

MEMO NO 124/CLC/LC Dt. 14.08.2019  
**NOTICE**

FOR CONDUCTING A DETAILED SURVEY OF CHILD LABOUR IN KOLKATA

1. Applications are invited from reputed NGOs/Institutions having at least 5 years' experience for conducting a detailed survey of on child labour under Kolkata District.
2. The survey will relate to (A.) Identification of all children falling within the age group of 8 to 14 years who may be categorized as child labour as per the relevant provision of the existing guideline of National Child Labour Project of the Ministry of Labour & Employment, Government of India. (B.) Identification and withdrawal of all adolescent workers from hazardous occupations/processes & Facilitating vocational training opportunities for such adolescents through existing scheme of skill developments;
3. Application to be sent to the Secretary, Kolkata Child Labour Rehabilitation-Cum-Welfare Society, Office of the Labour Commissioner, West Bengal, New Secretariat Buildings, 11th floor, 1no Kiran Shankar Roy Road, Kolkata 700 001. Application must reach the above noted address by **3.00pm of 29.08.2019.**

**4. Purpose of the Survey:** The survey will relate to identification of all children falling within the age group of 8 to 14 years who may be categorized as child labour and identification and withdrawal of all adolescent workers from hazardous occupations/processes as per the relevant provision of the existing guidelines of National Child Labour Project of the Ministry of Labour & Employment, Government of India.

It is an effort to understand the social, economic and cultural environment that forces children at a young age to enter in to labour market and negotiate with the hard realities of life in order to survive. Through this survey a database will be prepared on child labour in different authorized and unauthorized establishments in Kolkata will be through this survey

**5. Target Group:** 1. All child workers below the age of 14 years in the identified target area. Adolescent workers below the age of 18 years in the target area engaged in hazardous occupations/processes.

**6. Objectives:** To assess the overall situation of child labour at Kolkata by mapping out areas of their concentration, their activities and their health, educational status. To identify child labour for providing facilities through NCLP.

**7. Methodology:** a) Those children/adolescent working in different authorized and unauthorized establishments like garages, hotels, restaurants, road side tea stalls, dhabas, shops, economic zones like vegetable markets, or doing any other odd jobs for earning, etc. will be included in the data base. The working children will be categorized under three sections:

**I.** Children working in different establishments and living with their parents **II.** Migrant children working and living in the establishments. ICDS Centers may be utilized for collection of information from attending mothers. **III.** Children working and living on the street important urban Centers will be selected for enumeration of child labour.

b) Including the industrial establishment's important railway stations and bus stops will be included for field survey;

c) Places with densely populated slum population will be given priority;


d) A semi structured interview schedule have to be administered to the children

e) and their family members, if available in the selected high concentration pockets to understand the demographic profile, mobility pattern, occupational distribution, nature of their special problems and the kinds of support they are in need of. The information collected has to be systematically entered into a previously

f) Developed template in Excel following which a final data base will be prepared separately for two different age groups. (Age 8 to 14 & Age 14 to 18)

**8. Scope of the Survey:** Data related to the children will be collected on a systematically developed interview schedule. Information to be collected as per prescribed Survey Form (**Attached**).

**9.** The application in plain paper along with project proposal & budget in sealed envelope to be submitted to the Secretary, Kolkata Child Labour Rehabilitation-Cum-Welfare Society at the above mentioned address within **03.00 pm of 29.08.2019**.

  
(Ashis Sarkar)  
Secretary, KCLRWS  
&

Deputy Labour Commissioner, W.Bengal

## Child and Adolescent Labour Survey Form

Date :.../.../20.....

State: .....

District:.....

Tehsil/ Subdivision: .....

Taluk / Block:.....

Town / Village:.....

Ward/ Mohalla:.....

### Part A : Personal details of Child / Adolescent

Name of the Child .....

Nickname (if any) .....

Photo  
of  
Child

Age Type(Mark  $\checkmark$ ): Actual  Declared

Date of Birth :  Current age  Age proof  Sex: M/F

Aadhar Card: Yes  No  Ration Card: Yes  No

Religion: Hindu  Muslim  Sikh  Other

Category: GEN  OBC  SC  ST  Other

Residential Address .....

(Including landmark) .....

Permanent Address .....

(Including landmark) .....

### Part B: Details of Child / Adolescent Occupations / Employment

Work Type: Self-employed  Home based

Establishment/Shop

Name of Occupation / Employment: .....

Name of the Employer and Address: .....



Address of Working Place:.....

Monthly Income / wage paid:

Number of working Hours:

**Part C: Details of child / adolescent educational status**

Education: illiterate ☐ School Drop-out ☐ Working & Studying ☐  
(Mark  $\checkmark$ )

If drop out, Previous class in which studied .....

If Working & Studying, currently enrolled in class.....

Name of educational institution.....  
(School Drop-out / Working & Studying)

Reason for dropout: Poverty ☐ Parents sent for work ☐ Lack of interest in studies ☐

Poor School environment ☐ Migration due to pressure ☐ Lack of facilities in the school ☐

Vocational training attended, if any: Yes ☐ No ☐

Type of Training:.....

If Vocational training needed, which type of training is required.....

Any remarks/observations.....

**Part D: Details of child / adolescent Parents / Guardians**

Relationship	Name	Sex	Age	Occupation	Income
(1) Father	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2) Mother	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(3) Guardian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Parents of the Child are

Married ☐ Divorced ☐ Separated ☐ Widow/Widower ☐ Deceased ☐

Other ☐

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I ..... certify that my son/daughter ..... is  
enrolled but he is not going to School for study/Enrolled nowhere.

Signature/Thumb Print of Parent/Guardian:

Signature/Thumb Print of Child:

Comment of Surveyor/Field Investigator:

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Name & Signature of Surveyor/Supervisor

Name & Signature of Field Investigator

**Guidelines for filling survey Form:**

1. Child below the age of 14 years are prohibited in any occupation or processes.
2. Adolescent ( above 14 years and less than 18 years) are prohibited to work in scheduled occupation or processes as under:
  - i. Mines
  - ii. Inflammable substances or Explosives
  - iii. Hazardous Processes ({as per clause (cb) of the Factories Act 1948}).
3. Name of the occupation / employment as per prevailing categorization made by the district.
4. Income of parent / guardian is on monthly basis.

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