

The logo features a stylized blue figure of a person 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: Child Care Institutions

October 2015

Version 1.1



Directorate of Social Welfare
Government of Bihar

Supported by



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01/09/2015	0.1	Initial Draft
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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 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  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.

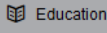
6. In trend analysis, the user can see comparison between current month and last month in reported data of child rescued, child rehabilitated, child information (on going), and Entitlement Card Generated.


2.3 Procedures to add Additional Details

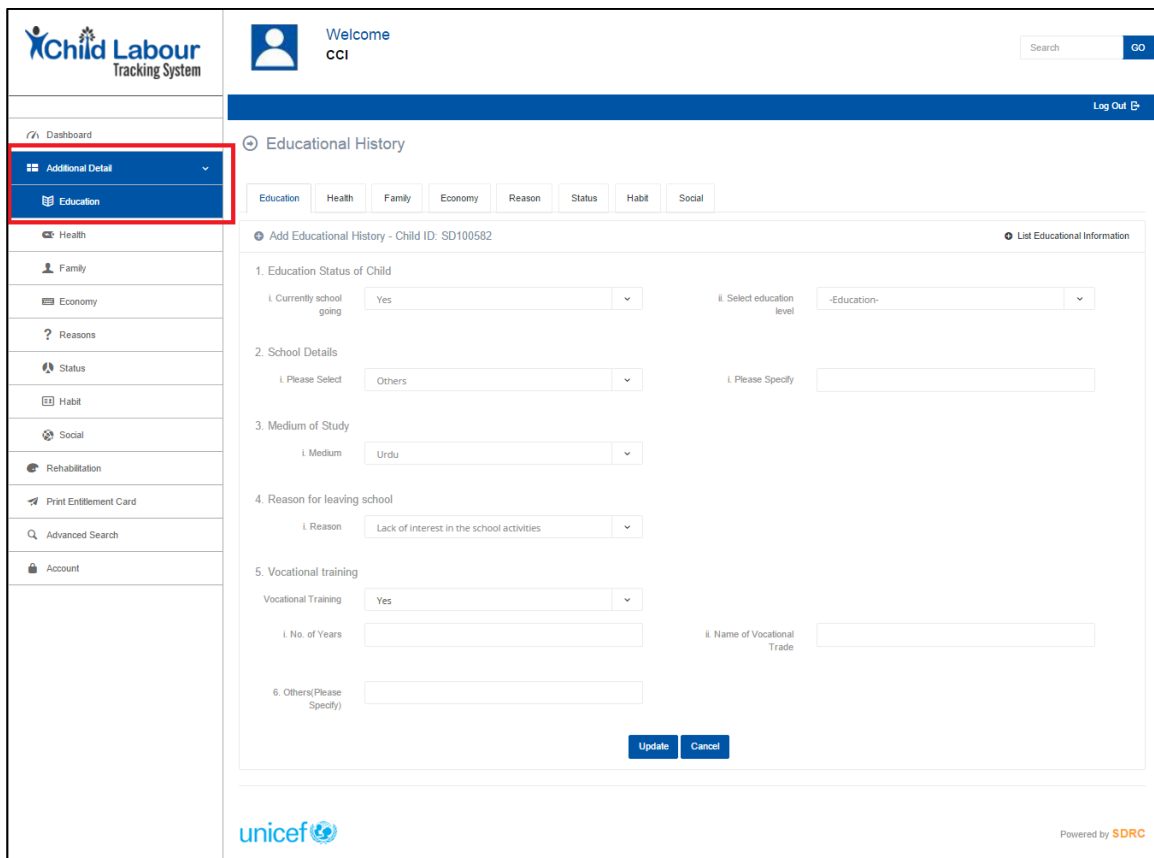
The CCI adds other additional information about the rescued children.

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

a) Education :

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

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



The screenshot displays the 'Child Labour Tracking System' interface. The left navigation panel has 'Additional Detail' and 'Education' highlighted with a red box. The main content area shows the 'Educational History' form for Child ID: SD100582. The form includes the following sections:

- 1. Education Status of Child:** 'Currently school going' (Yes), 'Select education level' (-Education-).
- 2. School Details:** 'Please Select' (Others), 'Please Specify'.
- 3. Medium of Study:** 'Medium' (Urdu).
- 4. Reason for leaving school:** 'Reason' (Lack of interest in the school activities).
- 5. Vocational training:** 'Vocational Training' (Yes), 'No. of Years', 'Name of Vocational Trade'.
- 6. Others (Please Specify):** Text input field.

Buttons for 'Update' and 'Cancel' are at the bottom of the form. The footer includes the UNICEF logo and 'Powered by SDRC'.

Figure 2: Procedure to add Educational Details

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

 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	<p>Please select yes from the dropdown list if the rescued child has received any vocational training else select no.</p> <p>If yes fill in the following fields :</p> <table border="1"> <tr> <td>No. of Years</td> <td>Please specify the number of years for which the rescued child has received vocational training.</td> </tr> <tr> <td>Name of Vocational Trade</td> <td>Please specify the name of the Vocational trade</td> </tr> </table>	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
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				
Others(Please Specify)	If there is any other educational information about the rescued child then please specify in the text box.				

b) Health :



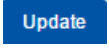
- i) Click on the Health link  from the left hand side navigation panel.
- ii) In the Health Landing page, Click on the  button of the child details.
- iii) In the Health Page, Provide the necessary data and click on  Button.

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	<p>Please select the status of Respiratory disorders of the rescued child from the drop down list.</p> <p>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.</p>
Hearing impairment	<p>Please select the status of Hearing impairment of the rescued child from the drop down list.</p> <p>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.</p>
Eye diseases	<p>Please select the status of Eye diseases of the rescued child from the drop down list.</p> <p>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.</p>
Dental disease	<p>Please select the status of Dental disease of the rescued child from the drop down list.</p> <p>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.</p>

Cardiac diseases	<p>Please select the status of Cardiac disease of the rescued child from the drop down list.</p> <p>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.</p>
Skin disease	<p>Please select the status of Skin disease of the rescued child from the drop down list.</p> <p>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.</p>
Sexually transmitted diseases	<p>Please select the status of Sexually transmitted disease of the rescued child from the drop down list.</p> <p>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.</p>
Neurological disorders	<p>Please select the status of Neurological disorder of the rescued child from the drop down list.</p> <p>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.</p>
Mentally Challenged	<p>Please select the status of mental condition of the rescued child from the drop down list.</p>

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

c) Family :

- i) Click on the Family link  from the left hand side navigation panel.
- ii) In the Family Landing page, Click on the  button of the child details.
- iii) In the Family Page, Provide the necessary data and click on  Button.

The screenshot shows the 'Family Details' form for Child ID: SD100582. The form includes the following fields:

- 1. Type of family: Nuclear Family
- 2. Has family migrated: Select Yes/No
- 3. Relationship among the family members:
 - i. Father & mother: Select Relationship
 - ii. Mother & child: Select Relationship
 - iii. Mother & siblings: Select Relationship
 - iv. Father & siblings: Select Relationship
 - v. Rescued Child siblings: Select Relationship
 - vi. Overall Relationship among the family members: Select Relationship

Buttons for 'Update' and 'Cancel' are located at the bottom of the form. The UNICEF logo and 'Powered by SDRC' are visible at the bottom of the page.

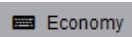

Figure 4: Procedure to add Family Details

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

	<p>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.</p>
Father & child	<p>Please select the type of relationship between the rescued child and his/her father, from the drop down list.</p> <p>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.</p>
Mother & child	<p>Please select the type of relationship between the rescued child and his/her mother, from the drop down list.</p> <p>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.</p>
Father & siblings	<p>Please select the type of relationship between father and siblings of the rescued child from the drop down list.</p> <p>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.</p>
Mother & siblings	<p>Please select the type of relationship between</p>

	<p>mother and siblings of the rescued child from the drop down list.</p> <p>e.g.: Select Cordial if the type of relationship between mother and siblings of the rescued child is warm and friendly.</p> <p>Select Non Cordial if the type of relationship between mother and siblings of the rescued child is not warm and friendly.</p> <p>Select Not Known if the type of relationship between mother and siblings of the rescued child is not known.</p>
Rescued Child siblings	<p>Please select the type of relationship between the rescued child and his/her siblings, from the drop down list.</p> <p>e.g.: Select Cordial if the type of relationship between the rescued child and his/her siblings is warm and friendly.</p> <p>Select Non Cordial if the type of relationship between the rescued child and his/her siblings is not warm and friendly.</p> <p>Select Not Known if the type of relationship between the rescued child and his/her siblings is not known.</p>
Overall Relationship among the family members	<p>Please select the type of overall relationship among the family members of the rescued child, from the drop down list.</p> <p>e.g.: Select Cordial if the type of overall relationship among the family members of the rescued child is warm and friendly.</p> <p>Select Non Cordial if the type of overall relationship among the family members of the rescued child is not warm and friendly.</p> <p>Select Not Known if type of overall relationship among the family members of the rescued child is not known.</p>

d) Economy:

- i) Click on the Economy link  from the left hand side navigation panel.
- ii) In the Economy Landing page, Click on the  button of the child details.

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

Update Button.

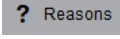

The screenshot shows the 'Child Labour Tracking System' interface. On the left is a navigation menu with 'Economy' highlighted in red. The main content area is titled 'Economy condition family' and contains a form for 'Financial Condition Family - Child ID: SD100582'. The form includes several dropdown menus for data entry: 'Type of structure' (Pukka), 'Roofing quality' (Tiled), 'Landed available' (Yes), 'Vehicles' (Two wheeler), 'Household articles' (Cows), 'BPL Card', 'Ration Card', 'Job Card Available Under MGNREGA', 'Indira Awaas', and 'RSBY Card'. There is also a text field for 'Others (Please Specify)'. At the bottom of the form are 'Update' and 'Cancel' buttons. The page footer includes the UNICEF logo and 'Powered by SDRC'.

Figure 5: Procedure to add Economy Details

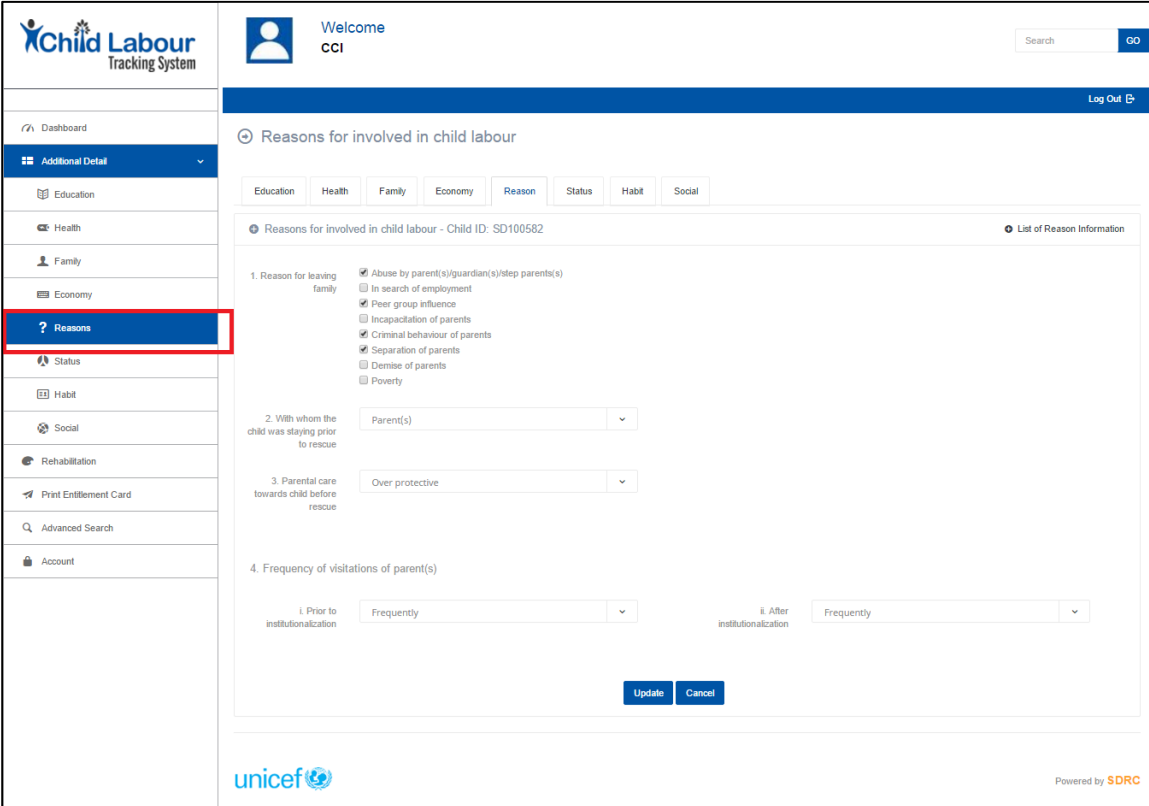
Field	Data to be entered
Description of dwelling	
Type of structure	<p>Please select the type of house in which the rescued child and his/her family live, from the drop down list.</p> <p>e.g.: Select Kaccha if the rescued child and his/her family live in a kaccha house.</p> <p>If the type of house in 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.</p>
Roofing quality	<p>Please select the type of roof of the house in which the rescued child and his/her family live, from the drop down list.</p> <p>e.g.: Select Asbestos/Tin if the rescued child and his/her family live in a house which has a tin roof.</p> <p>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.</p>
Properties owned by the family	
Landed available	<p>Please select yes from the dropdown list if the family of the rescued child own any land else select no.</p>
Household articles	<p>Please select the household articles which the family of the rescued child own, from the drop down list.</p> <p>e.g.: Select Pig if the family of the rescued child owns a pig.</p>
Vehicles	<p>Please select the type of vehicle which the family of the rescued child owns, from the drop down list.</p> <p>e.g.: Select Two Wheeler if the family of the rescued child owns a two wheeler.</p>

	<p>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.</p>		
BPL Card	<p>Please select yes from the dropdown list if the family of the rescued child owns a BPL (Below Poverty Line) Card, else select no.</p> <p>If yes fill the following field:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Provide the no.</td> <td style="width: 50%;">Please specify the BPL Card number</td> </tr> </table>	Provide the no.	Please specify the BPL Card number
Provide the no.	Please specify the BPL Card number		
Ration Card	<p>Please select yes from the dropdown list if the family of the rescued child owns a Ration Card, else select no.</p> <p>If yes fill the following field:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Provide the no.</td> <td style="width: 50%;">Please specify the Ration Card number</td> </tr> </table>	Provide the no.	Please specify the Ration Card number
Provide the no.	Please specify the Ration Card number		
Indira Awaas	<p>Please select yes from the dropdown list if the family of the rescued child own an Indira Awaas else select no.</p>		
Job Card Available Under MGNREGA	<p>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.</p>		
RSBY Card	<p>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.</p>		
Other(Please Specify)	<p>If there is any other information about the properties owned by the family of the rescued child then please specify in the text box.</p>		

e) Reasons :

- i) Click on the Reasons link  from the left hand side navigation panel.
- ii) In the Reasons Landing page, Click on the  button of the Child details.
- iii) In the Reasons Page, Provide the necessary data and click on

 Button.






The screenshot displays the 'Child Labour Tracking System' interface. On the left is a navigation sidebar with options like Dashboard, Additional Detail, Education, Health, Family, Economy, Status, Habit, Social, Rehabilitation, Print Entitlement Card, Advanced Search, and Account. The 'Reasons' option is highlighted with a red box. The main content area shows the 'Reasons for involved in child labour' page for Child ID: SD100582. It features a tabbed interface with 'Reason' selected. The form includes a list of reasons for leaving family, a dropdown for 'With whom the child was staying prior to rescue', a dropdown for 'Parental care towards child before rescue', and two dropdowns for 'Frequency of visitations of parent(s)'. At the bottom, there are 'Update' and 'Cancel' buttons. The footer shows the UNICEF logo and 'Powered by SDRC'.

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.

The screenshot shows the 'Child Labour Tracking System' interface. The left sidebar has the 'Status' tab highlighted with a red box. The main content area is titled 'Status during the employment of child and nature' and contains a form for 'Type of work involved in - Child ID: SD100582'. The form includes several dropdown menus:

- 1. Duration of working hours: Less than six hours
- 2. Reason due to which the child had to work: To meet family need/ To take care of family
- 3. Details of savings: With employers
- 4. Type of child abuse if any:
 - i. Verbal abuse: Parents
 - ii. Physical abuse: (empty)
 - iii. Sexual abuse: Parents
- 5. Difficulties faced:
 - i. Denial of food: Parents
 - ii. Beaten mercilessly: Parents
 - iii. Causing Injury: Parents
- 6. Exploitation faced by the child:
 - i. Exploitation faced by the child: Extracted work without payment

Buttons for 'Update' and 'Cancel' are located at the bottom of the form. The UNICEF logo and 'Powered by SDRC' are visible at the bottom of the page.




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	<p>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.</p> <p>e.g.: Select Bank/Post Office if the rescued child kept his savings in the bank or post office.</p>
Type of child abuse if any	
Verbal abuse	<p>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.</p> <p>e.g.: Select Employers if the rescued child was verbally abused by his employers.</p>
Physical abuse	<p>If the rescued child had to face any physical abuse then please specify the person who abused the child.</p>
Sexual abuse	<p>If the rescued child had to face any sexual abuse then please select the person who abused the child, from the dropdown list.</p> <p>e.g.: Select Employers if the rescued child was sexually abused by his employers.</p>
Difficulties faced	
Denial of food	<p>If the rescued child was denied food then please select the person who denied food to the child, from the dropdown list.</p> <p>e.g.: Select Employers if the rescued child was denied food his employers.</p> <p>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</p>

	Others.
Beaten mercilessly	<p>If the rescued child was beaten mercilessly then please select the person by whom the child was beaten mercilessly, from the dropdown list.</p> <p>e.g.: Select Employers if the rescued child was beaten mercilessly by his employers.</p> <p>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.</p>
Causing Injury	<p>If any injury was caused to the rescued child then please select the person who injured the child, from the dropdown list.</p> <p>e.g.: Select Employers if the rescued child was injured his employers.</p> <p>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.</p>
Exploitation faced by the child	
Exploitation faced by the child	<p>Please select the type of exploitation the rescued child had to face, from the dropdown list.</p> <p>e.g.: Select Extracted work without payment if the rescued child had to work without any payment.</p> <p>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.</p>

g) Habit:

- i) Click on the Habit link  from the left hand side navigation panel.
- ii) In the Habit Landing page, Click on the  button of the child details.
- iii) In the Habit Page, Provide the necessary data and click on  Button.

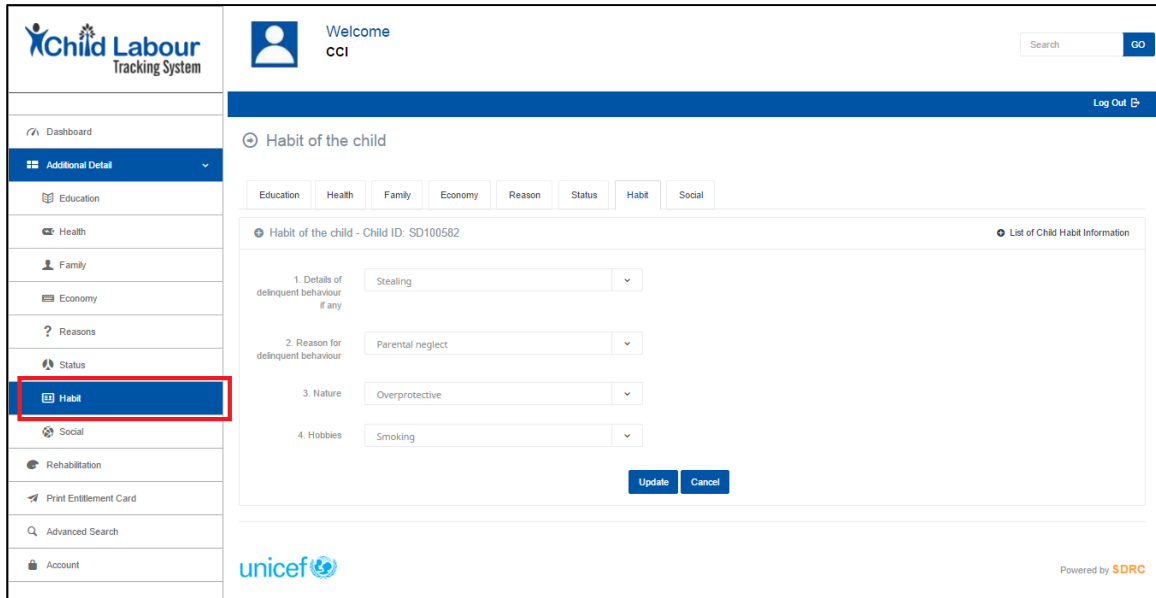


Figure 8: Procedure to add Habit Details

Field	Data to be entered
Details of delinquent behaviour if any	<p>Please select the details of criminal behaviour of the rescued child, from the dropdown list.</p> <p>e.g.: Select Stealing if the rescued child was involved in stealing.</p> <p>If the rescued child doesn't have any criminal behaviour then please select None from the dropdown list.</p> <p>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.</p>
Reason for delinquent behaviour	<p>Please select the reason due to which the rescued child was involved in criminal behaviour, from the dropdown list.</p>

	<p>e.g.: Select Parental Neglect if the rescued child was involved in criminal behaviour due to negligence of parents.</p> <p>If the rescued child was not involved in criminal behaviour please select None from the dropdown list.</p> <p>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.</p>
Nature	<p>Please select the nature of the rescued child, from the dropdown list.</p> <p>e.g.: Select Affectionate if the rescued child is affectionate in nature.</p> <p>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.</p>
Hobbies	<p>Please select the hobby of the rescued child, from the dropdown list.</p> <p>e.g.: Select Begging if the rescued child likes begging.</p> <p>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.</p>

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	<p>Please select the type of friends the rescued child had prior to rescue, from the dropdown list.</p> <p>e.g.: Select Co-workers if the rescued child’s friends were his/her co-workers.</p> <p>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.</p>
Details of membership in group	<p>Please select the type of group the rescued child was associated with, from the dropdown list.</p> <p>e.g.: Select Associated with religious groups if the rescued child was associated with religious group.</p> <p>If the type of group the rescued child was associated with is not there in the dropdown list then please</p>

	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.
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
2.4 Procedures to add Rehabilitation Details:

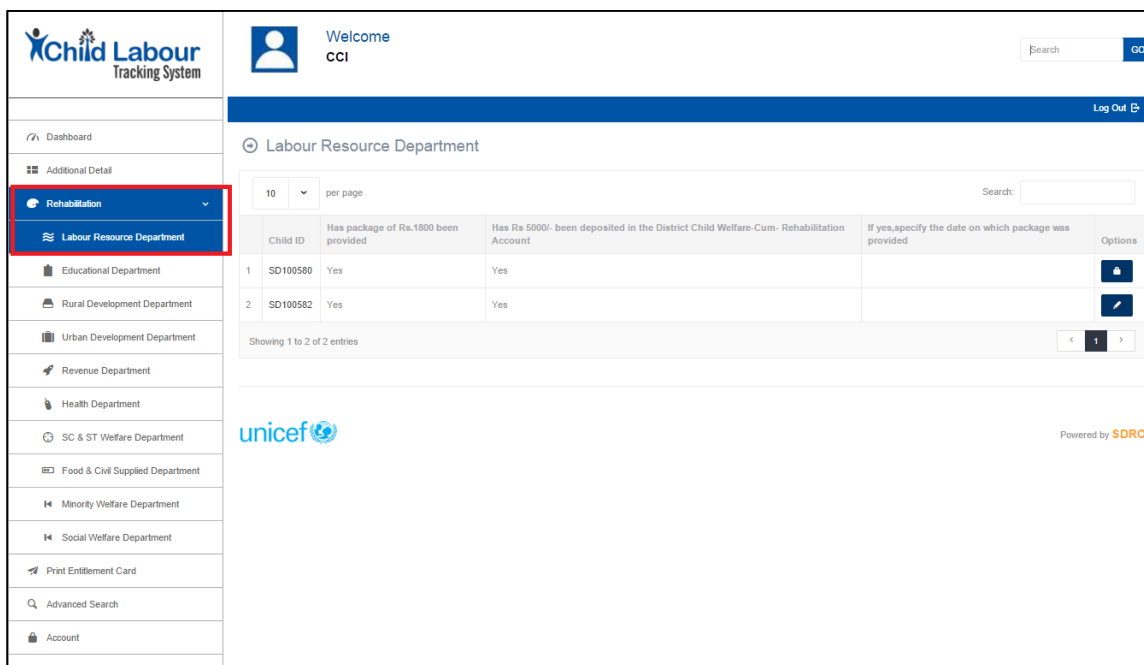
The CCI user can add rehabilitation information about the rescued children.

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.



The screenshot shows the 'Child Labour Tracking System' interface. On the left, a navigation menu lists various departments, with 'Labour Resource Department' highlighted in blue. The main content area displays the 'Labour Resource Department' landing page, which includes a table of child records. The table has columns for 'Child ID', 'Has package of Rs.1800 been provided', 'Has Rs 5000/- been deposited in the District Child Welfare-Cum- Rehabilitation Account', and 'If yes specify the date on which package was provided'. Two records are shown, both with 'Yes' in the first two columns. A 'Pending' button is visible in the 'Options' column for the first record. The page also features a search bar, a 'Log Out' link, and a 'Powered by SDRC' footer.

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.

The screenshot shows the 'Child Labour Tracking System' interface. On the left, a navigation menu lists various departments, with 'Labour Resource Department' highlighted in red. The main content area is titled 'Labour Resource Department' and shows a form for 'Labour Resource Department - Child ID: SD100582'. The form includes the following fields:

- 1. Has package of Rs.1800 been provided: Yes (selected) [dropdown]
- 1.i. Details of mode of payment: [text input]
- 3. Account Transfer(Account No.): [text input]
- 2. Has Rs 5000/- been deposited in the District Child Welfare-Cum- Rehabilitation Account: Yes (selected) [dropdown]
- 3. Sanction Order No.: [text input]
- 1.1. If yes, date of package provided: [calendar icon]
- 2. Cash: [text input]
- 4. Other(Please specify): [text input]
- 2.1. If Yes, Date of Deposit: [calendar icon]
- 2.ii. Detail of mode of deposited in account 1: Account Transfer: [text input]
- 4. Other(Please specify): [text input]

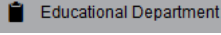


Buttons for 'Update' and 'Cancel' are located at the bottom of the form. The UNICEF logo and 'Powered by SDRG' are visible at the bottom of the page.

Figure 11: Procedure to add Labour Resource Department 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" style="width: 100%;"> <tr> <td style="width: 50%;">If yes, date of package provided</td> <td style="width: 50%;">Please specify the date on which the package of Rs1800</td> </tr> </table>	If yes, date of package provided	Please specify the date on which the package of Rs1800
If yes, date of package provided	Please specify the date on which the package of Rs1800		

	<table border="1"> <tr> <td data-bbox="753 184 1040 428"></td> <td data-bbox="1040 184 1328 428"> <p>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 no, please fill in the following field:</p> <table border="1"> <tr> <td data-bbox="753 611 954 743">If not, Specify the Reason</td> <td data-bbox="954 611 1385 743">Please specify the reason why package of Rs.1800 was not provided to the rescued child.</td> </tr> </table>		<p>was provided to the rescued child.</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>	If not, Specify the Reason	Please specify the reason why package of Rs.1800 was not provided to the rescued child.
	<p>was provided to the rescued child.</p> <p>Date should be in dd/mm/yyyy format e.g.: 03/09/2015</p>				
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 field:</p> <table border="1"> <tr> <td data-bbox="753 1062 1024 1446">If Yes, Date of Deposit</td> <td data-bbox="1024 1062 1385 1446"> <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="753 1520 1040 1871">If not, what are the reasons please specify.</td> <td data-bbox="1040 1520 1328 1871">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.				

b) Educational Department:

- i) Click on the Educational Department  on the left hand side navigation panel.
- ii) In the Educational Department Landing page, Click on the  button of the child details.
- iii) In the Educational Department page, provide the necessary data and click on  Button.

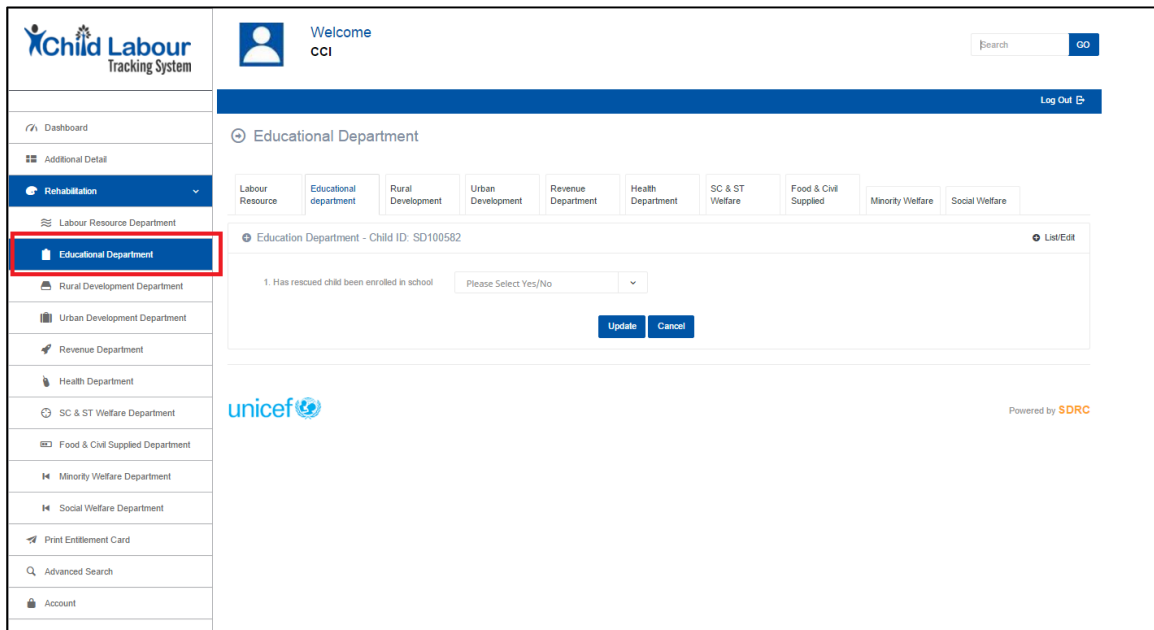
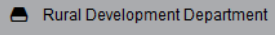




Figure 12: Procedure to add Educational Details

Field	Data to be entered		
Has rescued child been enrolled in school	<p>Please select yes from the dropdown list if the rescued child has been enrolled in school, else select no.</p> <p>If yes, fill the following fields:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">School Type</td> <td>Please select Private from the dropdown list if</td> </tr> </table>	School Type	Please select Private from the dropdown list if
School Type	Please select Private from the dropdown list if		

	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  on the left hand side navigation panel.
- ii) In the Rural Development Department Landing page, Click on the  button of the child details.
- iii) In the Rural Development Department page, Provide the necessary data and click on  Button.

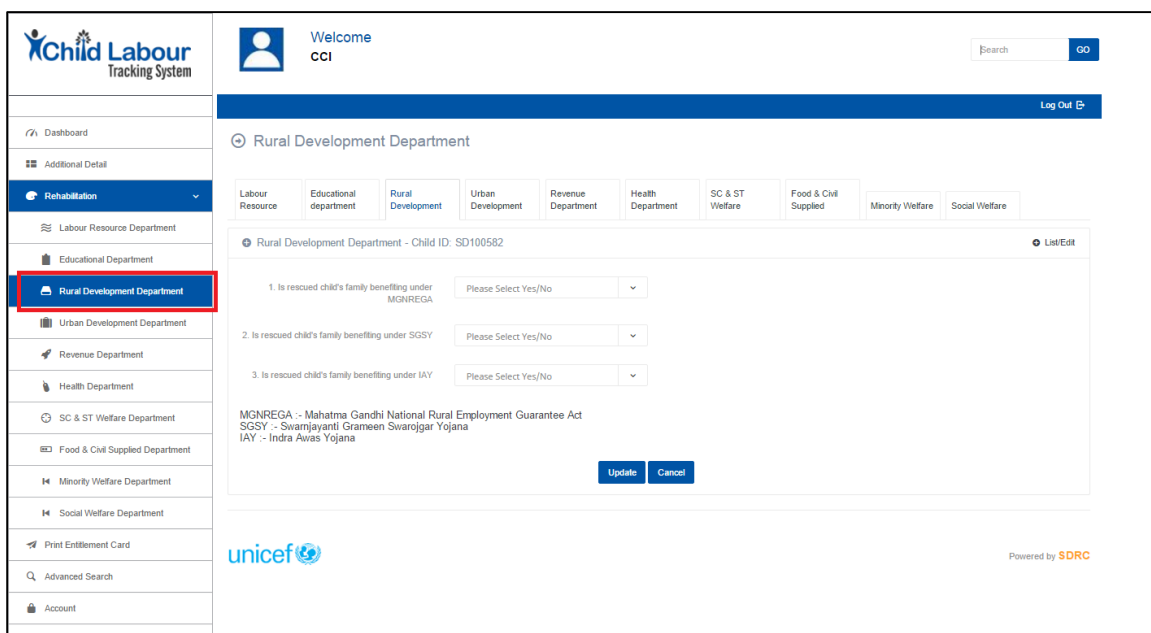



Figure 13: Procedure to add Labour Rural Development Department Details

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.

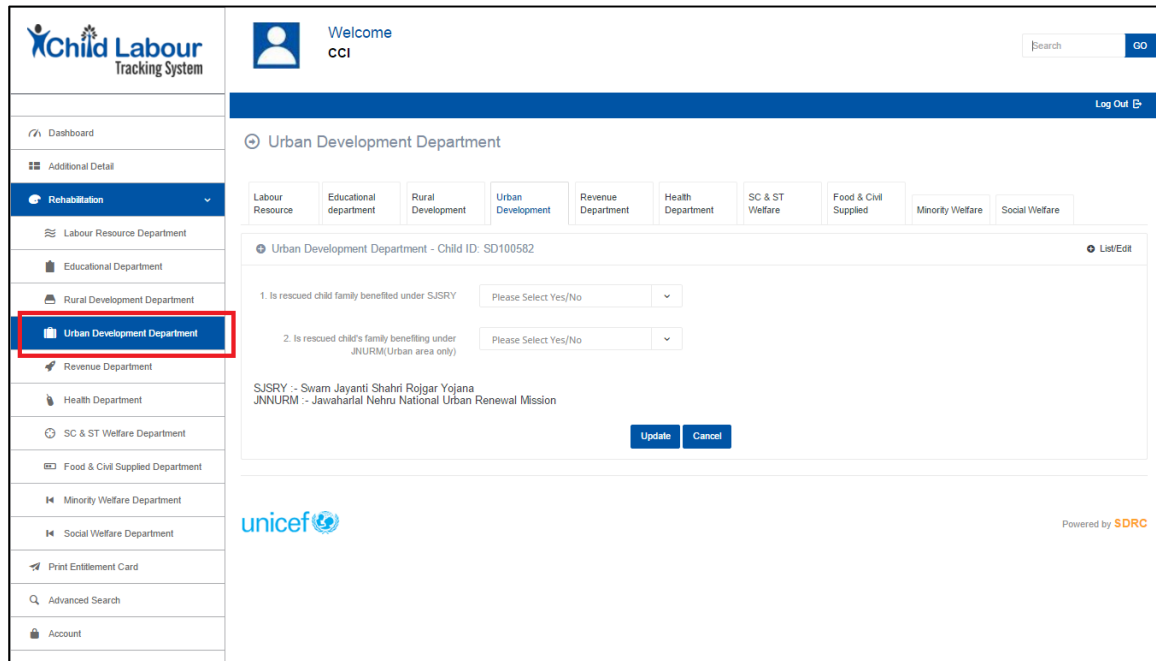
ii) In the Urban Development Department Landing page, Click on the



Pending button of the child details.

iii) In the Urban Development Department page, Provide the necessary

data and click on  Button.

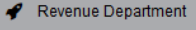




The screenshot shows the 'Child Labour Tracking System' interface. On the left is a navigation menu with 'Urban Development Department' highlighted in a red box. The main content area shows the 'Urban Development Department' form for Child ID: SD100582. The form has two dropdown menus: '1. Is rescued child family benefited under SJSRY' and '2. Is rescued child's family benefiting under JNNURM(Urban area only)'. Below the form are 'Update' and 'Cancel' buttons. The UNICEF logo and 'Powered by SDRG' are visible at the bottom.

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  on the left hand side navigation panel.
- ii) In the Revenue Department Landing page, Click on the  button of the child details.
- iii) In the Revenue Department page, Provide the necessary data and click on  Button.

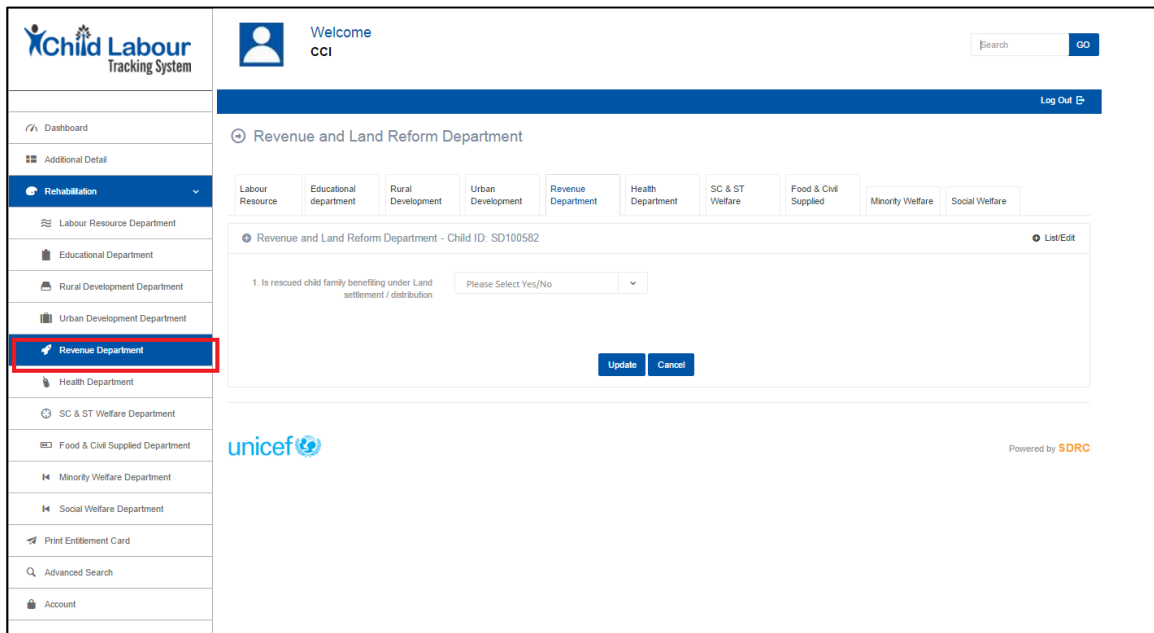
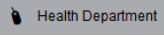




Figure 15: Procedure to add Revenue Department Details

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  on the left hand side navigation panel.
- ii) In the Health Department Landing page, Click on the  button of the child details.
- iii) In the Health Department page, Provide the necessary data and click on  Button.

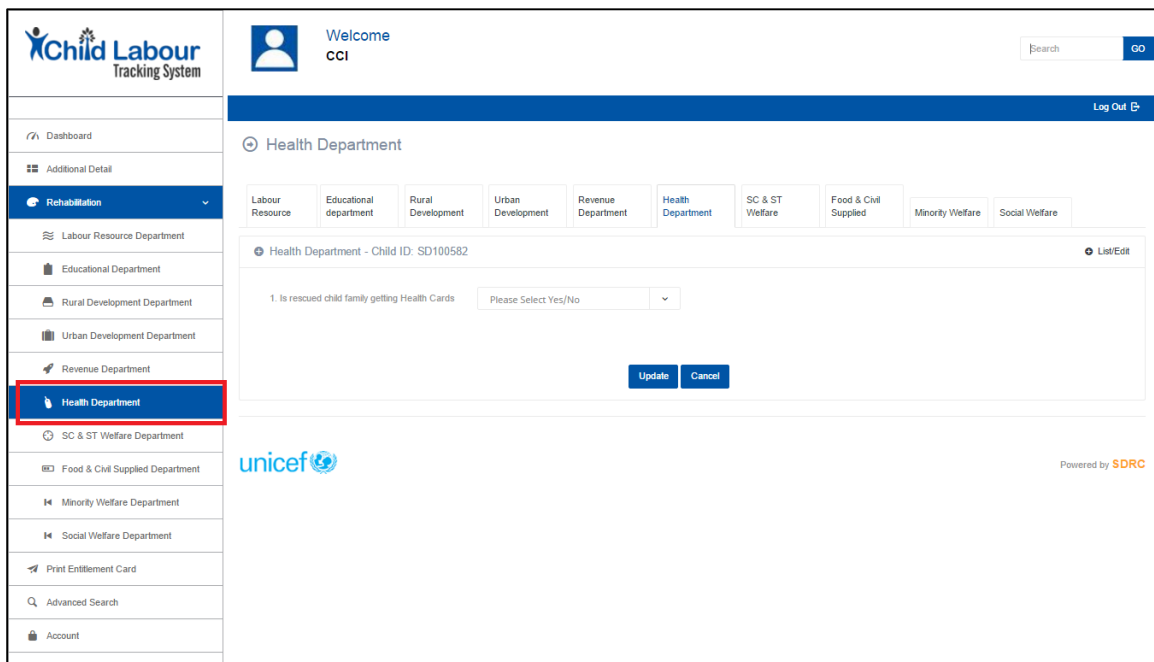
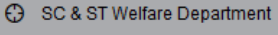



Figure 16: Procedure to add Health Department Details


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  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  Button.

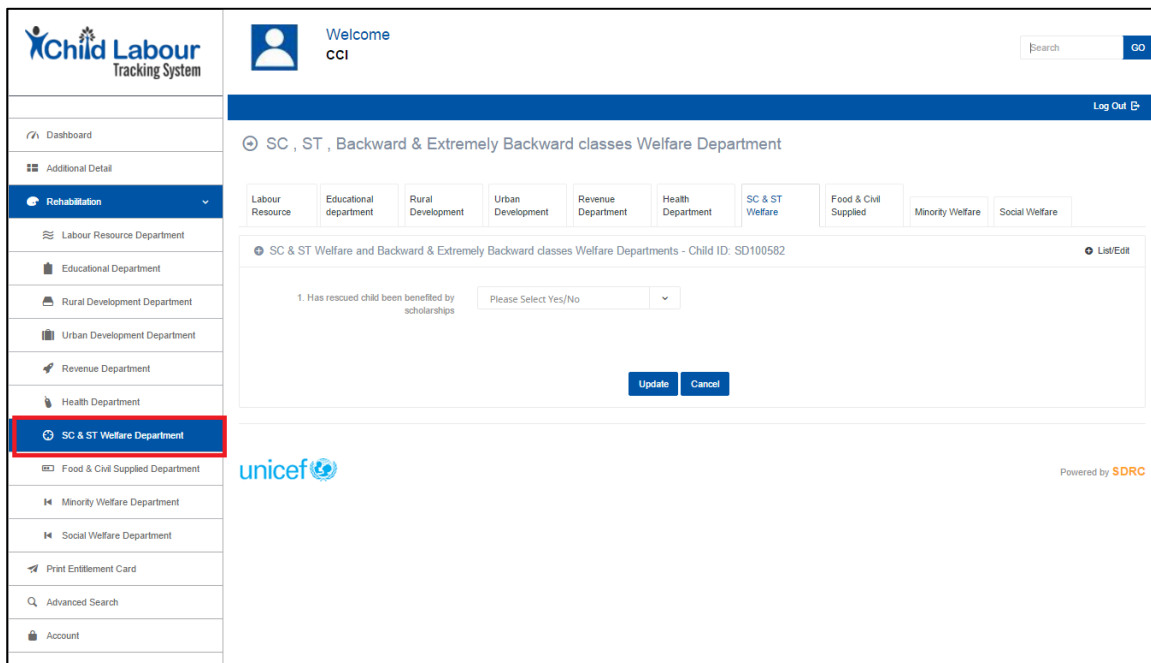



Figure 17: Procedure to add SC and ST Welfare Department Details


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:

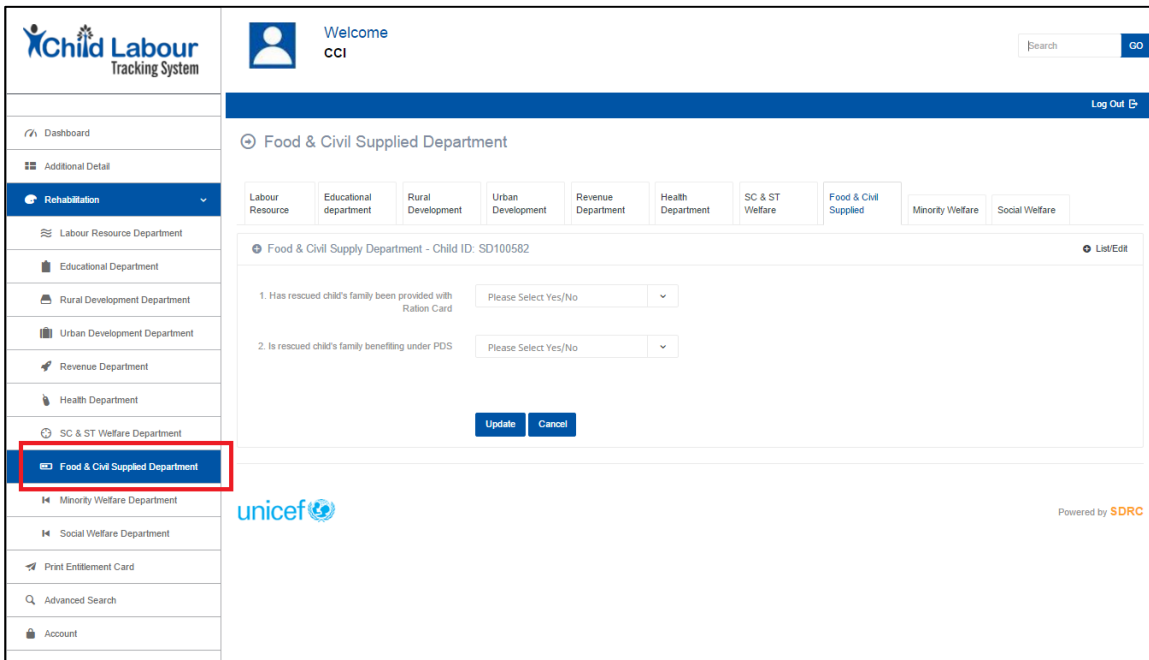
i) Click on the Food & Civil Supply Department

 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  Button.




The screenshot displays the 'Child Labour Tracking System' interface. The left navigation panel includes a red box around the 'Food & Civil Supplied Department' option. The main content area shows the 'Food & Civil Supplied Department' landing page for Child ID: SD100582. It features a grid of department tabs (Labour Resource, Educational department, Rural Development, Urban Development, Revenue Department, Health Department, SC & ST Welfare, Food & Civil Supplied, Minority Welfare, Social Welfare) and a form with two questions: '1. Has rescued child's family been provided with Ration Card' and '2. Is rescued child's family benefitting under PDS', both with 'Please Select Yes/No' dropdown menus. 'Update' and 'Cancel' buttons are at the bottom of the form. The UNICEF logo and 'Powered by SDRG' are visible at the bottom.

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

 on the left hand side navigation panel.

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

 button of the child details.

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

data and click on  Button.

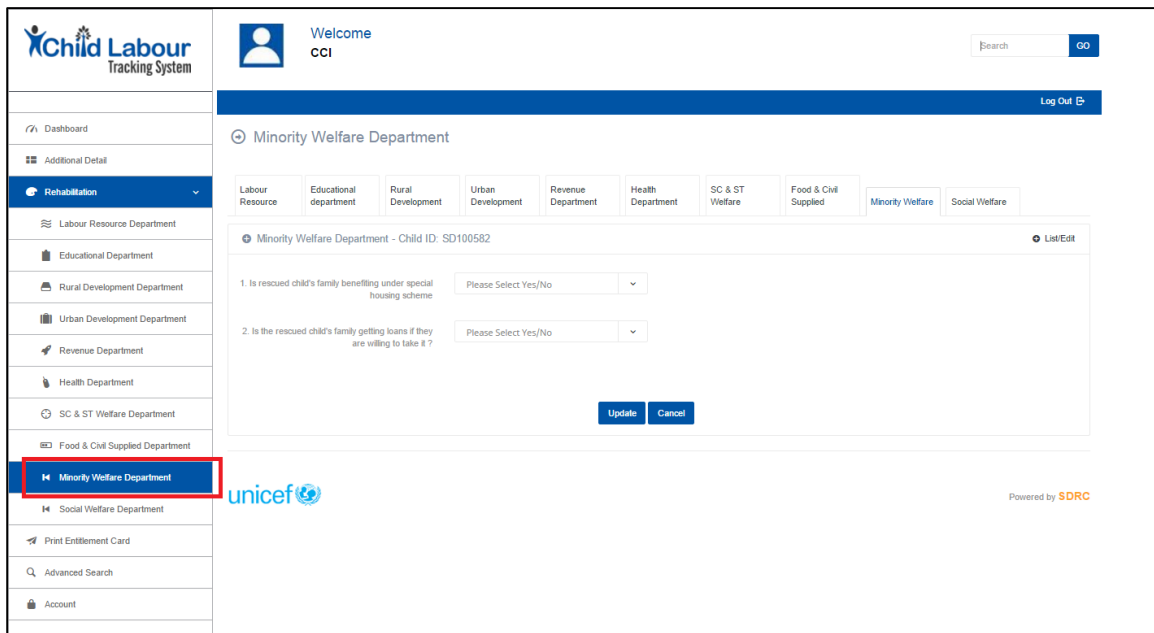
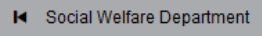



Figure 19: Procedure to add Minority Welfare Department Details

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  on the left hand side navigation panel.

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

 button of the child details.

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

data and click on  Button.

The screenshot shows the 'Child Labour Tracking System' interface. The top left features the system logo. The top right shows a user profile 'Welcome CCI' and a search bar. A navigation sidebar on the left lists various departments, with 'Social Welfare Department' highlighted in a red box. The main content area is titled 'Social Welfare Department Edit' and contains a form for 'Social Welfare Departments - Child ID: SD100582'. The form has tabs for different departments: Labour Resource, Educational department, Rural Development, Urban Development, Revenue Department, Health Department, SC & ST Welfare, Food & Civil Supplied, Minority Welfare, and Social Welfare. The 'Social Welfare' tab is selected. The form contains several questions with dropdown menus for 'Please Select Yes/No':

- 1. Are the family members of the rescued child eligible for getting benefit under social pension scheme?
- 2. i. Is the rescued child eligible for getting benefit under Pravarith Scheme?
- 3. i. Is the family of the rescued child benefitting under Sponsorship?
- ii. Is the family of the rescued child benefitting under any pension scheme?
- ii. Is the rescued child getting benefit under Pravarith Scheme?
- ii. Is the rescued child getting benefit under Sponsorship?




Buttons for 'Update' and 'Cancel' are located at the bottom of the form. The UNICEF logo and 'Powered by SDRG' are visible at the bottom of the page.

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  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  button to print the entitlement card

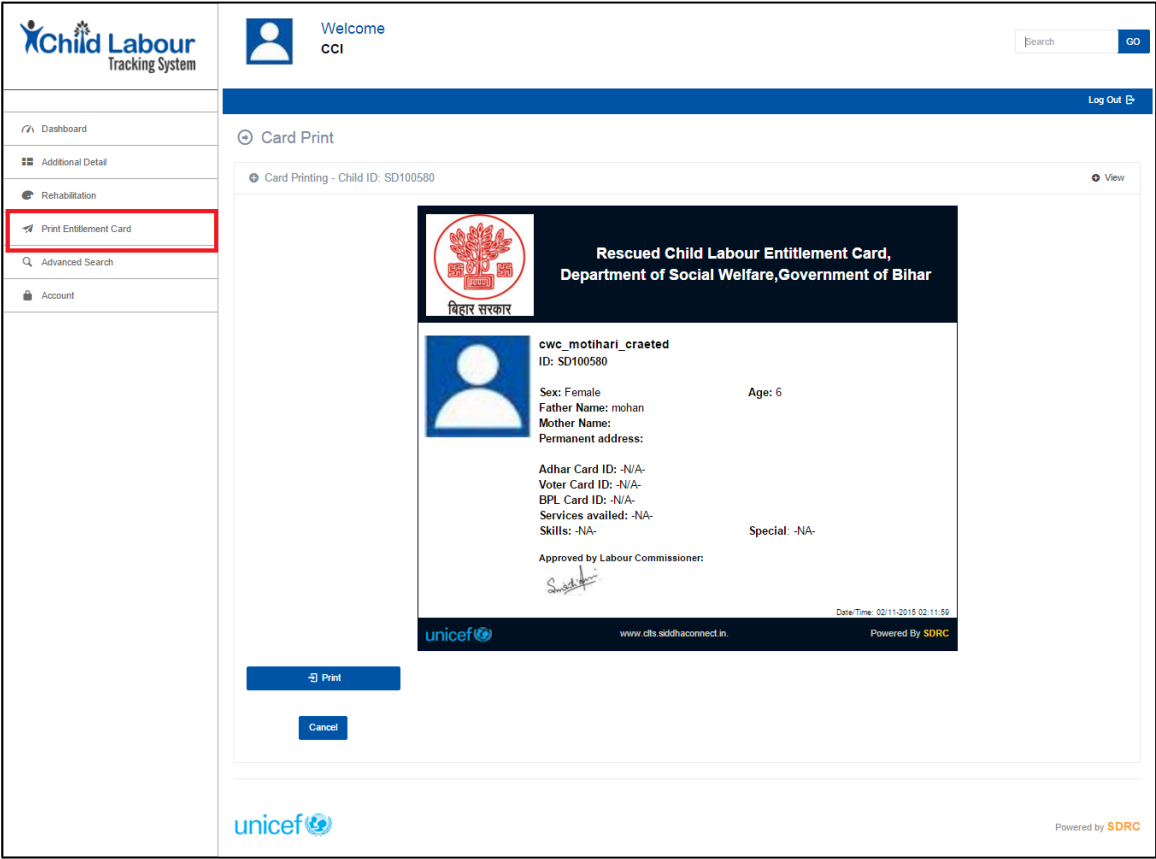
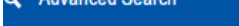


Figure 21: CCI Print Entitlement Card

2.6 Procedures for advance searching:

- i) Click on the Advance Search link  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.

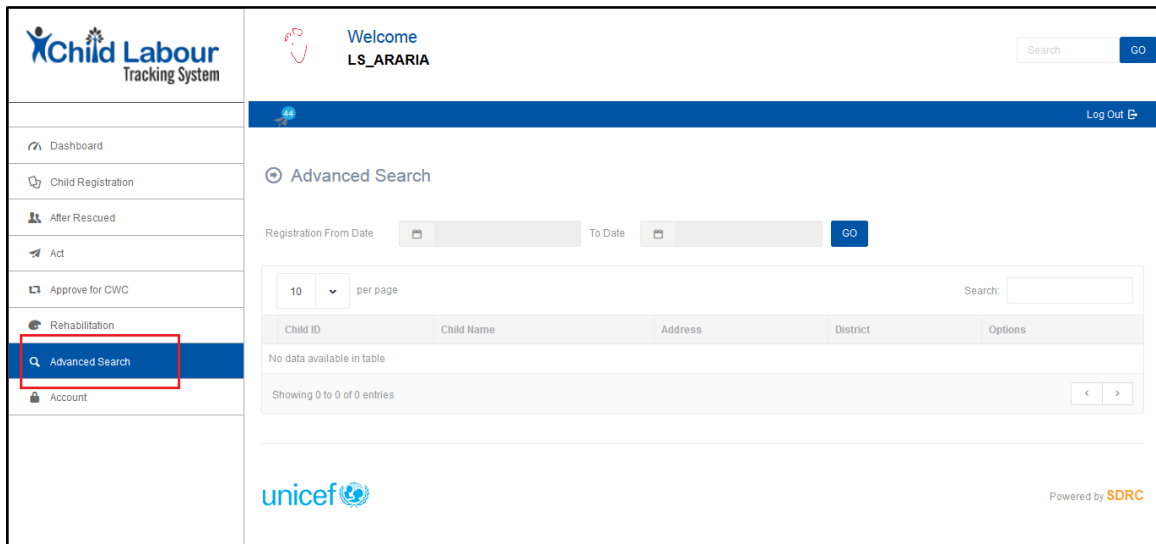
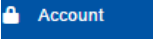
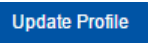


Figure 22: Procedures for advance searching

2.7 Procedures for managing Profile:

- i) Click on the Account link  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 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.

The screenshot displays the 'Manage Profile' interface within the Child Labour Tracking System. On the left, a sidebar menu lists various system functions, with the 'Account' option highlighted in blue and enclosed in a red rectangular box. The main area is titled 'Manage Profile' and features an 'Edit Profile' section. This section contains eight numbered input fields: 1. Name (pre-filled with 'CCI'), 2. Email (pre-filled with 'cci_mothari@cpmis.org'), 3. Phone, 4. Skype Id, 5. Facebook Profile Link, 6. LinkedIn Profile Link, 7. Twitter Profile Link, and 8. Image. Below the image field is a 'Select image' button and an 'Update Profile' button. The top of the page shows a user welcome message for 'CCI' and a search bar. The footer includes the UNICEF logo and the text 'Powered by SDRRC'.

Figure 23: Procedures for managing Profile