



KANYASHREE PRAKALPA

IMPLEMENTATION GUIDELINES

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**Department of Women Development and Social Welfare
Government of West Bengal**

About this document

This document lays down the key provisions of Kanyashree Prakalpa, and provides a set of top-level guidelines to ensure that the Scheme is implemented consistently and efficiently throughout the state.

Kanyashree Prakalpa has been in operation since October 1, 2013 and its processes have been continually refined and expanded. This document therefore replaces the Kanyashree Implementation Guidelines Version 1 published in August 2013.

The provisions laid down in these Guidelines and elsewhere may be subject to change by the Government of West Bengal at any time.

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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%

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 and the health of their children, leaves them financially and socially disempowered, and vulnerable to child labour, trafficking and other forms of exploitation.

Child marriage and female school dropout

Child marriage leads to girls dropping out of school, which limit 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 III, 2005-06). After the implementation *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 (IX-X) and 33.3% at higher secondary (XI-XII) . It means that more girls are leaving schools 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.

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 girl's and the family's 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.

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** have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

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 Development of Kanyashree Prakalpa

1.2.1 Limitations of legal prohibition and conventional anti-child marriage campaigns

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, because 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', 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.

1.2.2 Genesis of the scheme

In early 2013, the Chief Secretary of West Bengal advised the Secretary, DWD of the need to address the issue of child marriage on an urgent footing. The Secretary took ownership of the process, and after a technical analysis of the problem and alternate solutions, proposed a conditional cash transfer (CCT) scheme, which came to be named Kanyashree Prakalpa by the Chief Minister of the state, who is the Scheme's guiding force.

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 stakeholders, including state and district administrators implementing the scheme.

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 remained in education, provided they are unmarried at the time. The second benefit is a one-time grant to be paid after a girl between the age of 18 and 19, provided that she is enrolled in an educational institution and is unmarried.

The term 'education' encompasses secondary and higher secondary education, as well as the various vocational, technical and sports courses available for this age group.

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 deemed currently residing in Juvenile Justice Homes, this criterion is waived.

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 or higher secondary education, or equivalent in technical or vocational 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 is the primary 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 solely 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 law, 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, community and families, community and other immediate social networks that support the education of young girls with the long-term objective of their economic independence, rather than create 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 Graduation Strategy (Kanyashree Plus)

The impact of the Scheme is being further strengthened through Kanyashree Plus, its graduation strategy. Graduation is defined as the process of reducing vulnerability so that people can move off social protection provision into productive and resilient livelihoods.

Kanyashree Plus will comprise two components for girls between classes VIII to XII. These are:

1. **Life skills module:** under life skills education, issues related to the importance of girls education; the ill-effects of early marriage; reproductive health and hygiene; financial literacy; legal awareness etc. will be emphasized upon depending on the grade or level for which the module is prepared.
2. **Career development module:** this component on career counseling will focus on various options available for livelihood generation & employability through higher education, vocation and technical training. Information on available schemes and programmes that impart technical and/or vocational training to girls will also be provisioned.

In addition to the above, a **parental counseling module** will be introduced through the communication strategy of the scheme, focusing on orientation of parents and communities of Kanyashree girls. Parents being the key decision makers within families, they will be oriented on the importance of girl's education and skill development and will be asked to actively encourage Kanyashree girls to pursue livelihood options rather than get married after the receipt of the one-time grant.

Once the girls complete schooling, they will be given the following options :

1. **Scholarship for higher education:** meritorious girls who have completed their school education and have achieved the appropriate cut off mark (to be determined by GoWB), and, would like to pursue higher education will be given a scholarship by GoWB.
2. **Vocational training:** girls who wish to pursue vocational or technical training and develop their entrepreneurship skills will be given

handholding support to join an appropriate institution to pursue the same. In addition, GoWB will also facilitate their job placement.

3. **Micro credit for business promotion:** in order to promote self-employment amongst adolescent girls from most vulnerable regions and groups, after completion of class XII, they will be given handholding support to avail micro-credit through existing banking structures and/or donor funding.

1.4 Coverage of the Scheme

Launched as an open-ended scheme on October 1, 2013, Kanyashree Prakalpa is applicable to the State of West Bengal only, and is implemented in all its districts through all recognized educational institutions in the state.

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 and management through the State and District Project Management Units and block offices
Partner Departments	
The Departments of <ol style="list-style-type: none"> 1. School Education 2. Higher Education 3. Technical Education & Training 4. Minority Affairs and Madrasah Education, 5. Sports and Youth Affairs 	State, district, sub-divisional / block level 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 and financial monitoring
Supporting Departments	
The Departments of <ol style="list-style-type: none"> 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.
e-Governance partner	
National Informatics Centre, West Bengal State Center	Responsible for 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	<p>Ensure that all eligible Kanyashree applicants are provided with no-frills zero balance accounts and receive full banking services.</p> <p>Responsible for managing direct fund transfers to beneficiaries based on sanction orders from District Magistrates, and providing fund usage related statements.</p>
Technical Partners	
UNICEF Office of West Bengal	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
UN agencies INGOs, NGOs	Extending technical support and funding towards programmes and projects that complement or extend Kanyashree's components
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 (of the rank of Deputy Secretary)
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 for effective implementation of the scheme
3. Developing state level annual plans including implementation plans, capacity building plans and AIPs
4. Developing an overall monitoring and evaluation strategy and annual monitoring plans
5. Developing and overall MIS plan, and compiling and reviewing reports from districts into a state-wide MIS information.
6. Liaising with NIC-WB to ensure that the Kanyashree portal's design and functioning meets the Scheme's implementation and MIS needs, and 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 with other state-level departments, INGOs,

- 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.

3.2 District Project Management Unit (DPMU)

Each district shall have a District Project Management Unit functioning under the office of the District Magistrate with the following exceptions: In Kolkata, the DPMU shall function under office of the Commissioner, 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. The former will be established under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling.

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

1. District Project Manager (of the rank of WBCS (Exe))
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 and APIs
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 the district.
5. Compiling and reviewing reports from sub-divisions / blocks, maintaining a district level MIS, and providing

- updating the portal in the District Monitoring Format.
6. Maintaining close liaison with block level functionaries through regular telephonic or video conferences and field visits.
 7. Liaising with district's lead bank to ensure that fund transfers to beneficiaries are effectively managed and reconciled
 8. Management of the programme's funds, including reconciling fund utilization statements from banks, and providing fund utilization statements to the SPMU
 9. Reporting periodically to the District Steering & Monitoring Committee and to the SPMU
 10. Document progress, district initiatives and lessons learnt and update the SPMU with publications.
 11. Ensuring that grievances and technical issues are resolved in a timely manner

3.3 Sub-Divisional /Block-level Project Management

Sub-Divisional / Block Development Officers shall be the nodal persons for the Scheme in their sub-division / block, 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 data-entry of applications for educational institutions that have no computer facilities
2. Verification of applications uploaded by educational institutions
3. Ensuring that all eligible girls have timely access to the scheme.

4 Steering & Monitoring Committees

4.1 Role of State, District and Sub-divisional / block level KP-SMCs

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-divisional / 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 of State (IC), Women and Child Development and Social Welfare	Member
Chief Secretary, Government of West Bengal	Member
Secretary, Department of Women Development & Social Welfare	Convener, Member
Secretary, Department of Higher Education	Member
Secretary, Department of School Education	Member
Principal Secretary, Department of Health and Family Welfare	Member
Principal Secretary, Department Panchayat and Rural Development	Member

Secretary, Department of Minority Affairs and Madrasah Education	Member
Secretary, Department of Mass Education Extension and Library Services	Member
Secretary, Sports and Youth Services	Member
Secretary, Department of Finance	Member
Secretary, Department of Technical Education & Training	Member
Secretary, Department of Information & Cultural Affairs	Member
Secretary, Department of Municipal Affairs	Member
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, excluding Kolkata and GTA Darjeeling

The Committee shall comprise the following officials:	Position
District Magistrate	Chairperson
District Social Welfare Officer	Convener, Member
District Project Officer, Kanyashree	
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Officer for Minority Welfares or Officer in-charge of Minority Affairs	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, 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
Commissioner, Social Welfare	Convener, Member
Commissioner, Kolkata Municipal Corporation	Member
Commissioner for the Persons with Disabilities	Member
State Project Officer – Sarva Shiksha Abhiyan	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 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

The Committee shall comprise the following officials:	Position
Principal Secretary, GTA	Chairperson
ADM in-charge of Social Welfare Officer, Darjeeling	Convener, 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
Chairperson, Municipality	Member

4.3.4 Sub-divisional / block Steering & Monitoring Committee

The Committee shall comprise the following officials:	Position
SDO / Block Development Officer	Chairperson
Any officer nominated by SDO or SDDMO / Block Welfare Officer	Convener, Member
AI of schools / Sub-Inspector of School	Member
Superintendent of Hospitals / Block Medical Officer of Health	Member
ICDS supervisors / CDPO (ICDS)	Member
Asst. Inspector of Schools (Secondary)/ Sub-inspector of Schools	Member

5 Single-window Service Delivery through Educational Institutions

There are separate application forms for the annual scholarship and the one-time grant (see appendix), and these will be made available to applicants at educational institutions they are enrolled in.

First-time Kanyashree applicants will be provided pre-printed forms. In the case of renewal of applications for annual scholarship, and 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. Beneficiaries will fill in their application forms and hand them over, along with necessary certifications to designated persons in their educational institutions.

These forms will be immediately entered into the portal by the educational institutions along with scanned certificates. 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 sub-divisional / block office. In line with good governance system, the Kanyashree portal allows single entry system for each beneficiary and is capable of handling duplicate entries to avoid duplicity and data redundancy.

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.

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 Commissioner, Social Welfare (Kolkata).

For complete details of the process, see Chapter 9 Processing of Conditional Cash Transfers

6 E-Governance (G2C) through Kanyashree Online

Kanyashree Online (wbkanyashreepokalpa.gov.in) is a multi-user Government-to-Citizen (G2C) portal that provides comprehensive e-governance of Kanyashree Prakashpa.

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 2.0: Key Features	
<p>Accessible, one-window Service Delivery (G2C)</p>	<ul style="list-style-type: none"> • Educational Institutions> single-window delivery mechanism : <ul style="list-style-type: none"> ○ Application forms (Bi-lingual) are available with schools and other institutions ○ Supported by the school staff in filling up application forms, collecting and collating supporting documents • Simplified eligibility criteria: <ul style="list-style-type: none"> ○ Eligibility criteria have been kept to a minimum, ○ Certification can be effected by local municipal / panchayat levels. • Simplified banking: <ul style="list-style-type: none"> ○ Simplified single page account opening forms, zero balance bank accounts ○ Account opening camps held in schools, ○ Benefits disbursed through Direct Bank Transfer (DBT)
<p>Cost-effective, Centralized, Real-time data management (G2C)</p>	<ul style="list-style-type: none"> • Service Delivery Processes <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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.
<p>Multiple Communication channels between service provider and citizen (G2C)</p>	<ul style="list-style-type: none"> • Beneficiary updated at each step of the process: <ul style="list-style-type: none"> ○ Receives SMS alerts on registration / renewal, sanction and fund transfer ○ Receives unique ID and can track her application online • Beneficiary Queries and grievances are handled at: <ul style="list-style-type: none"> ○ Mainly at Institutional level by head of institution / teachers, with escalation to higher levels if necessary. ○ Nodal officers names and contact details (phone and email) are

	<ul style="list-style-type: none"> available online ○ At state level queries are handled through dedicated email (support.kanyashree@nic.in) and Help Desk manned by the SPMU, NIC and other state officials ○ Every grievance is recorded online, with DPMU receiving SMS alerts for action, and beneficiary receiving SMS alerts on action taken. ○ <i>At least 300 queries throughout the State are addressed on an average on each working day.</i> ● Citizen’s charter documentation: <ul style="list-style-type: none"> ○ Implementation Guidelines ○ Stipulated time of service provision governed under WB notification No. 3570/SW dated 6th November, 2014
Content Management	<ul style="list-style-type: none"> ● The portal has a content management facility whereby public notices, government notifications, orders, letters etc can be uploaded. ● Each district has a ‘District Corner’ where they upload documents, photographs 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 (10 am to 6 pm) ● Dedicated skype facility for video-conferencing
Privacy and Security	<ul style="list-style-type: none"> ● User authentication through <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) ● Data security features <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	<ul style="list-style-type: none"> ● Uses open-source web technology <ul style="list-style-type: none"> ○ Coded in php ○ Data base: PostGresql

7 Fund management

1. The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
2. The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in educational institutions in the state.
3. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and enrolled in educational institutions in the state.

Section III: Conditional Cash Transfers

8 Conditional Cash Transfer Benefits

8.1 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
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 certified by the Appropriate Certifying Authorities
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 certified by the Appropriate Certifying Authorities
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 certified by the Appropriate Certifying 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

8.2 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 applicant certified by the Appropriate Certifying Authorities
3. Education	Is enrolled in any one of the following educational institutions: 1. Class VIII or above in a 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
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 certified by the Appropriate Certifying Authorities
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 certified by the Appropriate Certifying 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

8.3 Notes on Eligibility Criteria and Certification

8.3.1 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.

8.3.2 Appropriate certifying 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

8.3.3 Certification for cases of renewal of annual scholarship

1. Applicant are required to provide certificates of eligibility only the first time they apply for the annual scholarship; in successive years the Head of Institution will, after due diligence, certify that the applicant is still eligible for the scholarship.
2. Note: All applicants for the One-Time Grant, whether first time applicants, or previously recipients of the annual scholarship, must provide fresh certification of all eligibility criteria along with their applications.

8.4 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. Accounts opened in the names of minor girls should preferably be in joint name with the mother / female guardian.
3. Educational Institutions will coordinate with local banks to facilitate the opening and operating of bank accounts for eligible students.

8.5 Sanctioning Officers

1. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
2. In Kolkata, the Commissioner/Director, Social Welfare Department shall be the Sanctioning Officer.
3. For GTA, the Principal Secretary, GTA will be the sanctioning officer.

9 Processing of Conditional Cash Transfers

9.1 Types of application forms and their usage

Application Forms	Usage
<p>Pre-Printed Application Forms for first time Kanyashree applicants (K1 and K2)</p>	<p>Pre-printed application forms will only be given to girls who are applying for the schemes benefits (either for the Annual Scholarship or the One-Time Grant) for the very first time. All application forms shall be made available to applicants free-of-cost from the educational institution they are enrolled in.</p> <p>Application forms shall be printed at state level by an agency selected by the SPMU, with each application form having a unique serial number.</p> <p>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.</p>
<p>Portal-generated Application Forms for applicants upgrading from annual scholarship (K1) to one-Time grant (K2)</p>	<p>For existing Kanyashree beneficiaries receiving the annual scholarship, and become eligible for the One-Time Grant, K2 application forms will be printed by the educational institution from the portal.</p> <p>Such forms will have certain pre-filled in fields to facilitate application form-filling and data-entry.</p>
<p>Portal-generated bulk process (no application forms required) for renewal of annual scholarships</p>	<p>For existing Kanyashree beneficiaries receiving the annual scholarship, no application form is required. Educational institutions will use the bulk-renewal module provided by the portal and apply for renewals of such beneficiaries after verifying their eligibility status.</p> <p>In cases where educational institutions do not have computer facilities, the HOIs shall approach their respective sub-divisional / block offices / CLRC for usage of their facilities for conducting bulk renewals for K1 beneficiaries or for portal-generated form printing for K2 beneficiaries.</p>

9.2 Enrollment-to-Direct Cash Transfer Process Steps

Activity	Responsibility	Guidelines
Enrollment of institutions on e-governance portal	DPMU, SDO/ Block Officers / DIs & Sis of schools	It will be the responsibility of the institutional stakeholders from appropriate departments to 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
	Educational Institutions	As applications will only be distributed and uploaded by educational institutions, every educational institution with female students between the ages of 13 to 19 must take the initiative to enroll on the portal.
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. Banks shall provide the account holder with a passbook and other applicable facilities as soon as an account is opened
Distribution of application forms for all cases except renewals of annual scholarships		
Availability of application forms	Educational Institutions	<ol style="list-style-type: none"> 1. Heads of Institutions shall ensure that all eligible beneficiaries are aware of the scheme's availability and shall ensure that no such beneficiary is denied access to the scheme. 2. Pre-printed application forms / forms generated from the portal may be provided as described in Paragraph 9.1 Types of application forms and their usage
Assistance in filling up forms and collating certification	Educational Institutions	<ol style="list-style-type: none"> 1. 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.

Receiving applications and uploading to e-portal	Educational Institutions	<ol style="list-style-type: none"> 1. On receipt of completed application forms along with certifications from applicants, the head of the institution shall ensure that <ol style="list-style-type: none"> a) Forms have been filled up in full, of all certifications have been attested by the appropriate certifying authorities and a xerox copy of the bank passbook are attached. b) The tear-off portion of the application is signed with the date of receipt and official stamp and returned to the applicant as acknowledgement as per provision of WBRTPSA 2013 c) The application is uploaded on the e-portal without delay. d) The applicants Identity Card is printed and handed over to the applicant. e) Physical copies of applications and certification will be kept by the institution. 2. If the Institution does not have computer facilities, the head of institution shall send the application to the concerned sub-divisional / block office or CLRC for uploading to the e-portal.
Renewals of annual scholarships		
Bulk processing of renewals of annual scholarships	Educational Institutions	<ol style="list-style-type: none"> 1. HOI shall use the e-portal to process renewals of annual scholarships in a batch.
Processing of applications		
Verification & Scrutiny of applications	BDO / SDO for colleges and other institutions	<ol style="list-style-type: none"> 1. The verification officer shall check the details of the applicant on the e-portal with the scanned certifications and ensure they match. 2. K1 Scrutiny: The verification officer shall ensure that at least 5% of the first-time applicants for the Annual Scholarship are scrutinized. Selection of applications shall be randomized. 3. K2 Scrutiny: The verification officer shall ensure that every application for the one-time grant is scrutinized through a home visit using the Scrutiny Form (see appendix). 4. All applications that pass the verification and / or scrutiny process will be forwarded to the district sanctioning officer. 5. For rejected applications, the reason of rejection

		must be mentioned and action taken accordingly.
Sanctioning of applications	District Sanctioning Officer	1. The District Sanctioning Officer shall periodically sanction a batch of verified applications through the e-portal and send the list to the Lead Bank.
Disbursement of Funds to beneficiaries	Lead Bank of District	1. On receipt of the Sanction Order, banks shall electronically transfer the requisite amount to beneficiaries' accounts. 2. After processing the transfers, the bank shall provide a list of beneficiaries for whom transfers have successfully been made, as well as a list of beneficiaries whose transfers have failed, and reasons for failure in each case.

9.3 Beneficiary tracking and Grievance Redressal

In accordance with G2C e-governance practices, Kanyashree Online allows for multiple channels of communication between citizens and service providers.

Each beneficiary can use their unique ID and log into the portal to check the progress of their applications online.

1. Educational institutions should try to resolve queries and grievances at their level; if they are unable to address the grievance, they should raise a query to the sub-divisional / block level, or to the DPMU.
2. Educational institutions shall ensure that all beneficiaries are aware of the grievance redressal mechanism available on the e-portal.
3. DPMUs shall ensure that all grievances recorded on the portal by beneficiaries are addressed without delay.
4. Grievances may be registered by beneficiaries in the grievance hard copy form also. The Head of Institution or Sub-divisional / block level officials must register the grievance in proper manner and upload the grievance in portal for further status track and quick redress.

Appendix

আবেদনকারীর যোগাযোগের বিবরণ/ Applicant's Contact Details :

23. বর্তমান ঠিকানা :

Present Address* :

বর্তমানে জে জে গৃহে বাস করিতেছে : হ্যাঁ/Yes না/ No

Currently Residing at JJ Home :

হ্যাঁ হলে/ If Yes

জেলা :

District :

জে জে গৃহ :

JJ Home :

না হলে / If No

গৃহের নং :

HouseNo. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/পৌরসভা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

24. স্থায়ী ঠিকানা

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

গৃহের নং :

HouseNo. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/পৌরসভা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

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

ব্যাঙ্কের বিশদ বিবরণ / Bank Details :

26. ব্যাঙ্কের নাম/Bank Name* :

27. শাখার নাম / Branch Name*:

28. শাখার ঠিকানা /Branch Address*:

29. একাউন্ট নম্বর/Account No*:

30. আই.এফ.এস. কোড/IFS Code*:

বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল/Supporting Documents Enclosed

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

 অবিবাহিত শংসাপত্র/Unmarried Certificate পারিবারিক আয়ের শংসাপত্র/Family Income Certificate বয়স প্রমাণের শংসাপত্র/Age proof Certificate প্রতিবন্ধীর শংসাপত্র/Certificate of Disability পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate ব্যাঙ্ক একাউন্টের নথিপত্র/Bank Account Documents

তারিখ

Date : _____/_____/_____

আবেদনকারীর স্বাক্ষর :

Candidate's Signature _____

প্রশাসনিক ব্যবহারের জন্য/Administrative use :

Data entered into web portal by _____ on _____/_____/_____
Data verified by _____ on _____/_____/_____
Case sanctioned by _____ on _____/_____/_____

সাধারণ নির্দেশাবলী / General Instructions :

- a) *চিহ্নিত ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).
- b) প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
- c) প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).
- d) প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
- e) প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
- f) তারিখ দিতে হবে দিন/মাস/বছরের ছকে। (Any date should be given in the DD/MM/YYYY format).
- g) সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
- h) সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
- i) যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (✓) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (X) দিতে হবে। (Boxes should be marked with a check (✓) when applicable and a cross (x) when not applicable).
- j) **Eligibility Criteria : মনোনীত হইবার যোগ্যতা :**
 - i) মেয়েটির বয়স ১৩ থেকে ১৮ বৎসরের মধ্যে হতে হবে (The girls should be of age 13 years to 18 years)
 - ii) মেয়েটিকে অবশ্যই অবিবাহিত হতে হবে। (Marital Status : The applicant must be unmarried.)
 - iii) আবেদনকারীকে অবশ্যই নিম্নলিখিত শিক্ষাকেন্দ্রের সহিত যুক্ত থাকিতে হইবে। (The applicant must be enrolled in one of the following educational institution.)
 - 1) বিদ্যালয়, মাদ্রাসা অথবা তৎসমতুল মুক্ত বিদ্যালয়ের শিক্ষাক্রমে অষ্টম শ্রেণীতে পাঠরত/ In Class VIII and above in a school, madrasah or equivalent open school course.
 - 2) কলেজ অথবা তৎসমতুল মুক্ত বিদ্যালয় শিক্ষাক্রমে পাঠরত / College or equivalent open University course.
 - 3) বৃত্তিমূলক/কারিগরী/শিল্প সংক্রান্ত প্রশিক্ষণ পাঠক্রমে পাঠরত/Vocational / technical / industrial training centre.**দ্রষ্টব্য : অষ্টম শ্রেণীতে পাঠরত থাকার ন্যূনতম যোগ্যতা ৪০% বা তার বেশী প্রতিবন্ধকতায়ুক্ত কিশোরীর ক্ষেত্রে শিথিলযোগ্য/Note : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)**
 - iv) আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিথিলযোগ্য, যদি /The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if
 - 1) আবেদনকারীর মা ও বাবা দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতায়ুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home.**দ্রষ্টব্য : অন্য সূত্র তথা সরকারী প্রকল্পে বৃত্তিপ্রাপকরাও কন্যাশ্রী প্রকল্পের আবেদন করতে পারবেন।**
- NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.
- k) **Certification of eligibility : যোগ্যতা সংক্রান্ত শংসাপত্র :**
 - i) বয়স : শুধুমাত্র পঞ্চায়েত/পৌরসভা কর্তৃক প্রদত্ত জন্ম শংসাপত্র। যদি আবেদনকারী বর্তমানে জে. জে. হোমে বাস করেন, সেক্ষেত্রে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দেবেন। / Age : Birth Certificate issued by appropriate Panchayat/Municipal authorities only. However, if the applicant is currently resident of a J.J. Home and does not have a birth certificate, age may be certified by the Head of Educational Institution.
 - ii) শিক্ষা প্রতিষ্ঠানে অন্তর্ভুক্তিকরণ। শিক্ষা প্রতিষ্ঠানের প্রধান শংসাপত্র দেবেন। / Enrollment in educational Institution : Declaration by Head of Institution.
 - iii) আয়ের শংসাপত্র : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সংক্রান্ত শংসাপত্র, অথবা নিজের ঘোষণাপত্র, যথাযথ কর্তৃপক্ষের দেওয়া শংসাপত্র। / Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.
- l) **প্রয়োজনীয় হলে অতিরিক্ত শংসাপত্র : /Additional Certificates (as applicable)**
 - i) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতা যুক্ত হলে যথাযথ কর্তৃপক্ষের কাছ থেকে প্রতিবন্ধকতার শংসাপত্র নিতে হবে। / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
 - ii) যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কাছ থেকে বাসিন্দা সংক্রান্ত শংসাপত্র নিতে হবে। / Certificate of residence by Superintendent of J.J. Home (If applicant is currently resident of a J.J. Home)
 - iii) যদি পিতা ও মাতা উভয়েই মৃত হন, পিতা ও মাতার মৃত্যু সংক্রান্ত শংসাপত্র জমা দিতে হবে। / Death Certificate of mother and father (if both parents are deceased)
- m) **যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ : / Appropriate Certifying Authority :**
 - i) রাজ্য সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীভুক্ত আধিকারিক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মরত আছেন। Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
 - ii) আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - iii) আবেদনকারীর এলাকা পৌরসভায় হলে কাউন্সিলার, গ্রাম পঞ্চায়েত হলে প্রধান। / Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

আবেদনকারীর যোগাযোগের বিবরণ/Applicant's Contact Details :

23. বর্তমান ঠিকানা / Present Address* :

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

হ্যাঁ হলে/ If Yes

জেলা :

District :

জে জে গৃহ :

JJ Home :

না হলে / If No

গৃহের নং :

HouseNo. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/পৌরসভা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

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

গৃহের নং :

HouseNo. :

রাস্তা/পথ :

Road/Street :

ডাকঘর :

Post Office :

থানা :

Police Station :

ব্লক/পৌরসভা :

Block/Municipality :

জেলা :

District :

পিন কোড :

Pin :

25. দূরভাষ/মোবাইল নং /Phone/Mobile No.* : **ব্যাঙ্কের বিশদ বিবরণ / Bank Details :**

26. ব্যাঙ্কের নাম/Bank Name* :

27. শাখার নাম / Branch Name*:

28. শাখার ঠিকানা /Branch Address*:

29. একাউন্ট নম্বর/Account No*:

30. আই.এফ.এস. কোড/IFS Code*:

বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল/Supporting Documents Enclosed

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

- অবিবাহিত শংসাপত্র/Unmarried Certificate পারিবারিক আয়ের শংসাপত্র/Family Income Certificate
- বয়স প্রমাণের শংসাপত্র/Age proof Certificate প্রতিবন্ধীর শংসাপত্র/Certificate of Disability
- পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate
- ব্যাঙ্ক একাউন্টের নথিপত্র/Bank Account Documents

তারিখ

Date : _____ / _____ / _____

আবেদনকারীর স্বাক্ষর :

Candidate's Signature _____

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 ক্ষেত্রগুলি আবশ্যিক এবং অবশ্যই পূরণ করতে হবে। (*Marked fields are mandatory & must be filled).
 - প্রত্যেকটি ক্ষেত্র ইংরাজীর বড় হরফে পূরণ করতে হবে। (All fields are to be filled up in English Block letters).
 - প্রত্যেকটি বাক্সে একটি অক্ষর/সংখ্যা লিখতে হবে। (Put one (1) character /letter/number in each box).
 - প্রতি নাম ও পদবীর মধ্যে একটি বাক্স ফাঁকা রাখতে হবে। (One box should be left between first name & middle name and middle name & last name).
 - প্রতিষ্ঠানের / স্কুলের প্রধান কে DISE /সমতুল্য কোড দিতে হবে। (DISE/Equivalent code to be provided by Head of the Institution/School).
 - তারিখ দিতে হবে দিন/মাস/বছরের ছকে। (Any date should be given in the DD/MM/YYYY format).
 - সমস্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশ্যই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
 - সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় সেগুলিতে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
 - 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).
- মনোনীত হইবার যোগ্যতা /Eligibility Criteria :**
- আবেদনকারীর বয়স অবশ্যই ১৮ থেকে ১৯ এর মধ্যে হতে হবে/The applicant must be between 18 and 19 years of age.
 - বৈবাহিক অবস্থান : আবেদনকারী অবশ্যই অবিবাহিত।/Marital Status : The applicant must be unmarried.
 - আবেদনকারীকে অবশ্যই নিম্নলিখিত যে কোন একটি শিক্ষা প্রশিক্ষণ কেন্দ্রের নথিভুক্ত 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 তৎসমতুল মুক্ত বিদ্যালয় শিক্ষাক্রমে পাঠরত / College or equivalent open University course.
 - বৃত্তিমূলক/কারিগরী/শিল্প সংক্রান্ত প্রশিক্ষণ পাঠক্রমে পাঠরত/Vocational / technical / industrial training centre.
 - ক্রীড়া প্রশিক্ষণ কেন্দ্র/Sports Training Institute.

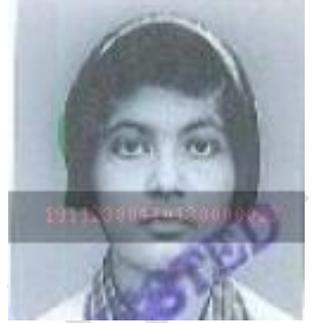
দ্রষ্টব্য : অষ্টম শ্রেণীতে পাঠরত থাকার ন্যূনতম যোগ্যতা ৪০% বা তার বেশী প্রতিবন্ধকতায়ুক্ত কিশোরীর ক্ষেত্রে শিথিলযোগ্য/Note : Criteria of minimum Class VIII is waived if the applicant has special needs (disability 40% or more)
 - আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি 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 দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতায়ুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home.

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

NOTE : Candidates receiving scholarships from other sources, including government schemes ARE ELIGIBLE to apply for Kanyashree Prakalpa benefits.
- যোগ্যতা সংক্রান্ত শংসাপত্র /Certification of eligibility :**
- বয়স : শুধুমাত্র পঞ্চায়েত/পৌরসভা কর্তৃক প্রদত্ত জন্ম শংসাপত্র। যদি আবেদনকারী বর্তমানে জে. জে. হোমে বাস করেন, সেক্ষেত্রে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দেবেন। / Age : Birth Certificate issued by appropriate Panchayat/Municipal authorities only. If the applicant is currently resident of a J.J. Home and does not have a birth certificate, age may be certified by the Head of Educational Institution.
 - শিক্ষা প্রতিষ্ঠানে অন্তর্ভুক্তিকরণ। শিক্ষা প্রতিষ্ঠানের প্রধান শংসাপত্র দেবেন। / Enrollment in educational Institution : Declaration by Head of Institution.
 - আয়ের শংসাপত্র : নিয়োগকারী কর্তৃক প্রদত্ত বেতন সংক্রান্ত শংসাপত্র, অথবা নিজের ঘোষণাপত্র, যথাযথ কর্তৃপক্ষের দেওয়া শংসাপত্র। / Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.
- l) প্রয়োজনীয় হলে অতিরিক্ত শংসাপত্র /Additional Certificates (as applicable)**
- প্রতিবন্ধী শংসাপত্র প্রদানকারী কর্তৃক পক্ষ (যদি আবেদনকারী সম্পূর্ণ বা ৪০ শতাংশের বেশি প্রতিবন্ধকতায়ুক্ত হন) / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
 - যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কাছ থেকে বাসিন্দা সংক্রান্ত শংসাপত্র নিতে হবে। / Certificate of residence by Superintendent of J.J. Home (If applicant is currently resident of a J.J. Home)
 - পিতা-মাতার মৃত্যুর প্রমাণপত্র (যদি পিতা-মাতা উভয়েই মৃত হন) / Death Certificate of mother and father (if both parents are deceased)
- m) যথাযথ শংসাপত্র প্রদানকারী কর্তৃক পক্ষ/ Appropriate Certifying Authority :**
- রাজ্য সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীভুক্ত আধিকারীক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মরত আছেন। Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
 - আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.
 - আবেদনকারীর এলাকা পৌরসভায় হলে কাউন্সিলার, গ্রাম পঞ্চায়েত হলে প্রধান। / Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Physical Verification Form for Kanyashree Prakalpa

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



House: Own Rented
Type of House: Pacca Kancha
Vehicle: Cycle Bike Car Tractor Other None

If Other, Please specify Vehicle Type _____

Profession of Father: Unemployed Govt. Service Non-Govt. Service Agriculture
 Business Artisan Self Employed Other

If Other, Please specify the Profession _____

Profession of Mother: Housewife Govt. Service Non-Govt. Service Artisan
 Self Employed Other

If Other, Please specify the Profession _____

Number of Family Members : _____

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

i) The monthly income of the family of the applicant is

1,000/- to 5,000/- 5,000/- to 10,000/- 10,000/- to 15,000/- 15,000/- & Above

ii) The Applicant is Married Unmarried

The applicant is Recommended Not Recommended

Name: _____

Designation: _____

(Signature with Seal)