Child Labour Tracking System

CLTS User Guide:

Child Welfare Committee

October 2015

Version 1.1

Directorate of Social Welfare
Government of Bihar

Supported by

unicef

Document Revision History

Date	Version Number	Document Changes
01/09/2015	0.1	Initial Draft
20/10/2015	1.1	Draft reviewed and modified. Released for user review

Contents

Table of Figures

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

This user manual explains how a CWC (Child Welfare Committee) user can input information about a rescued child labour.

2   Process Description

2.1   CWC user rights

CWC User will have the following rights:

1. Can add a new child Record details of the rescued child.
2. Can edit child record details raised by LEO /LS users.
3. Can Enter "After Rescue Data" of the rescued child.
4. Will Edit "After Rescue Data" of the rescued child to correct if any mistakes done by LEO /LS users.
5. Can Enter "Act Details Data" of the rescued child.
6. Will Edit "Act Details Data" of the rescued child to correct if any mistakes done by LEO /LS users.
7. Will add other "Rehabilitation Data" of the rescued child.
8. Can add "order after production data".
9. Will Review all the data submitted till now and can send request to CCI If the Child is sent to CCI. After first order if the child is sent to CCI then CCI will be responsible to fill the required data for generating the Entitlement card. If the child is handed over to parents or any others then the required data need to be filled up by CWC itself.
10. After getting all the required mandatory data, the entitlement card can be processed for printing by CWC, which will lock the child records data.

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

2.2   Procedure to Login

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:
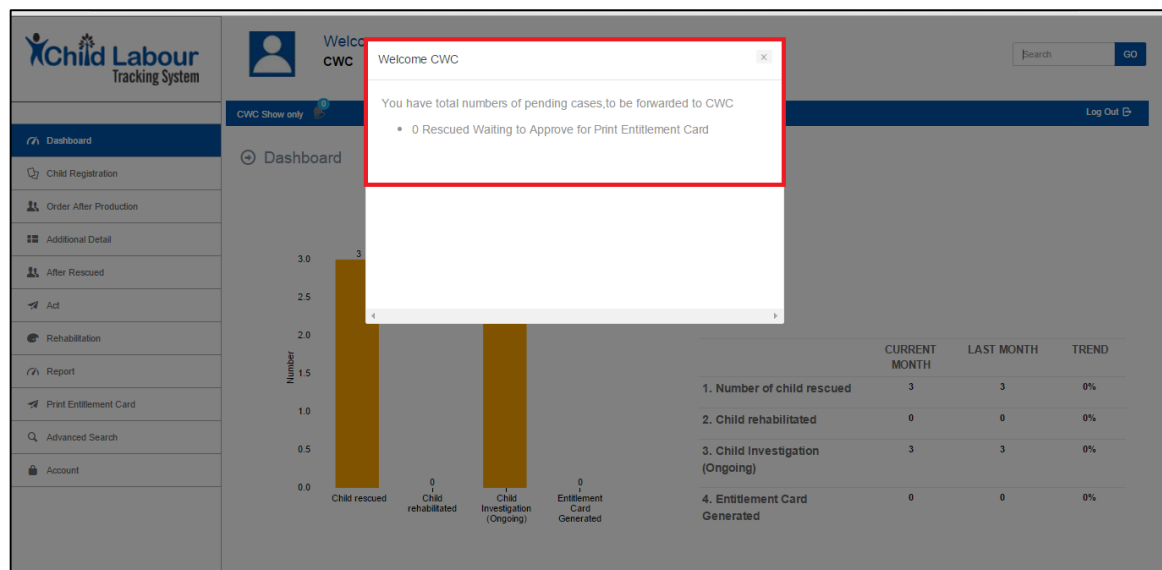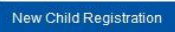
Figure 1: CWC User Login

5. In the cumulative statistics, the user can see figures for child rescued, child rehabilitated, child information (on going), and Entitled Card Generated till date.

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

2.3   Procedure to add a new child information:

1. Once the user receives the Child information, it can be added by following the below steps:

   a) Click on the Child Registration link from the left hand side navigation panel.

   b) The user can see list of child information, if the child is not available in the system, then the user has to add it.

   c) Click on the New Child Registration Button.

   d) In the Rescued Child information Form, the user needs to fill-up the below mandatory fields:

      Date of Rescue*

      Name of Child *

      Sex*

      Date of Birth *

Figure 2: Procedure to add a new child information

e) After filling up the above mandatory fields and other data of the child, click on the [Save] button.

f) A successful notification message will be displayed.

2. Ensure the data of the child saved properly.
- Option 1- To see the Child data in view only mode and user can print the data.
  a) Click on the Child registration Link.

Figure 3: Procedure to view a child information

b) The last edited record of the child is listed on the bottom of the list of the rescued children.

c) Click on the child ID of the rescued child, all the child details page can be verified and the user can print the data.

- Option 2- To see the Child data in Edit Mode.

    a) Click on the Child registration Link from the left navigation panel.

    b) Click on the **Pending** button of the child list.

    c) Child Record can be edited by clicking on the **Update** button.

Figure 4: Procedure to edit a registered child information

Field	Data to be entered
Child photo	Please provide the photograph of the rescued child. The size of the photograph should not exceed.
Date of Rescue	Please provide the date on which the child was rescued. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
Name of the Child	Please provide the name of the rescued child. e.g.: Ashok Prasad
Is Date of Birth Present	If the date of the child is known choose **yes**, otherwise choose **no**.

|	If Yes, please provide the date of birth of the child. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
Is Date of Birth Present	If the date of the child is known choose **yes**, otherwise choose **no**. If No, please provide the month and year of birth of the child. Month should be in dd format. e.g.: 02 for February, 09 for September etc. Year should be in *yyyy* format. e.g.: 2015.
Marital Status	Please choose an option from the drop down list to specify the marital status of the rescued child. e.g.: Choose **Married** if the child is married.
Religion	Please choose an option from the drop down list to specify the religion of the rescued child. e.g.: Choose **Hindu** if the child is Hindu. If the religion of the rescued child is not there in the dropdown list then please choose **Other** and specify the religion in the box provided for **Other**.
Category	Please choose an option from the drop down list to specify the caste category of the rescued child. e.g.: Choose **SC** if the child is belongs to SC category.
Caste Name	Please provide the name of caste of the rescued child. e.g.: Ghasi If the category of the rescued child is not there in the dropdown list then please choose **Other** and specify the category in the box provided for **Other**.
Father's Name	Please provide the name of father of the rescued child.
Mother's Name	Please provide the name of mother of the rescued child.
Address	Please provide the address of the rescued child.
State	Please choose the state to which the rescued child belongs from the drop down list. The user can select

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

			district from where the child was rescued from the drop down list.	
	Block	Please choose the block from where the child was rescued from the drop down list.		
	Work Involved In	Please choose the work in which the rescued child was involved from the drop down list. If the work in which the rescued child was involved is not there in the dropdown list then please choose **Other** and specify the details in the box provided for **Other**.		
	Duration of work	Please provide the duration for which the rescued child has worked for the employer in the textbox provided for the same.		
			no of years	Provide the number of years e.g.: 02
			no of months	Provide the number of months e.g.: 10
			no of days	Provide the number of days. e.g.: 25
Outside state				
	Employer Name	Please provide the		

		name of the person for whom the rescued child was working.
	Employer Address	Please provide the address of the person for whom the rescued child was working.
	Place of Rescue	Please provide the place from where the child was rescued.
	State	Please choose the state from where the child was rescued from the drop down list.
	District	Please choose the district from where the child was rescued from the drop down list.
	Block	Please choose the block from where the child was rescued from the drop down list.
	Work Involved In	Please choose the work in which the rescued child was involved from the drop down list. If the work in which the rescued child was involved is not there in the dropdown list then please choose **Other** and specify the details in the box provided for **Other**.
	Handed over to CWC / Date	Please specify the date on which the

		rescued child was handed over to **CWC.** Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
	Details of Certificate if any	If any certificate was issued then please choose an option from the dropdown list. If the type of the issued certificate is not there in the dropdown list then please choose **Other** and specify the details of the certificate in the box provided for **Other**.
	Location of Concerned CWC	Please choose the location of the CWC, to whom the rescued child was handed over, from the dropdown list.

2.4   Procedure add to Order after Production:

i)   Click on the Order After Production link [Order After Production] on the left hand side navigation panel.

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

iii)   In the Order After Production page, Provide the necessary data and click on [Update] Button.

Figure 5: Procedure to add Order after Production

Field	Data to be entered
Produced by	Please select the authority by whom the rescued child was produced before the CWC, from the dropdown list. e.g.: Select **PUBLIC SERVANT** if the rescued child was produced by any public servant.
Type of order issued after production	Please select the authority to whom the rescued child was handed over after he/she was produced before the CWC, from the dropdown list. If the rescued child was handed over to his/her **Parents,** fill in the following fields: <table><tr><td>Name of Parents/Guardian</td><td>Please specify the name of Parents/Guardian of the rescued child.</td></tr><tr><td>District</td><td>Please select the district to which Parents/Guardian of the rescued child belongs to, from the drop down list.</td></tr></table>
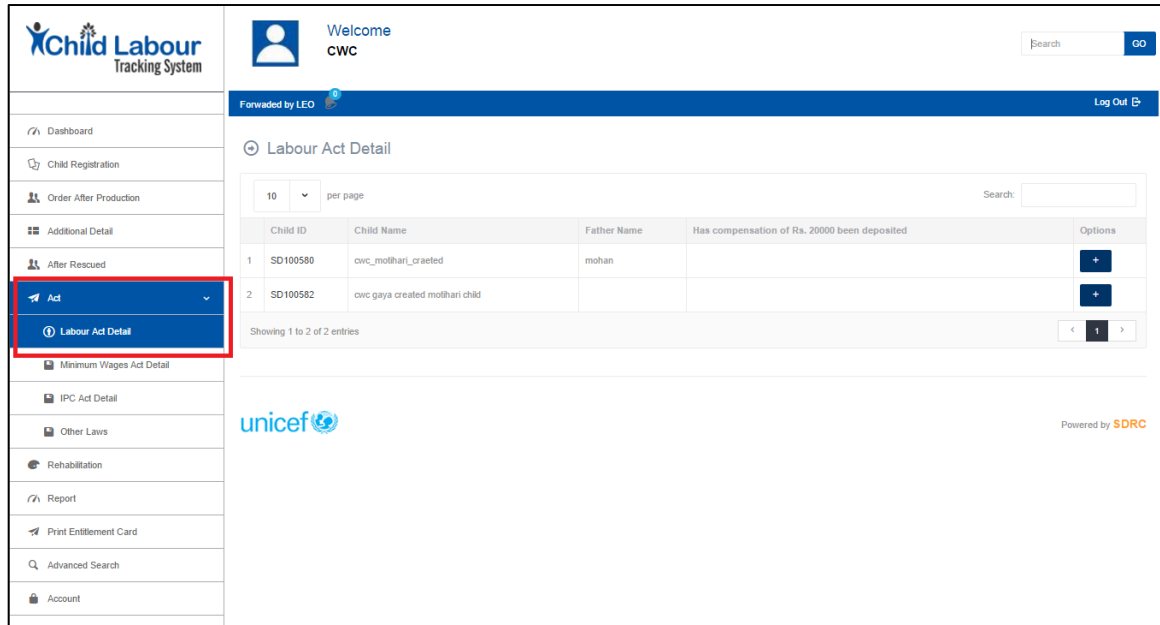
Address with contact no	Please specify the address and contact number of Parents/Guardian of the rescued child.
Date	Please specify the date on which the rescued child was handed over to his/her Parents/Guardian.

If the rescued child was handed over to **CCIs,** fill in the following   fields:

Name of CCIs	Please specify the name of the CCI to whom the rescued child was handed over.
District	Please select the district to which the rescued child was handed over to, from the drop down list.
Address with contact no	Please specify the address and contact number of the CCI to whom the rescued child was handed over.
Date	Please specify the date on which the rescued child was handed over to the CCI.

If the rescued child was handed over to **Fit Person,** fill in the following fields:

Name of Fit person	Please specify the name of the Fit person to whom the rescued child was handed over.
District	Please select the district to which the Fit person belongs to, from the drop down list.
Address with contact no	Please specify the address and contact number of the Fit person to whom the rescued child was handed over.
Date	Please specify the date on which the rescued child was handed over to the

	Fit person.

If the rescued child was handed over to **Fit institution,** fill in the following fields:

Name of Fit institution	Please specify the name of the Fit institution to whom the rescued child was handed over.
District	Please select the district in which the Fit institution is situated, from the drop down list.
Address with contact no	Please specify the address and contact number of the Fit institution to whom the rescued child was handed over.
Date	Please specify the date on which the rescued child was handed over to the Fit institution.

If the rescued child was handed over to **other place,** fill in the following fields:

Name of other place	Please specify the name of the other place to whom the rescued child was handed over.
District	Please select the district in which the rescued child was handed over is situated, from the drop down list.
Address with contact no	Please specify the address and contact number of the other place to whom the rescued child was handed over.
Date	Please specify the date on which the rescued child was handed over to the other place.

If the type of authority to whom the rescued child was handed is not there in the dropdown list then please choose **Other** and specify the type of authority in the textbox provided for **Other**.

Whether linked to track child portal	Please select **yes** if the rescued child was linked to track child portal, else select **no.**

2.5   Procedure to add Act Details:

a)   Labour Act Detail :

i)   Click on the Labour Act Detail link [Labour Act Detail] from the left hand side navigation panel.
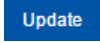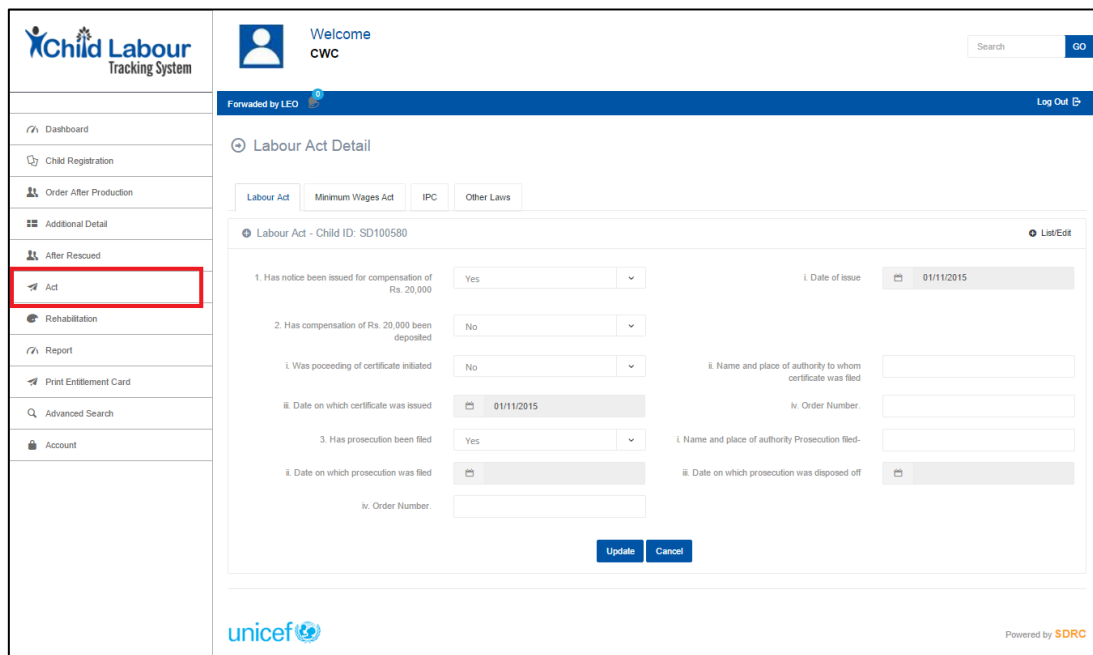
Figure 6: Procedure to add Act Details

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

iii)   In the Labour Act Details Page, Provide the necessary data and click on [Update] Button.

Figure 7: Procedure to add Labour Act Details

Field	Data to be entered
Has notice been issued for compensation of Rs. 20,000	Please select **yes** from the dropdown list if notice has been issued for compensation of Rs.20, 000 else select **no.** If **yes,** please select the date on which the notice was issued. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
Has compensation of Rs. 20,000 been deposited	Please select **yes** from the dropdown list if compensation of Rs.20, 000 has been deposited else select **no.** If **no,** please fill in the following fields: <table><tr><td>Was proceeding of certificate initiated</td><td>Please select **yes** from the dropdown list if proceeding of certificate has been initiated, else select **no.**</td></tr><tr><td>Name and place of authority to whom certificate was filed</td><td>Please specify the name and place of the authority to whom the proceeding certificate was filed.</td></tr><tr><td>Date on which certificate was issued.</td><td>Please specify the date on which the proceeding certificate was issued. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</td></tr><tr><td>Order Number</td><td>Please specify the order number of the proceeding certificate.</td></tr></table>
Has prosecution been filed	Please select **yes** from the dropdown list if prosecution has been filed, else select **no.**

	If **yes,** please fill in the following fields:
	<table><tr><td>Name and place of authority Prosecution filed-</td><td>Please specify the name and place of the authority to whom prosecution has been filed.</td></tr><tr><td>Date on which prosecution was filed</td><td>Please specify the date on which the prosecution was filed. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</td></tr><tr><td>Date on which prosecution was disposed off</td><td>Please specify the date on which the prosecution was disposed off. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</td></tr><tr><td>Order Number</td><td>Please specify the prosecution order number.</td></tr></table>

b) Minimum Wages Act Detail :

    i)   Click on the Wages Act Detail link [Minimum Wages Act Detail] from the left hand side navigation panel.

    ii)   In the Act Details Landing page, click on the [Pending] button of the child list.

    iii)   In the Wages Act Details Page, provide the necessary data and click on [Update] Button.

Figure 8: Procedure to add Wages Act Details

Field	Data to be entered
Minimum wages payment given by employer	Please select **yes** from the dropdown list if the employer has given minimum wages as payment, else select **no.** If **no,** please fill in the following fields: <table><tr><td>Has claim been filed</td><td>Please select **yes** from the dropdown list if claim for payment has been filed, else select **no.** If **yes,** please fill in the following fields: <table><tr><td>Date on which the claim was filed</td><td>Please specify the date on which the claim was filed. Date should be in dd/mm/yyyy format e.g.: 03/09/2015</td></tr><tr><td>Date on which the claim was disposed off</td><td>Please specify the date on which the claim was disposed of. Date should be in dd/mm/yyyy format e.g.: 03/09/2015</td></tr></table></td></tr></table>

| | | Has the claim amount been deposited by the employer | Please select **yes** from the dropdown list if the claim amount has been deposited by the employer, else select **no.**

If **yes,** please fill in the following fields : |

Amount of claim received in Rs	Please specify the amount that has been received from the employer in Rs.

If **no,** please fill in the following fields:

Has prosecution been filed	Please select yes **from** the dropdown list if the prosecution has been filed for claiming the amount, else select **no.** If **yes,** please fill in the following fields:

Name and place of authority to whom prosecution was filed	Please specify the name and place of the authority to whom the prosecution was filed.
Date on which prosecution was filed	Please specify the date on which prosecution was filed. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
Date on	Please specify

			which prosecution was disposed off	the date on which prosecution was disposed of. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015
			Order Number.	Please specify the order number of the prosecution.

c) IPC Act Details:

    i)   Click on the IPC Act Detail **📄 IPC Act Detail** link from the left hand side navigation panel.

    ii)   In the IPC Act Detail Landing page, click on the **⚙ Pending** button of the child list.

    iii)   In the IPC Act Detail Page, provide the necessary data and click on **Update** Button.

Figure 9: Procedure to add IPC Act Details

Field	Data to be entered
Name of Section/ subsection	Please specify the name of the section or sub-section of the IPC Act.
Other	If there are any other information then please provide the information in the textbox.

c) Other Laws:
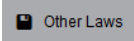
   i)   Click on the Other Laws [Other Laws] link from the left hand side

         navigation panel.

   ii)   In the Other Laws Landing page, click on the [Pending] button of the
         child list.

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

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Figure 10: Procedure to add Other Act Details

Field	Data to be entered
Name of Act	Please provide if there are any other act of any other law.
Section/ Subsection	Please provide the section/subsection to which the act belongs.

2.6   Procedure to add Rehabilitation Details:

The CWC adds 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 11: Procedure to add Rehabilitation 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 12: Procedure to add Labour Resource Department

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 was provided to the rescued child. Date should be in dd/mm/yyyy format. e.g.: 03/09/2015</td></tr></table>

	If **no,** please fill in the following fields: 	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 fields: | 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 fields: | 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 13: Procedure to add Educational Department 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 the rescued child has been enrolled in a private school, else select **Govt.**</td></tr><tr><td>In which class rescued child enrolled</td><td>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.</td></tr><tr><td>School Name</td><td>Please specify the name of the school in which</td></tr></table>

		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 14: Procedure to add 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.

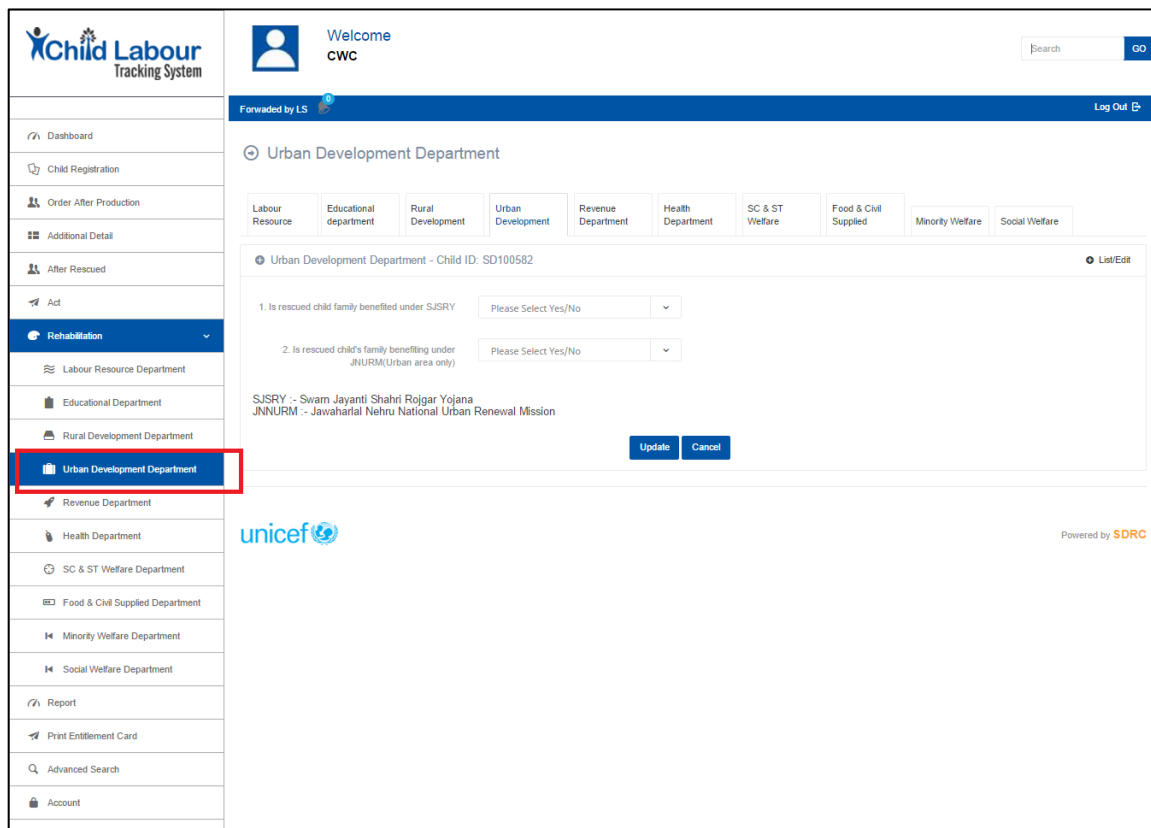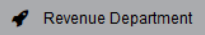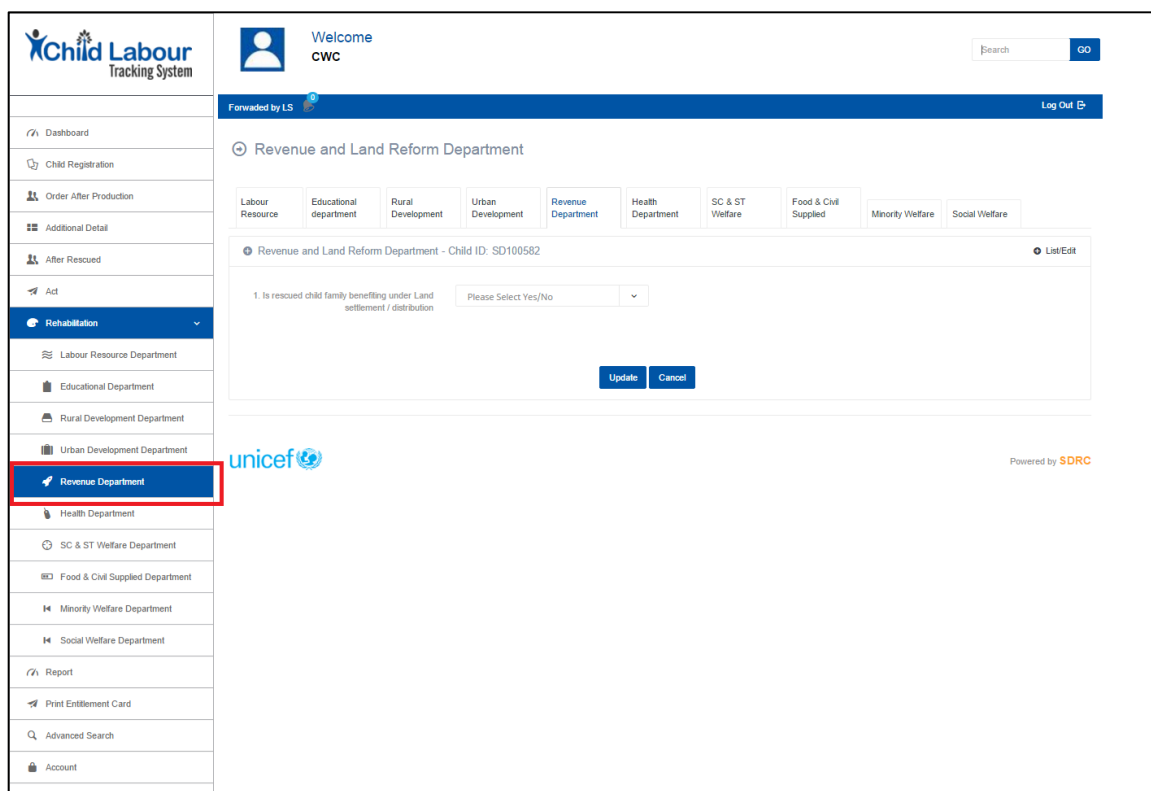*Figure 15: Procedure to add Urban Development Department Details*

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.

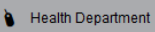   iii) In the Revenue Department page, Provide the necessary data and click on **Update** Button.
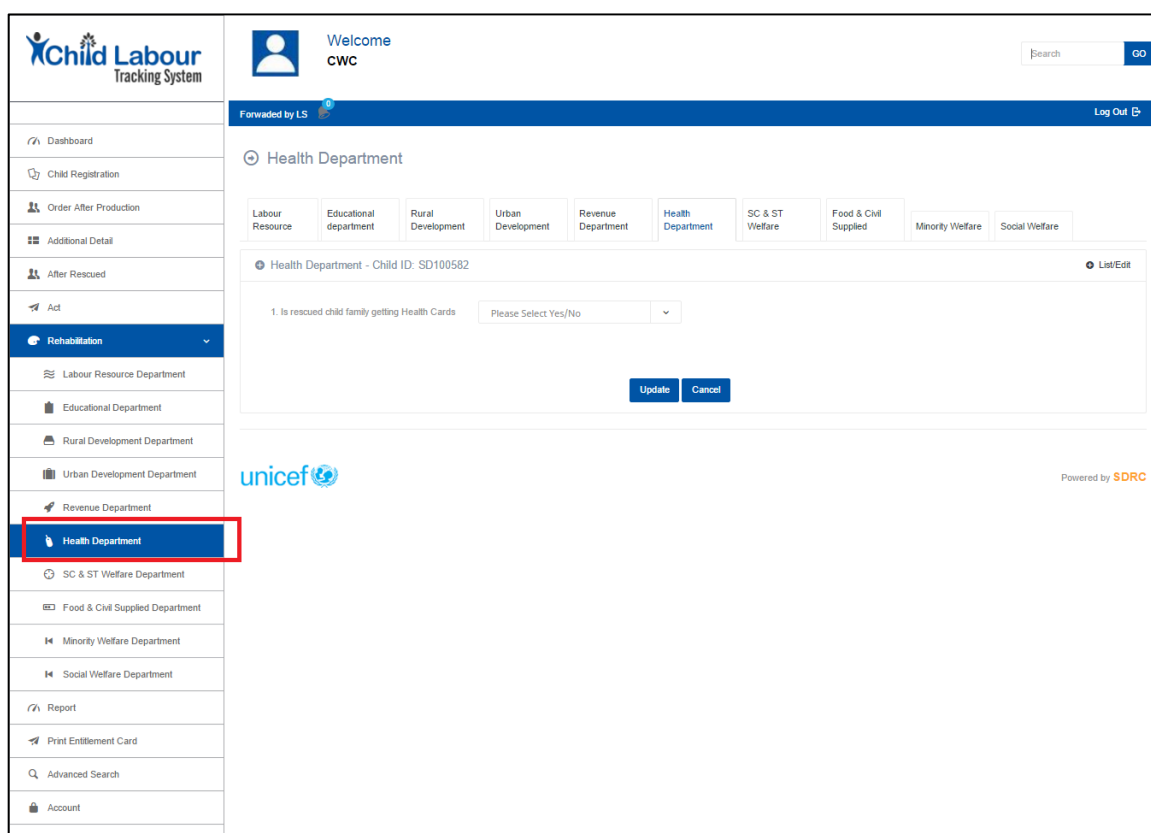

Figure 16: Procedure to add Revenue Department Details

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 17: Procedure to add Health Department Details*

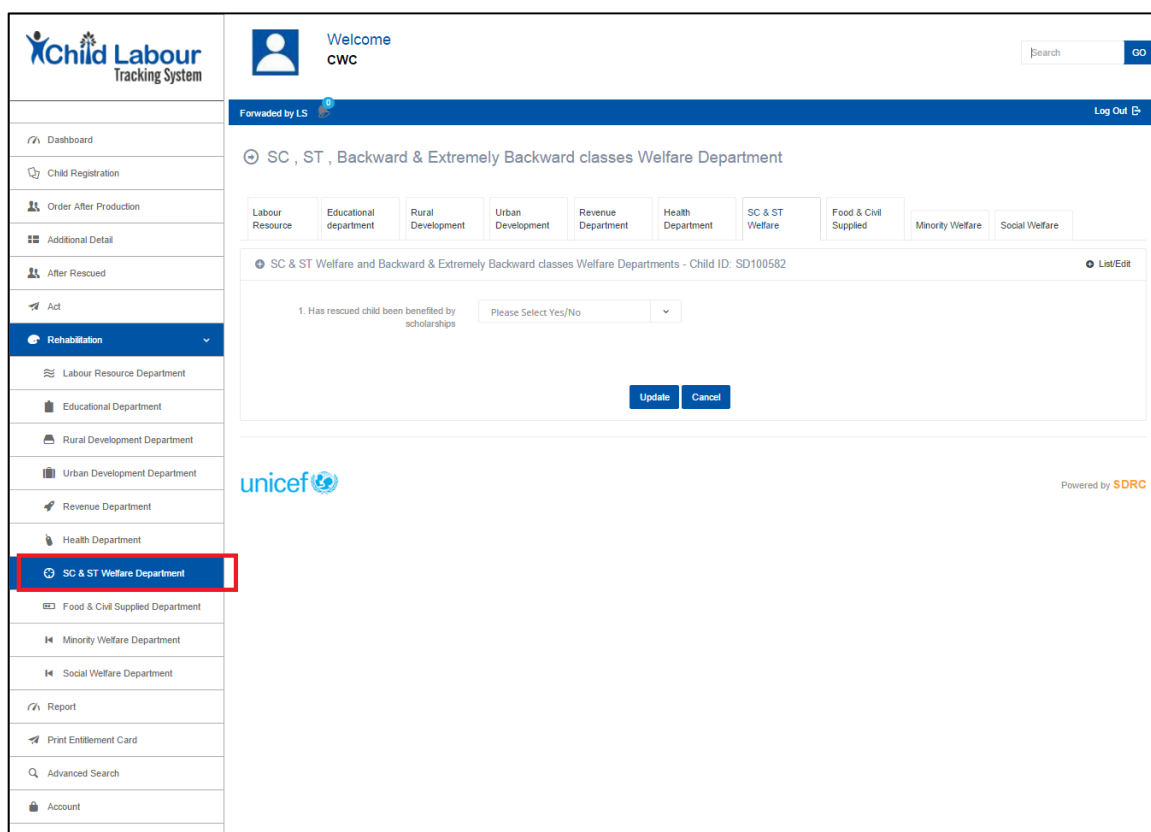| Field	Data to be entered
Is rescued child family getting Health Cards	Please select **yes** from the dropdown list if the rescued child's family is getting Health Cards, else select **no.**

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 18: Procedure to add SC & 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:
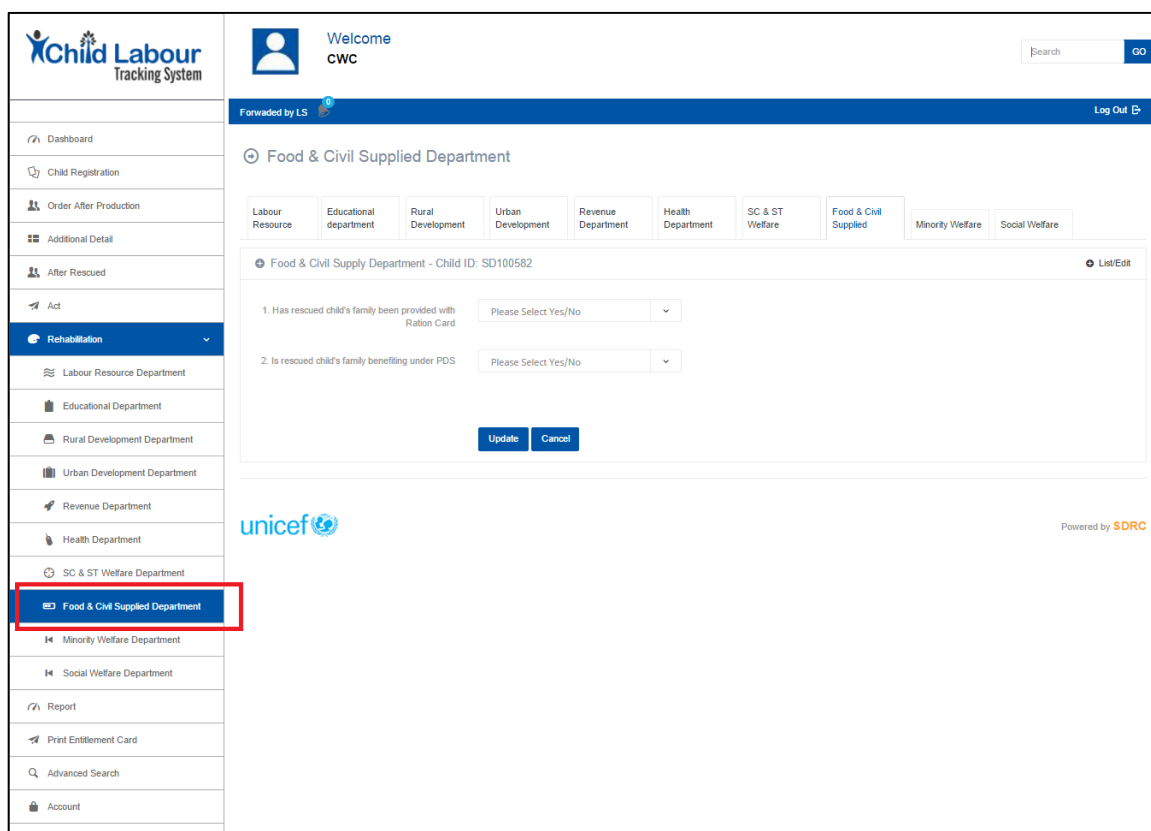
   i)   Click on the Food & Civil Supply Department

   [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 19: Procedure to add Food & 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:

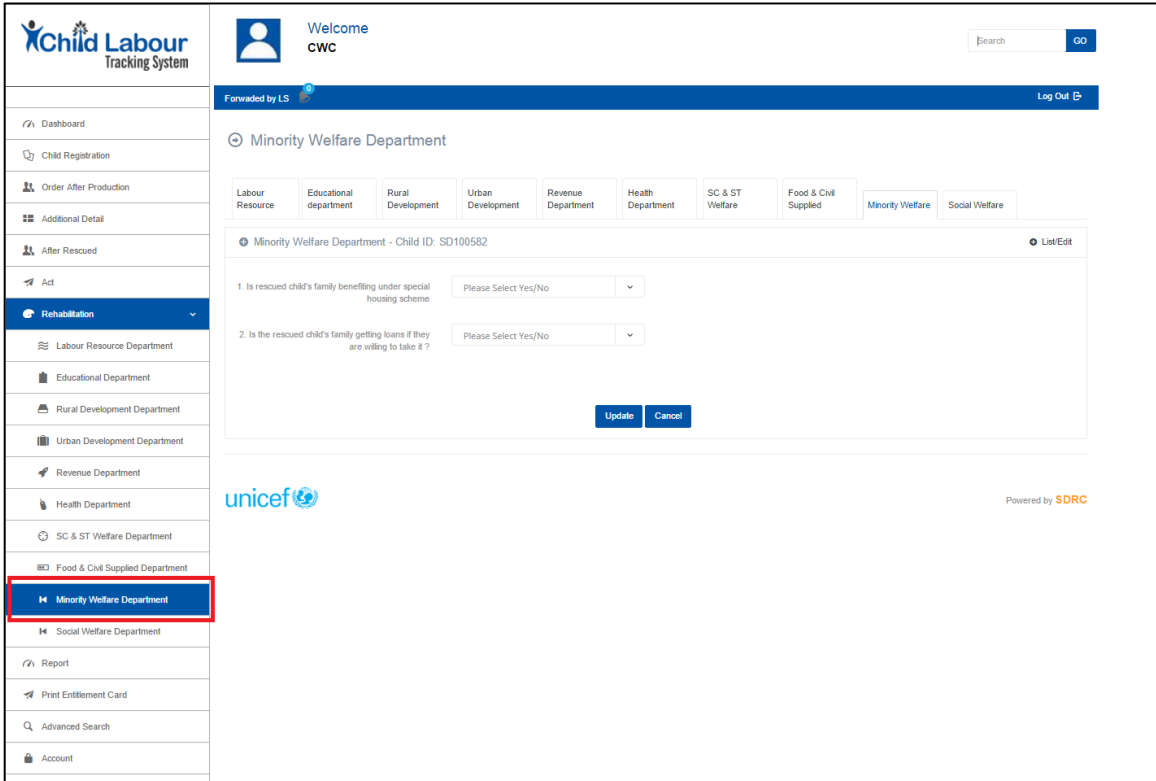   i)   Click on the Minority Welfare Department

   ⏮ 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.
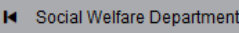

Figure 20: Procedure to add Minority Welfare Department Details

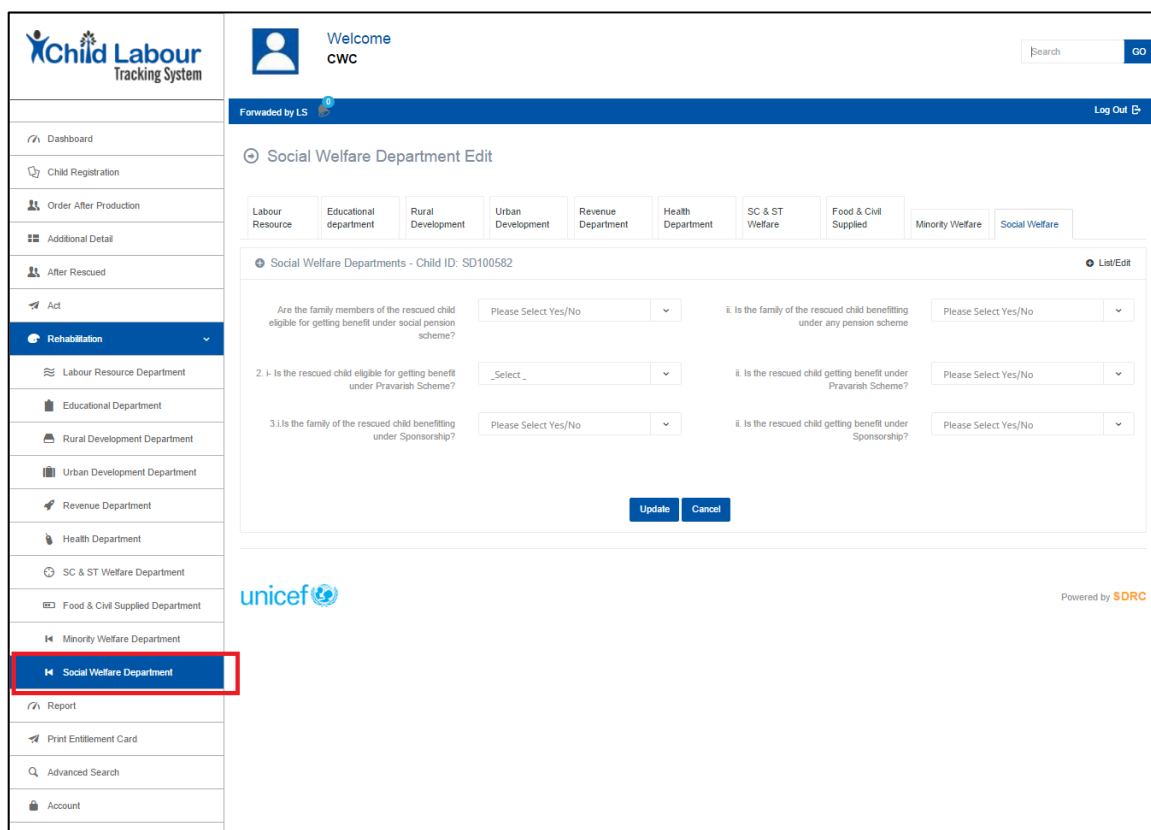| Field	Data to be entered
Is rescued child's family benefiting under special housing scheme	Please select **yes** from the dropdown list if the rescued child's family is getting benefits from special housing scheme, else select **no.**
Is the rescued child's family getting loans if they are willing 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 **Ⅰ◄ 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 21: 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.**

2.7   Procedure to generate report

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

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

iii)   Write your views about the rescued child in the box provided for Remarks.

iv)   Click on the [Approve] button to approve the rescued child for generation of

Entitlement card.

Figure 22: Procedure to generate report

2.8   Procedure 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.

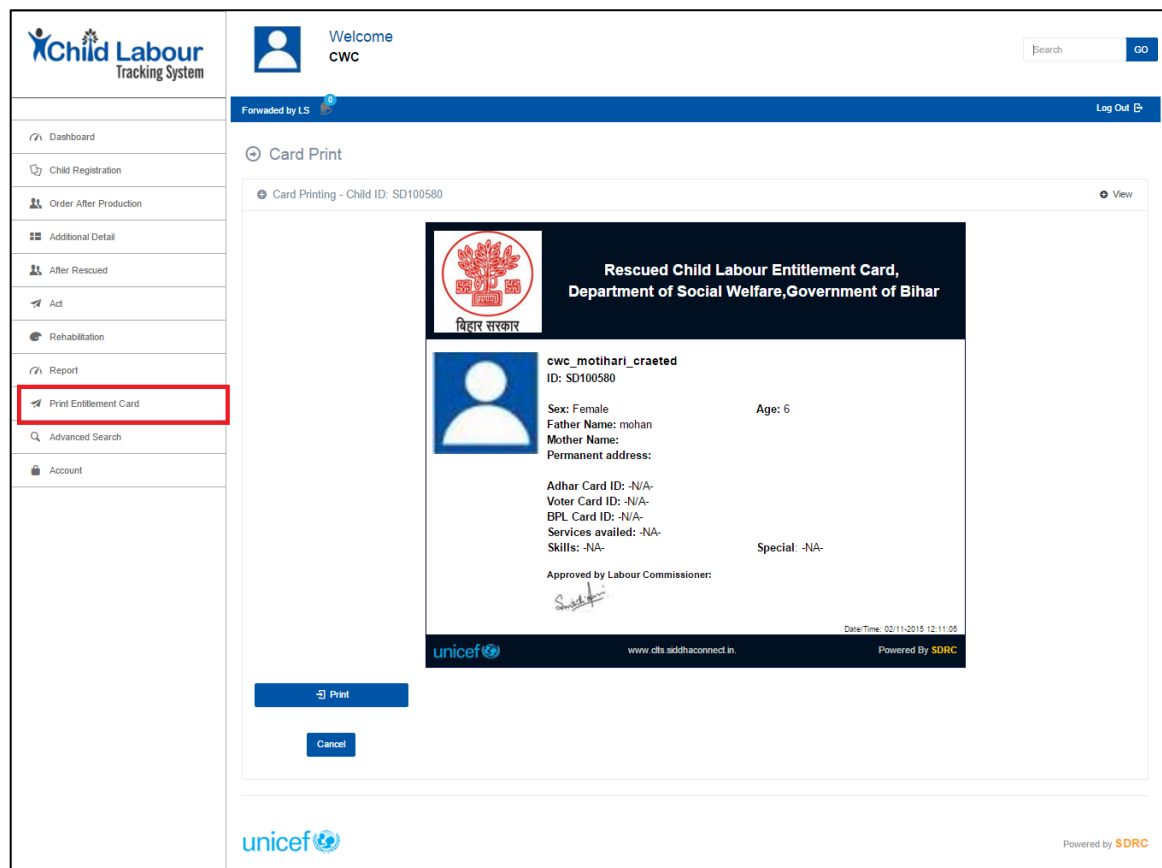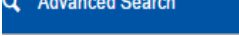iii)   Click on the **Print** button to print the entitlement card
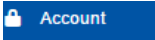
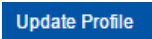*Figure 23: Procedure for printing Entitlement Card*

2.9 Procedure for advance searching:

i) Click on the Advance Search link **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 24: Procedure for advance searching

2.10   Procedure 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 CWC.
Email	The email id of the user is as cwc_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 25: Procedure for managing Profile