CENTRAL ADOPTION RESOURCE AUTHORITY
Ministry of Women & Child Development
INSTRUCTIONS MANUAL

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### ACRONYMS

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>EXPANSION</th>
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</thead>
<tbody>
<tr>
<td>CARA</td>
<td>Central Adoption Resource Authority</td>
</tr>
<tr>
<td>DCPU</td>
<td>District Child Protection Unit</td>
</tr>
<tr>
<td>PAPs</td>
<td>Prospective Adoptive Parents</td>
</tr>
<tr>
<td>CARINGS</td>
<td>Child Adoption Resource Information and Guidance System</td>
</tr>
<tr>
<td>NOC</td>
<td>No Objection Certificate</td>
</tr>
<tr>
<td>CWC</td>
<td>Child Welfare Committee</td>
</tr>
<tr>
<td>HSR</td>
<td>Home Study Report</td>
</tr>
</tbody>
</table>
A. UNDERSTANDING CARINGS

Child Adoption Resource Information & Guidance System (CARINGS) is a web-based (www.cara.nic.in) online platform, building bridges and creating links through a robust web-based management system designed to bring transparency in the adoption system as also curtailing delays at various level.

(CARINGS) offers a more child-centric approach based on the principles of care, convenience and comfort for the child, parents and the adoption agencies. It is a monitoring tool for the Government so also an effective mechanism for the service providers to report to the Government and work for early rehabilitation of orphan and destitute children. It is designed with the technical support from NIC (National Informatics Centre) to:

- facilitate expeditious and smooth adoption,
- ensure transparency in the adoption process,
- increase accountability of implementing agencies,
- create a network of stakeholders towards improved synergy
- maintain a National Database to enable effective policy making and research.

While CARINGS is being revamped to implement, there are certain important outcomes of the IT application.

Outcomes

1. Online registration of prospective adoptive parents a(PAPs) in cases of all adoptions within the country and abroad. The website also enables tracking of status of their application and viewing of matched child on-line.
2. In cases of in-country adoptions, child study report(CSR), medical examination report(MER) and child welfare committee(CWC) certificate declaring children legally free for adoption and home study of the prospective adoptive parents (PAPs) are uploaded in CARINGS by the specialized adoption agency(SAA) while PAPs have to upload certain relevant documents online before they are considered eligible and suitable.
3. Similarly, in cases of inter-country adoptions, central system of receiving adoption applications from the PAPs residing abroad at CARA to adopt children from India is something amazing. Now foreign accredited bodies are required to upload online certain documents of the parents for their eligibility and suitability.
4. Monitoring of progress of the adopted children at least for a period of 2 years.
5. Early placement of mentally and physically challenged children and children having special needs is a very successful attempt to find family for such children.
6. Monitoring Module of State Adoption Resource Agency (SARA) and District Child Protection Unit (DCPU) are intended to address delays during adoption process. Now we visualize more active role for all DCPUs to map all adoptable children within the district so that all such children can be reached and they can be linked with the local SAA.

7. Relevant information on children and their segregated data and status of waiting parents can be retrieved online.
STEP-1

- Open [www.cara.nic.in](http://www.cara.nic.in) and click on Parents

OR

STEP-2

- Check your category, Choose from the options below:
- If you are a Resident Indian, then click on Resident Indian Parents
STEP-3

• Parents who have registered online on CARINGS, click on
  
  Already Registered Parents

• In case, you wish to register as a new applicant then click on
  
  New Registering Parents

Parents

Already Registered Parents  New Registering Parents

Click here to login on CARINGS

Click here to register on CARINGS
STEP-4

- Already registered parents will see a Sign-in page, you can now read the instructions.

STEP-5

- On the left top panel of the same page, you will find ‘Eligibility Criteria’
- Click on ‘Eligibility Criteria’ and follow the instructions carefully while registering online
**STEP-6**

- For detailed information related to Adoption procedure, you can read the Adoption Guidelines. Simply click on ‘Guidelines for Adoption’

![Guidelines for Adoption](image)

- Eligibility Criteria
- Guidelines for Adoption
- Documents Required
- Instruction for Registration
- Search Adoption Agency
- View Child Availability
- Register Online
- Parents Login
- Go to Home page

**STEP-7**

- While registering online on CARINGS, you have to upload a list of requisite documents

![Documents Required](image)

- Eligibility Criteria
- Guidelines for Adoption
- Documents Required
- Instruction for Registration
- Search Adoption Agency
- View Child Availability
- Register Online
- Parents Login
- Go to Home page

Click here to view the list of requisite documents
STEP-8

- Now search an agency as per your convenience
- Click on ‘Search Adoption Agency’ to view the CARA network

- Eligibility Criteria
- Guidelines for Adoption
- Documents Required
- Instruction for Registration
- Search Adoption Agency
- View Child Availability
- Register Online
- Parents Login
- Go to Home page

Click here to view the list of adoption agencies

To see the agency details and other related information, click on state
• After clicking on the state, you will be able to view all the agencies details of that particular state.
• For example, if you click on ‘Tripura’, the following information will be displayed on the map.

<table>
<thead>
<tr>
<th>Specialised Adoption Agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State : Tripura</strong></td>
</tr>
<tr>
<td>Agency Code</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>TR201412</td>
</tr>
</tbody>
</table>

• In this dashboard, parents can view Agency name, code, address, and contact information
• Parents can also view the number of available children ‘In home’ and ‘Adoptable’ by clicking on ‘View Child Availability’.

**STEP-9**

After completing all the above steps and receiving the necessary information, your next step is to register online on CARINGS.

• Click on ‘Register Online’

• After clicking on Register Online, you can view a registration form
• You must fill up all the fields as required
Below is the Registration form. Please go through it carefully.

**PART-I**

<table>
<thead>
<tr>
<th>Marital Details:</th>
<th>Instructions for Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status</td>
<td>Select</td>
</tr>
</tbody>
</table>

**Applicant Category:**

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Couple Male Female</td>
</tr>
</tbody>
</table>

**Personal Information:**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nationality</td>
<td>Indian</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>(dd/mm/yyyy)</td>
</tr>
</tbody>
</table>

**Professional Details:**

<table>
<thead>
<tr>
<th>Working</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Work</td>
<td></td>
</tr>
</tbody>
</table>

Select Applicant Category from the given options. Please select your Marital Status carefully with Date of Birth. Complete the Personal Details carefully with Date of Birth.
PART-II

Enter professional details of Male Applicant

Enter professional details of Female Applicant

Enter the place of work

Enter the annual income

Please fill up the complete contact details

It is mandatory to enter the PAN Card details
PART-III

Identification Details *:
- PAN No.

Select Agency for Home Study Report (HSR) near your residence:
- State
- Agency
- Name of the Agency
- Address

Child Preferences for Adoption:
- Gender
  - No Choice
  - Single
- Child Category
  * Siblings may or may not be of the same age
  * Older children > 5 years of age
- Health Status
  - Normal
- Age
  - 0-2 Years

Select State from where you wish to adopt a child

Motivation for Adoption (Max 200 characters):

Please fill up the Child preference details for adoption.

Select State from where you wish to adopt a child.

Motivation for Adoption should give the clear message and must be within the word limit i.e., maximum 200 characters.
PART-IV

- After the completion of online registration, you will receive an online acknowledgement letter (refer to Annexure-1), which will include your User ID and Password.
- Click on *Parents Login* to Login on CARINGS, which is visible on the left panel of ‘Home screen’ (where you have accessed the registration form).

**STEP-10**

If you are an NRI/OCI/Foreign Parent-

1. Upload the PAN Card which should be in .pdf file and size less than 512 KB
2. Type the characters written in Captcha image and click on ‘Submit’ button

OR

- Read guidelines for Adoption
- Read the eligibility criteria
- See, how to register
- Eligibility Criteria
- Guidelines for Adoption
- Search Adoption Agency
- Register Online

Parents

- Resident Indian Parents
- NRI/OCI/Foreigner Living Abroad
- OCI/Foreigner Living in India
- Instructions Manual
Step-11

If you are an OCI/Foreigner parent living in India-

Click here to register online on CARINGS
POINTS TO REMEMBER:

- After the successful online registration, parents will receive an Online Acknowledgment Letter (A dummy Acknowledgement letter is attached at Annexure-1).
- Contact the agency with your online acknowledgment letter.
- You can track your status by logging in on CARINGS with the User ID (PAN Card no.) and Password provided with acknowledgement letter.
- Enter the date in the prescribed format (dd/mm/yyyy).
- You must re-check the file size while uploading the documents.
Annexure-1

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**Online Acknowledgement Letter**

Mr.

Welcome to the CARIHOS system. Your information has been submitted successfully. After login you may upload all the required documents.

**List of documents to be uploaded:**

1. Current family photograph/Photograph of person adopting a child
2. Proof of residence (adhaar card/voter card/driving license/passport/current electricity bill/telephone bill)
3. Proof of income of last year (salary slip/income certificate issued by Govt. Department/income tax return)
4. Birth certificate/Proof date of birth of the parents
5. Certificate from a medical practitioner certifying that the PAPs (Prospective Adoptive Parents) do not suffer from any chronic, contagious or fatal disease and they are fit to adopt

For further information you may contact the Specialised Adoption Agency (SAA) where you have registered for Home Study Report (HSR) as per details given below:

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Name of Agency</th>
<th>Agency Address</th>
<th>State</th>
<th>Pin Code</th>
<th>Contact No</th>
<th>Email</th>
</tr>
</thead>
</table>

To upload your documents, use your PAN Card No. and Password

PAN Card:
Password:

Click Here For Login