

**CENTRAL ADOPTION RESOURCE AUTHORITY**

(A Statutory body of Ministry of Women & Child Development)  
West Block -VIII, Wing No- II, 2nd Floor, R.K Puram ,New Delhi -110066  
Tele No.- 011-26105346, Fax No.- 011-261808198; E-mail:  
carahdesk.wcd@nic.in

Date: 20.03.2020

**OFFICE ORDER**

**Subject: Preventive Measures to be taken to contain the spread of Novel Coronavirus (COVID-19)-regarding**

With reference to OM No. ADMN-46/5/2020-ADMIN dated 18<sup>th</sup> March, 2020 from MWCD and OM No. 11013/9/2014-Estt(A-III) dated 19<sup>th</sup> March, 2020 from Department of Personnel & Training (DoPT), certain preventive measures shall be undertaken by CARA. The following are the measures:-

1. In Programme and Administrative Division, respective Divisional Head shall decide on the essential staff required to report to the office for work, while all other staff shall work from home till 5<sup>th</sup> April, 2020.
2. All staff working from home are strictly instructed to ensure that there is no pendency of work with them and they remain available & active through their email and telephone/mobile communications. The Section Officers concerned shall be responsible for monitoring of the tasks pertaining to their respective Sections as well as the support staff of their Section.
3. In case of In-country adoption, referral shall remain suspended till 5<sup>th</sup> April, 2020 and the matching process for cases where children have been reserved shall be extended till 15<sup>th</sup> April, 2020.
4. In case of Inter-country adoption, the acceptance period for all children reserved shall be extended till 30<sup>th</sup> April, 2020.
5. Visitors are advised not to visit CARA till 15<sup>th</sup> April, 2020.

(Dr. Jagannath Pati)  
Joint Director, CARA

**To:-**

All Officials and Staff of CARA  
All CAs/AFAAs/IDMs  
All SARAs  
All DCPUs & SAAs

डॉ. जगन्नाथ पति / Dr. Jagannath Pati  
संयुक्त निदेशक / Joint Director  
महिला एवं बाल विकास मंत्रालय  
Ministry of Women & Child Development  
भारत सरकार / Government of India  
पश्चिमी खण्ड-8, विंग-2, द्वितीय तल, आर.के. पुरम  
West Block-8, Wing-2, 2nd Floor, R.K. Puram  
नई दिल्ली / New Delhi-110066

**Copy to:-**

- (i) Shri Chandkiran Chhoker, NIC - For ensuring compliance of Paras 3 & 4 of the order on CARINGS.
- (ii) Director, MWCD, for information please.
- (iii) PS to CEO CARA
- (iv) Director (Programme Section)