

**No. S-27013/1/2012-CL (Part)**  
**Government of India**  
**Ministry of Labor & Employment**  
**Child Labour Division**

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Shram Shakti Bhawan, Rafi Marg  
New Delhi-110001, Dated: 22<sup>nd</sup> December, 2016

**To**  
**All District Magistrate/ District Collectors**

**Subject:-'Survey Format' as per revised NCLP guidelines--- regarding.**

Reference is invited to communications from the Ministry of Labour & Employment wherein it has been requested to identify the presence of child and adolescent labour through survey in the districts and Ministry's letter of even number dated 18.02.2016 regarding revised survey guidelines under NCLP Scheme.

2. *Child and adolescent labour survey* being the immediate starting point of the National Child Labour Project (NCLP) is one of the key inputs required for smooth implementation of the National Child Labour Project *by identification of working children and adolescents employed in scheduled occupations/process* as per Child and Adolescent Labour (Prohibition and Regulation) Act, 1986. An amount of Rs. 4 Lakh is released for survey to each district project society twice in a plan period. The comprehensive guidelines regarding survey may also be seen at 'para 4.2 to 4.7' of the chapter IV of revised NCLP Guidelines effective from 1<sup>st</sup> April, 2016. Revised NCLP Guidelines may be seen from the Ministry of Labour and Employment website ([www.labour@gov.in](http://www.labour@gov.in)).

3. As per request received from several District Project Societies / Stakeholders and to bring uniformity of data for tracking system, a **"survey format" for conducting survey as per revised NCLP Guidelines is enclosed**. It is expected that all district project societies will adhere to this format. This survey format is devised to ensure to capture basic minimum amount of data at field level/ survey area. District Project Society may, however, add new fields, if required, subject to the ceiling of expenditure of Rs 4 lakhs meant for survey under NCLP Scheme.

Encl: As above.

Yours faithfully,

  
(Anita Tripathi)

**Deputy Secretary to the Govt. of India**

**Tel: No. 011-23711354**

## Child and Adolescent Labour Survey Form

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

State: .....

District:.....

Tehsil/ Subdivision: .....

Taluk / Block:.....

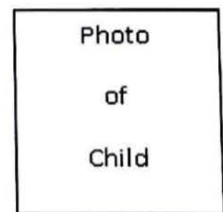
Town / Village:.....

Ward/ Mohalla:.....

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

Name of the Child .....

Nickname (if any) .....



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

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

Aadhar Card: Yes  No  Ration Card: Yes  No

Aadhar No:  Mother Tongue:

Religion: Hindu  Muslim  Christian  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: .....

Whether occupation / process hazardous for adolescent ? : Yes  No

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

Address of Working Place:.....

Monthly Income / wage paid:   
( convert daily / weekly into monthly)

Number of working Hours:

Age of entry into work (Years):

**Factors responsible for becoming worker:**

- a. Poverty/Financial Problem
- b. Family Member / Parents affected by HIV / AIDS / Other sickness / Disability
- c. Death of parents
- d. Deserted by parents
- e. Trafficked
- f. Any other ( specify ).....

**Migration:**

Whether migrated or not ? : YES  NO

If yes, with whom have you migrated ? : .....

Month and Year of Migration: .....

Migrated from:

- a. District : .....
- b. Village: .....
- c. State:.....

**Reasons for Migration:**

- a. In search of employment
- b. In search of *better* employment
- c. Social / Communal conflict
- d. Migration of parents/family
- e. Other, please specify.....

Destination / Purpose : ...../ .....

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

**Education:** Never enrolled in School   
(Mark √)

School Drop-out  Working & Studying

If never enrolled in school, why ? ( reasons)

- a. Physically Challenged
- b. Mentally challenged
- c. Need to work at home
- d. Need to take care of sick
- e. Any other (specify).....

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

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

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

**Reason(s) for dropout:**

Poverty/Financial Problem  Parents sent for work  Lack of interest in studies

Poor School environment  Lack of facilities in the school

Discriminatory practices in school  School was far away

Need to work at home /  Need to take care of sick   
Asked to assist in household work

Take care of siblings

Migration due to peer pressure  Migrated with Family

Any other (specify).....

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	Educational Level	Income
(1) Father	<input type="text"/>	<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"/>	<input type="text"/>
(3) Guardian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Whether BPL / APL card holder:** BPL  APL

**The Parents of the Child are**

Married  Divorced  Separated  Widow/Widower  Deceased   
 Other

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

**Signature/Thumb Print of Child**

**Signature/Thumb Print of Parent/Guardian**

**Comment of Surveyor/Field Investigator:**

.....

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.
5. Mother tongue is required for child / adolescent labour. This is also important if beneficiary (child / adolescent labour) is migrant.
6. Residential address for the purpose of survey is the address where beneficiary is at present living / residing and Permanent address is the address from where the beneficiary migrated / s/he originally belongs to.
7. Homebased work means the beneficiary may be working in his home either in his family homebased work or other's family homebased work. Also it includes the beneficiary working in other's home in homebased work.
8. Monthly Income / wage paid : If beneficiary is earning daily / weekly / fortnightly etc, the same may be calculated for monthly basis Income / wage.

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