SJPU User Manual

For

Mission Vatsalya

missionvatsalya.wcd.gov.in

-: <u>Index</u>:-

1. Login Procedure

Enter Portal URL in the address bar of the web browser, and hit the Enter key. Home page will be displayed.
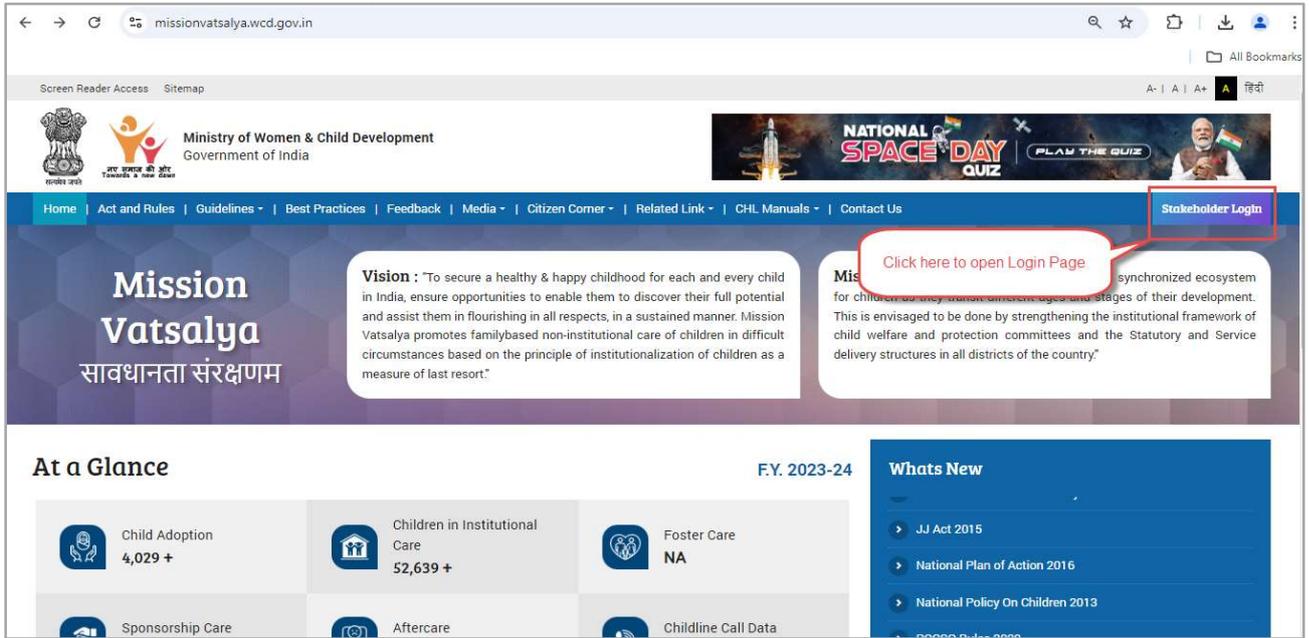

Figure 1-1

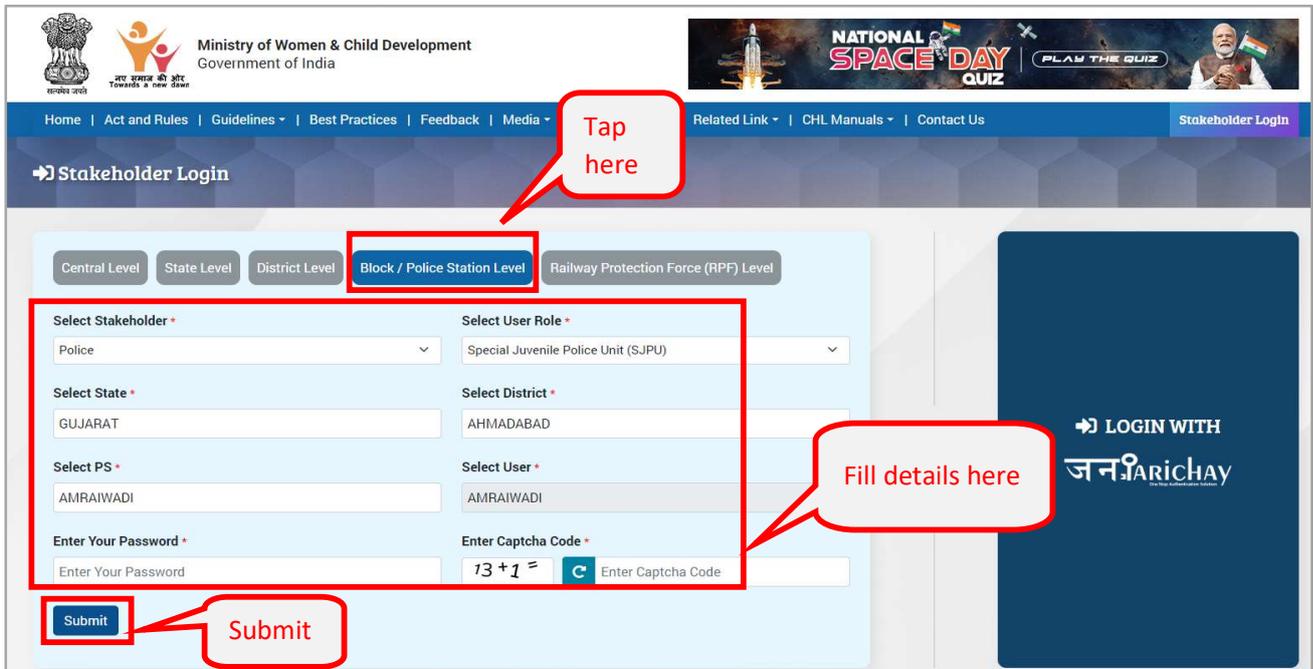➤ On the Home page - Click on the Stake Holder Login, to open Login page.

Figure 1-2

You will be redirected to Login page. Follow the below mentioned process to login

Process:-

- Click On the "Block/Police Station Level" Tab.
- Select Stakeholder from **Select Stake holder** dropdown.
- Select User Role from the **Select User Role** dropdown.
- Select the relevant State from the **Select State** dropdown.
- Select the District from the **Select District** dropdown
- Select the User type from the **Select User** dropdown.
- Enter Your Password.
- Enter Captcha Code.
- Click On the submit button to submit the details.

2. Dashboard

Figure 2-1

On The Dashboard you can see Various tabs & menus. That will help you to access this web portal.

3. Sub Menus
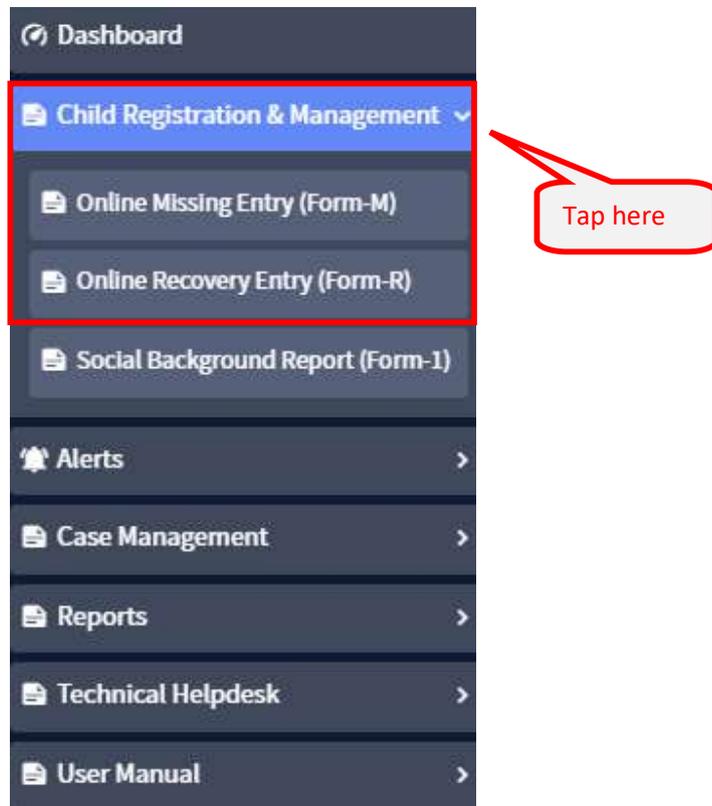
3.1   Child Registration & Management

Figure 3-1

Child Registration & Managementmenu is present under the Side Menu which is present on the left side of the dashboard Page.

3.1.1 Online Missing Entry (Form - M)

Personal Details form page

Figure 3-2

Click on the Online Missing Entry (Form-M) which is under the Child Registration & Management. On this menu you can enter all the details of the missing child with this new Mission Vatsalya Portal. You need to fill the fields present on all the pages of the menu.

Note: The red * Star/Asterisk indicates the mandatory field. On all the form pages you can click on Save Draft **button to save the form page details.**

Enter the details in the following fields on personal detail page:

Missing Child's Name - Enter the missing children's name

Child's Nick Names- Nick name of the missing child.

Gender – Gender of the children.

Enter Date of Birth/Enter Age radio button for filling the **Date of Birth * or Age**

Nationality – Nationality of child or to which ever nation child belongs to.

Child Education – Education details of children.

Father's Name–Name of children's father.

Father's Alias Name– Alias name of father.

Mother's Name- Name of children's Mother.

Mother's Alias Name- Alias name of Mother.
No of Siblings – Total number of Real brother / sister of children.
Name(s) of Siblings- Name of Real brother / sister of the children.
Name of Local Guardian- Name of the Guardian.
Relationship with Missing Child– Complainer's relation with missing child.
Mother Tongue– Mother language of children.
Religion– Religion of the missing children.

Landmark Information

Figure 3-3

Enter the details in the following fields on personal detail page:

1) **Enter Landmark Name –** Enter details of missing place.
2) **Select Landmark –** Select landmark or missing place type.
3) **Missing Event Description**-Enter details about whole missing scenario.
4) **Other Information**-Enter any other important details.
5) **Declaration**– Consider declaration.
6) **Please Select –**Select the relation.

Click on [Final Submit] button to submit the details.

❖ **You must fill all the below mentioned 10 form pages:**
1) Personal Details
2) Contact Details
3) Missing Event Details
4) Informant's Details
5) Suspects
6) Photograph

7) Physical Features

8) Special Identification Marks

9) Peculiarities & Disabilities

10) Landmark Information

3.1.2 Online Recovery Entry (Form-R)

Figure 3-4

Click on the online recovery entry which is under the Child Registration & Management. Here you can add details for missing children's recovery.

Enter the details in the following fields on personal detail page:

Missing Child's Name - Enter the missing children's name

Child's Nick Names- Nick name of the missing child.

Gender – Gender of the children.

Enter Date of Birth/Enter Age radio button for filling the **Date of Birth * or Age**

Nationality – Nationality of child or to which ever nation child belongs to.

Child Education – Education details of children.

Father's Name – Name of children's father.

Father's Alias Name– Alias name of father.

Mother's Name- Name of children's Mother.

Mother's Alias Name- Alias name of Mother.

No of Siblings – Total number of Real brother / sister of children.

Name(s) of Siblings- Name of Real brother / sister of the children.

Name of Local Guardian- Name of the Guardian.

Relationship with Missing Child– Complainer's relation with missing child.
Mother Tongue– Mother language of children.
Religion– Religion of the missing children.

Landmark Information

Figure 3-5

Enter the details in the following fields on personal detail page:

Enter Landmark Name – Enter details of missing place.

Select Landmark – Select landmark or missing place type.

Missing Event Description -Enter details about whole missing scenario.

Other Information -Enter any other important details.

Click on Final Submit button to submit the details.

❖ **You must fill all the below mentioned 10 form pages:**

1) Personal Details
2) Contact Details
3) Missing Event Details
4) Informant's Details
5) Suspects
6) Photograph
7) Physical Features
8) Special Identification Marks
9) Peculiarities & Disabilities
10) Landmark Information

MISSION VATSALYA