



CLTS User Guide: Labour Extension Officer

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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 CLTS 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 the process for LEO (Labour Extension Officer) user to register rescued child labour and other processes.


2 Process Description

2.1 LEO user rights

LEO user shall have the following rights:

1. Can create a new child Record details of the rescued child.
2. Can enter “after Rescue Data” of the rescued child.
3. Can enter Act Details Data of the rescued child.
4. Can add Rehabilitation data (only Labour Resource Department) of the rescued child.
5. Does not have the permission of editing any child record once forwarded to Child Welfare Committee (CWC)

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:

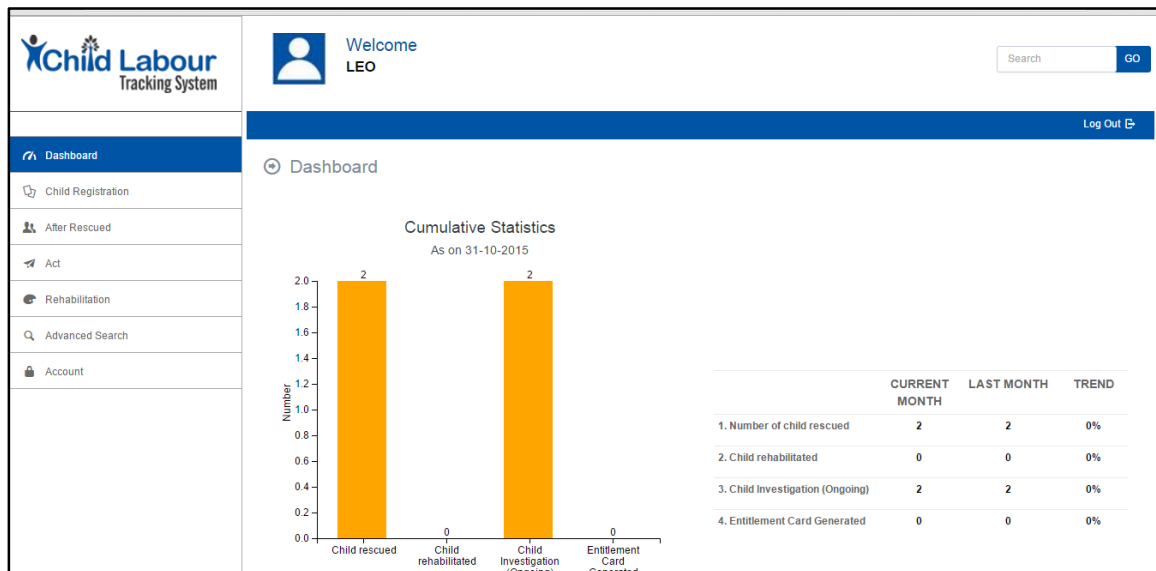



Figure 1: LEO User Login

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 add a new child information

1. Once the user receives the Child information, it can be added in the below steps:
 - a) Click on the Child Registration link from the left hand side navigation panel.
 - b) The user can see the list of all child information.
 - c) If the child is not available in the system, then the user has to add it.
 - d) Click on the  Button.
 - e) In the Rescued Child information Form, the user needs to fill-up the below mandatory fields:

Date of Rescue*

Name of Child *

Sex*

Date of Birth *

Child Labour Tracking System

Welcome LEO

Search GO

Log Out

Dashboard

Child Registration

After Rescued

Act


Rehabilitation

Advanced Search

Account

Rescued Child Registration Form

Rescued Child List/Edit Rescued Child

1. Child photo  Select photo

2. Date & Time of Rescue*

3. Name of the Child

4. Sex *

5. Is Date of Birth Present

6. Education

7. Marital Status

8. Religion

9. a. Category

10. Father's Name

11. Mother's Name

12. Address

13. State

14. District

15. Block

16. Birth Registered *

17. Adhar Card ID

18. Other (Please Specify)

Within State

1. Employer Name

2. Employer Address

i. Place of Rescue

ii. State

iii. District

iv. Block

3. Work Involved in


Duration of work

Save Cancel

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Figure 2: Procedure to enter record of individual child

f) After filling up the above mandatory fields and other data of the child, click on the  button.

g) A successful notification message will be displayed.

2. Ensure the data of the child saved properly.

- 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
LEO

Dashboard
Child Registration
After Rescued
Act
Rehabilitation
Advanced Search
Account

List of rescued children

10
per page

	Child ID	Child Name	Address	Photo	Options
1	SD100570	leo_mothari_created			
2	SD100571	ls_mothari_created			
3	SD100573	ls_gaya_created			
4	SD100574	ls_mothari_child			

Showing 1 to 4 of 4 entries

Powered by

Figure 3: Procedure to view list of children

- 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
LEO

Log Out

Dashboard
Child Registration
After Rescued
Act
Rehabilitation
Advanced Search
Account

Child Detail

Child Basic Information - Child ID: SD100570

Print

I. Basic Information

1. Date of Rescue	2015/10/30 12:18
3. Sex	Female
2. Name of Child	leo_mothari_created
4. Is Date Of Birth	Yes
1. Date of Birth	29/12/2008
5. Education	
6. Marital Status	Single
7. Religion	Hindu
8. Category	SC
9. Caste Category	
10. Father's Name	rohit
11. Mother's Name	
12. Address	
13. State	Bihar
14. District	Purba Champaran
15. Block	Chiraia
16. Birth Registered	
17. Adhar Card ID	
18. Other(Please Specify)	
within state	
1. Employer Name	
2. Employer Address	
i. Place of rescue	
ii. State	Bihar
iii. District	Purba Champaran
iv. Block	Chiraia
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	
ii. Medium of Study	
i. Medium	
b. The reason for leaving the school	
i. Reason	
f. Vocational training	
i. Vocational Training	
i. No. of Years	ii. Name of Vocational Trade

2. Health Status

a. Height	b. Details of handicap/disability
c. Weight	
c. Details of health condition of the child	
i. Respiratory disorders	ii. Hearing impairment
iii. Eye disease	iv. Dental disease
v. Cardiac diseases	vi. Skin disease
vii. Sexually transmitted disease	viii. Neurological disorders
ix. Mentally Challenged	x. Physically Challenged
xi. Other	

3. Family Details

a. Type of family	b. Has family migrated
c. Relationship among the family members	
i. Father & mother	ii. Father & child

Figure 4: Procedure to view record of individual child

2.4 Procedure to add after rescued information:

Once the child information gets added and the Child ID gets generated then user can add After rescued information. The After rescued information can only be added only if the rescued child belongs to a district other than purba champaran.

After rescued information can be added in the below steps:

- Click on the After Rescued link from the left hand side navigation panel.

- b) The user can see list of child information, if the child information is not approved by the LS user, it will be in pending state and the user can add the rescued information data of the child.

- c) Click on the  Pending button of the child list.

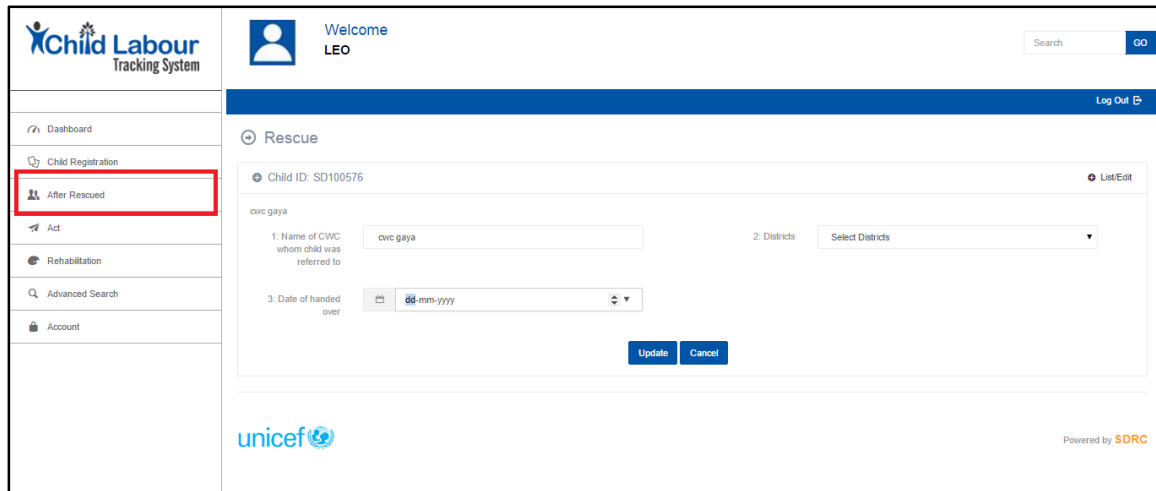
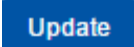


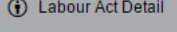
Figure 5: Procedure to add after rescued information

- d) Provide the necessary data and click on Update  Button.
- e) After rescued information is saved, data can be checked in the data/list page.

Field	Data to be entered
Name of CWC whom child was referred to	Please specify the name of the CWC to whom the rescued child was referred.
Districts	Please choose the district of the CWC to whom the rescued child was referred from the dropdown list.
Date	Please specify the date on which the rescued child was referred to the concerned CWC. Date should be in dd/mm/yyyy format e.g.: 03/09/2015

2.5 Procedure to add Act Details:

a) Labour Act Detail :

- i) Click on the Labour Act Detail link  from the left hand side navigation panel.

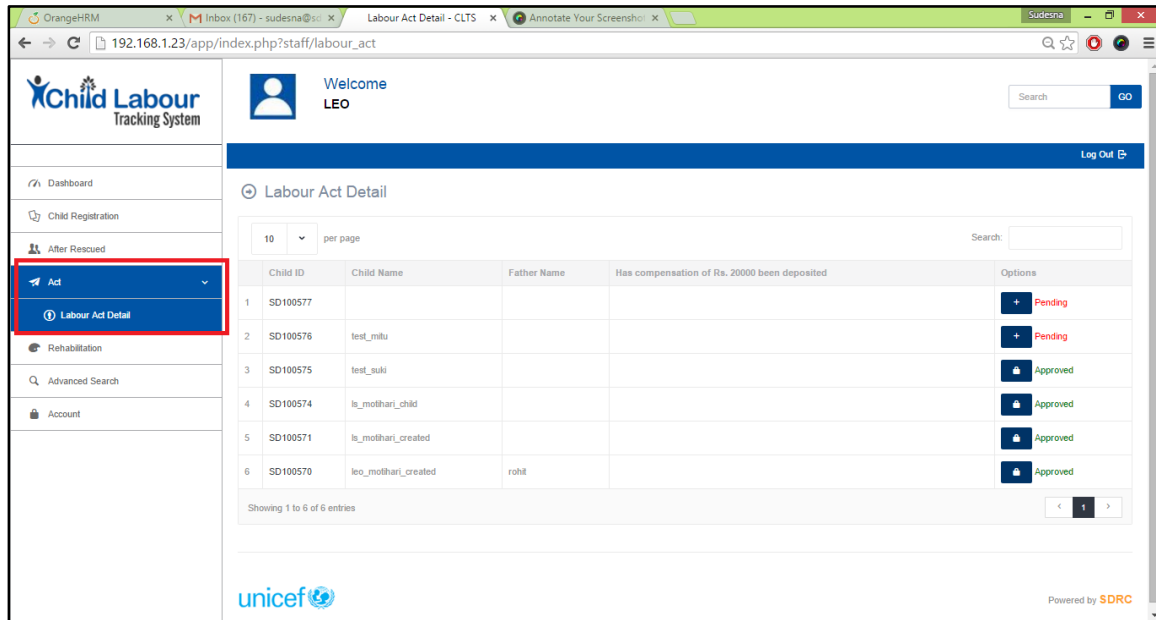


Figure 6: Procedure to view labour act information


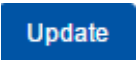
- ii) In the Act Details Landing page, Click on the  Pending button of the child details.
- iii) In the Labour Act Details Page, Provide the necessary data and click on  Button.

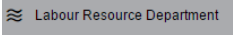

Figure 7: Procedure to add labour details

Field	Data to be entered		
Has notice been issued for compensation of Rs. 20,000	<p>Please select yes from the dropdown list if notice has been issued for compensation of Rs.20,000 else select no.</p> <p>If yes please select the date on which the notice was issued. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</p>		
Has compensation of Rs. 20,000 been deposited	<p>Please select yes from the dropdown list if compensation of Rs.20, 000 has been deposited else select no.</p> <p>If no please fill in the following fields.</p> <table border="1"> <tr> <td>Was proceeding of certificate initiated</td><td>Please select yes from the dropdown list if proceeding of certificate has been</td></tr> </table>	Was proceeding of certificate initiated	Please select yes from the dropdown list if proceeding of certificate has been
Was proceeding of certificate initiated	Please select yes from the dropdown list if proceeding of certificate has been		

	<table border="1"> <tr> <td data-bbox="667 205 954 342"></td> <td data-bbox="954 205 1240 342">initiated else select no.</td> </tr> <tr> <td data-bbox="667 342 954 552">Name and place of authority to whom certificate was filed</td> <td data-bbox="954 342 1240 552">Please specify the name and place of the authority to whom the proceeding certificate was filed.</td> </tr> <tr> <td data-bbox="667 552 954 867">Date on which certificate was issued.</td> <td data-bbox="954 552 1240 867"> Please specify the date on which the proceeding certificate was issued. Date should be in dd/mm/yyyy format e.g.: 03/09/2015 </td> </tr> <tr> <td data-bbox="667 867 954 1037">Order Number</td> <td data-bbox="954 867 1240 1037">Please specify the order number of the proceeding certificate.</td> </tr> </table>		initiated else select no.	Name and place of authority to whom certificate was filed	Please specify the name and place of the authority to whom the proceeding certificate was filed.	Date on which certificate was issued.	Please specify the date on which the proceeding certificate was issued. Date should be in dd/mm/yyyy format e.g.: 03/09/2015	Order Number	Please specify the order number of the proceeding certificate.
	initiated else select no.								
Name and place of authority to whom certificate was filed	Please specify the name and place of the authority to whom the proceeding certificate was filed.								
Date on which certificate was issued.	Please specify the date on which the proceeding certificate was issued. Date should be in dd/mm/yyyy format e.g.: 03/09/2015								
Order Number	Please specify the order number of the proceeding certificate.								
Has prosecution been filed	<p>Please select yes from the dropdown list if prosecution has been filed else select no.</p> <p>If yes please fill in the following fields.</p> <table border="1"> <tr> <td data-bbox="667 1318 954 1528">Name and place of authority Prosecution filed-</td> <td data-bbox="954 1318 1240 1528">Please specify the name and place of the authority to whom prosecution has been filed.</td> </tr> <tr> <td data-bbox="667 1528 954 1806">Date on which prosecution was filed</td> <td data-bbox="954 1528 1240 1806"> Please specify the date on which the prosecution was filed. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015 </td> </tr> </table>	Name and place of authority Prosecution filed-	Please specify the name and place of the authority to whom prosecution has been filed.	Date on which prosecution was filed	Please specify the date on which the prosecution was filed. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015				
Name and place of authority Prosecution filed-	Please specify the name and place of the authority to whom prosecution has been filed.								
Date on which prosecution was filed	Please specify the date on which the prosecution was filed. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015								

	Date on which prosecution was disposed off	Please specify the date on which the prosecution was disposed of. Date should be in dd/mm/yyyy format e.g.: 03/09/2015
	Order Number	Please specify the prosecution order number.

2.6 Procedure to add Rehabilitation Data:

- i) Click on the Labour Resource Department link  from the left hand side navigation panel.
- ii) In the Rehabilitation Details Landing page, select a child id and click on the  Pending button of the child list.
- iii) In the Labour Resource Department Details Page, provide the necessary data and click on submit.

Child Labour Tracking System

Welcome LEO

Search GO

Log Out

Labour Resource Department

10 per page Search:

	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	SD100577				+ Pending
2	SD100576				+ Pending
3	SD100575				+ Pending
4	SD100574				+ Pending
5	SD100571				+ Pending
6	SD100570	Yes	Yes		+ Pending

Showing 1 to 6 of 6 entries

unicef

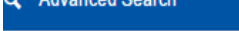
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Figure 8: Procedure to view rehabilitation details

Field	Data to be entered		
Has package of Rs.1800 been provided	<p>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.</p> <p>If yes please fill in the following fields:</p> <table border="1"> <tr> <td>If yes, date of package provided</td><td> <p>Please specify the date on which the package of Rs1800 was provided to the rescued child.</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p> </td></tr> </table>	If yes, date of package provided	<p>Please specify the date on which the package of Rs1800 was provided to the rescued child.</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>
If yes, date of package provided	<p>Please specify the date on which the package of Rs1800 was provided to the rescued child.</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>		

	<p>If no please fill in the following field:</p> <table border="1"> <tr> <td data-bbox="706 279 906 453">If not, Specify the Reason</td><td data-bbox="906 279 1248 453">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 yes from the dropdown list if Rs5000/- has been deposited in the District Child Welfare-Cum-Rehabilitation Account of the rescued child else select no.</p> <p>If yes please fill in the following fields</p> <table border="1"> <tr> <td data-bbox="706 730 943 1083">If Yes, Date of Deposit</td><td data-bbox="943 730 1373 1083"> <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 no please fill in the following field</p> <table border="1"> <tr> <td data-bbox="706 1188 992 1541">If not what are the reasons please specify</td><td data-bbox="992 1188 1279 1541">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 specify	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 specify	Please specify the reason, why package of Rs5000/- was not deposited in the District Child Welfare-Cum- Rehabilitation Account of the rescued child.				

2.7 Procedure for advance search:

- 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.

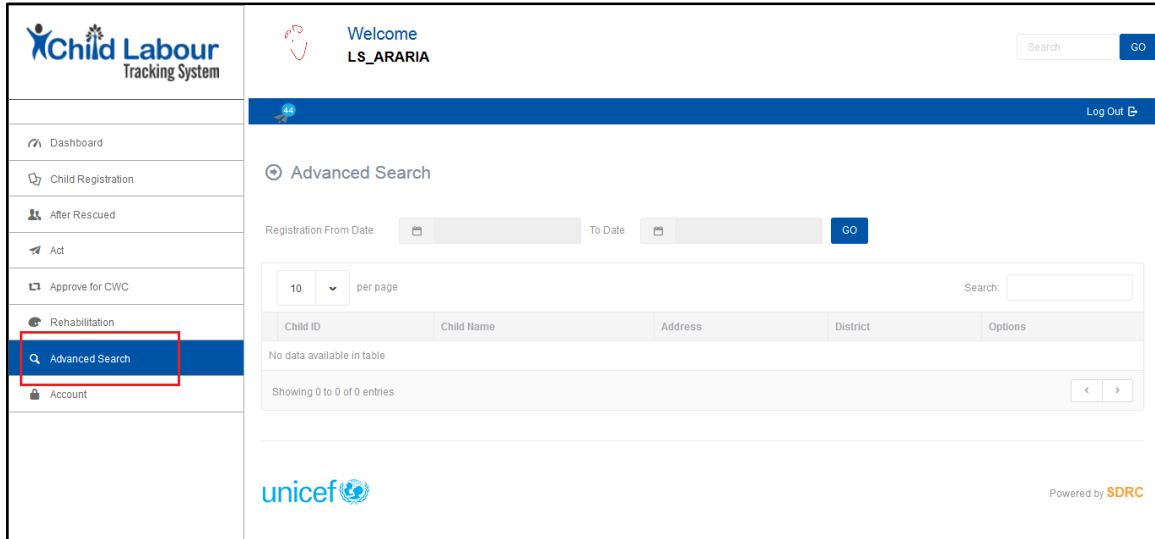
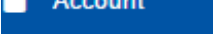
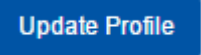


Figure 9: Procedure for advanced search

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  button to update the details of the user.

Field	Data to be entered
Name	The name of the user is set as LEO.
Email	The email id of the user is as leo_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 LEO

Search GO

Log Out

Manage Profile

Edit Profile

1. Name LEO

2. Email leo_mothari@cpmis.org

3. Phone

4. Skype Id

5. Facebook Profile Link

6. LinkedIn Profile Link

7. Twitter Profile Link

8. Image

Select image

Update Profile

unicef

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Figure 10: Procedure for managing profile