

**SCHEDULE I**  
**[ See paragraph 11(2)]**  
**MASTER ADMISSION REGISTER**



Name & Address of the institution:

1	2	3	4	5	6	7	8	9	10
S.No.	Regd. No. & Date	Name of the Child	Sex	Date of Birth	Child Status (Relinquished or Abandoned) Date of Relinquishment or abandonment	Reason for surrender	Date of Admission or Date of acquiring the child	Health Status of the Child, Specify	Whether the child is In Foster Care

11	12	13	14	15	*Remarks
Name & Address of Adoptive or Foster Care Parents	Date of Foster Care Agreement	Whether the adoption of the child is finalized	Court Order No.&Date	Post Placement Reports.	

\*The date of Restoration & details of death of a child should also be stated in the remarks.

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**SCHEDULE II**  
**[See paragraph 15(4)]**  
**DEED OF SURRENDER or STATEMENT OF CONSENT**

(If a child, having both biological parents, is surrendered, both the parents should sign the surrender document. If one of parents is deceased, proof of death is to be furnished. In case of an unwed mother or single or legal guardian where surrender of the child or children is the last alternative, the following format shall apply. In case of biological parents, the format shall be filled in duplicate, one for biological mother and other for biological father. If anyone other than the above categories surrenders the child, then the procedure shall be followed as for an abandoned child.)

**I. Declaration by Person surrendering the child or children**

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

I, the undersigned:

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

Mother  Father  Legal representative  of the child:  
Family name: .....  
First name(s): .....  
Sex: male  female

Date of birth: day .... month .... year ....  
Place of birth: .....  
Address: .....

declare as follows:

- (i) freely consent to the surrender of my child or children named----- .
- (ii) terminate the legal parent-child relationship between the said child or children and me.
- (iii) understand that my child may be adopted by person(s) residing in India or abroad and give my 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 may withdraw my consent until 60<sup>th</sup> day of this surrender deed after which my consent will be irrevocable and I shall have no claim over the child or children.

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

I wish or do not wish (please tick which ever is applicable) my identity and address to be disclosed to my child when he or she returns for root search.

I declare that I have fully understood the above statements.

Done at ..... on .....

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

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## II. Declaration by Witnesses

I 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

.....  
.....

**III. Certification of CHILD WELFARE COMMITTEE Member**

Name: .....

Title: .....

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

Done at ..... on .....

**Signature & Seal**

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**SCHEDULE III**

**[See paragraph 16(3)]**

**CERTIFICATE DECLARING CHILD LEGALLY FREE FOR ADOPTION**

1. In exercise of the powers vested in the Child Welfare Committee \_\_\_\_\_ constituted under sub-section \_\_\_\_\_ of section \_\_\_\_\_ of the Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006 and sub-rule \_\_\_\_\_ of rule \_\_\_\_\_ of these rules, minor \_\_\_\_\_ born on (date) \_\_\_\_\_ placed in custody of Specialised Adoption Agency (name & address) \_\_\_\_\_, \_\_\_\_\_ vide order no. \_\_\_\_\_ dated \_\_\_\_\_ of the Child Welfare Committee \_\_\_\_\_, has been declared legally free for adoption on the basis of details furnished through:

- (a) Inquiry or home study conducted by Child Welfare Officer or Social Worker or Case Worker
- (b) Document of surrender executed by the parent(s) and surrender deed signed in the presence of the Child Welfare Committee.
- (c) Declaration submitted by the Specialised Adoption Agency.

2. This is to certify that

- (a) The child is adoptable, the biological mother or parents or guardians 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;
- (b) The biological mother or parents or guardians has or 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 required), has been given only after the birth of the child;

Child Welfare Committee  
Date and Place

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**SCHEDULE IV**  
[See paragraph 18(2)]  
**REGISTRATION FORM FOR PROSPECTIVE ADOPTIVE PARENTS**  
**Parents Registration form**

**Marital Details:**

Marital Status  
.....  
Date of Marriage.

**Applicant Category:**

Status  Couple  Male  Female

**Personal Information:**

	Male	Female
Name	.....	.....
Nationality	.....	.....
Date of Birth	.....	.....
Annual Income (in Rs.)	.....	.....
Education	.....	.....

**Professional Details**

Working  
.....  
Place of Work  
.....  
Office Contact no.  
.....  
No. of Biological/Adopted Children:  
.....

**Contact Details:**

Residence Address  
.....  
State  
.....  
Pin Code  
.....  
Phone No.  
.....  
Mobile No.  
.....  
Email Id.  
.....

**Identification Details:**

Id Proof Type       PAN Card    Voter Id         Passport  
Male ID No.      .....

.....

Female Id No.      .....

.....

**Child Preferences for Adoption**

Gender      .....

.....

Age  
.....

**Preference of State & Agency for Adoption**

State      .....

.....

Agency Id  
.....

Name of the Agency  
.....

Address      .....

.....

**Motivation for Adoption (Max 200 Characters)**

**Signature of the Prospective Adoptive Parents:**

**Signature of the Professional Social Worker:**

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**SCHEDULE V**  
**[See paragraph 20(1)]**  
**DOCUMENTS REQUIRED FOR REGISTRATION BY PAPS IN INDIA**

The following documents are required to be produced in original along with two self attested copies by the PAPs:-

- (a) Proof of identity(voter card or pan card or passport or driving license)
- (b) Proof of address indicating residence in India exceeding 365 days
- (c) Marriage Certificate
- (d) Family Photograph (Three recent postcard sized photographs of the adoptive family).
- (e) Health certificate by a registered medical practitioner certifying that the PAPs are not suffering from any contagious or terminal disease or any such mental or physical condition, which may prevent them from taking care of the child.

- (f) Two letters of recommendation from persons who know the family well. Such recommendations should not be from immediate relatives of either spouse.
- (g) If the PAPs are self-employed, IT statement for the last three years and if they are employed, Income Certificate from the employer also indicating the date of superannuation.
- (h) Financial statement including copies of bank statement for the last six months, details of movable and immovable property owned by the family and details of loans taken by the PAPs.
- (i) Written consent of the biological or adopted child or children and if they are above 7 years of age.
- (j) Adoption decree, if the couple have adopted child or children earlier.
- (k) Divorce or legal separation decree in case of single PAP(if applicable).
- (l) Letter from close relative of single PAP stating that in the event of any unforeseen circumstance, the relative would take care of the child.

(It is clarified that infertility certificate is not required from the PAPs wishing to adopt a child)

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**SCHEDULE VI**  
**[See paragraph 20(3), 28(1), 87(2) and 91]**  
**FORMAT FOR PREPARATION OF HOME STUDY REPORT (HSR)**

(Professional social worker with MSW or MA Psychology background attached to an adoption agency or any competent person identified by the State Government is competent to prepare Home Study Report.)

Assessing the ability of a couple to parent a child not born to them is of crucial importance in a successful adoption. Therefore, their suitability to care for an unrelated child is assessed through a home study.



It is important to know the couple's general attitude towards adoption, particularly of an unrelated child, and the motivating force behind their decision to adopt. Their attitude to illegitimacy is an important consideration since a negative attitude may adversely condition their response to a child born out of wedlock. Positive qualities that can be identified are:- an evident enthusiasm to adopt, adjustability and tolerance in their requirements of the child. Negative characteristics can be identified as :- tension in their marital relationship, anticipation of the adoption as a means of alleviating some personal problem, or indecisiveness in their commitment to adoption.

In general, motives those focus on the needs of the child, rather than those of the adoptive parents are acceptable. Some couple may wish to adopt to repair their shaky marriage, to bring in a companion and playmate for their natural born child or to replace an expired child. Combating the loneliness of a mother, creating new interest in the life of a sick and miserable parent, or anticipation of support in old age may be other motives. These are irrational and unrealistic motives and the applicants should be helped to reflect on these areas and even advised to refrain from adopting a child in such cases. They should understand that a child can not be made a tool in solving the problems of two adults.

It is further important to explore whether both the spouses are equally eager to adopt or if one of them is going along with the plan just to please his or her partner.

**(a) Identifying Information: Following information is required for PAP or s.**

Name:

Age:

Years of Marriage:

Educational Qualifications:

Financial Situation:

Occupation:

Religion:

Health History

**(b) Detail's of other children and family members**

Name and age of both biological or adopted children:

Current relationship between the parents and biological children, if any;

Development of already adopted children,if any

Details of other family members:

Home and Neighborhoods::

**(c) Description and amenities of the Home**

Standard of living as it appears in the Home:

Accommodation for the child:

**(d) Current relationship between husband and wife:**

**(e) Attitude of grand-parent and relatives towards adoption:**

**(f) Anticipated plans for the adoptive child:**

**(g) Psycho-Social Assessment of the Couple:**

Information needs to be collected in several areas to enable the social worker to form a composite psychosocial picture of the adopting couple. Some of the areas are mentioned below:

General Impression of the Couple:

Emotional Health:

Value System:

Social Status and background of Adopting Couple:

Quality of Marital Relationship:

Previous history of divorce or living relationship etc.

**(h) Capacity for Parenthood and Expectations of a Child:**

This includes a capacity to love, accept and offer emotional security to children, a capacity to permit them to grow in their own individuality, a readiness to accept and understand the behavioural problems of children and to be flexible and realistic in their expectations from children.

It is also necessary to explore if the applicants have strong pre-conceived ideas as to what the child should be like. Some parents have a dream image of a child or a desire that the child should become exactly like his or her father or mother in all respects. A child cannot be laden with the burden of futuristic expectations of the adoptive parents. When a relationship is based on such motivations there is an undue emphasis on loyalty. Couples should be helped to understand that a child is a separate entity with his own individuality. Areas which should be explored are a couple's rigidity or otherwise about the background of the child, whether they will be willing to let a child

grow in his own way at his own speed while they support him with loving discipline, and their hopes and plans for the child.

If the wife is working the social worker should discuss with her whether she plans to continue to work or to give up her job. If her intention is to continue with her job, it should be ascertained what plans she would be making for the child's care while she is at work.

**(i) Attitude of Significant Others:**

In our traditional cultural set up, next in importance to the applicants themselves, come the members of their extended family. If there are any biological children old enough to have an opinion in the matter, their views regarding the adoption plan and the extent to which their parents have prepared them should be ascertained. If the applicants are living in a joint family, it would be advisable to meet all the family members living in the home. Both sets of prospective adoptive grand parents should be seen where possible. Such contact with significant relatives would give evidence of their degree of support of the adoption plan of the couple, ensure their positive involvement and also help ascertain if they need support in resolving their own feelings about the idea.

**(j) Others Issues:**

Plans to Tell the Child of His or Her Adoption:

Evaluation of Strengths and Weaknesses, and Social Worker's Recommendations:

Motivation for Adoption:

**Family's Consideration of Possible Medical or Special Needs**

S.No.		Yes	No	May be
1.	Low birth weight			
2.	Premature birth			
3.	Birthmark : On visible part of body, not disfiguring			

4.	Heart defect:  Minor : (Murmur, etc.) (No surgery required)  Major: (requires open heart surgery)			
5.	Hepatitis B. carrier			
6.	Blood disorders: a) Thalassemia b) Sickle cell anemia c) Hemophilia (bleeder)			
7.	Child needing sex change due to injury of birth defect			
8.	Child requiring wheel chair			
9.	Spina Bifida-walk with help, crutches braces, etc.			
10.	Cerebral Palsy:  Mild  Moderate  Severe			
11.	Orthopaedic problem Correctable (now using braces or crutches or future ability)			
12.	Rickets			
13.	Congenital hip defect			
14.	Malformations: Webbing of fingers and or or toes (operatable) Partially formed fingers and or or toes Club foot or feet (correctable) Missing or malformed ear Missing or malformed fingers and or or toes Missing limb(s) Malformed limb(s)			
15.	Vision  <input type="checkbox"/> Child with vision in one eye <input type="checkbox"/> Child with poor vision, unstable eyesight <input type="checkbox"/> Child with crossed or wandering eyes (squint) <input type="checkbox"/> Totally Blind			

16.	Hearing: Partial hearing, stable Partial hearing, unstable Totally deaf			
17.	Diabetes			
18.	Seizure disorders (Epilepsy)  Mild  Severe  Controlled with medication (does not include frequent Convulsion which are common)			
19.	Cleft lip  Cleft palate  Cleft lip & palate Facial clefts			
20.	Malnutrition Mild  Severe			
21.	Kidney malfunction: Mild  Severe			
22.	Burns (needing plastic surgery)  On arms & legs  On face  Mild  Severe			
23.	Developmental delay (Child who is behind emotionally, physically, and or socially):  Mild  Severe			
24.	Emotional problems			

25.	Abuse : Physical Sexual			
26.	Hyperactivity: Mild Severe			
27.	Learning disability: Mild or moderate			
28.	Speech stuttering: Delayed speech No speech			
29.	Positive VDRL (Congenital Syphilis)			
30.	Family background: Family history of medical problems Alcoholism Drug usage Parent who is mentally ill One parent mentally retarded			
31.	Multiple birth defects			
32.	Dwarfism			
33.	Twins or Sibling groups older children above 6 years			
34.	Requires some corrective surgery of a minor nature			

The information regarding Name of the Social Worker, His or Her Qualifications, Name and Address of the Agency should come at the end of the Home study, and should include the signature of the social worker who has prepared the Home Study.

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## **SCHEDULE VII**

**[See paragraph 23(3)]**

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

#### **1. Domestic Adoption**

- (i) Affidavit for Court Order under relevant Act
- (ii) Copy of the CSR & MER duly signed by the PAPs
- (iii) Proof of residence
- (iv) Income certificate for the last three years
- (v) Marriage certificate & Photograph
- (vi) Birth certificate of the PAP(s)
- (vii) Copy of the HSR, its annexure including reference letters
- (viii) Copy of recognition of the agency for in-country adoption
- (ix) Copy of the Child Welfare Committee Certificate along with surrender deed wherever applicable  
(No infertility certificate is required for filing the same in the court)

#### **2. Inter-country Adoption**

- (i) Affidavit for Court Order under relevant Act
- (ii) Copy of the CSR & MER duly signed by the PAP
- (iii) Proof of residence
- (iv) Income certificate for the last three years
- (v) Marriage certificate & Photograph
- (vi) Birth certificate of the PAP(s)
- (vii) Copy of the HSR, its annexure including reference letters as provided under  
CARA Guidelines
- (viii) Copy of the license of inter-country adoption (recognition certificate from CARA)
- (ix) Copy of the Child Welfare Committee Certificate along with surrender deed wherever applicable
- (x) Copy of the recommendation certificate issued by ARC
- (xi) NOC issued from CARA
- (xii) Power of Attorney from PAPs in favour of the official or social worker of the RIPA  
(No infertility certificate is required for filing in the court)

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## **SCHEDULE VIII**

**[See paragraph 25 and 38]**

### **TIMELINES**

(a)	Children to be declared free for adoption by Child Welfare Committee	As per JJ Act and its Rules
(b)	Home Study for In-country Adoption	Within a period of two months from the date of acceptance of registration of the PAP
(c)	Referral for adoption	Immediately upon the child being declared legally free by Child Welfare Committee
(d)	Acceptance of referral by Indian PAPs	10 days
(e)	Pre-adoption Foster Care for In-country	Immediately after acceptance of referral and on signing of foster care affidavit.
(f)	Filing petition in the court by SAA for in-country adoption	10 days after receipt of Referral from PAPs
(g)	Acceptance of referral by FPAP	45 days
(h)	Recommendation certificate from Adoption Recommendation Committee (ARC)	<ul style="list-style-type: none"> <li>• 15 days in case of normal children</li> <li>• 5days in case of special needs</li> </ul>
(i)	NOC by CARA	15 days
(j)	Pre-adoption foster care by FPAP	Immediately after issue of NOC by CARA signing of foster care affidavit and giving undertaking not to leave the country prior to issue of court order
(k)	Filing petition in the court by RIPA	10 days after receipt of NOC
(l)	Court Order	2 months (maximum period) or in the first hearing itself
(m)	Passport	10 days from the date of application



(n)	Visa	To be issued by the foreign diplomatic mission in India expeditiously in the light of stipulations under Hague Convention on Inter-country Adoption-1993
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**SCHEDULE IX**  
**[See paragraph 26(2)]**  
**CONVENTION ON PROTECTION OF CHILDREN AND CO-OPERATION IN RESPECT**  
**OF INTERCOUNTRY ADOPTION**

*(Concluded 29 May 1993)*

The States signatory to the present Convention,

Recognising that the child, for the full and harmonious development of his or her personality, should grow up in a family environment, in an atmosphere of happiness, love and understanding,

Recalling that each State should take, as a matter of priority, appropriate measures to enable the child to remain in the care of his or her family of origin,

Recognising that inter-country adoption may offer the advantage of a permanent family to a child for whom a suitable family cannot be found in his or her State of origin,  
 Convinced of the necessity to take measures to ensure that inter-country adoptions are made in the best interests of the child and with respect for his or her fundamental rights, and to prevent the abduction, the sale of, or traffic in children,

Desiring to establish common provisions to this effect, taking into account the principles set forth in international instruments, in particular the *United Nations Convention on the Rights of the Child*, of 20 November 1989, and the United Nations Declaration on Social and Legal Principles relating to the Protection and Welfare of Children, with Special Reference to Foster Placement and Adoption Nationally and Internationally (General Assembly Resolution 41 or 85, of 3 December 1986),

Have agreed upon the following provisions -

#### CHAPTER I - SCOPE OF THE CONVENTION

##### Article 1

The objects of the present Convention are -

- a) to establish safeguards to ensure that intercountry adoptions take place in the best interests of the child and with respect for his or her fundamental rights as recognised in international law;
- b) to establish a system of co-operation amongst Contracting States to ensure that those safeguards are respected and thereby prevent the abduction, the sale of, or traffic in children;
- c) to secure the recognition in Contracting States of adoptions made in accordance with the Convention.

##### Article 2

- (1) The Convention shall apply where a child habitually resident in one Contracting State ("the State of origin") has been, is being, or is to be moved to another Contracting State ("the receiving State") either after his or her adoption in the State of origin by spouses or a person habitually resident in the receiving State, or for the purposes of such an adoption in the receiving State or in the State of origin.
- (2) The Convention covers only adoptions which create a permanent parent-child relationship.

##### Article 3

The Convention ceases to apply if the agreements mentioned in Article 17, subparagraph c, have not been given before the child attains the age of eighteen years.

#### CHAPTER II - REQUIREMENTS FOR INTERCOUNTRY ADOPTIONS

##### Article 4

An adoption within the scope of the Convention shall take place only if the competent authorities of the State of origin -

- a) have established that the child is adoptable;
- b) have determined, after possibilities for placement of the child within the State of origin have been given due consideration, that an intercountry adoption is in the child's best interests;
- c) have ensured that
  - (1) the persons, institutions and authorities whose consent is necessary for adoption, have been counselled as may be necessary and duly informed of the effects of their consent, in particular whether or not an adoption will result in the termination of the legal relationship between the child and his or her family of origin,
  - (2) such persons, institutions and authorities have given their consent freely, in the required legal form, and expressed or evidenced in writing,
  - (3) the consents have not been induced by payment or compensation of any kind and have not been withdrawn, and
  - (4) the consent of the mother, where required, has been given only after the birth of the child; and
- d) have ensured, having regard to the age and degree of maturity of the child, that
  - (1) he or she has been counselled and duly informed of the effects of the adoption and of his or her consent to the adoption, where such consent is required,
  - (2) consideration has been given to the child's wishes and opinions,
  - (3) the child's consent to the adoption, where such consent is required, has been given freely, in the required legal form, and expressed or evidenced in writing, and
  - (4) such consent has not been induced by payment or compensation of any kind.

#### Article 5

An adoption within the scope of the Convention shall take place only if the competent authorities of the receiving State -

- a) have determined that the prospective adoptive parents are eligible and suited to adopt;
- b) have ensured that the prospective adoptive parents have been counselled as may be necessary; and
- c) have determined that the child is or will be authorised to enter and reside permanently in that State.

Article 6

- (1) A Contracting State shall designate a Central Authority to discharge the duties which are imposed by the Convention upon such authorities.
- (2) Federal States, States with more than one system of law or States having autonomous territorial units shall be free to appoint more than one Central Authority and to specify the territorial or personal extent of their functions. Where a State has appointed more than one Central Authority, it shall designate the Central Authority to which any communication may be addressed for transmission to the appropriate Central Authority within that State.

Article 7

- (1) Central Authorities shall co-operate with each other and promote co-operation amongst the competent authorities in their States to protect children and to achieve the other objects of the Convention.

(2) They shall take directly all appropriate measures to -

- a) provide information as to the laws of their States concerning adoption and other general information, such as statistics and standard forms;

- b) keep one another informed about the operation of the Convention and, as far as possible, eliminate any obstacles to its application.

#### Article 8

Central Authorities shall take, directly or through public authorities, all appropriate measures to prevent improper financial or other gain in connection with an adoption and to deter all practices contrary to the objects of the Convention.

#### Article 9

Central Authorities shall take, directly or through public authorities or other bodies duly accredited in their State, all appropriate measures, in particular to -

- a) collect, preserve and exchange information about the situation of the child and the prospective adoptive parents, so far as is necessary to complete the adoption;
- b) facilitate, follow and expedite proceedings with a view to obtaining the adoption;
- c) promote the development of adoption counselling and post-adoption services in their States;
- d) provide each other with general evaluation reports about experience with intercountry adoption;
- e) reply, in so far as is permitted by the law of their State, to justified requests from other Central Authorities or public authorities for information about a particular adoption situation.

#### Article 10

Accreditation shall only be granted to and maintained by bodies demonstrating their competence to carry out properly the tasks with which they may be entrusted.

#### Article 11

An accredited body shall -

- a) pursue only non-profit objectives according to such conditions and within such limits as may be established by the competent authorities of the State of accreditation;
- b) be directed and staffed by persons qualified by their ethical standards and by training or experience to work in the field of intercountry adoption; and
- c) be subject to supervision by competent authorities of that State as to its composition, operation and financial situation.

#### Article 12

A body accredited in one Contracting State may act in another Contracting State only if the competent authorities of both States have authorised it to do so.

#### Article 13

The designation of the Central Authorities and, where appropriate, the extent of their functions, as well as the names and addresses of the accredited bodies shall be communicated by each Contracting State to the Permanent Bureau of the Hague Conference on Private International Law.

#### CHAPTER IV - PROCEDURAL REQUIREMENTS IN INTERCOUNTRY ADOPTION

#### Article 14

Persons habitually resident in a Contracting State, who wish to adopt a child habitually resident in another Contracting State, shall apply to the Central Authority in the State of their habitual residence.

#### Article 15

(1) If the Central Authority of the receiving State is satisfied that the applicants are eligible and suited to adopt, it shall prepare a report including information about their identity, eligibility and suitability to adopt, background, family and medical history, social environment, reasons for adoption, ability to undertake an intercountry adoption, as well as the characteristics of the children for whom they would be qualified to care.

(2) It shall transmit the report to the Central Authority of the State of origin.

#### Article 16

(1) If the Central Authority of the State of origin is satisfied that the child is adoptable, it shall -

- a) prepare a report including information about his or her identity, adoptability, background, social environment, family history, medical history including that of the child's family, and any special needs of the child;
- b) give due consideration to the child's upbringing and to his or her ethnic, religious and cultural background;
- c) ensure that consents have been obtained in accordance with Article 4; and
- d) determine, on the basis in particular of the reports relating to the child and the prospective adoptive parents, whether the envisaged placement is in the best interests of the child.

- (2) It shall transmit to the Central Authority of the receiving State its report on the child, proof that the necessary consents have been obtained and the reasons for its determination on the placement, taking care not to reveal the identity of the mother and the father if, in the State of origin, these identities may not be disclosed.

#### Article 17

Any decision in the State of origin that a child should be entrusted to prospective adoptive parents may only be made if -

- a) the Central Authority of that State has ensured that the prospective adoptive parents agree;
- b) the Central Authority of the receiving State has approved such decision, where such approval is required by the law of that State or by the Central Authority of the State of origin;
- c) the Central Authorities of both States have agreed that the adoption may proceed; and
- d) it has been determined, in accordance with Article 5, that the prospective adoptive parents are eligible and suited to adopt and that the child is or will be authorised to enter and reside permanently in the receiving State.

#### Article 18

The Central Authorities of both States shall take all necessary steps to obtain permission for the child to leave the State of origin and to enter and reside permanently in the receiving State.

#### Article 19

- (1) The transfer of the child to the receiving State may only be carried out if the requirements of Article 17 have been satisfied.
- (2) The Central Authorities of both States shall ensure that this transfer takes place in secure and appropriate circumstances and, if possible, in the company of the adoptive or prospective adoptive parents.
- (3) If the transfer of the child does not take place, the reports referred to in Articles 15 and 16 are to be sent back to the authorities who forwarded them.

#### Article 20

The Central Authorities shall keep each other informed about the adoption process and the measures taken to complete it, as well as about the progress of the placement if a probationary period is required.



## Article 21

- (1) Where the adoption is to take place after the transfer of the child to the receiving State and it appears to the Central Authority of that State that the continued placement of the child with the prospective adoptive parents is not in the child's best interests, such Central Authority shall take the measures necessary to protect the child, in particular -
  - a) to cause the child to be withdrawn from the prospective adoptive parents and to arrange temporary care;
  - b) in consultation with the Central Authority of the State of origin, to arrange without delay a new placement of the child with a view to adoption or, if this is not appropriate, to arrange alternative long-term care; an adoption shall not take place until the Central Authority of the State of origin has been duly informed concerning the new prospective adoptive parents;
  - c) as a last resort, to arrange the return of the child, if his or her interests so require.
- (2) Having regard in particular to the age and degree of maturity of the child, he or she shall be consulted and, where appropriate, his or her consent obtained in relation to measures to be taken under this Article.

## Article 22

- (1) The functions of a Central Authority under this Chapter may be performed by public authorities or by bodies accredited under Chapter III, to the extent permitted by the law of its State.
- (2) Any Contracting State may declare to the depositary of the Convention that the functions of the Central Authority under Articles 15 to 21 may be performed in that State, to the extent permitted by the law and subject to the supervision of the competent authorities of that State, also by bodies or persons who -
  - a) meet the requirements of integrity, professional competence, experience and accountability of that State; and
  - b) are qualified by their ethical standards and by training or experience to work in the field of intercountry adoption.
- (3) A Contracting State which makes the declaration provided for in paragraph 2 shall keep the Permanent Bureau of the Hague Conference on Private International Law informed of the names and addresses of these bodies and persons.

- (4) Any Contracting State may declare to the depositary of the Convention that adoptions of children habitually resident in its territory may only take place if the functions of the Central Authorities are performed in accordance with paragraph 1.
- (5) Notwithstanding any declaration made under paragraph 2, the reports provided for in Articles 15 and 16 shall, in every case, be prepared under the responsibility of the Central Authority or other authorities or bodies in accordance with paragraph 1.

CHAPTER V - RECOGNITION AND EFFECTS OF THE ADOPTION

Article 23

- (1) An adoption certified by the competent authority of the State of the adoption as having been made in accordance with the Convention shall be recognised by operation of law in the other Contracting States. The certificate shall specify when and by whom the agreements under Article 17, sub-paragraph c), were given.
- (2) Each Contracting State shall, at the time of signature, ratification, acceptance, approval or accession, notify the depositary of the Convention of the identity and the functions of the authority or the authorities which, in that State, are competent to make the certification. It shall also notify the depositary of any modification in the designation of these authorities.

Article 24

The recognition of an adoption may be refused in a Contracting State only if the adoption is manifestly contrary to its public policy, taking into account the best interests of the child.

Article 25

Any Contracting State may declare to the depositary of the Convention that it will not be bound under this Convention to recognise adoptions made in accordance with an agreement concluded by application of Article 39, paragraph 2.

Article 26

- (1) The recognition of an adoption includes recognition of
  - a) the legal parent-child relationship between the child and his or her adoptive parents;
  - b) parental responsibility of the adoptive parents for the child;
  - c) the termination of a pre-existing legal relationship between the child and his or her mother and father, if the adoption has this effect in the Contracting State where it was made.

- (2) In the case of an adoption having the effect of terminating a pre-existing legal parent-child relationship, the child shall enjoy in the receiving State, and in any other Contracting State where the adoption is recognised, rights equivalent to those resulting from adoptions having this effect in each such State.
- (3) The preceding paragraphs shall not prejudice the application of any provision more favourable for the child, in force in the Contracting State which recognises the adoption.

#### Article 27

- (1) Where an adoption granted in the State of origin does not have the effect of terminating a pre-existing legal parent-child relationship, it may, in the receiving State which recognises the adoption under the Convention, be converted into an adoption having such an effect -
  - a) if the law of the receiving State so permits; and
  - b) if the consents referred to in Article 4, sub-paragraphs *c* and *d*, have been or are given for the purpose of such an adoption.
- (2) Article 23 applies to the decision converting the adoption.

#### CHAPTER VI - GENERAL PROVISIONS

#### Article 28

The Convention does not affect any law of a State of origin which requires that the adoption of a child habitually resident within that State take place in that State or which prohibits the child's placement in, or transfer to, the receiving State prior to adoption.

#### Article 29

There shall be no contact between the prospective adoptive parents and the child's parents or any other person who has care of the child until the requirements of Article 4, sub-paragraphs *a*) to *c*), and Article 5, sub-paragraph *a*), have been met, unless the adoption takes place within a family or unless the contact is in compliance with the conditions established by the competent authority of the State of origin.

#### Article 30

- (1) The competent authorities of a Contracting State shall ensure that information held by them concerning the child's origin, in particular information concerning the identity of his or her parents, as well as the medical history, is preserved.
- (2) They shall ensure that the child or his or her representative has access to such information, under appropriate guidance, in so far as is permitted by the law of that State.

#### Article 31

Without prejudice to Article 30, personal data gathered or transmitted under the Convention, especially data referred to in Articles 15 and 16, shall be used only for the purposes for which they were gathered or transmitted.

#### Article 32

- (1) No one shall derive improper financial or other gain from an activity related to an intercountry adoption.
- (2) Only costs and expenses, including reasonable professional fees of persons involved in the adoption, may be charged or paid.
- (3) The directors, administrators and employees of bodies involved in an adoption shall not receive remuneration which is unreasonably high in relation to services rendered.

#### Article 33

A competent authority which finds that any provision of the Convention has not been respected or that there is a serious risk that it may not be respected, shall immediately inform the Central Authority of its State. This Central Authority shall be responsible for ensuring that appropriate measures are taken.

#### Article 34

If the competent authority of the State of destination of a document so requests, a translation certified as being in conformity with the original must be furnished. Unless otherwise provided, the costs of such translation are to be borne by the prospective adoptive parents.

#### Article 35

The competent authorities of the Contracting States shall act expeditiously in the process of adoption.

#### Article 36

In relation to a State which has two or more systems of law with regard to adoption applicable in different territorial units -

- a) any reference to habitual residence in that State shall be construed as referring to habitual residence in a territorial unit of that State;
- b) any reference to the law of that State shall be construed as referring to the law in force in the relevant territorial unit;

- c) any reference to the competent authorities or to the public authorities of that State shall be construed as referring to those authorised to act in the relevant territorial unit;
- d) any reference to the accredited bodies of that State shall be construed as referring to bodies accredited in the relevant territorial unit.

#### Article 37

In relation to a State which with regard to adoption has two or more systems of law applicable to different categories of persons, any reference to the law of that State shall be construed as referring to the legal system specified by the law of that State.

#### Article 38

A State within which different territorial units have their own rules of law in respect of adoption shall not be bound to apply the Convention where a State with a unified system of law would not be bound to do so.

#### Article 39

- (1) The Convention does not affect any international instrument to which Contracting States are Parties and which contains provisions on matters governed by the Convention, unless a contrary declaration is made by the States Parties to such instrument.
- (2) Any Contracting State may enter into agreements with one or more other Contracting States, with a view to improving the application of the Convention in their mutual relations. These agreements may derogate only from the provisions of Articles 14 to 16 and 18 to 21. The States which have concluded such an agreement shall transmit a copy to the depositary of the Convention.

#### Article 40

No reservation to the Convention shall be permitted.

#### Article 41

The Convention shall apply in every case where an application pursuant to Article 14 has been received after the Convention has entered into force in the receiving State and the State of origin.

#### Article 42

The Secretary General of the Hague Conference on Private International Law shall at regular intervals convene a Special Commission in order to review the practical operation of the Convention.

Article 43

- (1) The Convention shall be open for signature by the States which were Members of the Hague Conference on Private International Law at the time of its Seventeenth Session and by the other States which participated in that Session.
- (2) It shall be ratified, accepted or approved and the instruments of ratification, acceptance or approval shall be deposited with the Ministry of Foreign Affairs of the Kingdom of the Netherlands, depositary of the Convention.

Article 44

- (1) Any other State may accede to the Convention after it has entered into force in accordance with Article 46, paragraph 1.
- (2) The instrument of accession shall be deposited with the depositary.
- (3) Such accession shall have effect only as regards the relations between the acceding State and those Contracting States which have not raised an objection to its accession in the six months after the receipt of the notification referred to in subparagraph *b*) of Article 48. Such an objection may also be raised by States at the time when they ratify, accept or approve the Convention after an accession. Any such objection shall be notified to the depositary.

Article 45

- (1) If a State has two or more territorial units in which different systems of law are applicable in relation to matters dealt with in the Convention, it may at the time of signature, ratification, acceptance, approval or accession declare that this Convention shall extend to all its territorial units or only to one or more of them and may modify this declaration by submitting another declaration at any time.
- (2) Any such declaration shall be notified to the depositary and shall state expressly the territorial units to which the Convention applies.
- (3) If a State makes no declaration under this Article, the Convention is to extend to all territorial units of that State.

Article 46

- (1) The Convention shall enter into force on the first day of the month following the expiration of three months after the deposit of the third instrument of ratification, acceptance or approval referred to in Article 43.
- (2) Thereafter the Convention shall enter into force -

- a) for each State ratifying, accepting or approving it subsequently, or acceding to it, on the first day of the month following the expiration of three months after the deposit of its instrument of ratification, acceptance, approval or accession;
- b) for a territorial unit to which the Convention has been extended in conformity with Article 45, on the first day of the month following the expiration of three months after the notification referred to in that Article.

#### Article 47

- (1) A State Party to the Convention may denounce it by a notification in writing addressed to the depositary.
- (2) The denunciation takes effect on the first day of the month following the expiration of twelve months after the notification is received by the depositary. Where a longer period for the denunciation to take effect is specified in the notification, the denunciation takes effect upon the expiration of such longer period after the notification is received by the depositary.

#### Article 48

The depositary shall notify the States Members of the Hague Conference on Private International Law, the other States which participated in the Seventeenth Session and the States which have acceded in accordance with Article 44, of the following -

- a) the signatures, ratifications, acceptances and approvals referred to in Article 43;
- b) the accessions and objections raised to accessions referred to in Article 44;
- c) the date on which the Convention enters into force in accordance with Article 46;
- d) the declarations and designations referred to in Articles 22, 23, 25 and 45;
- e) the agreements referred to in Article 39;
- f) the denunciations referred to in Article 47.

In witness whereof the undersigned, being duly authorised thereto, have signed this Convention. Done at The Hague, on the 29th day of May 1993, in the English and French languages, both texts being equally authentic, in a single copy which shall be deposited in the archives of the Government of the Kingdom of the Netherlands, and of which a certified copy shall be sent, through diplomatic channels, to each of the States Members of the Hague Conference on Private International Law at the date of its Seventeenth Session and to each of the other States which participated in that Session.

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**SCHEDULE X**  
**[See paragraph 31(6)]**

## **DOCUMENTS TO BE FILED BY THE RIPA BEFORE ARC AND CARA FOR ISSUE OF NOC**

### **A. Child Specific Documents:**

1. Child Study Report (along with background of the Child) accepted by the PAPs
2. Medical Examination Report(with supporting documents) of the child accepted by the PAPs
3. Affidavit by the RIPA as provided in **Schedule 11**.
4. Declaration by CWC (Child Welfare Committee), the competent authority in case of children in need of care and protection, that the child is legally free for adoption
5. Letter in the case of a child who can understand and expresses his or her consent
6. Latest original photograph of the child
7. Transfer certificate in case the child has been transferred from one State or district or agency to another

### **B. PAPs related documents (received from AFAA or CA or Govt Department for Inter-country Adoption):**



S. No.	Documents
a.	Declaration by Central Authority of the receiving country with following declarations as provided under Article 5 of the Hague Convention on Inter-country Adoption: <ul style="list-style-type: none"> <li>• That the PAPs are eligible &amp; suitable to adopt a child from India as per the Law of their country;</li> <li>• That the PAPs have been counseled as may be necessary;</li> <li>• That the child on adoption by the PAPs will be authorized to enter and reside permanently in that country.</li> </ul> <p style="text-align: center;">or</p> Agreement under Article 17 of the Hague Convention
c.	Home Study Report of the prospective foreign adoptive parents prepared by a professional social worker of EFAA or person authorized by Central Authority or Government Departments.
d.	Recent photographs of the PAP(s)
e.	Marriage certificate/ Divorce decree of the PAP(s)
f.	Certificate of medical fitness of PAP(s) duly certified by a medical doctor.
g.	Declaration regarding financial status of prospective adoptive parents along with supporting documents, employer's certificate or Income Tax Return Order and Bank references.
h.	Three reference letters from acquaintance or relatives regarding suitability of PAPs to adopt.
i.	Adoption decree of previously adopted child or children, if any from India
j.	Police clearance report
k.	Birth certificate or passport, proof of age, nationality and citizenship
l.	Undertaking from a relative in case of a single parent
m.	Consent of the older biological child or children of the PAP(s)

n.	Any other document, if any
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**SCHEDULE XI**  
**[See paragraph 31(7)]**  
**SAMPLE AFFIDAVIT TO BE SUBMITTED BY RIPA TO ARC & CARA IN CASE OF INTER-COUNTRY ADOPTION**

Affidavit of \_\_\_\_\_ working as \_\_\_\_\_ in (name of the agency) address \_\_\_\_\_.

I \_\_\_\_\_, the deponent above named do hereby state of solemn affirmation as under:

That I am the General Secretary or President of (name of the agency) Recognized Indian Placement Agency (RIPA) or Managing Trustee competent to swear this affidavit.

That I confirm that all child related original documents have been verified by me and that such original documents are in possession of our organization and I hereby declare that these documents, copies thereof which are being or have been forwarded for issue of recommendation certificate by ARC **for the child Name** \_\_\_\_\_ **DOB** \_\_\_\_\_ **proposed to** \_\_\_\_\_ **PAPs** **from** \_\_\_\_\_ **country through** \_\_\_\_\_ **EFAA**, are genuine and authentic documents

That child being proposed for inter-country adoption has been declared legally free for adoption by Child Welfare Committee as per J.J. Act 2000 (as amended in 2006).

I do hereby declare that the agency is actively promoting in-country adoption and that the stipulated ratio is being adhered to.

I do hereby declare that if any discrepancy or manipulation or defect is found in the documents submitted by the agency to ARC & CARA, or if such documents are at any time found forged or non-genuine, I shall be liable for all consequences in law including penalties for making false declaration.

I am also aware that violation of any of Guidelines of CARA can lead to de-recognition of the agency and I on behalf of (name of the agency) undertake to follow the CARA guidelines, advisory, circulars and other directions issued by CARA from time to time.

**Deponent**

**VERIFICATION**

I the deponent above \_\_\_\_\_ do hereby verify that the contents of the above affidavit are true and correct, no parts of it is false and nothing material has been concealed there from.

Verified at (dtd) \_\_\_\_\_ (Place) \_\_\_\_\_

Sworn and signed before me  
On \_\_\_\_\_ day of \_\_\_\_\_, 2010  
in my presence.

\*\*\*

**SCHEDULE XIII**  
**[See paragraph 34(4)]**  
**RECOMMENDED MODEL CERTIFICATE OF CONFORMITY OF INTERCOUNTRY**  
**ADOPTION**

(ARTICLE 23 OF THE HAGUE CONVENTION OF 29 MAY 1993 ON PROTECTION OF CHILDREN AND CO-OPERATION IN RESPECT OF INTERCOUNTRY ADOPTION)

**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<sup>1</sup> 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 or Seal

(1)Or the public authority, body or person designated in accordance with Article 22(1) or (2) of the Convention.

\*\*\*

**SCHEDULE XIV**  
**[See paragraph 37(1), 48(2) and 48(5)]**  
**FORMAT FOR POST-PLACEMENT REPORT**

**POST PLACEMENT REPORT NO:**

**IDENTIFYING INFORMATION:**

Child's Original Name:

Date of Arrival

Child's Date of Birth:

Child's

New Name:

Family Name:

Address:

Phone:

**CONTACT WITH FAMILY:**

- Dates of telephone calls and visits leading up to report
- Where visits took place
- Who was present

**CHILD'S ADJUSTMENT:**

- Current height and weight
- Eating and sleeping habits
- Language (if appropriate)
- Results of physical examinations or doctor visits
- Emotional, physical and social development
- Attachment to family members
- Child's enrollment in school (if appropriate)

**FAMILY ADJUSTMENT:**

- Family's method of coping with new responsibility; changing roles
- Description of problems family has experienced and how they are managing them
  - cultural differences (if appropriate)
  - language
  - methods of discipline
- Response and attachment to siblings (if applicable)

**SIGNIFICANT CHANGES IN FAMILY STRUCTURE or DYNAMICS**

- Change of residence, employment, work responsibilities, illnesses, etc

**SUMMARY AND RECOMMENDATIONS BY THE PROFESSIONAL SOCIAL WORKER:**

(Signature)

**Social Worker's Name,**

**Title, Agency Name and Date**

**SCHEDULE XV**  
**[See paragraph 54(2) (vi), 57(3) (ix) and 95]**  
**MINIMUM STANDARDS OF CHILD CARE**

1. All adoption agencies shall adhere to the minimum standards of child care prescribed under the JJ Model Rules 2007 or State JJ 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.

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**SCHEDULE XVI**

**[See paragraph 58(3), 65(4), 79(1)(o), 87(1)(i) and 107(1)(c) ]  
CHILD CARE CORPUS (CCC)**

**MODALITIES OF PAYMENT BY PAPS & UTILIZATION BY ADOPTION AGENCIES**

The adoption agencies are obliged to pursue only non-commercial and non-profit objectives. With an intention to establish absolute transparency in all kinds of financial transactions related to adoption, it is obligatory on the part of RIPA or SAA or LAPA to adhere to stipulations mentioned herein:

**A. Registration or HSR Fee & CCC: Modalities of Payment by PAPs**

**In country Adoption**

- |                                                                   |                                                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------|
| (a) Registration Fee: Rs.1000                                     | - To be paid at the time of registration, in cash or DD(non-refundable). |
| (b) Home Study Report & Post-adoption follow-up services: Rs.5000 | - To be paid after acceptance of Registration by DD or cheque.           |
| (C) CCC: Rs.40,000                                                | - To be paid after referral is accepted, by DD or cheque.                |

**Inter-country Adoption**

CCC: 5000 US\$ - To be paid by DD to RIPA through the AFAAs or CAs, in two equal instalments, one on acceptance of referral and the other on issue of NOC by CARA. In case of siblings, the amount shall be 5000 US\$ for one child and 2500 US\$ for each other child.

The PAPs shall not make any other payment to the RIPA or SAA or LAPA other than the amounts stipulated above.

**B. Utilisation of CCC by RIPA or SAA or LAPA or LAPA**

(a) Contribution by the PAPs to the CCC shall be received by the RIPA or SAA or LAPA only by cheque or DD.

(b) 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.

(c) In case where the child is placed in inter-country adoption from a SAA through a RIPA under facilitation by SARA, the CCC would be shared between SAA and RIPA in the ratio 70:30 respectively. Such amounts would be transmitted from the AFFA to the RIPA who would then transfer it to the SAA. There will be no requirement of the SAA to have a FCRA account. The amounts would be transferred in the stipulated ratio on receipt of each installment.

(d) 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.

(e) The Specialized Adoption agency shall maintain a separate bank account for the CCC.

(f) 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 (b) above.

\*\*\*

**SCHEDULE XVII**  
**[See paragraph 79(1)(q)]**

**FORMAT FOR SUBMISSION OF MONTHLY DATA ON ADOPTION**

**Name of the Organisation & Address:**

**Month \_\_\_\_\_ Year \_\_\_\_\_**

**Part-I**

<b>Sl.No.</b>	<b>Subject</b>	<b>Male</b>	<b>Female</b>	<b>Spl. Needs</b>	<b>Total</b>	<b>Remarks</b>
1.1	Total number of children present in the Home					
1.2	Total number of children legally free for adoption					
1.3	Number of surrendered or relinquished children in the Home					
1.4	Number of abandoned children in the Home					
1.5	Number of Court Orders issued ( <b>In-country</b> ) in the month					
1.6	Number of Court Orders issued ( <b>Inter-country</b> ) in the month					
1.7	Number of children in pre-adoption foster care- In-country Inter-country					
1.8	Number of children who have left for receiving country					
1.9	Number of disruptions, if any					

**Part-II**

2	Number of Prospective Adoptive Parents registered and waiting in the Home as on date:
---	---------------------------------------------------------------------------------------

**Signature of the Authorised Signatory  
with Stamp and Date**

\*\*\*

**SCHEDULE XVIII**  
**[See paragraph 90(2)]**  
**FORMAT OF CHILD STUDY REPORT (CSR)**

The detailed report on the child shall include identifying information supported by documents.

Name and address of the Institution: -

**I. GENERAL INFORMATION:**

1. Name of the Child:------(given by biological mother or parents or by the agency itself or CHILD WELFARE COMMITTEE )
2. Reference No. as per general register of the Institution:
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 as name and address of 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. Attitudes towards other children:
5. Relationship towards relatives, staff and other adults including strangers:
6. Intelligence (if and where possible, D.Q. report should be enclosed):
7. If the child is school going, give a detailed report about his or her standard, attendance, general interest in studies, progress, defects, 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 Liquids foods  
 Semisolids  
 Solids

12. Social Background: These details are required to give adoptive parents details of the child, his social history i.e. brief background of the birth parents and circumstances necessitating the child's abandonment. 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 :  
 Date :

Name:  
 Designation:

\*\*\*\*

**SCHEDULE XIX**  
**[See paragraph 90(3)]**  
**FORMAT FOR MEDICAL EXAMINATION REPORT (MER) OF THE CHILD**

A duly licensed physician should complete the report. If any information is not available, please state "unknown".

**A. General Information**

Name of the child :  
Date and year of birth :  
Sex:  
Place of birth:  
Nationality:  
Date and year of her birth:  
Date and year of his birth:  
Name of the present institution: Placed since:  
Weight at birth: kg. At admission: kg.  
Length at birth: cm. At admission: cm.  
Was the pregnancy and delivery normal? Yes or No or Do not know

12. Where has the child been staying?  
With his or her mother: from to  
With relatives: from to  
In private care: from to  
In institution or hospital: from to  
(Please state below the name of the institution or institutions concerned)

**B. Medical Details**

1. Has the child had any diseases during the past time?(if yes, please indicate the age of the child in respect to each disease, as well as any complication)  
Yes or No or Do not know

2. If yes:  
Ordinary children's diseases (whooping cough, measles, chicken-pox, rubella, mumps)?  
Tuberculosis?  
Convulsions (incl. Febrile convulsions)?  
Any other disease?  
Exposure to contagious disease?

3. Has the child been vaccinated against any of the following diseases:  
Yes or No or Do not know

4. If yes:  
Tuberculosis (B.C.G.)? Date of immunisation:  
Diphtheria? Date of immunisation:  
Tetanus? Date of immunisation:  
Whooping cough? Date of immunisation:  
Poliomyelitis? Date of immunization:  
Hepatitis A? Date of immunisation:  
Hepatitis B? Date of immunisation:  
Other immunizations? Date of immunisation:

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 prattle?
	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)?
<b>C. Medical Examination Details:</b>	
1. Date of the medical examination	
2. Weight :	KG Date:
3. Height :	KG Date:
4. Head circumference	cm Date:
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)	
11. Organs of the chest (heart, lungs)	
12. Lymphatic glands (adenitis)	
13. Abdomen (hernia, liver, spleen)	
14. Genitals (hypospasia, 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 A? Result of tests for hepatitis A made (date and year): Positive or Negative or Not done
22. 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
23. Any symptoms of AIDS? Result of tests for HIV made (date and year): Positive or Negative or Not done
24. Does the urine contain: Sugar? Albumen? Phyenylketone?
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?

**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 <u>each</u> heading.	
<b>i)Activity with toys:</b>	
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)	
<b>ii) Vocalization or language development:</b>	
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	
<b>iii) Motor development:</b>	
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: _____	
<b>iv) Contact with adults:</b>	
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

**Signature and stamp of the examining physician**

**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:

Place:

\*\*\*

**SCHEDULE XII**  
**[See paragraph 31(18)]**  
**FORMAT FOR RECOMMENDATION CERTIFICATE OF ARC**

Date: -----

Certified that the Committee has examined the adoption dossier received from -----  
(RIPA)----- on -----(Date)---- in the case of child----(Name)-----DOB-----  
proposed for inter-country adoption to -(Name of PAPs)----- of -  
(country)----- processed by -----(AFAA).

The Committee has scrutinized the documents and also examined the suitability of the  
child proposed for adoption vis-à-vis the Prospective adoptive Parents.

The Committee recommends the case for issue of NOC for inter-country adoption to  
Central Adoption Resource Authority (CARA).

Names of the Members with Signature

**[NO 1-3/2007 CARA]**

(Sudhir Kumar)  
Additional Secretary to the  
Government of India