



CLTS User Guide: Labour Commissioner

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	Labour Commissioner user rights.....	5
2.2	Procedure to Login	5
2.3	Procedure to view Child Record:	6
2.4	Procedure for advance searching:.....	7
2.5	Procedure for managing Profile:.....	8

Table of figures

<i>Figure 1: LC User Login</i>	<i>5</i>
<i>Figure 2: Procedure to view list of children</i>	<i>6</i>
<i>Figure 3: Procedure to view record of individual child.....</i>	<i>7</i>
<i>Figure 4: Procedure for advanced search</i>	<i>8</i>
<i>Figure 5: Procedure for managing profile.....</i>	<i>9</i>

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)
- DCPO (District Child Protection Officer)
- LC (Labour Commissioner)
- SCPS (State Child Protection Society)

This user manual explains how a LC (Labour Commissioner) user can view child records and print entitlement cards.


2 Process Description

2.1 Labour Commissioner user rights

LC User will 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:

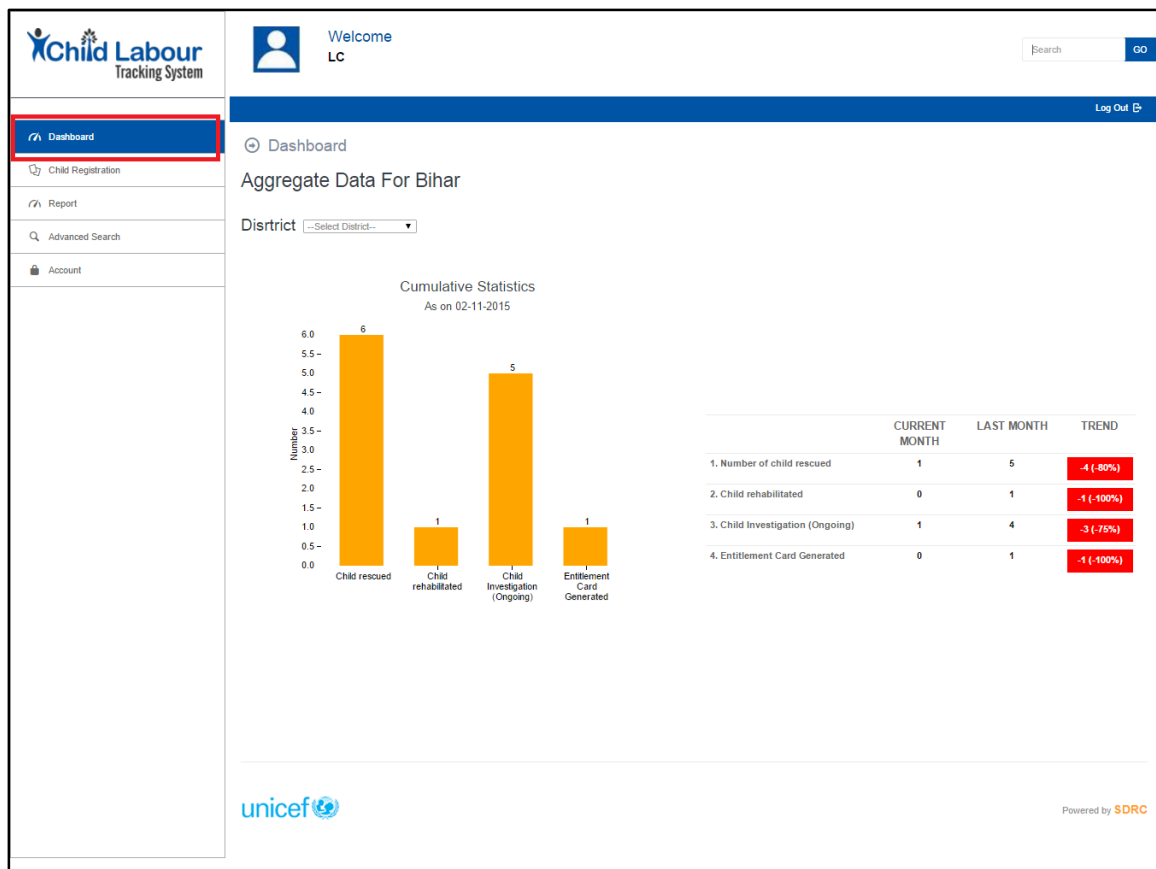



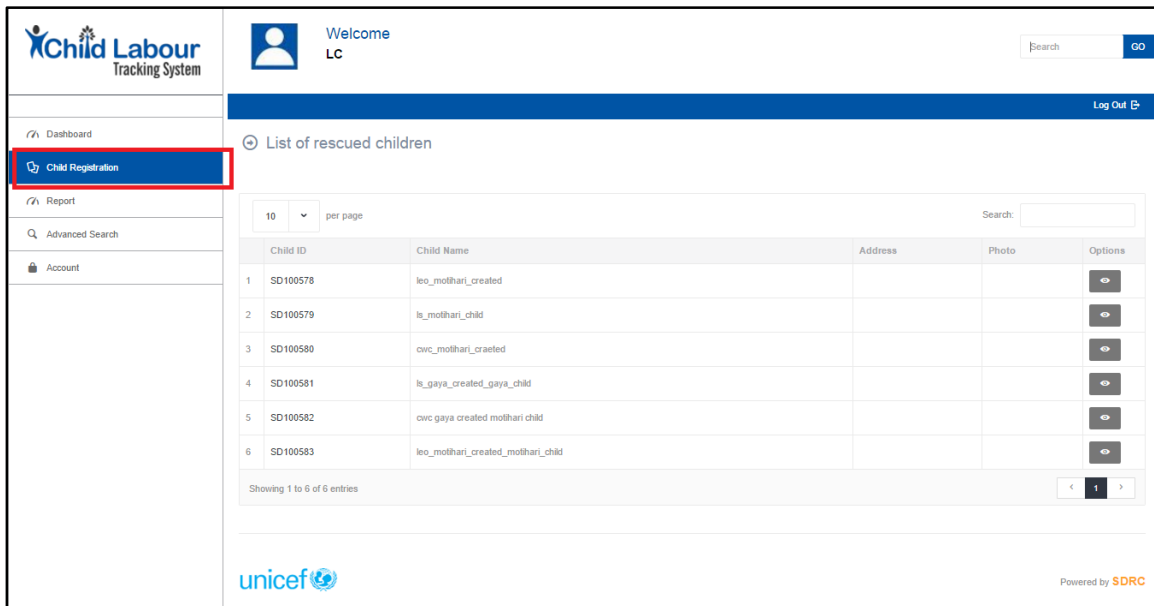
Figure 1: LC User Login

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 Child Record:

- i) Click on the Report  link from the left hand side navigation panel.
- ii) In the menu bar, the LC can see the list of rescued children.



The screenshot shows the 'Child Labour Tracking System' interface. The left navigation menu has 'Child Registration' highlighted. The main area shows a 'List of rescued children' table with 6 entries. The table columns are Child ID, Child Name, Address, Photo, and Options. The footer includes the UNICEF logo and 'Powered by SDRG'.

Child ID	Child Name	Address	Photo	Options
1 SD100578	leo_molihari_created			
2 SD100579	ls_molihari_child			
3 SD100580	cwc_molihari_created			
4 SD100581	ls_gaya_created_gaya_child			
5 SD100582	cwc gaya created molihari child			
6 SD100583	leo_molihari_created_molihari_child			

Figure 2: Procedure to view list of children

- iii) Click on the Child Id to view the form and to print the form.

Welcome
LC

[Dashboard](#)
[Child Registration](#)
[Report](#)
[Advanced Search](#)
[Account](#)

Child Detail

Child Basic Information - Child ID: SD100578

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
5. Date of Birth	29/12/2008		
6. Education		7. Marital Status	Single
8. Religion	Hindu	9. Category	SC
10. Caste Category		11. Father's Name	
12. Mother's Name		13. Address	
14. State	Bihar		
15. District	Purba Champaran	16. Block	Adapur
17. Birth Registered		18. Adhar Card ID	
19. Other(Please Specify)			

within state

1. Employer Name		2. Employer Address	
3. Place of rescue		4. State	Bihar
5. District	Purba Champaran	6. Block	Adapur
7. Work Involved in		8. 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. Reason for leaving the school			
i. Reason			
ii. Vocational training			
i. Vocational Training			
j. No. of Years		k. 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		a. Hearing impairment	
ii. 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		j. Father & child	

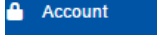
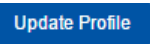
Figure 3: Procedure to view record of individual child

2.4 Procedure for advance searching:


- Click on the Advance Search link from the left hand side navigation panel.
- 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 search

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 LC.
Email	The email id of the user is as lc_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.



Dashboard

Child Registration


Report

Advanced Search

Account

Welcome
LC

Search

Log Out 

Manage Profile

Edit Profile

1. Name

LC

2. Email

lc_bihar@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


Powered by 

Figure 5: Procedure for managing profile