

The logo for the Child Labour Tracking System features a stylized blue figure of a child with arms raised, positioned to the left of the text. The text 'Child Labour' is in a large, bold, blue sans-serif font, and 'Tracking System' is in a smaller, bold, black sans-serif font below it.

# Child Labour Tracking System

## 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

## Contents

1	Introduction .....	4
1.1	Scope and Purpose.....	4
2	Process Description .....	5
2.1	DCPU user rights .....	5
2.2	Procedure to Login.....	5
2.3	Procedure to view DCPU Dashboard:.....	6
2.4	Procedure to view the Child Registration List.....	7
2.5	Procedure to add Rehabilitation Details: .....	9
2.6	Procedure for printing Entitlement Card: .....	23
2.7	Procedure for advance searching:.....	24
2.8	Procedure for managing Profile:.....	25

## Table of Figures

Figure 1: DCPU User Login .....	6
Figure 2: Procedure to view DCPU Dashboard.....	7
Figure 3: Procedure to view the Child Registration List .....	7
Figure 4: Procedure to view the Child Registration List .....	8
Figure 5: Procedure to add Rehabilitation Details .....	9
Figure 6: Procedure to add Labour Resource Department .....	10
Figure 7: Procedure to add Educational Department .....	12
Figure 8: Procedure to add Rural Development Department .....	14
Figure 9: Procedure to add Urban Development Department .....	15
Figure 10: Procedure to add Revenue Department .....	16
Figure 11: Procedure to add Health Department .....	17
Figure 12: Procedure to add SC & ST Welfare Department .....	18
Figure 13: Procedure to add Food & Civil Supply Department .....	19
Figure 14: Procedure to add Minority Welfare Department .....	21
Figure 15: Procedure to add Social Welfare Department .....	22
Figure 16: Procedure for printing Entitlement Card .....	24
Figure 17: Procedure for advance searching .....	25
Figure 18: Procedure for managing Profile .....	26

# 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.
3. 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 Figure1 below:



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.
- c) Click on the  Button.

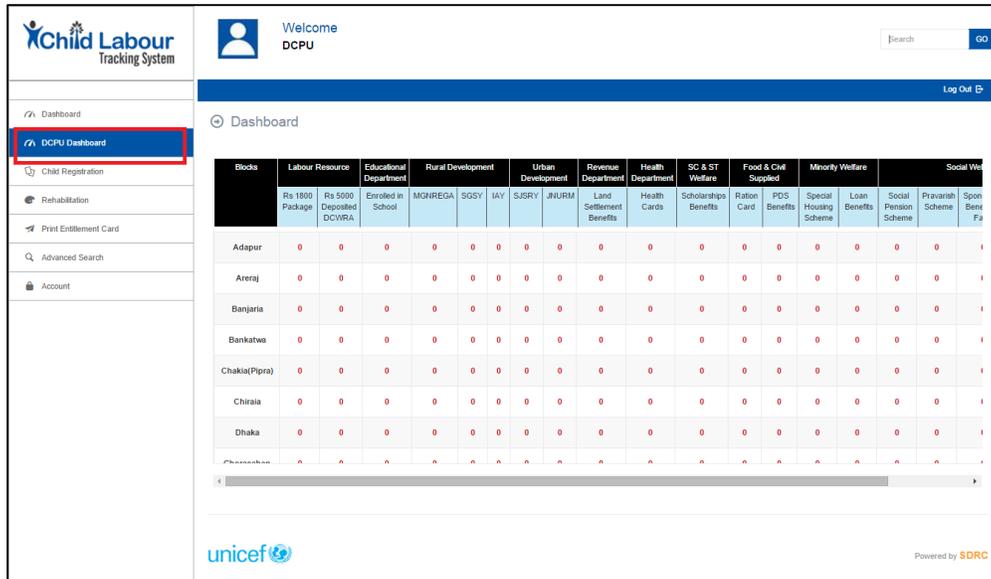


Figure 2: Procedure to view DCPU Dashboard

- d) 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.

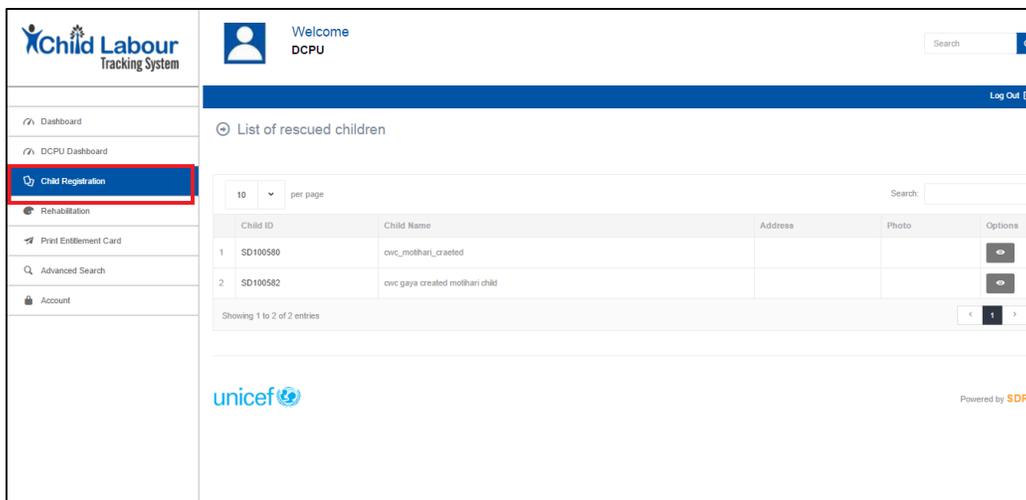


Figure 3: Procedure to view the Child Registration List

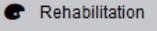
- b) The last edited record of the child is listed on the bottom of the list of the rescued children.
- c) Click on the child ID of the rescued child, all the child details page can be verified and the user can print the data.

The screenshot displays the 'Child Labour Tracking System' interface. On the left, a navigation menu includes 'Dashboard', 'DCPU Dashboard', 'Child Registration' (highlighted with a red box), 'Rehabilitation', 'Print Entitlement Card', 'Advanced Search', and 'Account'. The main content area shows the 'Child Detail' page for 'Child ID: SD100580'. The page is divided into two main sections: 'I. Basic Information' and 'II. Additional Detail'. The 'Basic Information' section contains a table with fields for Date of Rescue, Sex, Date of Birth, Education, Religion, Caste Category, Mother's Name, State, District, Birth Registered, and Other. The 'Additional Detail' section includes '1. Educational History' (with sub-sections for school going, school details, and vocational training) and '2. Health Status' (with sub-sections for height, weight, and various health conditions like respiratory, eye, cardiac, sexually transmitted, mentally challenged, and physically challenged). A 'Print' button is visible at the top right of the child detail page.

Figure 4: Procedure to view the Child Registration List

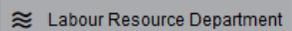
## 2.5 Procedure to add Rehabilitation Details:

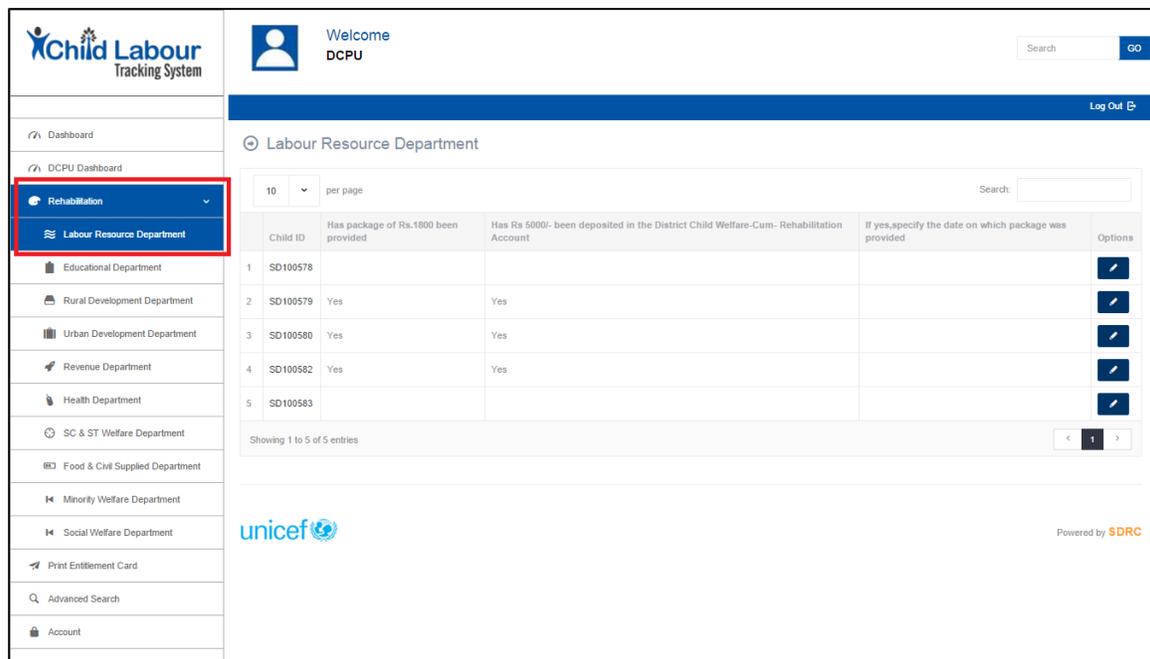
The DCPU adds rehabilitation information about the rescued children.

Click on the Rehabilitation  link from the left hand side navigation panel.

a) Labour Resource Department:

i) Click on the Labour Resource Department link

 on the left hand side navigation panel.



The screenshot shows the 'Child Labour Tracking System' interface. The left navigation panel has 'Rehabilitation' and 'Labour Resource Department' highlighted. The main content area is titled 'Labour Resource Department' and contains a table with the following data:

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 package was provided	Options
1 SD100578				
2 SD100579	Yes	Yes		
3 SD100580	Yes	Yes		
4 SD100582	Yes	Yes		
5 SD100583				

Figure 5: Procedure to add Rehabilitation Details

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

 button of the child details.

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

data and click on  Button.

The screenshot shows the 'Child Labour Tracking System' interface. On the left is a navigation menu with 'Rehabilitation' and 'Labour Resource Department' highlighted. The main content area is titled 'Labour Resource Department' and shows a form for 'Child ID: SD100578'. The form includes the following fields:

- 1. Has package of Rs.1800 been provided: Yes (dropdown)
- 1.i. Details of mode of payment: [Text field]
- 3. Account Transfer(Account No.): [Text field]
- 2. Has Rs 5000/- been deposited in the District Child Welfare-Cum- Rehabilitation Account: Yes (dropdown)
- 3. Sanction Order No.: [Text field]
- 1.1. If yes, date of package provided: [Date field]
- 2. Cash: [Text field]
- 4. Other(Please specify): [Text field]
- 2.1. If Yes, Date of Deposit: [Date field]
- 2.2. Detail of mode of deposited in account 1: Account Transfer: [Text field]
- 4. Other(Please specify): [Text field]

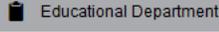
Buttons for 'Update' and 'Cancel' are at the bottom of the form. The Unicef logo and 'Powered by SDRC' are also visible.

Figure 6: Procedure to add Labour Resource Department

Field	Data to be entered		
Has package of Rs.1800 been provided	<p>Please select <b>yes</b> from the dropdown list if package of Rs.1800 has been provided by the government to the rescued child else select <b>no</b>.</p> <p>If <b>yes</b>, please fill in the following fields:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">If yes, date of package provided</td> <td style="width: 50%;">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</td> </tr> </table>	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 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		

	<p>If <b>no</b>, please fill in the following field:</p> <table border="1" data-bbox="756 352 1385 485"> <tr> <td data-bbox="756 352 954 485">If not, Specify the Reason</td> <td data-bbox="954 352 1385 485">Please specify the reason why package of Rs.1800 was not provided to the rescued child.</td> </tr> </table>	If not, Specify the Reason	Please specify the reason why package of Rs.1800 was not provided to the rescued child.		
If not, Specify the Reason	Please specify the reason why package of Rs.1800 was not provided to the rescued child.				
<p>Has Rs5000/- been deposited in the District Child Welfare-Cum-Rehabilitation Account</p>	<p>Please select <b>yes</b> from the dropdown list if Rs5000/- has been deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child else select <b>no</b>.</p> <p>If <b>yes</b>, please fill in the following fields:</p> <table border="1" data-bbox="756 804 1385 1188"> <tr> <td data-bbox="756 804 1024 1188">If Yes, Date of Deposit</td> <td data-bbox="1024 804 1385 1188"> <p>Please specify the date on which the package of Rs5000/- was deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.</p> <p>Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</p> </td> </tr> </table> <p>If <b>no</b>, please fill in the following field:</p> <table border="1" data-bbox="756 1262 1328 1612"> <tr> <td data-bbox="756 1262 1040 1612">If not what are the reasons please specified</td> <td data-bbox="1040 1262 1328 1612">Please specify the reason, why package of Rs5000/- was not deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.</td> </tr> </table>	If Yes, Date of Deposit	<p>Please specify the date on which the package of Rs5000/- was deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.</p> <p>Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</p>	If not what are the reasons please specified	Please specify the reason, why package of Rs5000/- was not deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.
If Yes, Date of Deposit	<p>Please specify the date on which the package of Rs5000/- was deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.</p> <p>Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</p>				
If not what are the reasons please specified	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  on the left hand side navigation panel.
- ii) In the Educational Department Landing page, Click on the  button of the child details.
- iii) In the Educational Department page, Provide the necessary data and click on  Button.

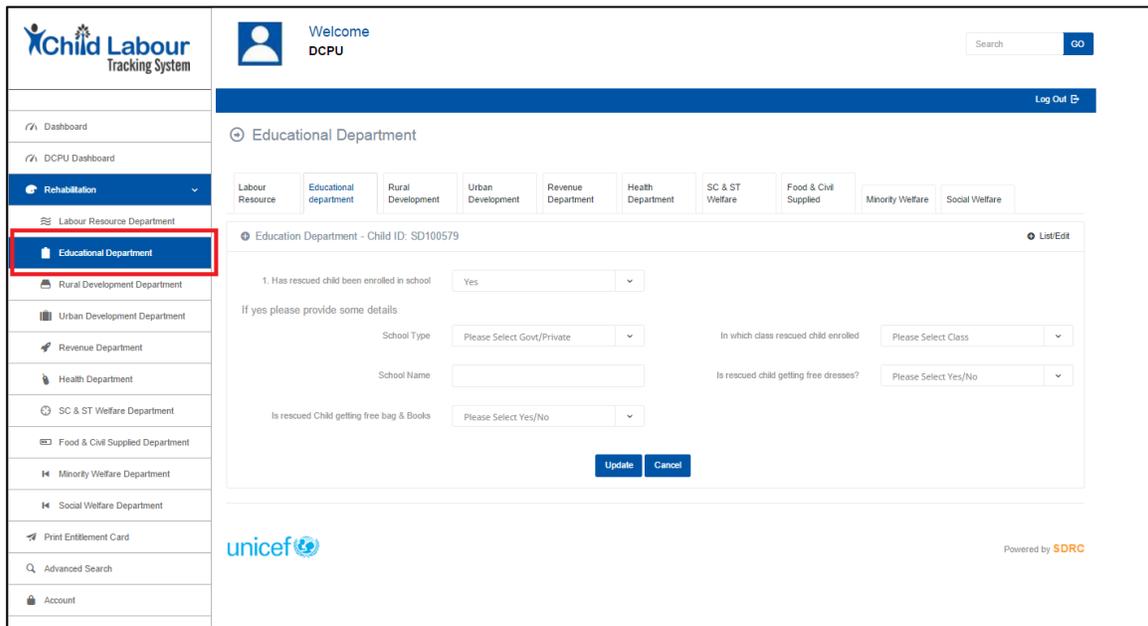
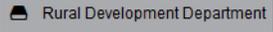


Figure 7: Procedure to add Educational Department

Field	Data to be entered		
Has rescued child been enrolled in school	<p>Please select <b>yes</b> from the dropdown list if the rescued child has been enrolled in school else select <b>no</b>.</p> <p>If <b>yes</b> fill the following fields</p> <table border="1" style="width: 100%;"> <tr> <td>School Type</td> <td>Please select <b>Private</b> from the dropdown list if</td> </tr> </table>	School Type	Please select <b>Private</b> from the dropdown list if
School Type	Please select <b>Private</b> from the dropdown list if		

		the rescued child has been enrolled in a private school else select <b>Govt.</b>
In which class rescued child enrolled		Please select the class in which the rescued child was enrolled, from the dropdown list. e.g.: Select <b>3rd</b> 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 <b>yes</b> from the dropdown list if the rescued child is getting free dresses else select <b>no.</b>
Is rescued Child getting free bag & Books		Please select <b>yes</b> from the dropdown list if the rescued child is getting free bag and books else select <b>no.</b>

c) Rural Development Department:

- i) Click on the Rural Development Department  on the left hand side navigation panel.
- ii) In the Rural Development Department Landing page, Click on the  button of the child details.
- iii) In the Rural Development Department page, Provide the necessary data and click on  Button.

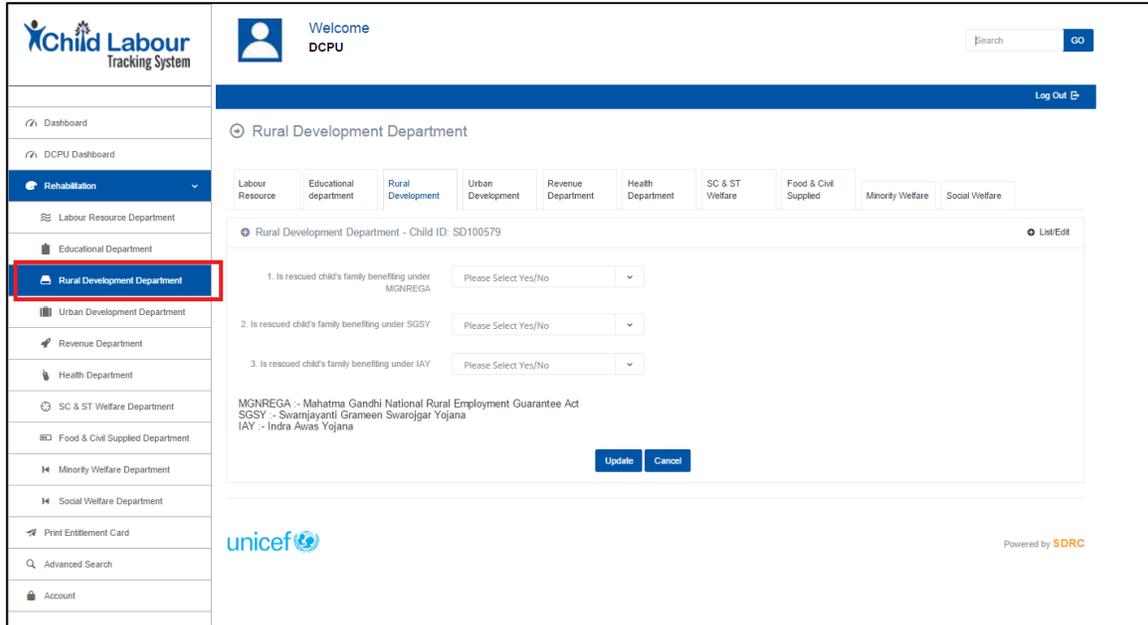


Figure 8: Procedure to add Rural Development Department

Field	Data to be entered
Is rescued child's family benefiting under MGNREGA	Please select <b>yes</b> 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 <b>no</b> .
Is rescued child's family benefiting under SGSY	Please select <b>yes</b> from the dropdown list if the rescued child's family is getting benefits from the schemes under SGSY( Swarnajayanti Grameen Swarozgar Yojana) else select <b>no</b> .
Is rescued child's family benefiting under IAY	Please select <b>yes</b> from the dropdown list if the rescued child's family is getting benefits from the schemes under IAY( Indira Awas Yojana) else select <b>no</b> .

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

 Pending button of the child details.

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

data and click on  Button.

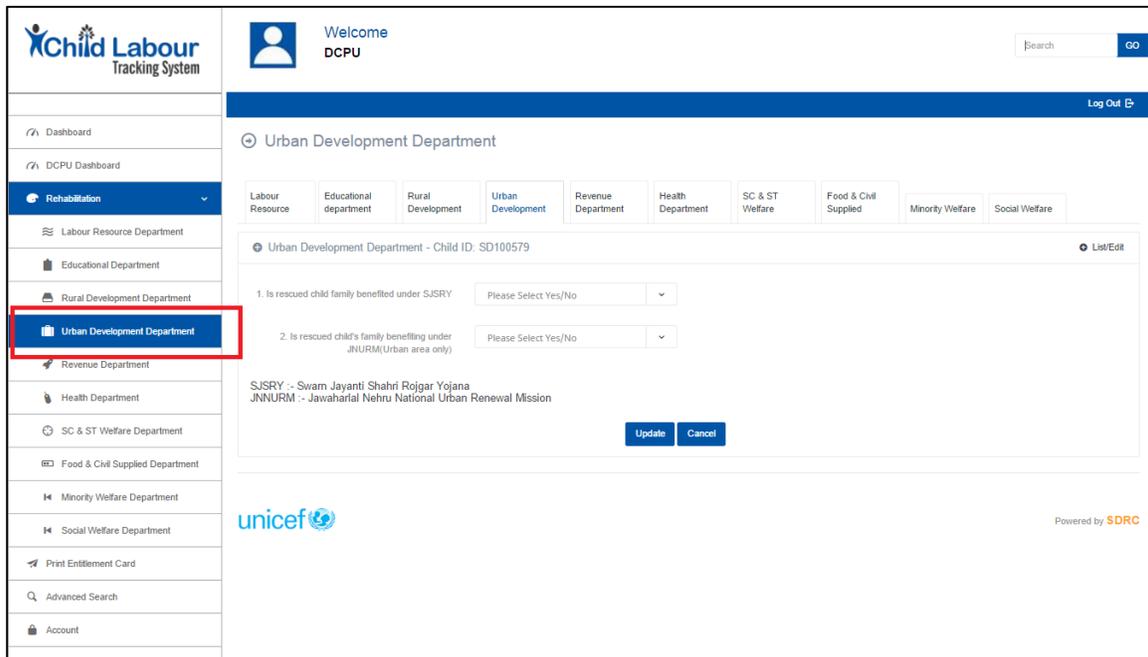


Figure 9: Procedure to add Urban Development Department

Field	Data to be entered
Is rescued child family benefited under SJSRY	Please select <b>yes</b> 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 <b>no</b> .

Is rescued child's family benefiting under JNNURM(Urban area only)	Please select <b>yes</b> 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 <b>no</b> .
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e) Revenue Department:

- i) Click on the Revenue Department  on the left hand side navigation panel.
- ii) In the Revenue Department Landing page, Click on the  button of the child details.
- iii) In the Revenue Department page, Provide the necessary data and click on  Button.

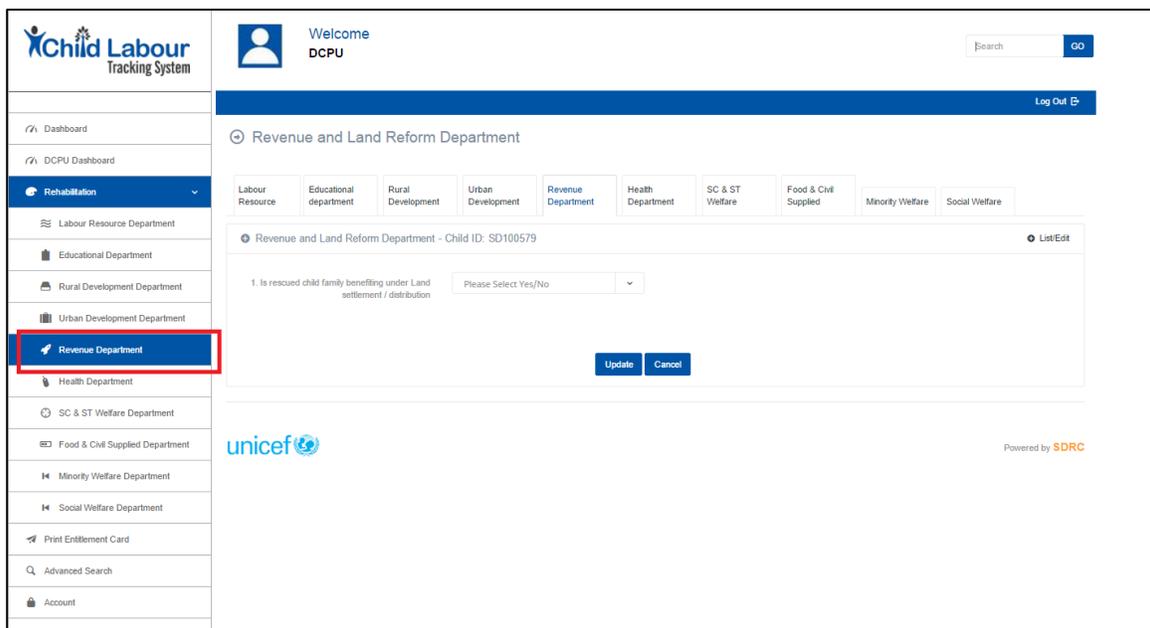


Figure 10: Procedure to add Revenue Department

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

f) Health Department:

- i) Click on the Health Department  on the left hand side navigation panel.
- ii) In the Health Department Landing page, Click on the  button of the child details.
- iii) In the Health Department page, Provide the necessary data and click on  Button.

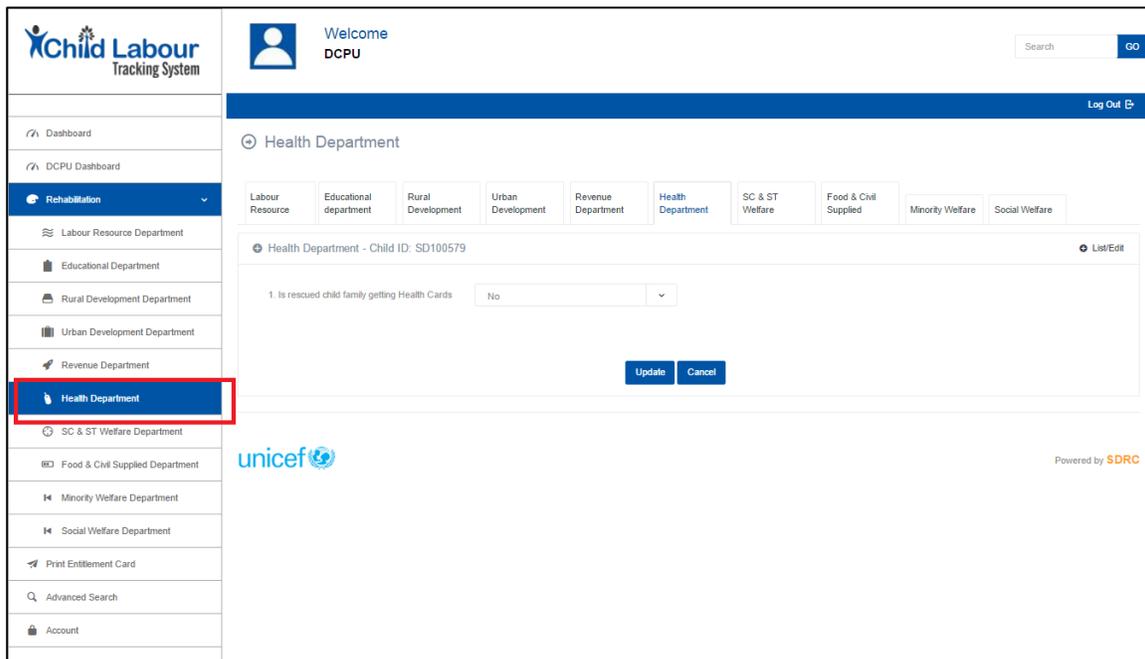
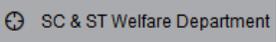


Figure 11: Procedure to add Health Department

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

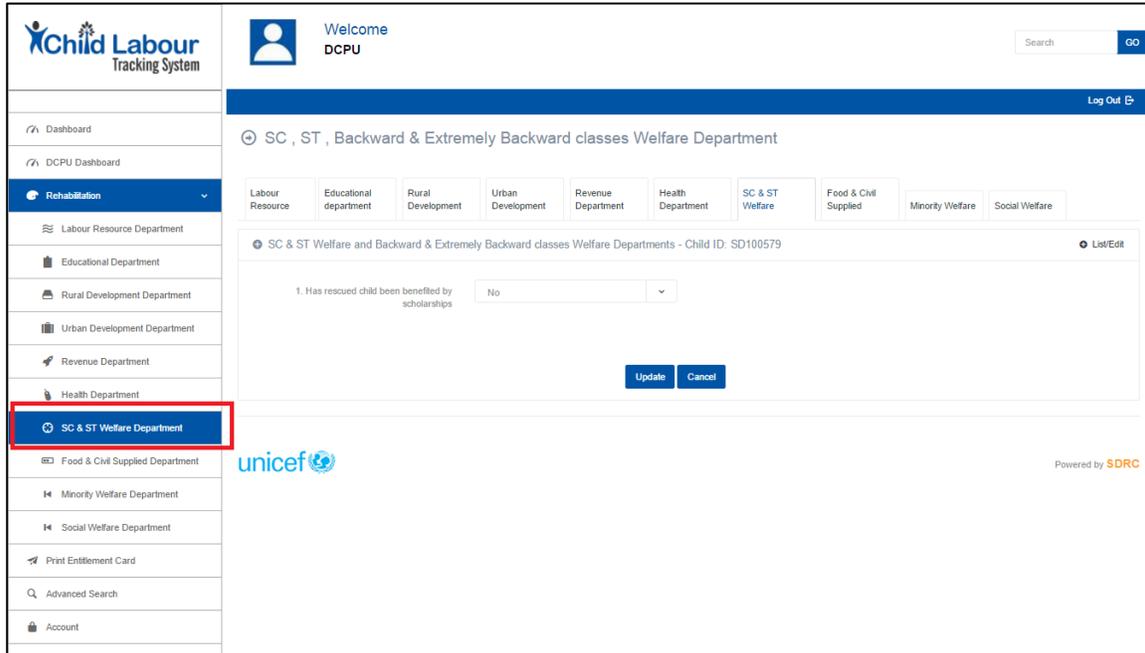
g) SC & ST Welfare Department:

i) Click on the SC & ST Welfare Department  on the left hand side navigation panel.

ii) In the SC & ST Welfare Department Landing page, Click on the

 button of the child details.

iii) In the SC & ST Welfare Department page, Provide the necessary data and click on  Button.



The screenshot displays the 'Child Labour Tracking System' interface. On the left is a navigation menu with 'SC & ST Welfare Department' highlighted in a red box. The main content area shows a 'Welcome DCPU' header, a search bar, and a 'Log Out' button. Below this is a breadcrumb trail: 'SC , ST , Backward & Extremely Backward classes Welfare Department'. A horizontal menu contains various departmental tabs, with 'SC & ST Welfare' selected. The main form area shows a record for 'Child ID: SD100579' with a dropdown menu set to 'No' for the question '1. Has rescued child been benefited by scholarships'. 'Update' and 'Cancel' buttons are visible at the bottom of the form. The UNICEF logo and 'Powered by SDRC' are also present.

Figure 12: Procedure to add SC & ST Welfare Department

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

h) Food & Civil Supply Department:

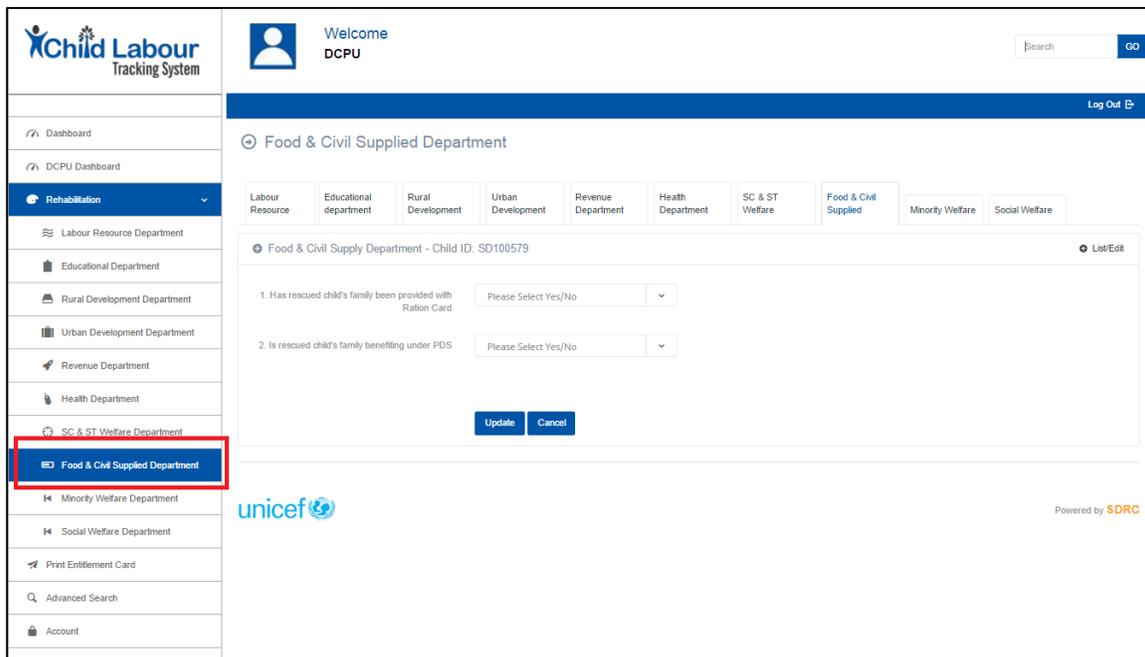
i) Click on the Food & Civil Supply Department

 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  Button.



The screenshot displays the 'Child Labour Tracking System' interface. The left sidebar contains a navigation menu with 'Food & Civil Supplied Department' highlighted in a red box. The main content area shows the 'Food & Civil Supplied Department' landing page for a specific child (Child ID: SD100579). The page includes a header with the user's name 'Welcome DCPU' and a search bar. Below the header, there are tabs for various departments, with 'Food & Civil Supplied' selected. The form contains two questions: '1. Has rescued child's family been provided with Ration Card' and '2. Is rescued child's family benefiting under PDS', both with dropdown menus for 'Please Select Yes/No'. At the bottom of the form are 'Update' and 'Cancel' buttons. The footer includes the UNICEF logo and 'Powered by SDRC'.

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 <b>yes</b> from the dropdown list if the rescued child's family has been provided with Ration Card else select <b>no</b> .
Is rescued child's family benefiting under PDS	Please select <b>yes</b> from the dropdown list if the rescued child's family is getting benefits from the schemes under PDS(Public distribution system) else select <b>no</b> .

h) Minority Welfare Department:

- i) Click on the Minority Welfare Department

 on the left hand side navigation panel.

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

 button of the child details.

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

data and click on  Button.

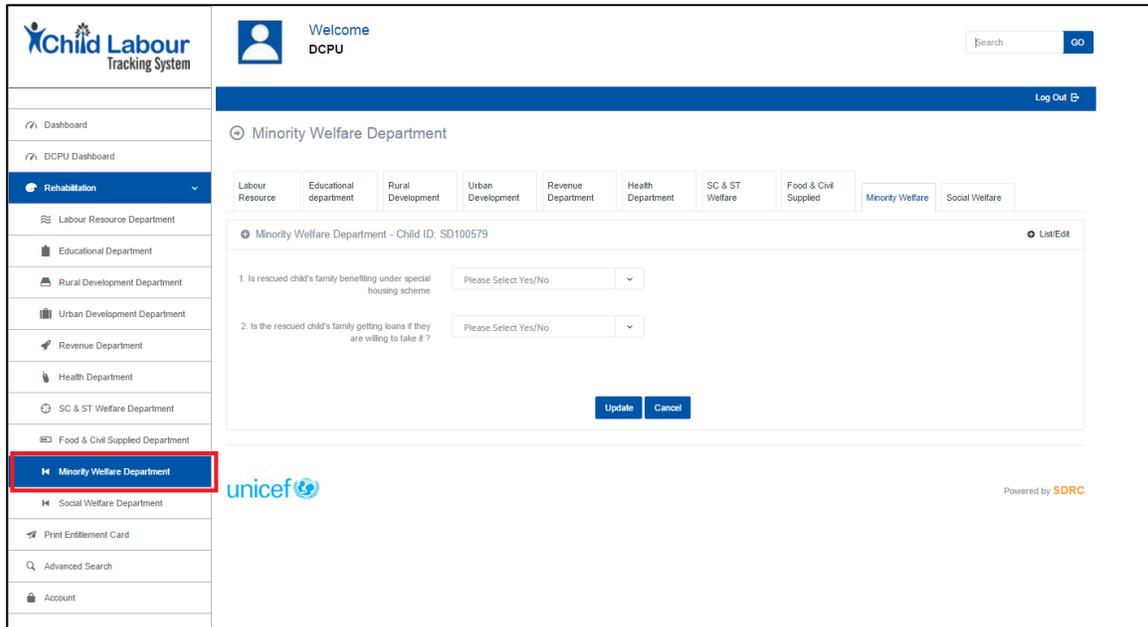
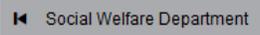


Figure 14: Procedure to add Minority Welfare Department

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

i) Social Welfare Department:

i) Click on the Social Welfare Department  on the left hand side navigation panel.

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

 Pending button of the child details.

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

data and click on **Update** Button.

The screenshot shows the 'Child Labour Tracking System' interface. On the left is a navigation menu with 'Social Welfare Department' highlighted in a red box. The main content area is titled 'Social Welfare Department Edit' and shows a form for 'Child ID: SD100579'. The form has tabs for various departments, with 'Social Welfare' selected. It contains several questions with dropdown menus for 'Yes/No' or '\_Select\_'. At the bottom of the form are 'Update' and 'Cancel' buttons. The UNICEF logo and 'Powered by SDRG' are visible at the bottom of the page.

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 <b>yes</b> from the dropdown list if the rescued child's family members are eligible for getting benefits under social pension scheme else select <b>no</b> .
Is the family of the rescued child benefitting under any pension scheme	Please select <b>yes</b> from the dropdown list if the rescued child's family getting benefits under any pension scheme else select <b>no</b> .
Is the rescued child eligible for getting benefit under Parvarish Scheme?	Please select <b>yes</b> from the dropdown list if the rescued child is eligible for getting benefits under Parvarish Scheme else select <b>no</b> .
Is the rescued child getting benefit under Parvarish Scheme?	Please select <b>yes</b> from the dropdown list if the rescued child is getting benefits under Parvarish Scheme else select <b>no</b> .
Is the family of the rescued child benefitting	Please select <b>yes</b> from the dropdown list if the

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

## 2.6 Procedure for printing Entitlement Card:

- i) Click on the 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  button to print the entitlement card

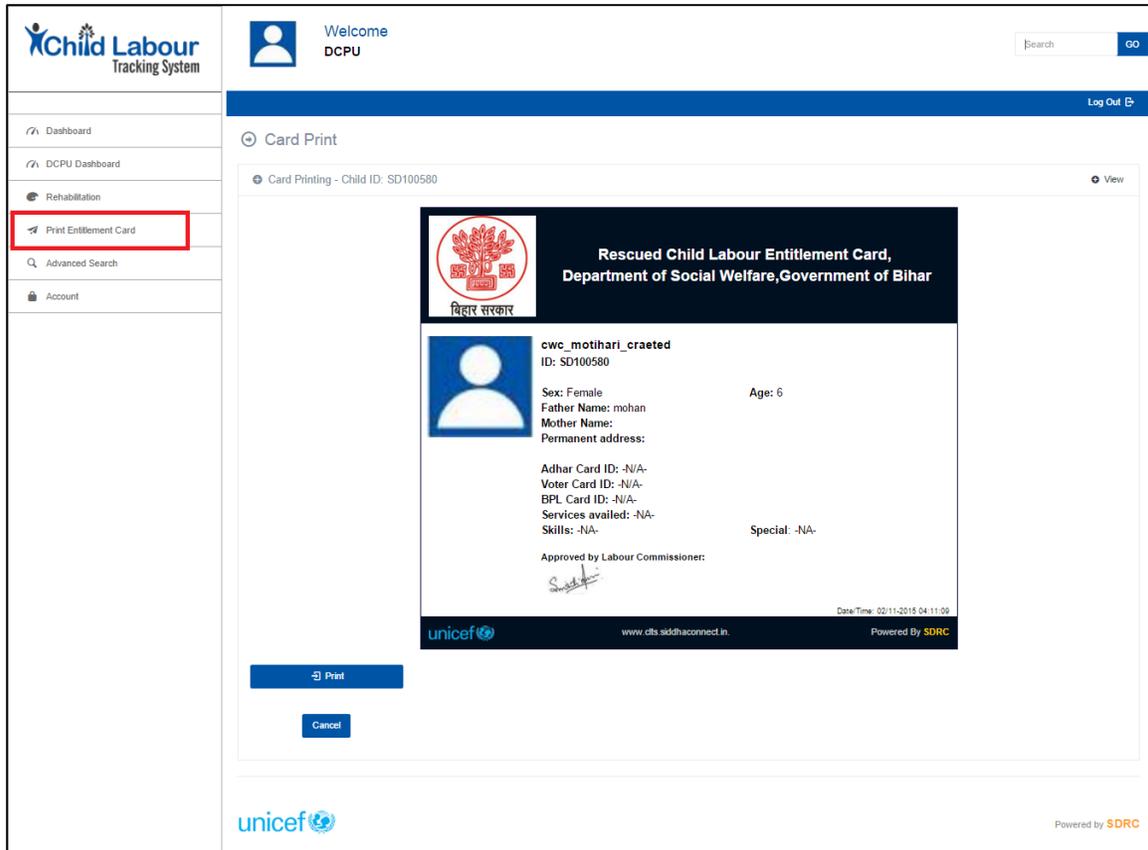


Figure 16: Procedure for printing Entitlement Card

## 2.7 Procedure for advance searching:

- i) Click on the Advance Search link  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.

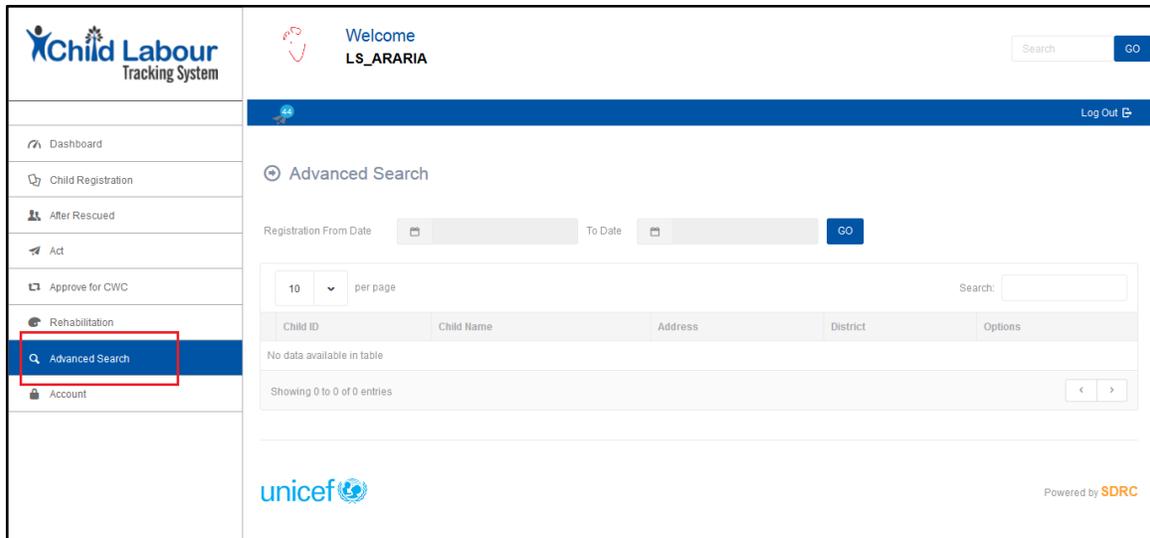


Figure 17: Procedure for advance searching

## 2.8 Procedure for managing Profile:

- i) Click on the Account link  from the left hand side navigation panel.
- ii) In the profile Details Page, provide the necessary data and click on 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

The screenshot displays the 'Child Labour Tracking System' interface. On the left is a sidebar with navigation items: Dashboard, DCPU Dashboard, Rehabilitation, Print Entitlement Card, Advanced Search, and Account (highlighted with a red box). The main area is titled 'Manage Profile' and contains an 'Edit Profile' form with the following fields:

- 1. Name: DCPU
- 2. Email: dcpu\_mothari@cpmis.org
- 3. Phone: [Empty field]
- 4. Skype Id: [Empty field]
- 5. Facebook Profile Link: [Empty field]
- 6. LinkedIn Profile Link: [Empty field]
- 7. Twitter Profile Link: [Empty field]
- 8. Image: [Profile picture icon]

Below the image field are 'Select image' and 'Update Profile' buttons. The footer includes the UNICEF logo and the text 'Powered by SDRG'.

Figure 18: Procedure for managing Profile