Department of Women Development and Social Welfare
Government of West Bengal

KANYASHREE PRAKALPA

IMPLEMENTATION GUIDELINES

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Version 2.0

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TABLE OF CONTENTS
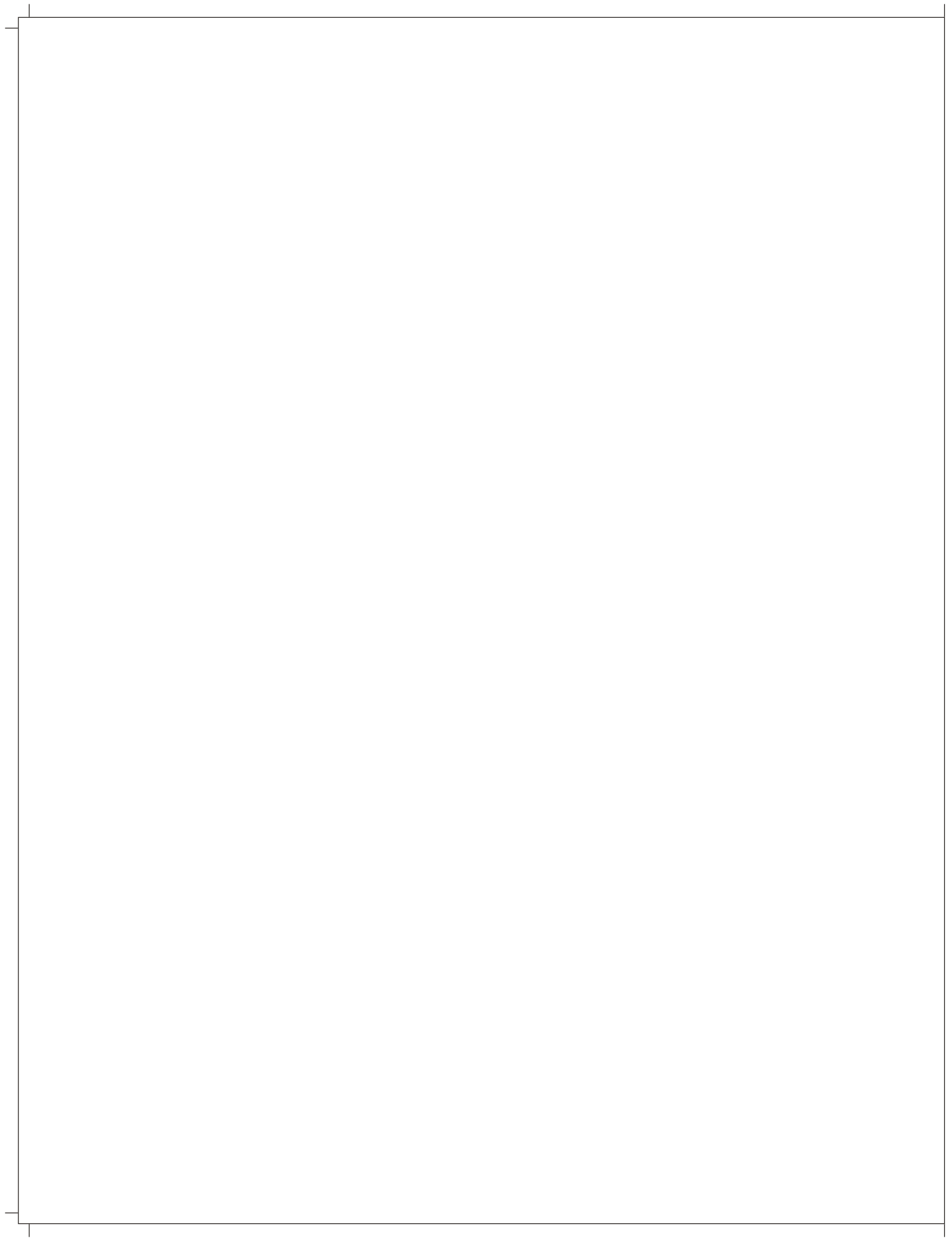
ABBREVIATIONS

APIP	Annual Programme Implementation Plan
CCT	Conditional Cash Transfers
CLRC	Circle Level Resource Centre
DBT	Direct Bank Transfers
DLHS 3 2007-08	District-Level Household Survey 3 (2007-08)
DLHS 4 2012-13	District-Level Household Survey 4 (2012-13)
DPMU	District Project Management Unit
DWD	Department of Women Development & Social Welfare and Child Development
G2C	Government-To-Citizen
GER	Gross Enrollment Ratio
GTA	Gorkhaland Territorial Area
HOI	Head of Institution
IFMS	Integrated Financial Management System
MIS	Management Information Systems
NER	Net Enrollment Ratio
NFHS 3 2005-06	National Family Health Survey 3 (2005-06)
PCMA	Prohibition of Child Marriage Act, 2006
PFMS	Public Financial Management System
SPMU	State Project Management Unit
WBRPSA	West Bengal Right to Public Service Act, 2013

COMMONLY USED TERMS

K1	Annual Scholarship component of Kanyashree Prakalpa for girls between ages 13-18
K2	One-Time Grant component of Kanyashree Prakalpa for girls between ages 18-19
Renewal	Cases of renewal of annual scholarship of girls
Upgradation	Cases where girls have received one or more installment of the Annual Scholarship, and are now eligible to apply for the One-Time Grant as they have turned age 18 and meet other eligibility criteria
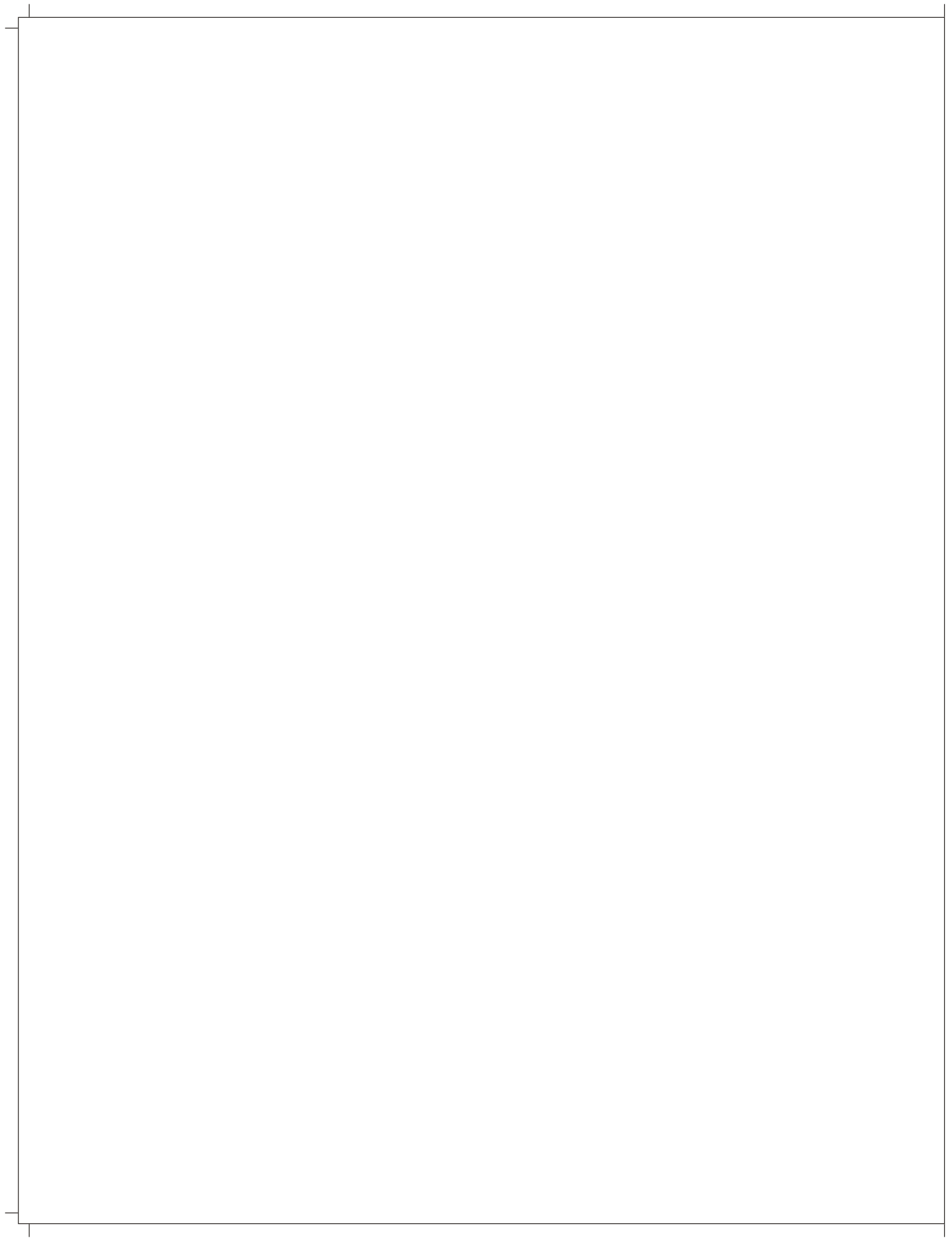
Section I
Introduction

1   SCHEME RATIONALE

1.1   Child marriage - a concern for West Bengal

Under the Prohibition of Child Marriage Act, 2006 (PCMA), 18 is the legal age of marriage for girls, and 21 for boys in India. Despite several years of this Act being in existence, the early marriage of children continues to be practiced in West Bengal.

- According to DLHS -3, 2007-08, the state ranked fifth highest in the country when it came to the prevalence of child marriage, with almost every second girl a child bride (54.7%). Although more pervasive in rural areas, statistics revealed than even in non-slum areas of Kolkata, more than a quarter of girls are married before they reach adulthood.

- According to DLHS-4 2012-13, the percentage of girls aged 18 years currently getting married before 18 years was 32.1% (36.3% in rural areas, and 21.3% in urban areas). Bankura, Murshidabad, Purba Midnapore, Bardhaman, Birbhum, Dakshin Dinajpur, Cooch Behar, Nadia and Purulia were identified as the districts with the highest incidence of child marriage in the state.

- According to the Census 2011, the percentage of women married below the age of 18 is almost 40.24% of its 27.45 million ever-married women, as compared to the national average of 30.21%

- As per Rapid Survey On Children (2013-2014), 44.47% of women aged 20-24 were married before age 18.

1.1.1   Negative Impact of child marriage

Child marriage is a gendered practice, affecting far more girls than boys. It is perhaps the most prevalent form of sexual abuse of minor girls, and has a negative impact on their health, leaves them financially and socially disempowered, and vulnerable to child labour, trafficking and other forms of exploitation. Child marriages and low education levels perpetuate generational cycles of ill-health, illiteracy and poverty, and contribute to the feminization of poverty.

1.1.2   Child marriage and female school dropout

Child marriage leads to girls dropping out of school, which limits their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS 3, 2005-06). After the implementation of *Sarva Shiksha Abhiyan* towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level.

However, the transition from elementary to secondary school levels remains a concern. The Selected Educational Statistics (2010-11) published by MoHRD, Government of India shows that for the state of West Bengal, the Gross Enrollment Ratio (GER) for girls gradually decrease from 88% at elementary level(VI-VIII) to 59% at high school level (IX-X) and 33.3% at higher secondary level (XI-XII). It means that more girls are leaving school in the adolescent age group. The drop-out rates between Class I-X was found to be as high as 47.9% by the same report.

According to the DISE Flash Statistics 2013-14, while the dropout rate among adolescent boys (6.3%) at the upper primary level is more than that of the girls (4.2%), at the secondary and higher secondary levels more adolescent girls drop out of school. However, at the secondary level this trend is reversed, with nearly of 15% of adolescent boys and 19.4 % of adolescent girls in West Bengal dropping out of school.

Secondary education is not free, and many impoverished parents, failing to see the economic rationale for investing in their daughters education, marry them off at this age in the belief that this will enhance the girls and the families' security. This step however, condemns the girls to a life of financial and social insecurity. Field studies show that most women have to take up some economic activity in later years, and that their lack of qualifications and work experience makes them ill-equipped for the labour market, and therefore susceptible to poverty and exploitation throughout life. As a result, poverty, one of the factors that fuels child marriage, in turn perpetuates the feminization of poverty.

1.1.3   Child and maternal ill- health and mortality

Child marriage is one of the factors which is limiting the progress of maternal and child health and improvements in the nutritional status of children in West Bengal. Child marriages result in early pregnancies, which in turn lead to high maternal and infant deaths, and are also a leading cause for malnutrition among children.

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves: of all teenage girls aged 15 – 19 in West Bengal, one-fourth are already mothers or pregnant at the time of the survey, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand (NFHS-3 2005-06).

1.1.4   Child marriage and trafficking

Child marriage is one of the lures used by human exploitation rackets to entice poor parents to part with young girls. Although it is not possible to disaggregate data on children who have gone missing because of child marriages arranged by fraudulent means, it is significant to note that the districts which rank the highest amongst all districts for child marriages, namely, Murshidabad and Malda, are also considered the most vulnerable to trafficking.

1.2   Challenges in child marriage prevention

After the enactment of the PCMA 2006, the Department of Women Development and Social Welfare and Child Development (DWD) implemented anti-child marriage campaigns spreading the message of prevention, and endorsing enforcement of the law and its penal provisions for adults aiding and abetting child marriage.

However it quickly became evident that legal prohibition and social messaging are largely ineffective in addressing child marriage. For one, India's multiplicity of formal and religious laws complicates the issue of what constitutes the 'appropriate' age of marriage for girls. Secondly, the practice is ascribed to time-honoured tradition and is justified from a patriarchal perspective as essential for protection of girls from the 'evils of society'. Therefore eradicating it requires tangible drivers of social change that can transform victims, made vulnerable by their age and gender, into actors determining their own lives.

1.3 Scheme Design

Kanyashree Prakalpa is a Conditional Cash Transfer (CCT) Scheme that concentrates on girls currently most at-risk for dropping out of school and for child marriage: adolescents between the ages of 13 and 18. The CCT component of the scheme is supported by a multipronged communication strategy addressing key stakeholders' attitudes and practices towards female adolescents in families and communities and other key stakeholders from state to institution levels.

1.3.1 Conditional Cash Transfers

The scheme has two benefit components. The first is a cash benefit to be paid annually to the girls in the target age group for every year that they remain in education, provided they are unmarried at the time. The second benefit is a one-time grant to be paid to a girl between the age of 18 and 19, provided that she is enrolled in an educational institution and is unmarried at that time.

The term 'education' encompasses secondary, higher secondary and higher education, as well as the various vocational, technical and sports courses available for this age group. Girls must be enrolled and regularly attending educational institutions located in West Bengal that are recognized by the government.

To ensure an equity focus, the scheme is open only to girls from families below a certain income ceiling. For girls with special needs, orphans and for girls currently residing in registered Juvenile Justice Homes, this criterion is waived.

Features of Conditional Cash Transfers

By making financial benefits conditional upon the receiver's actions, CCT programs negotiate a behavioural change in an area of developmental concern. In this case, the behavioural areas of concern are the high incidence of child marriage and the low attendance and retention of adolescent girls in education. Kanyashree Prakalpa therefore seeks to empower girls, specifically girls from socio-economically disadvantaged families by:

- Incentivizing them to continue in education for a longer period of time, and complete secondary, higher secondary, higher education, or equivalent in technical, vocational or sports streams, thereby giving them a better footing in both the economic and social spheres.

- Disincentivising marriage till at least the age of 18, the legal age of marriage, thereby reducing the risks of early pregnancies, associated risks of maternal and child mortality, and other debilitating health conditions, including those of malnutrition.

- The Scheme lays the foundation for the financial inclusion of girls by mandating that its financial benefits are paid into bank accounts where the Kanyashree beneficiary herself is the account holder.

1.3.2 Communication Strategy

The Scheme recognizes that while conditional cash transfers address the immediate vulnerability of adolescent girls by keeping them in the protected environs of educational institutions, they will not necessarily change the attitudes of parents, extended families and communities towards girl

children. And unless these attitudes shift, girls who complete their education will return to an environment which still largely associates their lives with the domestic domain, without allowing them to access facets of life beyond family duties, and especially not as economically productive providers for themselves and their families.

To ensure that the scheme's conditional cash transfers go beyond a mere compliance of the PCMA 2006, the Scheme has a communication strategy based on public advocacy and behavior change communication methods designed to bring about changes in attitudes, perceptions and behavior of adolescent girls, their families and other significant stakeholders in their lives.

The Scheme's Communication Strategy is designed to create influence on three levels:

- The cultural-environmental level where, through institutional and mass media, society at large is informed of the negative impact of child marriage, the law against child marriage, the options offered by Kanyashree Prakalpa and the objectives of the Scheme.

- Inter-personal social influence level, where families, peer groups, community and other immediate social networks that support the education of young girls with the long-term objective of their economic independence, rather than perpetuate the expectation of early marriage for them.

- Intra-Personal Influences – create a sense of self, personal capacity and well-being in adolescent girls

1.3.3 Kanyashree Plus

The impact of the Scheme is proposed to be further strengthened through Kanyashree Plus, its graduation strategy. Kanyashree Plus is being designed to ensure stronger inclusion of out-of-school adolescent girls in the Kanyashree CCT component, and facilitation of beneficiaries' transition from secondary education into tertiary education so that they may graduate into sustainable livelihoods and employment. Under consideration are the following activities:

1. Reintegration of out-of-school girls into education through non-formal education or bridge education and livelihoods support

2. Career counseling and coaching to girls enrolled in Kanyashree starting at age 16

3. Life skills education (consisting of rights education, soft skills development, health and nutrition and financial literacy) delivered to girls

4. Facilitate each Kanyashree beneficiary's access to tertiary education and employment/ business services, enabled by performance-based contracts with qualified providers

5. Conduct outreach and public education activities to parents, caregivers and young men to generate support of young women's socio-economic empowerment

1.4 Coverage

Launched on October 1, 2013, Kanyashree Prakalpa is applicable to the State of West Bengal only. Girls must be resident of the state, and be studying in institutions that are registered in West Bengal and recognized by the government.

Section II

Implementation & Monitoring Mechanisms

2   CONVERGENCE OF DEPARTMENTS

The Scheme is implemented in a convergent manner by the following Departments of the Government of West Bengal and other organizations in the state:

Department / Organization	Main Responsibilities
Implementing Department	
Department of Women Development & Social Welfare and Child Development	State, district and sub-divisional / block level functionaries of the department are responsible for leading the programme development, e-governance and management through the State and District Project Management Units and block offices
Partner Departments	
The Departments of 1. School Education 2. Higher Education 3. Technical Education & Training 4. Minority Affairs and Madrasah Education 5. Sports and Youth Affairs	State, district, block level / sub-divisional and institutional-level functionaries of these departments are responsible for implementing the scheme's programmatic components through their offices and resources, and for ensuring that educational institutions under their respective domains are capacitated in providing high-quality delivery of the scheme's services to its beneficiaries
Finance Department	Budgetary allocations, financial monitoring, assistance in integration with Integrated Financial Management System (IFMS) and facilitating cash transfers.
Supporting Departments	
The Departments of 1. Health & Family Welfare 2. Backward Classes Welfare 3. Municipal Affairs 4. Panchayat and Rural Affairs 5. Mass Education 6. Information and Cultural Affairs	Responsible for linking Kanyashree beneficiaries to opportunities and schemes in their respective domains, and for supporting the scheme in their respective domains.

Department / Organization	Main Responsibilities
e-Governance Agency	
National Informatics Centre, West Bengal State Center	Assisting the DWD in implementation of end-to-end e-governance mechanisms of the scheme.
Banking Sector	
State Level Bankers Committee	Responsible for facilitating the financial inclusion of Kanyashree beneficiaries through zero-balance no-frills banking facilities, monitoring direct bank transfers to beneficiaries, and in ensuring that banks provide full and complete customer-friendly services to beneficiaries.
Lead banks in Districts	Ensure that all eligible Kanyashree applicants are provided with no-frills zero balance accounts through simplified account opening application forms (See Appendix 3) and receive full banking services. Responsible for managing direct fund transfers to beneficiaries based on sanction orders from District Magistrates, and providing fund usage related statements, till alternative systems are put in place.
Technical Partner	
UNICEF	Proving technical support on several aspects of the scheme, especially in developing communication and capacity building strategy, programme monitoring and evaluation.

In addition, as and when necessary, the following bodies may be invited to participate in providing support to the Scheme:

Organizations / Agencies	Suggested roles
Corporate houses	Extending CSR funding, employment focused trainings and employment opportunities to Kanyashree beneficiaries
Multilateral agencies	Extending technical support and funding towards programmes and projects that complement or extend Kanyashree's components
NGOs, CBOs and other community based organizations, such as SHGs, micro-finance groups etc.	Extending linkages, funding and technical support towards projects and activities that complement or extend Kanyashree's components

3   PROJECT MANAGEMENT UNITS

3.1   State Project Management Unit (SPMU)

The State Project Management Unit will be established under the Department of Women Development and Social Welfare, and will comprise the **following functionaries**, who will be recruited from regular service or consultants on contract:

1. State Project Manager
2. Deputy Project Manager
3. Accounts Officer
4. Two Accountants-cum-data managers

Consultants: The SPMU may be supported by consultants employed on a contractual basis, to provide technical support to the design and implementation of the communication and capacity building strategy, towards programme monitoring, and any other technical services that may be required from time to time.

The SPMU will be responsible for:

1. Providing technical and managerial inputs into effective and efficient state-wide implementation of the scheme's programmatic components
2. Issuing need-based guidelines, and revisions thereof, for effective implementation of the scheme
3. Developing state level annual plans including implementation plans, capacity building plans Annual Programme Implementation Plans (APIPs) and Calendar of Events.
4. Developing an overall monitoring and evaluation strategy and annual monitoring plans
5. Developing an overall Management Information System (MIS) plan, and compiling and reviewing reports from districts into a state-wide MIS.
6. Liasoning with NIC-WB to ensure that the Kanyashree portal's design and functioning meets the Scheme's implementation and MIS needs, and thereby meets standards of e-governance.
7. Liaising with State Level Bankers Committee to ensure that fund transfers to beneficiaries are effectively implemented
8. Maintaining close liaison with the district administration and the District Project Management Units through regular telephonic or video conferences and field visits.
9. Ensuring timely release of funds to districts, and monitoring fund utilization
10. Maintaining linkages with other state-level departments, multi-lateral agencies, NGOs and corporates for effective convergence initiatives
11. Monitoring grievances and technical issues to ensure that are resolved in a timely manner
12. Reporting periodically to the State Steering & Monitoring Committee
13. Conducting regular research into issues and trends in social protection and adolescent programming

14. Documenting progress, district initiatives and lessons learnt through a range of communication platforms.

15. Ensuring dissemination of all publications created by the programme to ensure cross-district learning and programme improvement.

16. Developing an annual media plan in close consultation with all DPMUs of the state.

3.2 District Project Management Unit (DPMU)

Each district shall have a District Project Management Unit functioning under the office of the District Magistrate. In Kolkata, the DPMU shall function under office of the Director, Social Welfare. In the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas.

Each DPMU shall comprise the following functionaries, who shall be recruited from regular service or consultants on contract:

1. District Project Manager

2. Accountant

3. Two Accountants-cum-data managers

District Project Management Units shall be responsible for:

1. Implementation of the Scheme in the district, including issuing need-based directives and ensuring that all directives from the SPMU are complied with.

2. Developing district-level annual plans including implementation plans, capacity building plans, Annual Programme Implementation Plans (APIPs) and Calendar of Events.

3. Ensuring that the district's annual targets cover all possible eligible girls, and ensuring that all eligible girls have timely access to the scheme.

4. Managing the supply-chain of application forms and other Kanyashree material in the district.

5. Compiling and reviewing reports from blocks / sub-divisions, maintaining a district level MIS.

6. Updating the Kanyashree Portal in the Monthly District Monitoring Format.

7. Maintaining close liaison with Sub-division / Block level functionaries through regular telephonic or video conferences and field visits.

8. Liaising with district's lead bank to ensure that fund transfers to beneficiaries are effectively managed and reconciled.

9. Management of the programme's funds, including reconciling fund utilization statements from banks, and providing fund utilization statements to the SPMU.

10. Reporting periodically to the District Steering & Monitoring Committee and to the SPMU.

11. Document progress, district initiatives and lessons learnt and update the SPMU with publications. in every quarter of the year.

12. Ensuring that all grievances are recorded using the Online Grievance Redessal Mechanism, and are satisfactorily resolved in a time-bound manner under intimation to the aggrieved party.

13. Ensuring a sanitised database of beneficiaries by regular checking and removal of duplicate entries.

14. Ensure tracking of drop-out cases, institution-wise investigation into the reasons for drop-out, and conducting campaigns to create awareness and bringing them back into mainstream education by counseling their key influencers, including parents, peer groups and communities.

15. Ensure tracking of application forms distributed serial number-wise to educational institutions, and ensuring that they are filled up and uploaded in time.

16. Ensure accountability through random physical visits and field verifications (a minimum of 5% of field verification to be done at each level).

3.3 Sub-divisional / Block-level Project Management

Sub-divisional / Block Development Officers shall be the nodal persons for the Scheme in their block / sub-divsion, and shall be responsible for ensuring that all educational institutions with eligible beneficiaries are making the scheme available to them.

Sub-divisional / Block officers shall be assisted by data managers recruited for the purpose of management of data-entry of applications and other tasks at this level.

Sub-divisional / Block level Project Management responsibilities include:

1. Ensuring that application forms are made available in a timely manner to educational institutions.

2. Ensure tracking of application forms distributed serial number-wise to educational institutions, and ensuring that they are filled up and uploaded in time.

3. Ensuring data-entry of applications for educational institutions that have no computer facilities, and regularly reviewing the MIS at sub-divisional levels.

4. Verification of applications uploaded by educational institutions (a minimum of 5% of field verification to be done at each level).

5. Ensuring that all eligible girls have timely access to the scheme.

6. Ensure tracking of drop-out cases, institution-wise investigation into the reasons for drop-out, and conducting PR campaigns to create awareness and bringing them back into mainstream education by counseling their key influencers, including parents, peer groups and communities.

3.4 Role of District Inspector (Secondary) / Sub-Inspector (Secondary) of Schools

1. Identify all schools under their administrative domains with female students between the ages of 13 – 19 who qualify for the scheme, and ensure that they:

a. Are aware of the Scheme

b. Enroll all eligible students in the scheme

c. Extend all help and guidance to eligible girls and enrolled beneficiaries.

2. Maintaining a database of girls who have dropped out of Kanyashree Prakalpa and supporting the Block units in tracking and investigating cases of such girls and bringing them back to education.

3. Tracking out-of-school children, motivating them to return to school and linking them to Kanyashree Prakalpa

3.5 Role of Educational Institutions

Provide a single-window service delivery mechanism for the scheme, including the following activities:

1. Providing adequate and timely knowledge of the scheme, its provisions and intent to its students, with a prominent display of the scheme's features through communication materials provided by the DPMU, as well as the Standard Operating Procedures of the Scheme as stipulated under the WBRPSA.

2. Ensuring that all eligible girls are assisted in opening no-frills banking accounts, filling up application forms and collating certificates of eligibility.

3. Ensuring that all filled-in forms are uploaded in time.

4. Ensuring the e-processing of applications either through their own facilities or through the Block / CLRC offices.

5. Ensuring that all applicants receive acknowledgment of their application with Application Form No. as per the WBRPSA, their Kanyashree ID, Kanyashree Identity card and Kanyashree bangles.

6. Ensuring that all girls who receive the one-time grant are given the Kanyashree certificate.

7. Ensuring taking of the Kanyashree Pledge by all beneficiaries.

8. Acting as the first point of grievance redressal, and assist applicants in escalating their grievances through the online grievance redressal mechanism or block and district offices, and with local banks.

9. Ensuring that the institution participates in the various Kanyashree programmes in the district, and conducts regular advocacy and behavour change programmes as laid out in the Kanyashree Communication Strategy.

10. Escalating cases of bank failure complaints to DPMUs in time.

11. Ensuring that the HOI, as designated officers maintain the stipulated time limit for rendering services as per order under WBRPSA (See Appendix 8).

4   STEERING & MONITORING COMMITTEES

4.1   Role of Steering and Monitoring Committees at all levels

Steering and Monitoring Committees are instituted at State, District and Sub-divisional / block levels.

The Steering & Monitoring Committees will meet periodically (Every two months at the state level, and monthly at district and sub-divisional / block level) or earlier, if needed, at the discretion of the Chairperson of the Committee. If required, technical experts, NGOs or civil society groups may be invited to attend to meetings.

State, District and Sub-division / Block level Steering and Monitoring Committees shall, at their respective levels:

1. Provide strategic guidance into the programme strategy and implementation of the Scheme.

2. Promote convergence between stakeholders to ensure coordination in service delivery of the scheme's benefits, and creation of linkages and partnerships that will directly or indirectly promote positive outcomes for Kanyashree beneficiaries.

3. Review and monitor on all matters relating to the implementation of the Scheme.

4. Consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.

4.2 Members of State-level Steering and Monitoring Committee

The Committee shall comprise the following officials	Position
Finance Minister, Government of West Bengal	Chairperson
Minister, Women Development and Social Welfare and Child Development	Member
Chief Secretary, Government of West Bengal	Member
Principal Secretary / Secretary, Department of Women Development & Social Welfare and Child Development	Convener, Member
Principal Secretary / Secretary, Department of Higher Education	Member
Principal Secretary / Secretary, Department of School Education	Member
Principal Secretary / Secretary, Department of Health and Family Welfare	Member
Principal Secretary / Principal Secretary, Department Panchayat and Rural Development	Member
Principal Secretary / Secretary, Department of Minority Affairs and Madrasah Education	Member
Principal Secretary / Secretary, Department of Mass Education Extension and Library Services	Member
Principal Secretary / Secretary, Sports and Youth Services	Member
Principal Secretary / Secretary, Department of Finance	Member
Principal Secretary / Secretary, Department of Technical Education & Training	Member
Principal Secretary / Secretary, Department of Information & Cultural Affairs	Member
Principal Secretary / Secretary, Department of Municipal Affairs	Member
Principal Secretary / Secretary, Department of Backward Class Welfare	Member
State Informatics Officer, NIC West Bengal	Member
State Project Director, Sarva Shiksha Abhiyan	Member
Chief of Field Office, UNICEF Office for West Bengal	Member

4.3 Members of District-level Steering & Monitoring Committees

4.3.1 All Districts

The Committee shall comprise the following officials	Position
District Magistrate	Chairperson
District Nodal Officer, Kanyashree	Member
District Project Manager, Kanyashree	Convener, Member
District Social Welfare Officer	Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
District Officer of Minority Affairs	Member
Chairpersons, Municipality	Member
District Officer for Information & Cultural Affairs	Member

4.3.2 Kolkata

The Committee shall comprise the following officials:	Position
Mayor, Kolkata Municipal Corporation	Chairperson
Director, Social Welfare	Convener, Member
Commissioner, Kolkata Municipal Corporation	Member
Commissioner for the Persons with Disabilities	Member
Joint Secretary, Department of Higher Education	Member
State Project Director – Sarva Shiksha Mission	Member
Commissioner of School Education	Member
District Collector, Kolkata	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
Nodal Officer (Asst Director) Minority Affairs	Member

4.3.3 Sub-divisional Steering & Monitoring Committee (for municipalities)

The Committee shall comprise the following officials:	Position
Sub-Divisional Officer	Chairperson
Any officer nominated by SDO or SDDMO	Convener, Member
Chairman, local municipality	Member
Asst. Inspector of Schools (Secondary)	Member

4.3.4 Block Steering & Monitoring Committee

The Committee shall comprise the following officials	Position
Block Development Officer	Chairperson
Block Welfare Officer	Convener, Member
Asst. Inspector of Schools (Secondary) / Sub-inspector of Schools	Member
Block Medical Officer of Health	Member
Child Development Programme Officer (ICDS)	Member

5   SINGLE-WINDOW SERVICE DELIVERY THROUGH EDUCATIONAL INSTITUTIONS

All first-time Kanyashree applicants, whether applying for the Annual Scholarship (K1) or for the One-Time Grant (K2), will be provided pre-printed forms by the educational institution they are enrolled in. For convenience, K1 forms are printed on light green paper (See Appendix 1), and K2 forms are printed on light blue paper (See Appendix 2). Beneficiaries will have to fill in their application forms and hand them over, along with necessary certifications to designated persons in their educational institutions. As per the West Bengal Public Services Delivery Act, 2013 (WBPSDA 2013), HOIs will provide acknowledgment receipt (marked with their Application Form No.) to the applicants.

All application forms received by the educational institutions shall be immediately entered into the portal along with scanned bank details. Only in cases where the educational institutions are unable to process applications because of lack of computer facilities, application forms are sent for data-entry to the appropriate block office / sub-divisional office or to the nearest CLRC.

Once an application has been successfully uploaded, the portal creates a unique Kanyashree Identification Number (Kanyashree ID) and a Kanyashree Identity Card, which must be handed over to the beneficiary. Until generation of the Kanyashree ID, the Form Number shall serve as the applicant's identification.

Once uploaded, applications and certifications become visible for scrutiny and subsequently sanction and payment through direct bank transfer. There is no physical movement of paper forms, and no manual generation of scrutiny or sanction lists. These are entirely automated, and applications become visible to the appropriate officer / unit (user) depending on the user's authorization level. Wherever possible, batch processing of applications has been implemented, without compromising on data or process integrity.

Each pre-printed form has its own unique identification number (Form Number). District, sub-divisional and block units shall maintain a track of application forms distributed to educational institutions in their respective administrative domains, and check the portal to ensure that beneficiaries' applications are being uploaded in a timely manner.

All sanctioned and rejected application forms are retained for sample verifications with the institutions or in offices of BDOs (for rural areas), Sub Divisional Officers (for urban areas) and Director, Social Welfare (Kolkata).

Renewal of the Annual Scholarships are to be processed in bulk by Heads of Institutions, with beneficiaries only providing certificates of eligibility. For girls up-grading from the annual scholarship to the one-time grant, application forms with details of the applicant will be generated on-demand on the portal by the educational institution. Once filled in, these, along with necessary certificates, will be handed back to the Heads of Institutions for further processing.

For complete details of the process, see Chapter on Processing of Conditional Cash Transfers.

6   E-GOVERNANCE (G2C) THROUGH KANYASHREE ONLINE

Kanyashree Online (wbkanyashree.gov.in) is a multi-user Government-to-Citizen (G2C) portal that provides comprehensive e-governance of Kanyashree Prakalpa. The Scheme's Management Information Systems and e-Governance mechanisms are dynamic in nature, and will be continually strengthened and updated as the Scheme evolves.

The following table lists the portal's key features and functions. Detailed explanations of functions and processes of the portal are explained in relevant chapters elsewhere in the guidelines.

Kanyashree Online 3.0: Key Features	

Accessible, single-window Service Delivery (G2C)	**Educational Institutions –** single-window delivery mechanism :
	
	 • Application Forms
	
	   ☐ Preprinted application forms (Bi-lingual) are available with schools and other institutions for first-time applicants to Kanyashree Prakalpa (See Appendix 1 & 2 for K1 and K2 forms respectively)
	
	   ☐ Portal generated application forms will be provided to girls who are upgrading from the Annual Scholarship to the One-Time Grant
	
	   ☐ Once a girl is accepted in the Annual Scholarship scheme, renewal of her scholarship in subsequent years will be automated through a bulk-renewal process conducted by the HOI of the educational institution
	
	 • Certifications
	
	   ☐ Fresh applicants to Kanyashree, both K1 and K2, as well as girls who are upgrading from K1 to K2 will need to provide certificates for each eligibility criteria
	
	   ☐ At the time of renewal of scholarships, girls do not need to provide birth certificates or income certificates. HOIs are responsible however, for exercising due diligence on the marital status of the applicants before processing their renewals
	
	 • Girls are supported by the institutional staff in filling up application forms, collecting and collating supporting documents and in opening of bank accounts
	
	 Simplified eligibility criteria:
	
	 • Eligibility criteria have been kept to a minimum
	
	 • Certification by local competent authorities
	
	 Simplified banking:
	
	 • Simplified single page account opening forms (See Appendix 3), zero balance bank accounts
	
	 • Account opening camps held in educational institutions and neighboring areas
	
	 • Benefits disbursed through Direct Bank Transfer (DBT)

Kanyashree Online 3.0: Key Features (Contd.)	
Cost-effective, Centralized, Real-time data management (G2C)	**Service Delivery Processes** • Data-entry and primary validation at institutional level, with alternative facilities at CLRC, Sub-divisional / Block level • Scrutiny and validation (checking of duplication etc), at sub-divisional / block level • Sanctioning at district level • Direct bank transfer **Need-based real-time reporting** • Institutional level: Tracking of progress of application of institution • Sub-divisional / block and District level MIS for daily management, scrutiny and sanctioning • Monthly update of District Monitoring Format • State level MIS for strategic management and monitoring
Multiple Communication channels between service provider and citizen (G2C)	**Beneficiary updated at each step of the process:** • Receives SMS alerts on registration / renewal, sanction and fund transfer • Receives unique Form ID and Kanyashree ID and can track her application online **Beneficiary Queries and grievances are handled at:** • Mainly at Institutional level by Head of Institution (HOI) / teachers, with escalation to higher levels if necessary • Nodal officers names and contact details (phone and email) are available online • At state level queries are handled through dedicated email (support.kanyashree@nic.in) and Help Desk (+91 9007462088) manned by the SPMU, NIC and other state officials • Online grievance redressal mechanism available (wbkanyashree.gov.in), with SMS alerts **Citizen's charter documentation:** • Implementation Guidelines • Stipulated time of service provision in accordance with the WBRPSA. (See Appendix 8)

Kanyashree Online 3.0: Key Features (Contd.)	
Content Management	• The portal has a content management facility whereby public notices, government notifications, orders, letters etc are be uploaded • Each district has a 'District Corner' where they upload documents, photographs, monthly District Monitoring Formats etc.
User Management & Usability	• User-friendly, simple data-entry forms, and step-by-step processes • Uses Responsive Web Design (RWD) Approach: can be used optimally over a wide range of devices (from desktop computers to mobile phones) • Online FAQs and user manuals for procedures
Problem resolution and query handling	• Dedicated e-mail id: support.kanyashree@nic.in • Technical Help Desk (+91 9007462088) (10 am to 6 pm) • Regular video-conferencing
Privacy and Security	**User authentication through** • Secured logins and passwords • Digital signatures of users at all levels (DMs, ADMs, SDOs, BDOs and Heads of Institutions) **Data security features** • Photographs of beneficiaries watermarked. • Detailed user-footprint audit trails • All user-computer nodes monitored by NIC and uses 128 bit encryption for all network traffic. • Central hosting of application at NIC iNOC Data Centre with in-built security features like IDS (Intrusion Detection System), multiple level Firewalls. • Audited by STQC. (Standarization Testing and Quality Certification Directorate, GOI)
Technical Features	**Uses open-source web technology** • Coded in php • Data base: Post Gresql

Section III

Conditional Cash Transfers

7 CONDITIONAL CASH TRANSFER BENEFITS

7.1 Annual Scholarships (K1)

The Scheme assures an annual scholarship of Rs. 750/- to girls who fulfill the following eligibility criteria:

Eligibility Criteria		Certification
1. Age	Is between 13 and 18 years of age	Birth Certificate issued by Municipal or Panchayat authorities [1]
Producing birth certificate is waived if: If the applicant is currently resident in a Home registered under the Juvenile Justice Act, 2000 and does not have a birth certificate		Certificate of age by Head of Institution
2. Marital Status	Is Unmarried	Declaration by parent / guardian, certificate by a Competent Certifying Authority
3. Education	Is enrolled in any one of the following educational institutions: 1. In class VIII or above in a formal school, madrassah or equivalent open school course 2. A college or equivalent open university course 3. A Vocational Training Centre, Technical Training Centre or Industrial Training Centre	Certificate of enrolment and attendance by Head of Institution
Minimum Class VIII is waived if: If the applicant has special needs (disability 40% or more)		Certificate of Disability furnished by appropriate authority
4. Family Income	Is less than or equal to Rs. 1,20,000/- per annum	A declaration by self-employed parents / guardian stating definite income from all sources; or Income certificate furnished by employer for employed parents / guardians, certificate by a Competent Authority

[1] If an applicant to the Annual Scholarship (K1) does not have a birth certificate, her application may be accepted and her age certified from records available with the educational institution; however, she will not be eligible for renewal of the annual scholarship or upgrade to the One-Time Grant unless she obtains and submits a birth certificate in the interim.

Eligibility Criteria		Certification
Family income Criteria to be waived if one or more of the following is true:	a) If the applicant has special needs (disability 40% or more)	Certificate of Disability furnished by appropriate authority
	b) both parents are deceased	1. Declaration by guardian, certificate by by a Competent Authorities 2. Death certificates of the deceased parents
	c) If the applicant is currently resident in a Home registered under the Juvenile Justice Act, 2000	Certificate of residence by Superintendent of Home

7.2 One-Time Grant (K2)

The Scheme assures a One-Time Grant of Rs. 25,000/- to girls who fulfill the following eligibility criteria:

Eligibility Criteria		Certification
1. Age	Is between 18 and 19 years of age	Birth Certificate issued by Municipal or Panchayat authorities
Producing birth certificate is waived if: If the applicant is currently resident in a Home registered under the Juvenile Justice Act, 2000 and does not have a birth certificate		Certificate of age by Head of Institution
2. Marital Status	Is Unmarried	Declaration by parent / guardian, certificate by a Competent Authority
3. Education	Is enrolled in any one of the following educational institutions: 1. In class VIII or above in a formal school, madrassah or equivalent open school course 2. A college or equivalent open university course 3. A Vocational Training Centre, Technical Training Centre or Industrial Training Centre 4. Sports Training Institute	Certificate of enrolment and attendance by Head of Institution

Eligibility Criteria		Certification
Minimum Class VIII is waived if: If the applicant has special needs (disability 40% or more)		Certificate of Disability furnished by appropriate authority
4. Family Income	Is less than or equal to Rs. 1,20,000/- per annum	A declaration by self-employed parents / guardian stating definite income from all sources; or Income certificate furnished by employer for employed parents / guardians, certificate by a Competent Authority
Family income criteria to be waived if one or more of the following is true:	a) If the applicant has special needs (disability 40% or more),	Certificate of Disability furnished by appropriate authority
	b) both parents are deceased	1. Declaration by guardian, certificate by by a Competent Authorities 2. Death certificates of the deceased parents
	c) If the applicant is currently resident in a Home registered under the Juvenile Justice Act, 2000	Certificate of residence by Superintendent of Home

7.3 Notes on Eligibility Criteria and Certification

7.3.1 Calculation of Family Income

1. So long as either of the parents is alive, only income of the parents will be taken into account and of no other family members even though they may be earning.

7.3.2 Competent Authorities

Declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:

1. Group A Officer of State Government or Government of India who is either posted in the area, or is a resident of the area of residence of the applicant

2. Member of Parliament, Member of Legislature of the area of residence of the applicant

3. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

All girls resident in West Bengal and studying in above-mentioned institutions and meeting the eligibility criteria listed in Section 7.1 (Annual Scholarship) and Section 7.2 (One-Time Grant) MUST be allowed to apply for the scheme's benefits. This includes eligible girls who may be receiving scholarships from other sources, including other government schemes.

7.4 Submission & Safekeeping of Certificates

1. All applicants to the Annual Scholarship, when applying for the first time using the K1 Application Form, must provide all necessary certificates of eligibility. However, at time of renewal of Annual Scholarships in successive years applicants need only provide a certificate of Marital Status.

2. All applicants to the One-Time Grant, whether first-time Kanyashree beneficiaries or cases of upgrade from K1 to K2, must provide all necessary certificates of eligibility.

3. Certificates do not need to be uploaded on the portal. However, all certificates provided by applicants must be safely kept at the educational institution, and be made available for inspection to field verifying officers of the DPMU or Sub-divisional / Block officers on demand.

The following table summarizes the list of certificates to be provided by applicants:

Certificate	Annual Scholarship		One-Time Grant	
	First time beneficiary	Renewal	First time beneficiary	Upgrade from K1 to K2
Birth Certificate issued by municipal or panchayat authorities	Yes	No	Yes	Yes
If an applicant to the Annual Scholarship does not have a birth certificate, her application may be accepted and her age certified from records available with the educational institution; however her scholarship may not be renewed in the subsequent year unless she submits a birth certificate in the interim. No applications for One-Time Grant will be allowed without a birth certificate issued by municipal / panchayat authorities.				
Marital Status statement	Yes	Yes	Yes	Yes
Income Certificate	Yes	No	Yes	Yes
Income Certificate is not to be submitted if applicant provides				
Disability Certificate (in case of disability of 40% or more)	Yes	No	Yes	Yes
Certificate of Residence in Home registered under the J. J. Act 2000 (incase applicant is resident in such home)	Yes	No	Yes	Yes
Statement of death of both parents by legal guardian AND Death certificates of both parents (incase both the parents of the applicant are deceased)	Yes	No	Yes	Yes

7.5   Bank Accounts and Payment Mode

1.   Having a bank account in the applicant's name is a pre-requisite for applying to the Scheme's benefits, as the Scholarship or One-Time grant will be paid to the beneficiaries by way of Direct Cash Transfer only.

2.   The applicant's bank account should have her mother / female guardian as a nominee.

3.   Educational Institutions will coordinate with local banks to facilitate the opening and operating of zero-balance no-frills bank accounts for eligible applicants using simplified one-page application forms (See Appendix 3)

4.   The District administration will, along with education institutions and local banks, facilitate the organization of camps to help girls open bank accounts.

5.   Banks shall provide the account holder with a passbook and other applicable facilities such as a Rupay Card etc. as soon as an account is opened. If the bank is unable to provide the account holder with a passbook immediately upon account-opening, the bank will provide a letter stating the account holder's name, address and account number, duly signed and stamped by the bank manager.

6.   All applicants to the Annual Scholarship and the One-Time Grant shall provide photocopies of the page of their bank passbook / letter from bank that states their name, address and bank account number along with their application form. At the time of renewal of annual scholarship however, the applicant need not provide a copy of the bank passbook / letter from bank. Such photocopies shall be scanned and uploaded to the portal during K1 and K2 application upload, and during K1 to K2 upgrade.

The following table summarizes actions to be taken for bank passbook photocopies:

	Annual Scholarship		One-Time Grant	
	First time beneficiary	Renewal	First time beneficiary	Upgrade from K1 to K2
Scan and upload at time of application processing	Yes	No	Yes	Yes

7.6   Sanctioning Officers

1.   In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;

2.   In Kolkata, the Director, Social Welfare Directorate shall be the Sanctioning Officer.

8 PROCESSING OF CONDITIONAL CASH TRANSFERS

8.1 Enrollment of educational institutions on e-portal

Activity	Responsibility	Guidelines
Enrollment of educational institutions on e-governance portal	DPMU, SDO/ Block Officers / DIs & SIs of schools	Administrators at block and district must ensure that all schools, colleges, technical and vocational institutions as well as homes registered under the J. J. Act in the district are aware of the scheme, have enrolled on the portal and are making the scheme accessible to all eligible beneficiaries
		The DPMU will periodically send a list of educational institutions and their details, including DISE Code to the Kanyashree Technical Help Desk (Wbkanyashree@nic. In) for enrollment on the portal. Such list shall be duly signed by the District Magistrate / Director, Social Welfare
		Educational Institutions that do not have a DISE Code will be provided an identifying code by the portal
	Educational Institutions	As educational institutions are the single-window service delivery point for Kanyashree Prakalpa, every educational institution with female students between the ages of 13 to 19 must liaison with their block / sub-divisional office to enroll on the portal.

8.2 Opening of bank accounts for eligible applicants

Activity	Responsibility	Guidelines
Opening of bank accounts for eligible applicants	Educational Institutions and local banks	Banks and educational institutions shall assist eligible beneficiaries in opening zero-balance, no-frills accounts using a single-page account opening form (See Appendix 3).
		Banks shall provide the account holder with a passbook and other applicable facilities such as a Rupay Card etc. as soon as an account is opened. If the bank is unable to provide the account holder with a passbook immediately upon account-opening, the bank will provide a letter stating the account holder's name, address and account number, duly signed and stamped by the bank manager.

8.3 Distribution of application forms

All application forms, whether pre-printed or portal-generated shall be made available to applicants **free-of-cost** from the educational institution they are enrolled in. Applicants are not to be charged by educational institutions or district / block offices for processing applications.

8.3.1 Pre-Printed Application Forms (K1 and K2) for first time Kanyashree applicants

Pre-printed application forms will only be given to girls who are applying for the schemes benefits (either for the Annual Scholarship (K1) or the One-Time Grant (K2) for the very first time.

Activity	Responsibility	Guidelines
Printing and distribution of pre-printed application forms (K1 and K2) for first-time applicants.	SPMU	Application forms shall be printed at state level by an agency selected by the SPMU, with each application form having a unique serial number. **For convenience, K1 forms are printed on light green paper (See Appendix 1), and K2 forms on light blue paper (See Appendix 2).**
	DPMU / SDO / BDO	DPMUs shall periodically estimate the number of forms required and requisition the SPMU accordingly. District and sub-divisional / block offices shall ensure that educational institutions have an adequate stock of application forms based on an estimated number of beneficiaries.
	Educational Institutions	Educational institutions shall liaise with their SDO/ Block office to ensure a continuous supply of pre-printed application forms and ensure that all eligible applicants receive forms in time.

8.3.2 Portal-generated Application Forms for Upgradation (K1 to K2 upgrade)

For existing K1 beneficiaries who become eligible for the One-Time Grant, K2 application forms will be printed by the educational institution from the portal and handed over to the applicants. Such forms will have certain pre-filled in fields to facilitate application form-filling and data-entry.

Activity	Responsibility	Guidelines
Printing & distribution of portal generated K2 forms for upgrade cases	Educational Institutions	Educational institutions shall monitor the portal for beneficiaries who become eligible for through the 'Upgrade module', and print and distribute their forms in a timely manner.

Note:

i.   In cases where educational institutions do not have computer facilities, the Heads of Institutions (HOI) shall approach their respective sub-divisional / block offices / CLRC for usage of their facilities for processing of applications.

ii. In cases where educational institutions upload applications using their own facilities, a fixed amount will be paid for each document scanned and form uploaded. (See Appendix 9)

8.4   Processing at educational institution level

8.4.1   Uploading of application forms at educational institution level

Activity	Responsibility	Guidelines
Receiving applications and uploading to e-portal	Educational Institutions	Institutions shall assist eligible beneficiaries in filling up application forms and support them in collating the certificates required to prove their eligibility for the scheme. On receipt of completed application forms along with certificates from applicants, the head of the institution shall ensure that a) Forms have been filled up in full, certificates of eligibility and a photo-copy of the first page of the bank passbook (containing the name, address and bank account number) of the account holder, are attached. In cases where the applicant has not been provided a bank passbook, a letter from the bank providing the account holder's name, address and account no. may be provided). b) The tear-off portion of the application containing the application form no. and acknowledgment is signed with the date of receipt and official stamp and returned to the applicant as per provision of WBRPSA. c) The application is uploaded on the e-portal immediately, along with the scanned copy of the bank passbook page/ letter from bank. d) The applicants Identity Card is printed and handed over to the applicant along with a Kanyashree bangle. e) Physical copies of applications and certificates will be kept by the institution safely. **Note: Till the applicant receives her Kanyashree ID (Generated by the portal), the Application Form ID shall serve as her ID for tracking purposes)** All applicants should be made aware of the importance of keeping a record of their application Form Id, Kanyashree ID and their bank account no. to facilitate queries and grievances. At no point should the institution keep completed application forms pending: all forms must be uploaded within a week of their receipt by the institution. Application forms in excess of requirement should be returned by institutions to their respective blocks/subdivisions so that they can be reallocated to other institutions.

8.4.2 Online bulk process for renewal of annual scholarships (K1 to K1 renewal)

For existing Kanyashree beneficiaries receiving the annual scholarship (K1), application forms are NOT to be distributed at the time of renewal of their scholarship. Instead, educational institutions will use the bulk-renewal module provided by the portal and process the renewals of such beneficiaries after verifying their eligibility status.

Activity	Responsibility	Guidelines
Bulk processing of renewals of annual scholarships	Educational Institutions	The e-portal provides a Bulk Renewal module through which renewal of applications have been largely automated. The Bulk Renewal module identifies beneficiaries who are currently eligible for renewal of their annual scholarship, and allows the HOI to certify their eligibility and forward their applications to block level in bulk. At renewal, beneficiaries need to only declare their unmarried status. The HOI shall satisfy herself of the unmarried status of each of the applicants before certifying their eligibility. All such documents / certificates will be carefully preserved at the institution. After processing the applications in bulk, the HOI must display a list of such applications and the date of bulk renewal on the institution's notice board.

8.4.3 Online Transfer of beneficiaries from one institution to another

Activity	Responsibility	Guidelines
Transfer of beneficiary	Educational Institutions	When a Kanyashree beneficiary leaves one educational institution for another after obtaining a Transfer Certificate, the HOI must, without delay, use the "Transfer Beneficiary" module to ensure that the institution she is now enrolling in may process her K1 or K2 application.

8.5 Processing of applications at block and district levels

Activity	Responsibility	Guidelines
Verification & Scrutiny of applications	Block level	The designated officer shall check the details of the applicant on the e-portal with the scanned certifications and ensure they match. Applications shall also be verified to ensure that no duplicate applications / fraudulent applications pass the verification process. K1 Scrutiny: The designated officer shall scrutinize every form and ensure that at least 5% of the first-time applicants for the Annual Scholarship are physically verified. Selection of applications shall be randomized. K2 Scrutiny: The designated officer shall ensure that every application for the one-time grant is scrutinized, and physical verification conducted through a home visit using the Physical Verification Form (see Appendix 4). All applications that pass the verification and / or scrutiny process will be forwarded to DPMU for sanctioning. For rejected applications, the reason of rejection must be mentioned and action taken accordingly.
Sanctioning of applications	District Sanctioning Officer	1. The District Magistrate / Director, Social Welfare shall periodically sanction a batch of verified applications through the e-portal and send the list to the concerned bank of the district. 2. For cases of duplicate sanction, sanitization should be done within a week.
Disbursement of Funds to beneficiaries	Lead Bank of District	1. On receipt of the Sanction Order, banks shall electronically transfer the requisite amount to beneficiaries' accounts, and send a confirmatory SMS to the beneficiary's cell phone. 2. After processing the transfers, the bank shall provide a list of beneficiaries for whom transfers have successfully been made, as well as an MIS of failed transactions with details of beneficiaries whose transfers have failed, and reasons for failure in each case.

8.6 Online tracking of status of application

All applicants should be informed that they can use their Application Form ID and / or Kanyashree ID to log into the portal to check the progress of their application and be assisted in the process.

8.7 Grievance Redressal

1. Applicants / beneficiaries may report a grievance by phone, online, or by letter. Any official receiving a grievance over phone or by letter must upload it online through the Grievance Redressal Module within 24 hours.

2. DPMUs shall ensure that a proper record of the grievances lodged by beneficiaries are maintained, and are addressed without delay.

3. To facilitate grievance handling, the districts shall:

   a. Ensure that DPMU, block level and sub-divisional level nodal officer's phone numbers are liberally publicized through posters displayed on the notice board of every educational institution in the district.

   b. Ensure that all nodal officers adequately answer beneficiary queries and complaints.

   c. Ensure that all nodal officers conduct regular meetings with heads and nodal teachers of educational institutions to ensure that grievances are regularly addressed at local levels.

   d. Develop IEC material to clarify the enrollment, scrutiny, sanctioning and bank transfer procedures, so that the scheme's processes are transparent to all. Such IEC should also give a realistic indication of the time frame of such processes, so that beneficiaries' anxieties are dispelled.

AWARDS AND RECOGNITION

West Bengal Chief Minister's Award for Empowerment of Girls, 2014

Manthan Award for Digital Inclusion for Development (South Asia and Asia Pacific) 2014 under the category E-Women and Empowerment

Winner, Skoch SMART Governance Award, 2015

National E-governance Award 2014 – 2015 awarded by the Department of Administrative Reforms and Public Grievances, Government of India

CSI-Nihilent Award, 2014-15

LETTER OF APPRECIATION FOR WSIS PRIZE 2016 CHAMPION IN CATEGORY

WSIS Action Line C7: ICT Applications: E-government

On the occasion of the WSIS Forum 2016 it is with great pleasure to award **Department of Women Development and Social Welfare, Government of West Bengal** with this Letter of Appreciation for the amazing ICT-related project work done within your community. Your project **Kanyashree Online 3.0** is among the most voted ones and has gained one of the best reviews by the members of the WSIS Expert Group.

Taking into account **Department of Women Development and Social Welfare, Government of West Bengal** significant efforts in promoting and fostering the information society development as well as your successful participation in the WSIS Prize 2016 contest, it is a great pleasure to honor you as a Champion of WSIS Prize 2016.

Geneva, 4 May 2016

Houlin Zhao
ITU Secretary-General

In July 2014, the Department for International Development (DfID) and UNICEF hosted the first Girl Summit in London. The Summit aimed at mobilising domestic and international efforts to end female genital mutilation (FGM) and child, early and forced marriage (CEFM) within a generation.

At the event, Kanyashree Prakalpa was acknowledged as a best practice amongst several international initiatives for the girl child.
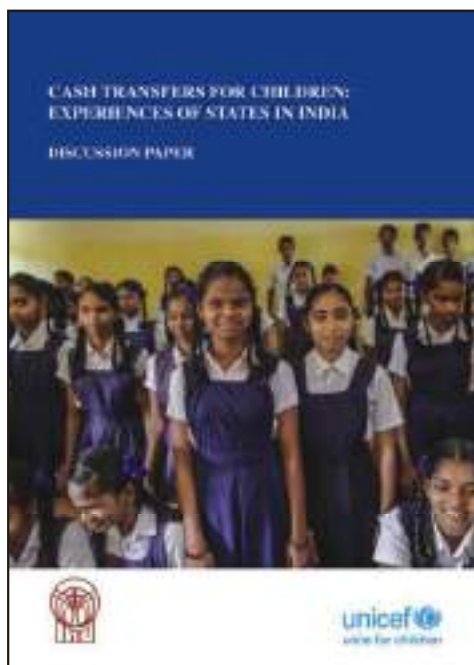
In December 2015, Niti Aayog and UNICEF organized a Workshop on Cash Transfers for Children: Experiences of States in India.

Kanyashree Prakalpa was one of the ten schemes presented as a best practice at the workshop, held in New Delhi.

Appendixes

Appendix I

Application Form for Annual Scholarship (K1)

Serial No. K1

Year : 2015-16

Government of West Bengal
Department of Women Development and Social Welfare
Application Form for Kanyashree Prakalpa : For Annual Scholarship (K-1)
[To be filled up in English Block letters only]

Attested photograph of the applicant

1. স্কুল/প্রতিষ্ঠানের নাম :
   School/Institution Name* :

2. ডাইস কোড/সমতুল্য কোড
   DISE Code/Equivalent Code : `1` `9`
   (Not for open school) (মুক্ত বিদ্যালয়ের জন্য প্রযোজ্য নয়)

3. প্রতিষ্ঠানের ধরণ/Type of Institution : ☐ সাধারণ বিদ্যালয়/Formal School ☐ মুক্ত বিদ্যালয়/বিশ্ববিদ্যালয়/Open School/University ☐ মাদ্রাসা/Madrasah
   ☐ কলেজ ☐ আই.টি.আই ☐ পলিটেকনিক ☐ বৃত্তিমূলক শিক্ষা কেন্দ্র ☐ অন্যান্য
   College   I.T.I.   Polytechnic   Vocational Training Centre   Other

4. প্রতিষ্ঠানের প্রকৃতি : ☐ সরকারী ☐ সরকারী সাহায্যপ্রাপ্ত ☐ ব্যক্তিগত ☐ অন্যান্য
   Nature of Institution :   Govt.   Govt. Aided   Private   Others

5. মান/Standard* : ☐ অষ্টম ☐ নবম ☐ দশম ☐ একাদশ ☐ দ্বাদশ ☐ প্রথম বর্ষ ☐ দ্বিতীয় বর্ষ ☐ অন্যান্য
   VIII   IX   X   XI   XII   1st Year   2nd Year   Other

6. প্রতিষ্ঠানের ঠিকানা :
   Address of Institution* :
   নং/No. :
   রাস্তা/পথ /Road/Street :
   ডাকঘর /Post Office :
   থানা Police Station :
   ব্লক/পৌরসভা /Block/Municipality :
   জেলা /District :
   পিন কোড/Pin :

7. অন্তর্ভুক্তি/Affiliated To* :

আবেদনকারীর প্রাথমিক বিবরণ/Applicant's Basic Details :

8. আবেদন কারীর নাম :   প্রথম (First)   মধ্য (Middle)   পদবি (Last)
   Applicant's Name* :

9. জন্ম তারিখ :
   DOB*(dd/mm/yyyy)

10. পিতার নাম :   প্রথম (First)   মধ্য (Middle)   পদবি (Last)
    Father's Name* :

11. মাতার নাম :   প্রথম (First)   মধ্য (Middle)   পদবি (Last)
    Mother's Name* :

12. পিতা-মাতা উভয়েই মৃত :
    Both Father & Mother Deceased* : ☐ হ্যা/Yes   ☐ না/ No

13. আইনি অভিভাবকের নাম :   প্রথম (First)   মধ্য (Middle)   পদবি (Last)
    Legal Guardian's Name :

14. অভিভাবকের সঙ্গে সম্পর্ক :
    Relationship with Guardian :

15. আবেদনের পরিচায়ক সংখ্যা : (২০ অক্ষরে)
    Application ID [20 digits] [ID will be generated while entering this application in e-portal, i.e., www.wbkanyashree.gov.in]

16. আবেদনকারীর বৈবাহিক স্থিতি :   অবিবাহিত
    Applicant's Martial Status :   **UN-MARRIED**

17. প্রতিবন্ধী :   যদি হ্যাঁ হয়, শতকরা প্রতিবন্ধকতা (প্রতিবন্ধী শংসাপত্র আনুযায়ী)
    Differently Abled :   ☐ হ্যা/Yes ☐ না/ No   If yes, percentage of Disability : (as per disability certificate)

18. জাতি /Caste* : ☐ সাধারণ / General ☐ তপশিলী জাতি/SC ☐ তপশিলী উপজাতি /ST ☐ অন্যান্য অনগ্রসর শ্রেণী / OBC
    ☐ অন্যান্য/Other

19. ধর্ম /Religion* : ☐ হিন্দু/Hinduism ☐ ইসলাম/Islam ☐ বৌদ্ধ/Buddhism ☐ শিখ/Sikhism ☐ খ্রিষ্টান/Christianity
    ☐ অন্যান্য/Other

20. আধার কার্ড / AADHAR Card : ☐ হ্যা/Yes ☐ না/ No. হ্যাঁ হলে, আধার নং :
    If yes, AADHAR No. :

21. অভিভাবকের ভোটার পরিচিতিকার্ড নং / Guardian's Voter ID Card No.

22. পরিবারের বার্ষিক আয়/Annual Family Income* :   Rs.

আবেদনকারীর যোগাযোগের বিবরণ/Applicant's Contact Details :

23. বর্তমান ঠিকানা :
    Present Address* :

    বর্তমানে জে জে গৃহে বাস করিতেছে : ☐ হ্যাঁ/Yes   ☐ না/ No
    Currently Residing at JJ Home :

    হ্যাঁ হলে/If Yes
    জেলা :
    District :
    জে জে গৃহ :
    JJ Home :

    না হলে / If No
    গৃহের নং :
    HouseNo. :
    রাস্তা/পথ :
    Road/Street :
    ডাকঘর :
    Post Office :
    থানা :
    Police Station :
    ব্লক/পৌরসভা :
    Block/Municipality :
    জেলা :
    District :
    পিন কোড :
    Pin :

24. স্থায়ী ঠিকানা
    Permanent Address* :   ☐ বর্তমান ও স্থায়ী ঠিকানা একই / Same as Present Address

    গৃহের নং :
    HouseNo. :
    রাস্তা/পথ :
    Road/Street :
    ডাকঘর :
    Post Office :
    থানা :
    Police Station :
    ব্লক/পৌরসভা :
    Block/Municipality :
    জেলা :
    District :
    পিন কোড :
    Pin :

25. দূরভাষ/মোবাইল নং /Phone/Mobile No.* :

ব্যাঙ্কের বিশদ বিবরণ / Bank Details :

26. ব্যাঙ্কের নাম/Bank Name* :
27. শাখার নাম / Branch Name* :
28. শাখার ঠিকানা /Branch Address* :
29. এ্যাকাউন্ট নম্বর/Account No* :
30. আই.এফ.এস. কোড/IFS Code* :

বক্তব্যের সমর্থনে প্রামাণপত্র সংযোজিত হল/Supporting Documents Enclosed

31. নথি সংযোজিত হল [যেটি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :*
    ☐ অবিবাহিত শংসাপত্র/Unmarried Certificate   ☐ পারিবারিক আয়ের শংসাপত্র/Family Income Certificate

    ☐ বয়স প্রমাণের শংসাপত্র/Age proof Certificate ☐ প্রতিবন্ধীর শংসাপত্র/Certificate of Disability

    ☐ পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate ☐ ব্যাঙ্ক এ্যাকাউন্টের নথিপত্র/Bank Account Documents

    তারিখ
    Date : _____/_____/_____

    আবেদনকারীর স্বাক্ষর :
    Candidate's Signature_____

ঘোষণা/Declaration :

A.   পিতা মাতা ও আইনি অভিভাবকের ঘোষণা /Parent's / Legal Guardian's Declaration :

আমি ঘোষণা করছি যে আমি এই আবেদনপত্রে বর্ণিত প্রার্থীর পিতা/মাতা/আইনি অভিভাবক। এই বৃত্তি পাবার জন্য আমি তার পক্ষে আবেদন করছি।

I declare that I am the father/mother/legal guardian of the candidate mentioned in this application and apply for this scholarship on her behalf.

আমি আরও ঘোষণা করছি যে সে অবিবাহিত এবং আমার বার্ষিক পারিবারিক আয় ১,২০,০০০ টাকা বা তার কম।

I also declare that she is un-married and my gross family income is Rs. 1,20,000/- or less per annum.

তারিখ : _____

Date : ____/____/_____

পিতা/মাতা/আইনি অভিভাবকের স্বাক্ষর /বাম হাতের বৃদ্ধাঙ্গুলের ছাপ
Signature/left thumb impression of parent/legal guardian

B. প্রতিষ্ঠানের প্রধানের শংসাপত্র /Certification by Head of Institution :

আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে, _____ .

পিতা/আইনি অভিভাবক _____ । সে এই স্কুলের ছাত্রী। এই প্রতিষ্ঠানের নথি অনুযায়ী

প্রার্থীর জন্মের তারিখ _____/_____/_____ এবং সে নিয়মিত _____শ্রেণীতে/কোর্সে উপস্থিত থাকে।

I, HOI hereby certify that _____

Daughter/Ward of _____is a student of this Institution.As per this institution's

record, her DOB is _____/_____/_____ and she is regularly attending in Class/Course _____.

আমি এতদ্বারা ঘোষণা করছি যে _____এর পিতামাতা উভয়েই মৃত

এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল।

I hereby declare that the parents of _____ are

deceased and supporting documents have been given.

তারিখ: _____

Date : ____/_____/____

অফিসের শীল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর
Signature of Head of the Institution with Office seal

C.   জে জে হোমের সুপারিনটেনডেন্টের শংসাপত্র/Certification by Superintendent of JJ Home :

আমি জে জে হোমের সুপারিনটেনডেন্ট ঘোষণা করছি যে _____ , পিতা/আইনি

অভিভাবক _____ । সে এই জে জে হোমে বসবাস করিতেছে এবং সে অবিবাহিত।

I, Superintendent of JJ Home hereby declare that _____ daughter/

ward of _____ is presently residing in JJ Home and she is

unmarried.

তারিখ : _____

Date : ____/_____/_____

অফিসের শীল সহ জে.জে. হোমের সুপারিন্টেন্ডেন্টের স্বাক্ষর
Signature of Superintendent of JJ Home with office Seal

D. উপযুক্ত কর্তৃপক্ষের শংসাপত্র /Certification of Appropriate Certifying Authority :

আমি এতদ্বারা শংসাপত্র দিচ্ছি যে _____ , পিতা/আইনি অভিভাবক

_____ , _____ এই ঠিকানায় বাস করে ।

I, hereby certify that _____ daughter/ward of _____ residing at_____

প্রার্থী অবিবাহিত The candidate is Un-married ☐ হাঁ/Yes   ☐ না/ No

পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা বা তার কম

The gross annual income of her parents / guardians is less than or equal to Rs. 1,20,000/-.

শংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী প্রতিবন্ধকতা যুক্ত। ☐ হাঁ/Yes   ☐ না/ No

The Candidate is more than 40% disabled as per Certificate.

তারিখ : _____

Date : ____/_____/_____

অফিসের শীলসহ যথাযথ শংসাপত্রপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর
Signature of Appropriate Certifying Authority with Official Seal

পুরো নাম/Full Name : _____

পদ/Designation : _____

- -

পশ্চিমবঙ্গ জনসাধারণ পরিষেবা আইন /Acknowledgement as per WBRTPS Act 2013.   Serial No. : K1

Candidate's name _____ daughter / ward of _____

Residing at_____

The following defects in the application may be rectified, urgently : (Specify defects if any)

(1) _____

(2) _____

Designated Official (HOI) (Office Seal)

system generated Applicant ID ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(To be taken from the Institution after the application has been uploaded in the portal)

Data entered into web portal by _____on _____/_____/_____

Data verified by _____on_____/_____/_____

Case sanctioned by _____on _____/_____/_____

সাধারণ নির্দেশাবলী / General Instructions :

a) *চিহ্নিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).

b) প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).

c) প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).

d) প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).

e) প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).

f) তারিখ দিতে হবে দিন/মাস/বছরের ছকে। (Any date should be given in the DD/MM/YYYY format).

g) সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).

h) সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে **প্রযোজ্য নয়** লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).

i) যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (√) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (x) দিতে হবে। (Boxes should be marked with a check (√) when applicable and a cross (x) when not applicable).

j) **Eligibility Criteria :** মনোনীত হইবার যোগ্যতা :

   i) মেয়েটির বয়স ১৩ থেকে ১৮ বৎসরের মধ্যে হতে হবে (The girls should be of age 13 years to 18 years)

   ii) মেয়েটিকে অবশ্যই অবিবাহিত হতে হবে। (Martial Status : The applicant must be unmarried.)

   iii) আবেদনকারীকে অবশ্যই নিম্নলিখিত শিক্ষাকেন্দ্রের সহিত যুক্ত থাকিতে হইবে। (The applicant must be enrolled in one of the following educational institution.)

   1) বিদ্যালয়, মাদ্রাসা অথবা তৎসমতুল মুক্ত বিদ্যালয়ের শিক্ষাক্রমে অষ্টম শ্রেণীতে পাঠরত/ In Class VIII and above in a school, madrasah or equivalent open school course.

   2) কলেজ অথবা তৎসমতুল মুক্ত বিদ্যালয় শিক্ষাক্রমে পাঠরত / College or equivalent open University course.

   3) বৃত্তিমূলক/কারিগরী/শিল্প সংক্রান্ত প্রশিক্ষণ পাঠক্রমে পাঠরত/Vocational / technical / industrial training centre.

   দ্রষ্টব্য : অষ্টম শ্রেণীতে পাঠরত থাকার নূনতম যোগ্যতা ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত কিশোরীর ক্ষেত্রে শিথিলযোগ্য/**Note : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)**

   iv) আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিথিলযোগ্য, যদি / The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if

   1) আবেদনকারীর মা ও বাবা দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home.

   দ্রষ্টব্য : অন্য সূত্র তথা সরকারী প্রকল্পে বৃত্তিপ্রাপকরাও কন্যাশ্রী প্রকল্পের আবেদন করতে পারবেন।

   NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.

k) **Certification of eligibility :** যোগ্যতা সংক্রান্ত শংসাপত্র :

   i) বয়স : শুধুমাত্র পঞ্চায়েত/পৌরসভা কর্তৃক প্রদত্ত জন্ম শংসাপত্র। যদি আবেদনকারী বর্তমানে জে. জে. হোমে বাস করেন, সেক্ষেত্রে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দেবেন। / Age : Birth Certificate issued by appropriate Panchayat/Municipal authorities only. However, if the applicant is currently resident of a J.J. Home and does not have a birth certificate, age may be certified by the Head of Educational Institution.

   ii) শিক্ষা প্রতিষ্ঠানে অন্তর্ভুক্তিকরণ। শিক্ষা প্রতিষ্ঠানের প্রধান শংসাপত্র দেবেন। / Enrollment in educational Institution : Declaration by Head of Institution.

   iii) আয়ের শংসাপত্র : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সংক্রান্ত শংসাপত্র, অথবা নিজের ঘোষণাপত্র, যথাযথ কর্তৃপক্ষের দেওয়া শংসাপত্র। / Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.

l) প্রয়োজনীয় হলে অতিরিক্ত শংসাপত্র : /**Additional Certificates (as applicable)**

   i) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতা যুক্ত হলে যথাযথ কর্তৃপক্ষের কাছ থেকে প্রতিবন্ধকতার শংসাপত্র নিতে হবে। / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)

   ii) যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কাছ থেকে বাসিন্দা সংক্রান্ত শংসাপত্র নিতেহবে। / Certificate of residence by Superintendent of J.J. Home (If applicant is currently reisdent of a J.J. Home)

   iii) যদি পিতা ও মাতা উভয়েই মৃত হন, পিতা ও মাতার মৃত্যু সংক্রান্ত শংসাপত্র জমা দিতে হবে। / Death Certificate of mother and father (if both parents are deceased)

m) যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ : / **Appropriate Certifying Authority :**

   i) রাজ্য সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীভুক্ত আধিকারিক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মরত আছেন। Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.

   II) আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.

   III) আবেদনকারীর এলাকা পৌরসভায় হলে কাউন্সিলার, গ্রাম পঞ্চায়েত হলে প্রধান। / Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Application Form for One-Time Grant (K2)

Year : 2015-16

Government of West Bengal
Department of Women Development and Social Welfare
Application Form for Kanyashree Prakalpa : One - Time Grant (K-2)
[To be filled up in English Block letters only]

Serial No. K2

Attested photograph of the applicant

1. স্কুল/প্রতিষ্ঠানের নাম :
School/Institution Name* :

2. ডাইস/সমতুল্য কোড
DISE Code/Equivalent Code :
(Not for open school) (মুক্ত বিদ্যালয়ের জন্য প্রযোজ্য নয়)
`1 9`

3. প্রতিষ্ঠানের ধরণ :
Type of Institution :
- ☐ সাধারণ বিদ্যালয় / Formal School
- ☐ উন্মুক্ত বিদ্যালয়/বিশ্ববিদ্যালয় / Open School/University
- ☐ মাদ্রাসা / Madrasah
- ☐ ক্রীড়া শিক্ষায়তন / Sports Academy
- ☐ মহাবিদ্যালয় / College
- ☐ শিল্পবিষয়ক প্রশিক্ষণ কেন্দ্র / ITI
- ☐ কারিগরী বিদ্যালয় / Polytechnic
- ☐ বৃত্তিমূলক প্রশিক্ষণ কেন্দ্র / Vocational Training Centre
- ☐ অন্যান্য / Other

4. প্রতিষ্ঠানের প্রকৃতি :
Nature of Institution :
- ☐ সরকারী / Govt.
- ☐ সরকারী সাহায্যপ্রাপ্ত / Govt. Aided
- ☐ ব্যক্তিগত / Private

5. মান / Standard
- ☐ অষ্টম / VIII
- ☐ নবম / IX
- ☐ দশম / X
- ☐ একাদশ / XI
- ☐ দ্বাদশ / XII
- ☐ প্রথম বর্ষ / 1st year
- ☐ দ্বিতীয় বর্ষ / 2nd Year
- ☐ অন্যান্য / Other

6. প্রতিষ্ঠানের ঠিকানা/Address of Institutions* :
- সংখ্যা/No. :
- রাস্তা/রাজপথ/Road/Street :
- ডাকঘর/Post Office :
- থানা / Police Station :
- ব্লক /মিউনিসিপালিটি / Block/Municipality :
- জেলা/District :
- পিন কোড/Pin :

7. অন্তর্ভুক্তি/Affiliated To* :

আবেদনকারীর প্রাথমিক বিবরণ / Applicant's Basic Details :

8. আবেদন কারীর নাম :
Applicant's Name* :
প্রথম (First) | মধ্য (Middle) | পদবি (Last)

9. জন্ম তারিখ :
DOB*(dd/mm/yyyy)

10. পিতার নাম :
Father's Name* :
প্রথম (First) | মধ্য (Middle) | পদবি (Last)

11. মাতার নাম :
Mother's Name* :
প্রথম (First) | মধ্য (Middle) | পদবি (Last)

12. পিতা-মাতা উভয়েই মৃত :
Both Father & Mother Deceased* : ☐ হ্যাঁ/Yes ☐ না/ No

13. আইনি অভিভাবকের নাম :
Legal Guardian's Name :
প্রথম (First) | মধ্য (Middle) | পদবি (Last)

14. অভিভাবকের সঙ্গে সম্পর্ক :
Relationship with Guardian :

15. আবেদনের পরিচায়ক সংখ্যা : (২০ অঙ্করে)
Application ID [20 digits]
[ID will be generated while entering this application in e-portal, i.e., www.wbkanyashree.gov.in]

16. আবেদনকারীর বৈবাহিক স্থিতি :
Applicant's Martial Status :
অবিবাহিত
UN-MARRIED

17. প্রতিবন্ধী :
Differently Abled :
☐ হ্যাঁ/Yes ☐ না/ No
যদি হ্যাঁ হয়, শতকরা প্রতিবন্ধকতা (প্রতিবন্ধী শংসাপত্র আনুযায়ী)
If yes, percentage of Disability : (as per disability certificate)

18. জাতি /Caste*
- ☐ সাধারণ / General
- ☐ তপশিলী জাতি/SC
- ☐ তপশিলী উপজাতি /ST
- ☐ অন্যান্য অনগ্রসর শ্রেণী / OBC
- ☐ অন্যান্য/Others

19. ধর্ম /Religion* :
- ☐ হিন্দু/Hinduism
- ☐ ইসলাম/Islam
- ☐ বৌদ্ধ/Buddhism
- ☐ শিখ/Sikhism
- ☐ খ্রিষ্টান/Christianity
- ☐ অন্যান্য/Others

20. আধার কার্ড / AADHAR Card :
☐ হ্যাঁ/Yes ☐ না/ No. আধার কার্ডের নম্বর (যদি থাকে) /
If, yes, AADHAR No.

21. অভিভাবকের ভোটার পরিচিতিকার্ড নং / Guardian's Voter ID Card No.

22. পরিবারের বার্ষিক আয়/Annual Family Income* : Rs.

আবেদনকারীর যোগাযোগের বিবরণ/Applicant's Contact Details :

23. বর্তমান ঠিকানা / Present Address* :

বর্তমানে জে জে গৃহে বাস করিতেছে : ☐ হ্যাঁ/Yes ☐ না/ No
Currently Residing at JJ Home :

হ্যাঁ হলে/If Yes

জেলা :
District :

জে জে গৃহ :
JJ Home :

না হলে / If No

গৃহের নং :
HouseNo. :

রাস্তা/পথ :
Road/Street :

ডাকঘর :
Post Office :

থানা :
Police Station :

ব্লক/পৌরসভা :
Block/Municipality :

জেলা :
District :

পিন কোড :
Pin :

24. স্থায়ী ঠিকানা/Permanent Address* : ☐ বর্তমান ও স্থায়ী ঠিকানা একই /Same as Present Address

গৃহের নং :
HouseNo. :

রাস্তা/পথ :
Road/Street :

ডাকঘর :
Post Office :

থানা :
Police Station :

ব্লক/পৌরসভা :
Block/Municipality :

জেলা :
District :

পিন কোড :
Pin :

25. দূরভাষ/মোবাইল নং /Phone/Mobile No.* :

ব্যাঙ্কের বিশদ বিবরণ / Bank Details :

26. ব্যাঙ্কের নাম/Bank Name* :

27. শাখার নাম / Branch Name* :

28. শাখার ঠিকানা /Branch Address* :

29. এ্যাকাউন্ট নম্বর/Account No* :

30. আই.এফ.এস. কোড/IFS Code* :

বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল/Supporting Documents Enclosed

31. নথি সংযোজিত হল [যেটি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :

☐ অবিবাহিত শংসাপত্র/Unmarried Certificate   ☐ পারিবারিক আয়ের শংসাপত্র/Family Income Certificate

☐ বয়স প্রমাণের শংসাপত্র/Age proof Certificate   ☐ প্রতিবন্ধীর শংসাপত্র/Certificate of Disability

☐ পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate

☐ ব্যাঙ্ক এ্যাকাউন্টের নথিপত্র/Bank Account Documents

তারিখ
Date : _____/_____/_____

আবেদনকারীর স্বাক্ষর :
Candidate's Signature_____

ঘোষণা/**Declaration** :

A. প্রার্থীর ঘোষণা /**Candidate's Declaration** :

আমি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উপরে উল্লিখিত বর্ণনাগুলি সত্য। আমার পারিবারিক আয় বার্ষিক ১,২০,০০০ টাকা বা তার কম।

I declare that I am the candidate mentioned in this application and that the statements made above are true. I also declare that my family income is 1,20,000/- or less per annum.

তারিখ :   প্রার্থীর স্বাক্ষর :

Date : _____/_____/_____   Signature of candidate : _____

B. প্রতিষ্ঠানের প্রধানের শংসাপত্র /**Certification by Head of Institution** :

আমি, প্রতিষ্ঠানের প্রধান, এতদ্বারা শংসাপত্র দিচ্ছি যে, _____,

পিতা_____ এই প্রতিষ্ঠানের ছাত্রী।

এই প্রতিষ্ঠানের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ _____/_____/_____ এবং সে নিয়মিত উপস্থিত থাকে শ্রেণীতে/কোর্সে _____।

I, HOI hereby certify that _____ Daughter/

Ward of _____is a student of this Institution. As per this institution's record, her DOB is

_____/_____/_____ and she is regularly attending in Class/Course _____.

তারিখ : _____   অফিসের শীল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর

Date : _____/_____/_____   **Signature of Head of the Institution with Office seal**

C. জে জে হোমের সুপারিনটেনডেন্টের শংসাপত্র/**Certification by Superintendent of JJ Home** :

আমি জে জে হোমের সুপারিনটেনডেন্ট ঘোষণা করছি যে _____, পিতা/আইনি অভিভাবক

_____। সে এই জে জে হোমে বসবাস করিতেছে এবং সে অবিবাহিত।

I, Superintendent of JJ Home hereby declare that _____ daughter/ward of

_____ is presently residing in JJ Home and she is unmarried.

তারিখ : _____   অফিসের সীল সহ জে.জে. হোমের সুপারিন্টেনডেন্টের স্বাক্ষর

Date : _____/_____/_____   **Signature of Superintendent of JJ Home with office Seal**

D. উপযুক্ত কতৃপক্ষের শংসাপত্র /**Certification of Appropriate Certifying Authority** :

আমি এতদ্বারা শংসাপত্র দিচ্ছি যে _____, পিতা/আইনি অভিভাবক

_____, _____ এই ঠিকানায় বাস করে।

I, hereby certify that _____daughter/ward of _____ residing at_____

প্রার্থী অবিবাহিত The candidate is Un-married ☐ হ্যাঁ/Yes   ☐ না/ No

পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা বা তার কম

The gross annual income of her parents / guardians is less than or equal to Rs. 1,20,000/-.

শংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী প্রতিবন্ধকতা যুক্ত। ☐ হ্যাঁ/Yes   ☐ না/ No

The Candidate is more than 40% disabled as per Certificate.

তারিখ : _____   অফিসের শীলসহ যথাযথ শংসাপত্রপ্রদানকারী কর্তৃপক্ষের স্বাক্ষর

Date : _____/_____/_____   Signature of Appropriate Certifying Authority with Official Seal

                                           পুরো নাম/Full Name : _____

                                           পদ/Designation : _____

- -

পশ্চিমবঙ্গ জনসাধারণ পরিষেবা আইন / **Acknowledgement as per WBRTPS Act 2013.**   **Serial No. : K2**

প্রার্থীর নাম_____ পিতা_____ বাস করে_____

Candidate's name _____ daughter / ward of _____

Residing at_____

The following defects in the application may be rectified, urgently : (Specify defects if any)

(1) _____

(2) _____   _____

                                       Designated Official (HOI) (Office Seal)

system generated Applicant ID ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

[To be taken afterwards from School after entering the data in the portal]

সাধারণ নির্দেশাবলী / General Instructions :

a) *চিহ্নিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).

b) প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).

c) প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).

d) প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).

e) প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).

f) তারিখ দিতে হবে দিন/মাস/বছরের ছকে। (Any date should be given in the DD/MM/YYYY format).

g) সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).

h) সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে **প্রযোজ্য নয়** লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).

i) যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (√) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (X) দিতে হবে। (Boxes should be marked with a check (√) when applicable and a cross (x) when not applicable).

j) মনোনীত হইবার যোগ্যতা /**Eligibility Criteria :**

   i) আবেদনকারীর বয়স অবশ্যই ১৮ থেকে ১৯ এর মধ্যে হতে হবে/ The applicant must be between 18 and 19 years of age.

   ii) বৈবাহিক অবস্থান : আবেদনকারী অবশ্যই অবিবাহিত।/ Martial Status : The applicant must be unmarried.

   iii) আবেদনকারীকে অবশ্যই নিম্নলিখিত যে কোন একটি শিক্ষা প্রশিক্ষণ কেন্দ্রের নথিভুক্ত হতে হবে।/ The applicant must be enrolled in one of the following educational institutions.)

   1) অষ্টম শ্রেণী ও তার বেশী বিদ্যালয়, মাদ্রাসা অথবা সমতুল্য উন্মুক্ত বিদ্যালয় / In Class VIII and above in a school, madrasah or equivalent open school course.

   2) কলেজ অথবা তৎসমতুল মুক্ত বিদ্যালয় শিক্ষাক্রমে পাঠরত / College or equivalent open University course.

   3) বৃত্তিমূলক/কারিগরী/শিল্প সংক্রান্ত প্রশিক্ষণ পাঠক্রমে পাঠরত/Vocational / technical / industrial training centre.

   4) ক্রীড়া প্রশিক্ষণ কেন্দ্র/Sports Training Institute.

   দ্রষ্টব্য : অষ্টম শ্রেণীতে পাঠরত থাকার নূন্যতম যোগ্যতা ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত কিশোরীর ক্ষেত্রে শিথিলযোগ্য/**Note : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)**

   iv) আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিথিলযোগ্য, যদি / The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if

   1) আবেদনকারীর মা ও বাবা দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home.

   দ্রষ্টব্য : অন্য সূত্র তথা সরকারী প্রকল্পে বৃত্তিপ্রাপকরাও কন্যাশ্রী প্রকল্পের আবেদন করতে পারবেন।

   NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.

k) যোগ্যতা সংক্রান্ত শংসাপত্র /**Certification of eligibility :**

   i) বয়স : শুধুমাত্র পঞ্চায়েত/পৌরসভা কর্তৃক প্রদত্ত জন্ম শংসাপত্র। যদি আবেদনকারী বর্তমানে জে. জে. হোমে বাস করেন, সেক্ষেত্রে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দেবেন। / Age : Birth Certificate issued by appropriate Panchayat/Municipal authorities only. If the applicant is currently resident of a J.J. Home and does not have a birth certificate, age may be certified by the Head of Educational Institution.

   ii) শিক্ষা প্রতিষ্ঠানে অন্তর্ভুক্তিকরণ। শিক্ষা প্রতিষ্ঠানের প্রধান শংসাপত্র দেবেন। / Enrollment in educatioinal Institution : Declaration by Head of Institution.

   iii) আয়ের শংসাপত্র : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সংক্রান্ত শংসাপত্র, অথবা নিজের ঘোষণাপত্র, যথাযথ কর্তৃপক্ষের দেওয়া শংসাপত্র। / Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.

l) প্রয়োজনীয় হলে অতিরিক্ত শংসাপত্র /**Additional Certificates (as applicable)**

   i) প্রতিবন্ধী শংসাপত্র প্রদানকারী কর্তৃপক্ষ (যদি আবেদনকারী সম্পূর্ণ বা ৪০ শতাংশের বেশি প্রতিবন্ধকতাযুক্ত হন) / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)

   ii) যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কাছ থেকে বাসিন্দা সংক্রান্ত শংসাপত্র নিতে হবে।/ Certificate of residence by Superintendent of J.J. Home (If applicant is currently resident of a J.J. Home)

   iii) পিতা-মাতার মৃত্যুর প্রমাণপত্র (যদি পিতা-মাতা উভয়েই মৃত হন)/ Death Certificate of mother and father (if both parents are deceased)

m) যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ/**Appropriate Certifying Authority :**

   i) রাজ্য সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীভুক্ত আধিকারীক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মরত আছেন। Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.

   II) আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.

   III) আবেদনকারীর এলাকা পৌরসভায় হলে কাউন্সিলার, গ্রাম পঞ্চায়েত হলে প্রধান। / Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Appendix III

Simplified One-page Bank Account Opening Form

ALLAHABAD BANK

APPLICATION FOR BASIC SAVINGS BANK DEPOSIT ACCOUNT (For KANYASHREE PRAKALPA)
(ANNUAL SCHOLARSHIP / ONE TIME GRANT)

Name of The Bank			Name of the Branch			Branch ID	
Account No.			Customer ID				
UID No. (If Available)		(Copy of the Aadhar card to be enclosed)					
Name in full (In capital letters)							
Father's Name (In capital letters)							
Mother's Name (In capital letters)							

Address		Village		Mandal/Tehsil			
		Post Office		District			
		State		Pin Code		Mobile No.	
Sex	FEMALE	Age		Date of Birth	DD / MM / YYYY	/ / /
Education Qualification			Belongs to	OBC	BC	SC	ST	Gen	Religion / Minority
Annual Income of Family	Rs.			BPL Card No.			

Details of Nomination :

SB A/c. No.	Name and Address of the Nominee	Relationship	Age	Date of Birth of the nominee (in case of minor)	Person authorised to receive the amount in the event of my minor's death during minority of nominee

Declaration : I hereby apply for opening of a Basic Savings Bank Deposit account / ATM Card or (Business correspondent) Smart Card Account. I have read the terms and conditions applicable to this account and also I agree to the terms and conditions as may be in force from time to time. I declare that the balances in all our accounts put together will not / is not likely to exceed Rs. 50,000/- (Rs. Fifty thousand only) at any point of time and the turnover in the account will not / is not likely to exceed Rs. 1 Lakh (Rupees one lakh only) in a year. I am aware and assure the Bank that whenever my account exceeds the above mentioned financial limit we will comply and abide by the KYC norms of the Bank, I accept that.................... Bank is entitled at its discretion to accept or reject this application without assigning any reason whatsoever. declare that the information provided by me in this application form is true and correct.

Photo
To be attested by
Gram Pradhan/
Head Master
of the School

Specimen Signature ....

Place : ....

Signature of applicant ....

Date:

Name of the Introducer

Account No.

Branch

I know the above person for the past.................years.

The information furnished by the applicant is true to the best of my knowledge, I hereby confirm the address and identity of the applicant.

Signature of the Introducer ....

Signature (with seal) of Gram Pradhan/Head Master of the School

For Bank Use

Signature of verifying official ....

............................Branch (with Seal)

Appendix IV

Physical Verification Form

Physical Verification Form for Kanyashree Prakalpa

Application ID : 19112300410130000023
Applicant Name : MRITTIKA BALLAV
Fathers' Name : RAM KRISHNA BALLAV
Mothers' Name : MANDIRA BALLAV
Guardians' Name : MANDIRA BALLAV
Institution Name : BARASAT GIRLS HIGH SCHOOL
Institution Type : SCHOOL
Class/ Grade : _____
Address : STATION ROAD BIRA, PS - ASHOKENAGAR, PO - BIRA BALLAV PARA, NORTH TWENTY FOUR PARGANA
Pin: 743234   State: West Bengal

House: ☐ Own   ☐ Rented
Type of House: ☐ Pacca   ☐ Kancha
Vehicle: ☐ Cycle   ☐ Bike   ☐ Car   ☐ Tractor   ☐ Other   ☐ None
If Other, Please specify Vehicle Type _____

Profession of Father: ☐ Unemployed ☐ Govt. Service ☐ Non-Govt. Service ☐ Agriculture
☐ Business ☐ Artisan ☐ Self Employed ☐ Other
If Other, Please specify the Profession_____

Profession of Mother: ☐ Housewife ☐ Govt. Service ☐ Non-Govt. Service ☐ Artisan
☐ Self Employed ☐ Other
If Other, Please specify the Profession_____

Number of Family Members : _____

Declaration: *After verification of all the assets and liabilities, this is stated that*

i) The monthly income of the family of the applicant is
☐ 1,000/- to 5,000/- ☐ 5,000/- to 10,000/- ☐ 10,000/- to 15,000/- ☐ 15,000/- & Above

ii) The Applicant is ☐ Married ☐ Unmarried

The applicant is ☐ Recommended ☐ Not Recommended
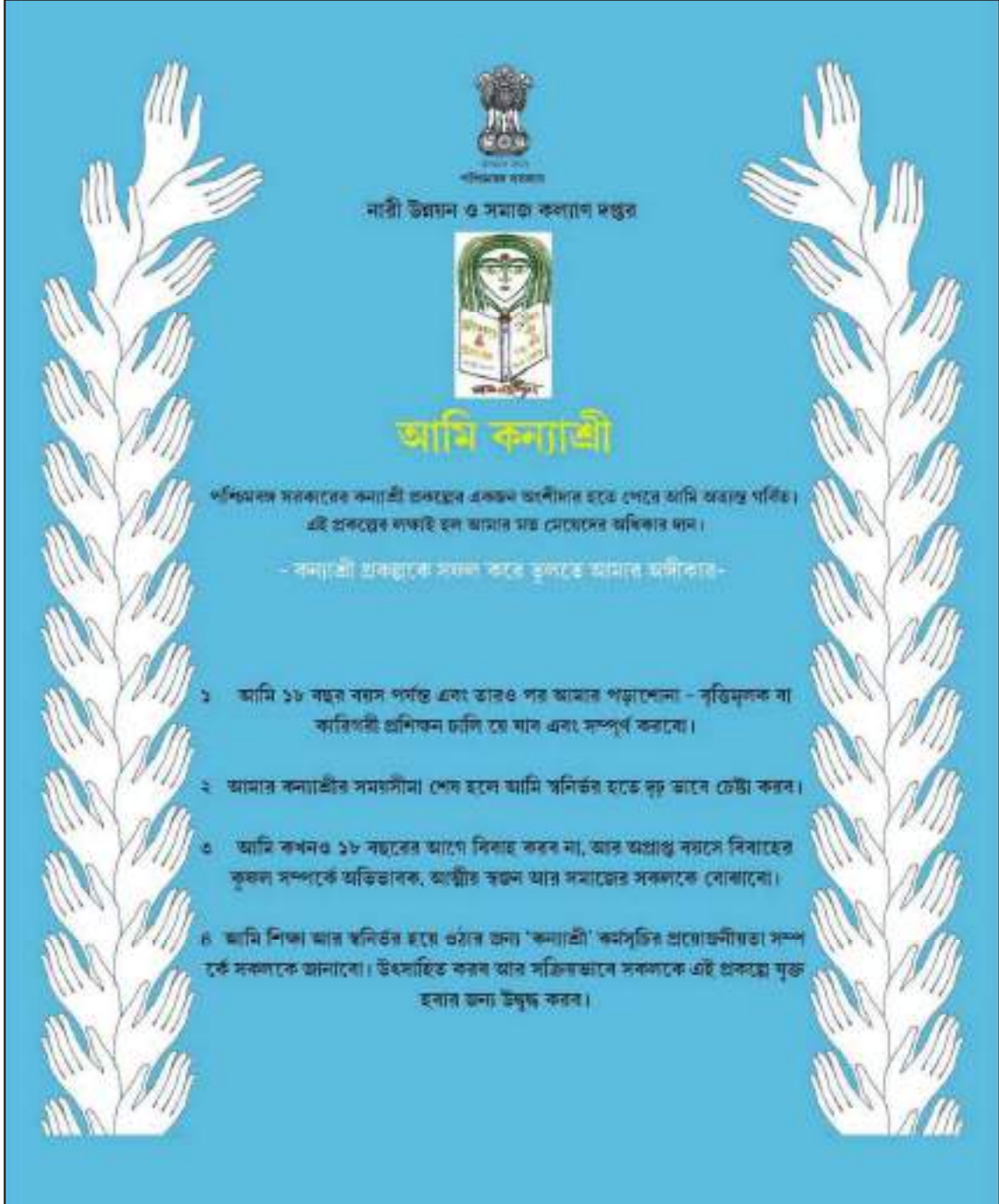
Name:
Designation:

(Signature with Seal)

Appendix V

Kanyashree Pledge

Appendix VI

Kanyashree Identity Card

Kanyashree Certificate

Government of West Bengal

Child Development and Women Development & Social Welfare Department

Kanyashree Prakalpa

To Whom It May Concern

This is to certify that Smt. **PAYEL DAS,**

D/o **SANJIT DAS,** Residing at **BARASAT BARASAT,**

Block **BASIRHAT MUNICIPALITY,** Subdivision **BARRACKPORE,** District **NORTH TWENTY FOUR PARGANA,**

and Bank account No. **34041838102,** IFSC Code **SBIN0000024,**

has availed of the *Kanyashree Scheme* of the Government of West Bengal. The Government of West Bengal wishes her success in her future endeavours and economic empowerment.

District Magistrate

Appendix VIII

Screenshot of District Monitoring Format (Kanyashree Online 3.0)

1.8. Linkages / facilities provided to Kanyashree

Type	No. Of Beneficiaries
SABLA beneficiaries linked to Kanyashree	
KP girls availing of JERPLL VSELLT and ITI admission subsidies	
KP girls enrolled in Advanced Skill Development Schemes	
KP girls availing Vocational Development schemes	
KP girls availing training facilities / concessions of Technical Educational Dept	

2. COMMUNICATION PLAN ROLL-OUT

2.1. Communication materials created / publications / videos/Any other innovative matter

Sl	Material	Distributed To	Hyper Link (If Available)
1.			
2.			
3.			
4.			
5.			

2.2. Communication Events: (During the month)

Sl	Event Type	Implemented By	Participants	No. Of Persons Addressed
1.				
2.				
3.				
4.				
5.				

2.3. No. of Materials Distributed to Beneficiaries (During the Month)

Sl	Type	Nos.
1	ID Cards	
2	Bangles	
3	Cycles	
4	Any Others (Please Mentioned)	

2.4. No. of Kanyashree Groups (Clubs/ Sanghas/ Bahinis/ SHG etc) (During the Month)

Sl	Type Of Groups	No. Of Girls Enrolled	Activities
1.			
2.			
3.			
4.			
5.			

3. Grievance Report

Total No. Of Grievance Registered	No. Of Pending	Registered	Satisfied	Not Satisfied
170	35	100	40	0

4. Fund Utilization

Year	Funds Received	Funds Utilized	Balance

5. HR indicators

Level	Sanctioned Post	In Position	Vacant
District Project Manager cum IT unit			
Block unit			

6. Capacity building Initiatives for the Month

Sl	Training Module	Participants	No. Of Person Trained
1			
2			
3			
4			
5			

SUBMIT

Appendix IX

Stipulated time of service provision in accordance with the WBRPSA

The
Kolkata ☸ Gazette

सत्यमेव जयते

Extraordinary

Published by Authority

PART L—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF WOMEN DEVELOPMENT &
SOCIAL WELFARE AND DEPARTMENT OF CHILD WELFARE

NOTIFICATION

No. 4210-SW/7283-SPO.—31st July, 2015.— In cancellation of this Department's earlier Notification No. 2470-SW, date 30.06.2015 and in exercise of the powers conferred by Section 3 of the West Bengal Right to Public Services Act; 2013, the Governor is pleased to notify the services along with the stipulated time limit for rendering the services, the Designated Officers responsible for providing the services, the Appellate Officers and the Reviewing Officer as follows—

Sl. No.	Services	Designated Officer	Stipulated Time Limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated Time Limit	Designation	Stipulated Time Limit
1.	Kanyashree (Rural) Annual Scholarship/One Time Grant	Headmaster of the school	90 working Days	B.D.O.	60 working Days	Project Manager, DPMU	1 Month
2.	Kanyashree (Urban) Annual Scholarship/One Time Grant	Headmaster of the school	90 working Days	S.D.O.	60 working Days	Project Manager, DPMU	1 Month
3.	Kanyashree (Kolkata) Annual Scholarship/One Time Grant	Headmaster of the school	90 working Days	D.I. Kolkata	60 working Days	Director of Social Welfare, W.B.	1 Month
4.	Loans (NHFDC)	B.W.O.	180 working Days	Secretary, Women Dev Undertaking	60 working Days	Managing Director, Women Dev. Undertaking	1 Month
5.	E.R. Grant to Handicapped	B.W.O	180 working Days	D.S.W.O.	60 working Days	Commissioner (Disability)	1 Month
6	E.R. Grant to Handicapped (Kolkata)	Orthoist, O/o the Commissioner of Disability	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
7.	Identity Cards for Persons with Disabilities (Urban)	D.S.W.O.	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
8.	Identity Cards for Persons with Disabilities (Rural)	CDPO	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
9.	Identity Cards for Persons with Disabilities (Kolkata)	Orthoist, O/o the Commissioner of Disability	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month

This Notification shall come into effect on the date of publication in *The Official Gazette*.

By order of the Governor,

A. K. MITRA,
Jt. Secy. to the Govt. of West Bengal.

Appendix X

Order of Technical Education and Training Department dated 29th August, 2014 on benefits to Kanyashree beneficiaries

Government of West Bengal
Technical Education & Training Department
B/7, Action Area-III, New Town, Rajarhat, Kolkata – 700 156

No. 562 -TET (Poly)/10M-101/2014   Dated: 29th August, 2014

ORDER

Kanyashree Scheme launched by the Women and Child Development and Social Welfare Department, Government of West Bengal is a unique scheme which aims at protecting and empowering all adolescent girls, and supporting their healthy development by creating an enabling environment for their participation and meaningful contribution to society.

In the spirit of the said scheme, the Governor has been pleased to order that the Technical Education and Training Department, Government of West Bengal shall allow the following benefits to the enrollees of Kanyashree scheme which are within the purview of this Department :-

(a) The West Bengal State Council of Technical Education shall grant 50% waiver in the cost of "Admission Form" for JEXPO, VOCLET and Registration Fee of the students of Government, Government Sponsored and self-financed Polytechnics.

(b) The West Bengal State Council for Vocational Training shall grant 50% waiver in the cost of "Admission Form" for ITI Entrance Examination and Registration Fee of the students of Government and private ITI.

(c) The West Bengal State Council of Technical Education and the West Bengal State Council for Vocational Training shall grant 50% waiver in respect of counseling fee for Polytechnic and ITI respectively.

(d) The West Bengal State Council of Vocational Education & Training shall grant 50% waiver in Registration Fee for Kanyashree enrollees under going training in Vocational Training Centers – both at VIII+ and Higher Secondary (Vocational) level. 30% of seats in the Advanced Vocational Training Centers shall be reserved for girls enrolled under Kanyashree Scheme and further 20% for other eligible women candidates.

(e) A priority of up to 30% in admission to all vocational training programs in Vocational Training Centers – both at VIII+ and Higher Secondary (Vocational) level and training program under Community Development Through Polytechnic Scheme will be given to the Kanyashree enrollees.

(f) Priority for accommodation in women's hostels of Government Polytechnics will be given to the Kanyashree enrollees.

All concerned are being informed accordingly.

Joint Secretary to the Govt of W.B.

No. 562 /1(9)-TET (Poly)/10M-101/2014   Dated: 29th August, 2014

Copy forwarded for information and necessary action to:-
1. Sri PC Sarkar, Joint Secretary, TE&T Department
2. The Director of Technical Education & Training, West Bengal.
3. The Director of Vocational Education & Training, West Bengal.
4. The Director of Industrial Training, West Bengal.
5. The Secretary, West Bengal State Council of Technical Education.
6. The Secretary, West Bengal State Council of Vocational Education & Training
7. The Secretary, West Bengal State Council for Vocation Training
8. Sr.PS to the Principal Secretary, TE&T Department
9. PS to Honorable Minister-in-Charge, TE&T Department

Joint Secretary to the Govt of W.B.

No.562 /2-TET (Poly)/10M-101/2014   Dated: 29th August, 2014
1. Copy forwarded for information to the Secretary, Women & Child Welfare and Social Welfare Department, Govt of W.B.

Joint Secretary to the Govt of W.B.

Appendix XI

Order dated 18th February, 2016 on Reimbursement of Costs of Data-entry and Scanning of Applications

Government of West Bengal
Department of Women & Child Development and Social Welfare.
Bikash Bhaban, North Block, 10th Floor, Salt Lake, Kol-91.

ORDER

For the purpose of raw data entry and scanning of documents for uploading of the applications (fresh as well as renewal and up gradation) at the institution level Rs 10 per girl applicant is allowed since the beginning of the scheme. This order is issued with the concurrence of Finance Department vide their UO No GR. N-1090 dated 03092013, UO No. GR. E-151 dated 04.09.2013 and UO No. GR. T-997 dated 24.09.2013.

This amount would be reimbursed to the institutions after uploading is done against their valid claim subject to observance of usual rules and procedures. The charge is debitable from the head of account "2235-02-103-SP-026-50-00" sub allotted to DPMUs time to time.

All concerned may be informed accordingly.

18/02/16

Joint Secretary to the Government of West Bengal

No. 807(22) /SW/O/1B(K)-03/16   Dt. 18.02.2016

Copy forwarded for information to:
1. DM Cooch Behar/Darjeeling/Jalpaiguri/Alipurduar/Malda/Uttar Dinajpur/ Dakshin Dinajpur/ Murshidabad/ Nadia/ Purulia/ Bankura/ Birbhum/ Burdwan/ Paschim Medinipur/Purba Medinipur/ Howrah/Hooghly/North 24 Pgs/South 24 Pgs
2. DSW, Kolkata.
3. SPM, Kanyashree, Women Development & Social Welfare Deptt.
4. PS to Secretary, Women Development & Social Welfare Deptt.

18/02/16

Joint Secretary to the Government of West Bengal

Letter dated 22nd February, 2016 to Districts on Security Issues related to Kanyashree Portal

GOVERNMENT OF WEST BENGAL

Child Development Department and Women Development & Social Welfare Department

Bikash Bhavan, North Block,10 th Floor , Salt Lake City, Kolkata - 700 091

No. 74 /SWCD/16

Dated: 19.02.2016

From: Ms. Roshni Sen, IAS
Secretary to the Govt. of West Bengal.

To(1-19) District Magistrates   Cooch Behar/Darjeeling/Jalpaiguri/Alipurduar/Malda/Uttar Dinajpur/ Dakshin   Dinajpur/ Murshidabad/ Nadia/ Purulia/ Bankura/ Birbhum/ Burdwan/ Paschim Medinipur/Purba Medinipur/ Howrah/Hooghly/North 24 Pgs/South 24 Pgs

(20) Shri. Soma Nath Mukherjee, IAS
Director of Social Welfare, GoWB

Sub: Security Issues related to Kanyashree Prakalpa

Sir/Madam,

The following issues are of serious concern to the integrity and security of Kanyashree Prakalpa's implementation and should be addressed immediately:

1. User Ids and Passwords to the Kanyashree Portal are critical to the security of the portal, and it is essential that:

    a. User Ids and passwords should only be known to authorized persons at each level i.e., educational institutions and key administrative officers working directly with Kanyashree Prakalpa.

    b. The secrecy of a password is sacrosanct and should not be shared under any circumstances.

    c. Persons with User Ids should change their passwords regularly and should follow the security norm for forming passwords.

2. Random checking of uploaded applications reveals that for a large number of applications, scanned content, especially photographs of beneficiaries and signatures of certification are not clear. Photographs and other documents must be scanned in such a manner so that the identity of the beneficiary can be verified by sight and signatories identified by their signatures.

3. At the time of verifying, scrutinizing and sanctioning of applications, the person conducting the process shall exercise due diligence in studying each detail, and verifying the integrity of application before recommending it for further processing .

4. 5% random physical verification of applicants should be carried out on a regular basis.

Any kind of fault in processing of data to be taken up by the district authority immediately and steps should be taken for rectification.

Yours faithfully,

(Roshni Sen)
Secretary

No.74/1(2) /SWCD/2016

Date: February 19th 2016

Copy forwarded for information and necessary action to:

1) Shri K.K. Poddar- DDG & SIO, NIC, WBSC, Bidyut Bhavan, Salt Lake.
2) Dr. Subrata Roy Gupta, Scientific Officer, NIC, WB.

Secretary

Tel :(+91 33) 2334 1853, Fax :(+91 33) 2334 1916 , email : secdsw@gmail.com
www.wbcdwdsw.gov.in

Kanyashree Prakalpa
Standard Operating Procedure
as per West Bengal Right to Public Services Act, 2013

1. Kanyashree Prakalpa is a Government of West Bengal Scheme that gives adolescent girls an annual scholarships of Rs. 750/- and a one-time grant of Rs. 25,000. While Kanyashree's Annual Scholarship of Rs. 750/- is for girls who are between the ages of 13 and 18 years, the one-time grant of Rs. 25,000/- is for girls who are between the ages of 18 and 19. However, Kanyashree is NOT for ALL girls. Both the annual scholarship and the one-time grant are only for those girls who fulfill all the following conditions: They must be:

   a. Residents of West Bengal

   b. Enrolled and regularly attending an educational institution[1]

   c. Unmarried AND

   d. From families where the total income (income from the parents only) is not more than Rs. 1,20,000 per year. However, girls who are specially-abled (with a disability of 40% or more) or are living in a Home registered under the Juvenile Justice Act, 2000, or have lost both parents, may apply for Kanyashree even if their family's income is more than Rs. 1,20,000 per year.

2. Applying for Kanyashree Prakalpa's benefits.

   a. An eligible girl should apply for the Annual Scholarship as soon as she turns 13 years of age and studying at class Viii or above and for the One-Time Grant as soon as she turns 18.

   b. Application Forms for the Annual Scholarship (printed on light green paper) and for the One-Time Grant (printed on light blue paper) are available with educational institutions.

   c. Fill up the application form, ensure that it is appropriately signed, attach photo-copies of all necessary certificates and hand these over to the Head Teacher of the educational institution. Also attach a photo-copy of the applicant's bank passbook – every applicant must have a bank account in her name.

   d. Ensure that Acknowledgement receipt (on Page 3 of the application form) is completely filled in, signed and stamped by the head of the institution and returned to you. Using the Application Form Number mentioned on the Acknowledgement Receipt, you can know your kanyashree unique id and also track the progress of the application on the Kanyashree Portal (wbkanyashree.gov.in)

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[1]Girls will be eligible for Kanyashree's Annual Scholarship or the One-Time grant if they are studying in any one of the following:
- In Class VIII or above in a school, madrassah or equivalent open school course
- In a college or equivalent open university course
- A Vocational Training Centre, Technical Training Centre or Industrial Training Centre
- Girls enrolled in Sports Institutes may apply for the One-Time Grant. They cannot however, apply for the Annual Scholarship.

The educational institution MUST be registered in West Bengal AND recognized by the government.

e. Once the money is sanctioned, it will be credited by Direct Bank Transfer to the applicant's bank account.

3. Making enquiries or lodging complaints:

   a. First approach the Head Teacher of the Institution for assistance.

   b. If the Head Teacher is unable to help, you must contact your nearest block (rural area) or sub-divisional (urban area) office.

   c. Every district also has a Kanyashree Nodal Officer – you will find a list of all Kanyashree Nodal officers at wbkanyasrhee.gov.in.

   d. The Kanyashree Portal also has a section called "Online Grievance Redressal. You may log onto the portal and create an online complaint.

When making enquiries or lodging a complaint, please provide your full name, institutions' name, application form Number, Kanyashree ID. Also provide your bank name and bank account number.

Appendix XIV

Notification dated 08 October, 2013 for creation of posts under Kanyashree Prakalpa

Government of West Bengal
Women Development and Social Welfare Department
Women Welfare Branch
Writers' Buildings , Kolkata - 700 001

No. 3210 - SW
3W - 37/2013

Dated, Kolkata, the 8th October'2013

NOTIFICATION

WHEREAS the Government of West Bengal has promulgated **Kanyashree Prakalpa**, a conditional cash transfer scholarship scheme for unmarried girls belonging to economically weaker section in West Bengal to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education and simultaneously encouraging the delay of marriages of girls until they reach the age of 18;

AND WHEREAS the Project Management Units will have to be formed, with one unit at the State level (State Project Management Unit) and one in each District level (District Project Management Unit) namely in 18 districts, Gorkhaland Territorial Authority (GTA) and Kolkata i.e. 1(one) SPMU and 20 (twenty) DPMU will have to be constituted;

AND WHEREAS it is felt to create some posts under State Project Management Unit (SPMU) and District Project Management Units (DPMU) to look after the works of this scheme smoothly;

NOW, Therefore, the Governor is pleased to create **492 (four hundred ninety two)** posts, details of which alongwith method of recruitment is shown below :

Sl. No.	Name of the post	Under Unit/Office	Number of posts created	Post to be filled by
1	State Projects Manager	SPMU	1	Regular Service / Deputation/Contract
2	Deputy Project Manager	SPMU	1	Regular Service / Deputation/Contract
3	Accounts Officer	SPMU	1	Regular Service / Deputation/Contract
4	Project Manager	DPMU	20 (1 for each DPMU)	Regular Service / Deputation/Contract
5	Accountant	DPMU	20 (1 for each DPMU)	Contract
6	Accounts-cum-Data Manager	SPMU & DPMU	42 (2 for each DPMU & 2 for SPMU)	Contract
7	Data Manager	SDO office	66 (1 for each 66 Sub – Divisions))	Contract
8	Data Manager	BDO office	341 (1 for each 341 Blocks)	Contract

P.T.O.

63

Method of Recruitment: The personnel for Kanyashree Prakalpa will be recruited in a decentralized manner. The persons for SPMU and Kolkata will be recruited by Women Development and Social Welfare Department, Government of West Bengal through a Committee set up for the purpose and the personnel for 20 DPMU (alongwith Sub-divisions and Blocks) and GTA will be recruited by the concerned District Magistrates and Principal Secretary, GTA respectively through a Recruitment Committee. The recruited personnel have to undergo a training programme which will be conducted through NIC and/or IT Department, GoWB.

The requisite personnel will be recruited by getting names through an open advertisement and from State Government's employment bank amongst the qualified persons who fulfill the aforesaid criteria. The retired government employees, who have the aforesaid qualifications and experience, may also apply.

In case of Government Officials a panel of names will be given by Department of P&AR and the selection will be made through a Selection Committee to be set up by the State Government for the purpose. In case of nationally or internationally reputed persons, the recruitment will be done by inviting applications from reputed and experienced persons in the field concerned and selected by the Selection Committee.

By order of the Governor,

Roshni Sen

Secretary to the Government of West Bengal

No. 3270/1(57) - SW

Dated, Kolkata, the 8th October'2013

Appendix XV

Notification dated 03 February, 2016 on Selection Committees for recruitment of SPMU & DPMU posts

Government of West Bengal
Women Development and Social Welfare Department
Women Welfare Branch
Bikash Bhavan, North Block, 10ᵗʰ Floor
Bidhannagar, Sector – II, Kolkata - 700 091

No. 513 - SW/O/3W – 37/2013   Dated, Kolkata, the 3ʳᵈ February/2016

NOTIFICATION

The Governor is pleased to reconstitute 3 (three) Committees for the purpose of recruitment of State Project Management Unit (SPMU), Kolkata District Project Management Unit (DPMU) and District Project Management Units (DPMU) under Kanyashree Prakalpa. This is in cancellation of the previous order No. 3594 – SW/O/3W – 37/13 dated 07.11.2013 in this matter.

Selection Committee of SPMU:

1.	Secretary, CD Deptt. and WD& SW Deptt., GoWB	: Chairperson
2.	Joint Secretary (Kanyashree Prakalpa)	: Member-convenor
3.	Director /Commissioner of Social Welfare	: Member
4.	Representative of NIC, WB	: Member

Selection Committee of DPMU, Kolkata :

1.	Director / Commissioner of Social Welfare	: Chairperson
2.	State Project Manager (Kanyashree Prakalpa)	: Member
3.	Deputy / Assistant Director of Social Welfare	: Member-convenor
4.	Representative of NIC, WB	: Member

Selection Committee for DPMU :

1.	District Magistrate	: Chairperson
2.	Additional District Magistrate (Social Welfare)	: Member-convenor
3.	Nodal Officer (Kanyashree Prakalpa)	: Member
4.	District Social Welfare Officer	: Member
5.	District Informatics Officer, NIC, WB	: Member

By order of the Governor,

Sd/- Roshni Sen

Secretary to the Government of West Bengal

No. 513/1(6) – SW   Dated, Kolkata, 3ʳᵈ February'2016

Copy forwarded for information & necessary action to :

1. Chief Secretary to the Government of West Bengal, Nabanna, Howrah - 2

P.T.O.

- 2 -

2. Commissioner, Social Welfare, GoWB, Juvenile Court Building, Sector – I, Salt Lake, Kolkata - 64

3. The District Magistrate, Darjeeling/ Jalpaiguri /CoochBehar/Uttar Dinajpur /Dakshin Dinajpur /Malda/ Murshidabad/Nadia/Birbhum/Bardhaman /North 24Pgs/South 24 Pgs/Howrah/Hooghly/Purba Medinipur/Paschim Medinipur/ Bankura/Purulia/Alipurduar

4. P.S. to MoS(IC), CD Department and WD&SW Deptt., Government of West Bengal

5. Sr. P.S. to Secretary, WCD&SW Deptt., Government of West Bengal

6. DDG & SIO, NIC, Vidyut Bhaban, Salt Lake, Kolkata – 91. He/She is requested to send the names of the representative to this Department as early as possible.

Joint Secretary

DUARE SARKAR
AIKYASHREE SCHOLARSHIP

(Minority Affairs and Madrasah Education Department)

A. SERVICES TO BE PROVIDED AT THE CAMP:

1. Submission of online application (both fresh and renewal)
2. Information about status of application and redressing the grievances regarding scholarship application.
3. Redressing the grievances regarding other minority scheme (This may not be advertised but will be redressed in case someone approaches during the camp).

B. STANDARD OPERATING PROCEDURE:

1. There will be two tables in the counter (one for filing application and the other for providing status about application and redressing grievances about the scholarship and other minority schemes).

2. **For submission of the online application:**

   a) The applicant will straight away move to Table 1 for submission of fresh or renewal application.
   b) The person manning the table will register the students on the portal **www.wbmdfcscholarship.in** and submit online application on behalf of the application.
   c) He will take out a printout of the application from the portal and hand it over to the student with the instruction to submit it to the School alongwith the copy of the first page of the bank passbook.

3. **For tracking status of application or submission of the grievances regarding Aikyashree Scholarship.**

   a) The applicant will straight away move to Table 2 for knowing the status of their application or for redressing their grievances
   b) The person manning the table will log in to the scholarship portal, find out the status of the application and inform the same to the applicant. He will try to redress the issue on the spot through the online Feedback Monitoring System available on the portal. (A special window titled "Duare Sarkar" for registering and redressing all grievances will be provided additionally on the portal.)
   c) If the grievance could not be redressed on the spot, he will register the complaint on the online Feedback Monitoring System. He will feed the address and contact number of the complainant on the system with extreme care.
   d) A print out of all such complaint should be submitted to the local BDO (for villages)/ SDO (for municipal areas)/ Office-in-charge of the camp (for KMC) after the camp is over.

4. **For redressing the grievances regarding other minority scheme**

   a) The applicant will move to Table 2 for submission of the grievances regarding other scheme of the MA & ME Department either in written form or verbally.
   b) The person manning the table will register the issue on the online Feedback Monitoring System. He will feed the address and contact number of the complainant on the system with extreme care.
   c) A print out of all such complaint should be submitted to the local BDO (for villages)/ SDO (for municipal areas)/ Office-in-charge of the camp (for KMC) after the camp is over.

C. DOCUMENTS TO BE CARRIED BY THE APPLICANT:

   a) A mobile set with active SIM for receiving the OTP.
   b) Result of the last exam passed.
   c) A photo identity card (EPIC, Adhaar, Ration Card, Driving licence, passport or any photo id card issued by the Government)
   d) Bank passbook

D. LOGISTIC REQUIRED:

   a) Two tables and two chairs for persons manning the Table. A chair for substitute personnel and a couple of chairs for each of the two tables for the candidates.
   b) TwoDesktop or laptop computers with printers and internet connection.
   c) A4 size paper, other stationeries like staplers, paper weight, pen, pin, Gems clip etc.

E. MAN POWER REQUIRED:

   a) 2 Data Entry Operators and one substitute DEO.
   b) 2 menial workers for helping the DEO.
   c) The District Magistrate will arrange for providing the man power. Employees of the DO, MA set up, Education Supervisor or Field Supervisor of WBMDFC may be deputed.

F. OTHER ARRANGEMENTS:

   a) A State Control Room will remain operational during the period of campaign.
   b) MA & ME Department may depute senior officers to visit each district to oversee the programme.

দুয়ারে সরকার
ঐক্যশ্রী প্রকল্পে সংখ্যালঘু বৃত্তি
(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা বিভাগ)

(এ) ক্যাম্পে প্রদত্ত পরিষেবা গুলি

১. অনলাইন আবেদন জমা (নতুন এবং রিনুয়্যাল উভয়)

২. বৃত্তির আবেদনের বর্তমান স্ট্যাটাস এবং বৃত্তির আবেদনের বিষয়ে কোন অভিযোগ থাকলে তার সমাধান।

৩. অন্যান্য সংখ্যালঘু স্কিম সম্পর্কিত অভিযোগের সমাধান করা। (এটিকে বিজ্ঞাপন করা হবে না, তবে শিবিরের সময় কেউ যোগাযোগ করলে তা সমাধানের চেষ্টা করা হবে)।

(বি) স্ট্যান্ডার্ড অপারেটিং পদ্ধতি

১. কাউন্টারে দুটি টেবিল থাকবে (একটি আবেদন করার জন্য এবং অন্যটি বৃত্তি এবং অন্যান্য সংখ্যালঘু প্রকল্প সম্পর্কে অভিযোগের সমাধান এবং স্ট্যাটাস সম্পর্কিত তথ্য জানানোর জন্য)।

২. অনলাইন আবেদন জমা দেওয়ার জন্য

ক) নতুন বা রিনুয়্যাল আবেদন জমা দেওয়ার জন্য সরাসরি টেবিল ১ এ চলে যাবে আবেদনকারী

খ) টেবিল পরিচালনাকারী ব্যক্তি www.wbmdfcscholarship.in পোর্টালে শিক্ষার্থীদের নিবন্ধন করবেন এবং অনলাইনে আবেদন জমা করবেন।

গ) তিনি পোর্টাল থেকে আবেদনের একটি কপি বের করবেন। এবং ব্যাঙ্কের পাসবুকের প্রথম পৃষ্ঠার অনুলিপি সহ বিদ্যালয়ে এটি জমা দিতে বলবেন।

৩. ঐক্যশ্রী বৃত্তির আবেদন স্ট্যাটাস জানার জন্য এবং কোন অভিযোগ থাকলে তা সমাধানের চেষ্টা করার জন্য।

ক) আবেদনকারীর আবেদনের অবস্থান জানতে বা তাদের সমস্যা সমাধানের জন্য সরাসরি টেবিল ২ যেতে হবে।

খ) টেবিলটি পরিচালনা করা ব্যক্তি বৃত্তি পোর্টালে লগ ইন করবেন, আবেদনের স্থিতি খুঁজে বের করবেন এবং আবেদনকারীকে তা জানিয়ে দেবেন। তিনি পোর্টালে উপলব্ধ অনলাইন ফিডব্যাক মনিটরিং সিস্টেমের মাধ্যমে সেখানেই সমস্যাটি সমাধানের চেষ্টা করবেন। (সমস্ত অভিযোগ নিবন্ধন এবং সমাধানের জন্য 'দুয়ারে সরকার' শীর্ষক একটি বিশেষ উইন্ডো অতিরিক্তভাবে পোর্টালে দেওয়া হবে।)

গ) অভিযোগটি যদি সেখানে সমাধান করা না যায়, তবে তিনি অনলাইন ফিডব্যাক মনিটরিং সিস্টেমে অভিযোগটি লিপিবদ্ধ করবেন। তিনি সিস্টেমটিতে অভিযোগকারীর ঠিকানা এবং যোগাযোগের নম্বরটি অত্যন্ত যত্ন সহকারে নথিভুক্ত করবেন।

ঘ) এ ধরনের সমস্ত অভিযোগের একটি প্রিন্ট আউট ক্যাম্প শেষ হওয়ার পরে স্থানীয় বিডিও (গ্রামগুলির ক্ষেত্রে) এসডিও (পৌর এলাকার ক্ষেত্রে) ক্যাম্পের অফিস ইনচার্জকে (কেএমসির ক্ষেত্রে) জমা দিতে হবে।

(সি) অন্যান্য সংখ্যালঘু প্রকল্প সংক্রান্ত অভিযোগের সমাধানের জন্য

ক) লিখিত আকারে বা মৌখিকভাবে সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা বিভাগের অন্যান্য স্কিম সম্পর্কিত অভিযোগ জমা দেওয়ার জন্য আবেদনকারী ৩ নম্বর টেবিলে চলে যাবে।

খ) ওই টেবিলটি পরিচালনা করা ব্যক্তি অনলাইনের প্রক্রিয়ার বিষয়টি নিবন্ধ করবে। তিনি সিস্টেমটিতে অভিযোগকারীর ঠিকানা এবং যোগাযোগের নম্বরটি অত্যন্ত যত্ন সহকারে লিপিবদ্ধ করবেন।

গ) এ জাতীয় সমস্ত অভিযোগের একটি প্রিন্ট আউট ক্যাম্প শেষ হওয়ার পরে স্থানীয় বিডিও (গ্রামগুলির ক্ষেত্রে) এসডিও (পৌর এলাকার ক্ষেত্রে) ক্যাম্পের অফিস ইনচার্জকে (কেএমসির ক্ষেত্রে) জমা দিতে হবে।

(ডি) যে গুরুত্বপূর্ণ কাগজপত্র আবেদনকারীকে সঙ্গে নিয়ে আসতে হবে।

ক) ওটিপি পাওয়ার জন্য চালু সিম সহ একটি মোবাইল থাকতে হবে।

খ) শেষ পরীক্ষার রেজাল্টের কপি

গ) একটি ফটো পরিচয় পত্র (ভোটার কার্ড, আধার, রেশন কার্ড, ড্রাইভিং লাইসেন্স, পাসপোর্ট বা সরকার প্রদত্ত যে কোনও ফটো আইডি কার্ড)

ঘ) ব্যাঙ্কের পাসবুক

(ই) প্রয়োজনীয় আসবাপত্র

ক) কাজ পরিচালনার জন্য দুটি টেবিল এবং দুটি চেয়ার। বিকল্প কর্মীদের জন্য একটি চেয়ার এবং আবেদনকারীর জন্য কয়েকটি চেয়ার রাখতে হবে।

খ) দুটি ডেস্কটপ বা ল্যাপটপ কম্পিউটার প্রিন্টার এবং ইন্টারনেট সংযোগ রাখতে হবে।

গ) এ৪ সাইজের কাগজ, অন্যান্য স্টেশনারী, পেপার ওয়েট, কলম, পিন, জেমসক্লিপ ইত্যাদি

(এফ) কতগুলো কর্মীর প্রয়োজন

ক) ২ জন ডাটা এন্ট্রি অপারেটর এবং একটি বিকল্প ডি ই ও থাকতে হবে।

খ) ডিইওর সহায়তার জন্য ২ জন সাধারণ কর্মী লাগবে।

গ) জেলা ম্যাজিস্ট্রেট কর্মী নিয়োগের ব্যবস্থা করবেন। ডোমা অফিসের কর্মীগন, ডব্লুবিএমডিএফসি-র এডুকেশন সুপার ভাইজার এবং ফিল্ড সুপারভাইজারকে এই কাজের জন্য নিয়োগ করা যেতে পারে।

(জি) অন্যান্য ব্যবস্থা

ক) এই কর্মসূচীর সময়কালে রাজ্যস্তরে একটি কন্ট্রোলরুমের ব্যবস্থা থাকবে।

খ) সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা বিভাগ এই কর্মসূচির তদারকির জন্য সিনিয়র অফিসারদেরকে জেলায় জেলায় দায়িত্ব দিতে পারেন।

FAQ regarding Aikyashree and other programmes of MA & ME Department

I am a minority student in the state of West Bengal. I need help funding my education. How may I ask the state for help?

Aikyashree Scholarships for Minority Students is an initiative of the Government of West Bengal implemented from the financial year 2019-20. A scholarship amount of up to INR 33,000/- per annum is given to the selected students. .

Also, the West Bengal Government provides scholarships under (i) Swami Vivekananda Merit-cum-means scholarship and (ii) Stipend for meritorious minority students under Talent Support Programme. You can apply it through www.wbmdfcscholarship.in

Education Loan is also available for selected professional and technical courses.Application can be made online through www.wbmdfc.net

Where may I apply for Aikyashree and other scholarships?

Applications can be made online through www.wbmdfcscholarship.in.

How may I apply for an Aikyashree scholarship?

The applicant must -:

1. Visit www.wbmdfcscholarship.in;
2. **For fresh application**, click on the 'New Registration' button available on the home page. Select district of your institution.
3. Fill up the student information and click 'Proceed';
4. Fill up Scheme Eligibility Column and click 'Submit and Proceed'. Check the relevant scholarship scheme and proceed. Also, check the relevant scholarship scheme.
5. Click login/Students' login and fill up information under 'Basic information', 'academic information and 'bank account information' in that order;
6. Review and press 'Verify and lock your application'after satisfying yourself with correctness of information, and
7. Use the 'Print Application' option to acquire a hard copy of the application form and submit the same to the concerned educational institution with a photocopy of the bank passbook.
8. **For Renewal application,**click on the 'Renewal Application 2020-21' button available on the home page;
9. Select district of your institution. Log in using the user name and 'Date of Birth'
10. OTP will be sent on registered mobile number.(except for pre matric)
11. To change any course /institute /or any other information, click on 'withdraw Application' option and apply as fresh
12. Ifthere is no change in information, click on 'Renew Application', provide percentage of marks and change IFSC code if required.
13. Submit and lock renewal application.

Am I eligible for an Aikyashree scholarship?

For the Pre-matric Scholarship and Post-matric Scholarship, the applicant must -:

1. be a domicile of the state of West Bengal;
2. be studying in a School/ Institution recognized by an educational Board/ Council/ University of the State/ Central Government;
3. have secured not less than 50% marks or equivalent grade in the previous final examination;
4. not have a family income exceeding INR 2,00,000/- only and
5. be a student of an educational institution within the state of West Bengal.

For the Merit-cum-Means Scholarship, the applicant must -:

1. be a domicile of the state of West Bengal;
2. have secured admission in a technical / professional course;
3. have secured no less than 50% marks in the last higher secondary/ graduation examination and
4. not have an annual family income exceeding INR 2,50,000/-

How can I track status of my online application of Aikyashree?

1. Visit the portal www.wbmdfcscholarship.in.
2. Click Track an application=> select district of the institute => choose year of registration => choose district.
3. Track your application by providing application id or Mobile number and date of birth.

How can I lodge complaint or register my grievance?

1. Visit the portal www.wbmdfcscholarship.in.
2. Click on the "Duare Sarkar" icon.
3. Select "Aikyashree" or "Others" (whichever is applicable).
4. For Aikyashree, enter Aikyashree ID or register your complaint through the OTP sent to the registered mobile number.
5. For others, enter the name, address, mobile no., email id and register the complaint.

ঐক্যশ্রী ও সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা বিভাগের অন্যান্য কর্মসূচি নিয়ে বহু জিজ্ঞাসিত প্রশ্ন

আমি একজন এ রাজ্যের সংখ্যালঘু পড়ুয়া। পড়াশুনার জন্য আমার আর্থিক সাহায্য প্রয়োজন। আমি কীভাবে তার জন্য আবেদন করব ?

২০১৯-২০২০ অর্থবর্ষ থেকে সংখ্যালঘু শিক্ষার্থীদের জন্য ঐক্যশ্রী বৃত্তি চালু করেছে
পশ্চিমবঙ্গ সরকার। নির্বাচিত শিক্ষার্থীদের বার্ষিক ৩৩,০০০ হাজার টাকা পর্যন্ত বৃত্তির অর্থ দেওয়া হয়।
এছাড়াও, পশ্চিমবঙ্গ সরকার আরও অনেক ছাত্রবৃত্তি দিয়ে থাকে। ১. স্বামী বিবেকানন্দ মেরিট-কাম-মিনস্ স্কলারশিপ এবং
২. মেধাবি ছাত্রছাত্রীদের   ট্যালেন্ট সাপোর্ট প্রোগ্রামের অধীন বৃত্তি প্রদান করা হয়।
আবেদনকারীরা www.wbmdfcscholarship.in—এর মাধ্যমে আবেদন করতে পারবেন।

বেশ কিছু নির্বাচিত পেশাদারী ও প্রযুক্তিগত কোর্সের জন্য শিক্ষা-ঋণও দেওয়া হয়। অনলাইনে
www.wbmdfc.net—এ আবেদন করা যাবে।

আমি কোথায় ঐক্যশ্রী এবং অন্যান্য বৃত্তির জন্য আবেদন করব ?
www.wbmdfcscholarship.in ওয়েবসাইটের মাধ্যমে অনলাইনে আবেদন করা যাবে।
আমি কীভাবে ঐক্যশ্রী বৃত্তির জন্য আবেদন করতে পারি ?

আবেদনকারীকে অবশ্যই:—

১ . www.wbmdfcscholarship.in ভিজিট করতে হবে।

২. নতুন আবেদনের জন্য, হোম পেজ—এ গিয়ে 'নতুন রেজিস্ট্রেশন' বা নিউ রেজিস্ট্রেশন বোতামটি ক্লিক করুন।
আবেদনকারিকে শিক্ষা প্রতিষ্ঠান ও জেলা নির্বাচন করতে হবে।

৩. শিক্ষার্থীর তথ্য পূরণ করে 'এগিয়ে যান' বা প্রসিড বাটনে ক্লিক করতে হবে।;

৪. স্কিম সংক্রান্ত ফাঁকা জায়গা পূরণ করে এবং 'জমা দিন এবং এগিয়ে যান' বা সাবমিট অ্যান্ড প্রসিড বাটনে ক্লিক করুন।
স্কলারশিপ স্কিমটি পরীক্ষা করে এগিয়ে যান। এছাড়াও আপনার জন্য স্কলারশিপের স্কীম যাচাই করে দেখে নিন।

৫. 'লগ-ইন/স্টুডেন্ট'-এ ক্লিক করে লগ-ইন করুন এবং সেই আদেশে 'বেসিক তথ্য', 'একাডেমিক তথ্য এবং 'ব্যাংক
অ্যাকাউন্টের তথ্য'—এর অধীনে তথ্যগুলি পূরণ করুন;

৬. তথ্যের নির্ভুলতার সাথে নিজেকে সন্তুষ্ট করার পরে পর্যালোচনা করুন এবং 'আপনার অ্যাপ্লিকেশনটি যাচাই করুন
এবং লক করুন'-এ ক্লিক করুন; ৭. আবেদনপত্রের হার্ড কপি পেতে হলে 'প্রিন্ট অ্যাপ্লিকেশন' বিকল্পটি ব্যবহার করুন এবং
এটি ব্যাঙ্ক পাসবুকের ফটোকপি-সহ সংশ্লিষ্ট শিক্ষা-প্রতিষ্ঠানে জমা দিন।

৮. পুননবীকরণ বা রি-নিওয়াল অ্যাপ্লিকেশনটির জন্য, হোম পেজে গিয়ে 'নবায়ন অ্যাপ্লিকেশন ২০২০-২১'
বা রি-নিওয়াল অ্যাপ্লিকেশন বোতামটি ক্লিক করুন;

৯. আপনার প্রতিষ্ঠানের জেলা নির্বাচন করুন। ব্যবহারকারীর নাম এবং 'জন্ম তারিখ' ব্যবহার করে 'লগ-ইন' করুন।

১০. নিবন্ধিত বা রেজিটার্ড মোবাইল নম্বরে একটি ওয়ান-টাইম পাসওয়ার্ড প্রেরণ করা হবে (প্রি-ম্যাট্রিক ব্যতীত)

১১. কোর্স ইনস্টিটিউট বা অন্য কোনও তথ্য পরিবর্তন করতে, 'প্রত্যাহার আবেদন' বা উড্রো-অ্যাপ্লিকেশন বিকল্পে ক্লিক
করুন এবং ফ্রেশ বা নতুন   হিসাবে আবেদন করুন।

১২. যদি তথ্যের কোনও পরিবর্তন না থাকে, তবে 'আবেদন পুননবীকরণ করুন' বা রিনিও-এ ক্লিক করুন, প্রাপ্ত নম্বরের
শতাংশ প্রদান করুন এবং আইএফএসসি কোড পরিবর্তন করুন (যদি প্রযোজ্য হয়)।

১৩. 'জমা দিন এবং লক নবায়ন' সাবমিট অ্যান্ড লক-রি-নিওয়াল করুন।

কারা কারা ঐক্যশ্রী বৃত্তি পেতে পারে ?

যোগ্যতা - প্রি ও পোস্ট ম্যাট্রিক স্কলারশিপের জন্য

১) এই রাজ্য বসবাসকারী সংখ্যালঘু সম্প্রদায়ের ছাত্র ছাত্রী কেবল মাত্র রাজ্যে অবস্থিত কেন্দ্রীয় বা রাজ্য সরকারের অনুমোদিত শিক্ষা প্রতিষ্ঠানে পাঠরত হলে এই স্কলারশিপের জন্য আবেদন করতে পারবেন ।

২) পারিবারিক বার্ষিক আয় ২ লাখ টাকার কম থাকতে হবে ।

৩) বিগত শিক্ষাবর্ষের পরীক্ষায় অন্ততপক্ষে ৫০% নম্বর পেতে হবে ।

যোগ্যতা - মেরিট কাম মিনস স্কলারশিপ এর জন্য

১) এই রাজ্য বসবাসকারী কারিগরি/ বৃত্তিমূলক পাঠক্রমের সংখ্যালঘু সম্প্রদায়ের ছাত্র-ছাত্রী হতে হবে ।

২) পারিবারিক বার্ষিক আয় ২.৫ লাখ টাকার কম থাকতে হবে ।

৩) উচ্চমাধ্যমিক / স্নাতক স্তরের (যেখানে যেমন প্রযোজ্য) পরীক্ষায় অন্ততপক্ষে ৫০% নম্বর পেতে হবে ।

আমি কিভাবে আমার ঐক্যশ্রী আবেদনের বর্তমান status দেখতে পারি ?

১) www.wbmdfcscholarship.in -এ লগ ইন করুন ।

২) 'Track an application' ক্লিক করুন ==> আপনার শিক্ষা প্রতিষ্ঠানের জেলা select করুন ==> Registration এর বছর select করুন ==> আপনার জেলা select করুন।

৩) আপনার Application ID অথবা নথিভুক্ত মোবাইল নং ও জন্মের তারিখ দিয়ে আপনার দরখাস্তের select জেনে নিন ।

আমি কিভাবে অভিযোগ জানাবো ?

১) www.wbmdfcscholarship.in -এ লগ ইন করুন।

২) 'দুয়ারে সরকার' আইকন এ click করুন ।

৩) ঐক্যশ্রী অথবা অন্যান্য (যেটা প্রযোজ্য) select করুন ।

৪) ঐক্যশ্রী জন্য ঐক্যশ্রী আই ডি অথবা আপনার নথিভুক্ত মোবাইল নং এ পাঠানো OTP ব্যবহার করে অভিযোগ করুন ।

৫) অন্যান্যর ক্ষেত্রে, আপনার নাম, ঠিকানা, ইমেল আই ডি ও মোবাইল নং নতিভুক্ত করে অভিযোগ করুন ।