

প্রতি বছরের মতো এবারেও

স্বামী বিবেকানন্দ মেরিট-কাম-মিস্স স্কলারশিপ স্কিম ২০২১-'২২

পশ্চিমবঙ্গের উচ্চমাধ্যমিক স্তর থেকে রিসার্চ স্তর পর্যন্ত সমাজে অর্থনৈতিকভাবে
পিছিয়ে থাকা মেধাবী ছাত্র-ছাত্রীদের জন্য একটি উল্লেখযোগ্য পদক্ষেপ



মাননীয় মুখ্যমন্ত্রী

মমতা বন্দ্যোপাধ্যায়ের

অনুপ্রেরণায়

উচ্চশিক্ষার স্বপ্নকে বাস্তবে রূপায়ণের জন্য

৭ লক্ষ ৬২ হাজার ৮৯৮ জন ছাত্রছাত্রী
স্বামী বিবেকানন্দ মেধা-তথ্য-বৃত্তি প্রকল্পে বৃত্তি
পেয়েছে ২০১১ থেকে ২০২১ সালে

প্রায় ১২৩৫ কোটি টাকা
পশ্চিমবঙ্গ সরকার ব্যয় করেছে এই প্রকল্পে
২০১১ থেকে ২০২১ সালে

মাথাপিছু বার্ষিক বৃত্তির পরিমাণ ২০১১ সালে
এই প্রকল্পে ছিল ৬০০০-১৮০০০ টাকা,
২০২১ সালে তা বেড়ে দাঁড়িয়েছে
১২০০০-৯৬০০০ টাকা

অনলাইন আবেদন পোর্টাল উন্মোচন করবেন

শ্রী ব্রাত্য বসু

মাননীয় মন্ত্রী, বিদ্যালয় শিক্ষা ও উচ্চ শিক্ষা বিভাগ, পশ্চিমবঙ্গ সরকার

তারিখ: ১৬ নভেম্বর, ২০২১ | সময়: বিকেল ৩ টে



আয়ের উর্ধ্বসীমা

পারিবারিক আয় বছরে ২,৫০,০০০ টাকা বা তার কম হতে হবে (ব্যতিক্রম: কন্যাশ্রী সুবিধাভোগী এবং নন
নেট এম.ফিল. নন-নেট পি.এইচ.ডি এবং নেট এল এস পি এইচ ডি ছাত্র-ছাত্রীরা)

পদ্ধতি

১. <https://banglaruchchashiksha.wb.gov.in> ওয়েবসাইটে SVMCM বাটন দিয়ে লগ ইন করুন
২. তথ্য আপলোড করুন -
 - (ক) মাধ্যমিক বা সমতুল্য পরীক্ষার মার্কশিট
 - (খ) শেষ বোর্ড/ কাউন্সিল/ কলেজ/ বিশ্ববিদ্যালয় পরীক্ষার মার্কশিট
 - (গ) পারিবারিক আয়ের শংসাপত্র যা জয়েন্ট বিডিও/ বিডিও (গ্রামীণ এলাকায়)/ এগ্রিকালচার অফিসার (মিউনিসিপ্যালিটি)/ ডেপুটি কমিশনার (কর্পোরেশন)/ গ্রুপ-এ গেজেটেড অফিসার দ্বারা প্রদত্ত (কন্যাশ্রী আবেদনকারীদের ক্ষেত্রে প্রযোজ্য নয়) হতে হবে
 - (ঘ) বসবাসের সার্টিফিকেট হিসেবে আধার আই ডি / ভোটার আই ডি / রেশন কার্ড / সংশ্লিষ্ট কর্তৃপক্ষ দ্বারা প্রদত্ত শংসাপত্র
 - (ঙ) কার্যকরী চালু অ্যাকাউন্ট নম্বর এবং আই.এফ.এস কোড-সহ ব্যাঙ্কের পাশ বইয়ের প্রথম পাতার স্ক্যান কপি
 - (চ) ভর্তি রসিদ

স্কলারশিপের হার

কোর্স / প্রোগ্রামস	যোগ্যতার জন্য শেষ কোয়ালিফায়িং পরীক্ষার নম্বর	মাসিক হার (₹)
উচ্চ মাধ্যমিক	৬০%	১০০০
স্নাতক স্তর (কলা)		১০০০
স্নাতক স্তর (বাণিজ্য)		১০০০
স্নাতক স্তর (বিজ্ঞান)		১৫০০
স্নাতক স্তর (অন্যান্য ইউজিসি অনুমোদিত পেশাদারি কোর্স)		১৫০০
স্নাতকোত্তর স্তর (কলা)	এসভিএমসিএমএস-এর জন্য ৫৩% কে-৩ আবেদনকারীর জন্য ৪৫%	২০০০
স্নাতকোত্তর স্তর (বাণিজ্য)		২০০০
স্নাতকোত্তর স্তর (বিজ্ঞান)		২৫০০
স্নাতকোত্তর স্তর (পেশাদারি কোর্স)	নন-নেট এম.ফিল / নন-নেট পি.এইচ.ডি এবং নেট-এল এস পি.এইচ.ডি	২৫০০
নন-নেট এম.ফিল / নন-নেট পি.এইচ.ডি এবং নেট-এল এস পি.এইচ.ডি		যথাক্রমে ৫০০০ এবং ৮০০০
স্নাতক (ইঞ্জিনিয়ারিং), স্নাতকোত্তর (ইঞ্জিনিয়ারিং এবং এআইসিটিই অনুমোদিত পেশাদারি কোর্স)	স্নাতক: ৬০% স্নাতকোত্তর: রাজ্যের যে কোনও বিশ্ববিদ্যালয় ও পশ্চিমবঙ্গে এআইসিটিই অনুমোদিত ইনস্টিটিউট থেকে স্নাতকে ৫৫%	৫০০০
পলিটেকনিক	৬০%	১৫০০
স্নাতক স্তর (মেডিক্যাল ডিগ্রি) এবং ডিপ্লোমা কোর্স	৬০%	৫০০০ এবং ১৫০০ যথাক্রমে

বিশদে জানতে ও আবেদন করতে
<https://banglaruchchashiksha.wb.gov.in> এর SVMCM ট্যাবে ক্লিক করুন।
হেল্পলাইন: ১৮০০-১০২-৮০১৮ | E-mail: helpdesk.svmcm-wb@gov.in

উচ্চশিক্ষা বিভাগ, পশ্চিমবঙ্গ সরকার





Like every year, this year also

SWAMI VIVEKANANDA MERIT-CUM-MEANS SCHOLARSHIP SCHEME, 2021-22

A giant leap for meritorious students of West Bengal from Higher Secondary to Research Level, for economically backward sections of society

with the inspiration of

Mamata Banerjee

Hon'ble Chief Minister, West Bengal

Turning dreams of Higher Education into reality

7,62,898 students got scholarship under Swami Vivekananda Merit-cum-Means scholarship scheme during 2011-2021

Rs. 1235 crore (approx.) awarded to students under this scholarship scheme during 2011-2021

Per head scholarship amount increased from Rs. 6000-18000/- (annually) in 2011 to Rs. 12000- 96000/- (annually) in 2021

The online application portal will be unveiled by
Shri Bratya Basu

Hon'ble Minister, Departments of School Education and Higher Education, Government of West Bengal

Date: 16 November, 2021 | Time: 3 pm



INCOME CRITERIA

Family income ceiling not exceeding Rs. 2,50,000 per annum (Except Kanyashree beneficiaries and Non-NET MPhil, Non-NET PhD and NET-LS PhD Students)

PROCESS FLOW

1. Visit the website <https://banglaruchchashiksha.wb.gov.in> and log in through the SVMCM button
2. Upload documents
 - a) Marksheet of Madhyamik Examination or its equivalent
 - b) Marksheet of last Board/Council/College/University Examination
 - c) Income certificate of family issued by Jt. BDO/BDO(rural areas)/Executive Officer (Municipality)/Deputy Commissioner (Corporation)/Group-A Gazetted Officer (not applicable for Kanyashree applicants)
 - d) Domicile Certificate as Aadhaar ID/Voter ID/Ration Card/Certificate issued by concerned authority
 - e) Scanned copy of Bank passbook (first page) containing active a/c no. and IFS code
 - f) Admission receipt

RATES OF SCHOLARSHIP

Courses/Programmes	Eligibility Marks in Last Qualifying Examination	Rates per Month (₹)
HS	60%	1000
UG (ARTS)		1000
UG (COMMERCE)		1000
UG (SCIENCE)		1500
UG PROFESSIONAL COURSES (UGC)		1500
PG (ARTS)	53% for SVMCMS 45% for K-3 applicants	2000
PG (COMMERCE)		2000
PG (SCIENCE)		2500
PG PROFESSIONAL COURSES		2500
NON-NET M.PHIL/ NON-NET PhD, NET-LS PhD		5000 & 8000, respectively
UG (ENGG), PG (ENGG), PROFESSIONAL COURSES (AICTE)	UG: 60% PG: 55% in Graduation from any State University/AICTE - approved Institute of West Bengal	5000
POLYTECHNIC	60%	1500
UG (MEDICAL- DEGREE), DIPLOMA COURSES	60%	5000 & 1500, respectively

To know details & for application

Click on the **SVMCM** tab on <https://banglaruchchashiksha.wb.gov.in>
Helpline: 1800-102-8014 | E-mail: helpdesk.svmcm-wb@gov.in

Department of Higher Education, Government of West Bengal





Instructions for Submission of Online Application of Swami Vivekananda Merit Cum Means Scholarship

➤ Please download and go through the Guidelines of Swami Vivekananda Merit Cum Means Scholarship carefully before you start filling the Online Application form.

SVMCM & Kanyashree(KC) Applications

REPLACEMENT/RE-ENTRY Research Fellow

➤ Overview for Online Application

Application Type	Opening Date	Closing Date
Fresh Application 2022	17.05.2022	---
Renewal Application	17.05.2022	---
Fresh Kanyashree(KC) Application 2022	03.11.2022	---

➤ Application Procedure Steps to be followed to apply online

Step 1

Online Registration: At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID will be generated and it will be used to login and complete the remaining steps of the application form. The applicant will also be required to fill future correspondence. Please read the Password Policy for choosing the Password in the Registration Form, as instructed. Please download the Registration Slip as well as the system generated Applicant ID for future use. The Applicant ID will also be sent to the email, entered at the time of registration.

Applicants, willing to apply for KC are required to fill up the authorization form to verify their submitted Kanyashree(KC) with the input field Kanyashree(KC) form of Application, Kanyashree ID, Applicant's Name, Applicant's Date of Birth, Father's Name, Mother's Name. On successful completion of KC authorization applicants will be forwarded to registration form, the rest of the process is same as Fresh application procedure.

** Girls' students pursuing regular course of Post graduation in Science/Arts/Commerce but do not have any Kanyashree(KC) ID are required to apply under the category of Public Institution category. The criteria and benefits are same as Kanyashree(KC).

For Renewal of existing beneficiaries, Online registration is not needed, rather they can login with their previous Applicant ID and Password to apply for renewal.

New Eligible criteria for application in Swami Vivekananda Merit Cum Means Scholarship 2022 are mentioned in advertisement and also in the About section, available under Downloads menu and About menu respectively.

If Applicants forget their Applicant ID or Password, they can retrieve the same using Forget Applicant ID/Password option from Applicant login option.

Step 2

Online Authentication: Login with the generated Applicant ID, Password (which was sent during Registration Phase) and Captcha (Security Code). After successful login, fill up rest of the application form. While uploading Student Copy of Image and Signature, please maintain the Format and the Size as mentioned. Image and Signature format should be JPG/PNG and size should be in between 100x100px and 700x700px respectively.

Step 3

Upload Documents: After successful completion of application form, upload supporting documents. Upload form will be accepted. Upload all necessary documents as mentioned in the form. While uploading, please maintain the File format and File size, as mentioned. This should be in PDF format and size should not exceed 1000K.

In the upload documents form, select the Consent Authority (MAGISTRATE, SDP / SP, Panchayat Head, Executive Officer / Revenue Officer / Subdivision Officer in case of co-operative, Commissioner / Dy. Comm / Municipal authority in case of Corporation Area, NDA (District Officer) when the Income Certificate is issued from.

Documents to be uploaded for Fresh and Kanyashree Application:

- Mark sheet of Matriculation Examination or its equivalent (Date only)
- Mark sheet of last Board/University/College examination (Date only)
- Admission receipt
- Income certificate of family (Not Applicable for Kanyashree)
- Income certificate of Father/Officer/Official and Certificate issued by concerned authority
- Scanned copy of bank passbook (Two pages containing A/C No. and HSN)
- Declaration by Head of the Institution regarding the status of Fee Gap. (This notice will appear only if applicant whose Fee of Qualifying Exam in 2021 or earlier while registration)

Documents to be uploaded for Renewal Application:

- Copy of the Marksheet of the last examination in the previous course of study, (Date only) and in case of semester examination system, each semester Marksheet(s).
- Admission receipt for the progression to the next higher class
- Form for Income Certificate is available under Downloads option in the Top menu in all pages.

Step 4

Submission: After successful upload. Check the application is view mode & click on Submit Application to complete the application process.

Step 5

Note: After submission of application form in the portal there will generally not be any option to edit application details. However, if any modification (for example, change of bank details, updating any uploaded document etc.) is needed after submission, applicant may approach concerned IOR for such modifications. IOR will then update the application and the applicant will then be able to edit the application details.

If any applicant wants to change text in Printed Version of Study, GA, Process Flowchart, Institution Form, Date of Admission etc., then he may contact Helpdesk in this regard. Helpdesk will provide option to change these details.

- 1) Study to ensure that I have read the instructions properly and agree to abide by them:

☐ Proceed for Registration <https://svmcm.wbhed.gov.in/page/register.php>

☐ Read the User Manual <https://svmcm.wbhed.gov.in/Download/Manual/Manual.pdf>

SUPPORT FOR SVMCM

 support@svmcm.wbhed.gov.in

 +91-9102-8034

QUICK LINKS

 [Home](https://svmcm.wbhed.gov.in) <https://svmcm.wbhed.gov.in>

 [About](https://svmcm.wbhed.gov.in/About) <https://svmcm.wbhed.gov.in/About>

 [How To Apply](https://svmcm.wbhed.gov.in/HowToApply) <https://svmcm.wbhed.gov.in/HowToApply>

 [Contact Us](https://svmcm.wbhed.gov.in/ContactUs) <https://svmcm.wbhed.gov.in/ContactUs>

 [Helpdesk](https://svmcm.wbhed.gov.in/Helpdesk) <https://svmcm.wbhed.gov.in/Helpdesk>

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বাংলাদেশ ছাত্রশিক্ষা পরিষদ
Bangladesh Chhatra Shiksha Parishad
100, Sheikh Mujibur Rahman Road, Dhaka-1000

DR KAMARUZZAMAN HARYA COLLEGE

DR KAMARUZZAMAN HARYA COLLEGE
Dhaka-1000

20/01/2022

স্বামী বিবেকানন্দ মেরিট-কাম-মিনাস ফেলারশিপ সংক্রান্ত

গুরুত্বপূর্ণ বিজ্ঞপ্তি

এতদ্বারা সমস্ত ছাত্রছাত্রীদের জানানো যাউতেছে যে, যারা উচ্চমাধ্যমিক ২০২১-এ নূন্যতম ৬০% নিন্স পরশ করে কলেজে ভর্তি হয়েছেন যাদের বাৎসরিক পারিবারিক আয় ২,৫০,০০০ টাকা পর্যন্ত তারা স্বামী বিবেকানন্দ মেরিট-কাম-মিনাস ফেলারশিপ স্কীমে ১১/০১/২০২২ বেলা ১২ টার মধ্যে দরখাস্ত করতে নির্দেশ দেওয়া হচ্ছে।

Online Application

(<https://banglaruchichashiksha.wb.gov.in/>)

যে কোনও অনুসন্ধানের জন্য -

সমনয় দে - 9903068614

ড. প্রবীর কুমার সানকী - 9434805562

(ড. কৌমুদ লাহিড়ী)

অধ্যক্ষ

প্ৰিয় ছাত্ৰছাত্ৰী,

প্ৰতিবাহন মত এডাৱেণ্ড (২০১১-২০২১ অৰ্থিক বৰ্ষ) পশ্চিমবঙ্গ স্বত্বকাৰ্য্যকৰী স্থায়ী বিক্ৰেয়ালন্দ যোঁট কাম মিস ফলাৱশিষি দ্বিয়ে আবেদন কৰাৰ জ্ঞান অনুৰোধ কৰা হৈছে। এখনও যোৱা আবেদন কৰোনি, এখনহি <https://bangalorecheshkshaj.web.gov.in> পেটালে **SVMAR** ৱেবচাইটত লগ কৰে আবেদন কৰো।

আবেদন ঠিকাসীমা

পৰিবাৰিক আয় বছৰে ২,৫০,০০০টোকা বা অৱ কম হওঁত হ'বে (যাকিত্তম কনাটী সুবিধাৰ্হণ এণ্ড গন নোট এম.ফিল, গন-নোট পি.এইচ.ডি. এৱং নোট এল এস পি এইচ ডি ছাত্ৰ-ছাত্ৰীৱা)।

তথ্য আপলোড কৰো

- ১। মাধ্যমিক বা সমতুল্য পৰীক্ষাৰ মাৰ্কশীট
- ২। শেন বোর্ড/ কাউন্সিল/ কলেজ/ বিশ্ববিদ্যালয় পৰীক্ষাৰ মাৰ্কশীট
- ৩। পৰিবাৰিক আয়ৰ সংশ্লপত বা জয়েন্ট বিডিও/ নিডিও (গ্ৰাহীণ এলাকায়)/ এক্সিকিউটিভ অফিসাৰ(মিউনিচিপালিটি)/ ডেপুটি কমিশনাৰ(কৰপোৱেশন)/ ফণ.এ গেজেটেড অফনাৰ দ্বাৰা প্ৰদত্ত (কনাটী আবেদনকালীতেন ফেলে প্ৰযোজ্য নয়) হওঁত ৫৫৭
- ৪। বসবাসৰ সাতিফিকট হিসাব আপাব আই ডি/ ডেটোল আই ডি/ ৰেপল কাৰ্ড/ সংশ্লিষ্ট কৰ্তৃপক্ষ দ্বাৰা প্ৰদত্ত সংশ্লপত
- ৫। তাৰ্যবলী চালু একজিট নম্বৰ এৱং আই.এফ.এস. ৫০।৬ সহ পাম এইয়েৰ প্ৰথম পাতাৰ স্বাক্ষৰ কৰ্ম।
- ৬। ভৰ্তিৰ ৰাসিদ

স্বাস্থ্যবিনিয়োগের সূত্র

কোর্স/প্রোগ্রাম	যোগ্যতার জন্য শ্রেণী কেসার্স/লিফটাইং পরীক্ষিত নম্বর	মাসিক ডার (টিকাস)
উচ্চ মাধ্যমিক	৬০%	১০০০
মাস্তক স্তর(কম্বা)		১০০০
মাস্তক স্তর(বার্ণিজ)		১০০০
মাস্তক স্তর(বিজ্ঞান)		১৫০০
মাস্তক স্তর(অন্যান্য ইউজিসি অনুমোদিত পেশাদারি কোর্স)		১৫০০
মাস্তকোত্তর স্তর(কম্বা)	এসভিএমসিএসএস এর	১০০০
মাস্তকোত্তর স্তর (বার্ণিজ)	জান ৫.৩৯, কে.৩	১০০০
মাস্তকোত্তর স্তর (বিজ্ঞান)	সাবেদনকারীত জান ৪৫%	১৫০০
মাস্তকোত্তর স্তর (পেশাদারি কোর্স)		১৫০০
নন-লেট এম.ফিল./ নন-লেট পি.এইচ.ডি. এবং মোট এল এস পি এইচ ডি		বৎসর ৫০০০ ও ১০০০
মাস্তক(ইঞ্জিনিয়ারিং), মাস্তকোত্তর(ইঞ্জিনিয়ারিং এবং এ আই সি টি ই অনুষদিত পেশাদারি কোর্স)	মাস্তক: ৬০% মাস্তকোত্তর: রাজ্যের যে কোনও বিশ্ববিদ্যালয় ও পশ্চিমবঙ্গ এ আই সি টি ই অনুমোদিত ইনসিটিউট থেকে মাস্তক ৫৫%	৫০০০
পলিটেকনিক	৬০%	১৫০০
মাস্তক স্তর (মেডিকাল ডিগ্রি) এবং ডিপ্লোমা কোর্স	৬০%	৫০০০ এবং ১৫০০ যথাক্রমে

হেল্পলাইন: ১৮০০-১০২-৮০১৪ • e-mail: helpdesk.svmcm-wb@gov.in

উচ্চশিক্ষা বিভাগ, পশ্চিমবঙ্গ সরকার



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(Affiliated to the University of Calcutta)
Re- Accredited with 'B' Grade by NAAC
15, KONA ROAD, RAMRAJATALA,
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No.

Date :

SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP IMPORTANT NOTICE

It is hereby notified that students who have taken admission in this College in the academic session 2021-2022 and have secured 60% and above marks in Higher secondary or equivalent examination and whose family income is less than 2,50,000 per anum can apply for Swami Vivekananda Merit cum Means Scholarship within 21/01/2022 by 12Noon

Online application

(<https://banglaruchchashiksha.wb.gov.in>)

For any query please contact

Shri Sumoloy De.

Mobile No:9903068614

Dr. Prabir Kr Sanki

Mobile No:9434805562

DR. KAUSTUBH LAHIRI

Authenticated

Kaustubh Lahiri
(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College



Aikyashree

West Bengal State Scholarship Scheme For Minority Students



www.wbmdfcscholarship.gov.in

Scholarship for meritorious and needy students belonging to West Bengal's minority communities (Buddhist, Christian, Jain, Muslim, Parsee & Sikh)

HIGHER SCHOLARSHIP AMOUNT

ASSURANCE OF SANCTION

QUICK DISBURSEMENT

PRE-MATRIC SCHOLARSHIP

(For Classes I to X)

- Students studying from classes I-X in recognised institutions in West Bengal
- Annual family income of the applicant should not exceed ₹2 lakhs
- Scholarship amount ranges from ₹1,100 to ₹11,000 p.a., subject to actuals

POST-MATRIC SCHOLARSHIP

(For Post-Matric Classes)

- Students pursuing higher secondary, ITI, Diploma, Graduation, Post Graduation, M.Phil, B.Ed, etc. from recognised institutions in West Bengal
- Annual family income of the applicant should not exceed ₹2 lakhs
- Scholarship amount ranges from ₹10,200 to ₹16,500 p.a., subject to actuals

MERIT CUM MEANS SCHOLARSHIP

(For Technical & Professional Courses)

- Students pursuing undergraduate/postgraduate/professional/technical courses in recognised institutions in West Bengal, affiliated to any recognised university. However, students domiciled in West Bengal and pursuing their courses in any of the listed institutions only like IIT, IIM, NIT, NIFT, IIIT, etc. in or outside West Bengal are also eligible
- Students of the listed institutes will get reimbursement of tuition fee (as per list of institutes available at www.wbmdfc.org)
- Annual family income of the applicant should not exceed ₹2.5 lakhs
- Scholarship amount ranges from ₹22,000 to ₹33,000 p.a., subject to actuals

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IMPORTANT INSTRUCTIONS:

- Only a candidate domiciled in West Bengal will be eligible
- The student must have passed the last examination with at least 50% marks (except for Class I)
- A student is eligible for a scholarship from any one source only
- Students pursuing courses through distance mode are not eligible
- One mobile number can be used for the registration of one application only. However, in case of Pre-Matric Scholarship, a maximum of two applications can be filed through one mobile number
- After submitting the online application, the applicant must take a print-out of the same and submit it to the concerned institute, along with
 - i) a photocopy of bank passbook containing bank account no., IFSC code
 - ii) self declaration of annual family income

For more details, please visit www.wbmdfcscholarship.gov.in/www.wbmdfc.org





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Swami Vivekananda Merit-cum-Means - Fresh (15th March, 2021) & Renewal (15th March, 2021)

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Post Matric

[Post Matric Scholarship 2020-21 Advt Eng](#)

[Post Matric Scholarship 2020-21 Advt Beng](#)

Merit-cum-Means

The Kolkata Gazette



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THURSDAY, JUNE 20, 2019

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

GOVERNMENT OF WEST BENGAL
Minority Affairs & Madrasa Education Department
Nabaanna
325, Sarat Chatterjee Road, Howrah - 711102

No. 1203-MD

Dated: 20.06.2019

NOTIFICATION

The undersigned is directed by the order of the Governor to say that the Governor is pleased to start "Aikyashree-West Bengal State Scholarship Scheme for Minority Students" from the financial year 2019-20 onwards, to be funded entirely from the State Budget, and to formulate its guidelines as follows:

GUIDELINES FOR "AIKYASHREE" – WEST BENGAL STATE SCHOLARSHIPS FOR MINORITY STUDENTS

1. INTRODUCTION :

To address the growing aspiration for education in the minority communities of the state and with a view to providing them more avenues for socio-economic and educational mobility by extending financial support and encouragement to the meritorious students belonging to the minority communities, the State Government has decided to set up the "Aikyashree" – West Bengal State Scholarships for Minority Students in West Bengal to be fully funded from the State budget from the financial year 2019-20 onwards.

2. TYPES OF SCHOLARSHIP :

Three types of scholarships will be provided under this scheme :

- (i) Pre-matric Scholarship (for meritorious students from Class-I to Class-X),
- (ii) Post-matric Scholarship (for meritorious students from Class-XI to Ph.D), and
- (iii) Merit-cum-Means Scholarships (for pursuing technical & professional courses).

3. OBJECTIVES :

The primary objective of the Pre-matric Scholarship is to encourage the minority communities to send their children to schools and to prevent drop-out,

Authenticated
Kaustubh Lahiri
(Dr. Kaustubh Lahiri)
Principal
Dr. Kanailal Ghattacharya College

The Post-matric scholarship intends to encourage students to continue their pursuit of higher education.

The objective of Merit-cum-Means scholarship for professional and technical courses is to support the students to pursue professional / technical studies for consequently increasing their employability potential.

4. ELIGIBILITY CRITERIA :

A. For Pre-matric Scholarship, and

B. Post-matric Scholarship

- (i) Applicant must be a domicile of West Bengal.
- (ii) Must be studying in a School/ Institution recognized by an educational Board/ Council/ University of the State/ Central Government.
- (iii) Must have secured not less than 50% marks or equivalent grade in the previous final examination.
- (iv) The annual family income should not exceed Rs.2 lakh.
- (v) Students studying in institutes outside West Bengal will not be eligible for pre-matric or post-matric scholarship.

C. For Merit-cum-Means Scholarship

- (i) The applicant must be a domicile of West Bengal.
- (ii) Must have got admission in a technical / professional course.
- (iii) Must have secured at least 50% marks in the last Higher Secondary/ Graduation examination.
- (iv) Annual family income of the student should not be more than Rs.2.5 lakh.
- (v) The students who are residents of West Bengal but pursuing studies in listed institutions located outside West Bengal, as may be notified from time to time by the West Bengal Minorities' Development and Finance Corporation, are also eligible for applying.

5. SELECTION PROCEDURE :

Scholarships will be provided to eligible students in order of merit and subject to the budgetary allocation provided by the State Government.

For renewal, the applicant will be eligible for the scholarship if he/she has obtained 50% marks in his/her previous examination.

6. RATES OF SCHOLARSHIPS :

The proposed rates of scholarships are as follows :

Figures in Rupees

Sl. No.	Types of Scholarship	Class of Study	Day Scholars			Hosteller			Remarks
			Admission fee & tuition fee	Maintenance Allowance	Total	Admission fee & tuition fee	Maintenance Allowance	Total	
1	Pre Matric	I to V	0	1100	1100	0	0	0	(1) Admission and tuition fee are subject to actuals. (2) Hostellers include students not staying in hostel of the institute concerned but are staying as paying guest or on rent. (3) Maintenance allowance is payable for a period not
		VI to X	4400	1100	5500	4400	6600	11000	
2	Post Matric	XI & XII	7700	2500	10200	7700	4200	11900	
		XI & XII (technical & vocational courses of this level)	11000	2500	13500	11000	4200	15200	
		Undergraduate & Post Graduate	3300	3300	6600	3300	6300	9600	
		M.Phil & Ph.D	3300	6000	9300	3300	13200	16500	

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(Dr. Kaustabh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College

Sl. No.	Types of Scholarship	Class of Study	Day Scholars			Hosteller			Remarks
			Admission fee & tuition fee	Maintenance Allowance	Total	Admission fee & tuition fee	Maintenance Allowance	Total	
3	Merit-cum-Means	Medical Engineering, Management, Law, CA etc, courses	22000	5500	27500	22000	11000	33000	exceeding 10 months in an academic year (4) Full course fee may be reimbursed for the listed institutions

7. SANCTION PROCEDURE :

The applications will be received online through a portal designed for this purpose. The applications will be verified by the Nodal Teachers of the respective School.

The selection will be made as per the eligibility criteria and the disbursement will be made through Direct Bank Transfer.

8. NODAL ORGANISATION :

The West Bengal Minorities' Development & Finance Corporation (WBMDFC) will be the Nodal Organisation for this scheme.

9. CONDITIONS FOR SCHOLARSHIP :

- The applicant has to submit a certificate regarding family income at the time of application.
- For 'renewal' applicants, the continuance of scholarship will be subject to securing 50% marks in the previous year examination.
- Maintenance allowance will be provided to hostellers and day scholars.
- Students should be regular in attendance, for which the yardstick will be decided by the competent authority of the school.
- If a student violates school discipline or any other terms and conditions of the scholarship, scholarship may be suspended or cancelled. The State Government can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.
- If a student is found to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered.
- The course/tuition fees and maintenance allowance will be credited to the student's bank account directly under Direct Benefit Transfer (DBT) mode.
- An amount not higher than 2% may be kept for administrative expenses by the WBMDFC for implementation of the Scheme.

This issues with the concurrence of Finance Department, Government of West Bengal vide their U.O. No.:0356 dated 03/06/2019.

Authenticated

(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College

By order of the Governor,

VIVEK KUMAR

Principal Secretary to the Government of West Bengal



Department of Women Development and Social Welfare
Government of West Bengal



KANYASHREE PRAKALPA

IMPLEMENTATION GUIDELINES

wbkanyashree.gov.in

Version 2.0



Date of publication: 16/05/2016

KANYASHREE PRAKALPA

IMPLEMENTATION GUIDELINES

wbkanyashree.gov.in

Version 2.0

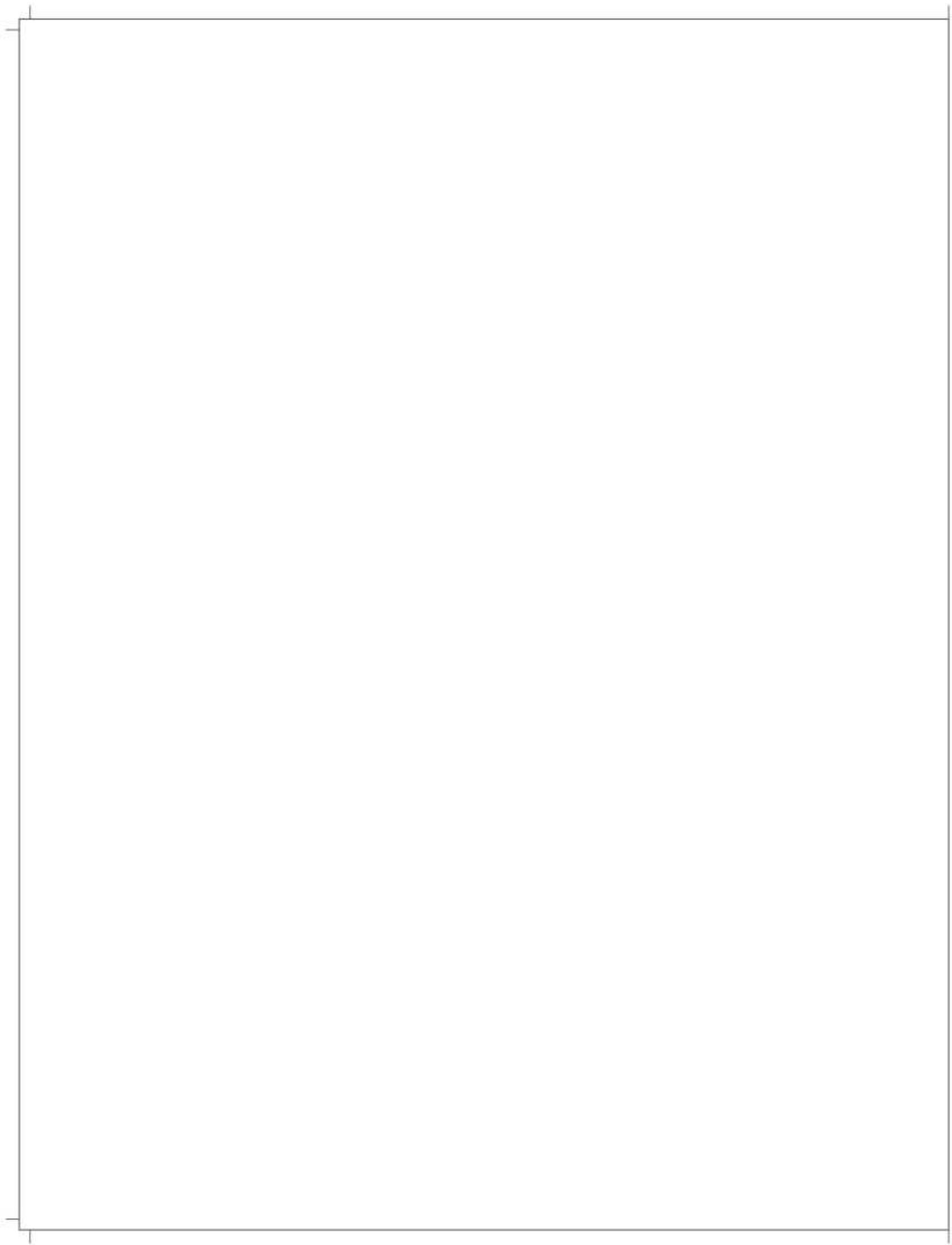


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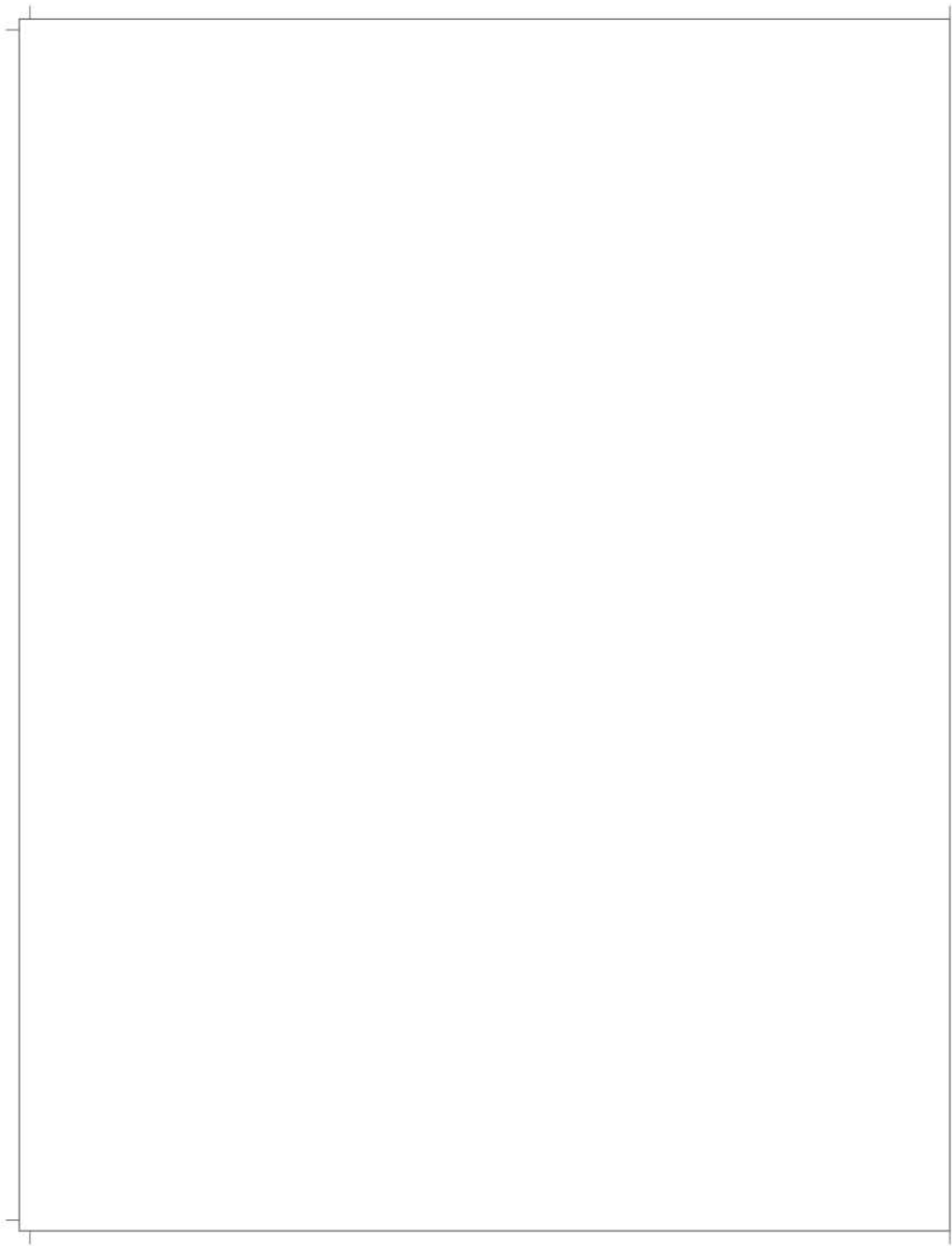
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ABBREVIATIONS

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 that 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	Providing 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. Liaisoning 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 Redressal 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-division, 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 behaviour 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)	<p>Educational Institutions - single-window delivery mechanism:</p> <ul style="list-style-type: none"> • Application Forms <ul style="list-style-type: none"> □ 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 <ul style="list-style-type: none"> □ 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 <p>Simplified eligibility criteria:</p> <ul style="list-style-type: none"> • Eligibility criteria have been kept to a minimum • Certification by local competent authorities <p>Simplified banking:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Dedicated e-mail id: support.kanyashree@nic.in Technical Help Desk (+91 9007462088) (10 am to 6 pm) Regular video-conferencing
Privacy and Security	<p>User authentication through</p> <ul style="list-style-type: none"> Secured logins and passwords Digital signatures of users at all levels (DMs, ADMs, SDOs, BDOs and Heads of Institutions) <p>Data security features</p> <ul style="list-style-type: none"> 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	<p>Uses open-source web technology</p> <ul style="list-style-type: none"> 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 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 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
<p>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.</p> <p>No applications for One-Time Grant will be allowed without a birth certificate issued by municipal / panchayat authorities.</p>				
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:

- 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.
- 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	<p>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.</p> <p>On receipt of completed application forms along with certificates from applicants, the head of the institution shall ensure that</p> <ol style="list-style-type: none">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).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.The application is uploaded on the e-portal immediately, along with the scanned copy of the bank passbook page/ letter from bank.The applicants Identity Card is printed and handed over to the applicant along with a Kanyashree bangle.Physical copies of applications and certificates will be kept by the institution safely. <p>Note: Till the applicant receives her Kanyashree ID (Generated by the portal), the Application Form ID shall serve as her ID for tracking purposes)</p> <p>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.</p> <p>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.</p>

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	<p>The e-portal provides a Bulk Renewal module through which renewal of applications have been largely automated.</p> <p>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.</p> <p>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.</p> <p>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.</p>

8.4.3 Online Transfer of beneficiaries from one institution to another

Activity	Responsibility	Guidelines
Transfer of beneficiary	Educational Institutions	<p>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.</p>

8.5 Processing of applications at block and district levels

Activity	Responsibility	Guidelines
Verification & Scrutiny of applications	Block level	<p>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.</p> <p>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.</p> <p>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).</p> <p>All applications that pass the verification and / or scrutiny process will be forwarded to DPMU for sanctioning.</p> <p>For rejected applications, the reason of rejection must be mentioned and action taken accordingly.</p>
Sanctioning of applications	District Sanctioning Officer	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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. **ডায়েস কোড/সমন্বিত কোড :**

DISE Code/Equivalent Code :

(Not for open school) (মুঠ বিদ্যালয়ের জন্য প্রযোজ্য নয়)

3. **প্রতিষ্ঠানের ধরন/Type of Institution :** ☐ **সরকারি 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 :** ☐ **সরকারি** ☐ **সরকারি সাহায্যপ্রাপ্ত** ☐ **প্রাইভেট** ☐ **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 :

পান Police Station :

ব্লক/পৌরসভা/Block/Municipality :

জেলা /District :

পিন কোড/ Pin :

7. **অনুষ্ঠান/ Affiliated To* :**

আবেদনকারীর প্রাথমিক বিবরণ/Applicant's Basic Details :

- | | | | |
|--|---|---------------|-------------|
| 8. আবেদনকারীর নাম : | প্রথম (First) | মধ্য (Middle) | পদবি (Last) |
| Applicant's Name* : | | | |
| 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* : | <input type="checkbox"/> হ্যাঁ/Yes <input type="checkbox"/> 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 পরিচয়ক সংখ্যা : (২০ অঙ্কের)
Application ID (20 digits) [ID will be generated while entering this application in e-portal, i.e., www.wbkaryashree.gov.in] | | | |
| 16. আবেদনকারীর বিবাহিত স্থিতি :
Applicant's Marital Status : | অবিবাহিত
UN-MARRIED | | |
| 17. প্রতিবন্ধী :
Differently Abled : | <input type="checkbox"/> হ্যাঁ/Yes <input type="checkbox"/> না/ No যদি হ্যাঁ হয়, শতকরা প্রতিবন্ধকতা (প্রতিবন্ধী শংসাপত্র অনুযায়ী): <input type="text"/> | | |
| 18. জাতি / Caste* : | <input type="checkbox"/> সাধারণ / General <input type="checkbox"/> তৃণশিল্পী জাতি/SC <input type="checkbox"/> তৃণশিল্পী উপজাতি/ST <input type="checkbox"/> অন্যান্য অনগ্রসর জাতি / OBC
<input type="checkbox"/> অন্যান্য/Other | | |
| 19. ধর্ম /Religion* : | <input type="checkbox"/> হিন্দু/Hinduism <input type="checkbox"/> ইসলাম/Islam <input type="checkbox"/> বৌদ্ধ/Buddhism <input type="checkbox"/> শিখ/Sikhism <input type="checkbox"/> খ্রিস্টান/Christianity
<input type="checkbox"/> অন্যান্য/Other | | |
| 20. আধার কার্ড / AADHAR Card : | <input type="checkbox"/> হ্যাঁ/Yes <input type="checkbox"/> না/ No হ্যাঁ হলে, আধার নং : <input type="text"/> | | |
| If yes, AADHAR No. : | | | |
| 21. অভিভাবকের ভোটার পরিচিতি কার্ড নং / Guardian's Voter ID Card No. | <input type="text"/> | | |
| 22. পরিবারের বার্ষিক আয়/Annual Family Income* : Rs. | <input type="text"/> | | |

আবেদনকারীর যোগাযোগের বিবরণ/ Applicant's Contact Details :

23. বর্তমান ঠিকানা :

Present Address* :

বর্তমানে কে কে পুঁজে বাস করছেন : ☐ হ্যাঁ/Yes ☐ না/ No

Currently Residing at JJ Home :

হ্যাঁ হলে/If Yes

জেলা :

District :

মেজে পুঁজ :

JJ Home :

না হলে/If No

পুঁজের নং :

House No. :

রাস্তা/শাখা :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/মৌজা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

24. স্থায়ী ঠিকানা

Permanent Address* :

☐ বর্তমান ঠিকানা একই/Same as Present Address

পুঁজের নং :

House No. :

রাস্তা/শাখা :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/মৌজা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

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

ব্যাংকের বিবরণ / Bank Details :

26. ব্যাংকের নাম/Bank Name* :

27. শাখার নাম / Branch Name* :

28. শাখার ঠিকানা /Branch Address* :

29. একাউন্ট নং/Account No* :

30. আইএফএস কোড/IFS Code* :

বক্তব্যের সমর্থনে প্রদানের সংশ্লিষ্ট নথি/Supporting Documents Enclosed

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

☐ অবিবাহিত প্রমাণপত্র/Unmarried Certificate ☐ পরিবারিক আয়ের প্রমাণপত্র/Family Income Certificate

☐ বয়স প্রমাণের প্রমাণপত্র/Age proof Certificate ☐ প্রতিবন্ধীতার প্রমাণপত্র/Certificate of Disability

☐ পিতা-মাতার মৃত্যুর প্রমাণপত্র/Parents' Deceased Certificate ☐ ব্যাংক একাউন্টের 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 _____ স্ট্রীটে/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 লিপিবদ্ধ করা হল।
I hereby declare that the parents of _____ are
deceased and supporting documents have been given.

তারিখ: _____
Date: ____/____/____

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

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

আমি জে জে হোমের সুপারিনটেন্ডেন্ট 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 সীল সহ জে.জে. হোমের সুপারিনটেন্ডেন্টের 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 ☐ 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 মুক্ত। ☐ হ্যাঁ/Yes ☐ না/ No

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

তারিখ: _____
Date: ____/____/____

অফিসের সীল সহ উপযুক্ত শংসাপত্র প্রদানকারী কর্তৃপক্ষের স্বাক্ষর
Signature of Appropriate Certifying Authority with Official Seal

পুরো নাম/Full Name: _____

পদ/Designation: _____

পশ্চিমবঙ্গ জনস্বাক্ষরপ 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)

প্রশাসনিক ব্যবহারের জন্য/Administrative use :

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

Data verified by _____ on _____/_____/_____

Case sanctioned by _____ on _____/_____/_____

সংগ্রহণ নির্দেশাবলী / General Instructions :

- পূর্ণিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).
 - সকল ক্ষেত্রই ইংরেজী বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
 - সকল ক্ষেত্রে একটি অক্ষর/সংখ্যা দিতে হবে। (Put one (1) character/letter/number in each box).
 - যদি নাম ও পদবীর মধ্যে একটি বাক্য রাখতে হবে। (One box should be left between first name & middle name & middle name & last name).
 - অভিভাবক/প্রধান শিক্ষকের DISE/সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
 - কোনও ক্ষেত্রেও তারিখ/মাস/বছর দিতে হবে। (Any date should be given in the DD/MM/YYYY format).
 - সহায়ক সমর্থিত প্রমাণপত্র, ছবি, প্রাথমিক শিক্ষার সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
 - সমস্ত তথ্য সঠিকভাবে প্রদান করা হবে। যে ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয়, সেগুলিকে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, those should be marked as Not Applicable).
 - 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).
 - Eligibility Criteria :** যোগ্যতা ক্রমিকভাবে :
 - সেয়েটির বয়স ১০ থেকে ১৮ বছরের মধ্যে হতে হবে। (The girl should be of age 13 years to 18 years)
 - সেয়েটিকে অবশ্যই অবিবাহিত হতে হবে। (Marital Status : The applicant must be unmarried.)
 - অবেদনকারীকে অবশ্যই নিম্নলিখিত শিক্ষাক্ষেত্রের একটিতে ভর্তি থাকতে হবে। (The applicant must be enrolled in one of the following educational institution)
 - বিদ্যালয়, মাদ্রাসা অথবা অন্যান্য মুক্ত বিদ্যালয়ের শিক্ষাক্ষেত্রে অষ্টম শ্রেণীতে পাঠ্যক্রম। (In Class VIII and above in a school, madrasah or equivalent open school course).
 - বর্ণালয় অথবা তদন্তমূলক মুক্ত বিদ্যালয় শিক্ষাক্ষেত্রে পাঠ্যক্রম। (College or equivalent open University course).
 - অনুশিক্ষা/পেশাগত/শিল্প শিক্ষাক্ষেত্রে পাঠ্যক্রম। (Vocational / technical / industrial training centre).
 - অষ্টম শ্রেণীতে পাঠ্যক্রম থাকার ক্ষেত্রে যোগ্যতা ৪০% বা তার বেশী প্রতিবন্ধকতাসহ বিশেষায়িত ক্ষেত্রে শিলাবিল/নোট : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)
 - আবেদনকারীর পরিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিলাবিল/নোট : The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if
 - অবেদনকারীর বাবা ও মাকে হারিয়েছে/ the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাসহ/ the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা/ is currently residing in a J.J. Home.
- দ্রষ্টব্য : অন্য সূত্র অথবা সরকারী প্রকল্পে বৃত্তিপ্রাপকরাও ক্যান্ডিডেট প্রকল্পের আবেদন করতে পারবেন।
NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.
- Certification of eligibility :** যোগ্যতা সত্যায়িত প্রমাণপত্র :
 - বয়স : জন্মস্মৃতি পত্র/শৈশবচলিত কার্ড/প্রশাসনিক শাসন। (যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, সেখানে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দিবেন।) / 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.
 - শিক্ষা প্রতিষ্ঠানে ভর্তি/শিক্ষা : শিক্ষা প্রতিষ্ঠানের প্রধান দ্বারা প্রমাণিত। / Enrollment in educational institution : Declaration by Head of institution.
 - আয়ের সত্যায়িত : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সত্যায়িত প্রমাণপত্র, অথবা নিজের ঘোষণাপত্র, অথবা কর্তৃপক্ষের তত্ত্বাবধায় প্রমাণপত্র। / Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.
 - প্রয়োজনীয় হলে অতিরিক্ত প্রমাণপত্র : / Additional Certificates (as applicable)
 - অবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাসহ মুক্ত হলে অথবা কর্তৃপক্ষের কাছ থেকে প্রতিবন্ধকতার প্রমাণপত্র দিতে হবে। / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
 - বাসস্থানের সত্যায়িত : জে.জে. হোমে বাস করেন। জে.জে. হোমের অধিবাসকৃত হলে বসতিপ্রাপ্তির সত্যায়িত প্রমাণপত্র দিতে হবে। / Certificate of residence by Superintendent of J.J. Home (if applicant is currently resident of a J.J. Home)
 - বাঁ পিতা ও মাতা উভয়েই মৃত হলে, বাঁ পিতা ও মাতার মৃত্যুর সত্যায়িত প্রমাণপত্র দিতে হবে। / Death Certificate of mother and father (if both parents are deceased)
- অন্যান্য প্রমাণপত্র প্রমাণকারী কর্তৃপক্ষ : / Appropriate Certifying Authority :
 - রাষ্ট্র সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীতে অধিবাসকৃত বিনি আবেদনকারীর এলাকার বাসিন্দা অথবা এই এলাকার কর্মকর্তা/প্রাধিকার। 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.
 - আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - আবেদনকারীর এলাকার পৌরসভার ওয়ার্ড প্রকর্তা, গ্রাম পঞ্চায়েতের প্রধান, গ্রাম পঞ্চায়েতের প্রধান। / Councillor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Appendix II

Application Form for One-Time Grant (K2)

Year : 2015-16

Government of West Bengal

Serial No. K2



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]

Attested
photograph
of the
applicant

1. স্কুল/প্রতিষ্ঠানের নাম : School/Institution Name* :	<input type="text"/>
2. ডিএসই/সমতুল্য কোড : DISE Code/Equivalent Code : (Not for open school) (মুঠ বিশ্ববিদ্যালয় ও অন্যান্য প্রতিষ্ঠান নয়)	<input type="text"/>
3. প্রতিষ্ঠানের ধরন : Type of Institution :	<input type="checkbox"/> সচল বিদ্যালয় Formal School <input type="checkbox"/> ক্রীড়া বিদ্যালয় Sports Academy <input type="checkbox"/> বহুবিদ্যালয় Polytechnic <input type="checkbox"/> সরকারি Govt. <input type="checkbox"/> উন্মুক্ত বিদ্যালয়/বিশ্ববিদ্যালয় Open School/University <input type="checkbox"/> মহাবিদ্যালয় College <input type="checkbox"/> বৃত্তিমূলক প্রশিক্ষণ কেন্দ্র Vocational Training Centre <input type="checkbox"/> সরকারি স্নাতকোত্তর Govt. Aided <input type="checkbox"/> মাদ্রাসা Madrasah <input type="checkbox"/> শিল্পবিদ্যক প্রশিক্ষণ কেন্দ্র ITI <input type="checkbox"/> অন্যান্য Other <input type="checkbox"/> ব্যক্তিগত Private
4. প্রতিষ্ঠানের প্রকৃতি : Nature of Institution :	<input type="checkbox"/> জটিল VIII <input type="checkbox"/> নবম IX <input type="checkbox"/> দশম X <input type="checkbox"/> একাদশ XI <input type="checkbox"/> দ্বাদশ XII <input type="checkbox"/> প্রথম বর্ষ 1st year <input type="checkbox"/> দ্বিতীয় বর্ষ 2nd Year <input type="checkbox"/> অন্যান্য Other
5. মান / Standard	
6. প্রতিষ্ঠানের ঠিকানা/Address of Institutions* :	
সংখ্যা/No. :	<input type="text"/>
রাস্তা/রাস্তা/Street :	<input type="text"/>
ডাকঘর/Post Office :	<input type="text"/>
থানা / Police Station :	<input type="text"/>
ব্লক/মিউনিসিপালিটি Block/Municipality :	<input type="text"/>
জেলা/District :	<input type="text"/>
পিন কোড/Pin :	<input type="text"/>
7. অফিস/অফিসিট : Affiliated To* :	<input type="text"/>

আবেদনকারীর প্রাথমিক বিবরণ / Applicant's Basic Details :

8. আবেদনকারীর নাম : Applicant's Name* :	প্রথম (First)	মধ্য (Middle)	শেষ (Last)
9. জন্ম তারিখ : DOB*(dd/mm/yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. পিতার নাম : Father's Name* :	প্রথম (First)	মধ্য (Middle)	শেষ (Last)
11. মাতার নাম : Mother's Name* :	প্রথম (First)	মধ্য (Middle)	শেষ (Last)
12. পিতা-মাতা উভয়েই মৃত : Both Father & Mother Deceased* :	<input type="checkbox"/> হ্যাঁ/Yes	<input type="checkbox"/> না/No	
13. আইনি অভিভাবকের নাম : Legal Guardian's Name :	প্রথম (First)	মধ্য (Middle)	শেষ (Last)
14. অভিভাবকের সঙ্গে সম্পর্ক : Relationship with Guardian :	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. আবেদনের পরিচয়সংখ্যা : (২০ অঙ্কের) Application ID [20 digits]	<input type="text"/>		
[ID will be generated while entering this application in e-portal, i.e., www.wbkanyashree.gov.in]			
16. আবেদনকারীর বৈবাহিক স্থিতি : Applicant's Marital Status :	অবিবাহিত UN-MARRIED		
17. প্রতিবন্ধী : Differently Abled :	<input type="checkbox"/> হ্যাঁ/Yes <input type="checkbox"/> না/No <input type="checkbox"/> যদি হ্যাঁ হই, শতাংশ প্রতিবন্ধকতা (প্রতিবন্ধী প্রমাণপত্র অনুযায়ী) If yes, percentage of Disability : (as per disability certificate)		
18. জাতি/Caste*	<input type="checkbox"/> সাধারণ / General <input type="checkbox"/> উপশ্রমিক/SC <input type="checkbox"/> উপশ্রমিক উপহার/ST <input type="checkbox"/> অসামান্য অসামান্য/ OBC <input type="checkbox"/> অন্যান্য/ Others		
19. ধর্ম/Religion*	<input type="checkbox"/> হিন্দু/Hinduism <input type="checkbox"/> ইসলাম/Islam <input type="checkbox"/> বৌদ্ধ/Buddhism <input type="checkbox"/> শিখ/Sikhism <input type="checkbox"/> খ্রিস্টান/Christianity <input type="checkbox"/> অন্যান্য/ Others		
20. আধার কার্ড / AADHAR Card :	<input type="checkbox"/> হ্যাঁ/Yes <input type="checkbox"/> না/No : আধার কার্ডের নম্বর (যদি থাকে) / If, yes, AADHAR No. : <input type="text"/>		
21. অভিভাবকের ভোটার পরিচয়সংখ্যা : / Guardian's Voter ID Card No. :	<input type="text"/>		
22. পরিবারের বার্ষিক আয়/Annual Family Income* : Rs. :	<input type="text"/>		

আবেদনকারীর যোগাযোগের বিবরণ/Applicant's Contact Details :

23. বর্তমান ঠিকানা / Present Address* :

বর্তমানে কে কে গৃহে বাস করছেন : ☐ হ্যাঁ/Yes ☐ নী/ No

Currently Residing at JJ Home :

হ্যাঁ হলে/If Yes

জেলা :

District :

কে কে গৃহ :

JJ Home :

না হলে /If No

গৃহের নং :

House No. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

পলি :

Police Station :

ব্লক/মৌজাদার :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

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

গৃহের নং :

House No. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

পলি :

Police Station :

ব্লক/মৌজাদার :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

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

ব্যাংকের বিবরণ / Bank Details :

26. ব্যাংকের নাম/Bank Name* :

27. শাখার নাম / Branch Name* :

28. শাখার ঠিকানা /Branch Address* :

29. একাউন্ট নম্বর/Account No* :

30. আইএফএল কোড/IFS Code* :

সহায়ক নথিতে প্রাপ্ত নথি/Supporting Documents Enclosed

31. নথি সংযুক্তি ও ২নং [যদি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :

- ☐ অবিবাহিত শংসাপত্র/Unmarried Certificate ☐ পরিবারিক আয়ের শংসাপত্র/Family Income Certificate
- ☐ বয়স প্রমাণের শংসাপত্র/ Age proof Certificate ☐ প্রতিবন্ধী শংসাপত্র/Certificate of Disability
- ☐ পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate
- ☐ ব্যাংক একাউন্টের নথি/ Bank Account Documents

তারিখ

Date : / /

আবেদনকারীর স্বাক্ষর :

Candidate's Signature

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

শ্রুতি যোগ্য বনছি যে এই আবেদনপত্র বর্ণিত দ্রাবী আমি এবং উপরে উল্লিখিত বর্ণনাগুলি সত্য। আমার পরিবারিক শ্রম 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 \$20,000/- or less per annum.

Date : _____

প্রার্থীর স্বাক্ষর : _____
Signature of candidate : _____

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

অনি, প্রতিষ্ঠানের প্রধান, একজনকে শাসনাপত্র জিহি যে,

କିମ୍ବା ବିଶେଷ ଅତିଥିଙ୍କ ସାଥୀ।

এই প্রতিষ্ঠানের বর্ষ অন্যান্যী প্রার্থীর সংখ্যার তারিখ / / এবং সে নির্দিষ্ট উপস্থিতি থাকে যেহেতু/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: _____
Date: ____/____/____

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

C. জে জে হোমের সুপারিন্টেন্ডেন্টের স্বাক্ষর / Certification by Superintendent of JJ Home :

১০। আমি যে ছে/তাদের সুশাসিত করেছি/করছি যোগ্য বলাই যে _____, শিও/জটিল অভিভাবক।
[সে এই ক্ষেত্রে সত্যবাদী বলেছেন এবং সে প্রবিস্তৃত।]

I, Superintendent of JJ Home hereby declare that _____ daughter/ward of _____ is presently residing in JJ Home and she is unmarried.

Date: / /

অফিসের নীল সই দেওয়া হোমের সুপারিন্টেন্ডেন্টের দ্বারা
Signature of Superintendent of JJ Home with office Seal

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

আমি এতদ্বারা ঘোষণা করি যে _____, শিলা/প্রদত্ত অভিভাবক
এই স্কিমের বাস্তবায়ন

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

કાંઈ અનિશ્ચિત The candidate is Un-married ☐ હાં/Yes ☐ ના/No

শিগা-মাতা/অভিলেখকের 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/-

আসামের জনস্বার্থী প্রার্থী ৪০% এর বেশি প্রতিকল্প গ্রহণ করত। ☐ হ্যাঁ/Yes ☐ নী/No

The Candidate is more than 40% disabled as per Certificate

Date: / /

Signature of Appropriate Certifying Authority with Official Seal

ମୂଲ୍ୟାଙ୍କନ ନାମ/Full Name :

☞/Designation : _____

পশ্চিমবঙ্গ অসম্পত্তি আইন / Acknowledgement as per WBRTPS Act 2013. Serial No. : K2

যাচীন নাম _____ শিলা _____ কল কয়ে _____

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 (HOF) (Office Seal)

[illegible]

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

প্রশাসনিক ব্যবহারের জন্য/Administrative use :

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

Data verified by _____ on _____/_____/_____

Case sanctioned by _____ on _____/_____/_____

সাধারণ নির্দেশাবলী / General Instructions :

- *চিহ্নিত ক্ষেত্রেই আবশ্যিক এবং অসম্পূর্ণ পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).
 - প্রত্যেকটি ক্ষেত্র ইংরেজীতে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
 - প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা দিতে হবে। (Put one (1) character/letter/number in each box).
 - প্রতি নাম ও পানবীর মধ্যে একটি বাক্স রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
 - অভিষ্ঠানের / স্কুলের প্রধান কে DISE / সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
 - তারিখ দিতে হবে দিচ্/মাস/বছরের হবে। (Any date should be given in the DD/MM/YYYY format).
 - সমস্ত সনাক্ত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অসম্পূর্ণ দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
 - সমস্ত তথ্য ক্ষেত্রেই অসম্পূর্ণ পূরণ করতে হবে। যে সমস্ত ক্ষেত্রেই প্রার্থীর জন্য প্রযোজ্য নয় সে ক্ষেত্রেই 'Not Applicable' লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
 - যে ক্ষেত্রে 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).
- যোগ্যতার ক্রিয়া / Eligibility Criteria :**
- আবেদনকারীর বয়স অকমপক্ষে ১৮ থেকে ১৯ এর মধ্যে হতে হবে।/The applicant must be between 18 and 19 years of age.
 - বৈবাহিক অবস্থা : আবেদনকারী অসম্পূর্ণ অবস্থায় থাকবে।/Marital Status : The applicant must be unmarried.
 - আবেদনকারীকে অকমপক্ষে নিম্নলিখিত যে কোন একটি শিক্ষা প্রতিষ্ঠান/কেন্দ্রে ভর্তি হতে হবে।/The applicant must be enrolled in one of the following educational institutions.
- 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.
 - কলেজ অথবা তৎসমতুল্য উন্মুক্ত বিদ্যালয় শিক্ষাক্রমে শর্তসত্তা।/College or equivalent open University course.
 - বৃত্তিগত/কারিগত/শিল্প সংক্রান্ত প্রশিক্ষণ শর্তসত্তা।/Vocational/technical/Industrial training centre.
 - ক্রীড়া প্রশিক্ষণ কেন্দ্র/Sports Training Institute.
- উল্লেখ : অষ্টম শ্রেণীতে পাঠরত থাকার ক্ষেত্রে প্রার্থীর ঘোষণা ৪০% বা তার বেশী প্রতিবন্ধকতাসহ কিশোরীর ক্ষেত্রে শিথিলযোগ্য।/Note : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)
- 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
- আবেদনকারীর মা ও বাবা দুজনের মারা গিয়েছে।/the applicant has lost both parents or
 - আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাসহ।/the applicant has special needs (with disability 40% or more) or
 - আবেদনকারী বর্তমানে জে.জি. হোমের বাসিন্দা হন।/is currently residing in a J.J. Home.
- উল্লেখ : 'জ্যা সুপ্র' অথবা সরকারী প্রকল্পে বৃত্তিপ্রাপ্তদের ক্ষেত্রে প্রকল্পের আওতায় আবেদন করতে পারবেন।
- NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.**
- যোগ্যতা সনাক্তকরণ প্রমাণপত্র / Certification of eligibility :**
- বয়স : জন্মসম্পর্কিত প্রমাণপত্র/বৈবাহিক প্রমাণপত্র।/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.
 - শিক্ষা প্রতিষ্ঠানে ভর্তি হওয়ার / শিক্ষা প্রতিষ্ঠানের প্রধান ঘোষণা : প্রমাণপত্র।/Enrollment in educational institution : Declaration by Head of Institution.
 - আয়ের প্রমাণপত্র : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সনাক্তকরণ প্রমাণপত্র, অথবা নিজের ঘোষণা প্রমাণপত্র, অথবা স্ব-প্রত্যয়ন প্রমাণপত্র।/Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.
 - প্রয়োজনীয় হলে অতিরিক্ত প্রমাণপত্র।/Additional Certificates (as applicable)
 - প্রতিবন্ধী প্রমাণপত্র প্রদানকারী কর্তৃক প্রদত্ত (যদি আবেদনকারী সম্পূর্ণ বা ৪০ শতাংশের বেশি প্রতিবন্ধকতাসহ হন)।/Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
 - বর্তমান বাসিন্দা হওয়ার প্রমাণপত্র।/Certificate of residence by Superintendent of J.J. Home (If applicant is currently resident of a J.J. Home)
 - নিজ বাবা/মাতা/দুজনের মৃত্যু প্রমাণপত্র।/Death Certificate of mother and father (if both parents are deceased)
- যথাযথ সনাক্তকরণ প্রদানকারী কর্তৃক/ Appropriate Certifying Authority :**
- রাষ্ট্র সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীর অধিবাসীক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা এ 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.
 - আবেদনকারীর এলাকার বিধানসভা সদস্য।/Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - আবেদনকারীর এলাকার পরিষদ সদস্য।/Councillor 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	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
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 authorized to receive the amount in the event of my nominee'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. I 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	Signature of applicant
	Place :	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 : MRITIKA 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

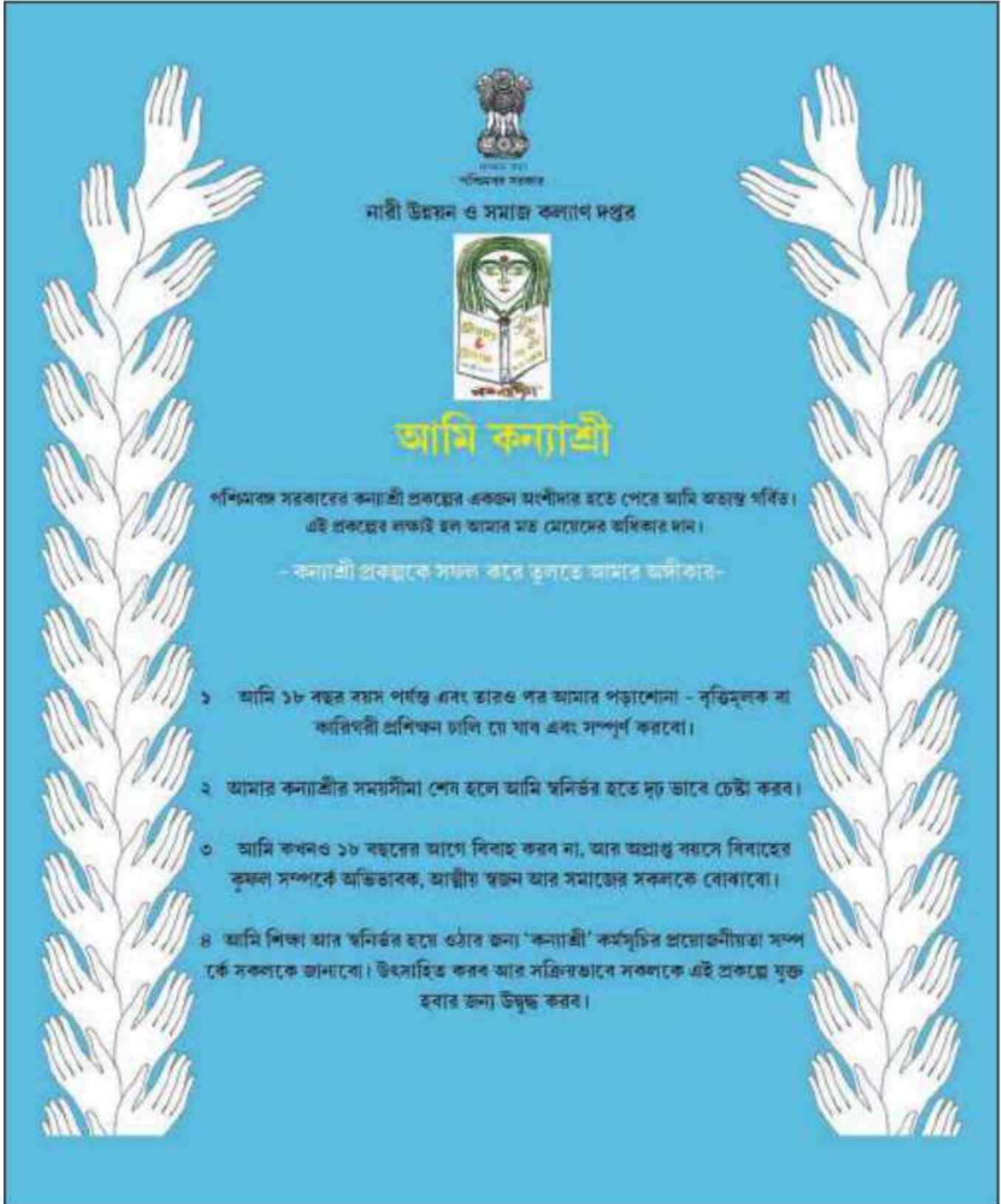
Name: _____

Designation: _____

(Signature with Seal)

Appendix V

Kanyashree Pledge


The poster has a blue background. At the top center is the State Emblem of India with the motto 'Satyameva Jayate'. Below it is the text 'নারী উন্নয়ন ও সমাজ কল্যাণ দপ্তর' (Department of Women and Social Welfare). In the center is an illustration of a woman with green hair reading a book titled 'কন্যাশ্রী' (Kanyashree). Below the illustration is the title 'আমি কন্যাশ্রী' (I am Kanyashree) in large yellow letters. The text is flanked by two vertical columns of white hands reaching upwards. Below the title, there is a paragraph in Bengali and a list of four commitments in Bengali.

পশ্চিমবঙ্গ সরকারের কন্যাশ্রী প্রকল্পের একজন অংশীদার হতে পেতে আমি অত্যন্ত গর্বিত।
এই প্রকল্পের লক্ষ্যই হল আমার মত মেয়েদের অধিকার দান।
- কন্যাশ্রী প্রকল্পকে সফল করে তুলতে আমার অঙ্গীকার -

- ১ আমি ১৮ বছর বয়স পর্যন্ত এবং তারও পর আমার পড়াশোনা - বৃত্তিমূলক বা কারিগরী প্রশিক্ষণ চালি যে যাব এবং সম্পূর্ণ করবো।
- ২ আমার কন্যাশ্রীর সময়সীমা শেষ হলে আমি স্বনির্ভর হতে দৃঢ় ভাবে চেষ্টা করব।
- ৩ আমি কখনও ১৮ বছরের আগে বিবাহ করব না, আর অপ্রাপ্ত বয়সে বিবাহের কুমল সম্পর্কে অস্বাভাবিক, আত্মীয় স্বজন আর সমাজের সকলকে বোঝাবো।
- ৪ আমি শিক্ষা আর স্বনির্ভর হয়ে ওঠার জন্য 'কন্যাশ্রী' কর্মসূচির প্রয়োজনীয়তা সম্পর্কে সকলকে জানাবো। উৎসাহিত করব আর সক্রিয়ভাবে সকলকে এই প্রকল্পে যুক্ত হবার জন্য উদ্বুদ্ধ করব।

Appendix VI

Kanyashree Identity Card



The image shows a template for a Kanyashree Identity Card. It features a blue background with a large white oval in the center. Inside the oval, at the top, is the Government of West Bengal emblem. Below it, the text reads: "Government of West Bengal", "Department of Women and Child Development and Social Welfare", and "KANYASHREE PRAKALPA". The oval is flanked by two white hand-drawn branches. Below the text, there are three lines for personal information: "Kanyashree.....", "Date of Birth.....", and "Unique ID No.....". To the right of these lines is a light blue rectangular box labeled "PHOTO". At the bottom center of the oval is a small illustration of a woman reading a book.

Government of West Bengal
Department of Women and
Child Development and Social Welfare
KANYASHREE PRAKALPA

Kanyashree.....

.....

Date of Birth.....

Unique ID No.....

PHOTO

Kanyashree Certificate

Appendix VII

	 
Government of West Bengal Child Development and Women Development & Social Welfare Department	
<i>Kanyashree Prakalpa</i> To Whom It May Concern	
<p>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 SBIN00000024, has availed of the <i>Kanyashree Scheme</i> of the Government of West Bengal. The Government of West Bengal wishes her success in her future endeavours and economic empowerment.</p>	
District Magistrate	

Appendix VIII

Screenshot of District Monitoring Format (Kanyashree Online 3.0)

Name of the District	NORTH TWENTY FOUR PARGANA	For The Month Of	December	Year	2015 - 2016
Name Of the DPM	XXXX XXXXXXXXXX				
Submit					

1. Implementation Process Report

1.1 Consolidated report on Annual Scholarship (K1)

Ar (FY)	Target (A)	Enrolled			Sanctioned			No. Of Applicant Received Annual (H)	Percentage	
		New (B)	Renewal (C)	Total (D=B+C)	New (E)	Renewal (F)	Total (G=E+F)		Enrolled (D*100/A)	Sanctioned (G*100/A)
2015-2016	100000	1010	90248	100857	4	52486	52490		10.10%	52.49%

1.2 Consolidated report on One time Grant (K2)

Ar (FY)	Target (A)	Enrolled			Sanctioned			No. Of Applicant Received One Time Grant (H)	Percentage	
		New (B)	Up-Gradation (C)	Total (D=B+C)	New (E)	Up-Gradation (F)	Total (G=E+F)		Enrolled (D*100/A)	Sanctioned (G*100/A)
2015-2016	22000	30	6410	6440	5	0	5		29.27%	0.02%

1.3. Transfer Report

Year	Transferred-Out Marked	Transferred-In From Other District
2015-2016	20523	12960

1.4. Average Time Taken Report

Average Time of Reporting for Annual Scholarship (K1)

Year	Time Taken In Forwarding By School A(B)	Time Taken In Forwarding By SDO/SSO A(E)	Time Taken In Finalizing By DPMU A(H)
2015-2016	0.66 (1536)	4.66 (56078)	1.59 (52450)

*A= Total No. Of Application *B= Average Time Taken in Days

Average Time taken Report for One time Grant (K2)

Year	Time Taken In Forwarding By School A(B)	Time Taken In Forwarding By SDO/SSO A(E)	Time Taken In Finalizing By DPMU A(H)
2015-2016	2.85 (5687)	1.87 (1041)	30.8 (5)

*A= Total No. Of Application *B= Average Time Taken in Days

1.5. Duplicate Entry Report

Year (FY)	No Of Application Where Duplicate Serial No Found		No Of Application Where Duplicate Bank A/C No Found	
	K1	K2	K1	K2
2015-2016	955	70	22	0

1.6. Percentage of cases where Physical Verification Done (K1 & K2)

Year (FY)	Annual Scholarship (K1)		One Time Grant (K2)	
	Total No Of Application	No Of Physical Verification Done	Total No Of Application	No Of Physical Verification Done
2015-2016	1010		30	

1.7. Bank Failure Statistics and Re-disbursement figures

Year	Marked As Bank Failure By DPMU	Edited & Pending At HO	Forwarded To DPMU By HO	Approved By DPMU
2015-2016	0	0	0	0

1.8. Linkages / facilities provided to Kanyashree

Type	No. Of Beneficiaries
Subsidized facilities linked to Kanyashree	<input type="text"/>
MP girls visiting of KSPCL, VIKLET and ITI admission subsidies	<input type="text"/>
MP girls enrolled in Advanced Skill Development Schemes	<input type="text"/>
MP girls availing Vocational Development schemes	<input type="text"/>
MP girls availing training facilities / concessions of Technical/Educational Dept	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

2.2. Communication Events: (During the month)

Sl	Event Type	Implemented By	Participants	No. Of Persons Addressed
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Sl	Type	No.
1	ID Cards	<input type="text"/>
2	Brochures	<input type="text"/>
3	Stickers	<input type="text"/>
4	Any Others (Please Mentioned)	<input type="text"/>

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

Sl	Type Of Groups	No. Of Girls Enrolled	Activities
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Grievance Report

Total No. Of Grievance Registered	No. Of Pending	Resolved	Satisfied	Not Satisfied
178	22	156	40	5

4. Fund Utilization

Year	Funds Received	Funds Utilized	Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. HR indicators

Level	Sanctioned Post	In Position	Vacant
District Project Management Unit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Block level	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Capacity building Initiatives for the Month

Sl	Training Module	Participants	No. Of Person Trained
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

Appendix IX

Stipulated time of service provision in accordance with the WBRPSA

Registered No. WB/SC-320

Appendix VIII

No. 279 (I)



BHADRA 25]

WEDNESDAY, SEPTEMBER 16, 2015

[SAKA 1937

PART I.—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. 4216-SW/7281-SPO.—31st July, 2015.—In cancellation of this Department's earlier Notification No. 2470-SW, date 10.06.2015 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)	Officer, 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)	Officer, 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 counselling 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 Vocational Training
8. Sr PS to the Principal Secretary, TE&T Department
9. PS to Honorable Minister-in-Charge, TE&T Department

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 debitible 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.


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.


Joint Secretary to the Government of West Bengal

Appendix XII

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, 10th 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/Apurdhar/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. Some Nath Mukherjee, IAS
Director of Social Welfare, GovtWB

Sub: Security Issues related to Kanyashree Pratiksha

Sir/Madam,

The following issues are of serious concern to the integrity and security of Kanyashree Pratiksha'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 Pratiksha.
 - 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- DDO & SIO, NIC, WBSC, Bidyut Bhavan, Salt Lake,
- 2) Dr. Subrata Roy Gupta, Scientific Officer, NIC, WB.


Secretary

Tel : (+91 33) 2334 1563, Fax : (+91 33) 2334 1918, email : secdsw@gmail.com
www.wboddsw.gov.in

Appendix XIII

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 institution¹
 - 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)

¹Girls 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 wbkanyashree.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. 3270-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. 11 (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 Project 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.

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,


Secretary to the Government of West Bengal

Nu. 32/0/1(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. 513/16) - 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

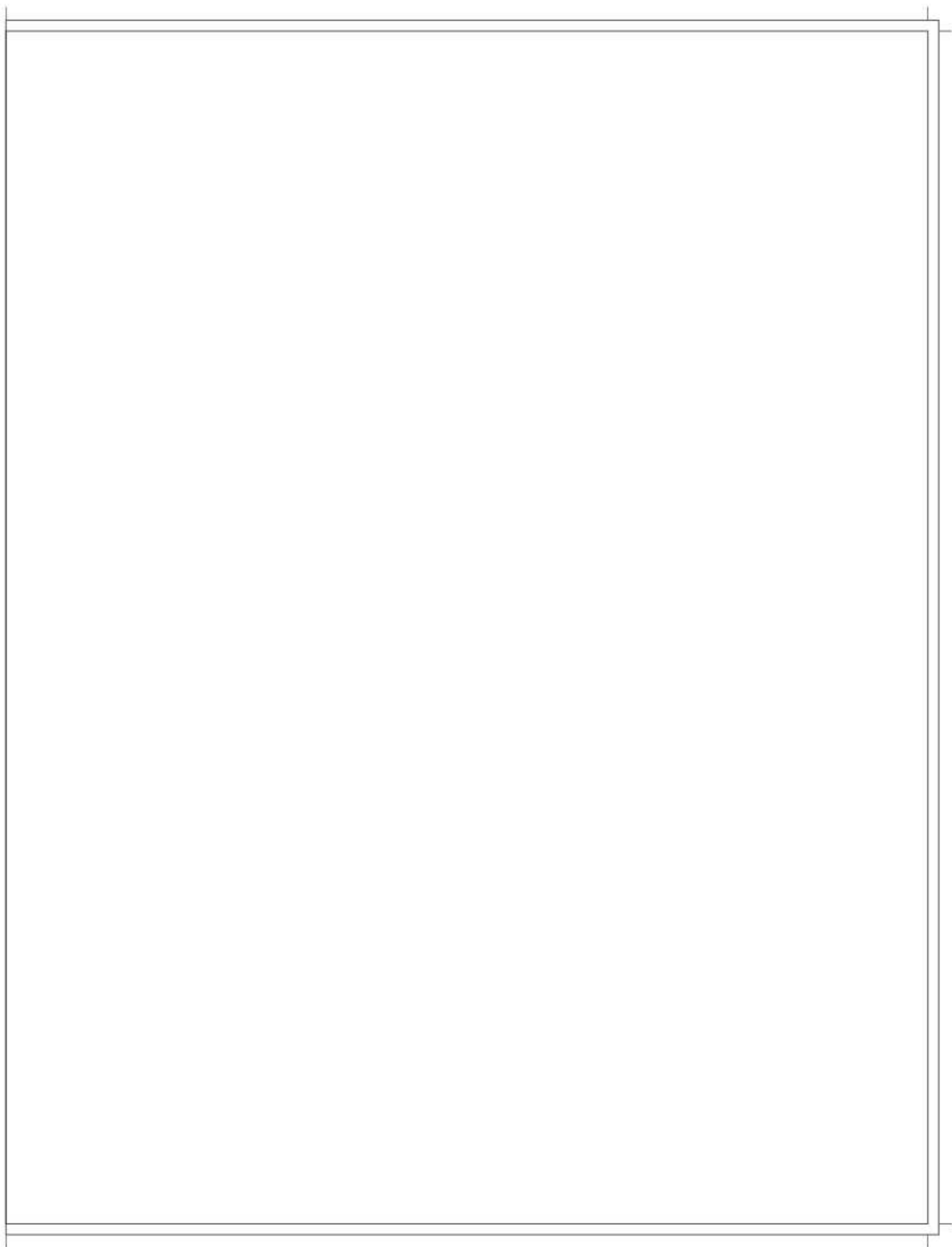
P.T.O.

2. 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. DDO & 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

[illegible]

This image shows a full page of white paper with horizontal blue lines, resembling notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





Department of Women Development and Social Welfare
Government of West Bengal

wbkanyashree.gov.in

- The annual family income of the applicants should not be more than ₹ 1 lac 20 thousand per year.

- The yearly stipend of ₹ 500 is meant for the unmarried girls falling in the age-group of 13 to 18, who are studying in between classes VIII to XII or equivalent vocational / technical training centres.

- The One-time Grant of ₹ 25,000 is applicable for those unmarried girls who, on the attainment of the age 18 years, have applied for admission / or got themselves registered in any school or college, or who got themselves trained in any vocational / technical stream, or associated themselves with any recognised sports and games or is an inmate of Home registered under J.J. Act 2000.

- The bar for family income is not applicable if the girl has lost both parents, is physically challenged (40% disability) or is an inmate of J.J. Home.

Who can apply
for Kanyashree?



Scrutiny and sanction

The scrutiny and sanction of the application will be done online by the assigned and appropriate authority at DPMUs and fund will be credited to the bank account of the eligible candidate through NEFT in deserving cases. Arrangement has also been made for issuing a SMS alert to the cell phone of the applicant, as provided in the application, in the event of successful transfer of money to the respective bank account. Moreover, applicants / individuals may track the location of any application online having form serial number, type of scheme (K1/K2) and DoB of the student after the entries in the portal.

For any technical difficulty, NIC may be contacted at support.kanyashree@nic.in.

Department of Women
and Child Development
and Social Welfare
www.wbkanyashree.gov.in



Department of Women
and Child Development
and Social Welfare



Walk towards the future
with Kanyashree



What is Kanyashree Prakalpa?

Kanyashree Prakalpa is one of the major flagship programs of the State of West Bengal. This scheme aims at improving the status and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government sponsored scheme which is being implemented henceforth in all districts of the State.

The scheme has two components:

K1 - Annual Scholarship of ₹ 500/- (Rupees five hundred only)

K2 - One-time Grant of ₹ 25,000/- (Rupees twenty-five thousand only)

The Annual Scholarship is for unmarried girls aged 18-19 years, enrolled in government recognised regular or equivalent open school or equivalent vocational / technical training course.

The One-time Grant is for unmarried girls turned 18 at the time of application, enrolled in government recognised regular or open school / college or pursuing vocational / technical training or sports activity or is an Inmate of Home registered under J.J. Act 2000.

Both the benefits under the scheme will be granted to girls who belong to families with annual family income not more than ₹ 1,20,000/- (Rupees one lakh and twenty thousand only). The bar for family is not applicable if the girl has lost both parents, is physically challenged (40% disability) in terms of the provisions of Persons with Disabilities Act, 1995, as certified by any Medical Board, recognised by the Government of West Bengal in the Department of Health & Family Welfare or is an inmate of J.J. Home.



Department of Women
and Child Development
and Social Welfare



Where to get the Kanyashree application form and how to apply

1 Application forms are available at all schools and colleges and the Head of Institution (HOI) is responsible for distribution of printed numbered application forms for Annual Scholarship (K1) and One-time Grant (K2) from this Department. Forms may also be obtained from offices of BDO / SDO / Kolkata Municipal Corporation or Commissioner Social Welfare.

2 Single page simplified bank account opening forms will also be available at Institution level and HOI will facilitate opening of zero balance accounts simultaneously. The student must have a bank account in any branch of the 27 Nationalised Banks or in any banks having direct transfer facility.

3 Beneficiaries will submit the filled up forms to the HOI with required certificates.

4 Head of Institution / authorised officer of the institution is required to certify in the space allotted for the studentship and DoB in the 3rd page of the form. Other certificates in the last item of 3rd page of the form will be issued by Municipal Ward Councillor / Borough Chairperson / Pradhan, Gram Panchayat / MLA / MP / Any Gr. A Officer of GOI or this State Government under whose jurisdiction the particular student resides.

5 The HOI has been entrusted with the responsibility of uploading all the information furnished by the applicant girl student in her form to the KANYASHREE PORTAL, available at wbkanyashree.gov.in along with scanned coloured photo (100kb) of the applicant, as pasted on the body of the application and entire 3rd page (200kb) of the application.

6 HOIs may outsource the data entry by making payment not exceeding ₹10/- per application form for which the fund may be claimed from the Department. Each Institution is being provided with a User ID and Password for entering into the Portal which is being made available through e-mail to the HOI.

7 Data entry may also be done at the level of CLRC or BDO; in case of adequate infrastructure not being available at Institution level.





Phone : 2627-2490 (College Off.)
Principal : 9903389092
Whatsapp : 8697383305
Fax : 91-33-2627-3241
E-mail : klb.college@gmail.com
Website : www.drklbcollege.ac.in

DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)
Re- Accredited with 'B' Grade by NAAC
15, KONA ROAD, RAMRAJATALA,
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No.

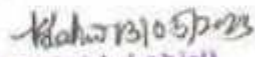
Date :

NOTICE

Students who have secured minimum 60% and above in Higher secondary examination and whose family income is 2,50,000 per annum or less are directed to apply immediately for Swami Vivekananda Scholarship on or before 23.02.2023 within 12 Noon.

- Girl students who are yet to apply for Kanyasree are directed to contact the College office immediately and submit their application form.

Authenticated


(Dr. Kaustubh Lahiri)
Principal
Dr. Kanailal Bhattacharyya College



Phone : 2627-2490 (College Off.)
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Ref. No.

Date :

SWAMI VIVEKANANDA MERIT CUM MEANS SCHOLARSHIP IMPORTANT NOTICE

It is hereby notified that students who have taken admission in this College in the academic session 2021-2022 and have secured 60% and above marks in Higher secondary or equivalent examination and whose family income is less than 2,50,000 per anum can apply for Swami Vivekananda Merit cum Means Scholarship within 21/01/2022 by 12Noon

Online application

(<https://banglaruchchashiksha.wb.gov.in>)

For any query please contact

Shri Sumoloy De.

Mobile No:9903068614

Dr. Prabir Kr Sanki

Mobile No:9434805562

DR. KAUSTUBH LAHIRI

Authenticated

Kaustubh Lahiri
(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College



Phone : 2627-2490 (College Off.)
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Ref. No.

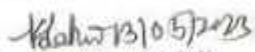
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For any query please contact

Shri Sumoloy De.
Mobile No:9903068614
Dr. Prabir Kr Sanki
Mobile No:9434805562

DR. KAUSTUBH LAHIRI

Authenticated

Kaustubh Lahiri 13/05/2022
(Dr. Kaustubh Lahiri)
Principal

Dr. Kanailal Bhattacharyya College