

CLTS User Guide:

District Child Protection Unit

October 2015

Version 1.1



Directorate of Social Welfare Government of Bihar

Supported by



Document Revision History

Date	Version Number	Document Changes
01/09/2015	0.1	Initial Draft
20/10/2015	1.1	Draft reviewed and modified. Released for user review



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1 Introduction

1.1 Scope and Purpose

CLTS (Child Labour Tracking System) is an innovation by Department of Social Welfare, Government of Bihar which has been developed with technical supported by UNICEF.

CLTS aims to provide a robust framework to facilitate case management of rescued child labourers. It is innovative and unique initiative as it bridges rescue to rehabilitation of child labourers. The generation of the entitlement card is a key innovation of this initiative. Some of the specific objectives are:

- To register rescued child labourers as per statutory formats and generate a unique identification for each individual.
- To enable identification and tracking of rescued child through unique case ID and facilitate further investigation by CWC, planning of response and care.
- To monitor child labour trends through the identification of variables and parameters surrounding children's vulnerabilities to economic exploitation.
- To enable strengthened referral services via entitlement card and identification of gaps in social entitlements at the individual child level as well as the household level and take steps to mitigate them on priority basis.
- To provide regular update about the rehabilitation status of the released children.

The CTLS shall have seven types of users:

- LEO (Labour Extension Officer),
- LS (Labour Superintendent),
- CCI (child care institution),
- CWC (Child Welfare Committee)
- DCPU (District Child Protection Unit)
- LC (Labour Commissioner)
- SCPS (State Child Protection Society)

This user manual explains how a DCPU (District Child Protection Unit) user can add Additional Details of a child, and track the entitlements that are supposed to be received by rescued child labourers.



2 Process Description

2.1 DCPU user rights

DCPU User shall have the following rights:

- 1. Can add additional details rescued child upon request by CWC.
- 2. Can add "Rehabilitation details" of the rescued child upon request by CWC.
- DCPU shall be able to modify the entitlements that have not been received by the child or family. When DCPU modifies the entitlements, then either of the following proofs have to be uploaded by the DCPU.
 # scanned copy of any receipt
 # government order number
 # date of receiving the entitlement
- 4. DCPO shall be able to specify a duration to download the report on specific indicators.

2.2 Procedure to Login

- 1. Login into the application http://cpmis.org/
- 2. Click on top right corner of the home page.
- 3. Provide user ID and password as shared by state administrator
- 4. Click on Login. After successful login, user is presented with the Dashboard as shared in Figure 1 below:



Child Labour Tracking System		Welcome DCPU						Searc	h GO
Child Registration Child Registration Rehabilitation Advanced Search Account	 Dashbo 50 45 40 35 30 25 20 15 10 05 00 	5 Child rescued	Cumulative As on 02-1	Statistics 11-2015	1 Entitement Card Generated	1. Number of child rescued 2. Child rehabilitated 3. Child Investigation (Ongoing) 4. Entitlement Card Generated	CURRENT MONTH 1 0 1	LAST MONTH 4 1 3 1	Log Out (3 TREND 3.(-75%) -2.(-66.7%) -1.(-100%)
	unicef	9							Powered by SDRC

Figure 1: DCPU User Login

- 5. In the cumulative statistics, the user can see figures for child rescued, child rehabilitated, child information (on going), and Entitled Card Generated till date.
- 6. In trend analysis, the user can see comparison between current month and last month in reported data of child rescued, child rehabilitated, child information (on going), and Entitlement Card Generated.

2.3 Procedure to view DCPU Dashboard:

Once the user fills all the mandatory fields of a child, it can be viewed in the below steps:

- a) Click on the DCPU Dashboard link from the left hand side navigation panel.
- b) The user can see list of blocks of a particular district for which the child's information are filled.

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c) Click on the Button.
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Child Labour Tracking System		Welco DCPU	ome														ßearch		GO
																		Log	Out 🗗
(7) Dashboard	Dashbo	ard																	
Ch DCPU Dashboard	0																		
Qy Child Registration	Blocks	Labour	Resource	Educational Department	Rural De	rvelopme	nt	Url	ban opment	Revenue Department	Health Department	SC & ST Welfare	Food	& Civil oplied	Minority	Welfare		So	cial Wel
Rehabilitation		Rs 1800 Package	Rs 5000 Deposited DCWRA	Enrolled in School	MGNREGA	SGSY	IAY	SJSRY	JNURM	Land Settlement Benefits	Health Cards	Scholarships Benefits	Ration Card	PDS Benefits	Special Housing Scheme	Loan Benefits	Social Pension Scheme	Pravarish Scheme	Spon: Bene Fa
A Print Entitlement Card																			
Q Advanced Search	Adapur	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Account	Areraj	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Banjaria	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	•
	Bankatwa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(
	Chakia(Pipra)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Chiraia	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Dhaka	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Characabaa		•									•				•			
	4																		÷
	unicef	9																Powered by	SDRC

Figure 2: Procedure to view DCPU Dashboard

- After filling up the above mandatory fields and other data of the child, click on the Add New Rescued button.
- e) A successful notification message will be displayed.

2.4 Procedure to view the Child Registration List

- Option 1- To see the Child data in view only mode and user can print the data.
 - a) Click on the Child registration Link.

		Welcome DCPU			Search	GO
						Log Out 🕞
7 Dashboard	9	List of rescued childre	en			
(7) DCPU Dashboard						
Cy Child Registration		10 Y per page			Search:	
 Renabilitation 		Child ID	Child Name	Address	Photo	Options
Print Entitlement Card	1 SD100580		cwc_motihari_craeted			•
Q Advanced Search	2	SD100582	cwc gaya created molihari child			•
Account	Sh	owing 1 to 2 of 2 entries				1 >
	ur	nicef			Por	vered by SDRC

Figure 3: Procedure to view the Child Registration List



- b) The last edited record of the child is listed on the bottom of the list of the rescued children.
- c) Click on the child ID of the rescued child, all the child details page can be verified and the user can print the data.

	Welcome DCPU			Şe	arch GO
					Log Out 🕒
(7) Dashboard (④ Child Detail				
Ch DCPU Dashboard	Child Pasia Information Child	H ID. CD400590			- D-14
Q Child Registration	Child Basic Information - Chil	d ID. SD 100560			e Print
Rehabilitation	I. Basic Information				
A Print Entitlement Card					
Q Advanced Search	1. Date of Rescue	2015/10/31 16:14	2. Name of Child	cwc_motihari_craeted	-
	3. Sex	Female	4. Is Date Of Birth	Yes	1
Account	i. Date of Birth	16/06/2009			1
	5. Education		6. Marital Status	Single	1
	7. Religion	Hindu	8. Category	SC	1
	9. Caste Category		10. Father's Name	mohan	1
	11 Mother's Name		12 Address		-
	13 State	Bihar			-
	14 District	Purba Champaran	15 Block		-
	14. District		13. block		-
	16. Birth Registered		17. Adhar Card ID		-
	18. Other(Please Specify)				-
	within state			1	
	1. Employer Name		2. Employer Address		
	i. Place of rescue		ii. State	Bihar	
	iii. District	Purba Champaran	iv. Block		
	3. Work Involved In		5. Duration of Work	i Year: ii Month: iii Date:	
	II. Additional Detail				
	1. Educational History				
	a. Currently school going		b. Select education level		
	c. School Details				
	i. Please Select				
	d. Medium of Study				-
	I. Medium				4
	e. The reason for leaving the school				-
	f. Vocational training	1			-
	i. Vocational Training				1
	i. No. of Years		ii. Name of Vocational Trade		1
	2. Health Status	1	1		1
	a. Height		b. Details of handicap/disability		1
	c. Weight				-
	c. Details of health condition of the child				1
	i. Respiratory disorders		ii. Hearing impairment		1
	iii. Eye disease		iv. Dental disease		1
	v. Cardiac deseases		vi. Skin disease		1
	vii. Sexually transmitted disease		viii. Neurological disorders		1
	ix. Mentally Challenged		x. Physically Challenged		1
	xi. Other			1	1
	3 Family Details	1			1
	a Type of family		h Has family migrated		-
	c. Relationship among the family memb	ers	o. mas almiy mgrateu	1	-
	i Father & mother		i Eather & child		

Figure 4: Procedure to view the Child Registration List



2.5 Procedure to add Rehabilitation Details:

The DCPU adds rehabilitation information about the rescued children.

Click on the Rehabilitation ravigation panel.

a) Labour Resource Department:

i) Click on the Labour Resource Department link

≈ Labour Resource Department on the left hand side navigation panel.

Image: Constraint of the partner Image: Constraint of	Child Labour		2	Welcome DCPU			Search	GO
Abadaad							Lo	og Out 🗗
	A Dashboard	•	Labour	Resource Department				
Returbitation 10 • prage Search Status 10 • prage Search Status Child ID Has package of Rs.1600 been Has Rs 5000-been deposited in the District Child Welfare-CumRehabilitation If yes.specify the date on which package was Options Image: Status 1 SD 109578 Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status 1 SD 109578 Yes Yes Image: Status Image: Status Image: Status Image: Status Image: Status Image: Status Yes Yes Yes Image: Status Image: S	Ch DCPU Dashboard							
Site Latour Resource Department I Child ID Has package of Rs.1000 been Has Rs 5000- been deposited in the District Child Welfare-Cum Rehabilitation Investigation Options Image: Educational Department 1 S0109579 Res Image: Constraint Child Welfare-Cum Rehabilitation Image: Constraint Child Welfare-Cum Rehabilitati	🕞 Rehabiitation 🗸 🗸		10 ~	per page		Search:		
Image: Educational Department 1 S0109578 Image: Educational Department			Child ID	Has package of Rs.1800 been provided	Has Rs 5000/- been deposited in the District Child Welfare-Cum- Rehabilitation Account	If yes,specify the date on which p provided	ackage was	Options
Rural Development Department 2 S010579 Ves 2 S010050 Ves C C C S010050 Ves C C S010050 Ves C C S010050 Ves C C S010050 Ves C S0 S010050 Ves C C C C C S0 S010050 Ves S01000 S01000 S01000 S01000 S01000 S01000 S01000 S01000 S01000 S010000	Educational Department	1	SD100578					1
1 Urban Development Department 3 \$ 10950 Yes (2) 1 Heath Department 4 \$ 010952 Yes (2) 1 Heath Department 5 \$ 10053 (2) (2) 1 Heath Department 5 \$ 10053 (2) (2) 1 Heath Department (2) (2) (2) (2) 1 Mnorty Wefare Department (2) (2) (2) (2) 1 Social Wefare Department (2) (2) (2) (2) 1 Proteine Entitionment Card (2) (2) (2) (2) 1 Advanced Search (2) (2) (2) (2) 1 Acount (2) (2) <th>Rural Development Department</th> <th>2</th> <th>SD100579</th> <th>Yes</th> <th>Yes</th> <th></th> <th></th> <th>1</th>	Rural Development Department	2	SD100579	Yes	Yes			1
Image: All Revenue Department Image: All Sol 100552 Ves Image: All Sol 100552 Ves Image: All Sol 100552 Ves Image: All Sol 100552 Image: All Sol 100552 Ves Image: All Sol 100552 Image:	Urban Development Department	3	SD100580	Yes	Yes			1
i Health Department i Sc & ST. Welfare Department i Stowing 1 to 5 of 5 entries i Minority Welfare Department i Minority Welfare Department i Minority Welfare Department i Nonity Welfare Department	🖋 Revenue Department	4	SD100582	Yes	Yes			1
Image: Constraint Constraint Image: Constraint Constraint Image: Constraint Constraint Image: Constraint Image: Constraint Constraint Image: Constraint Image: Constraint Constraint Image: Constraint Image: Constraint Image: Constrait Image	Health Department	5	SD100583					1
IND Food & Cirk Supplied Department IN Minority Wefare Department IN Social Wefare Department IN Print Entitlement Card Q Advanced Search IN Account	SC & ST Welfare Department	Sh	owing 1 to 5 o	f 5 entries			< 1	
IM Monthy Welfare Department Powered by SDRC Image: Social Welfare Department Powered by SDRC Image: Print Entitiement Card Powered by SDRC Image: Print Entitiement Card Powered by SDRC Image: Print Entitiement Card Powered by SDRC	Food & Civil Supplied Department							
Image: Social Wetare Department Unicef Image: Department Powered by SDRC Image: Print Entitlement Card Advanced Search Image: Department Card Image: Account Image: Department Card Image: Department Card	Minority Welfare Department							
Print Entitlement Card Advanced Search Account	M Social Welfare Department	ur	nicef	٩			Powered I	by SDRC
Q Advanced Search	A Print Entitlement Card							
Account	Q, Advanced Search							
-	Account							

Figure 5: Procedure to add Rehabilitation Details

ii) In the Labour Resource Department Landing page, Click on the

Pending button of the child details.

iii) In the Labour Resource Department page, Provide the necessary

data and click on Update Button.





Child Labour Tracking System	2	Welcome DCPU								Search	GO
											Log Out 🗗
n Dashboard		r Resource	Departmen	t							
Ch DCPU Dashboard											
Dy Child Registration	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
Rehabilitation ~											
	Cabour F	kesource Departm	nent - Child ID: S	D100578							C List/Edit
Educational Department	1. Has package of Rs.1800 been provided			Yes 👻			1.i. If yes, date of package provided				
Rural Development Department	1.ii. Details of mode of payment						2. Cash				
Urban Development Department	3. Account Transfer(Account No.)						4	Other(Please specify)		
🖋 Revenue Department	2. Has Rs 5	5000/- been deposite	d in the District	Vec		v	2.i. If Yes, Date of Deposit				
Health Department	Child V	elfare-Cum- Rehabi	litation Account	1 kuð			2.8 Detail of mode of denosited in account 1:				
SC & ST Welfare Department							Account Transfer		r		
Food & Civil Supplied Department		3. Sano	ction Order No.	8			4	Other(Please specify)		
Minority Welfare Department					U	pdate Cance	4				
M Social Welfare Department							_				
A Print Entitlement Card		-									
Q, Advanced Search	- unicef (9) Powered by SDRC							owered by SDRC			
Account											

Figure 6: Procedure to add Labour Resource Department

Field	Data to be entered					
Has package of Rs.1800 been provided	Please select yes from the dropdown list if package of Rs.1800 has been provided by the government to the rescued child else select no . If yes , please fill in the following fields:					
	If yes, date of package provided	Please specify the date on which the package of Rs1800 was provided to the rescued child.				
		Date should be in dd/mm/yyyy format e.g.: 03/09/2015				



	If no, please fill in the following field:						
	If not, Specify the Reason	Please specify the reason why package of Rs.1800 was not provided to the rescued child.					
Has Rs5000/- been deposited in the District Child Welfare-Cum- Rehabilitation Account	Please select yes from the dropdown list if Rs5 has been deposited in the District Child Welfar Cum- Rehabilitation Account of the rescued ch else select no . If yes , please fill in the following fields:						
	If Yes, Date of Deposit	Please specify the date on which the package of Rs5000/- was deposited in the District Child Welfare- Cum- Rehabilitation Account of the rescued child. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015					
	If no, please fill in	the following field:					
	If not what are t reasons please specified	he Please specify the reason, why package of Rs5000/- was not deposited in the District Child Welfare- Cum- Rehabilitation Account of the rescued child.					

b) Educational Department:



i) Click on the Educational Department Educational Department

on the left hand side navigation panel.

ii) In the Educational Department Landing page, Click on the



iii) In the Educational Department page, Provide the necessary

data and click on	Update	Button.
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Child Labour		Welcome DCPU								Search	GO
											Log Out 🗗
(7) Dashboard		tional Depa	rtment								
M DCPU Dashboard											
🕞 Rehabilitation 🗸 🗸	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
	Educatio	n Department - C	hild ID: SD10057	79							 List/Edit
Educational Department											
📇 Rural Development Department	1. Has re	escued child been en	rolled in school	Yes		×					
Urban Development Department	If yes pleas	e provide some d	letails								
🖋 Revenue Department			School Type	Please Select Go	vt/Private	~	In which class	rescued child enrolle	d Please Sel	ect Class	~
👌 Health Department	-		School Name				Is rescued child	d getting free dresses	? Please Sel	ect Yes/No	~
SC & ST Welfare Department	ls res	cued Child getting fre	e bag & Books	Please Select Yes	i/No	~					
E Food & Civil Supplied Department											
Minority Welfare Department					u	pdate Cancel					
Social Welfare Department											
A Print Entitlement Card	unicef	(3)								Po	wered by SDRC
Q Advanced Search											,
Account											
	-										

Figure 7: Procedure to add Educational Department

Field	Data to be entered						
Has rescued child been enrolled in school	Please select yes fro enrolled in school e If yes fill the followin	om the dropdown list if the rescued child has been lse select no. ng fields					
	School Type	Please select Private from the dropdown list if					



	the rescued child has been enrolled in a private school else select Govt.
In which class rescued child enrolled	Please select the class in which the rescued child was enrolled, from the dropdown list. e.g.: Select 3rd if the rescued child was enrolled in Class3.
School Name	Please specify the name of the school in which the rescued child was enrolled
Is rescued child getting free dresses?	Please select yes from the dropdown list if the rescued child is getting free dresses else select no.
Is rescued Child getting free bag & Books	Please select yes from the dropdown list if the rescued child is getting free bag and books else select no.

- Rural Development Department: c)
 - Click on the Rural Development Department i)

on the left hand side navigation panel.

ii) In the Rural Development Department Landing page, Click on the



ending button of the child details.

In the Rural Development Department page, Provide the necessary iii)

data and click on Update Button.



Child Labour		Welcome DCPU								Search	60
											Log Out 🗗
(7) Dashboard		Developmer	nt Departme	ent							
Ch DCPU Dashboard											
🕞 Rehabilitation 🗸 🗸	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Departmen	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
	Rural De	evelopment Depar	tment - Child ID:	SD100579							 List/Edit
Educational Department											
Rural Development Department	1. Is re	scued child's family b	enefiting under MGNREGA	Please Select Yes	/No	~					
📋 Urban Development Department	2 is rescued	chid's family benefitin	a under SGSY	Please Select Ver	/No	~					
🖋 Revenue Department				Theorem Select Te.	,110						
Health Department	3. Is rescue	ed child's family benef	iting under IAY	Please Select Yes	/No	~					
SC & ST Welfare Department	MGNREGA SGSY :- Sw	:- Mahatma Gand arnjayanti Grame	hi National Rural an Swarojgar Yoj	l Employment Gua ana	rantee Act						
E Food & Civil Supplied Department	IAY :- Indra	Awas Yojana	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		_		_				
Minority Welfare Department						Jpdate Can	cel				
M Social Welfare Department											
A Print Entitlement Card	unicef									P	owered by SDRC
Q Advanced Search	Grifoor	~									
Account	1										

Figure 8: Procedure to add Rural Development Department

Field	Data to be entered
Is rescued child's family benefiting under MGNREGA	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under MGNREGA(Mahatma Gandhi National Rural Employment Guarantee Act) else select no.
Is rescued child's family benefiting under SGSY	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under SGSY(Swarnajayanti Grameen Swarozgar Yojana) else select no .
Is rescued child's family benefiting under IAY	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under IAY(Indira Awas Yojana) else select no .



- d) Urban Development Department:
 - i) Click on the Urban Development Department

Urban Development Department on the left hand side navigation panel.

ii) In the Urban Development Department Landing page, Click on the



iii) In the Urban Development Department page, Provide the necessary

data and click on	Update	Button.
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Child Labour	2	Welcome DCPU								Search	GO
											Log Out 🗗
(7) Dashboard	⊖ Urban		ent Departm	ent							
Ch DCPU Dashboard											
🕝 Rehabilitation 🗸 🗸	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
≈ Labour Resource Department	O Urban D	evelopment Depa	artment - Child ID	SD100579							O List/Edit
Educational Department											-
Rural Development Department	1. Is rescued	I child family benefite	d under SJSRY	Please Select Yes	s/No	~					
📋 Urban Development Department	2. Is re	scued child's family b	penefiting under	Please Select Yes	5/No	~					
🖋 Revenue Department	-	on on an a	iban area only)								
🐌 Health Department	SJSRY :- SA JNNURM :-	varn Jayanti Shał Jawaharlal Nehru	nri Rojgar Yojana I National Urban F	Renewal Mission							
SC & ST Welfare Department					L	Jpdate Cancel					
E Food & Civil Supplied Department											
Minority Welfare Department											
M Social Welfare Department	unicef	Q									Powered by SDRC
A Print Entitlement Card											
Q, Advanced Search											
Account											

Figure 9: Procedure to add Urban Development Department

Field	Data to be entered
Is rescued child family benefited under SJSRY	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under SJSRY(Swarna Jayanti Shahari Rojgar Yojana) else select no.



Is rescued child's family benefiting under JNNURM(Urban area only)	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under JNNURM(Jawaharlal Nehru National Urban Renewal Mission) else select no.
---	---

e) Revenue Department:



on the left hand side navigation panel.

ii) In the Revenue Department Landing page, Click on the

Pending button of the child details.

iii) In the Revenue Department page, Provide the necessary

data and click on Update Button.

Child Labour		Welcome DCPU								Search	GO
											Log Out 🗗
Dashboard Dashboar		ue and Lan	d Reform D	epartment							
Ch DCPU Dashboard											
Rehabilitation ~	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
\approx Labour Resource Department	Revenue	and Land Refor	m Department - C	bild ID: SD10057	9						O List/Edit
Educational Department	C rioronae		in Doparationa C								
Rural Development Department	1. Is rescue	d child family benefit	ing under Land	Please Select Yes	i/No	~					
Urban Development Department											
🖋 Revenue Department						Indate Cancel					
Health Department					-	المسخي السعاد					
SC & ST Welfare Department											
E Food & Civil Supplied Department	unicef	٩								Р	owered by SDRC
Minority Welfare Department											
M Social Welfare Department											
A Print Entitlement Card	1										
Q, Advanced Search	1										
Account											
	1										

Figure 10: Procedure to add Revenue Department



Field	Data to be entered
Is rescued child family benefiting under Land settlement / distribution	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under Land settlement / distribution else select no.

- f) Health Department:
 - i) Click on the Health Department Health Department on the left hand side navigation panel.
 - ii) In the Health Department Landing page, Click on the Pending button of the child details.
 - iii) In the Health Department page, Provide the necessary

data and click on Update Button.

Child Labour Tracking System	2	Welcome DCPU								Search	GO
											Log Out 🗗
A Dashboard) Health	Departmer	t								
Ch DCPU Dashboard	0										
Rehabilitation	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
	G Health D	epartment - Child	ID: SD100579								O List/Edit
Educational Department											-
Rural Development Department	1. Is rescu	ed child family gettin	Health Cards	No		~					
III Urban Development Department											
🖋 Revenue Department					Up	date Cancel					
Health Department											
SC & ST Welfare Department											
E Food & Civil Supplied Department	unicef	L.								P	owered by SDRC
Minority Welfare Department											
Social Welfare Department											
A Print Entitlement Card											
Q, Advanced Search											
Account											

Figure 11: Procedure to add Health Department



Field	Data to be entered
Is rescued child family getting Health Cards	Please select yes from the dropdown list if the rescued child's family is getting Health Cards else select no.

- g) SC & ST Welfare Department:
 - i) Click on the SC & ST Welfare Department SC & ST Welfare Department on the left hand side navigation panel.
 - ii) In the SC & ST Welfare Department Landing page, Click on the



iii) In the SC & ST Welfare Department page, Provide the necessary

data and click on Update Button.

Child Labour		Welcome DCPU								Search	GO
											Log Out 🕒
n Dashboard	e sc s	ST Backwa	rd & Extrem	elv Backwa	rd classes \	Velfare Dep	artment				
Ch DCPU Dashboard	0.00,0	.,		,							
Rehabilitation ~	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
≈ Labour Resource Department	6 SC & S	F Welfare and Ba	ckward & Extreme	ly Backward class	es Welfare Depa	tments - Child ID): SD100579				O List/Edit
Educational Department	• • • • • •			iy buunna olabo	oo monaro bopa						•
Rural Development Department	1.	Has rescued child be	en benefited by scholarships	No		~					
🗐 Urban Development Department											
🖋 Revenue Department											
Health Department						Cancer					
C & ST Welfare Department											
 Food & Civil Supplied Department 	unicef	C.								P	owered by SDRC
Minority Welfare Department											
M Social Welfare Department											
A Print Entitlement Card											
Q Advanced Search											
Account											
Account											

Figure 12: Procedure to add SC & ST Welfare Department



Field	Data to be entered
Has rescued child been benefited by scholarships	Please select yes from the dropdown list if the rescued child's family is getting benefits from scholarships else select no.

- h) Food & Civil Supply Department:
 - i) Click on the Food & Civil Supply Department

Food & Civil Supplied Department on the left hand side navigation panel.

ii) In the Food & Civil Supply Department Landing page, Click on the

Pending button of the child details.

iii) In the Food & Civil Supply Department page, Provide the necessary

data and click on Update Button.

Child Labour Tracking System	2	Welcome DCPU								Search	60
											Log Out 🗗
Dashboard Dashboar	⊕ Food	& Civil Supr	olied Depart	ment							
Ch DCPU Dashboard											
Rehabilitation	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
≈ Labour Resource Department	C Eood &	Civil Supply Dep:	ertment - Child ID	SD100579							O List/Edit
Educational Department		onn ouppry Dept	annont - Oniid ID.	00100313							Concon
Rural Development Department	1. Has resci	ued child's family bee	n provided with Ration Card	Please Select Yes	/No	~					
Urban Development Department	2. Is rescue	l child's family benef	ting under PDS	Please Select Ves	/No	~					
🖋 Revenue Department				Thease server res	110						
👌 Health Department					_						
SC & ST Welfare Department				Update Cano	el						
Food & Civil Supplied Department											
Minority Welfare Department	unicef	(2)								P	owered by SDRC
M Social Welfare Department	unicer	~									
A Print Entitlement Card											
Q, Advanced Search											
Account											

Figure 13: Procedure to add Food & Civil Supply Department



Field	Data to be entered
Has rescued child's family been provided with Ration Card	Please select yes from the dropdown list if the rescued child's family has been provided with Ration Card else select no.
Is rescued child's family benefiting under PDS	Please select yes from the dropdown list if the rescued child's family is getting benefits from the schemes under PDS(Public distribution system) else select no.

h) Minority Welfare Department:

i) Click on the Minority Welfare Department

Minority Welfare Department on the left hand side navigation panel.

ii) In the Minority Welfare Department Landing page, Click on the



Pending button of the child details.

In the Minority Welfare Department page, Provide the necessary iii)

data and click on Update Button.



Child Labour		Welcome DCPU								Search	GO
											Log Out 🗗
Ch Dashboard	A Minori	tv Welfare I	Department								
Ch DCPU Dashboard		ty Wendle L	Jopantinent								
🕝 Rehabilitation 🗸 🗸	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	
≋ Labour Resource Department				100570							
Educational Department	Minority	Welfare Departm	ent - Child ID: SL	0100579							C List/Edit
Rural Development Department	1. Is rescued c	1. Is rescued child's family benefiting under special busing scheme Piezze Select Yes/No									
III Urban Development Department											
🖋 Revenue Department	2. Is the rescu	ied child's family gett are w	ing loans if they illing to take it ?	Please Select Ye	s/No	~					
🍓 Health Department											
SC & ST Welfare Department						Jpdate Cancel					
Food & Civil Supplied Department											
Minority Welfare Department	1	(B))									
M Social Welfare Department	unicer	S.								P	owered by SDRC
A Print Entitlement Card											
Q Advanced Search											
Account											

Figure 14: Procedure to add Minority Welfare Department

Field	Data to be entered
Is rescued child's family benefiting under special housing scheme	Please select yes from the dropdown list if the rescued child's family is getting benefits from special housing scheme else select no.
Is the rescued child's family getting loans if they are willing to take it?	Please select yes from the dropdown list if the rescued child's family is getting loans else select no.

- Social Welfare Department: i)
 - Click on the Social Welfare Department H Social Welfare Department on the i) left hand side navigation panel.
 - In the Social Welfare Department Landing page, Click on the ii)



Pending button of the child details.

iii) In the Social Welfare Department page, Provide the necessary



data and click on Update Button.

Child Labour Tracking System	2	Welcome DCPU								Search	GO
											Log Out 🗗
(7) Dashboard	Social	Welfare De	epartment E	dit							
Ch DCPU Dashboard											
Rehabilitation ~	Labour Resource	Educational department	Rural Development	Urban Development	Revenue Department	Health Department	SC & ST Welfare	Food & Civil Supplied	Minority Welfare	Social Welfare	1
	Social W	/elfare Departmer	nts - Child ID: SD	100579							C List/Edit
Educational Department											
Rural Development Department	Are the eligible for	family members of th getting benefit unde	e rescued child r social pension	Please Select Yes/No		~	ii. Is the family of the rescued child benefitting under any pension scheme			Please Select Yes/No	
Urban Development Department			scheme?								
🖋 Revenue Department	2. i- Is the res	cued child eligible for under Prav	r getting benefit varish Scheme?	_Select _		~	ii. Is the rescued child getting benefit unde Pravarish Scheme?		Please Sele	ect Yes/No	~
🐌 Health Department	3.i.Is the f	amily of the rescued	child benefitting	Please Select Yes/No		~	ii. Is the rescued child getting benefit unde		Please Sele	ert Yes/No	~
SC & ST Welfare Department		unde	r Sponsorship?			Sponsorship					
E Food & Civil Supplied Department											
Minority Welfare Department					L.	Ipdate Cancel					
I Social Welfare Department											
A Print Entitlement Card	unicof										Demond by SDBC
Q, Advanced Search	unicer	,									Fowered by SDRG
Account											

Figure 15: Procedure to add Social Welfare Department

Field	Data to be entered
Are the family members of the rescued child eligible for getting benefit under social pension scheme?	Please select yes from the dropdown list if the rescued child's family members are eligible for getting benefits under social pension scheme else select no .
Is the family of the rescued child benefitting under any pension scheme	Please select yes from the dropdown list if the rescued child's family getting benefits under any pension scheme else select no.
Is the rescued child eligible for getting benefit under Parvarish Scheme?	Please select yes from the dropdown list if the rescued child is eligible for getting benefits under Parvarish Scheme else select no.
Is the rescued child getting benefit under Parvarish Scheme?	Please select yes from the dropdown list if the rescued child is getting benefits under Parvarish Scheme else select no.
Is the family of the rescued child benefitting	Please select yes from the dropdown list if the



under Sponsorship?	rescued child's family are getting benefits under Sponsorship else select no.
Is the rescued child getting benefit under Sponsorship?	Please select yes from the dropdown list if the rescued child is getting benefits under Sponsorship else select no.

2.6 Procedure for printing Entitlement Card:

- i) Click on the Print Entitlement Card ✓ Print Entitlement Card link from the left hand side navigation panel.
 ii) In the Print Entitlement Card Landing page, click on the card print [□] button of the child list.
- iii) Click on the **Print** button to print the entitlement card





Figure 16: Procedure for printing Entitlement Card

2.7 Procedure for advance searching:

- i) Click on the Advance Search link Advanced Search from the left hand side navigation panel.
- ii) In the Advance Search Details Page, provide the start date & To Date information and click on GO button to view the list of children rescued between that period.



Child Labour Tracking System	P ^{CS} Welcome ✓ LS_ARARIA			Search GO
	æ			Log Out 🕒
n Dashboard				
🗘 Child Registration	Advanced Search			
1 After Rescued	Registration From Date	To Date	GO	
🛪 Act				
13 Approve for CWC	10 v per page			Search:
Rehabilitation	Child ID Child Name	Address	District	Options
Q Advanced Search	No data available in table			
Account	Showing 0 to 0 of 0 entries			۲ >
	unicef			Powered by SDRC

Figure 17: Procedure for advance searching

2.8 Procedure for managing Profile:

- i) Click on the Account link Account from the left hand side navigation panel.
- ii) In the profile Details Page, provide the necessary data and click on Update profile Update Profile button to update the details of the user.

Field	Data to be entered
Name	The name of the user is set as DCPU.
Email	The email id of the user is as dcpu_motihari@cpmis.org.
Phone	Please provide a valid phone number of the user.
Skype Id	Please provide a valid skype id (if any) of the user.
Facebook Profile Link	Please provide a valid Facebook Profile Link (if any) of the user.
Linkedin Profile Link	Please provide a valid Linkedin Profile Link (if any) of the user.



Twitter Profile Link	Please provide a valid skype id (if any) of the user.	
Image	Please provide a photograph of the user. The size of the photograph should not exceed	

Child Labour Tracking System	Welcome DCPU		Search GO
			Log Out 🗗
n Dashboard			
O DCPU Dashboard	Edit Drofilo		
Rehabilitation	Luit Frome		
A Print Entitlement Card	1. Name	DCPU	
Q Advanced Search	2. Email	dcpu_motihari@cpmis.org	
Account	3. Phone		
	4. Skype Id		
	5. Facebook Profile Link		
	6 Linkedin Profile Link		
	7. Twitter Protie Link		
	8. Image		
		Select image	
		Update Profile	
	unicef		Powered by SDRC

Figure 18: Procedure for managing Profile

