

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, black sans-serif font below it.

# Child Labour Tracking System

## CLTS User Guide: State Child Protection Society

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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 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 SCPS (State Child Protection Society) user can add Additional Details of a child, rehabilitation details and enable service entitlement card generation which is approved by the CWC.

## 2 Process Description

### 2.1 SCPS user rights

SCPS user shall have the following rights:

1. Only Can View the Child Records Data.
2. Only Can View/Print the Entitlement Card.

### 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:

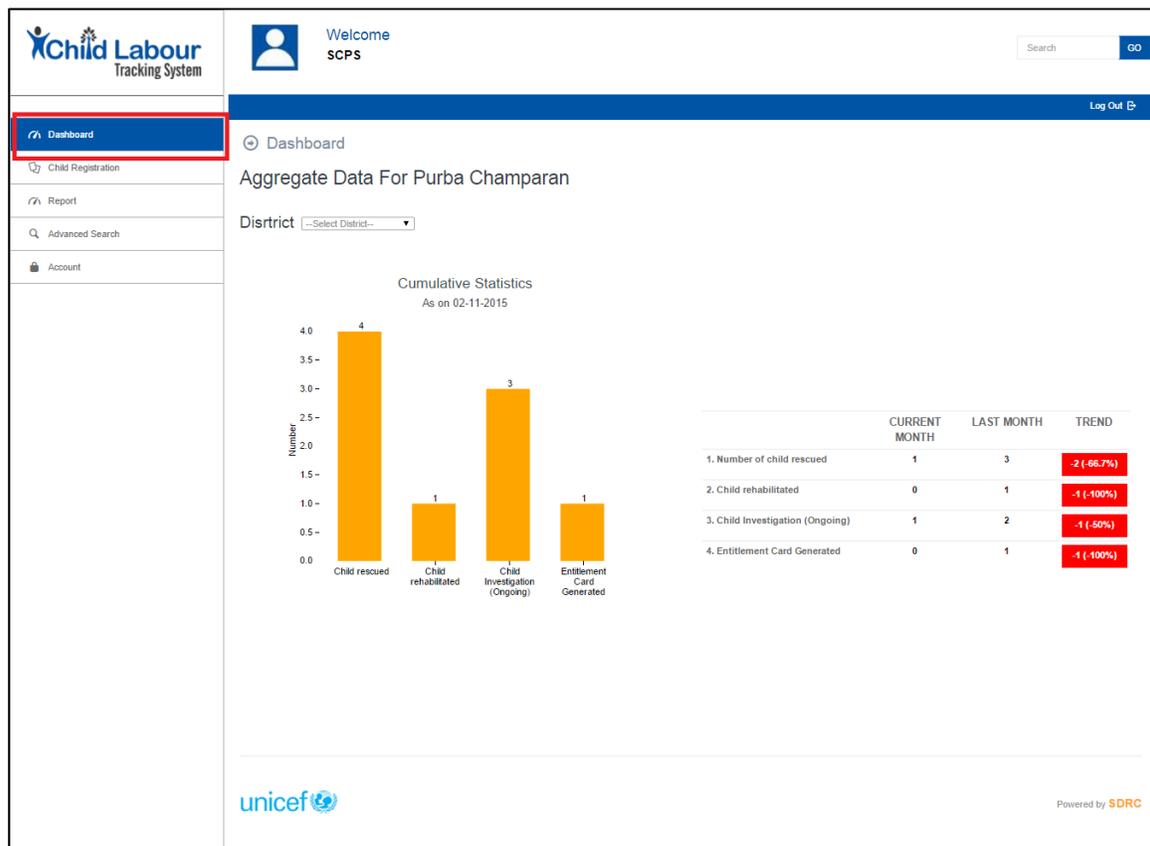


Figure 1: SCPS User Login

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 Childs Record

Click on the Report [New Child Registration](#) link from the left hand side navigation panel.

In the menu bar, the SCPS can see the list of rescued children.

The screenshot shows the 'Child Labour Tracking System' dashboard. The left navigation panel has 'Child Registration' highlighted with a red box. The main content area displays a table titled 'List of rescued children' with columns for Child ID, Child Name, Address, Photo, and Options. The table contains 6 rows of data. At the bottom of the table, it says 'Showing 1 to 6 of 6 entries'. The footer includes the UNICEF logo and 'Powered by SDRG'.

Child ID	Child Name	Address	Photo	Options
1 SD100578	leo_molthari_created			
2 SD100579	ls_molthari_child			
3 SD100580	cwc_molthari_craeted			
4 SD100581	ls_gaya_created_gaya_child			
5 SD100582	cwc gaya created molthari child			
6 SD100583	leo_molthari_created_molthari_child			

Figure 2: Procedure to view list of rescued children

Click on the Child Id to view the form and to print the form.

**Child Labour Tracking System**

Welcome SCPS

Search  **GO**

Log Out

Dashboard

**Child Registration**

Report

Advanced Search

Account

**Child Detail**

Child Basic Information - Child ID: SD100578 **Print**

### I. Basic Information

1. Date of Rescue	2015/10/31 16:12	2. Name of Child	leo_mothari_created
3. Sex	Female	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	
11. Mother's Name		12. Address	
13. State	Bihar		
14. District	Purba Champaran	15. Block	Adapur
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	Adapur
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			
iii. Medium			
e. 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 3: Procedure to view record of individual child

## 2.4 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.

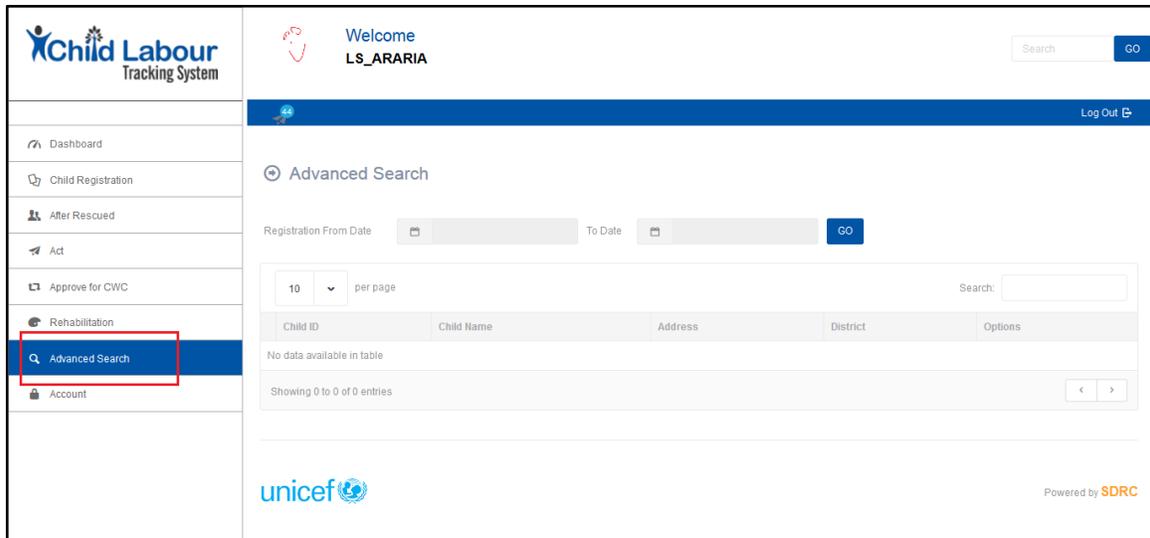
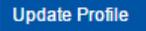


Figure 4: Procedure for advanced searching

## 2.5 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 SCPS.
Email	The email id of the user is as scps_bihar@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.
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The screenshot shows the 'Child Labour Tracking System' interface. On the left, a navigation sidebar contains links for Dashboard, Child Registration, Report, Advanced Search, and Account. The 'Account' link is highlighted with a red border. The main area is titled 'Manage Profile' and contains an 'Edit Profile' form. The form includes the following fields:

- 1. Name: SCPS
- 2. Email: scps\_bhar@cpmis.org
- 3. Phone: [Empty text box]
- 4. Skype Id: [Empty text box]
- 5. Facebook Profile Link: [Empty text box]
- 6. LinkedIn Profile Link: [Empty text box]
- 7. Twitter Profile Link: [Empty text box]
- 8. Image: [Profile picture icon]

Below the image field, there is a 'Select image' button and an 'Update Profile' button. The footer of the page features the UNICEF logo and the text 'Powered by SDRG'.

Figure 5: Procedure for managing profile