CLTS User Guide:

Child Care Institutions

October 2015

Version 1.1

Directorate of Social Welfare
Government of Bihar

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 CCI (child care institution) 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   CCI user rights

CCI User will have the following rights:

1. Can add "additional details" of the rescued child upon request by CWC.
2. Can add "Rehabilitation details" of the rescued child upon request by CWC.

2.2   Procedures to Log in to application

1. Login into the application at http://cpmis.org

2. Click [CLTS] 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: CCI 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.
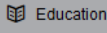
6.   In trend analysis, the user can see comparison between current month and last month in reported data of child rescued, child rehabilitated, child information (on going), and Entitlement Card Generated.
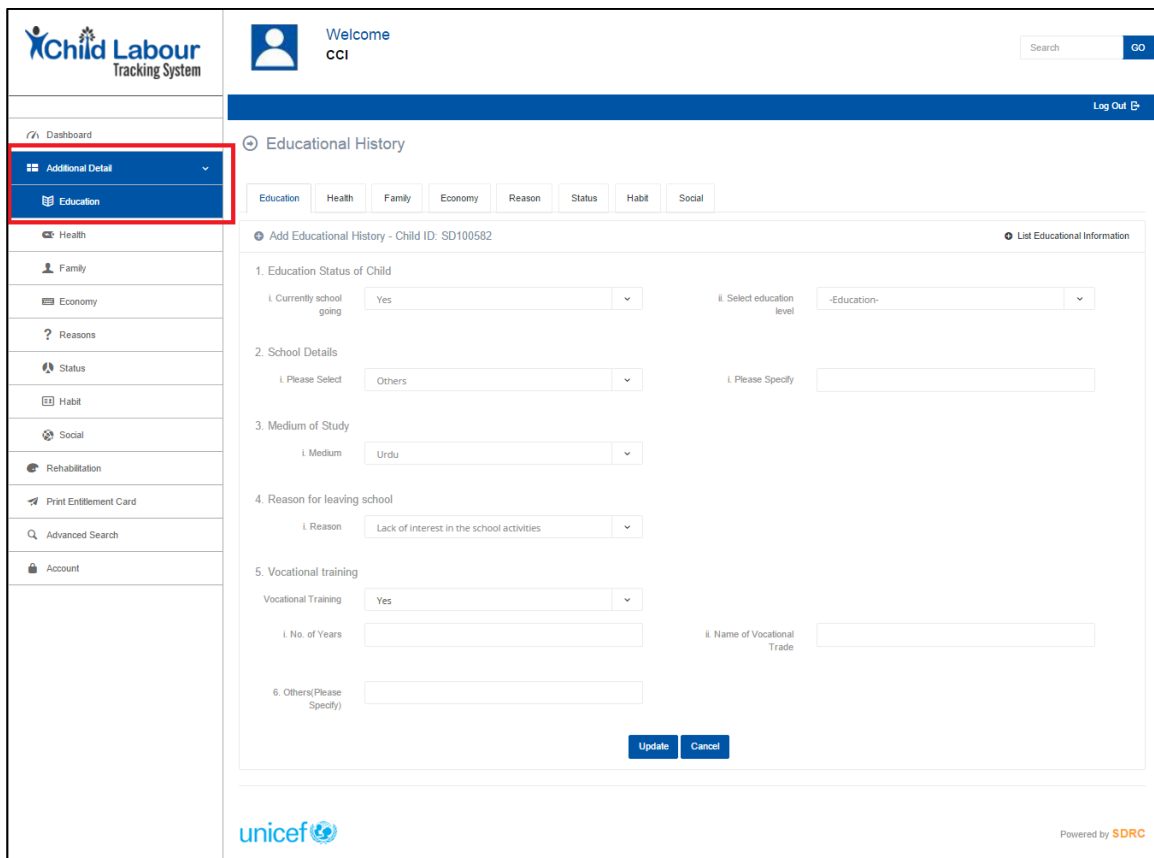
2.3   Procedures to add Additional Details

The CCI adds other additional information about the rescued children.

Click on the Additional Detail `Additional Detail` link from the left hand side navigation panel.

a)   Education :

i)   Click on the Education link `Education` from the left hand side navigation panel.

ii)   In the Educational History Landing page, Click on the `Pending` button of the Child details.

Figure 2: Procedure to add Educational Details

iii)   In the Educational History Page, Provide the necessary data and click on

Update Button.

Field	Data to be entered
Currently school going	Please select **yes** from the dropdown list if the rescued child is currently going to school else select **no.**
Select education level	Please select the class till which the rescued child has studied, from the dropdown list e.g.: Select **3rd** if the rescued child has studied till class 3.
School Details Please Select	Please select the type of school the rescued child has studied in, from the dropdown list e.g.: Select **Government/ SC Welfare School/BC Welfare School** if the rescued child is studying in a government school. If the type of school the rescued child has studied in is not there in the dropdown list then please choose **Other and** specify the type of school in the box provided for other.
Medium of Study Medium	Please select the medium in which the rescued child has studied, from the dropdown list e.g.: Select **Hindi if** the rescued child has studied in a government school. If the medium in which the rescued child has studied is not there in the dropdown list then please choose **Others** and specify the medium of study in the box provided for other.
Reason for leaving school Reason	Please select the reason due to which the rescued child left school, from the dropdown list e.g.: Select **Sudden demise of parents** if the rescued child left school because his/her parents died suddenly.

|	If the reason due to which the rescued child has left school is not there in the dropdown list then please choose **Others** and specify the reason for leaving school in the box provided for other.
Vocational training Vocational Training	Please select **yes** from the dropdown list if the rescued child has received any vocational training else select **no.** If **yes** fill in the following fields : {table}
Others(Please Specify)	If there is any other educational information about the rescued child then please specify in the text box.

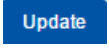| No. of Years	Please specify the number of years for which the rescued child has received vocational training.
Name of Vocational Trade	Please specify the name of the Vocational trade

b) Health :

    i)   Click on the Health link **Health** from the left hand side navigation panel.

    ii)   In the Health Landing page, Click on the **Pending** button of the child details.

    iii)   In the Health Page, Provide the necessary data and click on **Update** Button.

Figure 3: Procedure to add Health Details

Field	Data to be entered
Height(in cm)	Please specify the height of the rescued child in cms. e.g.: 165cms
Weight(in kg)	Please specify the weight of the rescued child in kgs. e.g.: 48kgs
Details of handicap/disability	Please choose if the rescued child has any form of disability from the drop down list. e.g.: Select **Physical handicap/disability** if the rescued child is physically handicapped. If the type of disability of the rescued child is not there in the dropdown list then please choose **Others and** specify the disability in the

	box provided for other.
Details health condition of the child	

Respiratory disorders	Please select the status of Respiratory disorders of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Respiratory disorder.
	      Select **Absent** if the rescued child has no Respiratory disorder.
	      Select **Not Known** if it is not known whether the rescued child has any Respiratory disorder or not.

Hearing impairment	Please select the status of Hearing impairment of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has Hearing impairment.
	      Select **Absent** if the rescued child has no Hearing impairment.
	       Select **Not Known** if it is not known whether the rescued child has any Hearing impairment or not.

Eye diseases	Please select the status of Eye diseases of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Eye disease.
	      Select **Absent** if the rescued child has no Eye disease.
	      Select **Not Known** if it is not known whether the rescued child has any Eye disease or not.

Dental disease	Please select the status of Dental disease of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Dental disease.
	      Select **Absent** if the rescued child has no Dental disease.
	      Select **Not Known** if it is not known whether the rescued child has any Dental disease or not.

Cardiac diseases	Please select the status of Cardiac disease of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Cardiac disease.
	    Select **Absent** if the rescued child has no Cardiac disease.
	    Select **Not Known** if it is not known whether the rescued child has any Cardiac disease or not.

Skin disease	Please select the status of Skin disease of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Skin disease.
	    Select **Absent** if the rescued child has no Skin disease.
	    Select **Not Known** if it is not known whether the rescued child has any Skin disease or not.

Sexually transmitted diseases	Please select the status of Sexually transmitted disease of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Sexually transmitted disease.
	    Select **Absent** if the rescued child has no Sexually transmitted disease.
	    Select **Not Known** if it is not known whether the rescued child has any Sexually transmitted disease or not.

Neurological disorders	Please select the status of Neurological disorder of the rescued child from the drop down list.
	
	e.g.: Select **Present** if the rescued child has any Neurological disorder.
	    Select **Absent** if the rescued child has no Neurological disorder.
	    Select **Not Known** if it is not known whether the rescued child has any Neurological disorder or not.

Mentally Challenged	Please select the status of mental condition of the rescued child from the drop down list.

	e.g.: Select **Present** if the rescued child is mentally challenged. Select **Absent** if the rescued child is not mentally challenged. Select **Not Known** if it is not known whether the rescued child is mentally challenged or not.
Physically Challenged	Please select the status of physical condition of the rescued child from the drop down list. e.g.: Select **Present** if the rescued child is physically challenged. Select **Absent** if the rescued child is not physically challenged. Select **Not Known** if it is not known whether the rescued child is physically challenged or not.
Other	If there is any other information about the health condition of the rescued child then please specify in the box.

c) Family :

i) Click on the Family link ![Family] from the left hand side navigation panel.

ii) In the Family Landing page, Click on the ![Pending] button of the child details.

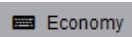iii) In the Family Page, Provide the necessary data and click on ![Update] Button.

Figure 4: Procedure to add Family Details

Field	Data to be entered
Type of family	Please select the type of family the rescued child lives in from the drop down list. e.g.: Select **Joint Family** if the rescued child lives in a joint family.
Has family migrated	Please select **yes** from the dropdown list if the rescued child's family has migrated from any other country else select **no.**
Relationship among the family members	
Father & mother	Please select the type relationship of between father and mother of the rescued child from the drop down list. e.g.: Select **Cordial** if the type of relationship between father and mother of the rescued child is warm and friendly. Select **Non Cordial** if the type of relationship between father and mother of

	the rescued child is not warm and friendly. Select **Not Known** if the type of relationship between father and mother of the rescued child is not known.

Father & child	Please select the type of relationship between the rescued child and his/her father, from the drop down list.
	
	e.g.: Select **Cordial** if the type of relationship between the rescued child and his/her father is warm and friendly.
	    Select **Non Cordial** if the type of relationship between the rescued child and his/her father is not warm and friendly.
	    Select **Not Known** if the type of relationship between the rescued child and his/her father is not known.

Mother & child	Please select the type of relationship between the rescued child and his/her mother, from the drop down list.
	
	e.g.: Select **Cordial** if the type of relationship between the rescued child and his/her mother is warm and friendly.
	    Select **Non Cordial** if the type of relationship between the rescued child and his/her mother is not warm and friendly.
	    Select **Not Known** if the type of relationship between the rescued child and his/her mother is not known.

Father & siblings	Please select the type of relationship between father and siblings of the rescued child from the drop down list.
	
	e.g.: Select **Cordial** if the type of relationship between father and siblings of the rescued child is warm and friendly.
	    Select **Non Cordial** if the type of relationship between father and siblings of the rescued child is not warm and friendly.
	    Select **Not Known** if the type of relationship between father and siblings of the rescued child is not known.

Mother & siblings	Please select the type of relationship between

	mother and siblings of the rescued child from the drop down list.
	
	e.g.: Select **Cordial** if the type of relationship between mother and siblings of the rescued child is warm and friendly.
	       Select **Non Cordial** if the type of relationship between mother and siblings of the rescued child is not warm and friendly.
	       Select **Not Known** if the type of relationship between mother and siblings of the rescued child is not known.

Rescued Child siblings	Please select the type of relationship between the rescued child and his/her siblings, from the drop down list.
	
	e.g.: Select **Cordial** if the type of relationship between the rescued child and his/her siblings is warm and friendly.
	       Select **Non Cordial** if the type of relationship between the rescued child and his/her siblings is not warm and friendly.
	       Select **Not Known** if the type of relationship between the rescued child and his/her siblings is not known.

Overall Relationship among the family members	Please select the type of overall relationship among the family members of the rescued child, from the drop down list.
	
	e.g.: Select **Cordial** if the type of overall relationship among the family members of the rescued child is warm and friendly.
	       Select **Non Cordial** if the type of overall relationship among the family members of the rescued child is not warm and friendly.
	       Select **Not Known** if type of overall relationship among the family members of the rescued child is not known.

d) Economy:

   i)   Click on the Economy link [Economy] from the left hand side navigation panel.

   ii)   In the Economy Landing page, Click on the [Pending] button of the child details.

iii)   In the Economy Page, Provide the necessary data and click on

Update Button.

Figure 5: Procedure to add Economy Details

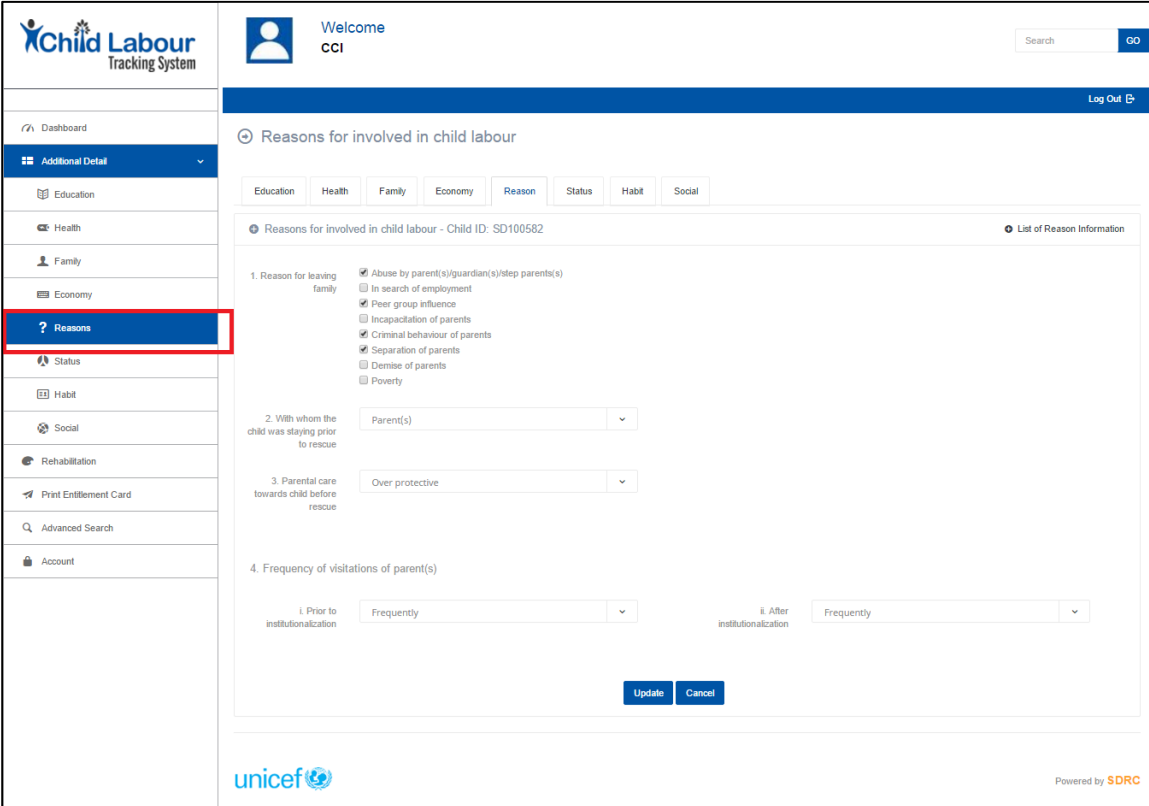| Field	Data to be entered
Description of dwelling	
Type of structure	Please select the type of house in which the rescued child and his/her family live, from the drop down list. e.g.: Select **Kaccha** if the rescued child and his/her family live in a kaccha house. If the type of house in which the rescued child and his/her family live is not there in the dropdown list then please choose **Others** and specify the type of house in the box provided for other.
Roofing quality	Please select the type of roof of the house in which the rescued child and his/her family live, from the drop down list. e.g.: Select **Asbestos/Tin** if the rescued child and his/her family live in a house which has a tin roof. If the type of roof of the house in which the rescued child and his/her family live is not there in the dropdown list then please choose **Others** and specify the type of roof in the box provided for other.
Properties owned by the family	
Landed available	Please select **yes** from the dropdown list if the family of the rescued child own any land else select **no.**
Household articles	Please select the household articles which the family of the rescued child own, from the drop down list. e.g.: Select **Pig** if the family of the rescued child owns a pig.
Vehicles	Please select the type of vehicle which the family of the rescued child owns, from the drop down list. e.g.: Select **Two Wheeler if** the family of the rescued child owns a two wheeler.

	If the type of vehicle which the family of the rescued child owns is not there in the dropdown list then please choose **Others** and specify the type of vehicle in the box provided for other.
BPL Card	Please select **yes** from the dropdown list if the family of the rescued child owns a BPL (Below Poverty Line) Card, else select **no.** If **yes** fill the following field: <table><tr><td>Provide the no.</td><td>Please specify the BPL Card number</td></tr></table>
Ration Card	Please select **yes** from the dropdown list if the family of the rescued child owns a Ration Card, else select **no.** If **yes** fill the following field: <table><tr><td>Provide the no.</td><td>Please specify the Ration Card number</td></tr></table>
Indira Awaas	Please select **yes** from the dropdown list if the family of the rescued child own an Indira Awaas else select **no.**
Job Card Available Under MGNREGA	Please select **yes** from the dropdown list if the family of the rescued child own a Job Card Available Under MGNREGA(Mahatma Gandhi National Rural Employment Guarantee Act) else select **no.**
RSBY Card	Please select yes from the dropdown list if the family of the rescued child owns a RSBY(Rashtriya Swasthya Bima Yojana) card else select **no.**
Other(Please Specify)	If there is any other information about the properties owned by the family of the rescued child then please specify in the text box.

e) Reasons :

    i)   Click on the Reasons link **? Reasons** from the left hand side navigation panel.

    ii)   In the Reasons Landing page, Click on the **Pending** button of the Child details.

    iii)   In the Reasons Page, Provide the necessary data and click on **Update** Button.

Figure 6: Procedure to add Reason Details

Field	Data to be entered
Reason for leaving family	Please select the reason due to which the rescued child had to leave his family, from the combo box. The user can select more than one options from the combo box.
With whom the child was staying prior to rescue	Please select the person with whom the rescued child was living prior to rescue, from dropdown list. e.g.: Select **Parent(s)** if the rescued child was living with his/her parents prior to rescue.
Parental care towards child before rescue	Please select the attitude of the parents towards the rescued child before he/she was rescued, from the dropdown list. e.g.: Select **Affectionate** if parents were affectionate toward the rescued child
Frequency of visitations of parent(s)	
Prior to institutionalization	
After institutionalization	

f) Status:

    i)   Click on the Status link from the left hand side navigation panel.

    ii)   In the Status Landing page, Click on the button of the child details.

    iii)   In the Status Page, Provide the necessary data and click on Button.

Figure 7: Procedure to add Status Details

Field	Data to be entered
Duration of working hours	Please select the number of hours the rescued child had to work in a day, from the dropdown list. e.g.: Select **More than eight hours** if the rescued child had to work for more than eight hours in a day.
Reason due to which the child had to work	Please select the reason due to which the rescued child had to work, from the dropdown list. e.g.: Select **For drugs** if the rescued child had to work so that he could buy drugs.

Details of savings	Please select the place where the rescued child used to keep his savings, from the dropdown list. In case the type is not available in the dropdown list then select others and specify the details in the "Please Specify" text box. e.g.: Select **Bank/Post Office** if the rescued child kept his savings in the bank or post office.
Type of child abuse if any	
Verbal abuse	If the rescued child had to face any verbal abuse then please select the person who abused the child from the dropdown list. In case the type is not available in the dropdown list then select others and specify the details in the "Please Specify" text box. e.g.: Select **Employers** if the rescued child was verbally abused by his employers.
Physical abuse	If the rescued child had to face any physical abuse then please specify the person who abused the child.
Sexual abuse	If the rescued child had to face any sexual abuse then please select the person who abused the child, from the dropdown list. e.g.: Select **Employers** if the rescued child was sexually abused by his employers.
Difficulties faced	
Denial of food	If the rescued child was denied food then please select the person who denied food to the child, from the dropdown list. e.g.: Select **Employers** if the rescued child was denied food his employers. If the person who denied food to the rescued child is not there in the dropdown list then please choose **Others** and specify the person who denied food in the text box provided for

	Others.
Beaten mercilessly	If the rescued child was beaten mercilessly then please select the person by whom the child was beaten mercilessly, from the dropdown list. e.g.: Select **Employers if** the rescued child was beaten mercilessly by his employers. If the person by whom the rescued child was beaten mercilessly is not there in the dropdown list then please choose **Others and** specify the person by whom the child was beaten in the text box provided for **Others**.
Causing Injury	If any injury was caused to the rescued child then please select the person who injured the child, from the dropdown list. e.g.: Select **Employers if** the rescued child was injured his employers. If the person by whom the rescued child was injured is not there in the dropdown list then please choose **Others** and specify the person who injured the child in the box provided for other.
Exploitation faced by the child	
Exploitation faced by the child	Please select the type of exploitation the rescued child had to face, from the dropdown list. e.g.: Select **Extracted work without payment if** the rescued child had to work without any payment. If the type of exploitation the rescued child had to face is not there in the dropdown list then please choose **Others** and specify the type of exploitation in the box provided for **Others**.

g) Habit:

i) Click on the Habit link [≡ Habit] from the left hand side navigation panel.

ii) In the Habit Landing page, Click on the [⊙ Pending] button of the child details.

iii) In the Habit Page, Provide the necessary data and click on [Update] Button.
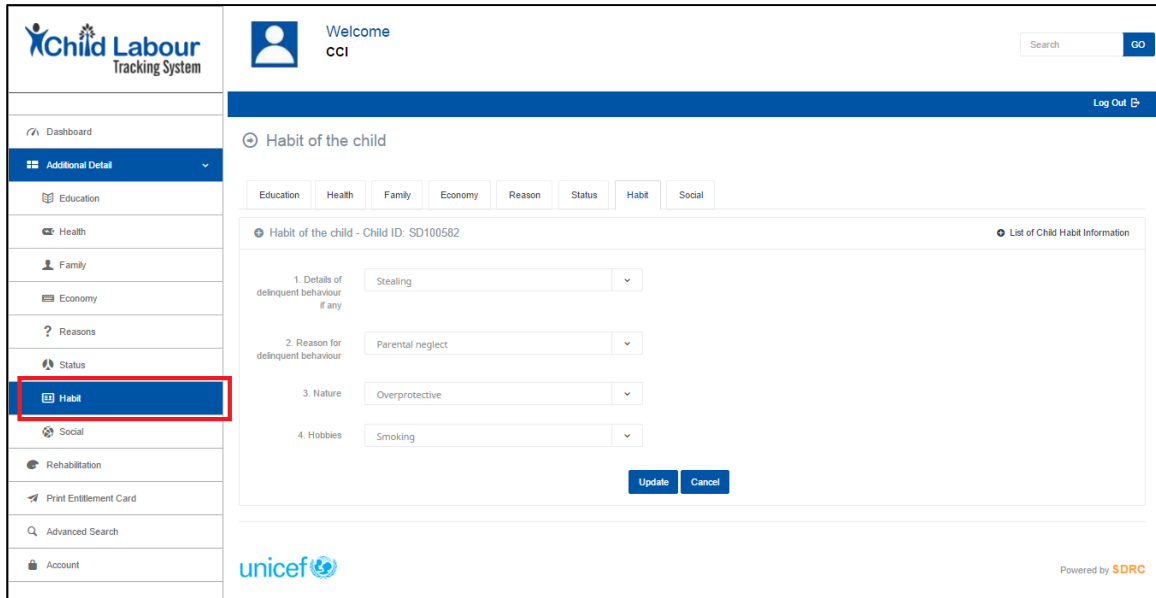
Figure 8: Procedure to add Habit Details

Field	Data to be entered
Details of delinquent behaviour if any	Please select the details of criminal behaviour of the rescued child, from the dropdown list. e.g.: Select **Stealing if** the rescued child was involved in stealing. If the rescued child doesn't have any criminal behaviour then please select **None** from the dropdown list. If the details of criminal behaviour of the rescued child is not there in the dropdown list then please choose **Others and** specify the details in the box provided for **Others**.
Reason for delinquent behaviour	Please select the reason due to which the rescued child was involved in criminal behaviour, from the dropdown list.

	e.g.: Select **Parental Neglect if** the rescued child was involved in criminal behaviour due to negligence of parents.
	If the rescued child was not involved in criminal behaviour please select **None** from the dropdown list.
	If the reason due to which the rescued child was involved in criminal behaviour is not there in the dropdown list then please choose **Others and** specify the details in the box provided for **Others**.
Nature	Please select the nature of the rescued child, from the dropdown list.
	e.g.: Select **Affectionate if** the rescued child is affectionate in nature.
	If the nature of the rescued child is not there in the dropdown list then please choose **Others and** specify the nature in the box provided for **Others**.
Hobbies	Please select the hobby of the rescued child, from the dropdown list.
	e.g.: Select **Begging** if the rescued child likes begging.
	If the hobby of the rescued child is not there in the dropdown list then please choose **Others and** specify the hobby in the box provided for **Others**.

h) Social:

i) Click on the Social link from the left hand side navigation panel.

ii) In the Social Landing page, Click on the button of the child details.

iii) In the Social Page, Provide the necessary data and click on Button.

Figure 9: Procedure to add Social Details

Field	Data to be entered
Details of friendship prior to rescue	Please select the type of friends the rescued child had prior to rescue, from the dropdown list. e.g.: Select **Co-workers** if the rescued child's friends were his/her co-workers. If the type of friends the rescued child had is not there in the dropdown list then please choose **Others and** specify the type in the box provided for **Others**.
Details of membership in group	Please select the type of group the rescued child was associated with, from the dropdown list. e.g.: Select **Associated with religious groups** if the rescued child was associated with religious group. If the type of group the rescued child was associated with is not there in the dropdown list then please

	choose **Others** and specify the type in the box provided for **Others**.
Majority of the friends are	Please select the category to which majority of friends of the rescued child belongs to, from the dropdown list. e.g.: Select **Educated** if majority of friends of the rescued child are educated.
The position of the child in the groups/league	Please select position of the rescued child in the group, from the dropdown list. e.g.: Select **Ordinary Member** if the rescued child is just a member of the group.
Purpose of being a member of the group	Please select the reason due to which the rescued child had become a member of the group, from the dropdown list. e.g.: Select **Leisure time spending** if the rescued child wanted to spend his leisure time with the group. If the purpose of being a member of the group is not there in the dropdown list then please choose **Others(please specify)** and specify the purpose in the box provided for **Others**.
Attitude of the group/league	Please select the attitude of the group with which the rescued child was associated, from the dropdown list. e.g.: Select **Impulsive in violating the rules if** the group was impulsive and violated rules and regulations.
Venue of group meetings	Please select the type of venue in which meetings of the group, with which the rescued child was associated, was held, from the dropdown list. e.g.: Select **Place are changed frequently if** venue of the group meeting was changed frequently.
The reaction of the society when the child first left the family	Please select the manner in which society treated the rescued child when he/she first left the family, from the dropdown list. e.g.: Select **Abusive** if society abused the rescued child.

The reaction of the police towards the rescued child	Please select the manner in which police treated the rescued child, from the dropdown list. e.g.: Select **Passionate** if police was passionate toward the rescued child.

2.4 Procedures to add Rehabilitation Details:
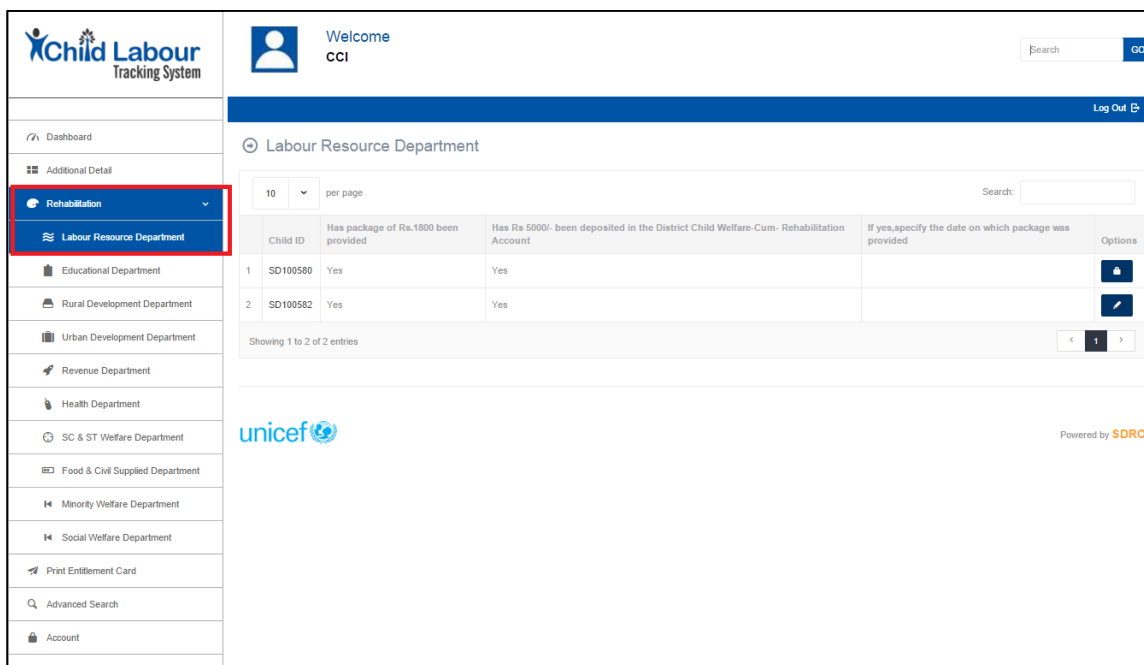
The CCI user can add rehabilitation information about the rescued children.

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

a) Labour Resource Department:

i) Click on the Labour Resource Department link

[Labour Resource Department] on the left hand side navigation panel.

Figure 10: Procedure to add Labour Resource Department Details

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

[Pending] button of the child details.

iii)   In the Labour Resource Department page, Provide the necessary
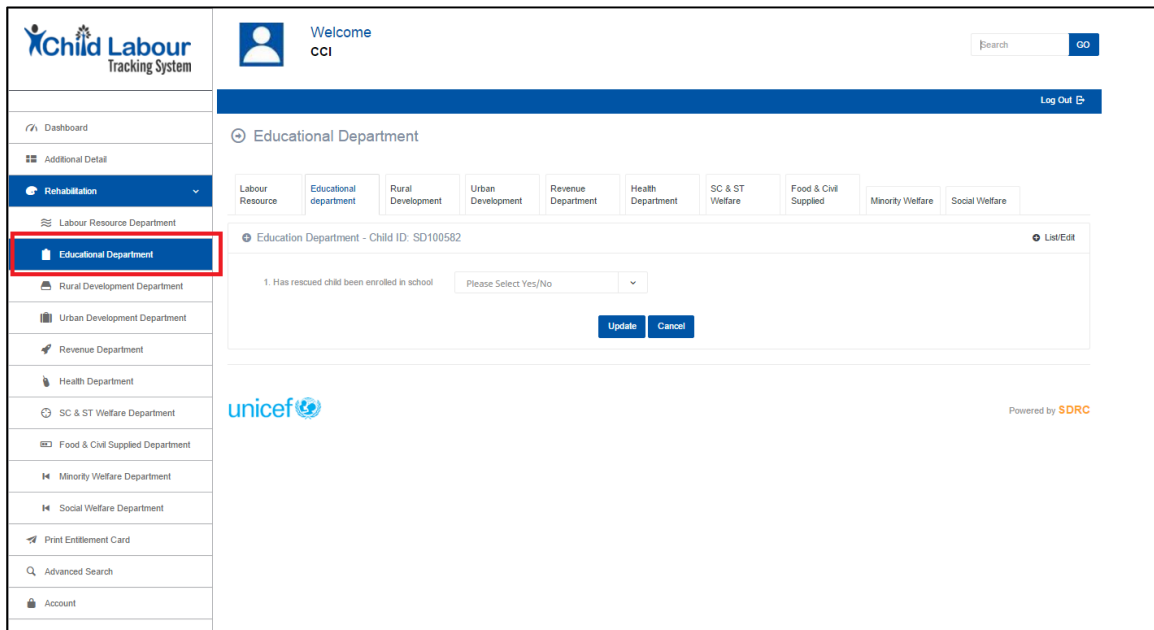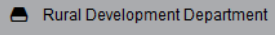
data and click on Update Button.

Figure 11: Procedure to add Labour Resource Department Details

Field	Data to be entered
Has package of Rs.1800 been provided	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.** If **yes** please fill in the following fields: <table><tr><td>If yes, date of package provided</td><td>Please specify the date on which the package of Rs1800</td></tr></table>

		was provided to the rescued child. Date should be in dd/mm/yyyy format e.g.: 03/09/2015
	If **no,** please fill in the following field:	
	If not, Specify the Reason	Please specify the reason why package of Rs.1800 was not provided to the rescued child.
Has Rs5000/- been deposited in the District Child Welfare-Cum-Rehabilitation Account	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.** If **yes,** please fill in the following field:	
	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 **no,** please fill in the following field:	
	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.

b)   Educational Department:

i)   Click on the Educational Department [Educational Department] on the left hand side navigation panel.

ii)   In the Educational Department Landing page, Click on the [Pending] button of the child details.

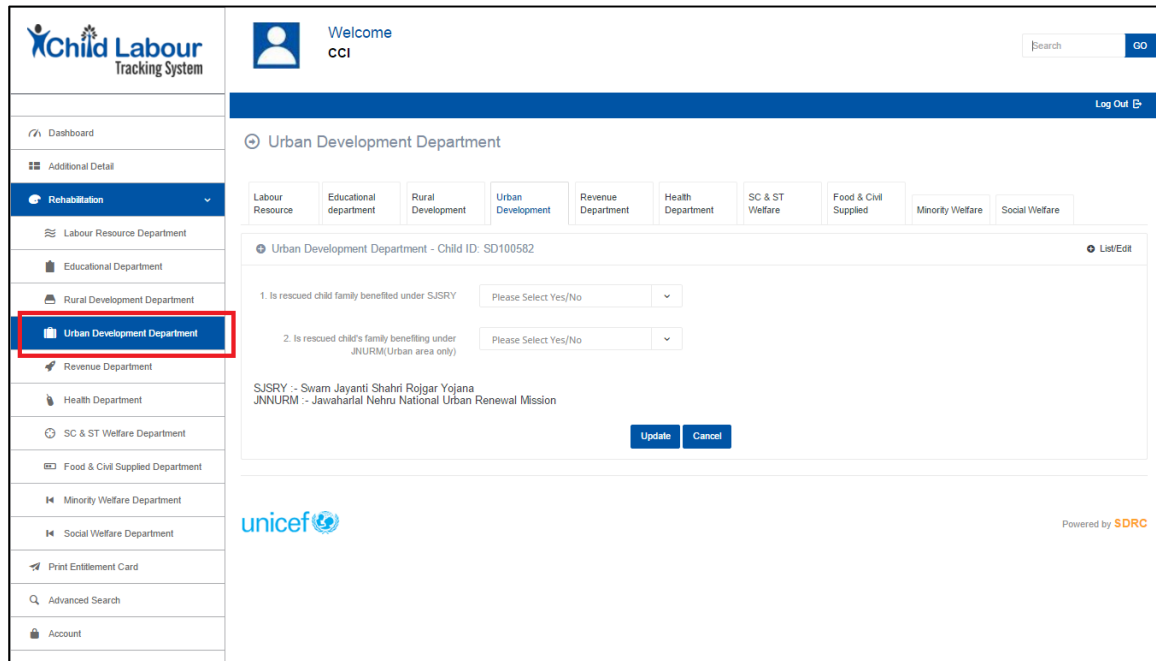iii)   In the Educational Department page, provide the necessary data and click on [Update] Button.

Figure 12: Procedure to add Educational Details

Field	Data to be entered
Has rescued child been enrolled in school	Please select **yes** from the dropdown list if the rescued child has been enrolled in school, else select **no.** If **yes,** fill the following fields: <table><tr><td>School Type</td><td>Please select **Private** from the dropdown list if</td></tr></table>

		the rescued child has been enrolled in a private school, else select **Govt.**
	In which class rescued child enrolled	Please select the class in which the rescued child was enrolled, from the dropdown list. e.g.: Select **3rd** if the rescued child was enrolled in Class 3.
	School Name	Please specify the name of the school in which the rescued child was enrolled.
	Is rescued child getting free dresses?	Please select **yes** from the dropdown list if the rescued child is getting free dresses, else select **no.**
	Is rescued Child getting free bag & Books?	Please select **yes** from the dropdown list if the rescued child is getting free bag and books, else select **no.**

c) Rural Development Department:

i) Click on the Rural Development Department [Rural Development Department] on the left hand side navigation panel.

ii) In the Rural Development Department Landing page, Click on the [Pending] button of the child details.

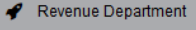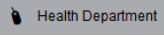iii) In the Rural Development Department page, Provide the necessary data and click on [Update] Button.
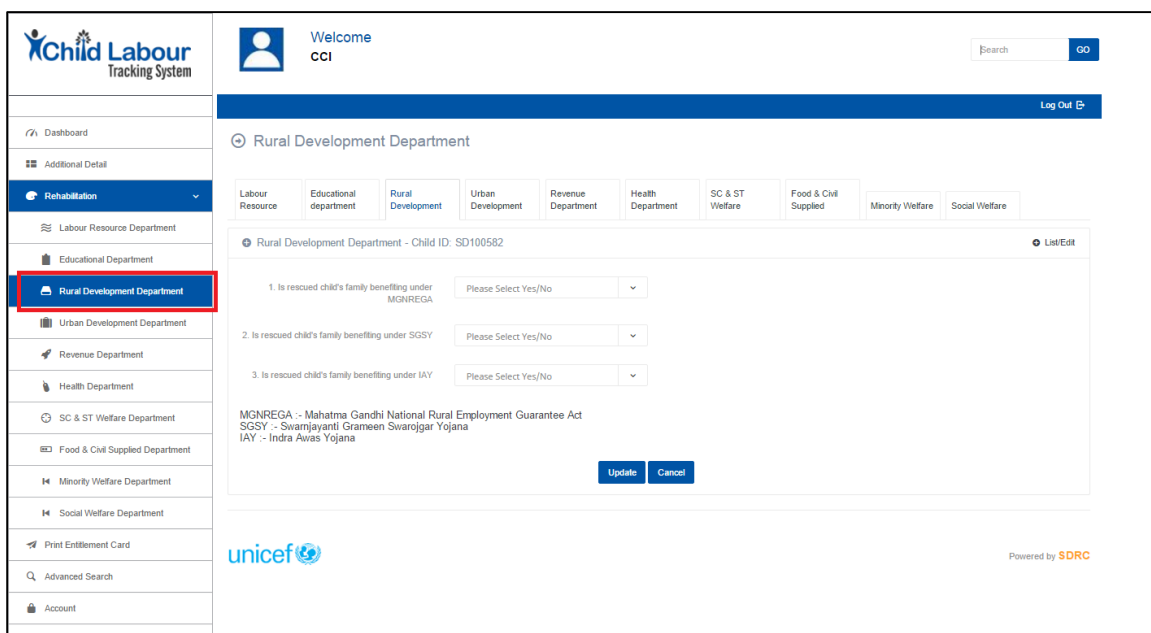
Figure 13: Procedure to add Labour Rural Development Department Details

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

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 **Update** Button.

Figure 14: Procedure to add Urban Development Details

Field	Data to be entered
Is rescued child family benefited under SJSRY	Please select **yes** 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 **no.**
Is rescued child's family benefiting under JNNURM(Urban area only)	Please select **yes** 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 **no.**

e)   Revenue Department:

i)   Click on the Revenue Department [Revenue Department] on the left hand side navigation panel.

ii)   In the Revenue Department   Landing page, Click on the [Pending] button of the child details.

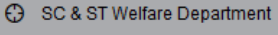iii)   In the Revenue Department page, Provide the necessary data and click on [Update] Button.
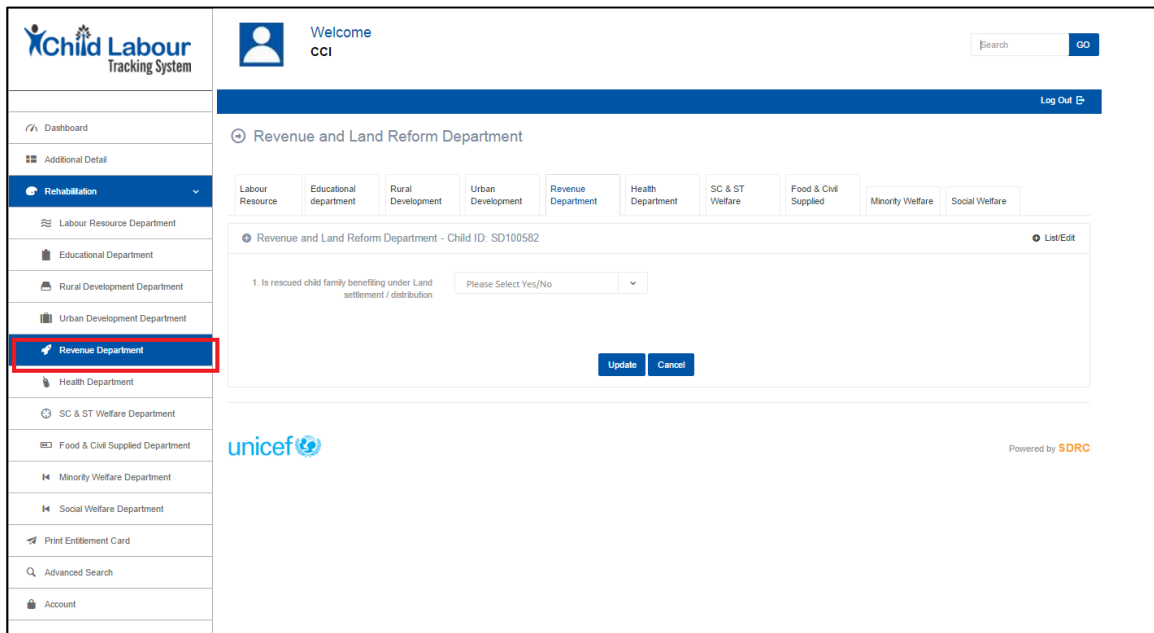
Figure 15: Procedure to add Revenue Department Details
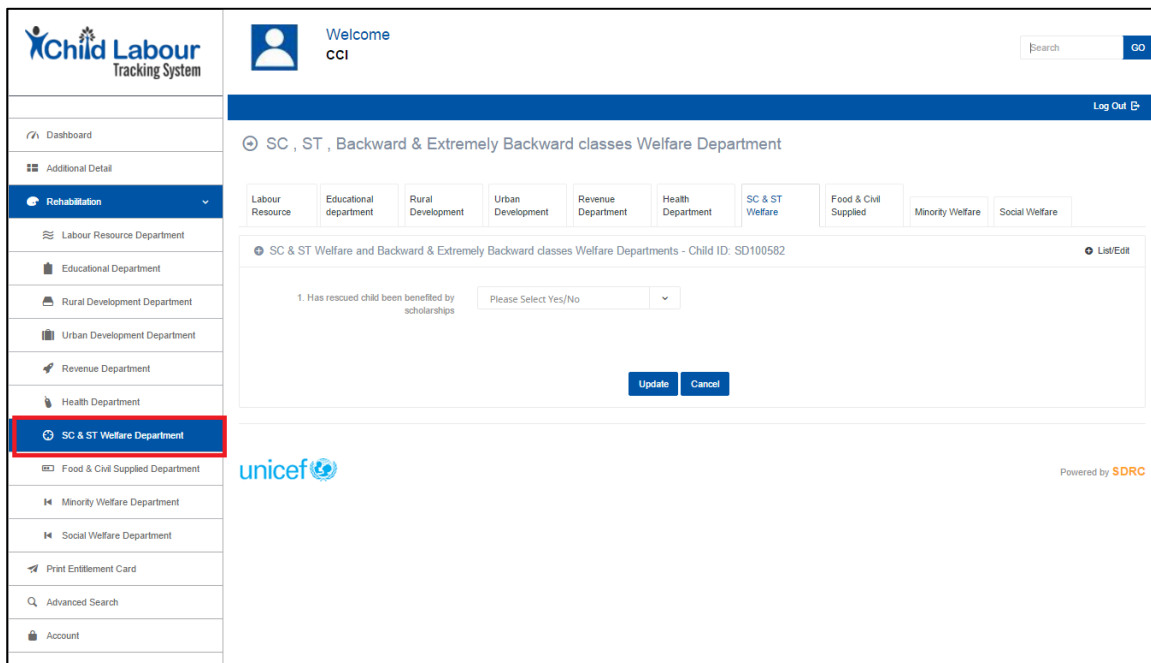
Field	Data to be entered
Is rescued child family benefiting under Land settlement / distribution	Please select **yes** from the dropdown list if the rescued child's family is getting benefits from the schemes under Land settlement / distribution, else select **no.**

f)   Health Department:

    i)   Click on the Health Department [Health Department] on the left hand side navigation panel.

    ii)   In the Health Department Landing page, Click on the [Pending] button of the child details.

    iii)   In the Health Department page, Provide the necessary data and click on [Update] Button.
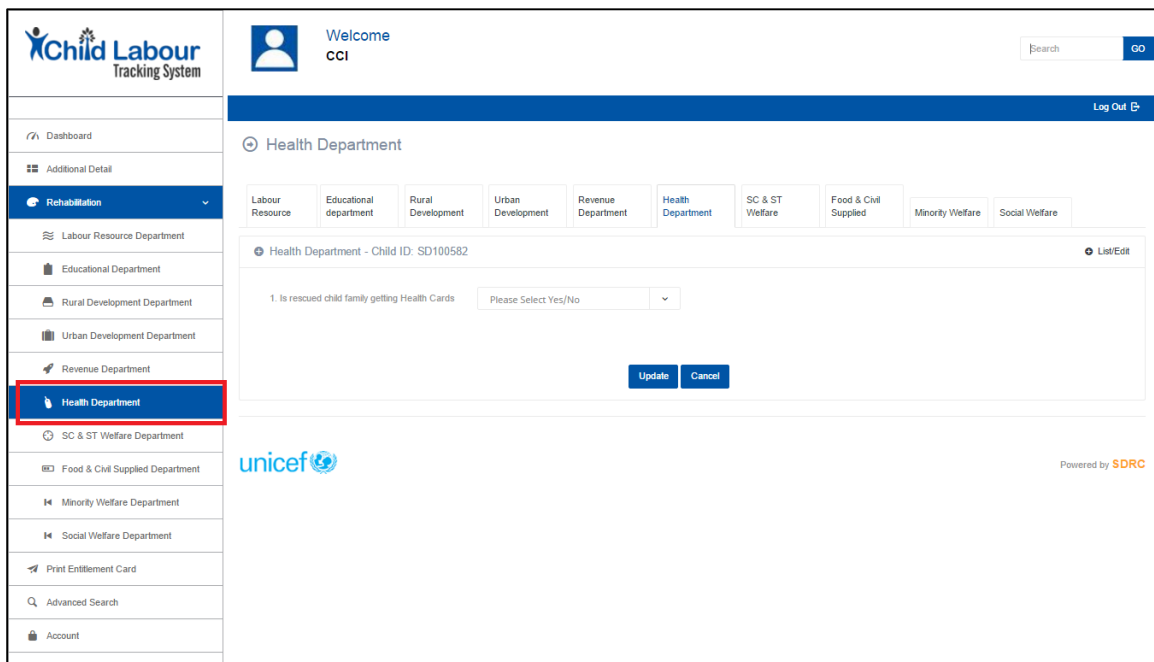
Figure 16: Procedure to add Health Department Details

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

g)   SC & ST Welfare Department:

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

ii)   In the SC & ST Welfare Department Landing page, Click on the ⚙ Pending button of the child details.

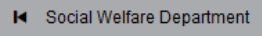iii)   In the SC & ST Welfare Department page, Provide the necessary data and click on **Update** Button.

Figure 17: Procedure to add SC and ST Welfare Department Details

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

h)   Food & Civil Supply Department:
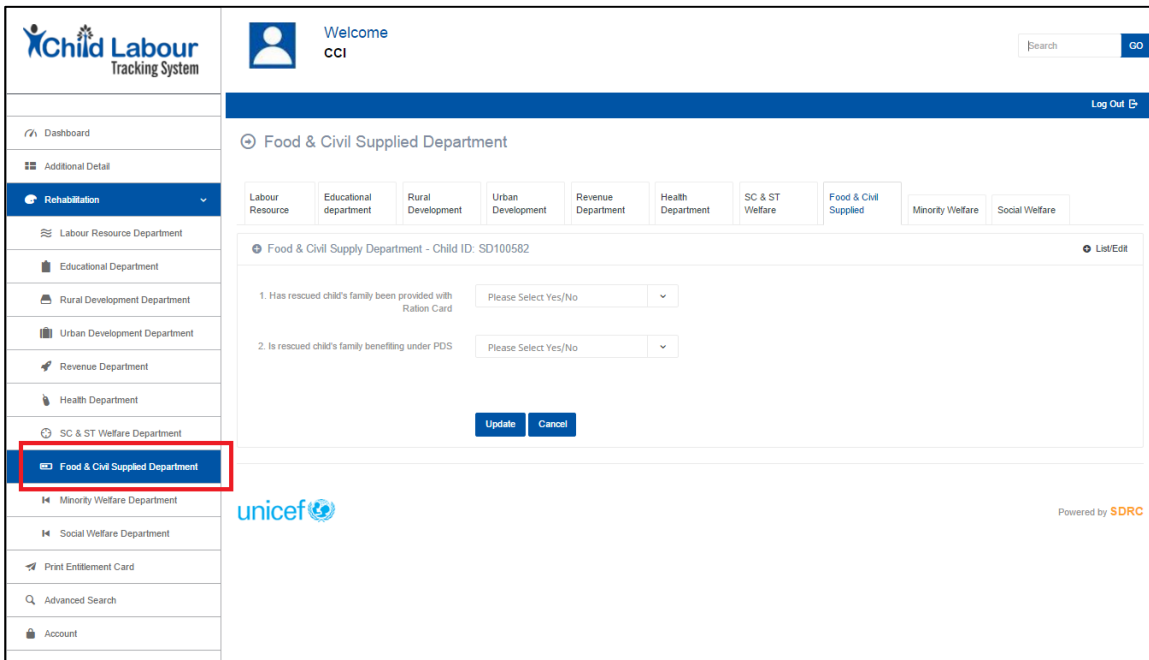
i)   Click on the Food & Civil Supply Department

🖭 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 **Update** Button.

Figure 18: Procedure to add Food and Civil Supply Department Details

Field	Data to be entered
Has rescued child's family been provided with Ration Card	Please select **yes** from the dropdown list if the rescued child's family has been provided with Ration Card, else select **no.**
Is rescued child's family benefiting under PDS	Please select **yes** from the dropdown list if the rescued child's family is getting benefits from the schemes under PDS(Public distribution system), else select **no.**

h)   Minority Welfare Department:

  i)   Click on the Minority Welfare Department

  ◄ Minority Welfare Department on the left hand side navigation panel.

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

  ⚙ Pending button of the child details.

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

  data and click on Update Button.
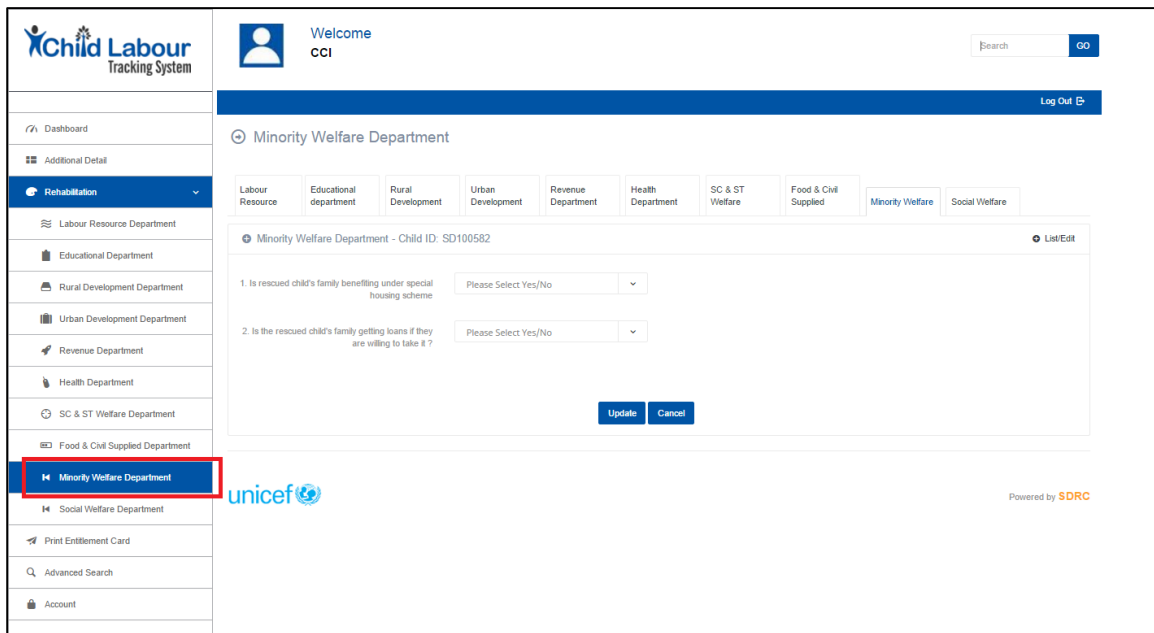
Figure 19: Procedure to add Minority Welfare Department Details

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

i)   Social Welfare Department:

i)   Click on the Social Welfare Department ⏮ 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.

Figure 20: Procedure to add Social Welfare Department Details

Field	Data to be entered
Are the family members of the rescued child eligible for getting benefit under social pension scheme?	Please select **yes** from the dropdown list if the rescued child's family members are eligible for getting benefits under social pension scheme, else select **no.**
Is the family of the rescued child benefitting under any pension scheme?	Please select **yes** from the dropdown list if the rescued child's family getting benefits under any pension scheme, else select **no.**
Is the rescued child eligible for getting benefit under Parvarish Scheme?	Please select **yes** from the dropdown list if the rescued child is eligible for getting benefits under Parvarish Scheme, else select **no.**
Is the rescued child getting benefit under Parvarish Scheme?	Please select **yes** from the dropdown list if the rescued child is getting benefits under Parvarish Scheme, else select **no.**
Is the family of the rescued child benefitting under Sponsorship?	Please select **yes** from the dropdown list if the rescued child's family are getting benefits under Sponsorship, else select **no.**
Is the rescued child getting benefit under Sponsorship?	Please select **yes** from the dropdown list if the rescued child is getting benefits under

	Sponsorship, else select **no.**

2.5 Procedures for printing Entitlement Card:

i) Click on the Print Entitlement Card [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.

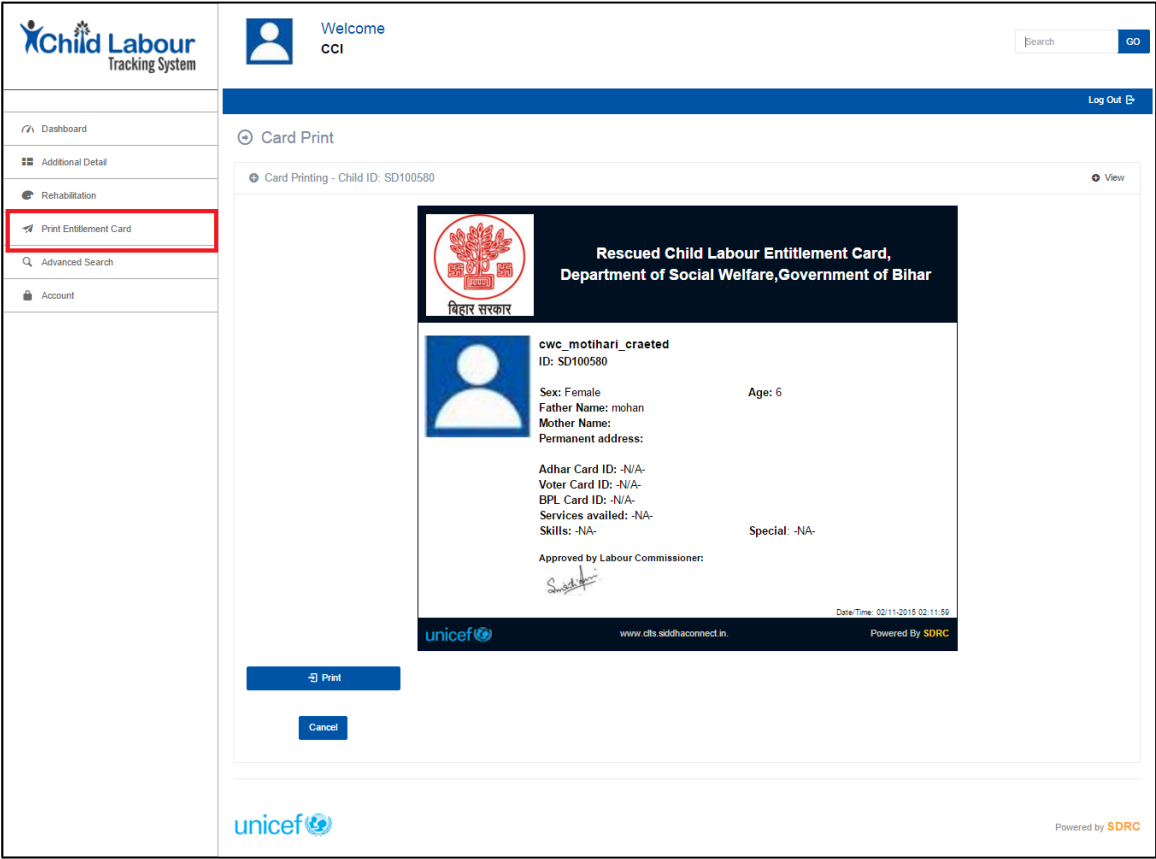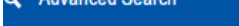iii) Click on the [Print] button to print the entitlement card

Figure 21: CCI Print Entitlement Card

2.6 Procedures for advance searching:

i)   Click on the Advance Search link **Q Advanced Search** 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.
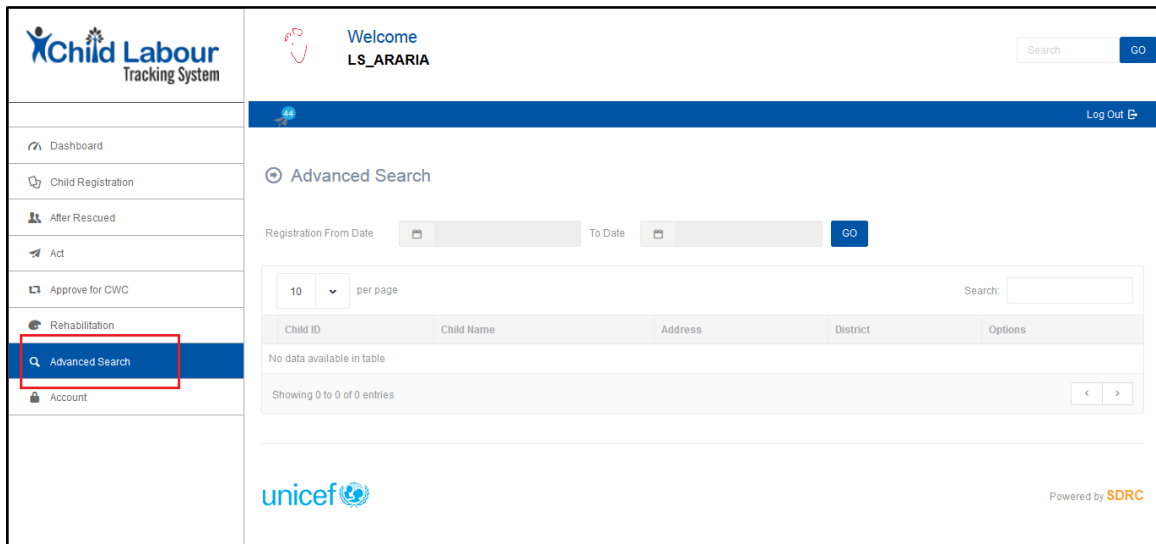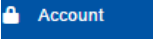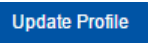

Figure 22: Procedures for advance searching

2.7 Procedures for managing Profile:

i)   Click on the Account link **Account** from the left hand side navigation panel.

ii) In the profile Details Page, provide the necessary data and click on Update profile **Update Profile** button to update the details of the user.

Field	Data to be entered
Name	The name of the user is set as CCI.
Email	The email id of the user is as cci_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 23: Procedures for managing Profile