder, shall issue an order declaring the abandoned or orphan child as legally free for adoption in the format at **Schedule- 1** and such order signed by any three members of the Child Welfare Committee shall be issued within a period of two months in case of a child upto two years of age and within four months for a child above two years of age, from the date of production of the child before the Child Welfare Committee;
 - (12) The inquiry under section 36 of the Act and the order declaring an abandoned or orphan child as legally free for adoption by the Child Welfare Committee under section 38 of the Act shall be completed in the district where the child was initially found, or in such other district to which the child is shifted under orders of the Child Welfare Committee;
 - (13) The child study report and medical examination report of an orphan or abandoned child shall be prepared in the format at **Schedule 2** and **3** respectively and posted in the Child Adoption Resource Information and Guidance System by the specialised adoption agency within ten days from the date the child is declared legally free for adoption;
 - (14) The child study report and medical examination report shall be made available in English (apart from the local language);
 - (15) The District Child Protection Unit shall facilitate the specialised adoption agency in uploading the child study report and medical examination report in Child Adoption Resource Information and Guidance System, in case the specialised adoption agency is facing any technical difficulty;
 - (16) The procedure for declaring a child of parents with mental disability as legally free for adoption by the Child Welfare Committee shall be on the basis of a report of the medical board constituted by the District Magistrate;
 - (17) In case of siblings or twins, the Child Welfare Committee shall specify the status of the children as siblings or twins and declare the children as legally free in a single order.

7. Procedure relating to a surrendered child. -

- (1) The relevant provisions relating to the process of declaring a surrendered child as legally free for adoption are laid down in sections 35 to 40 of the Act and the rules made thereunder.

- (2) A child may be surrendered by:
- (a) both the parents living together;
 - (b) natural guardian or the guardian appointed by the Court, where both parents are alive but are not living together and where no visitation rights have been claimed by the other parent;
 - (c) where both parents are alive but not living together and where visitation rights have been claimed or granted;
 - (d) one parent, where the other parent has fully or completely renounced the world or has been declared to be of unsound mind by a competent court;
 - (e) an unwed mother without reference to the biological father;
 - (f) an unwed minor mother, or a mentally challenged mother accompanied by a parent or a guardian, and in the absence of parent or guardian, by an accompanying adult;
 - (g) an unwed minor mother placed in a Child Care Institution accompanied by the Person-in-charge, child welfare officer or the case worker or social worker of the Institution, as the case may be; or
 - (h) a guardian appointed by the Court (in case the biological parents are not alive).
- (3) The details of the child along with his photograph shall be entered online in the Child Adoption Resource Information and Guidance System by the specialised adoption agency within seventy two hours from the time of receiving the child;
- (4) The following information shall be submitted by specialised adoption agency to the Child Welfare Committee along with any other information specific to the case. -
- (a) the name of the child, date of birth or age and place of birth along with birth record or certificate, if available;
 - (b) the names, address and identity proof of the biological parents or accompanying adult, if the surrendering parent is a minor;
 - (c) details of close relatives of the biological parent(s), if available;
 - (d) details of sibling(s), if any;
 - (e) known medical history of the child and biological parent(s);
 - (f) circumstances of the child which may include reasons for surrender and social background.
- (5) To discourage surrender by biological parents, efforts shall be made by the specialised adoption agency or the Child Welfare Committee for exploring the possibility of parents retaining the child, which shall include counselling and encouraging them to retain the child and explaining that the process of surrender is irrevocable;
- (6) The specialised adoption agency and the Child Welfare Committee shall ensure that the surrendering parents or the legal guardian is made aware that they can reclaim the surrendered child only within a period of sixty days from the date of surrender;
- (7) If the surrendering parent is an unmarried mother, the deed may be executed in the presence of preferably any single female member of the Child Welfare Committee;
- (8) If a child born to a married couple is to be surrendered, both parents shall sign the deed of surrender and in case one of them is dead, proof of death is required to be furnished;
- (9) If a child born to a married couple is to be surrendered by one biological parent and the whereabouts of the other parent are not known, the child shall be treated as abandoned and further procedures in accordance with paragraph 6 shall be followed;
- (10) In case of a child born out of wedlock, only the mother can surrender the child and if the mother is a minor, the deed of surrender shall be signed by an accompanying adult as witness;

- (11) If the surrender is by a person other than the biological parents and is not appointed as a guardian by a court of law, the child shall be treated as abandoned and further procedures in accordance with paragraph 6 shall be followed;
- (12) The specialised adoption agency and the Child Welfare Committee shall ensure that a copy of the deed of surrender is given to the surrendering parents or person;
- (13) Due regard shall be given to the privacy of the surrendering parents and the surrendered child by the authorities and agencies involved in the process;
- (14) In case the surrendering biological parent has not claimed back the child during the reconsideration period, the same shall be intimated by the specialised adoption agency to the Child Welfare Committee on completion of sixty days from the date of surrender;
- (15) No public notice or advertisement shall be issued in the case of a surrendered child;
- (16) In case the surrendering biological parent has not claimed back the child during the reconsideration period, the same shall be intimated by the specialised adoption agency to the Child Welfare Committee on completion of sixty days from the date of surrender;
- (17) The Child Welfare Committee shall issue an order signed by at least three members declaring the surrendered child as legally free for adoption in the format at **Schedule-1**, after the expiry of sixty days from the date of surrender;
- (18) The child study report and medical examination report of the surrendered child shall be prepared and posted in the Child Adoption Resource Information and Guidance System by the specialised adoption agency in the format at **Schedule-2** and **Schedule-3** of these Regulations within ten days from the date the child is declared legally free for adoption;
- (19) The child study report and medical examination report shall be made available in English (apart from the local language) and the District Child Protection Unit shall facilitate the specialised adoption agency in uploading the child study report and medical examination report in Child Adoption Resource Information and Guidance System in case the specialised adoption agency is facing any technical difficulty;
- (20) Strict confidentiality shall be maintained in cases of all documents pertaining to biological parent(s) in all circumstances unless the surrendering parent(s) have expressed their willingness for divulging the same;
- (21) The surrender of a child by an unwed mother before a single woman member of the Child Welfare Committee shall be considered as production of the surrender child before the Committee as envisaged under section 35 of the Act and her right to privacy has to be protected;
- (22) The surrender of a child before Child Welfare Committee should be in camera;
- (23) The reconsideration period for the biological parents, is stipulated under sub-section (3) of section 35 of the Act and no further notice shall be issued to the surrendering parents.

8. Availability of child for adoption. -

- (1) As soon as a child is declared legally free for adoption by the Child Welfare Committee, such child may be allowed to be given in adoption to a resident Indian or non-resident Indian parents-

Provided that such child shall be allowed to be given in inter-country adoption —

- (a) after sixty days, if the child is below six years of age;
- (b) after thirty days, if the child is above five years of age or is a sibling;
- (c) after fifteen days, if the child has any mental or physical disability.

CHAPTER III
ADOPTION PROCEDURE FOR RESIDENT INDIANS

9. Registration and home study of the prospective adoptive parents. -

- (1) Resident Indian prospective adoptive parents, who intend to adopt a child, shall register online in Child Adoption Resource Information and Guidance System by filling up the application form as provided in **Schedule-5** and uploading the relevant documents.
- (2) The registration shall be complete and confirmed to the prospective adoptive parents immediately on receipt of the completed application form and requisite documents on Child Adoption Resource Information and Guidance System.
- (3) The prospective adoptive parents shall get their registration number from the acknowledgement slip and use it for viewing the progress of their application.
- (4) The prospective adoptive parents shall select a specialized adoption agency nearest to their residence for home study report in their state of habitual residence.
- (5) The home study report of the prospective adoptive parents shall be prepared through the social worker of selected specialized adoption agency and in case they are unable to conduct Home Study Report within stipulated time they shall take the assistance of a social worker from a panel maintained by the State Adoption Resource Agency or District Child Protection Unit, as the case may be.
- (6) The specialized adoption agency or the empanelled social worker of the state adoption resource agency or district child protection unit shall counsel the prospective adoptive parents during the home study.
- (7) The home study report shall be completed in the format given in **Schedule – 6**, within one month from the date of submission of requisite documents and shall be shared with the prospective adoptive parents immediately, thereafter.
- (8) The home study report shall be posted in the Child Adoption Resource Information and Guidance System by the specialised adoption agency as soon as it is complete.
- (9) The home study report will remain valid for two years and shall be the basis for adoption of a child by the prospective adoptive parents from anywhere in the country.
- (10) The prospective adoptive parents shall be declared eligible and suitable by the specialised adoption agency based upon the home study report and supporting documents and in case any prospective adoptive parent is not declared eligible or suitable, the reasons for the same shall be recorded in the Child Adoption Resource Information and Guidance System.
- (11) The prospective adoptive parents can appeal against the decision of rejection to Central Adoption Resource Authority as provided in these Regulations.
- (12) The appeal referred to sub-paragraph (11) shall be disposed of within fifteen days and the decision of Central Adoption Resource Authority in this regard shall be binding.
- (13) The District Child Protection Unit shall facilitate online registration of application of prospective adoptive parents, uploading of their documents and also for addressing technical difficulties faced by the specialised adoption agencies.
- (14) The adoption of a child by the prospective adoptive parents, after completion of their registration and home study report, shall depend upon the availability of a suitable child.

10. Referral of a child by a Specialised Adoption Agency to prospective adoptive parents. -

- (1) The seniority of the prospective adoptive parents for child referral shall be from the date of uploading of documents and completion of registration process in Child Adoption Resource Information and Guidance System.
- (2) On the basis of seniority, the prospective adoptive parents shall be referred online profile of upto three children which will include the photographs, child study report and medical examination report, in their preference category, if any, from one or

more specialised adoption agencies through the Child Adoption Resource Information and Guidance System.

- (3) After viewing the profile of the child or children, the prospective adoptive parents may reserve one child within a period of forty eight hours for possible adoption and the rest of the children would be released through Child Adoption Resource Information and Guidance System for other prospective adoptive parents in the waiting list.
- (4) The specialised adoption agency will get the details of the prospective adoptive parents referred from the Child Adoption Resource Information and Guidance System site and fix appointment with the prospective adoptive parents to assess the suitability of the prospective adoptive parents by an Adoption Committee, consisting of its adoption in-charge or social worker, pediatrician or visiting doctor and one official from the District Child Protection Unit.
- (5) The specialised adoption agency shall also organise a meeting of the prospective adoptive parents with the child.
- (6) The entire process of matching shall be completed within a maximum period of fifteen days from the date of reserving the child.
- (7) The specialized adoption agency shall counsel the prospective adoptive parents when the parents visit the agency for matching.
- (8) While accepting the child, the prospective adoptive parents shall sign the child study report and medical examination report which may be downloaded from the Child Adoption Resource Information and Guidance System, in the presence of the social worker or chief functionary of the specialized adoption agency and the specialised adoption agency shall record the acceptance by the prospective adoptive parents in the Child Adoption Resource Information and Guidance System.
- (9) In case, the prospective adoptive parents are not selected for the child by the Adoption Committee, the reason for non-selection of the prospective adoptive parents shall be recorded in the Child Adoption Resource Information and Guidance System.
- (10) In case, the prospective adoptive parents do not accept the reserved child or the Adoption Committee does not find the prospective adoptive parents suitable, then, the prospective adoptive parents will be shifted to the bottom of the seniority list, as on that date, who can avail a fresh chance when the seniority becomes due and the same procedure shall be followed in the subsequent chances.
- (11) In all such cases, the reasons for not considering the child have to be clearly stated in CARINGS.
- (12) The registration of prospective adoptive parents shall be valid for two years.
- (13) The prospective adoptive parents can also get the medical examination report of the child reviewed by a medical practitioner of their choice before giving their acceptance for adoption of the child.

11. Pre-adoption foster care. -

- (1) The child shall be taken in pre-adoption foster care by the prospective adoptive parents within ten days from the date of acceptance, after signing the pre-adoption foster care undertaking in the format provided in **Schedule-7**.
- (2) The specialised adoption agency shall receive adoption fee from the prospective adoptive parents and utilise the funds in accordance with norms specified in **Schedule – 13** of these Regulations.
- (3) The prospective adoptive parents shall provide original documents or notarized copy of the documents to the specialised agency as provided in **Schedule – 8** of these Regulations.

12. Legal Procedure -

- (1) The specialised adoption agency shall file an application in the court concerned, having jurisdiction over the place where the specialised adoption agency is located, with relevant documents in original as mentioned in **Schedule- 8** within seven

working days from the date of receipt of acceptance of the child by the prospective adoptive parents, for obtaining the adoption order from court.

- (2) In case the child is from a child care institution, which is not a specialised adoption agency and is located in another district, the specialised adoption agency shall file the application in the court concerned in the district where the child is located and in such a case, the child care institution will be a co-petitioner along with the specialised adoption agency and the child care institution shall render necessary assistance to the specialised adoption agency concerned.
- (3) In case of siblings or twins, the specialised adoption agency shall file single application in the Court.
- (4) Since an adoption case is non-adversarial in nature, the specialised adoption agency shall not make any opposite party or respondent in the adoption application.
- (5) The court will hold the adoption proceeding in-camera and dispose of the case within a period of two months from the date of filing of the adoption application by the specialised adoption agency, as envisaged under sub section(2) of section 61 of the Act.
- (6) The adoptive parents may not be asked in the adoption order to execute any bond or make investment in the name of the child, considering the fact that their psycho social profile and financial status are ascertained from the home study report and other supporting documents.
- (7) The specialised adoption agency shall obtain a certified copy of the adoption order from the court and will forward it to the prospective adoptive parents within ten days and it shall also post a copy of such order in the Child Adoption Resource Information and Guidance System and make necessary entries in Child Adoption Resource Information and Guidance System.
- (8) Registration of an adoption deed shall not be necessary, as there is no such requirement under the Act.
- (9) The specialised adoption agency shall obtain the birth certificate of the child from the birth certificate issuing authority within ten days from the date of issuance of adoption order, with the name of adoptive parents, as parents, and date of birth as recorded in the adoption order.
- (10) The specialised adoption agency shall submit an affidavit to the court while filing a petition as provided in **Schedule-22**.

13. Follow up of progress of adopted child. -

- (1) The specialised adoption agency which has prepared the home study report, shall prepare the post-adoption follow-up report in the format as provided in **Schedule-11** and upload in the Child Adoption Resource Information and Guidance System along with photographs of the child, on six monthly basis, for two years from the date of pre-adoption foster placement with the prospective adoptive parents.
- (2) In case the adoptive parents relocate, they shall inform the agency which has conducted their home study and the district child protection unit of the district where they relocate.
- (3) The district child protection unit of the district of the current residence shall prepare the post-adoption follow up report and upload the same in Child Adoption Resource Information and Guidance System.
- (4) The specialised adoption agency or the district child protection unit, as the case may be, shall arrange for counseling to the adoptive parents and adoptee by social worker, wherever required.
- (5) In case the child is having adjustment problem with the adoptive parents, the specialised adoption agency shall arrange necessary counselling for such adoptive parents and adoptees.
- (6) In case of disruption in in-country adoption :
 - (a) at the stage of pre-adoption foster care before filing a petition, the child will be taken back by the District Child Protection Unit;

- (b) at the stage of pre-adoption foster-care after the petition has been filed in the court, the child will be taken back by the District Child Protection Unit, and withdraw the adoption application from the court concerned;
 - (c) after the adoption order is issued, the child will be taken back by the District Child Protection Unit and produce before the Child Welfare Committee and file an application in the court for the dissolution of the adoption;
 - (d) where the child has been taken to another State during the adoption process, the repatriation of the child shall be coordinated by State Adoption Resource Agency in the State where the child is residing and the State of origin.
- (7) After withdrawal of adoption application or dissolution of adoption, as the case may be, the status of the child shall be updated as legally free for adoption in the Child Adoption Resource Information and Guidance System by the specialised adoption agency.

CHAPTER IV
ADOPTION PROCEDURE FOR NON-RESIDENT INDIAN, OVERSEAS CITIZEN OF INDIA AND FOREIGN PROSPECTIVE ADOPTIVE PARENTS

- 14. Non-resident Indian to be treated at par with resident Indian. -**
 Non-resident Indian prospective adoptive parents shall be treated at par with Indians living in India in terms of priority for adoption of Indian orphan, abandoned or surrendered children.
- 15. Registration and home study report for prospective adoptive parents for inter-country adoption. -**
- (1) Any non-resident Indian, overseas citizen of India and foreign prospective adoptive parents, living in a country which is a signatory to the Hague Adoption Convention and wishing to adopt an Indian child, can approach the authorised foreign adoption agency or the Central Authority concerned, as the case may be, for preparation of their home study report and for further necessary action.
 - (2) In case, there is no authorised foreign adoption agency or Central Authority in their country of residence, then the prospective adoptive parents shall approach the Government department or Indian diplomatic mission concerned in that country for the purpose.
 - (3) The authorised foreign adoption agency or Central Authority or the Government department or the Indian diplomatic mission concerned, as the case may be, on completion of the home study report, shall register the application of the prospective adoptive parents in Child Adoption Resource Information and Guidance System in the format along with the required documents mentioned in **Schedule – 5**.
 - (4) The seniority of the prospective adoptive parents shall be counted from the date of their registration and uploading of requisite documents in the Child Adoption Resource Information and Guidance System.
 - (5) The home study report and other documents of the prospective adoptive parents referred to in this Chapter shall be scrutinized at Central Adoption Resource Authority in order to determine their eligibility or suitability.
 - (6) Profiles of upto two children shall be referred to the authorised foreign adoption agency or Central Authority or Government department or Indian diplomatic mission, as the case may be, which may forward such profiles to the prospective adoptive parents concerned as per local rules. In case of a foreigner or overseas citizen of India, such profile of children shall be referred to the prospective adoptive parents.
 - (7) The prospective adoptive parents may reserve one of the referred children within ninety six hours and the profile of the other child shall stand automatically withdrawn.
 - (8) In case the prospective adoptive parents fail to reserve any of the children within ninety six hours, then the profiles of both the children stand automatically withdrawn.

- (9) Preference of the prospective adoptive parents shall be taken into consideration when sending referrals to them.
- (10) If the prospective adoptive parents opt for one of the children shown, they shall accept the child by signing the child study report and medical examination report of the child within thirty days from the date of referral.
- (11) The child study report and medical examination report and photograph in original shall be sent by the specialised adoption agency to the authorized foreign adoption agency or Central authority or the Indian diplomatic mission concerned.
- (12) In case the prospective adoptive parents fail to accept the referred children within thirty days, then, the profile of the child will stand withdrawn to the Child Adoption Resource Information and Guidance System and the seniority of those prospective adoptive parents will shift to the bottom of the list, who shall be given another opportunity to select a child when their turn becomes due.
Provided that the registration of such prospective adoptive parents shall continue for two years from the date of registration.
- (13) If the prospective adoptive parents desire to visit the specialised adoption agency to see the child in person, before accepting him for adoption, such visit may be made after their adoption application is approved by Central Adoption Resource Authority, and the prospective adoptive parents can also get the medical examination report of the child reviewed by a medical practitioner of their choice.
- (14) The authorised foreign adoption agency shall forward the original documents of the prospective adoptive parents, as specified in **Schedule-8**, to the specialised adoption agency concerned.
- (15) All documents forming part of the Home Study Report shall be notarized and the signature of the notary is to be apostled by competent authority of the receiving country in cases of Hague ratified countries.
- (16) If the documents are in any language other than English, then the originals must be accompanied by translations in English attested by competent authority.

16. No Objection Certificate of Central Adoption Resource Authority and pre-adoption foster care. -

- (1) The Central Adoption Resource Authority shall issue no objection certificate in favour of the proposed adoption in the format at **Schedule - 9** within ten days from the date of receipt of the acceptance of the child by the prospective adoptive parents and letter of approval/permission of the receiving country as per Article 5 and Article 17 of the Hague Adoption Convention, wherever applicable and a copy of such no objection certificate shall also be endorsed to all concerned and posted in Child Adoption Resource Information and Guidance System forthwith.
- (2) The prospective adoptive parents may take the child in pre-adoption foster care for a temporary period within India after issuance of no objection certificate by Central Adoption Resource Authority, pending court order, by furnishing an undertaking to the specialised adoption agency in the format at **Schedule- 7**.
Note: The prospective adoptive parents shall receive final custody of the child from the specialised adoption agency as soon as the passport and visa are issued to the child after issue of adoption order from the competent court.

17. Legal Procedure. -

- (1) Legal procedure shall be followed as per Para 12 of these Regulations.
- (2) In cases of the prospective adoptive parents habitually residing abroad, the application shall also be accompanied by a Power of Attorney in favour of the social worker or adoption in charge of the specialised adoption agency which is processing the case and such Power of Attorney should authorise the Attorney to handle the case on behalf of the prospective adoptive parents.

18. Passport and Visa, intimation to immigration authorities, conformity certificate, birth certificate, etc. -

- (1) The Central Adoption Resource Authority shall issue a conformity certificate under Article 23 of the Hague Adoption Convention in the format provided in **Schedule – 10** within three working days from the date of availability of the adoption order in the Child Adoption Resource Information and Guidance System, in case the receiving country of the adopted child is a Hague Adoption Convention signatory.
- (2) The Central Adoption Resource Authority shall inform the immigration authorities and the foreigner regional registration office or as the case may be, the foreigner registration office concerned about confirmation of adoption.
- (3) To obtain Indian passport for the adopted child, the specialised adoption agency shall submit the application to the regional passport officer within three working days from the date of receipt of a certified copy of the adoption order.
- (4) The regional passport office shall issue passport for the adopted child within ten days from the date of receipt of application, in accordance with the circulars issued by the CPV Division of the Ministry of External Affairs regarding issuance of passport to inter-country adopted children, from time to time.
- (5) The specialised adoption agency shall also obtain birth certificate for the adopted child from the issuing authority within ten days from the date of receipt of the adoption order, with the name of adoptive parents and date of birth as recorded in the adoption order.
- (6) The adopted child shall be entitled to receive overseas citizen of India card, if found eligible.
- (7) The adoptive parent(s) shall come to India for taking the adopted child to their country.

19. Follow up of progress of adopted child under this chapter. -

- (1) The authorised foreign adoption agency or the Central Authority or Indian diplomatic mission or Government department concerned, as the case may be, shall report the progress of the adopted child in the format provided in **Schedule – 11** online in the Child Adoption Resource Information and Guidance System along with photographs of the child on a quarterly basis during the first year and on six monthly basis in the second year, from the date of arrival of the adopted child in the receiving country.
- (2) If an adjustment problem of the child with the adoptive parents comes to the notice of the authorised foreign adoption agency or Central Authority or the Government department concerned in the receiving country on the basis of the progress report or in course of post-adoption home visits, then, necessary counseling shall be arranged for the adoptive parents and for the adoptee, wherever applicable.
- (3) If it is found that the child is unable to adjust in the adoptive family or that the continuance of the child in the adoptive family is not in the interest of the child, the authorised foreign adoption agency or Central Authority or the Government department in the receiving country or Indian diplomatic mission concerned, as the case may be, shall withdraw the child and provide necessary counseling and shall arrange for suitable alternate adoption or foster placement of the child in that country, in consultation with the Indian diplomatic mission and Central Adoption Resource Authority.
- (4) In the event of adjustment problem of the child with the adoptive family, the child shall be entitled to receive care, protection and rehabilitation through the child protection services of that country.
- (5) The authorised foreign adoption agency or Central Authority or Government department concerned shall contact Indian diplomatic mission to render necessary help and facilitate the repatriation of the child, if required.
- (6) The authorised foreign adoption agency or Central Authority or Government department concerned, may organise annual get-together of Indian adoptees and their adoptive parents and forward a report on the event to Central Adoption

Resource Authority and the Indian diplomatic missions shall facilitate such get-togethers.

- (7) The prospective adoptive parents shall furnish an undertaking to the effect that they would allow personal visits of the representative of authorised foreign adoption agency, the foreign Central Authority or Government Department concerned, as the case may be, to ascertain the progress of the child with the adoptive parents/family at least for a period of two years from the date of arrival of the child in the receiving country.

20. Adoption by overseas citizen of India or foreign national of Hague Countries living in India. –

- (1) In case of an overseas citizen of India or foreign national, who is a citizen of a country that has ratified the Hague Convention and is a habitual resident, shall apply online in prescribed format as specified in **Schedule-5** along with the required documents uploaded in the Child Adoption Resource Information and Guidance System.
- (2) On receipt of the application, along with the required documents, the Central Adoption Resource Authority shall refer the case to a specialised adoption agency for preparing the home study report in the format given at **Schedule-6** and the specialised adoption agency shall upload the home study report in the Child Adoption Resource Information and Guidance System.
- (3) All other procedures shall be followed as per the provisions of sub-paragraph 7 to 15 of paragraph 15 and paragraphs 16 to 19.
Provided that the prospective adoptive parents may reserve one of the referred children within forty eight hours.

Note: The role of preparing home study report and uploading progress report as required under the Regulations shall be done by specialized adoption agency concerned.

- (4) The specialised adoption agency shall report the progress of the child in the Child Adoption Resource Information and Guidance System in the format provided at **Schedule – 11** along with photographs of the child on six monthly basis for a period of two years from the date of pre-adoption foster care.
- (5) If any adjustment problem of the child with the adoptive parents comes to the notice of the specialised adoption agency, through the progress report or in course of post-adoption home visits, counselling shall be arranged for the adoptive parents and for the adoptee, wherever applicable.
- (6) During the follow-up, if the specialised adoption agency finds that the child is unable to adjust in the adoptive family or the continuance of the child in the adoptive family is not in the best interests of the child, it shall withdraw the child and provide necessary counselling and the specialised adoption agency shall also arrange for suitable alternate adoption or foster placement of the child, in consultation with State Adoption Resource Agency and Central Adoption Resource Authority.
- (7) A no objection certificate shall be required from the diplomatic mission in India concerned in favour of the proposed adoption.
- (8) The diplomatic mission concerned shall also ensure that the adopted child acquires citizenship of the country of his parents immediately after adoption decree and a copy of the passport of the child from the country of the nationality of the Prospective adoptive parents shall be forwarded to Central Adoption Resource Authority and the specialised adoption agency concerned.
- (9) An overseas citizen of India or foreign prospective adoptive parents, as the case may be, living in India, shall give an undertaking to the effect that if they move out of India before completion of two years after adoption, they shall inform to the Central Adoption Resource Authority about their movement and provide their new address,

- and continue to send their post-adoption progress report to Central Adoption Resource Authority for the remaining period.
- (10) Such prospective adoptive parents living in India, are required to give an undertaking to the effect that they would allow personal visits of the representative by the specialized adoption agency or District Child Protection Unit or State Adoption Resource Agency, as the case may be at least for a period of two years from the date of adoption.
21. (1) If one of the prospective adoptive parents is foreigner and other is an Indian, such case shall be treated at par with Indians living in India.
- (2) If both the prospective adoptive parents are foreigner, such case shall be treated as per Para 20 of the Regulations.
- 22. Procedure for adoption of a child from a foreign country by Indian citizens. -**
- (1) Necessary formalities for adoption of a child from a foreign country by Indian citizens shall initially be completed in that country as per their law and procedure.
- (2) Central Adoption Resource Authority shall issue approval, as required under Article 5 and 17 of the Convention on Protection of Children and Cooperation in respect of Inter-country Adoption 1993, in the cases of adoption of children coming to India as a receiving country on receiving home study report of the prospective adoptive parents (including supporting documents), child study report and medical examination report of the child.
- (3) If the child adopted abroad by the Indian citizens having a foreign passport, then the child would require Indian visa to come to India and on submission of the visa application, the Indian mission in the country concerned may issue entry visa to the child after checking all the relevant documents to ensure that the adoption has been done following the due procedure.
- (4) The immigration clearance for the child adopted abroad shall be obtained from the Foreigners' Division, Ministry of Home Affairs, Government of India, through the Indian diplomatic mission to that country.
- 23. Recognition of Specialised Adoption Agency. -**
- (1) Any child care institution, intending to be recognised as specialised adoption agency to place children in in-country and inter-country adoption, shall submit application as per **Schedule-25** of the Regulations , along with the following documents to the State Government concerned:
- (a) a copy of the registration certificate under the Societies Registration Act 1860 (21 of 1860), the Indian Trust Act, 1882 (12 of 1882) or any other corresponding law for the time being in force;
 - (b) a copy of its Memorandum of Association, rules, regulations and bye-laws;
 - (c) a copy of the registration certificate as child care institution;
 - (d) a list of management committee or executive committee or board members showing that the majority of the members of such committee or board are Indian citizens;
 - (e) annual reports including audited accounts for the last three years;
 - (f) resolution by the agency supporting the decision for placing orphan, abandoned or surrendered children in adoption;
 - (g) undertaking to abide by the relevant rules and adoption Regulations in force;
 - (h) undertaking to regularly update data on Child Adoption Resource Information and Guidance System and to have necessary facilities for the same;
 - (i) supporting documents indicating that the organisation has been engaged in child protection and welfare activities;
 - (j) list of children in the institution; and
 - (k) list of professional and child care staff.

- (2) The State Government shall issue a certificate of recognition to a child care institution as a specialised adoption agency within three months from the date of application, if the child care institution is found fit to be considered as a specialised adoption agency, based upon inspection conducted for the purpose.
- (3) If an organisation is not involved in institutional care but has the capacity and expertise to ensure quality non-institutional care for infants and young children through trained foster care givers on their panel, the State Government may also recognise such organisation as a specialised adoption agency.
- (4) The recognition to a specialised adoption agency to place children both in in-country and inter-country adoption shall be for a period of five years, unless it is revoked earlier on the grounds as mentioned in paragraph 25.

24. Criteria and Procedure for Renewal of Recognition of Specialised Adoption Agency. -

- (1) The criteria to be adopted for renewal of recognition of a specialised adoption agency shall be the following: –
 - (a) the specialised adoption agency must have satisfactory performance in adoption placement;
 - (b) it must be regularly updating data on Child Adoption Resource Information and Guidance System and meeting the timelines specified for specialised adoption agency in the Regulations;
 - (c) it must have followed the provisions of the Regulations as also instructions issued by the State Government or State Adoption Resource Agency or Central Adoption Resource Authority;
 - (d) it must not have indulged in any malpractice;
 - (e) it must have made proper utilisation of the adoption fee; and
 - (f) it must have been maintaining the standards of child care as provided in **Schedule-12**.
- (2) The procedure to be adopted for renewal of recognition of a specialised adoption agency shall be the following, namely:–
The specialised adoption agency shall apply six months before the expiry of its recognition with the following documents or information, in addition to documents mentioned in paragraph 24 (1). -
 - (a) details and number of children restored to biological parents, relatives or guardians during the period of last recognition;
 - (b) number and details of children placed in in-country and inter-country adoption and details of post-adoption follow-up thereof during the period of last recognition;
 - (c) details of year wise receipt of adoption fee and utilisation of the same during the period of last recognition;
 - (d) declaration about regular updating of data on Child Adoption Resource Information and Guidance System; and
 - (e) undertaking stating that it agrees to abide by these Regulations as also the instructions issued by the State Government or State Adoption Resource Agency or Central Adoption Resource Authority from time to time.
- (3) The recognition to a specialised adoption agency shall be renewed by the State Government (before the expiry of existing recognition) for a period of five years, if the specialised adoption agency is found fulfilling the criteria as mentioned above, based on inspection conducted for the purpose.

- (4) In case the specialised adoption agency has applied for recognition and it does not receive any communication, the recognition to such specialised adoption agency shall be deemed to be continued.
- (5) In the event of pending renewal of recognition of a specialised adoption agency, the pipeline cases shall be allowed to proceed provided that all other stipulations of these Regulations are met.

25. Suspension or revocation of recognition of Specialised Adoption Agency-

- (1) The State Government may, *suo-motu* or on the recommendation of State Adoption Resource Agency or Central Adoption Resource Authority either, suspends or revoke the recognition granted to a specialised adoption agency.
- (2) The recognition of a specialised adoption agency may be suspended on any one or more of the following grounds, namely. –
 - (a) violation of any of the provisions of the Act or the rules made thereunder, relating to adoption as well as of these Regulations;
 - (b) furnishing false information or forged documents to State Adoption Resource Agency or the concerned State Government or Central Adoption Resource Authority;
 - (c) incomplete or false information to prospective adoptive parents about the child or any adoption related process;
 - (d) failure to update data online in the Child Adoption Resource Information and Guidance System or furnishing or posting of false information therein;
 - (e) failure to submit timely reports or data as stipulated in these Regulations;
 - (f) adverse findings of the inspection team of the concerned State Government or State Adoption Resource Agency or of Central Government or Central Adoption Resource Authority, regarding the functioning of the specialised adoption agency ;
 - (g) if professional social worker and qualified child care staff are not employed;
 - (h) financial irregularities or malpractices or receiving any donation whether in kind or cash from prospective adoptive parents or adoptive parents;
 - (i) misuse or diversion of adoption fee or grant received from the Government for the purposes other than the purpose(s) for which they were received;
 - (j) unethical practices which would also include inducing single mothers or biological parents to relinquish their child or illegally sourcing the child;
 - (k) divulging information on biological mother or parents or adopted child to public in violation of principle of confidentiality;
 - (l) non-compliance of instructions issued from time to time by Central Adoption Resource Authority, State Adoption Resource Agency or the concerned State Government; and
 - (m) abuse or neglect of children in the specialised adoption agency.
- (3) No order for suspension or revocation of authorisation shall be passed without giving an opportunity to the agency to offer its explanation.
- (4) After suspension of recognition of a specialised adoption agency, the concerned State Government or the State Adoption Resource Agency shall conduct necessary enquiries within a maximum period of six months, and if charges are proven, the State Government concerned shall revoke the recognition of the specialised adoption agency.
- (5) In case of revocation of recognition of a specialised adoption agency, the State Government concerned shall, within thirty days, prepare an alternate rehabilitation plan for the children in that home, including shifting them to another specialised adoption agency.
- (6) In the event of suspension or revocation of recognition of the specialised adoption agency, the cases where referrals have been accepted by the prospective adoptive

parents, shall be allowed to proceed for final adoption provided that all other stipulations of these Regulations have been met.

26. Inspection of specialised adoption agencies. -

- (1) The State Government concerned shall inspect the child care institution before considering its recognition or renewal to a specialised adoption agency.
- (2) The State Government concerned or State Adoption Resource Agency shall conduct annual inspections of specialised adoption agencies to ensure that they are performing efficiently and as per norms laid down in these Regulations and shall take necessary remedial measures, wherever required.
- (3) The premises of specialised adoption agency including the places where the children are staying and its relevant records shall be open to inspection by the Central Government, Central Adoption Resource Authority, the concerned State Government, State Adoption Resource Agency, Child Welfare Committee and any other agency or person authorised by State Government.
- (4) During such inspections, the following shall be scrutinised or examined, namely. –
 - (a) that the agency is discharging its role and performing its functions efficiently as stipulated under these Regulations;
 - (b) that adoption, is being pursued by the organization as a welfare activity in the interest of children, and not as a commercial activity;
 - (c) total number and details of children actually placed in in-country and inter-country adoption;
 - (d) records pertaining to adoptions of children (starting from their admission up to the legal adoption decree and follow up progress) as well as related registers;
 - (e) whether expeditious and sufficient efforts have been made by the specialised adoption agency to place children in adoption;
 - (f) whether the agency is maintaining the seniority list of the prospective adoptive parents and following the roster as per the seniority list;
 - (g) whether the agency has submitted annual reports, audited statements of accounts and monthly reports to the State Government concerned or State Adoption Resource Agency, and the monthly adoption data to State Adoption Resource Agency or the State Government concerned and Central Adoption Resource Authority regularly and within stipulated time;
 - (h) whether the specialised adoption agency is regularly updating data and reports in the Child Adoption Resource Information and Guidance System on time;
 - (i) whether the specialised adoption agency is maintaining and providing quality child care facilities in the institution as stipulated under these Regulations and the minimum standards of child care shall be as specified in **Schedule- 12**;
 - (j) financial records including receipt of fees paid by the PAPs and utilisation of the child care corpus; and
 - (k) whether there is any instance of malpractice against the specialised adoption agency

27. Entitlement to grants under Integrated Child Protection Scheme. -

A specialised adoption agency is entitled to receive grants-in-aid under the Integrated Child Protection Scheme, subject to the fulfillment of terms and conditions under the said scheme.

28. Agencies to maintain accounts. -

- (1) The specialised adoption agency shall utilise funds received as adoption fee in accordance with norms specified in **Schedule - 13**.

- (2) The specialised adoption agency shall maintain proper accounts including utilisation of child care corpus and government grant under Integrated Child Protection Scheme to be audited by a chartered accountant every year.
- (3) An attested copy of the audited accounts of the organisation together with its audit report and a copy of the annual report and also report under Foreign Contribution Regulation Act shall be furnished by every specialised adoption agency within six months from the date of closing of the financial year to State Adoption Resource Agency or the State Government concerned.

29. Functions of specialised adoption agencies. - The specialised adoption agencies shall perform the following functions, in addition to those assigned to them under the Regulations, to facilitate placement of orphan, abandoned and surrendered children in adoption:

- (1) **Function towards children.** – Every specialised adoption agency shall –
 - (a) be responsible for the care, protection and well-being of every child in its charge and shall cater to their health needs; emotional and psychological needs, educational and training needs; leisure and recreational activities; protection from any kind of abuse, neglect and exploitation, social mainstreaming, and restoration or as the case may be, follow-up;
 - (b) report all cases of admissions, restorations, transfers, death and adoption of children, as well as about children missing from the institution, if any to the Child Welfare Committee, District Child Protection Unit, State Adoption Resource Agency and Central Adoption Resource Authority through Child Adoption Resource Information and Guidance System and track child;
 - (c) submit the status of every orphan, abandoned and surrendered child on the Child Adoption Resource Information and Guidance System, which is accessible on the website www.cara.nic.in;
 - (d) shall upload the certificate declaring the child legally free for adoption issued by the Committee in Child Adoption Resource Information and Guidance System on the portal meant for the purpose, within 48 hours from the receipt of such certificate
 - (e) prepare the child study report through its social worker of all orphan, abandoned and surrendered children and post them in Child Adoption Resource Information And Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;
 - (f) arrange standardized medical tests for children admitted into its home as provided in **Schedule 3A** of the Regulations and prepare the medical examination report through its pediatrician or doctor of all such children and post them in Child Adoption Resource Information and Guidance System, within seven days from the date such children are declared legally free for adoption by the Child Welfare Committee;
 - (g) prepare individual care plan for each child following the principle of the best interests of the child and the care options in the following order of preferences namely. –
 - (i) restoration to the biological family or legal guardian;
 - (ii) in-country adoption;
 - (iii) inter-country adoption;
 - (iv) foster care; and
 - (v) institutional care.

- (h) create a memory album, which should include a photo album of the child, history and details of the child's life (details of surrendering parents should not be mentioned), and interests of the child, which shall be handed over to the adoptive family along with the medical history of the child at the time of handing over the child to the prospective adoptive parents in pre-adoption foster care;
- (i) make efforts to place each child in adoption, who has been declared legally free for adoption by Child Welfare Committee;
- (j) be responsible to complete referral process of a child to prospective adoptive parents and the legal procedure related to adoption as provided in these Regulations;
- (k) prepare every adoptable child psychologically for his assimilation with the adoptive family, wherever required;
- (l) facilitate interaction of the child with prospective adoptive parents, wherever required;
- (m) ensure that siblings and twins are placed in the same family, as far as possible;
- (n) preserve adoption records in a manner, that such record is accessible to authorised persons only;
- (o) facilitate root search by adoptees in the manner as mentioned in paragraph 45.

(2) **Functions towards biological parents.** – Every specialised adoption agency shall –

- (a) treat biological parents of a surrendered child with respect and dignity throughout the surrender process;
- (b) maintain confidentiality of unmarried mother and biological parents;
- (c) counsel the surrendering parents and inform them about a possible root search, in future by their child;
- (d) encourage the biological parents surrendering a child to provide maximum information about the background of the child and development as well as their own health;
- (e) explain to the parents implication of surrendering their child including possibility of inter-country adoption;
- (f) ensure that the consent for surrender and adoption is given by the parents without any coercion or monetary or material consideration;
- (g) have no commitment or agreement with biological parents regarding adoption of a child prior to his birth;
- (h) inform the parents that they would have a re-consideration period of sixty days from the date of surrender during which they can take back the child.

(3) **Functions towards prospective adoptive parents.-** Every specialised adoption agency shall –

- (a) treat prospective adoptive parents with respect and extend due courtesy, assistance and advice;
- (b) facilitate registration of prospective adoptive parents in Child Adoption Resource Information and Guidance System in case they face any difficulty;
- (c) counsel the prospective adoptive parents, through an authorised professional social worker or counselor, to make them aware of the process of adoption and to ascertain the level of their preparedness for the same which include the following, namely:–
 - (i) acceptance of adoption as an alternative way of building their family;
 - (ii) preference for child to be adopted;

- (iii) emotional readiness to adopt an unrelated child;
 - (iv) concerns about the social background of the child and genetic factors;
 - (v) attitude towards parenting and disciplining;
 - (vi) sharing the fact of adoption with the child, when the child grows up;
 - (vii) dealing with root search by the adopted child, when the child grows up;
 - (viii) any other issue that might emerge during the interactions.
- (d) complete the home study report of prospective adoptive parents registered with them, within one month from the date of their registration and submission of required documents;
 - (e) continuously update the status of application of the prospective adoptive parents in Child Adoption Resource Information and Guidance System;
 - (f) provide video clips of the children to prospective adoptive parents and facilitate their video calls to children after referral;
 - (g) provide information about the medical history of the child to prospective adoptive parents, inform the prospective adoptive parents about the health status of a special need child, if such a child is proposed for adoption;
 - (h) provide the immunisation record and recent diagnostic reports as well as any vital information relating to child including his food and social habits, memory album to the prospective adoptive parents;
 - (i) a copy of the adoption order from the court, and the birth certificate or affidavit shall also be provided to the prospective adoptive parents as and when available;
 - (j) place a child in pre-adoption foster care on completion of referral and after observing necessary formalities as laid down in these Regulations;
 - (k) extend post adoption services including counselling to the prospective adoptive parents, if required;
 - (l) not receive any payment, other than as specified in **Schedule- 13**;
 - (m) advise the prospective adoptive parents to contact adoptive families to understand the process of adoption.
- (4) **Functions relating to counselling.** - The functions of the specialised adoption agencies in respect of counselling shall include –
- (a) counselling of biological parents in case of surrender;
 - (b) pre-adoption counselling of prospective adoptive parents during preparation of home study report and matching process;
 - (c) counselling of older children before adoption and during adoption;
 - (d) counselling of adoptive parents whenever required;
 - (e) post-adoption counselling of the adoptees, when contacted by them in search of their roots.
- (5) Every specialised adoption agency shall set up at its own home to receive abandoned children and may set up cradle baby points at primary health care centres, hospitals, nursing homes, short-stay and Swadhar Homes for Women and.
- (6) **Documentation and record keeping.** -
- CARA will put in place an online documentation system which will be mandatory for all State Adoption Resource Agencies, District Child Protection Units, specialized adoption agencies and child care institutions to use for the purpose of adoption.
- (a) Every specialised adoption agency shall prepare an 'individual care plan' for each child based on age and gender specific needs in respect of the following, namely: –

- (i) health and medical needs;
 - (ii) emotional and psychological needs;
 - (iii) educational and training needs;
 - (iv) leisure, creativity and play;
 - (v) attachments and relationships;
 - (vi) protection from all forms of abuse, neglect and maltreatment;
 - (vii) rehabilitation including reunification with family, adoption and other non-institutional care;
 - (viii) social mainstreaming; and
 - (ix) follow-up after rehabilitation or restoration.
- (b) Every specialised adoption agency shall keep the following documents in the case file of each child, namely: –
- (i) case history and social investigation report of the child;
 - (ii) interim care order as well as the order declaring the child legally free for adoption by the Child Welfare Committee and the deed of surrender in case of a relinquished child;
 - (iii) child study report, medical examination report and immunisation record of the child;
 - (iv) photographs of the child taken at intervals of every six month;
 - (v) application form, documents and home study report of the prospective adoptive parents;
 - (vi) adoption petition, adoption order and birth certificate of the child;
 - (vii) post placement progress reports of the child.
- (c) Every specialised adoption agency shall maintain the following records, namely. -
- (i) master admission register;
 - (ii) medical and development file of the child;
 - (iii) case file of the child;
 - (iv) attendance register of the children and staff;
 - (v) register of prospective adoptive parents with details (date of registration, date of home study report, date(s) of referral of child or children, date of court order, date of handing over of the child to prospective adoptive parents, etc.);
 - (vi) vouchers, cashbook, ledger, journal and annual accounts;
 - (vii) grant and child care corpus receipt and utilization register;
 - (viii) stock register; and
 - (ix) record of minutes of meetings of the management committee and adoption committee (to be maintained separately).
- (7) **Other functions:** Every specialised adoption agency shall also. -
- (a) organise training and orientation activities to spread awareness about the adoption programme;
 - (b) train its childcare and professional staff on these Regulations; and
 - (c) ensure that each case of inter-country adoption case of prospective adoptive parents is disposed of within four months from the date of receipt of application with the assistance of authorised foreign adoption agency, Authority and State Agency as stipulated in section 62(2) of the Act.
- 30. Functions of authorised foreign adoption agency.** - The authorised foreign adoption agency shall perform the following functions, namely:

- (1) register the prospective adoptive parents interested to adopt children from India and to complete their home study report expeditiously;
- (2) post attested copies of the adoption application of the prospective adoptive parents in the Child Adoption Resource Information and Guidance System and forward the original of the same to the allotted specialised adoption agencies;
- (3) follow up with specialised adoption agency for ensuring early adoption after receipt of no objection certificate for the adoption from Central Adoption Resource Authority;
- (4) give orientation to the prospective adoptive parents on culture or language or food of the place to which the adopted child belongs;
- (5) ensure the submission of post-adoption follow up of the progress of adopted children and to address the cases of disruption, as mentioned in paragraph 19;
- (7) arrange get-togethers of children of Indian origin and their adoptive families from time to time with the involvement of the concerned Indian diplomatic mission;
- (8) facilitate root search by older adoptees;
- (9) fulfill the legal requirements of the host country as well as the terms and condition of the authorisation given by Central Adoption Resource Authority.

31. Criteria and procedure for authorisation of foreign agencies. -

- (1) A foreign adoption agency desirous of sponsoring applications of foreign adoptive parents for adopting an Indian child shall make an application to Central Adoption Resource Authority along with the recommendation of the Central Authority or concerned Government department of that country, through the Indian diplomatic mission.
- (2) The application shall be accompanied by the following documents, namely. -
 - (a) memorandum or bye-laws, copies of registration status, latest license issued by the concerned government department to undertake international adoptions, list of board or executive members, list of countries it is working with, accreditation certificate and its annual reports or financial statements for last two years;
 - (b) an undertaking signed by the head or chief executive of the organisation stating that the agency would abide by the provisions of these Regulations;
 - (c) an undertaking by the agency that in case of disruption or repatriation of the adopted children, it shall abide by the specific provisions laid down in these Regulations;
 - (d) an undertaking by the agency to send an annual report to Central Adoption Resource Authority in the month of April every year on the status of children placed in adoption from India;
 - (e) copy of adoption law or adoption Regulations or adoption rules of their country;
 - (f) a list of staff of the agency, recommendation/authorisation from the central authority or competent authority to work with India;
 - (g) recommendation letter from Indian diplomatic mission abroad and the Central Authority or Government department of the receiving country.
- (3) The authorisation to foreign adoption agency shall be subject to renewal for a period of five years by Central Adoption Resource Authority, on the receipt of an application for the same from such authorised foreign adoption agency through the concerned Indian diplomatic mission along with the recommendation for the same by the Central Authority or Government department and such application shall be accompanied by.-
 - (a) a list of children placed in adoption through such authorised foreign adoption agency along with their citizen status;
 - (b) disruption, if any and
 - (c) documents as required under paragraph 31(2).

- (4) The authorised foreign adoption agency is required to apply for renewal of its authorization ninety days prior to expiry of its authorization.
- (5) In case an authorised foreign adoption agency requires to appoint a representative in India for facilitating its adoption cases, it shall seek the prior approval of Central Adoption Resource Authority.

32. Suspension or revocation of authorization. -

The grounds on which the authorisation of authorised foreign adoption agency can be revoked are as follows, namely. –

- (1) if the agency violates or fails to abide by the provisions of these Regulations;
- (2) if the license or recognition or accreditation of the agency is suspended or revoked by the appropriate authority of that country;
- (3) if the agency fails to upload adoption applications or the post-adoption follow-up reports in the Child Adoption Resource Information and Guidance System from time to time and violates any provisions of these Regulations.

33. Roles of State Government and State Adoption Resource Agency. -

(1) Structure

- (a) The State Government shall set up a State Adoption Resource Agency for dealing with adoptions and related matters in the State under the guidance of Authority, as per the provisions under Section 67 of the Act.
- (b) The State Adoption Resource Agency, wherever already exists, shall be deemed to be set up under this Act.
- (c) The State Adoption Resource Agency shall be headed by Principal Secretary or Secretary of the Department of the State Government dealing with adoption and the Governing Body of the Agency shall have following members:
 - (i) Director of the Department of State Government dealing with adoption who shall be the Member Secretary;
 - (ii) Director of the Department of Health or Hospital Administration of the State Government;
 - (iii) Chairperson of a Child Welfare Committee;
 - (iv) Representative of a Specialized Adoption Agency;
 - (v) One member from the civil society involved in child welfare and protection for at least ten years;
 - (vi) One member from the State Legal Service Authority.
- (d) The Governing Body shall meet as frequently as required and at least once every quarter to review the progress of adoption work and to address the operational as well as logistic issues, bottlenecks, in the adoption process/system in the State.
- (e) The Authorities dealing with issuance of birth certificate, passport and other related matters may be invited as special invitees to attend the meetings of the State Adoption Resource Agency.
- (f) The State Government shall provide adequate staff, infrastructure and communication facilities to State Adoption Resource Agency for efficient performance of its functions.

(2) Functions:

The State Adoption Resource Agency shall function as the executive arm of the State Government for promotion, facilitation and monitoring/regulation of the adoption programme in the State. Its specific functions would include:

- (a) recognize one or more of the child care institutions as specialized adoption agencies in each district;
- (b) publish the contact details of specialized adoption agencies in the State at least once in a year;
- (c) renew the registration of such specialized adoption agency every five years subject to satisfactory performance;
- (d) conduct meetings of specialized adoption agencies on quarterly basis for addressing issues related to adoption and uploading the minutes of such meetings in the CARINGS;
- (e) inspect and monitor adoption programme and activities of all specialised adoption agencies within its jurisdiction as per the provisions under Section 65 (3) of the Act;
- (f) identify child care institutions which are not recognised as specialised adoption agencies, and link them to specialised adoption agencies, to facilitate adoption of eligible children in such institutions, in pursuance of the provisions under Section 66 of the Act;
- (g) enforce standards and measures for the adoption of orphan, abandoned and surrendered children, as envisaged under the Act or the rules and adoption regulation made there under;
- (h) identify specialized adoption agencies or child care institutions which have the capacity to provide quality care and treatment on a long term basis to special need children including children affected or infected by HIV/AIDS and mentally or physically challenged children, and facilitate transfer of such children to these agencies;
- (i) expedite de-institutionalization of children through adoption and other non-institutional alternatives;
- (j) take measures that are required for expansion of the adoption programme in the State, such as, strengthening the knowledge base, research and documentation, strengthening child tracking system, training and capacity building activities, publicity and awareness activities, advocacy and communication, monitoring and evaluation;
- (k) validate the data furnished by the Child Welfare Committees in the State in pursuance of the provisions under Section 38(5) of the Act, online in the CARINGS;
- (l) get correct adoption data and documents furnished by the specialized adoption agencies and validated online in the Child Adoption Resource Information and Guidance System in the format and the periodicity as provided in adoption regulations;
- (m) furnish/update the profile of the Specialized adoption agencies along with their name, address, contact person(s) , contact details , the validity period of their certificate of recognition[as required under section 65 (2) of the Act] in the prescribed format to the Authority online in the CARINGS in Form-III(Part-A), on half yearly;
- (n) update the contact details of the District Child Protection Units (DCPUs) ,Child Welfare Committees and of State Adoption Resource Agency online in the CARINGS on regular basis;
- (o) maintain a state-specific database in Child Adoption Resource Information and Guidance System of adoptable children, prospective adoptive parents, children given in in-country and inter-country adoption(s);

- (p) (p) take appropriate actions to their logical conclusion against violation of the provisions under Section 32, 41(1),41(4), 62(2), 65(4),80 & 81 of the Act;
- (q) ensure that all adoption placements in the State are done in accordance with the relevant provisions of the Act, Rules & Adoption Regulations;
- (r) maintain a panel of professionally qualified or trained social workers at State-level to assist District Child Protection Unit, specialised adoption agency or child care institution, wherever required, for (i) counselling and preparation of the home study report of the prospective adoptive parents;(ii) preparation of the Child study Report and counselling of older children (wherever required);(iii)preparing post-adoption follow-up report wherever required;(iv)preparing family background report in cases of inter-country relative adoptions;

Note: To be considered for empanelment of social workers,a person should be having post graduate degree in Social Work, Sociology, Psychology or Child Development or a graduate with minimum ten years of experience in child development or protection issues, who is engaged by the specialised adoption agency or authorised by District Child Protection Unit or State Adoption Resource Agency or Central Adoption Resource Authority for preparing home study report, child study report, rendering post-adoption services, and performing any other work assigned to such person.

- (s) take action(s) on the receipt of a complaint or suo-motu, in the cases of violations of the provisions under Section 32, 41(1),41(4), 62(2), 65(4),80 and 81 of the Act;
- (t) carry out such other functions as assigned by the Authority from time to time.

34. District Child Protection Unit. - In addition to the functions as envisaged in the Act and rules made thereunder, as well as under the Integrated Child Protection Scheme, the District Child Protection Unit shall. -

- (1) identify orphan, abandoned and surrendered children in the district and get them declared legally free for adoption by Child Welfare Committee with the help of specialized adoption agency, where ever required;
- (2) ensure that the child study report and medical examination report are posted in the Child Adoption Resource Information and Guidance System by the specialised adoption agencies within seven days from the date a child is declared legally free for adoption;
- (3) facilitate the linkage of child care institutions with specialised adoption agencies in the same or other districts to facilitate adoption;
- (4) track the progress of adoption of each child declared legally free for adoption and take necessary actions for expediting the case wherever required;
- (5) track the progress of application of each prospective adoptive parent registered in Child Adoption Resource Information and Guidance System for adopting a child or children from the district and take necessary actions for expediting the case wherever required;
- (6) assist State Adoption Resource Agency to maintain a panel of professional social workers for the purpose of counselling, preparing the home study report of the prospective adoptive parents and render post-adoption follow-up services;
- (7) supervise and monitor adoption programme in the district;
- (8) ensure that data is being updated by specialised adoption agencies in the Child Adoption Resource Information and Guidance System on time and in correct manner;
- (10) assist State Adoption Resource Agency and Central Adoption Resource Authority in all matters related to adoption;

- (11) assist the Child Welfare Committee in the restoration effort and in completing the process for declaring the abandoned children legally free, including publishing information of the child in the newspaper, obtaining the social investigation report from the probation officer and non-traceable report from police with the help of specialised adoption agency, where ever required;
- (12) Upload the certificate of child welfare committee declaring children legally free for adoption;
- (13) District Child protection Unit shall update adoption related information as stipulated under **Schedule 16 & 17** of these Regulations or in the given online format to be facilitated by Central Adoption Resource Authority through Child Adoption Resource Information and Guidance System (CARINGS).

35. Child Welfare Committee. -

The Child Welfare Committee shall take actions as provided in paragraphs 6 and 7 of these Regulations.

36. Birth certificate issuing authority. -

The local registrar notified under the Registration of Births and Deaths Act, 1969 (18 of 1969) shall issue birth certificate in favour of an adopted child on an application filed by the specialised adoption agency or adoptive parents, incorporating the names of the adoptive parents as parents and the date of birth of the child as mentioned in the adoption order of the court in accordance with circulars issued by Registrar General of India.

37. Central Adoption Resource Authority. –

The Authority shall perform the following functions, in addition to the functions specified in sub-section (1) of section 68 of the Act:

- (1) receive applications of a non-resident Indian or overseas citizen of India or a foreigner living abroad through authorized adoption agency or Central Authority or the concerned Government Department or an Indian Diplomatic Mission and process the same in terms of sub-section (5) of section 59 of the Act;
- (2) receive and process applications received from a foreigner or an overseas citizen of India residing in India for one year or more, and who is interested in adopting a child from India in terms of sub-section (12) of section 59 of the Act;
- (3) issue no-objection certificate in all cases of inter-country adoptions;
- (4) issue conformity certificate in the inter-country adoption cases under Article 23 of the 1993 Hague Convention on Protection of Children and Cooperation in respect of Inter-Country Adoption;
- (5) intimate the immigration authorities of India and the receiving country of the child about the inter-country adoption cases;
- (6) maintain Child Adoption Resource Information and Guidance System for greater transparency in the adoption system;
- (7) provide support and guidance to State Adoption Resource Agencies, District Child Protection Units, Specialized Adoption Agencies and other stakeholders of adoption and related matters, through trainings, workshops, exposure visits, consultations, conferences, seminars and other capacity building programmes;
- (8) coordinate with State Governments or the State Adoption Resource Agencies and advise them in adoption related matters;
- (9) establish uniform standards and indicators, relating to-
 - (i) adoption procedure related to orphan, abandoned and surrendered children and also related to relative adoptions;
 - (ii) quality child care standards in specialised adoption agencies and child care institutions;
 - (iii) monitoring and supervision of service providers;

- (iv) standardisation of documents in cases of adoptions;
 - (v) safeguards and ethical practices including online applications for facilitating hassle-free adoptions.
- (10) conduct research, documentation and publication on adoption and related matters;
 - (11) maintain a comprehensive centralized database relating to children and prospective adoptive parents for the purpose of adoption in Child Adoption Resource Information and Guidance System;
 - (12) maintain a confidential centralized database relating to children placed in adoption and adoptive parents in the Child Adoption Resource Information and Guidance System;
 - (13) arrange capacity building programmes for adoption agencies and other stakeholders;
 - (14) carry out advocacy, awareness and information, education and communication activities for promoting adoption and other non-institutional child care services either by itself or through its associated bodies;
 - (15) enter into bilateral agreements with foreign Central Authorities, wherever necessary and as prescribed under the Hague Adoption Convention;
 - (16) authorise foreign adoption agencies to sponsor applications of non-resident Indian or overseas citizen of India or foreign prospective adoptive parents for inter-country adoption of Indian children.
- 38. Regional passport officer.** - Based upon an application made along with required documents, pursuant to the adoption order issued by the court, the regional passport officer shall issue a passport to an adopted child within ten days from the date of receipt of such application, in accordance with circulars issued by the Ministry of External Affairs regarding issuance of passport to inter-country adopted children, from time to time.
- 39. Foreigner regional registration office.** - Foreigner regional registration office may exempt issue of exit visa to the adopted child travelling out of the country having No Objection Certificate and Conformity Certificate (required only in cases of hague ratifies countries) from Central Adoption Resource Authority(CARA) and Adoption Court Order from the competent Court.
- 40. Indian diplomatic missions in inter-country adoption** - Indian diplomatic missions abroad shall have the following role in inter-country adoption of Indian children, namely -
- (1) liaise with concerned central or public authorities to ensure safeguards of children of Indian origin adopted by non-resident Indians, overseas citizen of India or foreign parents against neglect, maltreatment, exploitation or abuse;
 - (2) interact with the authorised foreign adoption agencies and Central Authorities within their jurisdiction and organise or participate in the get-togethers of the adopted children and their parents;
 - (3) recommend proposals for authorisation of foreign adoption agencies for the purpose of sponsoring applications for adoption of Indian children;
 - (4) issue visa to foreign prospective adoptive parents who wish to see a child in person at the specialized adoption agency in India, before accepting him for adoption, after their adoption application is approved by Central Adoption Resource Authority, and also for attending the court proceedings as well as for receiving the child thereafter;
 - (5) empanel and authorise social workers to complete adoption application formalities including home study report in a foreign country, where there is no authorised foreign adoption agency or a Government department to deal with adoption;
 - (6) register the adoption applications of non-resident Indians prospective adoptive parents in Child Adoption Resource Information and Guidance System along with

- requisite documents as specified in **Schedule 5** and upload post-adoption follow-up reports as stipulated in paragraph 19 of the Regulations;
- (7) the Indian diplomatic mission processing the adoption application, either directly or through the authorized organisation or individual shall send progress report of the child on quarterly basis in the first year and on six monthly basis in the second year, from the date of arrival of the child in the receiving country and also take actions, as stipulated in paragraph 19 of these Regulations, in case of disruption of adoption;
 - (8) contact the Central Authority or other authorities in the receiving countries to ensure safeguards of children of Indian origin adopted by non-resident Indians or overseas citizen of India or foreign parents, in case of disruption of adoption and a report in this regard shall also be sent to Central Adoption Resource Authority at the earliest;
 - (9) render necessary help and facilitate the repatriation of the child, if required, in consultation with the local authorities, concerned adoption agency and Central Adoption Resource Authority;
 - (10) facilitate root search by an adoptee of Indian origin, if contacted;
 - (11) communicate any report or observation, which it may consider as important and relevant in the matter of inter-country adoptions to Central Adoption Resource Authority.

41. Central Authorities. -

Central Authority of the countries that have ratified the Hague Convention on Inter-country Adoption, 1993 shall discharge all obligations as per the provisions of the Convention.

CHAPTER VI MISCELLANEOUS PROVISIONS

42. Seniority of the prospective adoptive parents -

- (1) The prospective adoptive parents shall be referred children on the basis of a single seniority list, which shall be maintained from the date of registration and other criteria as stipulated under these regulations. Under no circumstances the seniority shall be overruled.
- (2) The seniority of resident Indians shall be based on the date of online registration and submission of the documents except for home study report in Child Adoption Resource Information and Guidance System.
- (3) The seniority of non-resident Indians or overseas citizen of India or foreign prospective adoptive parents shall be based on the date of online registration and submission of the requisite documents along with home study report in Child Adoption Resource Information and Guidance System.
- (4) Prospective adoptive parent(s) shall be allowed to change the State preference once within thirty days from the date of registration and in case they change the State preference after thirty days from the date of registration, they shall be placed at the bottom of the seniority list in the changed State.

43. Adoption by Indian parents residing in Non-Hague countries.-

- (1) In a situation where one of the Indian parents is residing in India and the spouse is working in Non-Hague country on temporary work permit, the parents have to decide the place where they have to conduct their Home Study and for such purpose, they have to be together, either within the country or abroad.
- (2) In case Indian prospective adoptive parents desire to initiate the process in a Non-Hague country, Indian Mission may conduct the Home Study Report and facilitate adoption process including uploading of Home Study Report and post-adoption follow-up report online.

- (3) For adoption by Prospective Adoptive Parents residing in a Non-Hague country, the prospective adoptive parents have to provide documents as stipulated in **Schedule-5** of the Regulations.

44. Adherence to time line -

All agencies and authorities involved in the adoption process shall adhere to the time limits specified in **Schedule – 14**.

45. Root search -

- (1) In cases of root search by older adoptees, the concerned agencies or authorities (authorised foreign adoption agency, Central Authority, Indian diplomatic mission, Central Adoption Resource Authority, State Adoption Resource Agency or District Child Protection Unit or specialised adoption agency), whenever contacted by any adoptee shall facilitate his root search.
- (2) In order to facilitate root search, persons above eighteen years can apply online independently while children below 18 years shall apply jointly with their adoptive parents to Central Adoption Resource Authority.
- (3) If the biological parents, at the time of surrender of the child, have specifically requested anonymity, then, the consent in writing of the parents should be taken by the specialised adoption agency or Child Welfare Committee, as the case may be, before divulging information.
- (4) In case of denial by the parents or the parents are not traceable in surrendered cases, the reasons and the circumstances under which the information is not being made available should be disclosed to the adoptee.
- (5) In case of an orphan or abandoned child, information about his adoption, including the source and circumstances in which the child was admitted into the specialized adoption agency, as well as the process followed for his adoption, may be disclosed to the adoptee by the specialized adoption agency or the Child Welfare Committee, as the case may be.
- (6) A root search by a third party shall not be permitted and the concerned agencies or authorities shall not make any information public relating to biological parents, adoptive parents or adopted child.
- (7) The right of an adopted child shall not infringe the right to privacy of the biological parents.

46. Confidentiality of adoption records. –

All agencies or authorities involved in the adoption process shall ensure that confidentiality of adoption records is maintained, except as permitted under any other law for the time being in force.

47. Adoption expenses. -

- (1) The prospective adoptive parents shall bear the expenses for adoption, as provided in **Schedule– 13**.
- (2) The specialised adoption agency is not permitted to accept any donation in cash or kind, directly or indirectly for adoption of a child from the prospective adoptive parents.

48. Reporting of adoptions by specialised adoption agency. -

The specialised adoption agencies shall update data on Child Adoption Resource Information and Guidance System on weekly basis and also send quarterly report in the format given at **Schedule-15** to State Adoption Resource Agency for onward submission to Central Adoption Resource Authority, in first week of every quarter.

49. Adoption of children with special needs. -

- (1) The adoption process for children with special needs shall be completed as expeditiously as possible by the concerned agencies or authorities, who shall be available for adoption by resident Indians and non-resident Indians from the date they are declared legally free for adoption by the Child Welfare Committee:
Provided that such children with special need shall be available for adoption by overseas citizen of India or foreign adoptive parents, after fifteen days from the date they are declared legally free for adoption.
- (2) Special care must be taken while processing the cases for adoption of children with special needs, so that the prospective adoptive parents are aware of exact medical condition of the child and ready to provide extra care and attention that the child needs.
- (3) The categories of children with special needs are available in **Schedule-18** which is illustrative and not exhaustive; the same can also be accessed from www.cara.nic.in and the decision of Central Adoption Resource Authority shall be final in this regard.
- (4) The children with special need who were not adopted shall be provided with due care and protection by the specialised adoption agency and if they do not have necessary facilities and the means for their long term care, such children shall be shifted to any other specialised institutions run by any Government or non-Government organisation.

50. Adoption of older children and siblings. -

- (1) Since it takes time for an older child to adjust with unrelated parents, it is important that the child and the prospective adoptive parents are made familiar to each other, before leaving the institution.
- (2) Under the guidance of specialised adoption agency or authorised foreign adoption agency, the prospective adoptive parents may have interactions with older children through video calls or by any other means, even before taking custody and the prospective adoptive parents may be encouraged to spend some quality time with the child before leaving the institution.
- (3) The siblings and older children shall be deemed to be available for adoption by resident Indians and non-resident Indians (both the couple being Indian citizens) from the date they are declared legally free for adoption by the Child Welfare Committee and they shall be available for adoption by other categories of prospective adoptive parents after thirty days from the date they are declared legally free for adoption.
Note: A child, who has completed six years, shall be considered as an older child.

51. Adoption of hard to place children.-

Over and above the efforts made under Para 8, 49 and 50 of the Regulations, Central Adoption Resource Authority with the approval of its steering committee may make additional efforts for adoption of such children through online system who are not getting any referral for long time.

52. In-country Relative Adoptions.-

- (1) The prospective adoptive parents shall follow due legal procedure as provided in Para-55 of the Regulations.
- (2) Consent of biological parents or permission of the Child Welfare Committee, as the case may be, is required as provided in **Schedule-19** or **Schedule-21** respectively.
- (3) The consent of the child, if he is six and above is mandatory.
- (4) Affidavit of adoptive parent(s) is required in cases of in-country relative adoptions in support of their financial and social status as per **Schedule-23** of the Adoption Regulations.

53. Inter-country Relative Adoptions.-

- (1) A non-resident Indian or an overseas citizen of India, interested to adopt a relative's child, may approach an authorised foreign adoption agency or the Central Authority in the country of residence for preparation of their home study report and for online registration in Child Adoption Resource Information and Guidance System (CARINGS).
- (2) In case, there is no authorised foreign adoption agency or Central Authority in their country of residence, then the prospective adoptive parents shall approach the Government department concerned or Indian diplomatic mission (in cases of Indian citizens) in that country for the purpose.
- (3) The authorised foreign adoption agency or Central Authority or the Government department concerned or the Indian diplomatic mission (in cases of Indian citizens), as the case may be, on completion of the home study report, shall register the application of the prospective adoptive parents in Child Adoption Resource Information and Guidance System in the format along with the required documents mentioned in **Schedule – 5**.
- (4) Any person, who takes or sends a child to a foreign country or takes part in any arrangement for transferring the care and custody of a child to another person in a foreign country without a valid order from the competent Court, shall be punishable as per the provisions of section 80 of the Act.

54. Prior Approval for Inter-country Adoption from Central Adoption Resource Authority.-

- (1) On receipt of all requisite documents on Child Adoption Resource Information and Guidance System, Central Adoption Resource Authority shall forward the same to District Child Protection Unit to complete family background report of the child proposed for adoption as provided in **Schedule -20** of these Regulations.
- (2) The District Child Protection Unit shall get the family background report conducted by its social worker and for this purpose, it can charge fee as stipulated in **Schedule 13** of the Regulations.
- (3) District Child Protection Unit shall forward a copy of the family background report of the child and the biological family to Central Adoption Resource Authority for onward submission to authorised foreign adoption agency or Central Authority or Indian Mission abroad.
- (4) On receiving family background report about the relative's child, Central Adoption Resource Authority shall forward the same to the receiving country as required under Article 15 and 16 of the Hague Convention along with a pre-approval letter supporting the proposed adoption.
- (5) The authorised foreign adoption agency or Central Authority on receiving requisite documents as stipulated in Para 54(3) of these Regulations shall arrange to forward certificate under Article 5 or Article 17 of the Hague Adoption Convention to Central Adoption Resource Authority.
- (6) In case of Non-Hague countries, in cases of Indian citizens, family background report about the relative child and prior approval letter from Central Adoption Resource Authority shall be forwarded to the Indian Mission of that country which would issue a recommendation letter to Central Adoption Resource Authority.

55. Legal Procedure. –

- (1) The prospective adoptive parent(s), who intend to adopt a relative child as defined under Section 2(32) of these Regulations, shall file a petition in the competent court under section 56(2) or 60(1) of the Juvenile Justice Act (Care & Protection of Children), 2015, along with a consent letter of the biological parents as provided in **Schedule -19** and all other documents as provided in **Schedule-8** of the Regulations.

- (2) The prospective adoptive parents shall file the adoption petition in the court concerned of the district through their power of attorney, where the child resides with biological parents or guardians.
- (3) The prospective adoptive parent(s) shall file an application in Family Court or District Court or City Civil Court, as the case may be.
- (4) Before issuing an adoption order, the court shall satisfy itself various conditions stipulated under Section 61(1) of the Juvenile Justice Act, 2015 and para 52 to 57 of these Regulations as the case may be.
- (5) The prospective adoptive parents shall obtain a certified copy of the adoption order from the court and furnish a copy of the same to the District Child Protection Unit for online submission to the Central Adoption Resource Authority.

56. No Objection Certificate of Central Adoption Resource Authority.-

In case of inter-country relative adoption, Central Adoption Resource Authority shall issue no objection certificate in favour of the adoption of the child within ten days from the date of receipt of Adoption Order forwarded by the District Child Protection Unit and a copy of it shall be forwarded to authorised foreign adoption agency or central authority concerned.

57. Issue of Conformity Certificate.-

The Central Adoption Resource Authority shall issue a conformity certificate under Article 23 of the Hague Adoption Convention in the format provided in **Schedule – 10** within three working days from the date of availability of the adoption order in the Child Adoption Resource Information and Guidance System, in case the receiving country of the adopted child is a Hague Adoption Convention signatory.

58. Child Care Institution and its linkage with Specialised Adoption Agency.-

- (1) All child care institutions registered under this Act, which may not have been recognised as Specialised Adoption Agencies, shall ensure that all orphan or abandoned or surrendered children under their care and protection are reported, produced and declared legally free for adoption, by the Committee as per the provisions of section 32, 38(2) and 66(1) of the Act and the procedure laid down in these Regulations.
- (2) Such report shall include: the name (if known), gender, date of birth (if known) or age, photograph and health condition of the child, language spoken by him (if any), his address or source (wherever known) and the manner and circumstances he was brought and admitted to the institution.
- (3) The District Child Protection Unit(s) concerned shall render all necessary assistance to the child care institution concerned in getting an orphan, abandoned or surrendered child declared legally free for adoption as per the procedure and time frame stipulated under the Act, Rules or adoption regulations.
- (4) The District Child Protection Unit shall be responsible for linking the child care institution where adoptable children have been identified with specialised adoption agency.
 - (a) If the child care institution is located in the same district;
 - (i) the specialised adoption agency shall complete the documentation and formalities required for the adoption placement of an orphan, abandoned or surrendered child including preparation of child study report (CSR) and medical examination report (MER) of the child in the prescribed formats;
 - (ii) the specialised adoption agency shall upload the profile of the child which includes photograph of the child, child study report (CSR), medical examination report (MER) of the child and certificate from child welfare committee declaring the child legally free for adoption in Child Adoption Resource Information and Guidance System (CARINGS).

- (b) In case the child care institution and the specialised adoption agency are not located in the same district:
 - (i) the District Child Protection Unit shall conduct child study report (CSR) through a social worker and medical examination report (MER) of the child in the prescribed format;
 - (ii) the District Child Protection Unit shall upload the profile of the child which includes photograph of the child, child study report (CSR), medical examination report (MER) of the child and certificate from child welfare committee declaring the child legally free for adoption in Child Adoption Resource Information and Guidance System (CARINGS);
 - (iii) once documents of children are uploaded in the system, the linked specialized adoption agency shall access information of such children for facilitating their adoption placement as per Adoption Regulations.
- (5) In case there is more than one specialized adoption agency in the district, for linking the specialised adoption agency with the child care institution, the distance between the two, the needs of the child and the capacity of the specialized adoption agency shall be taken into consideration.
- (6) The Adoption Committee shall include: (i) adoption in-charge or social worker of the specialized adoption agency, (ii) paediatrician or visiting doctor of the child care institution, (iii) official from the District Child Protection Unit of the district where child care institution is located, (iv) representative of the child care institution.
- (7) In all such adoption cases, adoption petition shall be filed in the competent court by the specialized adoption agency, making the child care institution as a co-petitioner.
- (8) In case the child is from a child care institution which is located in another district, the specialized adoption agency shall file the adoption petition in the concerned court of that district.
- (9) The adoption fee shall be shared between specialized adoption agency and child care institution in the ratio of 40:60.
- (10) The specialised adoption agency concerned shall obtain a certified copy of the adoption order from the court and furnish a copy of the same to the prospective adoptive parents, child care institution, District Child Protection Unit and upload it in Child Adoption Resource Information and Guidance System (CARINGS).
- (11) The State Adoption Resource Agency or District Child Protection Units shall as far as possible, provide training to child care institutions to enable them to become well-equipped specialised adoption agencies.

59. Appeal to the Steering Committee of the Authority

- (1) Any prospective adoptive parent or child or any person on his behalf, aggrieved due to non-selection for adoption or with the opinion of the Specialized Adoption Agency regarding eligibility of the prospective adoptive parent or of the child to be adopted or regarding the documentation relating to the prospective adoptive parents or the child, such as, home study report or health status of the prospective adoptive parents, the child study report and medical examination report, may approach the Steering Committee of the Authority.
- (2) Such application shall be made by the aggrieved within seven days from the date of opinion or decision.
- (3) The Steering Committee of the Authority shall take decision on the application within thirty days from the date of receipt of the application.
- (4) The decision of the Steering Committee of the Authority shall be communicated to the applicant in writing within three working days of the decision.
- (5) The decision of the Steering Committee of the Authority shall be binding on all concerned.

(6) The Steering Committee may decide, on the merits of each case, whether the child concerned can be referred to any other prospective adoptive parents for adoption.

60. Relaxation or interpretation and amendments in the Regulations. -

- (1) The Steering Committee may relax provisions of these Regulations in respect of the age/composite age of the prospective adoptive parent/parents as the case may be, for reasons to be recorded in writing, subject to the best interests of the child being the primary consideration.
- (2) No decision of the Steering Committee as in Sub-para (1) above shall have the effect of altering the seniority of any prospective adoptive parent who had applied for adoption prior to the case in respect of which the relaxation was considered.
- (3) In case of any ambiguity in interpretation of these Regulations, the decision of the Steering Committee of Central Adoption Resource Authority shall be final and binding.

61. Repeal and Savings. -

- (1) The Guidelines Governing Adoption of Children, 2015 is hereby repealed.
- (2) Notwithstanding such repeal, any action taken under the Guidelines Governing Adoption of Children, 2015 shall be deemed to have been done or taken under corresponding provisions of these Regulations.
- (3) The pending adoptions shall be processed as per these Regulations.

SCHEDULE-1
[Paragraphs 2 (13), 6 (11) and 7 (17) of Adoption Regulations 2016]

CERTIFICATE OF CWC DECLARING THE CHILD LEGALLY FREE FOR ADOPTION

1. In exercise of the powers vested in the Child Welfare Committee _____ under section ___ of the Juvenile Justice (Care and Protection of Children) Act, 2015, child _____ Date of birth-----, placed in the care of the specialised adoption agency/child care institution (name & address) vide order no. _____ dated _____ of this Committee, is hereby declared legally free for adoption on the basis of the following:

- Inquiry report of the Probation Officer/ District Social Welfare Officer/ District Social Security Officer/ District Social Defense Officer/ District Women and Child Development Officer/ Child Welfare Officer / District Child Protection Officer/ Social Worker / Case Worker (as the case may be);
- Deed of surrender executed by the biological parents or the legal guardian of the child before this Committee on (date);
- Declaration submitted by DCPU & the (SAA) to the effect that they have made restoration efforts as required under these Regulations and relevant rules, but, nobody has approached the agency for claiming the child as biological parents or legal guardian as on date of the said declaration.

2. This is to certify that:

- The biological parents / legal guardian have been counselled and duly informed of the effects of their consent and the adoption will result in the termination of the legal relationship between the child and his or her family of origin;
- The biological parents / legal guardian have given their consent freely, in the required legal form, and the consents have not been induced by payment or compensation of any kind and the consent of the mother (where applicable), has been given only after the birth of the child.

[Note: strike out in the box(es) which are not relevant to the case]

[Note: To facilitate adoption in the best interest of the child, the specialized adoption agency or the child care institution or DCPU concerned, as the case may be, is permitted to post the profile of the child, including photograph, child study report, medical examination report and this certificate in the CARINGS]

Child Welfare Committee

Date and Place

Signature of any three members

To: Specialised Adoption Agency/Child Care Institution – to post this certificate in Child Adoption Resource Information & Guidance System (CARINGS)

Copy to: District Child Protection Officer (DCPO), Name of the District

SCHEDULE-2
[Paragraphs 2 (14), 6 (13) and 7 (18) of Adoption Regulations 2016]

CHILD STUDY REPORT (CSR)

CARINGS Registration No:

Aadhar Card No:

The detailed report on the child shall include identifying information supported by documents. CSR should be prepared as soon as the child is declared legally free for adoption by the CWC.

Name and address of the Institution: -

I. GENERAL INFORMATION:

1. Name of the Child. - -----(given by biological mother or parents or by the specialised adoption agency / child care Institution or Child Welfare Committee)
2. CARINGS Registration No.:
3. Present age and date of birth:
4. Sex:
5. Place of Birth:
6. Religion (if known):

II. SOCIAL DATA:

Please do not give identifying information about the natural parent.

1. Date of admission of the child to your institution:
2. How did the child come to your institution?
 - a) Admitted directly by parent or or any other guardian:
 - b) Placed by Child Welfare Committee directly:
 - c) Transferred from any other institution, if so name of the institution:
 - d) Any other source:
 - e) A brief note about the social background of the child:
3. Reasons for seeking protection in the Institution:
4. Attitude of the child towards other children:
5. Behavior and relationship of the child towards staff and other adults including strangers:
6. Intelligence (if and possible, I.Q report should be enclosed):
7. If the child is enrolled in school, give a detailed report about his or her standard, attendance, general interest in studies, progress, if any:
8. General personality and description of the child:
9. Play activity and any specific talent: Milestones of the child (for children below 18 months). Please mark Yes or No. Does the child
 - (a) Smile
 - (b) Turn on his sides
 - (c) Lift its head
 - (d) Grasp objects in its hand
 - (e) Crawl on its own
 - (f) Sit with full support or Sit without support

- (g) Stand with support or Stand without support
- (h) Walk with support or Walk without support

10. Language Development

- Cooing or Babbles incoherently
- Speaks few words incoherently
- Speaks few words clearly
- Language spoken to the child

11. Dietary Habits

Intake of liquid food :

Semi-solid food :

Solid food :

12. Social Background: (This should include his social history i.e. brief background of the birth parents and circumstances necessitating the child's surrender or abandonment, etc. Please do not give identifying information such as name and address of birth parents or relatives.)

I _____ Social Worker hereby certify that the information given in this form about child _____ is correct.

Place :
Date :

Signature:
Name:
Designation:

We have read and understood the contents of the Child Study Report and are willing to accept _____ as our adoptive child.

(Signature of the male applicant)

(Signature of the female applicant)

(Name of the male applicant)

(Name of the female applicant)

Place :

Place :

Date :

Date :

5. Has the child been treated in hospital? Yes or No or Do not know	
6. If yes state name of hospital, age of child, diagnosis, and treatment:	
7. Give, if possible, a description of the mental development, behaviour and skills of the child.	
i) Visual	When was the child able to fix ?
ii) Aural	When was the child able to turn its head after sounds ?
iii) Motor	When was the child able to sit by itself ?
	When was the child able to stand with support ?
	Walk without support ?
iv) Language	When did the child start to speak monosyllables?
	When did the child start to say single words?
	When did the child start to speak sentences?
v) Contact	When did the child start to smile ?
	How does the child communicate with adults and other children ?
	How does the child react towards strangers ?
vi) Emotional	How does the child show emotions (anger, uneasiness, disappointment, joy) ?
C. Medical Examination Details:	
1. Date of the Medical Examination	
5. Colour of hair:	Colour of eyes: Colour of skin:
6. Through my complete clinical examination of the child I have observed the following evidence of	

disease, impairment or abnormalities of:
7. Head (form of skull, hydrocephalus, craniotabes)
8. Mouth and pharynx (harelip or cleft palate, teeth)
9. Eyes (vision, strabismus, infections)
10. Ears (infections, discharge, reduced hearing, deformity) Any dysmorphic facies? If yes, describe
11. Organs of the chest (heart, lungs)
12. Lymphatic glands (adenitis)
13. Abdomen (hernia, liver, spleen)
14. Genitals (hypospadias, testis, retention)
15. Spinal column (kyphosis, scoliosis)
16. Extremities (pes equines, valgus, varus, pes calcaneovarus, flexation of the hip, spasticity, paresis)
17. Skin (eczema, infections, parasites)
18. Other diseases?
19. Are there any symptoms of syphilis in the child? Result of syphilis reaction made (date and year): Positive or Negative or Not done
20. Any symptoms of tuberculosis? Result of tuberculin test made (date and year): Positive or Negative or Not done
21. Any symptoms of Hepatitis B?

Result of tests for Hbs Ag (date and year): Positive or Negative or Not done
Result of test for anti-HBs (date and year): Positive or Negative or Not done
Result of tests for HBeAg (date and year): Positive or Negative or Not done
Result of tests for anti HBe (date and year): Positive or Negative or Not done

22. Any history of Jaundice and blood transfusion?
Results of tests for HBsAG (date and year)?
If positive, whether specialist consultation taken (yes/ no, date and year); and further tests/
treatment undertaken (attach a copy of the documents)

23. HIV Test (refer to Standard Medical Test at **Schedule 3A**).
HCV (Hepatitis C) (refer to Standard Medical Test at **Schedule 3A**)

24. Does the urine contain:
Sugar?
Albumen?
Phenyketone?

25. Stools (diarrhoea, constipation):
Examination for parasites: Positive or Negative or Not done

26. Is there any mental disease or retardation of the child?

27. Give a description of the mental development, behaviour and skills of the child. This is of particular value for advising the prospective parents.

28. Any additional comments?

Note:

1. Refer to Infants between 1 month to 1 year of age in Section 'B' of Standard Medical Test Schedule at 3A [Para (B) Infants between 1 month to 1 year].
2. Refer to Age 1-3 years and more than 3 years of Standard Medical Test **Schedule at 3A** [Para (C) Age 1-3 years and more than 3 years].

D. Report concerning the psychological and social circumstances of the child (wherever required, assistance may be taken from special educator, physiotherapist, speech therapist and the social worker)

Please decide on each heading.

i)Activity with toys:

1. The child's eyes follows rattles or toys, that are moved in front of the child

2. The child holds on to a rattle	
3. The child plays with rattles: putting it in the mouth, shaking it, moving it from one hand to the other etc	
4. The child puts cubes on top of each other	
5. The child plays purposely with toys: pushes cars, puts dolls to bed, feeds dolls etc	
6. The child plays role-play with toys with other children	
7. The child draws faces, human beings or animals with distinct features	
8. The child cooperates in structured games with other children (ballgames, card games etc)	
ii) Vocalization or language development:	
1. The child vocalizes in contact with caregiver	
2. The child repeats different vowel-consonant combinations (ba-ba, da-da, ma-ma etc)	
3. The child uses single words to communicate Needs	
4. The child speaks in sentences	
5. The child understand prepositions as: on top of, under, behind etc	
6. The child uses prepositions as: on top of, under, behind etc	
7. The child speaks in past tense	
8. The child writes his own name	
9. The child reads simple words	
10. No observation available	
iii) Motor development:	
1. The child turns from back to stomach from age: _____	

2. The child sits without support from age: _____

3. The child crawls or moves forwards from age: _____

4. The child walks with support from furniture from age: _____

5. The child walks alone from age: _____

6. The child walks up and down stairs with support from age: _____

7. The child walks up and down stairs without support from age: _____

iv) Contact with adults:

1. The child smiles in contact with known caregiver

2. The child is more easily soothed when held by known caregiver

3. The child cries or follows known caregiver, when the caregiver leaves the room

4. The child actively seeks known caregiver when he or she is upset or has hurt him or herself

5. The child seeks physical contact with all adults, that come into the ward

6. The child communicates his feeling in words to caregivers

v) Contact with other children:

1. The child shows interest in other children by looking or smiling at their activity

2. The child enjoys playing beside other children

3. The child engages actively in activities with other children

vi) General Level of Activity:

1. Positive
2. Active
3. Overactive

vii) General mood:

1. Sober, serious
2. Emotionally indifferent
3. Fussy, difficult to soothe

4. Happy, content

In case of special needs child, specify the category of the child.

Signature and stamp of the examining physician with over all observation of the child

Remarks of the Medical Officer

**Sign of the Doctor
Designation &
Registration No.
stamp**

Date

E. Acceptance of MER by PAP(s)

We have read and understood the contents of the Medical Examination Report and are willing to accept _____ as our adoptive child.

(Signature of the male applicant)

(Signature of the female applicant)

(Name of the male applicant)

(Name of the female applicant)

Date:

Date:

Place:

Place:

SCHEDULE-3A
[Paragraph 29 (1) (f) of Adoption Regulations 2016]

STANDARDIZED MEDICAL TEST FOR CHILDREN ADMITTED INTO INSTITUTIONS

Purpose: When a newborn/child is admitted into an institution, the purpose of medical examination and testing can be broadly divided into two:

1. To diagnose an illness/ condition that requires specific treatment, and thus testing would help in restoring the health of the child.
2. To diagnose an illness/ condition of a nature that implies that the child will require special attention (medical and parental) beyond what a normal child needs, and therefore the family that adopts him/ her should be aware of the condition.

Principles: The principles that need to be followed while considering a test are;

1. The interest of the child has to be foremost.
2. If the test results warrant further testing, specific therapy or consultation with specialists, these should be undertaken by the agency/ institution where the child is staying.

Standardized Medical Tests for different age groups:

A. New borns:

- a. Preterm new borns or those new borns weighing <2000g at birth or admission should be evaluated by a specialist neonatologist or pediatrician. These babies should undergo screening for Retinopathy of prematurity.
- b. Screening for hypothyroidism by thyroid function test (T4,TSH)
- c. Hearing screening: Otoacoustic emission (OAE) or Brain stem evoked response audiometry (BERA)
- d. Screening for critical congenital heart disease: Pulse oximetry
- e. HBsAg

If any of these screening tests is abnormal, further confirmatory tests and specialists' opinion should be **mandatory**, before labelling the child as special need.

B. Infants between 1 month to 1 year of age

- a. Infants should be evaluated by a pediatrician
- b. Screening for hypothyroidism by thyroid function test (T4,TSH)
- c. Hearing screening: Otoacoustic emission (OAE) or Brain stem evoked response audiometry (BERA)
- d. Complete blood count, liver function test and renal function test (CBC, LFT and RFT)
- e. HIV testing in children older than 4-6 weeks of age
- f. HCV testing in children older than 3 months of age
- g. HBsAg

If any of these screening tests is abnormal, further confirmatory tests and specialists' opinion should be **mandatory**, before labelling the child as special need.

C. Age 1-3 years and more than 3 years

- a. In high risk areas (central and western states of India and tribal populations), screening for sickle cell anaemia is advised by complete blood count and either of these- haemoglobin electrophoresis or solubility testing for haemoglobin S or isoelectric focusing or high-performance liquid chromatography (HPLC)

If a child is found to be a **carrier/ trait** for beta thalassemia or sickle cell anemia on screening, he or she is unlikely to be affected or have transfusion requirement, and hence should not be considered as special need.

b. HIV diagnosis in infants and children below 18 months of age:-

- HIV serological testing is used for the diagnosis of HIV in adults and children above 18 months of age.
- Serological tests are not reliable and difficult to interpret in infants and children below 18 months of age because of passage of maternal HIV antibody across the placenta.
- In children younger than 18 months, diagnosis of HIV infection is based on: a positive virological test for HIV or its components (HIV RNA or HIV DNA or ultrasensitive [Us] HIV p24 Ag) confirmed by a second virological test performed on a separate specimen taken more than 4 weeks after birth.
- The WHO guidelines strongly recommend that all HIV-exposed infants have HIV virological testing at 4–6 weeks of age or at the earliest opportunity thereafter.
- If the child is older than 9 months, an HIV serological test is recommended prior to any virological testing, and a virological test should be performed for those with a reactive HIV serological test.
- In the non-breastfed or never-breastfed infant, a negative serological test result at or above the age of 9 months can be used to rule out HIV infection.
- In infants with an initial positive virological test result, it is strongly recommended that antiretroviral therapy (ART) be started without delay and, at the same time, a second specimen collected to confirm the result.
- All the infants with unknown or uncertain HIV exposure being seen in health-care facilities at or around birth or at the first postnatal visit (usually 4–6 weeks), or other child health visit, have their HIV exposure status ascertained.
- If the infant is seen <72 hrs after the delivery and HIV exposure is identified, post-exposure prophylaxis (PEP), counselling on safe breastfeeding and an HIV virological test at 4–6 weeks is recommended.
- For infants first seen at 4–6 weeks or the earliest thereafter and in whom HIV exposure is documented, HIV virological testing should be performed and the mother should receive safe infant-feeding counselling.
- A negative HIV serological test in the mother does not per se exclude HIV exposure; the possibility of very recent incident infection of the mother during this pregnancy should be kept in mind.

In infants and children less than 18 months of age, a positive HIV serological test confirms HIV exposure but cannot definitively diagnose HIV. HIV serological testing can be used to exclude HIV infection.

c. HCV diagnosis in infants and children:-

- Hepatitis C infection (HCV) is a chronic viral infection of the liver that affects 1-2% of adults and about 0.15 to 0.4% of children and adolescents
- In children, the infection is mostly acquired from mothers (vertical transmission).
- Screening is by testing for HCV antibody in blood. The mother's HCV antibody crosses the

placenta and can stay in the blood of an infant for up to 18 months. Thus the anti-HCV antibody test cannot be done to screen for HCV in infants <18 months of age.

- The American Academy of Pediatrics (AAP) recommends testing with antibody test after 18 months of age in high-risk children. Positive antibody test should be confirmed by HCV-PCR.
- If the baby is born to a known HCV positive mother (or in babies in adoption homes), testing with the HCV-PCR can be done. This should be done after 3 months of age due to a high rate of temporarily positive tests in infants under 3 months of age. Two negative HCV-PCR tests separated by at least 2-3 months are needed to confirm that there is not an infection with the hepatitis C virus.

d. HBsAg

e. CBC, LFT and RFT

SCHEDULE- 4
[Paragraph 7 (2) of Adoption Regulations 2016]

DEED OF SURRENDER

1. Declaration by Person surrendering the child or children

I/We -----, have read the following statements carefully and understand the same. I/we have received counselling and information about the effects of my/our consent and I/we am/are making the statement without coercion or threat and without receiving any payment or compensation of any kind.

I/We, the undersigned:

Family name:
First name(s):
Date of birth: day month year ...
Permanent Address:

Mother [] Father [] Legal Guardian [] of the child:

Family name:
First name(s):
Date of birth: day month year ...
Permanent Address:

Mother [] Father [] Legal Guardian [] of the child:

declare as follows:

- (i) freely consent to the surrender of my/our child or children named----- .
- (ii) terminate the legal parent-child relationship between the said child or children and me/us.
- (iii) understand that my/our child may be adopted by person(s) residing in India or abroad and give my/our consent for this purpose.
- (iv) understand that the adoption of this child will create a permanent parent-child relationship with the adoptive parent(s).
- (v) have been informed that I/We may withdraw my consent until 60th day of this surrender deed after which my/our consent will be irrevocable and I/We shall have no claim over the child or children.

I/We relinquish the child or children for the reason-----

I/We wish/ do not wish (please tick whichever is applicable) my/our identity and address to be disclosed to my/our child when he/she returns for root search.

I/We declare that I/We have fully understood the above statements.

Done at on

(Signature or Thumb Impression of surrendering person(s))

2. Declaration by Witnesses

We the undersigned have witnessed the above surrender.

(a) Signature, Name and Address of the first witness

.....
.....
(b) Signature, Name and Address of the second witness
.....
.....

3. Certification of CHILD WELFARE COMMITTEE

We hereby certify that the person and the witness(es) named or identified above appeared before me this date and signed this document in our presence.

Done at on.....

Signature & Seal of Member/Chairperson

NOTE: If a child born to a married couple is to be surrendered, both parents should sign the surrender document. In case one of them is dead, proof of death is required to be furnished. In case of a child born out of wedlock, only the mother can surrender the child. If the mother is a minor, the surrender document shall be signed by an accompanying adult as witness. If anyone other than the above categories surrenders the child, then the procedure shall be followed as for an abandoned child.

SCHEDULE-5

[Paragraphs 9 (1), 15 (3), 20 (1), 40 (5), 43 (3) and 53 (3) of Adoption Regulations 2016]

ONLINE REGISTRATION FORM AND LIST OF DOCUMENTS TO BE UPLOADED

Date of Registration:		
Applicant category:	<p>Indians living in India, the prospective adoptive parents will have to register themselves.</p> <p>In case of overseas citizen of India or a foreign national habitually residing in India, the prospective adoptive parents have to register themselves.</p> <p>In cases of non-resident Indian, overseas citizen of India or a or a foreign prospective adoptive parents habitually residing in a foreign country, registration shall be done by Authorized Foreign Adoption Agency (AFAA) or Central Authority (CA) or concerned Foreign Government Department in the country of residence. In case of non-Hague countries, Indian mission abroad can process the applications of non-resident Indian prospective adoptive parents.</p>	
Applicant status	Single (Spinster/widow/widower/divorcee/separated) Married couple (Date of marriage, place of marriage)	
Personal Information		
	Male	Female
Name		
Date of Birth & Age		
Nationality by birth		
Nationality/citizenship at present		
Current residential address		
City/District		
State		
Country		
Zip/Pin code		
Phone no.		
Mobile no.		
Email		
Occupation Details		
Nature of occupation	Govt. job/ private job/ public sector job/ Business / Non-profit professional/ consulting/ Unemployed	
Place of Work		
Annual Income		
No. of Biological/Adopted Children	Total ()	
Identification Details		
PAN Number (if any)		
OCI card No (if any)		
Passport Number		
Preference for Adoption:		
Gender	Boy / Girl / No Choice	
Child Category	Sibling / Single	
Health Status	Normal/ Physically Challenged/Mentally Challenged	
Age	0-2 years/2-4 years/4-6 years,etc.	
Preference for State :		

Name of the Agency for HSR	
Address of the Agency	
Motivation for Adoption (Max 200 characters)	
Documents to be uploaded and submitted. (In case of Resident Indians, OCI/Foreign PAPs residing in India, the PAPs will have to register themselves with all relevant documents while in case of NRI/ OCI/Foreign PAPs residing abroad, registration will be done by the concerned authority only after completion of Home Study Report.)	<p>1. Domestic Adoption (Indians residing in India)</p> <ol style="list-style-type: none"> (1) PAN Card/Passport (Voter ID in case of PAPs belonging to North east region). (2) Proof of residence (Aadhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill) (3) Proof of income of last year (e.g. salary slip/income certificate issued by Govt. Department /Income tax return) (4) Copy of marriage certificate and photograph. (5) Copy of divorce decree/ death certificate of the spouse (if applicable). (6) Copy of birth certificate of the PAPs. (7) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt. (8) In case of single parent, undertaking from a relative to take care of the child in case of mishap. (9) Consent letter of older biological/adopted child of the PAPs. <p>2. In cases of NRI/OCI & Foreign PAPs, the following documents will be required:</p> <ol style="list-style-type: none"> (1) Passport. (2) Proof of residence (Aadhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill) (3) Proof of income of last year (e.g. salary slip/income certificate issued by Government Department /Income tax return) (4) Copy of marriage certificate and photograph. (5) Copy of divorce decree/ death certificate of the spouse (if applicable). (6) Copy of birth certificate of the PAPs. (7) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt. (8) Permission of the receiving country as per Article 5 and 17 of the Hague Adoption Convention (Only applicable in cases of Hague ratified country). (9) Copy of the Passport of PAPs and a copy of OCI certificate, if applicable. (10) Police clearance certificate. (11) In case of OCI/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India. (12) In case of single parent, undertaking from a relative to take care of the child in case of mishap. (13) Undertaking from the prospective adoptive parents to allow personal visits by the representative of the authorised foreign adoption agency or Central Authority or concerned Government Department, as the case may be, for follow-up of the progress of the child as required under Para 20 (6) of these Regulations. (14) In case of foreign or overseas prospective adoptive parents

	<p>living in India, they are also required to give an undertaking to the effect that they would allow personal visits of the representative of the specialized adoption agency or District Child Protection Unit or State Adoption Resource Agency at least for a period of two years from the date of adoption. (The PAPs would be in the Waiting List from the date of submission of complete set of documents)</p> <p>3. In cases of inter-country Relative Adoption:</p> <ol style="list-style-type: none"> (1) Home study report of the prospective adoptive parents. (2) Copy of passport of the prospective adoptive parents and a copy of the Overseas Citizen of India certificate, if applicable. (3) Proof of residence of the prospective adoptive parents. (4) Proof of income of last one year (I.e. salary slip/income certificate/income tax return) (5) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt. (6) Copy of birth certificate of the PAPs. (7) Copy of marriage certificate. (8) Permission of the receiving country as per Article 5 and 17 of the Hague Adoption Convention (Only applicable in cases of Hague ratified country) (9) Police clearance certificate. (10) Copy of divorce decree/ death certificate of the spouse (if applicable). (11) Consent of older biological child of the PAPs, if applicable. (12) Relationship of the PAPs to the relative child (family tree) (13) Date of birth proof of the child proposed to be adopted. (14) Recent family photographs of the child, adoptive parents and biological parents. (15) Consent of the biological family in Schedule-19 or permission from the Child Welfare Committee to the legal guardian to surrender the child in adoption with a relative as provided in Schedule-21. (16) In case of OCI/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India. (17) In case of single parent, undertaking from a relative to take care of the child in case of mishap.
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SCHEDULE-6
[Paragraphs 2 (20), 9 (7) and 20 (2) of Adoption Regulations 2016]

FORMAT OF HOME STUDY REPORT (HSR) FOR PROSPECTIVE ADOPTIVE PARENTS (PAPs) IN INDIA

(In cases of inter-country adoptions, standard format as provided in the receiving countries may be used)

CARINGS REGISTRATION No.	-
DATE OF REGISTRATION	-
AADHAR CARD NO:	-
NAME OF THE SOCIAL WORKER	-

Part-I of the format shall be filled up by the prospective adoptive parents (PAPs) and Part-II of the template shall be filled up by the Professional Social Worker to submit an assessment report along with his/her observation about suitability of the PAPs to adopt.

Attention for the PAPs: Part-I of the format can be filled up by the prospective adoptive parents themselves and any difficulty faced to fill-up the template may be clarified with the Social Worker during his/her home visit. During home study, the social worker would like to know your relationships with your spouse/partner and your sources of support; your financial and employment situation, health status, lifestyle, home and neighbourhood environments; your parenting styles and attitude(s); your motivation for adoption; your desire and commitment to adopt and to evaluate you as a prospective parent. The PAPs are solely responsible for the authenticity of the information provided in the template. PAPs are advised to sign below on each page of the format that is filled up by them.

PART-I :SELF ASSESSMENT

A. Identifying Information about the PAPs and their family background:

Particulars of information	Male Applicant	Female Applicant
Full Name		
Date of birth & age		
Place of birth		
Complete Address with e-mail ID (Present & Permanent Address)		
Country of Origin		
Country of Citizenship		
Passport Number		
Religion		
Language(s)		
Date of Marriage		
Date of Earlier Marriage (if any)		
Date of divorce (if any)		
Present Educational Qualification		
Employment/occupation		
Name & Address of the present Employer/Business concern		
Annual Income		
Health Status		

B. Family background information:

- (1) Give a short description of social status and background of the PAP(s) along with the following information.

Details about Parents of the Applicants	Male Applicant		Female Applicant	
	Father	Mother	Father	Mother
Name in full				
Age				
Nationality/Citizenship				
Occupation				
Previous occupation				
Presently residing with				

- (2) Please complete the following table with the names of each of your respective children (adopted and biological), their sex, educational status (kindergarten, elementary, etc.) and dates of birth.

Name of the Child	Sex	Date of Birth	Educational Status

- (3) Please describe how you believe the prospective adoption of a child will affect the lives of your existing children.

- (4) Please indicate whether there are any other family members residing in the familial home:

- a) Yes;
b) No

- (5) if yes, please complete the following table including the age, gender, occupation, and nature of the familial relationship of the other residing family member/s.

Name	Nature of Relationship	Age	Gender	Occupation

- (6) Please describe how you believe the prospective adoption would affect these family members.

- (7) Please indicate whether there are any other non-related adults/children living in the home:

- a) Yes;
b) No

- (8) Please describe how you think the prospective adoption will affect the non-related adults/children residing in the familial home.

- C. Professional/Employment Details(Professional career details for last 5 years):** Please complete the following table with details relating to your professional career.

Male Applicant				
Organisation	Employer Details (Name & Address)	Job Title	From	To

Female Applicant				
Organisation	Employer Details (Name & Address)	Job Title	From	To

- D Financial Position:** (Give a short description of your income from all sources, savings, investments, expenditures and liabilities).

(18) Please provide your most recent tax invoices, bank statements etc. and the taxable income of your and your partner.

(19) Do you have any outstanding debts, mortgages etc.

- a) If yes, please provide supporting documentation;
- b) No

- E Description of Home and Neighbourhood:** (Describe the accommodation details and neighbourhood relationship).

- (1) How many rooms do you have in your home and describe the play area available for the child?
- (2) Please describe the neighbourhood in which you reside, including any aspect that you believe makes it child-friendly.

- F Current marital relationship and quality of marital relationship (if applicable):** (Give details about the marriage, legal separation, if any, reasons for such separation, present marital life and decision making procedures).

- (1) Please circle the term the best describes your marital status:
 - a) Married;
 - b) Single;
 - c) Live-in;
 - d) Widowed;
 - e) Other, please specify _____
- (2) Please describe the procedures you and your partner use to reach a decision.

- G. Attitude and Motivation of PAP(s) for Adoption:**

- (1) Please circle the term which best describes the reason why you wish to adopt, you may circle more than one option, if applicable:
 - a) Provide a companion to your other children;
 - b) Infertility;
 - c) Provide an impoverished child with a happy home;
 - d) None of the above;
 - e) Other, please specify _____

- (2) Please circle the statement which describes how you think the adoption will improve the lives of your other children, you may circle more than one, if applicable:
 - a) They will be less lonely;
 - b) They will learn to be more accommodating;
 - c) They will become more empathetic;
 - d) Not applicable as I have no other children;
 - e) Other, please specify _____

H. Attitude of grandparents/extended family members, other relatives and significant others towards the present adoption: (Give a short description about the opinion of other important persons towards adoption who would have impact in the child rearing process when the child arrives in the receiving country.)

I. Anticipated Plans of the PAPs for adopted child and rearing in the Family:

- (1) Please describe how you will manage caring for the adopted child and other life commitments such as work.

- (2) Who will be responsible for caring for the child when you are at work, or absent from the familial home (domestic help, grandparents, spouse).

- (3) Please describe your disciplinary approach to parenting.

- (4) In case the adopted child demonstrates adjustment difficulties, please describe the steps that you plan to take to ease his/her transition into the family?

- (5) Would you be prepared to utilize additional family counselling if the adopted child continues to have difficulties adjusting?
 - a) Yes
 - b) No

J. Preparation and Training for Adoption: (Give details about the counselling sessions the PAP(s) have undergone on adoption, child care, handling of needs of children, etc. and their capacity, PAP(s) training and/or experiences in parenting children with their special need, if any)

K. Possible Rehabilitation Plan for the child in case of any eventuality with PAP(s): (Give a short description about your plan for the security of the child in case you face any short or long term eventuality. In case you are a single PAP, please give a short description about the close relative who would be giving undertaking for the security of the child)

- (1) Does your work require you to travel?

- (2) Who would care for the child in your absence? Please provide a brief description including his/her age, gender, occupation and relationship.
- (3) In the event of unforeseen misfortune do you have someone who could take legal guardianship of child? If so, details thereof:
- (4) In case relationship does not work out would you part with custody of this child/ren to someone else, send back to homes, consult a counsellor.

L. Plans for disclosure of facts of adoption of the Child:

- (1)
- (2)

M. Health Status (Emotional and Physical): (Give details of the state of emotional and physical health status of the applicant(s), if any. If a family member suffers from a particular disease, condition or syndrome, describe how the family copes with it and how this might affect any proposed adoption.)

- (1) Do you or your spouse suffer from any medical condition ? If so, would you please provide details?
- (2) Are you or your spouse currently being treated by a psychologist or psychiatrist?
- (3) Are you currently taking any prescribed medication?
- (4) Are there currently any child/ren in your house being treated for a medical condition?
- (5) Does your family have health and hospitalization insurance coverage for all family members?

Signature of the Prospective Adoptive Parents and Date

PART-II: ASSESSMENT REPORT OF THE SOCIAL WORKER

(To be used by the Social Worker to prepare the assessment report)

As far as possible, the HSR has to be completed within a period of one month from the date of registration.

The social worker should attempt to put the PAPs at ease by opening the conversation with a warm-up question. The social worker should employ non-verbal cues such as inclining the head and nodding to indicate that the PAPs are actively listening. After each question, the social worker may provide the PAPs with sufficient time to respond. Any verbal response by the social worker to an answer by the PAPs should be neutral and non-judgmental. The social worker should attempt to establish eye contact as much as possible between reading the question and jotting down the response of the PAPs to demonstrate empathy. The social worker should try to avoid interrupting the PAPs unless they do not understand a response. (The information/facts filled in the template shall be kept confidential by the agencies /authorities.)

1. Factual Assessment

- (i) Have you verified the contents of the facts mentioned in Part I of the template? Yes/No
- (ii) Are you satisfied about the facts mentioned in the documents vis-à-vis observation during interviews and visits? Yes/No

2. Psychosocial Assessment:

2.1 Interaction with the PAPs

- (i) Have you interacted with the PAPs individually and/or jointly ?
- (ii) Are the PAP(s) well prepared for adoption? In case of single PAP, please mention about family support system.

- (iii) Do you think that PAPs have expressed their genuine feeling for parenting? Yes/No

2.2 Home visit findings

- (i) When did you visit the home of the PAPs ? Who were the members present during your visit ?
- (ii) Whom did you interact during the home visit ?
- (iii) Have you met any neighbour/relative? Give a detailed description about the interaction ?
- (iv) Whether the home environment is conducive for the child? If no, what steps can be taken to improve the situation? Have you advised the PAPs ?
- (v) Are the PAP(s) well prepared for adoption?
- (vi) Do you think that PAPs have expressed their genuineness during the interaction ?
- (vii) Did the PAP(s) have any doubt about parenting issues or any other issues? Have you cleared their doubts ?

2.3 Interaction with the family members

- (i) Have you interacted with other family members of the PAPs ? What is their opinion about the proposed adoption ? Are they positive about the adoption ?
- (ii) Are there any other family member(s) whom you could not interact but they might have a larger role in the proposed adoption ? If so, how did you interact ? Would you plan to take their views ?
- (iii) Have you interacted with older child/ren present in the home of the PAPs ? If yes, please give details.
- (iv) Have you noticed any adverse remarks from the family members ? If so, how far those remarks may have an impact on the adoption process?

2.4 Financial capacity

- (i) What is your opinion about the financial status of the PAP(s)? Are they financially sound to welcome another member into their family?
- (ii) Have you observed any financial situation which is hidden in the template?

2.5 Physical and emotional capacity

- (i) Are the PAP(s) in a good physical and emotional state to take care of a child?
- (ii) Have you observed any physical or psychological issues with the PAP(s) or any other family members that is going to affect the life of the upcoming child? If so, give details.
- (iii) Are the PAP(s) emotionally equipped enough to take care of a child?

3. Recommendation for adoption

- 3.1 Do you recommend the PAP(s) for adoption? Put your views and rationale for recommending the PAPs for adoption including the parent's suitability.

- 3.2 In case, you do not recommend the PAPs for adoption, cite appropriate reasons for taking such decision.

Signature, name, designation and official seal of the Assessor

SCHEDULE-7
[Paragraphs 11 (1) and 16 (2) of Adoption Regulations 2016]

PRE-ADOPTION FOSTER CARE UNDERTAKING
(IN THE FORM OF AN AFFIDAVIT)

We Mr. _____, aged ____ years, citizen of _____ & Mrs. _____
aged _____ years, citizen of _____, permanently residing at _____
_____ present address being
_____ proposed Adopters of child _____ (new full name) @
_____(old name) born on _____ presently in the care of
_____ (name and address of the SAA), do solemnly hereby declare as

follows:

- (1) We are taking the above mentioned child in pre-adoption foster care, pending the adoption order by the concerned Court.
- (2) We understand that until the final adoption order from the concerned Court is received, the said child shall be under the authority and guardianship of xxxx (name of SAA) and we shall only remain the foster parents of the child.
- (3) The child placed with us will be given all necessary medical care, attention, nutrition and treatment required.
- (4) In case of any untoward incident with the child, we will report the same to the SAA immediately.
- (5) The institution will be kept informed about the development of the child once a month till the final court order is issued.
- (6) The social worker will visit the child during pre-adoption foster care and as required under the Regulations.
- (7) We will attend to the legal formalities and court hearing when called upon to do to.

Mr. _____
Proposed Adoptive Father

Mrs. _____
Proposed Adoptive Mother

Date: _____

Witness:

Name:

Name:

Signature:

Signature:

Address:

Address:

SCHEDULE-8

[Paragraphs 12 (1), 15 (14) and 55 (1) of Adoption Regulations 2016]

LIST OF DOCUMENTS TO BE FILED ALONG WITH THE ADOPTION PETITION IN THE COURT

1. Domestic Adoption

- (1) Child Study Report (CSR) signed by the PAPs along with recent photograph of the child.
- (2) Medical Examination Report (MER) of the child signed by the PAPs.
- (3) Certificate of Child Welfare Committee (CWC) declaring the child 'legally free for adoption'.
- (4) Home Study Report (HSR) of the Prospective Adoptive Parents (PAPs) along with their recent family photograph.
- (5) Two reference letters from acquaintances or relatives in support of adoption.
- (6) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt.
- (7) PAN Card of PAPs
- (8) Proof of residence (Aadhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill)
- (9) Proof of income of last year (e.g. salary slip/income certificate issued by Govt. Department /Income tax return)
- (10) Copy of marriage certificate or affidavit and photograph.
- (11) Copy of divorce decree/ death certificate of the spouse (if applicable).
- (12) Copy of Birth certificate or affidavit of the PAPs.
- (13) Copy of recognition certificate of the agency as SAA.
- (14) Copy of consent of the older child/children.
- (15) Copy of the decision of the Adoption Committee(only in case of in-country adoption)
- (16) Affidavit by the Chief Functionary of the Specialised Adoption Agency to Court in support of adoption of child.

2. Adoption by NRI/OCI/Foreign PAPs (in addition to the above documents, the following shall be required)

- (1) NOC issued by CARA in favour of adoption of a child by an NRI/OCI/Foreign PAPs.
- (2) Permission of the receiving country as per Article 5/17 of the Hague Adoption Convention.
- (3) Power of Attorney from the PAPs in favour of the authorized functionary of the SAA to file the adoption petition on their behalf in the court.
- (4) Undertaking from the concerned AFAA/CA/concerned foreign government department for furnishing post adoption follow-up report and for necessary action in case of disruption.
- (5) Copy of the Passport of PAPs and a copy of OCI Card, if applicable.
- (6) Police clearance certificate.
- (7) In case of OCI/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India.

NOTE: Infertility certificate is NOT required for adoption.

3. In-country Relative Adoption

- (1) Consent of biological parents or permission of the Child Welfare Committee is required as provided in **Schedule 19** and **Schedule 21** respectively.
- (2) The consent of the child, if he is six and above is mandatory.
- (3) Affidavit of adoptive parent(s) in cases of in-country relative adoptions in support of their financial and social status as per **Schedule 23** of the Adoption Regulations.

4. Inter-country Relative Adoption

- (1) Home study report of the prospective adoptive parents.
- (2) Copy of passport of the prospective adoptive parents and a copy of the Overseas Citizen of India certificate, if applicable.
- (3) Proof of residence of the prospective adoptive parents.
- (4) Proof of income of last three years (I.e. salary slip/income certificate/income tax return)

- (5) Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt.
- (6) Copy of birth certificate of the PAPs.
- (7) Copy of marriage certificate.
- (8) Permission of the receiving country as per Article 5 and 17 of the Hague Adoption Convention (Only applicable in cases of Hague ratified country)
- (9) Police clearance certificate.
- (10) Copy of divorce decree/ death certificate of the spouse (if applicable).
- (11) Consent of older biological child of the PAPs, if applicable.
- (12) Relationship of the PAPs to the relative child (family tree)
- (13) Date of birth proof of the child proposed to be adopted.
- (14) Recent family photographs each of the child, adoptive parents and biological parents.
- (15) Consent of the biological family in schedule-18 or permission from the Child Welfare Committee to the legal guardian to surrender the child in adoption with a relative.
- (16) In case of OCI/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India.
- (17) In case of single parent, undertaking from a relative to take care of the child in case of mishap
- (18) Pre-approval letter of CARA in support of the adoption.

SCHEDULE-9

[Paragraph 16 (1) of Adoption Regulations 2016]

CENTRAL ADOPTION RESOURCE AUTHORITY (A Statutory Body of Ministry of Women and Child Development)

Certificate Number:

Date:

NO OBJECTION CERTIFICATE

Certified that the Central Adoption Resource Authority (CARA), the Central Authority of India on adoption matters, under the Ministry of Women & Child Development, Government of India, has '**NO OBJECTION**' to the adoption of the child/children with the prospective adoptive parents as per the details mentioned below :

Sl. No	Name of the Child	Sex of Child	Date of Birth	Name & Address of the Prospective Adoptive Parent (s)
1.				

2. This NOC is issued as per '**Regulations** Governing Adoption of Children-2015' and Article 17(c) of the Hague Convention on the Protection of Children and Cooperation in respect of Inter-country Adoption, 1993.

3. The Specialised Adoption Agency (SAA) and the Foreign Adoption Agency/Central Authority/concerned Foreign Government Department/Indian Diplomatic Mission have been authorized to process this adoption case.

4. The Specialised Adoption Agency (SAA) shall file the adoption petition in the competent court as per Section 59(7) of the Juvenile Justice (Care & Protection of Children) Act, 2015.

Signature and Seal of
Authorized Signatory

To :

- (1) Name and address of the Specialised Adoption Agency.
- (2) Name and address of the State Adoption Resource Agency/ concerned State Government Department.
- (3) Name and address of Authorized Foreign Adoption Agency/concerned Foreign Government Department/Indian Diplomatic Mission.
- (4) Diplomatic Mission of the Receiving Country in India.
- (5) Central Authority of the Receiving Country.
- (6) Foreigners' Regional Registration Officer(FRRO).

SCHEDULE – 10
[Paragraph 18 (1) of Adoption Regulations 2016]

CENTRAL ADOPTION RESOURCE AUTHORITY

Certificate Number:

Date :

CONFORMITY CERTIFICATE

(Under Article 23 of the Hague Convention on Protection of Children and Co-operation in respect of Inter-country Adoption, 1993)

(1) -The undersigned authority:
(Name and address of the competent authority of the State of adoption)

.....
.....
.....

(2) -Hereby certifies that the child:

Family name:
First name(s):
Sex: Male [] Female []
Date of birth: day month year
Place of birth:
Habitual residence:

(3) -Was adopted according to the decision of the following authority:

.....
Date of the decision:
Date at which the decision became final:

(If the adoption was made otherwise than by a decision of an authority, please specify the equivalent details)

(4) -By the following person(s):

a Family name of the adoptive father:
First name(s):
Date of birth: day month year
Place of birth:
Habitual residence at the time of the adoption:

b Family name of the adoptive mother:
First name(s):
Date of birth: day month year
Place of birth:
Habitual residence at the time of the adoption:

(5) -The undersigned authority certifies that the adoption was made in accordance with the Convention and that the agreements under Article 17, sub-paragraph c, were given by:

a Name and address of the Central Authority of the State of origin:

.....
.....
.....

Date of the agreement:

b Name and address of the Central Authority of the receiving State:

.....
.....
.....
Date of the agreement:

(6) The adoption had the effect of terminating the pre-existing legal parent-child relationship.

The adoption did not have the effect of terminating the pre-existing legal parent-child relationship.

Done at, on

Signature and Seal of
Authorized Signatory

To :

- (1) Name and address of the Specialised Adoption Agency.
- (2) Name and address of the State Adoption Resource Agency/ concerned State Government Department.
- (3) Name and address of Authorized Foreign Adoption Agency/concerned Foreign Government Department/Indian Diplomatic Mission.
- (4) Diplomatic Mission of the Receiving Country in India.
- (5) Central Authority of the Receiving Country.

SCHEDULE-11
[Paragraphs 13(1), 19(1) and 20(4) of Adoption Regulations 2016]

POST- PLACEMENT REPORT OF THE CHILD

REPORT NO:

DATE:

1. IDENTIFYING INFORMATION:

- (a) Child's Name(initial and given. if any) :
- (b) Surname/family name:
- (c) Child's date of birth:

2. DETAILS OF THE CONTACTS WITH FAMILY LEADING TO THE REPORT

3. CHILD'S ADJUSTMENT:

- (a) Current height and weight
- (b) Results of physical examinations or doctor visits
- (c) Eating and sleeping habits
- (d) Emotional, physical and social development
- (e) Attachment to family members
- (f) Child's enrolment in school (if applicable)
- (g) Language(s) spoken (if applicable)

4. ADJUSTMENT OF THE ADOPTIVE FAMILY MEMBERS WITH THE CHILD:

5. SIGNIFICANT CHANGES IN FAMILY STRUCTURE OR DYNAMICS, IF ANY:

(Change of residence, employment, work responsibilities, illness, etc.)

6. OBSERVATIONS AND RECOMMENDATIONS OF SOCIAL WORKER

(Signature)

Social Worker's Name:
Agency Name and Date

Note: Online updating of post-placement report is mandatory

SCHEDULE-12
[Paragraphs 24(1)(f) and 26(4)(i) of Adoption Regulations 2016]

MINIMUM STANDARDS OF CHILD CARE IN SPECIALISED ADOPTION AGENCIES (SAAS)

1. All adoption agencies shall adhere to the minimum standards of child care prescribed under the Juvenile Justice (Care and Protection of Children) Rules. While providing child care, the following issues are important:
 - (a) A child's neurological growth is complete within the first few years of his or her early childhood and determines the brain's capabilities throughout the rest of his or her life. Moreover, a child needs to have experienced positive attachment by the age of 3 in order to develop cognitively, physically, socially, and psychologically. Hence, every effort shall be made by the SAA to expeditiously find alternate family for such children so that they develop attachment and proper bonding experiences during infancy itself.
 - (b) Quality child care (early childhood care) means providing adequate health care, immunization, feeding and nutrition, creating a safe environment so that infants and young children can play and socialize with their peers, promoting school readiness and preparing children for primary school and focusing on total development during early years of childhood.
 - (c) It should be ensured that there is no instance of child abuse and neglect while the child is in the institution.
2. The agencies are required to ensure that the following facilities are provided to the children in the institution:
 - (a) Physical facilities:**
 - (i) Physical surroundings in which the children are cared for must be clean. Sanitation and hygiene maintained at the agency must be adequate since a majority of children at the institution are small and suffer from numerous ailments. Children below the age of 1 year should be in a room with an attached bathing room and milk room. Children between the age of 1 – 3 years should be kept in a room with an attached bathing and bathroom. The older children need to be separated into two boys room and girls room. Each room must have attached baths, and toilets.
 - (ii) There should be a separate washing area and a large kitchen and dining hall for the older children. Good lighting, ventilation and adequate space must be mandatory.
 - (iii) The home should be neat, clean, particularly bathrooms, toilets and kitchen. Walls and surroundings must be bright and stimulating. For visual stimulation the rooms should be well painted and decorated with toys, animal cut outs, etc
 - (b) Medical facilities:**

Regular medical inspection must be done. Preferably every alternate day by a registered medical practitioner. The child specialist is best trained to diagnose and treat children who are at risk and highly vulnerable.

 - (i) Infants and children on admission to institutions should be in quarantine and observation for a week at least.
 - (ii) Weight, height and head circumference may be noted along with any other details available on the child at admission.
 - (iii) A medical record should be maintained and a doctor must assess the child as soon as possible, preferably within 24 hours of his or her admission.

- (iv) Each child below the age of six months should be photographed every month, from six months to 3 years every three months and thereafter, every six months.
- (v) Immunization should be regularly given and monitored.
- (vi) Emergency kits should be available at all times in the Home and there should be a doctor on call.
- (vii) Staff to be immunized as well.
- (viii) General health measures viz hygiene, dental, skin care and diet to be supervised.
- (ix) Stimulation is very important for the proper development of the child. This could be achieved by increasing awareness amongst the nurses, helpers by introducing simple stimulation techniques in the daily routine. It is also advised to have a physiotherapist visit the children on a regular basis.

(c) Staff:

- (i) The agency must have adequate staff for child care, preferably in the ratio of 4:1 for children below 1 year, 5:1 for children in the age group 1 to 3 years and 8:1 for older children.
- (ii) Adoption Homes need personnel who are sensitized to the issues of the children. They need to be “educated” in caring for the children. It is recommended to conduct workshops for nurses, helpers, care takers and other staff to enable them to recognize the special status of these children who are under their care.
- (iii) As committed staff is an integral part of good child care, the motivational levels of the staff should be kept high.

(d) Clothing:

It is important that the children in a home are dressed in clean, comfortable and well kept clothes at all times, not just during the visit of the adoptive parents.

(e) Food:

The food in the institution should be hygienically cooked, nourishing and tasty. The menu should be varied. The need of children on a special diet should be attended to. This will help overcome the problems of malnutrition faced by children entering a home. Feeding charts with indication of the formulas may be displayed and followed.

(f) Education:

The SAA should be able to provide informal education through a qualified teacher, and a special educator, or tie up with a school that will take the child or children on a temporary basis.

(g) Volunteers:

It is very essential to talk, hug, hold, play, tell stories and sing to the child to give it a sense of security. Though this should be done regularly by the staff, it is also advisable to encourage volunteers to take up this activity.

SCHEDULE-13

[Paragraphs 11 (2), 28(1), 29(3)(I), 47(1) and 54(2) of Adoption Regulations 2016]

ADOPTION EXPENSES

1. Adoption expenses to be borne by Indian Parents residing in India or in cases where one of the couple is having Indian citizenship and the other is a foreign national and both are residing in India.

SI No	Item	Amount of fees to be paid	Mode of payment
1	Home Study Report (HSR) of the PAPs in India by the social worker for adopting orphan, abandoned and surrendered child . Family Background Report in case of inter-country relative adoption	Rs.6,000 (inclusive of travel expenses) Rs.6,000 (inclusive of travel expenses)	To be paid by the PAPs to the specialised adoption agency or authorized social worker through demand draft or bank transfer prior to conduct of home study. To be paid by the biological parents to social worker of the District Child Protection Unit through demand draft or bank transfer prior to conduct of home study.
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs	Rs. 40, 000 for single child (additional Rs. 20,000 per child in case of siblings)	To be paid by the PAPs to the specialised adoption agency at the time of receiving the child in pre-adoption foster care through demand draft or bank transfer.
3.	Post-adoption follow-up visits and counselling (4 times within a period of two years)	Rs. 2,000 per visit/report(inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker, on completion of the post placement report, through demand draft or bank transfer.

2. Adoption expenses to be borne by NRI/OCI/Foreign PAPs residing in a foreign country.

SI No	Item	Amount of fees to be paid	Mode of payment
1	Home Study Report (HSR) of the PAPs by the authorised social worker	As per the norms of the receiving country.	To be paid by the PAPs to the AFAA/CA as per norms of the receiving country.

2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs	5,000 US \$	To be paid by the PAPs habitually residing in a foreign country to the SAA through the concerned AFAA/CA, in two equal instalments - first installment on the acceptance of the child and another after filing of the adoption petition in the court. In case of adoption of siblings by a single family, the charges would be US \$5000 for the first child and US \$1000 for the other child.
3.	Post-adoption follow-up visits and counselling (6 times within a period of two years)	As per the norms of the receiving country.	To be paid by the PAPs to the AFAA/CA as per norms of the receiving country.

3. Adoption expenses to be borne by OCI/Foreign PAPs residing in India.

SI No	Item	Amount of fees to be paid	Mode of payment
1	Home Study Report (HSR) of the PAPs by the authorised social worker	300 US \$ (inclusive of travel expenses)	To be paid by the PAPs to the SAA or authorized social worker on completion of the Home Study through demand draft or bank transfer.
2.	Child Care Corpus(CCC), preparation of Child Study Report(CSR) & Medical Examination Report(MER), child care and maintenance, legal expenses and other administrative costs, post-adoption follow-up visits and counselling (4 times within a period of two years)	4700 US \$	To be paid by the PAPs to the SAA against items mentioned at colmn. 2 In case of adoption of siblings by a single family, the charges would be US \$4700 for the first child and US \$1000 for the other child.

Note: Where a SAA has processed the adoption case of a child belonging to another child care institution (CCI), the SAA shall pay 60 % of the adoption fee through demand draft or bank transfer to the concerned CCI.

4. Utilisation of CCC by SAA

- The adoption agencies shall utilize the amounts available in the Child Care Corpus only for welfare of the children in the home and maintenance of the home. The amount shall also cover all expenses incurred to finalize the adoption.
- In case an agency is de-recognised, and a decision is taken by the State Government to rehabilitate and shift the children of that agency to another agency or agencies, then the balance available in the CCC would be transferred to such agency or agencies receiving the children in the ratio of the number of children transferred.
- The specialised adoption agency shall maintain a separate bank account for the CCC along with separate record/register of receipts/payments/expenditure/ accounts.
- The CCC account should be audited at the end of the financial year by a Chartered Accountant who shall certify that the corpus has been used as stipulated in sub para (a) above.

SCHEDULE-14
[Paragraph 44 of Adoption Regulations 2016]

TIMELINES FOR CONCERNED AUTHORITIES AND AGENCIES

A. Timeline for the processes relating to children:

S. No.	Para	Action	Time
1.	6(2)	SAA to produce an abandoned child before the CWC along with a report containing his photograph and particulars.	Within 24 hours (excluding journey period).
2.	6(4) & 7(3)	SAA to enter the details of the child along with his photograph online in the CARINGS.	Within 72 hours from the time of receiving the child.
3.	6(5)	DCPU to advertise the particulars and photograph of an abandoned child in a state level newspaper having wide circulation and local cable networks, wherever existing.	Within 72 hours from the time of receiving the child.
4.	6(8)	DCPU to submit a report to the CWC on the efforts made by it for tracing out the biological parents/legal guardian of an abandoned child, including the outcome of the particulars and photograph of the child in the newspapers.	Within 30 days from the date of the order of the CWC for the same.
5.	6(9)	SAA to submit a report to the CWC regarding the efforts made by it to trace the biological parent(s) or legal guardian of the abandoned child.	Immediately after 30 days from the date of production of the child before the CWC.
6.	7(17)	The reconsideration period/reclaiming of the surrendered child by the biological parent/legal guardian and intimation of the same by the SAA to CWC.	60 days of the date of surrender.
7.	7(18)	SAA to upload the Child Study Report (CSR) and Medical Examination Report (MER) along with latest photograph of the child.	Within ten days from the date of declaration of the child as legally free for adoption by CWC.
8.	8(1)(a)	A normal child up to 05 years of age to be available for adoption by a Resident Indian (RI) and NRI PAPs.	For 60 days from the date the child is declared legally free for adoption by the CWC.
9.	8(1)(b)	An older child above 5 years of age and siblings to be available for inter-country adoption.	30 days from the date the child is declared legally free for adoption by the CWC.
10.	8(1)(c)	A mentally and physically challenged child to be available for inter-country adoption.	15 days from the date the child is declared legally free for adoption by the CWC.

B. Timeline for Adoption by Resident Indians as well as OCI/Foreigner living in India:

S. No.	Para	Action	Time
1.	9(7)	Home Study Report (HSR) of the PAPs to be completed by the social worker of the selected SAA or panel maintained by the SARA	Within 30 days from the date of submission of required documents in CARINGS.
2.	10(3)	PAPs to reserve one child shown as per their preference on CARINGS.	Within 48 hours from the date and time of referral.

S. No.	Para	Action	Time
3	10(6)	Process of matching of the reserved child by the SAA and acceptance by PAPs	Within 15 days from the date of reserving the child.
4.	12(1)	SAA to file application in the Court for obtaining adoption order from the Court	Within seven days from the date of acceptance of the child by the PAPs.
5.	12(5)	Disposal of the adoption petition by the Court	Within two months from the date of filing of the petition.
7.	12(7)	SAA to obtain a certified copy of the adoption order from the Court, to forward the same to the PAPs and also to post the same in the CARINGS.	Within ten days from the date of adoption order.
8.	12(9)	SAA to obtain the birth certificate of the child from the issuing authority and to post the same in the CARINGS/forward to the PAPs.	Within ten days from the date of receipt of certified copy of the adoption order.

C. Timeline for Adoption from India by NRI/OCI/Foreign PAPs:

S. No.	Para	Action	Time
1.	15(7)	Reservation of one child by the PAPs out of two children referred from CARINGS through the AFAA/CA/Govt Department/Indian Mission	Within 96 hours
2.	15 (10)	Acceptance of the child by the PAPs	Within 30 days
5.	16(1)	NOC by CARA	Within ten days from the date of acceptance of the child by the PAPs and approval of the Central Authority (CA).
6.	17(1) & 12(1)	SAA to file adoption petition in the Court	Within seven days from the date of acceptance of the child by the PAPs.
7.	12(5)	Disposal of the adoption petition by the Court	Within two months from the date of filing of the petition.
8.	12(7)	SAA to obtain a certified copy of the adoption order from the Court and to post the same in the CARINGS and forward it to the AFAA/CA.	Within ten days from the date of adoption order.
9.	18(1) & (2)	CARA shall inform the concerned immigration authorities and the Foreigners Regional Registration Office (FRRO) about confirmation of adoption.	Within three working days from the date of availability of adoption order.
10.	18(3)	SAA to submit application to the Regional Passport Officer (RPO) for the passport to the child.	Within three working days from the date of availability of adoption order.
11.	18(4)	RPO to issue the passport to the child	Within ten days from the date of receipt of application for the same.
12.	18(5)	SAA to obtain the birth certificate of the child from the issuing authority and to post the same in the CARINGS and forward it to the concerned AFAA/CA.	Within ten days from the date of receipt of certified copy of the adoption order.

SCHEDULE 15
[Paragraph 48(1) of Adoption Regulations 2016]

FORMAT FOR QUARTERLY ADOPTION DATA FOR SPECIALISED ADOPTION AGENCY (SAA)

DATA FOR THE FINANCIAL YEAR: -----

Name of the Specialised Adoption Agency (SAA) : _____
Address : _____

Landline : _____
Mobile : _____
Fax : _____
Email : _____

Part I	Pre-Adoption Foster Care in case of In-country Adoption*			In-country Adoption (Adoptions Completed #)		
	Male	Female	Total	Male	Female	Total
1st Quarter (April– June)						
2nd Quarter (July – Sept)						
3rd Quarter (Oct – Dec)						
4th Quarter (Jan – March)						

Part II	Pre-Adoption Foster Care in case of Inter-country Adoption*			Inter-country Adoption (Adoptions Completed #)		
	Male	Female	Total	Male	Female	Total
1st Quarter (April– June)						
2nd Quarter (July – Sept)						
3rd Quarter (Oct – Dec)						
4th Quarter (Jan – March)						

*Pre-adoption foster care means, a child who has left the institution with his/her adoptive family during the particular period pending finalisation of adoption court order from the competent court.
 # Adoptions completed means, adoption court order finalized during the particular period.

SCHEDULE-16
[Section 38(5) of the JJ Act 2015]

MONTHLY REPORT OF THE CHILD WELFARE COMMITTEE TO THE STATE ADOPTION RESOURCE AGENCY AND CENTRAL ADOPTION RESOURCE AUTHORITY

NAME OF THE DISTRICT: _____, STATE _____

Reporting Month _____, Year _____ Date of Report: _____

PART-A: Information about children declared legally free for adoption and number of cases pending for decision.

Child Category	No of cases pending from previous month		No of new cases produced during the reporting month		Total number of children declared legally free for adoption during the month		No of cases pending for CWC Clearance			
	M	F	M	F	M	F	Children below 2 yrs of age		Children above 2 yrs of age	
							Pending for > 2 months	Pending for > 4 months	Pending for > 4 months	Pending for > 6 Months
Orphan										
Abandoned										
Surrendered										
Any other (specify)										

PART-B: List of children declared legally free for adoption during the month of-----

Sl.No.	Name of the Child	Date of Birth	Sex	Date of production before CWC and case no	Name & Address of the CCI/ SAA produced the child	Category (Orphan/ Abandoned /Surrendered)	Date of receipt of application in CWC from SAA /CCI for declaring the child legally free for adoption	Date on which declared legally free for adoption

PART – C : List of children pending before CWC to be declared as legally free for adoption for the month of -----

Sl.No.	Name of the Child	Date of Birth	Sex	Date of production of the child before CWC and case no	Name of the person/ institution (CCI/SAA) produced the child	Category (Orphan/ Abandoned / Surrendered)	Due date of disposal as per the Act	Date of receipt of application in CWC from SAA /CCI for declaring the child legally free for adoption	Reason(s) for pending

(Note: Provision will be made in the CARINGS for entering the data and generation of reports online)

Child Welfare Committee (CWC), _____
[Validated by District Child Protection Unit (DCPU)]

SCHEDULE-17
[Section 64 of the JJ Act, 2015 & Para 34 (12) of the Adoption Regulations, 2016]

FORMAT FOR REPORTING OF ADOPTION CASES

Part-I: Information regarding Adoption Cases in CARINGS during the Month _____, Year _____

Name of the Court _____, District _____, State _____

Sl. No.	Name of the SAA/CCI	No. of in-country adoptions under Section 56(2)/58 of JJA	No. of Inter-country adoptions under Section 56(4) of JJA	No. of inter-country relative (family) adoptions under Section 60 of JJA	No. of adoptions under Section 9(4) of HAMA, 1956

Part-II: Details of Adoption cases:

Sl. No	Type of Adoptions done	Name of the child	Gender	Date of Birth	Adoptive Parents	Specialised Adoption Agency(SAA) /CCI concerned and their address	Court concerned	Adoption petition Number	Date of filing of adoption petition	Date of adoption order	
1	In-country adoptions under Section 56(2)/58 of JJA,2015										
	Total										
2	Inter-country adoptions under Section 56(4) of JJA										
	Total										
3	Inter-country relative(family) Adoptions under Section 60of JJA										
	Total										
4	Family/relative adoptions under Section 9(4)of HAMA, 1956										
	Total										
	Grand Total (1+2+3 &4)										

Collected/validated/furnished by:
District Child Protection Unit (DCPU)
(Name of the District)
Signature and Seal

(Note: Online generation of such data in CARINGS shall be facilitated by Central Adoption Resource Authority)

SCHEDULE-18
[Paragraphs 2 (38) & 49(3) of Adoption Regulations 2016]

DEFINITIONS OF SPECIAL NEEDS CHILDREN FOR THE PURPOSE OF ADOPTION

Classification of children having special needs for the purpose of adoption:			
Physical	Mental	Physical & Mental	Any other
1. Refractory or Severe Rickets (Bones) 2. Albinism (Genetic) 3. Birth Asphyxia (certified by CWC) 4. Blind or Partially Blind 5. Blood disorders (e.g., severe anaemia requiring blood transfusion) 6. Brain Lesions resulting in physical/ neurological or cognitive impairment (certified by paediatrician) 7. Burns (Skin) 8. Cancer 9. Cerebral Palsy 10. Chromosomal Abnormality (Genetic) 11. Chronic Asthma 12. Chronic Eczema 13. Cleft Lip-Cleft Palate or Cleft Lip 14. Club Feet 15. Colon Block 16. Colostomy 17. Deaf or Partially Deaf 18. Diabetes 19. Dislocated Hips 20. Dwarfism (Genetic) 21. Ectodermal dysplasia (no sweat glands) 22. Elephantitis 23. Fetal Alcohol Syndrome 24. Fingers/ toes joined (syndactyly) 25. Fingers-toes missing 26. Growth Hormone Deficiency 27. Haemophilia 28. Hare lip 29. Heart conditions of a severe nature 30. Hepatitis B+ 31. Hernia 32. Hydrocephalus 33. Hypertonia 34. Ichthyosis (Collodion baby) (Skin) 35. Indeterminate sex (Genetic) 36. Leprosy Active	1. Autism certified by a paediatric neurologist or child psychologist 2. Child requiring psychiatric treatment 3. Speech impaired 4. Intellectual disability (certified by a paediatric neurologist or child psychologist) 5. Severe learning disability (certified by a paediatric neurologist or child psychologist) 6. Mental illness	1. Multiple Sclerosis 2. Paralysis 3. Spinal bifida 4. Epilepsy/ Seizures/ Convulsions (not excluding febrile convulsions) 5. Neurological disorders –certified by paediatrician	Any other child with disabilities as defined in Persons with Disability (Equal Opportunities , Protection of Rights and Full Participation) Act, 1995

37. Limbs Missing 38. Low Birth Weight (under 1800 gms) 39. Microcephaly (Neurological) 40. No Anal Tract 41. Absence of one kidney– Physical 42. Urinary Tract Anomalies– Physical 43. One Testicle Missing 44. Chronic otitis media 45. Organs Missing 46. Person with disability 47. Physically Handicapped 48. Pierre Robin Syndrome 49. Polio – Physical 50. Premature Birth (less than 34 weeks) 51. Retinal Detachment 52. Severe disfiguring birth marks 53. Severe Orthopaedic conditions 54. Sexually/ Physically Abused 55. Speech dysfunction- dysphasia 56. Squint (Severe) 57. Stammering (only severe cases) 58. Stuttering (only severe cases) 59. Thalassemia Major 60. Tumour			
--	--	--	--

Note:

1. The categories of ailments listed in this schedule are illustrative and not exhaustive.
2. "mental illness" means any mental disorder other than mental retardation;
3. "mental retardation" means a condition of arrested or incomplete development of mind of a person which is specially characterized by sub normality of intelligence;
4. "person with disability" means a person suffering from not less than forty per cent of any disability as certified by a medical authority.

Schedule-19
[Paragraphs 52(2) and 55(1) of Adoption Regulations 2016]

STATEMENT OF CONSENT TO BE EXECUTED FOR THE PURPOSE OF RELATIVE ADOPTION

I. I/ We have read the following statements carefully and I/we have information about the effects of my/our consent and I/we am/are making the statement without coercion or threat and without receiving any payment or compensation of any kind.

We the undersigned:

<p>Biological Father</p> <p>Family name:</p> <p>First name(s):</p> <p>Date of birth: daymonthyear ...</p> <p>Permanent Address: -----</p>	<p>Biological Mother</p> <p>Family name:</p> <p>First name(s):</p> <p>Date of birth: daymonthyear ...</p> <p>Permanent Address: -----</p>
<p>declare as follows that we agree to place our child in adoption with our relative falling under the definition of section 2(52) of the Juvenile Justice (Care and protection of Children) Act, 2015</p> <p>Family name:</p> <p>First name(s):</p> <p>Sex: male <input type="checkbox"/> female <input type="checkbox"/></p> <p>Date of birth: daymonthyear</p> <p>Place of birth:</p> <p>Address:</p>	
<p>Adoptive Father</p> <p>Family name:</p> <p>First name(s):</p> <p>Date of birth: daymonthyear ...</p> <p>Permanent Address: -----</p>	<p>Adoptive Mother</p> <p>Family name:</p> <p>First name(s):</p> <p>Date of birth: daymonthyear ...</p> <p>Permanent Address: -----</p>

I/We

- (i) give consent to the adoption of my/our child (name) ----- by (name/s)_____ (sr. no.) _____ who are/is my/our relative covered under **Para 2(32)** of the Adoption Regulations.
- (ii) hereby terminate the legal relationship with the child.
- (iii) understand that the adoption of this child will create a permanent parent-child relationship with the adoptive parent(s).
- (iv) certify that the child has given his/her consent for the said adoption and willing to accept our relative as adoptive parents (wherever applicable).
- (v) certify that the consent have not been induced by payment or compensation of any kind.

I/We declare that I/we have fully understood the above statements.

Signed at on.....

(Signature or Thumb Impression of the biological parents)

Biological Father

Biological Mother

II Consent of the child, if he is six and above

III. Signature of the adoptive parents

Biological Father

Biological Mother

IV. Declaration by Witnesses

I/We the undersigned have witnessed the above.

(a) Signature, Name and Address of the first Witness

.....
.....

(b) Signature, Name and Address of the second Witness

.....
.....

Signed at on

(Photographs of the child/children to be adopted, the biological parents/guardians and the witnesses are required to be pasted and attested on front.)

SCHEDULE-20
[Paragraph 54(1) of Adoption Regulations 2016]

FAMILY BACKGROUND REPORT OF THE CHILD AND THE BIOLOGICAL PARENTS IN CASES OF INTER-COUNTRY RELATIVE ADOPTIONS

DATE OF HOME VISIT

1. Personal particulars about the child

- 1.1 Full name of the child:
- 1.2 Sex: Male Female
- 1.3 Date of birth (Birth Certificate of the child to be attached):
- 1.4 Place of birth:
- 1.5 Religion:
- 1.6 Language spoken (if applicable):
- 1.7 Order of birth in the family:
- 1.8 Present educational status:
- 1.9 Whether the child is able to express any feeling/opinion regarding his/her adoption?
 Yes No
- 1.10 If yes, written statement/ translation of statement of consent of the child for the proposed adoption by the social worker in English to be enclosed.

- 1.11 Disability/special needs (if any to be reflected in detail in the MER)
 Yes No
- 1.12 Whether the child has been counselled thoroughly about the effects of adoption?
 Yes No NA (Not applicable in case the child is below 6 years old)
- 1.13 Whether the child knows about the legal termination of parent-child relationship due to the adoption?
 Yes No (Not applicable in case the child is below 6 years old)
- 1.14 Who has provided counselling to the child? If applicable.
 Parent/s Guardian CWC Social Worker Teacher Uncle Aunt Sibling
 Grandparent/s
 Any other (Specify)
- 1.15 General Personality and description of the child:

- 1.16 Social and educational background of the child:

2. Details about the biological parents of the child or guardian of the child, as the case may be.

Details of the father/guardian		Details of the mother/guardian	
Date of birth and age		Date of birth and age	
Religion		Religion	
Nationality		Nationality	
Present & Permanent Address		Present & Permanent Address	

Educational Qualifications		Educational Qualifications	
Present Occupation		Present Occupation	
Total income per month (proof to be given)		Total income per month (proof to be given)	
Whether suffering from any disease (If yes, mention in detail)		Whether suffering from any disease (If yes, mention in detail)	

3. Details about other family members living with the biological parents/guardians (Other individuals who reside in the household or outside)

Name in full	Age/Sex	Occupation details	Marital status	Relationship to the child

4. Relationship with PAPs:

5. Opinion about the proposed adoption by each member of the family (Reasons for the child not adopted with any of the other relatives residing in India):

6. Remarks of District Child Protection Unit (DCPU):

(The DCPU is required to provide counselling to the biological parents about the effects of adoption, give reasons for proposing the child in adoption to a relative and surrendering the child for adoption. Further, the DCPU has to mention if the adoptive parents have already interacted with the child, if yes when , reason/s or motivation/s for adoption; recently taken close-up picture of the PAPs and the child to be adopted, if possible with the PAPs during their visit to India; about home of the biological family, whether the parents of the child/ren are in touch with the prospective adoptee, description of living accommodation (house or apartment; rental or purchasing etc.)

7. Whether the envisaged placement is in the best interests of the child:

Signature of the District Child Protection Officer
Address :

(Proof of residence and date of birth of the child and the biological parents/guardians, their income proof and MER in cases of the child would be required.)

SCHEDULE-21
[Paragraph 52(2) of Adoption Regulations 2016]

APPLICATION FOR PERMISSION FOR ADOPTION FROM CHILD WELFARE COMMITTEE (CWC) BY GUARDIAN(S) OF A CHILD TO A RELATIVE (WHERE BIOLOGICAL PARENTS ARE NOT ALIVE/ OTHER WISE NOT ABLE TO GIVE CONSENT)

I/We, the undersigned give the following declaration before the Child Welfare Committee (District):

Male Guardian	Female Guardian
Name	Name
Surname	Surname
Son of	Wife/daughter of.....
Date of birth: Day ...Month Year.....	Date of birth: Day ... Month Year.....
Permanent Address.....	Permanent Address.....
Present Address:	Present Address:
declare that:	
The child (name) (Surname) Sex: Male [] Female [], Date of birth: Day Month Year....., Place of birth....., daughter/son of permanent resident ofand presently residing at is under my/ our legal custody due to death of his/her parents(both). The natural parent(s) of the above mentioned child/children is/are my/our _____ (please specify the relation and attach proof of supporting documents).	
I/We	
(i) give consent to the surrender of the child named ----- to my/our relative for adoption.	
(ii) hereby terminate the legal guardian-ward relationship with the said child or children.	
(iii) understand that the said child shall be adopted by their relative residing in India or abroad.	
(iv) understand that the adoption of this child will create a permanent parent-child relationship with the adoptive parent(s).	
(v) shall have no claim over the child.	

I/We, declare that I/we have fully understood the above statements carefully.
 I/We have information about the effects of my/our consent.
 I/We am/are making the statement without coercion or threat and without receiving any payment or compensation of any kind.

Signed at on

[Signature or Thumb Impression of the Guardian(s)]

II. Declaration by Witnesses

I/we the undersigned know the guardian of the child/children very well and have witnessed the above statement of consent or surrender.

(a) Signature, Name and Address of the first Witness

.....

(b)Signature, Name and Address of the second Witness

.....

III. Certification of Child Welfare Committee

Name (s):
Designation:

The Child Welfare Committee hereby certify that the person and the witness (es) named or identified above appeared before the Committee this date and signed this document in our presence.

Signed at on.....

Signature & Seal

Child Welfare Committee

SCHEDULE-22
[Paragraph 12(10) of Adoption Regulations 2016]

Affidavit by the Chief Functionary of the Specialised Adoption Agency to Court in support of adoption of child-----

1. Affidavit of ----- working as _____ in _____ located at _____

2 I do hereby state of solemn affirmation as under:

- (a) That details of the child _____ (Name, gender & DOB) has been entered into the online Child Adoption Resource Information and Guidance System (CARINGS) and the unique registration assigned to the child through CARINGS is _____.
- (b) That the Child Welfare Committee, _____ has given custody order of the said child in favour of _____ and has declared the child as legally free for adoption on _____.
- (c) That the child was referred to waiting Prospective Adoptive Parents (PAPs) in the online child referral system through CARINGS and the child has been accepted by the present PAPs (Regd. No and Name) _____ following the procedure as provided in paragraph ___ of the adoption Regulations.
- (d) That the Home Study Report of the PAPs _____, prepared by _____ along with other requisite documents as per adoption regulations are found suitable;
- (e) That the Adoption Committee constituted under Para ___ of the Regulations has taken decision in favour of the proposed adoption and accordingly the adoption application has been filed in the Court ___/ that No Objection Certificate (NOC) for the proposed inter-country adoption has been issued by the Central Adoption Resource Authority (CARA) on dated _____ after which the adoption application has been filed in the Court as an inter-country adoption (strike out the one which is not applicable);
- (f) That the adoption procedure followed in this case complies Section ___ of the JJ Act 2015 and Para ___ of the Adoption Regulations;
- (g) That our organization _____ has been recognized by the State Government of _____ to run as a Specialized Adoption Agency vide no. _____ dated _____ which is valid till _____.
- (h) That the specialized adoption agency has received adoption fee Rs.----- only as stipulated under the Adoption Regulations;
- (i) That I commit myself not to receive any donation in any form from the adoptive parents or their relatives or through their sponsoring agency during the adoption process or after completion of the adoption process;
- (j) That I do hereby declare that if any discrepancy or manipulation or defect is found in the documents submitted by the agency to CARA or if such documents are at any time found forged or found non-genuine, I shall be liable for the consequences in law including de-recognition of my agency, penalties for making false declaration.

VERIFICATION

That I -----, the deponent above, do hereby verify that the contents of the above affidavit are true and correct.

Verified at

Deponent

Sworn and signed before me

Notary

On -----

In my presence

SCHEDULE-23
[Paragraph 52(4) of Adoption Regulations 2016]

Affidavit of adoptive parent(s) in cases of in-country relative adoptions in support of their financial and social status as per Para 52(4) of the Adoption Regulations.

Affidavit of Mr. _____ & Mrs. _____, resident of _____, about socio-economic and financial status to adopt the child _____ from the relative family Mr. _____ & Mrs. _____, residing at -----

1. That I/we am/are Indian nationals residing in _____ since _____ years and I/ we have reasonable income to support an additional member to our family.
2. That my/our total annual income from all sources is _____, which is adequate to raise the adoptive child in our family in the local living standards where we reside.
3. That the child will inherit my/our name and status once he/she enters to our family and we assure to treat the child as like as our natural born child and shall not discriminate on any ground at any point of time.
4. That the following statement can reflect my/our financial status :
 - (a) Annual Earning:
 - (b) Annual Expenditure:
 - (c) Total debt :
 - (d) Total annual debt repayment:
 - (e) Total investments:
 - (f) Total savings:
 - (g) Total immovable property:
 - (h) Surplus of income over expenditure:

VERIFICATION

That I/we -----, the deponent above, do hereby verify that the contents of the above affidavit are true and correct.

Verified at

Deponent

Sworn and signed before me

Notary

On -----

In my presence

Schedule-24
[Paragraph 26(5) of Adoption Regulations 2016]

FORMAT FOR INSPECTION OF SPECIALISED ADOPTION AGENCIES (SAA)

1. Information about the Institution

Name of the Institution: -----

Address of the Institution:-----

Telephone Number:

E-mail:

Name of the State:

Date of inspection: -

Inspection Team:-

Sl.No.	Name	Designation	Office
1.			
2.			
3.			
4.			
5.			

Date of previous Inspection:

Done by:

2. Legal Status

Sl No	Registration / Recognition Status	
i.	Registration No under Society's Registration Act/ Trust Act/Companies Act/Income Tax Act	No. Date:
ii.	Registration as a child care institution (CCI) under Section 41(1) of the JJ Act 2015 & its validity	No. Validity period :
iii.	Recognition as a specialized adoption agency(SAA) for placing children in adoption under Sec 65(1) of the JJ Act 2015	No Validity period:
iv.	FCRA Registration No. if any and its validity	No. Validity period:

3. Staff of the Specialised Adoption Agency if getting grants under ICPS

Sanctioned Position	Name of the Staff	Date of joining	Qualifications & Experience
Manager/Coordinator(1)			
Social Worker cum Early Childhood Educator(1)			
Nurse(1)			
Doctor(Part time)			
Ayas (6)			
Watchman(1)			
Name of the volunteer if any			

3.2 Staff of the specialised adoption agency if not getting grants under ICPS

Position	Name of the Staff	Date of joining	Qualifications & Experience

4. Committees in place

Committee	Meetings held during last financial year	Observations of the Inspecting Team
Managing Committee/Governing Body		
Adoption Committee		
Home Management Committee		
Any other Committee		

5. Documents & record keeping (Please put mark wherever required)

Records/Registers to be maintained by the SAA as per Adoption Regulations	Observations
<ul style="list-style-type: none"> ○ Master admission register ○ Attendance register of the children ○ Attendance register of the staff ○ Vouchers, cashbook, ledger, journal and annual accounts; ○ Grant utilization register; ○ Stock register; ○ Record of minutes of meetings of the management committee ○ Record of minutes of meetings of the adoption committee 	
Whether the case files maintained by the SAA contain the following?	Observations
<ul style="list-style-type: none"> ○ Child Study Report (CSR) ○ Recent photograph of the child ○ Medical Examination Report (MER) of the child ○ Deed of surrender in case of a relinquished child ○ Certificate of Child Welfare Committee (CWC) declaring the child 'legally free for adoption'. ○ Home Study Report (HSR) of the Prospective Adoptive Parents (PAPs) along with their recent family photograph. ○ Two reference letters from acquaintances or relatives in support of adoption. 	

<ul style="list-style-type: none"> ○ Certificate from a medical practitioner certifying that the PAPs do not suffer from any chronic, contagious or fatal disease and they are fit to adopt. ○ PAN Card of PAPs ○ Proof of residence (Aadhaar Card/voter ID Card/Passport/driving license/current electricity bill/telephone bill) ○ Proof of income of last year (e.g. salary slip/income certificate issued by Govt. Department /Income tax return) ○ Copy of marriage certificate or affidavit and photograph. ○ Copy of divorce decree/ death certificate of the spouse (if applicable). ○ Copy of Birth certificate or affidavit of the PAPs. ○ Copy of recognition certificate of the agency as SAA. ○ Affidavit by the Chief Functionary of the specialised adoption agency to Court in support of adoption of child. ○ Case history and individual child care plan of the child; ○ Adoption petition ○ Adoption order ○ Birth certificate of the child ○ Post adoption follow-up reports of the child ○ Minutes of the Adoption Committee (in case of in-country adoption) <p><u>Additional requirements in cases of inter-country adoption</u></p> <ul style="list-style-type: none"> ○ NOC issued by CARA in favour of adoption of a child by an NRI/OCI/Foreign PAPs. ○ Permission of the receiving country as per Article 5/17 of the Hague Adoption Convention. ○ Power of Attorney from the PAPs in favour of the authorized functionary of the SAA to file the adoption petition on their behalf in the court. ○ Undertaking from the concerned AFAA/CA/concerned foreign government department for furnishing post adoption follow-up report and for necessary action in case of disruption. ○ Copy of the Passport of PAPs and a copy of OCI Card, if applicable. ○ Police clearance certificate. ○ In case of OCI/Foreign PAPs living in India, a copy of No Objection Certificate from their Embassy/ High Commission for adoption and assurance for post adoption in case the PAPs relocate from India. 	
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6.1 Status of children in CARINGS (The Team may match actual status with the online data during the visit)

Adoptable children in SAA and the linked CCI	Male/ Female	DOB	Legally free for adoption with date	Adoptions in process	Observations

6.2 Pending status of legally free children in CARINGS (The Team may match actual status with the online data during the visit)

Children in SAA and the linked CCI	Photo uploaded	CSR uploaded	MER uploaded	CWC Certificate uploaded	Cases pending in Court since when

6.3 Pending post-adoption follow-up reports in CARINGS (The Team may match actual status with the online data during the visit)

Children in SAA and the linked CCI	Court order uploaded	Post-adoption follow-up pending	Observations

6.4 Cases of disruptions if any during last three years

At the stage of pre—adoption foster care before filing a petition	At the stage of pre-adoption foster-care after the petition has been filed in the court	After the adoption order is issued	Observations

6.5 Pending status of Home Study Report (HSR) beyond one month

Cases where HSR is pending beyond one month from the date of completion of registration	Reasons for the same	Observations of the Inspection Team

7. Infrastructure

7.1 Building:

- Rented: ----- Owned: -----

If rented, give details of rent paid per month and copy of rent agreement :

- Are CCTV cameras installed at the entrance Yes No
- Sufficient space to accommodate the children: Yes No

7.2 Space available:

No. of rooms / dormitories	Details
Provision of sick room / medical unit	
Counseling room	
Recreational / activity room for Children	
<ul style="list-style-type: none"> • Is there a TV set available with Cable network • How often are children allowed to view TV • Are children playing games indoors • What games are available to them • Are children playing games outdoors • Do they have equipments/ accessories to play • Do children go for picnics/excursions • Do they have interactions with eminent 	Yes No in the evenings or any time Yes No Age appropriate games or not Yes No Yes No Yes No Yes No

- | | | Yes | No |
|---|-----|-----|----|
| • Are the facilities of coolers/ heaters available for children? | Yes | No | |
| • Are the doors and windows maintained properly? | Yes | No | |
| • Are the rooms and dormitories well ventilated? | Yes | No | |
| • Is there an alternate provision for lights and fans when there is no electricity available? | Yes | No | |
| • Are the outdoors clean, pleasant and child friendly? | Yes | No | |

7.4 Clothing / Bedding/Lockers/ Toiletries provided to the children:

- | | | |
|--|--------------------|----|
| • Are the clothes provided as per size and season | Yes | No |
| • Frequency of changing undergarments | Yes | No |
| • New clothes are stitched or bought | stitched or bought | |
| • Are the mattresses given individually | Yes | No |
| • Are pillows given individually | Yes | No |
| • Are the mattress and pillows clean | Yes | No |
| • Do children have separate cupboards | Yes | No |
| • Are bed sheets and Khes available | Yes | No |
| • Are blankets available in winters | Yes | No |
| • Number of sets provided on arrival | one/two/three/four | |
| • Frequency of providing new clothes | Monthly/ Quarterly | |
| • Are these sets of same color or different colors? | Same/different | |
| • Are children provided with individual lockers to keep their personal items | Yes | No |

Other articles provided to the children:

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7.5 Services provided to the children:

- Medical facilities/ Maintenance of Health Cards:

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- Nutrition / Special Diet:

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- Provision of safe drinking water :

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- Education (Formal Education / NFE & Life Skill Training Programme) :

.....

- Counseling/ Guidance services provided:

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- Physiotherapy service available to children ?

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- Recreational facilities available in the adoption agency for children:

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7.6 Daily Routine of Children:

Time	Activities / Schedule
Morning	
Day Time	
Afternoon	
Evening	
Late evening/ Night	

8. Linkages

Linkages developed with other agencies/ departments :

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9. Connectivity and status in CARINGS and Track-Child

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10. Funds /Grants received during last financial year

Fees for conducting Home Study and Post-adoption follow-up	Adoption fee	Grants from State Govt. under ICPS	Any other donations/grants received

11.Funds /Grants utilized during the last financial year

Head-wise expenditure incurred	Amount	Observations of the Inspecting Team after examining vouchers, cheque or cash receipts and other relevant registers

12. Bank details of the SAA

13. Any best practice followed by the SAA

14. Issues raised by the SAA related to delays in the adoption process, funds or any other issue related to adoption.

15. Observations and Recommendations of the Inspecting Team on each head stated above

Signature of the Inspecting Officer

Name & Designation

Signature of the Inspecting Officer

Name & Designation

Signature of the Inspecting Officer

Name & Designation

Signature of the Inspecting Officer

Name & Designation

SCHEDULE-25
[Paragraph 23(1) of Adoption Regulations 2016]

APPLICATION FROM A CHILD CARE INSTITUTION FOR RECOGNITION AS SPECIALIZED ADOPTION AGENCY

1.	Detail of Applicant/ Institution/ Organization which seeks recognition as Specialized Adoption Agency:	
1.a	Name of the Institution / Organization	
1.b	Registration number and date of Registration of the Institution/ Organization under the relevant Act (Annex- Relevant documents of registration and bye-laws, memorandum of association)	
1.c	Registration number and date of Registration of the Institution/ Organization as Child Care Institution (Annex copy of the Registration Certificate)	
1.d	Period of validity to run the CCI	
1.e	Complete address of the Applicant/ Institution/ organization	
1.f	STD code/ Telephone No.	
1.g	STD code Fax No.	
1.h	E-mail address	
1.i	Whether the organization is of all India character, if yes, give address of its branches, in other states	
1.j	If the CCI had been denied recognition as SAA earlier? If yes i. Ref. No. of application which resulted in denial of recognition as CCI ii. Date of denial iii. Which department has denied the recognition iv. Reason for denial of recognition as SAA	
2.	Infrastructure:	
2.a	No. of Rooms (Mention with measurement)	
2.b	No. of toilets (mention with measurement)	
2.c	No. of Kitchen (mention with measurement)	
2.d	No. of sick room	
2.e	Annex -Copy of blue print of the building (authentic sketch plan of building)	
2.f	Arrangement to deal with unforeseen disaster also mention the kind of arrangement made: i) Fire ii) Earth quake iii) Any other arrangement	
2.g	Arrangement of Drinking water Annex-Certified from public health engineering (PHE) Department.	
2.h	Arrangement to maintain sanitation and hygiene: i. Pest Control ii. Waste disposal iii. Storage area iv. Any other arrangement	

2.i	Rent agreement/ building maintenance estimate (whichever is applicable) (Annex- copy of Rent agreement)	
3.	Capacity of the Institution/ Organization	
	No. of children (0-6, 6-12 & 12-18 years) present in the home	
4.	Facilities Available for children	
4.a	Education facility	
4.b	Health Checkup arrangement, frequency of checkup, type of checkups proposed to be done	
4.c	Any other facility that shall impact on the overall development of the child	
5.	Staffing	
5.a	Detailed staff list	
5.b	Name of partner organizations	
6.	Background information about the CCI	
6.a	Major activities of the organization in last two years (Annex copy of Annual Report for last three years)	
6.b	An updated list of members of the management committee/ governing body in the enclosed format (Annex- resolution of the annual meeting supporting placement of children in adoption)	
6.c	List of assets/ infrastructure of the organization	
6.d	If the organization registered under the Foreign Contribution (Regulation) Act, 1976 (Annex – certificate of registration)	
6.e	Details of foreign contribution received last two years (Annex- relevant documents)	
6.f	List of other sources of grant- in – aid funding (if any)with the name of the scheme / project , purpose amount, etc (separately)	
6.g	Details of existing bank account of the agency indicating branch code account no.	
6.h	Whether the agency agree to open a separate bank account for the grant proposed	
6.i	Annex -Photocopy of Accounts of last three years including your Annual Reports	

I have read and understood The Juvenile Justice (Care and Protection of Children) Act, 2015 and the Juvenile Justice (Care and Protection of Children) Rules, 2016.

I declare that no person associated with the organization has been previously convicted or has been involved in any immoral act or in any act of child abuse or employment of child labour and that the organization has not been blacklisted by the Central or the State Government at any point of time.

_____ (Name of the Organization / Institution) has complied with all the requirements to be granted recognition as a Specialized Adoption Agency under the Juvenile Justice (Care and Protection of Children) Act, 2015 and The Juvenile Justice (Care and Protection of Children) Rules, 2016.

I undertake to regularly update data on Child Adoption Resource Information and Guidance System and to have facilities for the same.

I undertake to abide by all the conditions laid down by the Central/ State Act, Rules, Adoption Regulations and Notifications in this regard.

Signature of the authorized signatory: _____

Name:

Designation:

Address:

District:

Date:

Office stamp:

Signature of:

Witness no.1: _____

Witness no.2: _____

RASHMI SAXENA SAHNI
Joint Secretary