

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: Labour Superintendent

*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 LS (Labour Superintendent) user can create new child registration and add track progress.

## 2 Process Description

### 2.1 LS user 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 submitted for process.

LS User has to Login. The login screen is presented in Figure1 below:

### 2.2 Procedure to Log in

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:

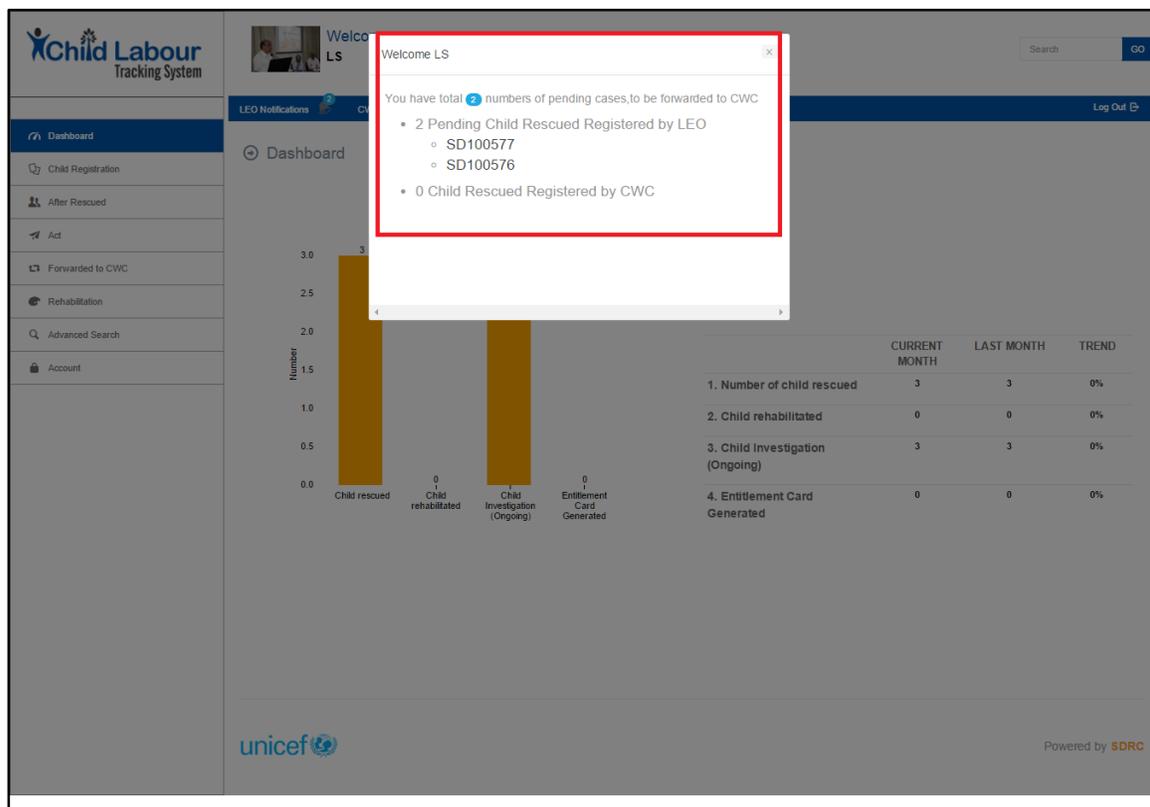


Figure 1: LS User Login

5. The landing page shall display all the pending records which are to be forwarded to CWC.
6. In the cumulative statistics, the user can see figures for child rescued, child rehabilitated, child information (on going), and Entitled Card Generated till date.
7. 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, if the child is not available in the system, then the user has to add it.
  - c) Click on the  Button.
  - d) 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 \*

Figure 2: Procedure to add new child information

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

f) A successful notification message will be displayed.

2. Ensure the data of the child is 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.

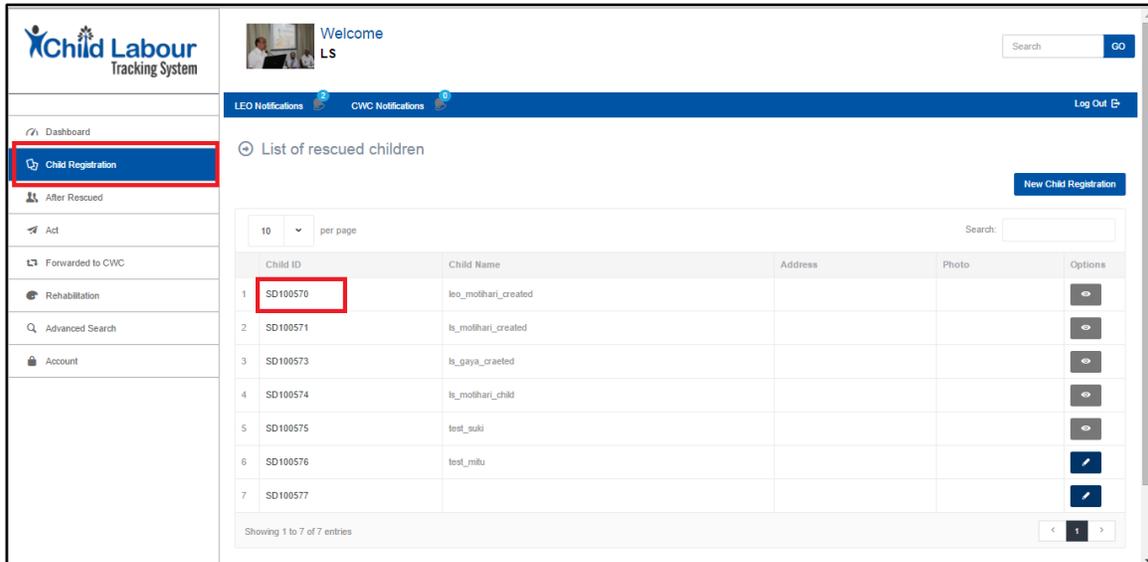


Figure 3: Procedure to view list of rescued children

- 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.

**Child Labour Tracking System**

Welcome LS

LEO Notifications CWC Notifications Log Out

Dashboard  
**Child Registration**  
 Alter Rescued  
 Act  
 Forwarded to CWC  
 Rehabilitation  
 Advanced Search  
 Account

**Child Detail**  
 Child Basic Information - Child ID: SD100576 Print

**I. Basic Information**

1. Date of Rescue	2015/09/30 13:40	2. Name of Child	test_mitu
3. Sex	Female	4. Is Date Of Birth	Yes
5. Date of Birth	28/12/1998	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	Assam	15. Block	Bajali
14. District	Barpeta	17. Adhar Card ID	
16. Birth Registered			
18. Other(Please Specify)			

**Outside state**

i. Employer Name		ii. State	Assam
i. Place of rescue		iv. Block	Bajali
iii. District	Barpeta	6. Handed Over to CWC Bihar on Dated	0
5. Work Involved In	0	6. Location of Concerned CWC	IND010002
7. If any certificate issued by rescued state (if yes) please write the name of certificate issued			

**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			
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			
e. 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**

Figure 4: Procedure to view record of individual child

- Option 2- Tee see the Child data in Edit Mode.
  - a) Click on the Child registration Link from the left navigation panel.
  - b) Click on the  Pending button of the child list.
  - c) Child Record can be edited by clicking on the  Update button.

**Child Labour Tracking System**

Welcome LS

LEO Notifications CWC Notifications Log Out

**Edit Child Rescued**

Rescued Child - Child ID: SD100576 List/Edit Rescued Child

1. Child photo

2. Date & Time of Rescue

3. Name of the Child

4. Sex \*

5. Is Date of Birth Present

5. Date of Birth \*

6. Education

8. Religion

7. Marital Status

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)

**Outside State**

1. Employer Name

2. Employer Address

i. Place of rescue

ii. State

iii. District

iv. Block

3. Work Involved in

4. Date of Production before CWC

5. Name of CWC

6. Location of Concerned CWC

7. Details of Certificate if any

Figure 5: Procedure to edit child record

Field	Data to be entered
Child photo	Please provide the photograph of the rescued child. The size of the photograph should not exceed
Date of Rescue	Please provide the date on which the child was rescued. Date should be in dd/mm/yyyy format e.g.: 03/09/2015
Name of the Child	Please provide the name of the rescued child.

	e.g.: Ashok Prasad
Is Date of Birth Present	<p>If the date of the child is known choose yes otherwise choose no.</p> <p>If Yes please provide the date of birth of the child. Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>
Is Date of Birth Present	<p>If the date of the child is known choose yes otherwise choose no. If <b>No please</b> provide the month and year of birth of the child.</p> <p>Month should be in dd format e.g.: 02 for February, 09 for September etc.</p> <p>Year should be in yyyy format e.g.: 2015.</p>
Marital Status	<p>Please choose an option from the drop down list to specify the marital status of the rescued child.</p> <p>e.g.: Choose <b>Married</b> if the child is married.</p>
Religion	<p>Please choose an option from the drop down list to specify the religion of the rescued child.</p> <p>e.g.: Choose <b>Hindu</b> if the child is Hindu.</p> <p>If the religion of the rescued child is not there in the dropdown list then please choose <b>Other and</b> specify the religion in the box provided for other.</p>
Category	<p>Please choose an option from the drop down list to specify the caste category of the rescued child.</p> <p>e.g.: Choose <b>SC</b> if the child is belongs to SC category.</p>
Caste Name	<p>Please provide the name of caste of the rescued child.</p> <p>e.g.: Ghasi</p> <p>If the category of the rescued child is not there in the dropdown list then please choose <b>Other and</b> specify the category in the box provided for other.</p>

Father's Name	Please provide the name of father of the rescued child.				
Mother's Name	Please provide the name of mother of the rescued child.				
Address	Please provide the address of the rescued child.				
State	<p>Please choose the state to which the rescued child belongs to from the drop down list. The user can select same state as well.</p> <p>If the same state is selected please refer to the point <b>Within State</b>.</p> <p>If other state is selected please refer to the point <b>Other State</b></p>				
District	<p>Please choose the district to which the rescued child belongs from the drop down list.</p> <p>e.g.: Katihar</p>				
Block	<p>Please choose the block to which the rescued child belongs from the drop down list.</p> <p>e.g.: Falka</p>				
Birth Registered	If the birth of the rescued child has been registered choose yes, otherwise choose no.				
Adhar Card ID	Please provide Adhar card number of the rescued child.				
Other (Please Specify)	If the user wants to specify any other information about the rescued child then the same can be filled in this box.				
Within State	<table border="1"> <tr> <td>Employer Name</td> <td>Please provide the name of the person for whom the rescued child was working.</td> </tr> <tr> <td>Employer Address</td> <td>Please provide the address of the person</td> </tr> </table>	Employer Name	Please provide the name of the person for whom the rescued child was working.	Employer Address	Please provide the address of the person
Employer Name	Please provide the name of the person for whom the rescued child was working.				
Employer Address	Please provide the address of the person				

		for whom the rescued child was working.
	Place of Rescue	Please provide the place from where the child was rescued.
	State	Please choose the state from where the child was rescued from the drop down list.
	District	Please choose the district from where the child was rescued from the drop down list.
	Block	Please choose the block from where the child was rescued from the drop down list.
	Work Involved In	<p>Please choose the work in which the rescued child was involved from the drop down list.</p> <p>If the work in which the rescued child was involved is not there in the dropdown list then please choose <b>Other</b> and specify the details in the box provided for other.</p>
	of work	Please provide the duration for which the rescued child has worked for the

	employer in the box provided for the same.	
	no of years	Provide the number of years e.g.: 02
	no of months	Provide the number of months e.g.: 10
	no of days	Provide the number of days. e.g.: 25
Outside state	Employer Name	Please provide the name of the person for whom the rescued child was working.
	Employer Address	Please provide the address of the person for whom the rescued child was working.
	Place of Rescue	Please provide the place from where the child was rescued.
	State	Please choose the state from where the child was rescued from the drop down list.
	District	Please choose the district from where the child was rescued from the drop down list.

	Block	Please choose the block from where the child was rescued from the drop down list.
	Work Involved In	<p>Please choose the work in which the rescued child was involved from the drop down list.</p> <p>If the work in which the rescued child was involved is not there in the dropdown list then please choose <b>Other</b> and specify the details in the box provided for other.</p>
	Handed over to CWC / Date	<p>Please specify the date on which the rescued child was handed over to CWC</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>
	Details of Certificate if any	<p>If any certificate was issued then please choose an option from the dropdown list.</p> <p>If the type of the issued certificate is not there in the dropdown list then please choose <b>Other</b> and specify the details of the</p>

		certificate in the box provided for other.
	Location of Concerned CWC	Please choose the location of the CWC, to whom the rescued child was handed over, from the dropdown list.

## 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.
- 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.



- Click on the  button of the child list.

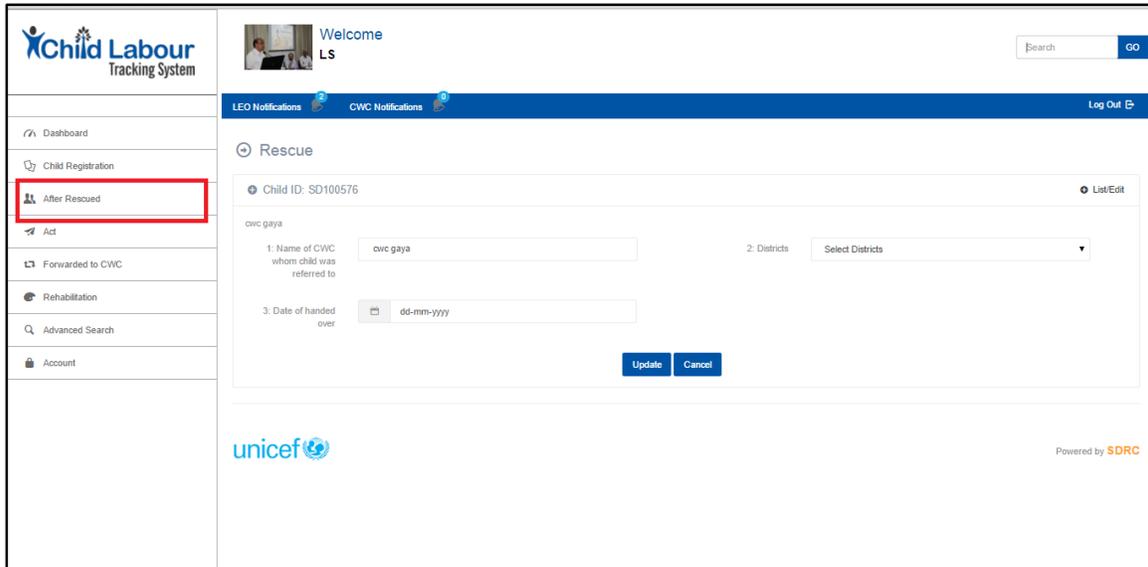


Figure 6: Procedure to add after rescued information

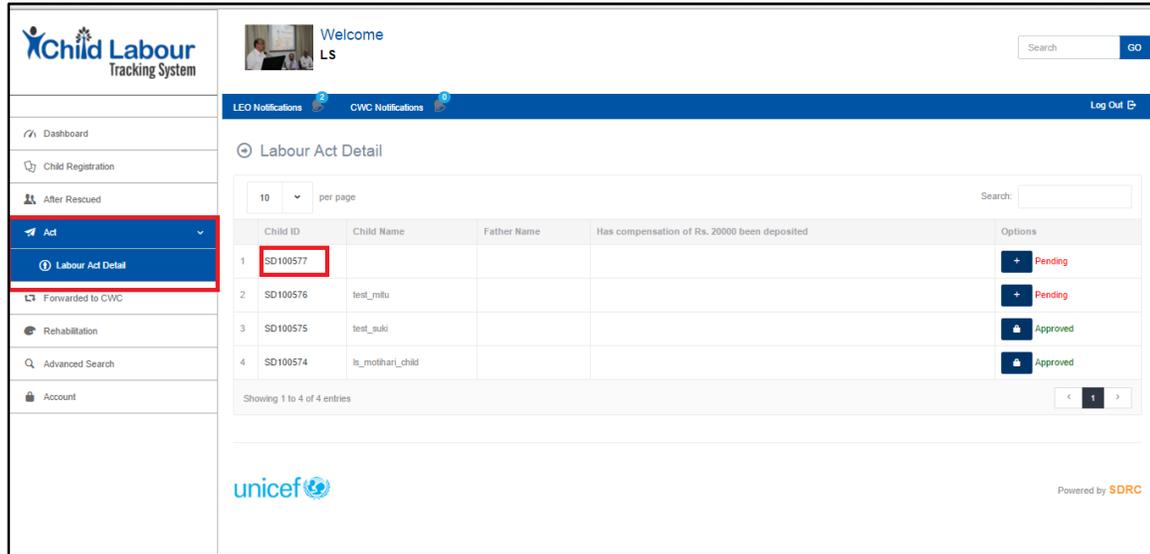
- d) Provide the necessary data and click on Update  Button.
- e) After rescued information is saved, data can be checked in the data/list page.

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.



The screenshot displays the 'Child Labour Tracking System' interface. The left-hand navigation menu is visible, with 'Labour Act Detail' selected and highlighted in blue. The main content area shows the 'Labour Act Detail' page. At the top, there is a 'Welcome LS' message and a search bar. Below this, there are notification banners for 'LEO Notifications' and 'CWC Notifications'. The main section is a table titled 'Labour Act Detail' with columns: 'Child ID', 'Child Name', 'Father Name', 'Has compensation of Rs. 20000 been deposited', and 'Options'. The table contains 4 rows of data. The first row (Child ID: SD100577) has a '+' button and the status 'Pending'. The second row (Child ID: SD100576) has a '+' button and 'Pending'. The third row (Child ID: SD100575) has a lock icon and 'Approved'. The fourth row (Child ID: SD100574) has a lock icon and 'Approved'. The table is paginated to show 1 to 4 of 4 entries. The footer includes the UNICEF logo and 'Powered by SDRC'.

Figure 7: Procedure to view labour act details

- 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  Update Button.

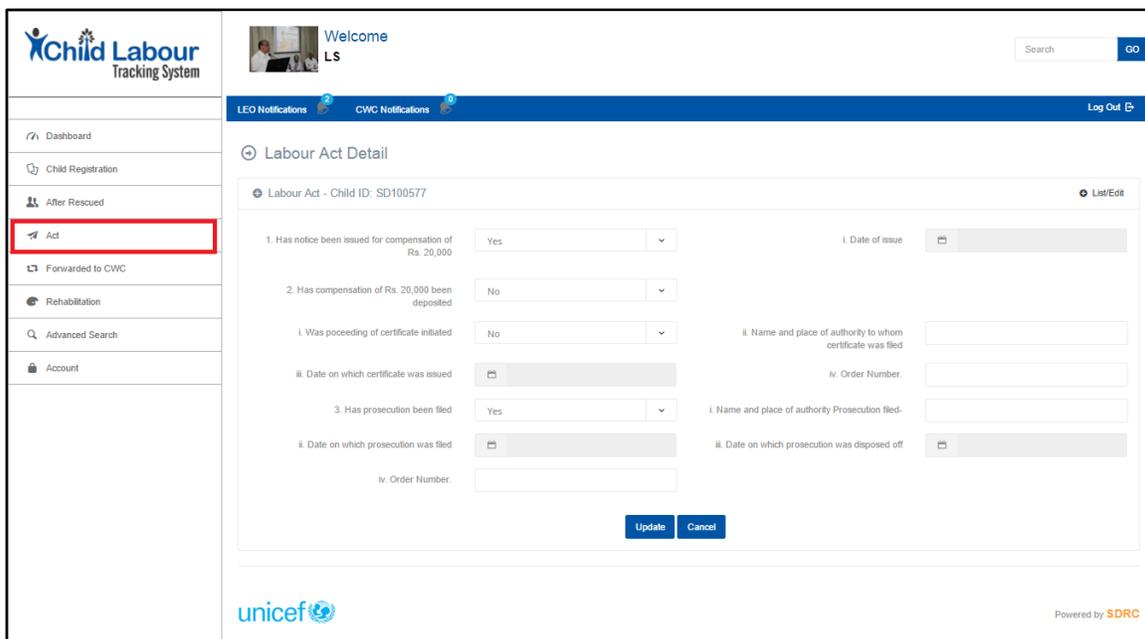


Figure 8: Procedure to edit labour act details

Field	Data to be entered		
Has notice been issued for compensation of Rs. 20,000	<p>Please select <b>yes</b> from the dropdown list if notice has been issued for compensation of Rs.20, 000 else select <b>no</b>.</p> <p>If <b>yes</b> 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 <b>yes</b> from the dropdown list if compensation of Rs.20, 000 has been deposited else select <b>no</b>.</p> <p>If <b>no</b> please fill in the following fields.</p> <table border="1" data-bbox="808 1696 1382 1835"> <tr> <td>Was proceeding of certificate initiated</td> <td>Please select <b>yes</b> from the dropdown list if proceeding of</td> </tr> </table>	Was proceeding of certificate initiated	Please select <b>yes</b> from the dropdown list if proceeding of
Was proceeding of certificate initiated	Please select <b>yes</b> from the dropdown list if proceeding of		

		certificate has been initiated else select <b>no.</b>
	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	Please select <b>yes</b> from the dropdown list if prosecution has been filed else select <b>no.</b>  If <b>yes</b> please fill in the following fields.	
	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 for Approving for CWC:

- i) Click on the Forwarded to CWC  Forwarded to CWC link from the left hand side navigation panel.
- ii) In the Forwarded to CWC Landing page, click on the approve  button of the child list.
- iii) Click on the  button to approve the rescued child for Verification by CWC.

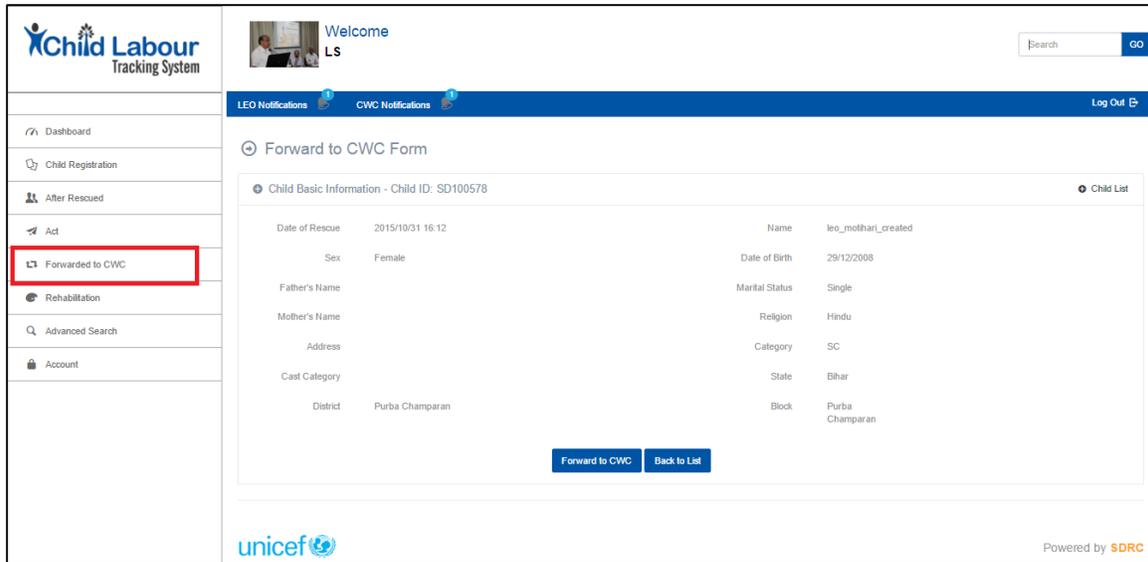
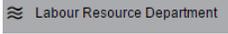


Figure 9: Procedure for approving for CWC

## 2.7 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.

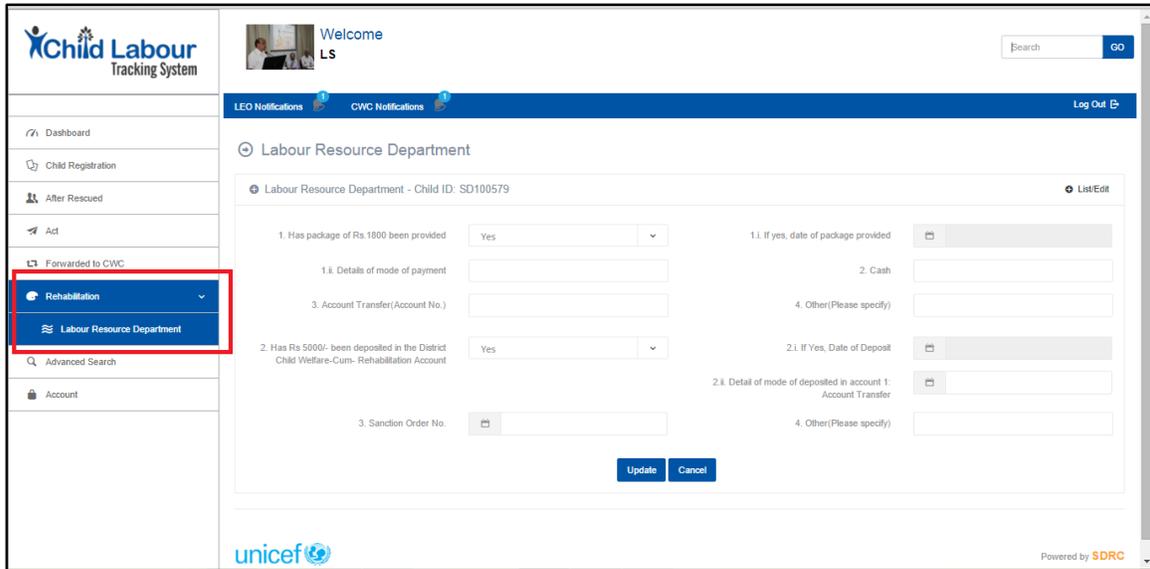


Figure 10: Procedure to add rehabilitation data

Field	Data to be entered		
<p>Has package of Rs.1800 been provided</p>	<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" data-bbox="776 1314 1351 1667"> <tr> <td data-bbox="776 1314 1065 1667"> <p>If yes, date of package provided</p> </td> <td data-bbox="1065 1314 1351 1667"> <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> <p>If <b>no</b> please fill in the following field:</p>	<p>If yes, date of package provided</p>	<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 yes, date of package provided</p>	<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>		

	<table border="1"> <tr> <td data-bbox="776 243 976 380">If not, Specify the Reason</td> <td data-bbox="976 243 1419 380">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"> <tr> <td data-bbox="776 695 1045 1079">If Yes, Date of Deposit</td> <td data-bbox="1045 695 1419 1079">           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         </td> </tr> </table> <p>If <b>no</b> please fill in the following field</p> <table border="1"> <tr> <td data-bbox="776 1157 1065 1541">If not what are the reasons please specified</td> <td data-bbox="1065 1157 1349 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	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 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	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 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.				

## 2.8 Procedure for advance search:

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

- i) 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.

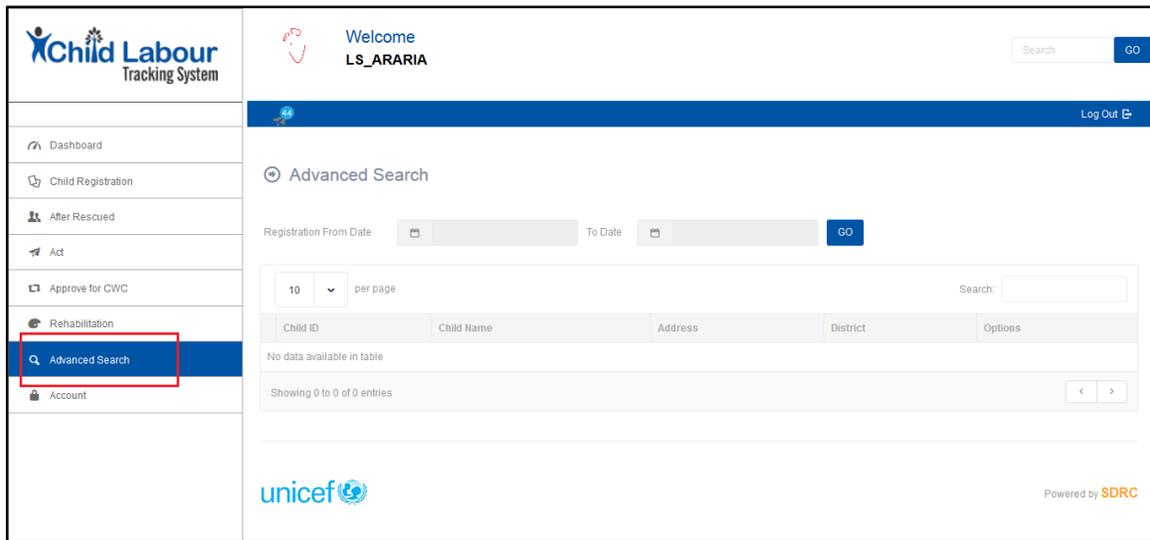


Figure 11: Procedure for advanced searching

## 2.9 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 LS.
Email	The email id of the user is as ls_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.

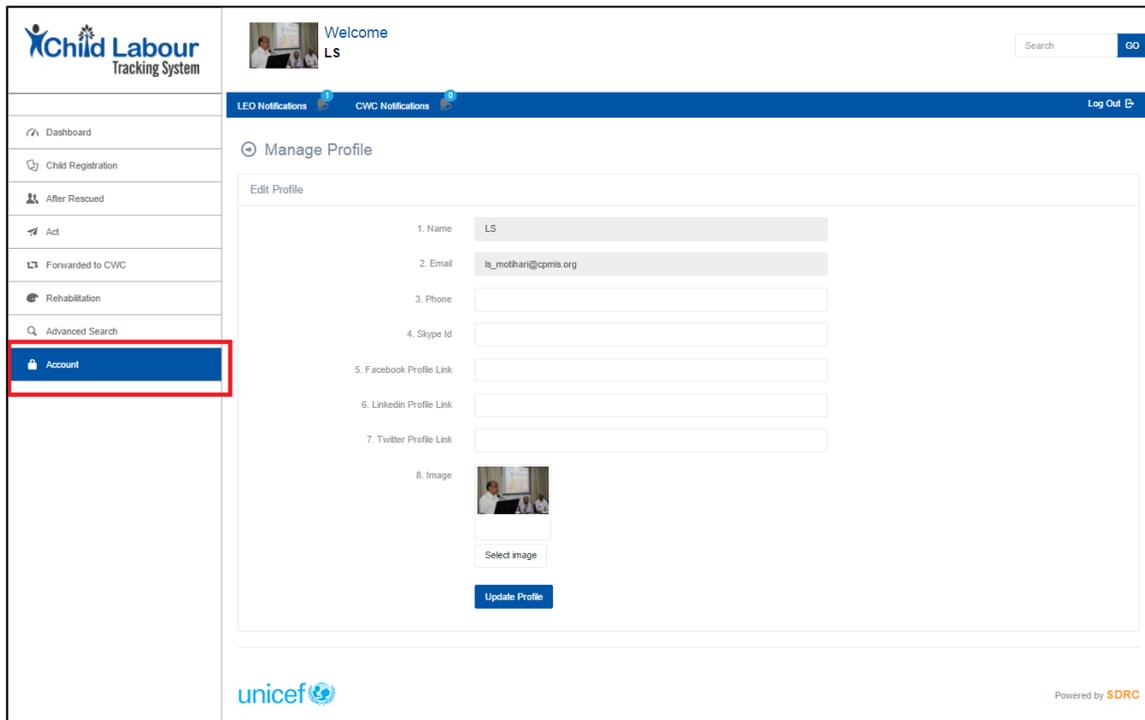


Figure 12: Procedure for managing profiles