The

Gazette

Kolkata

सत्यमेव जयते

Extraordinary

Published by Authority

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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 & Madrasha Education Department
Nabanna
325, Sarat Chatterjee Road, Howrah - 711102

525, Sarat Chatterjee Road, Howran - 71110.

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.

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

- 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

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

SI.	Types of	Class of	Day Scholars			Hosteller			Remarks
No.	Scholarship	Study	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		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:

- (i) The applicant has to submit a certificate regarding family income at the time of application.
- (ii) For 'renewal' applicants, the continuance of scholarship will be subject to securing 50% marks in the previous year examination.
- (iii) Maintenance allowance will be provided to hostellers and day scholars.
- (iv) Students should be regular in attendance, for which the yardstick will be decided by the competent authority of the school.
- (v) 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.
- (vi) 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.
- (vii) The course/tuition fees and maintenance allowance will be credited to the student's bank account directly under Direct Benefit Transfer (DBT) mode.
- (viii) 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.

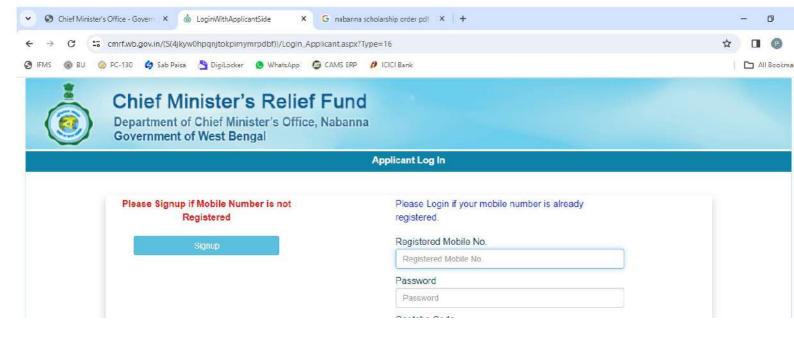
By order of the Governor,

VIVEK KUMAR

Principal Secretary to the Government of West Bengal













National Scholarship Portal

राष्ट्रीय सूचना विज्ञान केंद्र National Informatics Centre



Scholarships

NSP is a web based application that provides single stop solution for endto-end scholarship process right from submission of student application, verification, sanction and disbursal to end beneficiary for different types scholarships provided by the various Ministries/Department of Government of India.

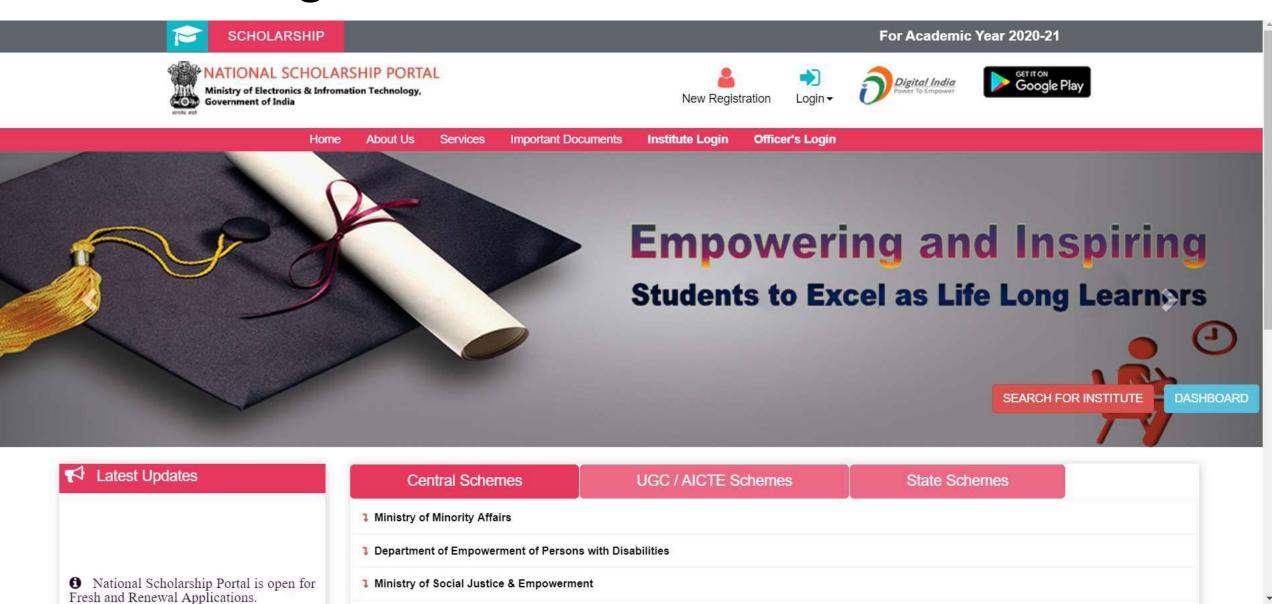
FEATURES OF NSP



- Standardized, Simple and Single Form for Pre-Matric and Post-MatricSchemes
- Easy to Apply
- Interactive portal- help student to identify suitable scholarship offerings
- Enabled SMS/ Email Alerts/Notifications

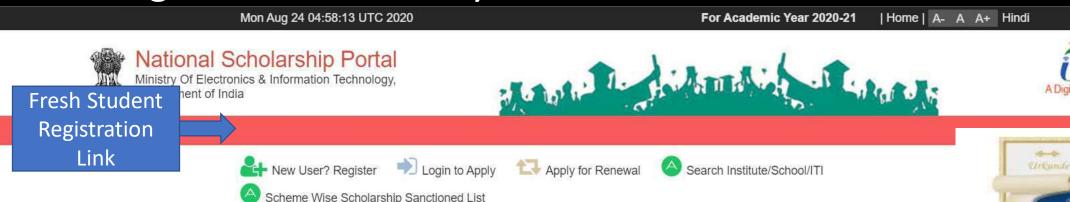


NSP Home Page





Before Registration process Students are required to keep following documents handy





Guidelines for Registration on National Scholarship Portal

Welcome to National Scholarship Portal (NSP)

How to Apply?

Students applying for scholarship for the first time (Fresh Students) need to "Register" on the portal as fresh applicant by providing accurate and authenticated information as printed on their documents in the "Student Registration Form".

The registration form is required to be filled by parents / guardian of students who are below the age of 18 years on the date of registration.

Before initiating registration process, students / Parents / guardian are advised to keep the following documents handy:

- 1. Educational documents of student
- 2. Student's Bank account number and IFSC code of the bank branch

Note: For pre matric scholarship scheme, where students do not have their own bank account, parents can provide their own account details.

However, parents account number can only be used against scholarship applications for maximum two children.

- 3. Aadhaar number of the Student
- 4. If Aadhaar is not available, then Bonafide student certificate from Institute / School and
- 5. Aadhaar Enrolment ID or Scanned copy of Bank passbook
- 6. If Institute/School is different from domicile state of the applicant, then Bonafide student certificate from Institute / School.

Brief Instructions to fill the online Application Form

Brief instructions for filling up the online Application Form are given below (Fields marked with * are Mandatory fields):

1. Date of Birth (DOB)*	Provide DOB as printed in educational certificates.
2. State of Domicile*	Domicile state means the state in which students have their permanent address.
	Students are required to provide their domicile state correctly as the "Application Id" allotted to them will be based on domicile state. This application Id will also be used as "Login Id" on the portal and for future references. Once allotted the student will not be allowed to change the domicile State under any circumstances.
	The student needs to provide a Bonafide Certificate in the prescribed proforma if the Students domicile state is different from the state of Institute/School, he/she is studying.
3. Scholarship Category*	Scholarship schemes are divided in following major categories described below (Students are required to select the relevant category based on their class/course in which they are studying):
	2.1 Pre-Matric Scholarship Scheme: For students studying from Class 1st to Class 10th.
	2.2 Post - Matric Scholarship scheme/Top Class Scholarship Scheme/Merit Cum Means Scholarship Scheme: For students studying from Class 11th, 12th and above including Courses like ITI, B.SC, B. Com., B. Tech, Medical /student studying top level colleges such as IITs and IIMs/ students doing Technical and Professional courses etc. (Attach a hyperlink mentioning details of schemes of different Ministries)
4. Name of Student*	Provide name as printed in educational certificates. For students applying for Post Matric, Top Class and MCM scholarship scheme preferably provide name as printed in class 10th certificate.
	For students providing Aadhaar number to ensure that your name is correct in your Aadhaar card.
5. Mobile Number*	Provide correct and authenticated mobile number, as all the communications and One-time passwords related to portal activities will be sent as SMS on this mobile number.
	(i) In case of Post Matric, Top Class and MCM scholarship scheme only one registration is allowed with one mobile number.
	(ii) For pre-matric scholarship scheme, where students do not have mobile number, parents' mobile number can be provided. The parents' mobile number can only be used for filling scholarship applications for maximum of their two

Contd..

	Gilliarett Offiy.
6. Email Id	Provide correct and authenticated email id, as all the communications and One-time passwords related to portal activities will be sent on this email Id.
7. Bank account details	Provide active bank account number and IFSC code of the bank branch of the student. The name of bank will be automatically mentioned based on your IFSC code. If not, then write it as printed on the bank passbook.
	In case of Post Matric, Top Class and MCM scholarship scheme one registration must be done with one bank account number. Whereas, for pre matric scholarship scheme, where students do not have their own bank account number parent's account number can be used. However, parent's account number can only be provided for maximum of their two children.
8. Identification Details	Select and provide the information in this field very carefully. You are required to select one of the following methods for identification details:
	7.1 Aadhaar Number: Students who have Aadhaar number are required to provide 12-digit Aadhaar number as printed on Aadhaar card.
	Upon submitting the registration form, the system will match the personal identification details of the applicant with the Aadhaar records.
	Only one registration is allowed with one Aadhaar number. However, if multiple applications of a student are found in the system at a later stage, all his/her applications are liable to be rejected.
	It may be noted that your Aadhaar Number could also be used for crediting scholarship amount in the bank account linked* to your Aadhaar number in fast track mode.
	For all such cases, where student does not possess Aadhaar, he is required to provide a bonafide certificate issued by his Institute/School in the prescribed proforma along-with Aadhaar enrolment number or scanned copy of first page of his Bank passbook (containing the photograph of the applicant)
	*To link your bank account with Aadhaar number for receiving scholarship in the same, please visit you bank branch and submit a "bank consent form for receiving DBT". You can check which bank is linked to your Aadhaar number on NPCI mapper here https://resident.uidai.gov.in/bank-mapper or through Aadhaar-enabled micro-ATM machine of any of these banks.

Important Note:

After reading instructions click to continue

Important Note:

- 1. After submitting the application, the default login id and password to log into NSP portal will be sent to the provided mobile number. In case the password is not received, the option for forgot password at login page shall be used.
- 2. Students are advised to provide "Annual Family Income" as per the Income Certificate issued by competent authority in their scholarship application.

Undertaking By Applicant or Parents/Guardian(In Case of Minor)

I agree to the following: /मैं निम्नलिखित के लिए सहमत हूँ

- ☐ I have read and understood the guidelines for registration.
- मैंने पंजीकरण के लिए दिशानिर्देशों को पढ़ा और समझा है:
- ☐ I am aware that if more than one application is found to be filled (fresh or renewal), all my/my child's/ward's applications are liable to be rejected.
- मैं जागरूक हूं कि यदि एक से अधिक आवेदन भरे हुए (ताज़ा या नवीनीकरण) पाए जाते हैं, तो मेरे सभी आवेदन अस्वीकार कर दिए जाने योग्य हैं।
- I am aware that my bank account details may be changed only once after due process in accordance with the provisions of the process.

 मैं जागरूक हं कि मेरे द्वारा प्रदान किए गए बैंक खाते के विवरण में किसी भी बदलाव प्रावधानों के अनुसार नियत प्रक्रिया के बाद केवल एक बार किया जा सकता है।





Fresh Registration For Academic Year 2020-21

State of Domicile *	?	Scholarship Category *	?
Choose your option	~	Choose your option	~
Name of Student *	?	Scheme Type *	?
		Choose your option	~
Date of Birth (DD/MM/YYYY) *		Gender *	
		Choose your option	~
Mobile Number *	?	Email Id	
Bank IFSC Code *		Confirm Bank IFSC Code *	
Bank A/C Number *	?	Confirm Bank A/C Number *	

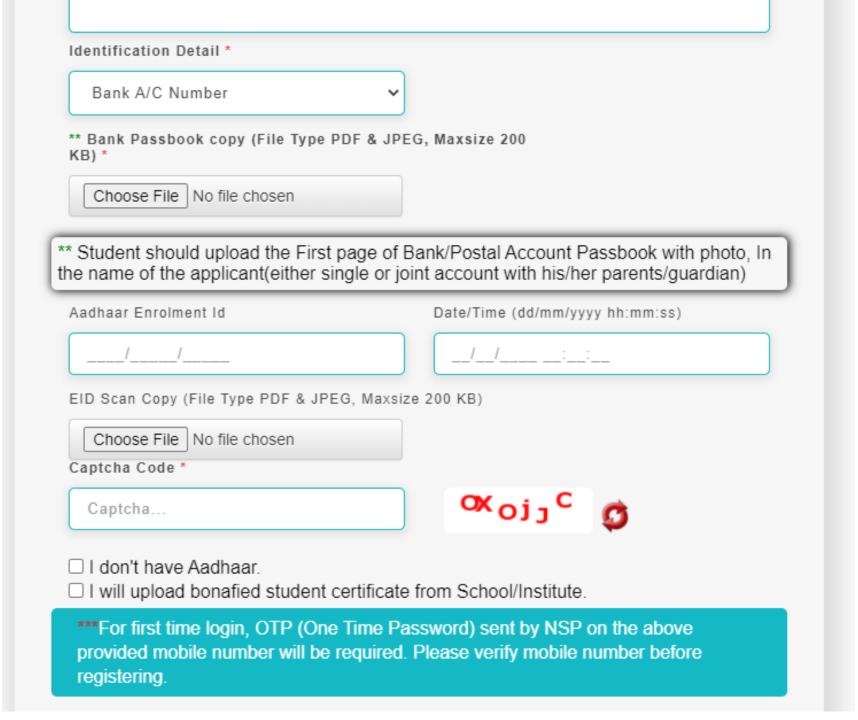
Bank IFSC Code *		Confirm Bank IFSC Co	de *
ank A/C Number*	?	Confirm Bank A/C Num	nber *
Bank Name *			
Bank Name * dentification Detail * Choose your option	~		

registering.



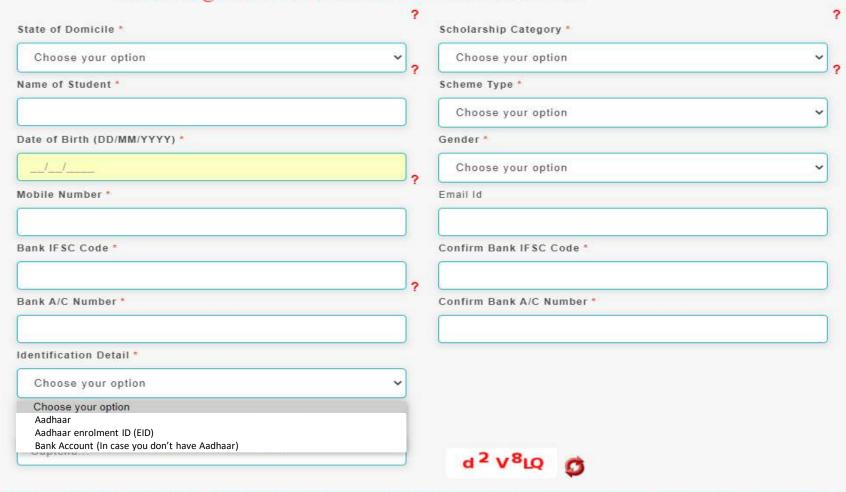
lde	ntification Detail *	Aadhaar Number
	Aadhaar Number 🗸	
Ca	ptcha Code *	
	Captcha	oxoj₃ ^c ø
	used to establish my identity before I schemes listed on NSP. मैंने स्वेच्छा से अपना आधार नंबर जमा कर 1	aar number and I am aware that it will be can get scholarship from any one of the दिया है और मैं जागरूक हूं कि NSP पर सूचीबद्ध करने से पहले इसका उपयोग मेरी पहचान स्थापित
	I am aware that my identity will be es identification details available in Aadh मैं जागरूक हूं कि आधार रिकॉर्ड में मेरा व्य स्थापित की जाएगी।	2 2 1
	making scholarship payments in the l	(if found correct) could also be used for bank account linked* to my Aadhaar number. गोग (यदि सही पाया गया) तो, मेरे आधार नंबर से जुड़े भी किया जा सकता है।
	same, please visit you bank branch a DBT". You can check which bank is li	aar number for receiving scholarship in the and submit a "bank consent form for receiving nked to your Aadhaar number on NPCI v.in/bank-mapper or through Aadhaar-

***For first time login, OTP (One Time Password) sent by NSP on the above provided mobile number will be required. Please verify mobile number before registering.

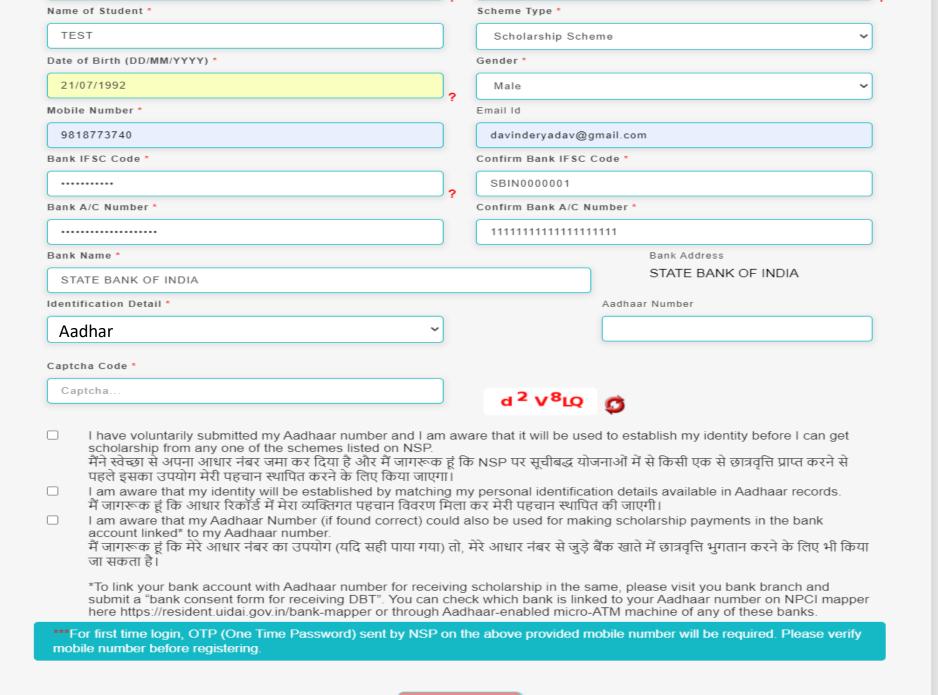




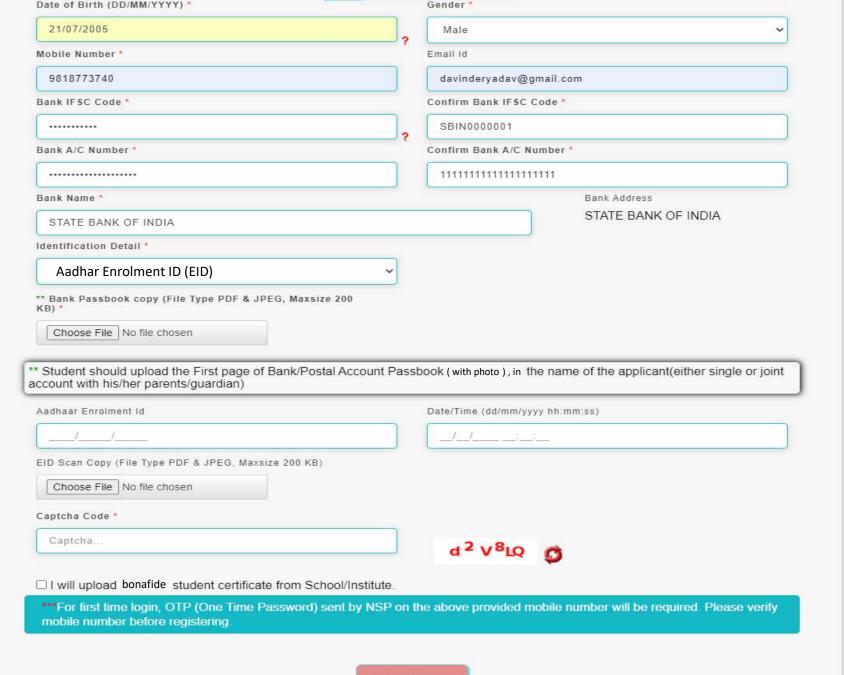
Fresh Registration For Academic Year 2021-22

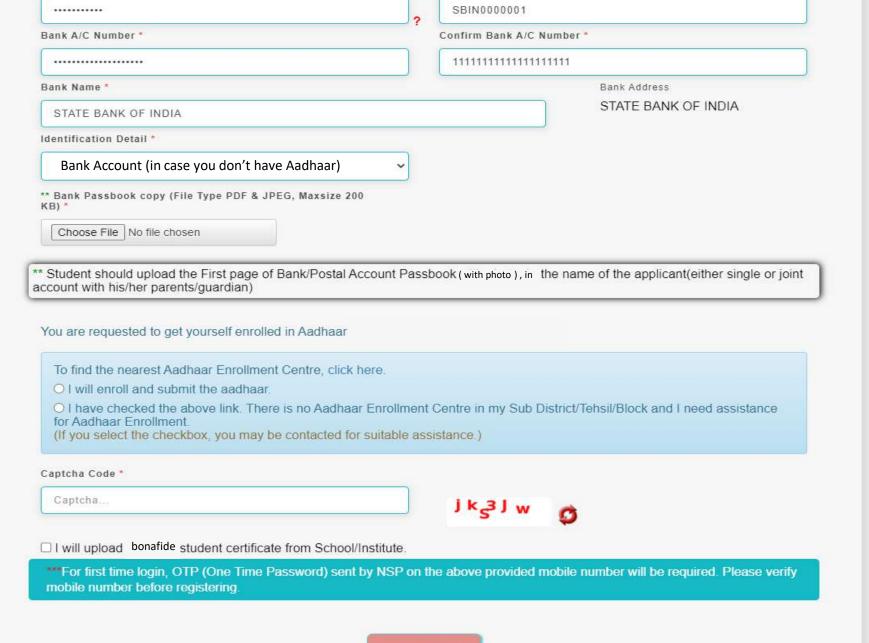


For first time login, OTP (One Time Password) sent by NSP on the above provided mobile number will be required. Please verify mobile number before registering.

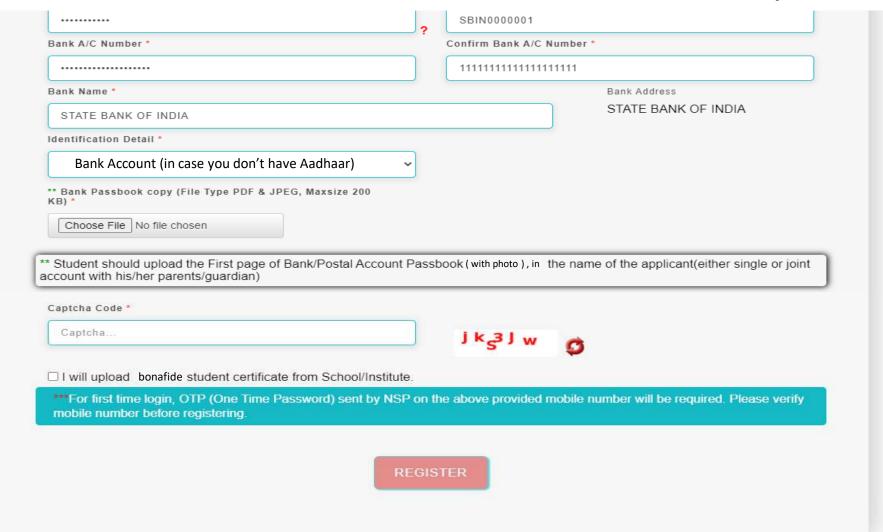


Date of Birth (DD/MM/YYYY) *		Gender *	
21/07/2005	,	Male	~
obile Number *	,	Email Id	
9818773740		davinderyadav@g	gmail.com
ank IFSC Code *		Confirm Bank IFSC	Code *
••••••	2	SBIN0000001	
ank A/C Number *	,	Confirm Bank A/C N	umber *
		1111111111111111	1111
ank Name *			Bank Address
STATE BANK OF INDIA			STATE BANK OF INDIA
entification Detail *			Aadhaar Number
Aadhar			
I have voluntarily submitted the Aadhaar number of my cidentity before he/she can get scholarship from any one मेंने स्वेच्छा से अपने बच्चे / वार्ड का आधार नंबर जमा किया है और जाएगा, ताकि वह NSP में सूचीबद्ध किसी भी योजना से छात्रवृत्ति प्रा I am aware that my child / ward's Aadhaar number will be identification details available in Aadhaar records of UID/ में जागरूक हूं कि मेरे बच्चे / वार्ड के आधार नंबर का उपयोग UID/ पहचान स्थापित करने के लिए किया जाएगा। मैं जागरूक हूं कि वैक सकता है।	of the मुझे प एत क e use AI. AI के हिंपक	schemes listed on I ता है कि इसका उपयोग र सके।। d to establish his/he आधार रिकॉर्ड में उसक र रूप से, मेरे बच्चे / वार्ड	NSP. । उसकी / उसकी पहचान स्थापित करने के लिए किया r identity by matching his/her personal । व्यक्तिगत पहचान विवरण मिलान करके उसकी है का बैंक खाता खाते का विवरण भी प्रस्तुत किया जा
I am aware that the Aadhaar Number of my child (if found bank account linked* to the Aadhaar number of the child. मैं जागरूक हूं कि मेरे बच्चे / वार्ड का आधार नंबर का उपयोग (यदि करने के लिए भी किया जा सकता है। *To link your bank account with Aadhaar number for recessubmit a "bank consent form for receiving DBT". You can here https://resident.uidai.gov.in/bank-mapper or through	सही iving	पाया गया), तो उसके अ scholarship in the sa ck which bank is link	नाधार नंबर से जुड़े बैंक खाते में छात्रवृत्ति भुगतान ame, please visit you bank branch and ed to your Aadhaar number on NPCI mapper
***For first time login, OTP (One Time Password) sent by NSP	on th	ne above provided m	nobile number will be required. Please verify
mobile number before registering.			





For UT of J&K, UT of Ladakh, Assam and Manipur



Details to be filled in online Application Form

Mon Aug 24 04:59:30 UTC 2020

For Academic Year 2020-21

|Home | A- A A+ Hindi

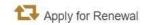
















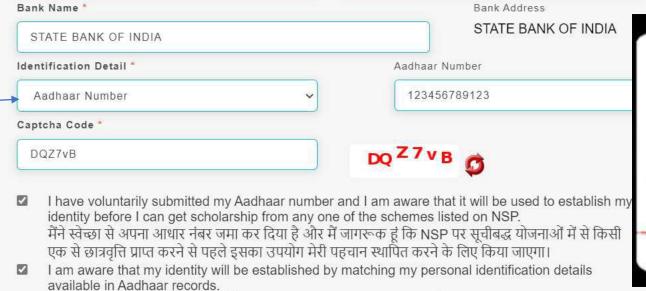
Scheme Wise Scholarship Sanctioned List



State of Domicile *	?	Scholarship Category *	
UTTAR PRADESH	~	Post Matric/Top Class/MCM	~
Name of Student *	?	Scheme Type *	
ANKIT GUPTA	A	Scholarship Scheme	~
Date of Birth (DD/MM/YYYY) *		Gender *	
01/01/2000		Male	~
Mobile Number *	?	Email Id	
999999999		test@gmail.com	
Bank IFSC Code *		Confirm Bank IFSC Code *	
	@	SBIN0001234	
Bank A/C Number *	?	Confirm Bank A/C Number *	

After filling the details click register

Fill your Aadhaar details



मैं जागरूक हूं कि आधार रिकॉर्ड में मेरा व्यक्तिगत पहचान विवरण मिला कर मेरी पहचान स्थापित की जाएगी। I am aware that my Aadhaar Number (if found correct) could also be used for making scholarship

payments in the bank account linked* to my Aadhaar number.

भुगतान करने के लिए भी किया जा सकता है।

Student fill the required information and click "Register" button

*To link your bank account with Aadhaar number for receiving scholarship in the same, please visit you bank branch and submit a "bank consent form for receiving DBT". You can check which bank is linked to your Aadhaar number on NPCI mapper here https://resident.uidai.gov.in/bank-mapper or through Aadhaar-enabled micro-ATM machine of any of these banks.

मैं जागरूक हूं कि मेरे आधार नंबर का उपयोग (यदि सही पाया गया) तो, मेरे आधार नंबर से जुड़े बैंक खाते में छात्रवृत्ति

For first time login, OTP (One Time Password) sent by NSP on the above provided mobile number will be required. Please verify mobile number before registering.

भारत सरकार
GOVERNMENT OF INDIA

doct ప్రదేవ్

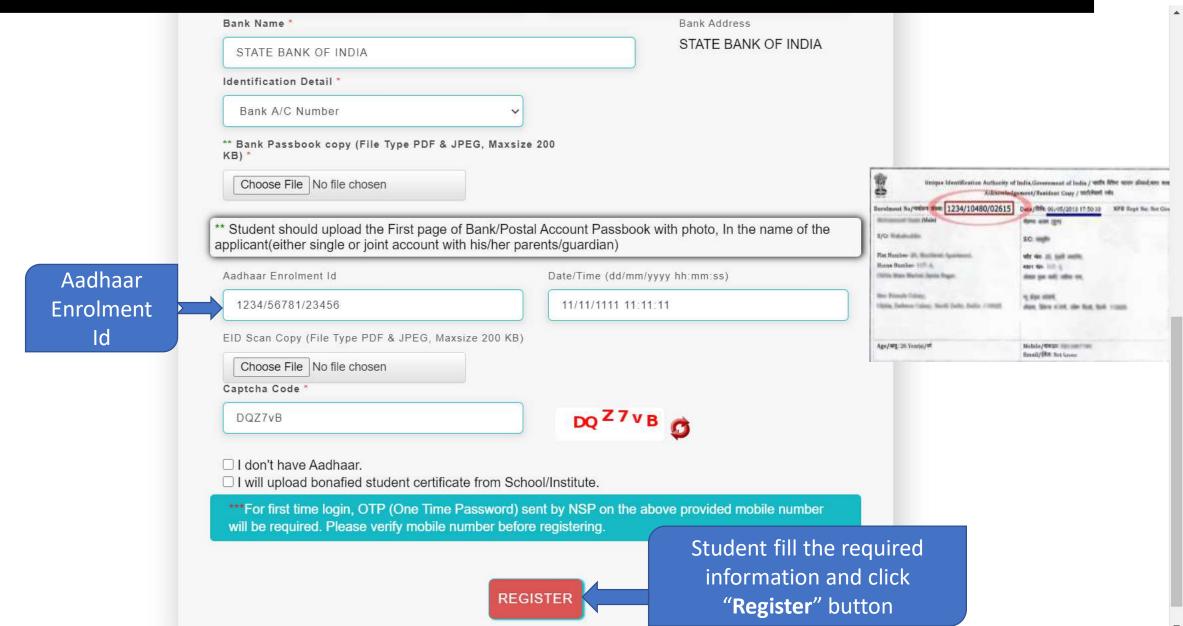
Name XXXX
DOB: XX-XX-XXXX
Gender: MALE

0000 1111 2222

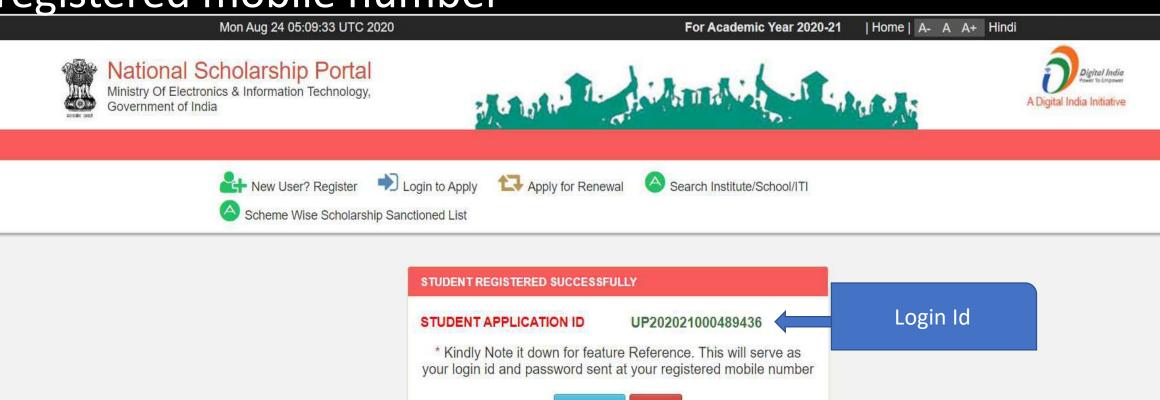
Verify Mobile no. for OTP



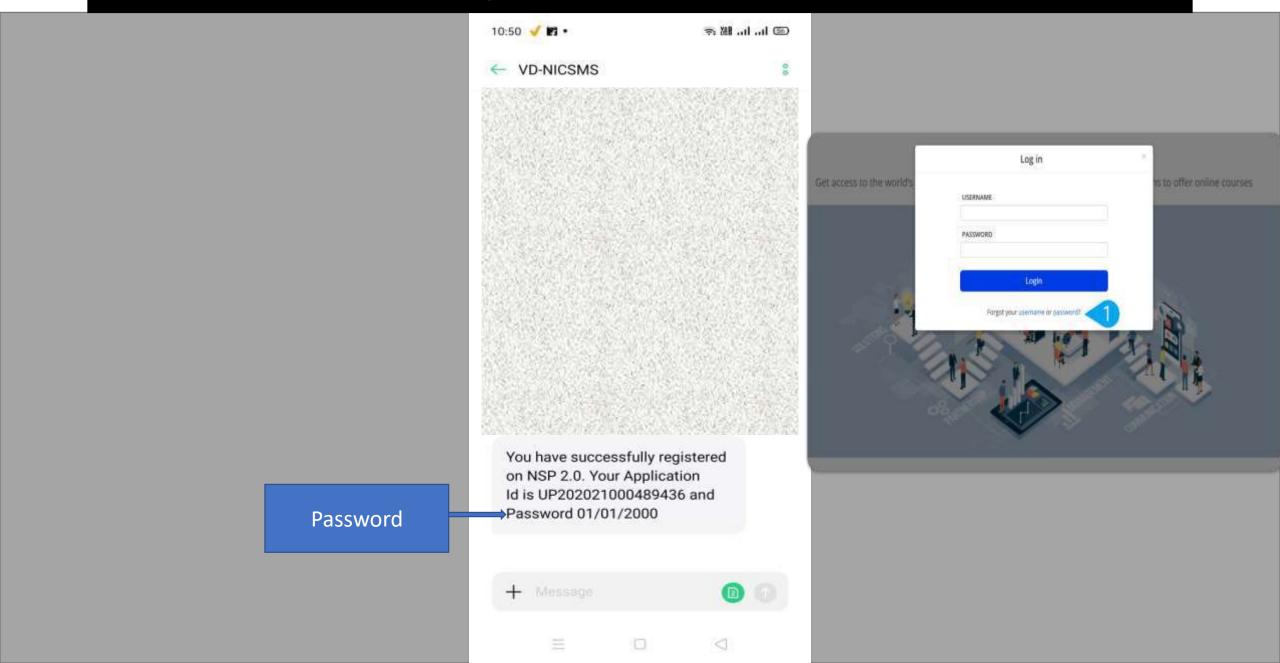
These details to be filled when Student is not having Aadhaar Card



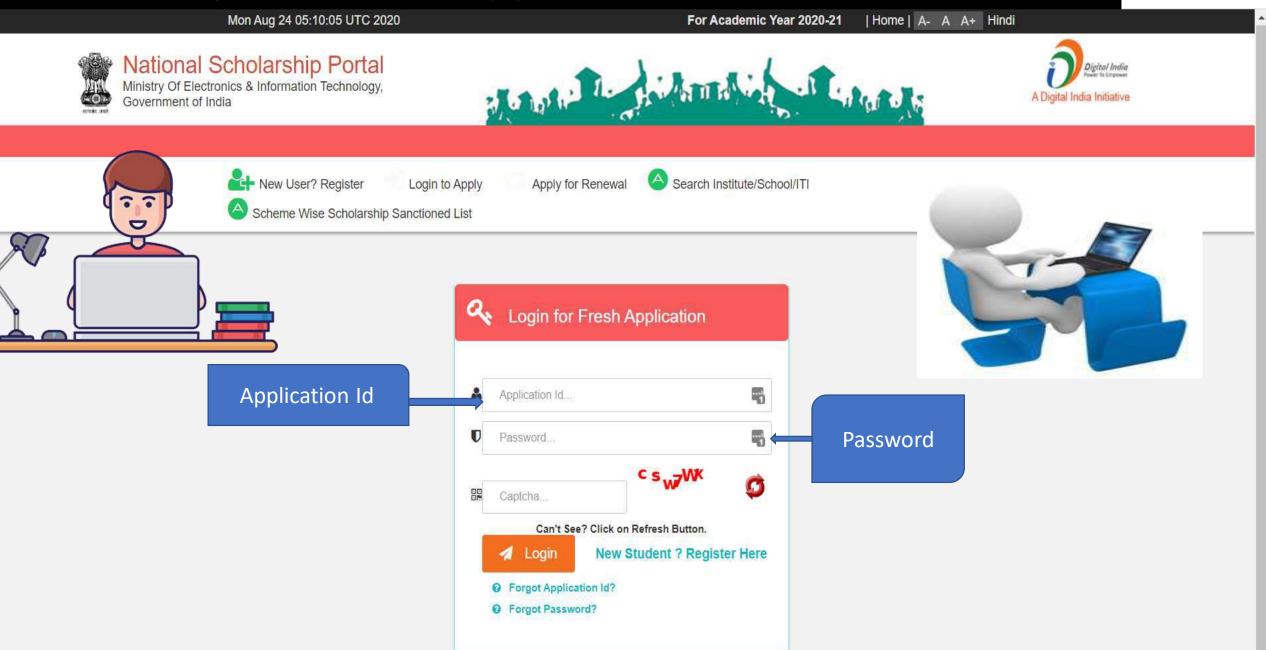
Student Application Id is created and Password sent to registered mobile number



Password sent to registered mobile number



Student Login for Fresh Application



Change of Mobile Number

Mon Aug 24 05:11:54 UTC 2020

For Academic Year 2020-21

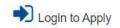
| Home | A- A A+ Hindi

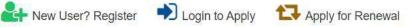


















Confirm OTP, after OTP has been send to registered mobile no./Email Id

Update Mobile Number



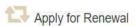




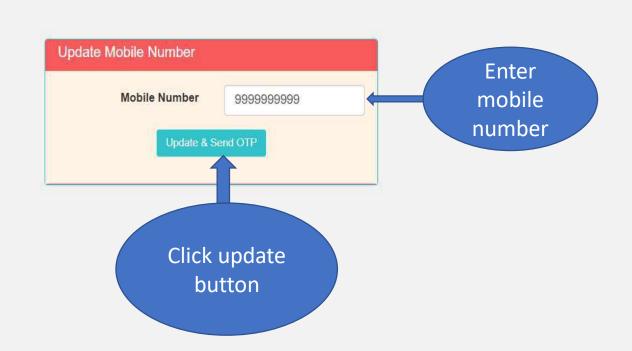


Scheme Wise Scholarship Sanctioned List









For Change Of Password

Mon Aug 24 05:14:34 UTC 2020

For Academic Year 2020-21

| Home | A- A A+ Hindi











When student Will Login It will appear like this

Mon Aug 24 05:15:00 UTC 2020

Skip to main content | Screen Reader Access | Sitemap | Home | A- A A+ Hindi









National Scholarship Portal

Ministry Of Electronics & Information Technology, Government of India

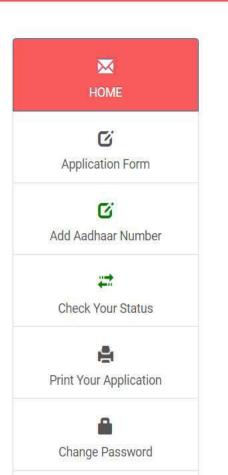


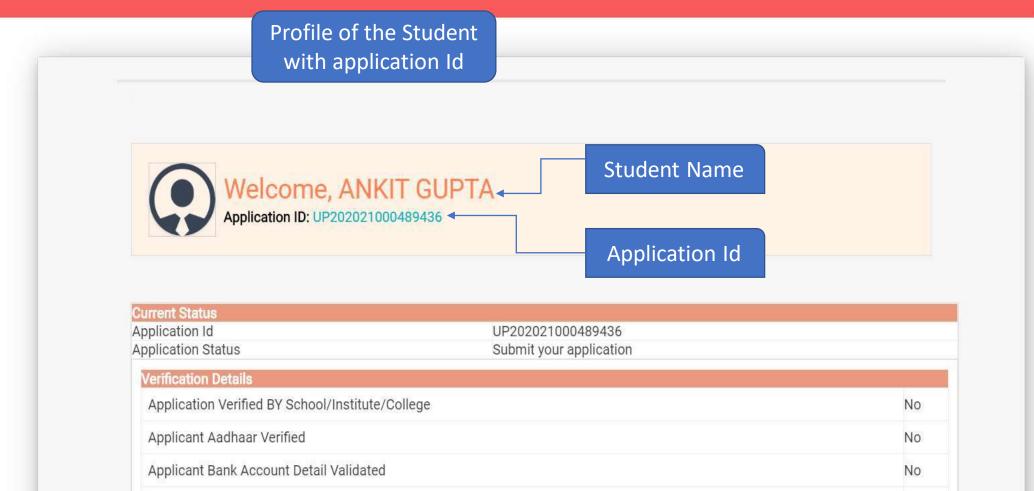




Welcome: ANKIT GUPTA

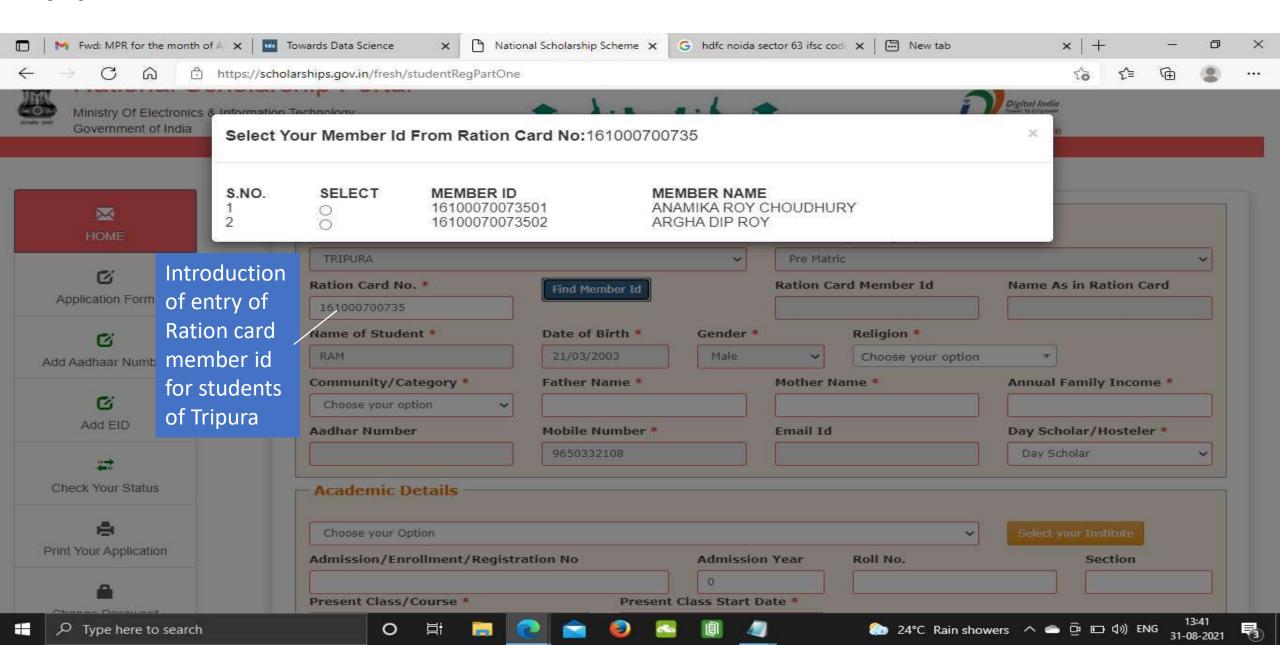
Application ID: UP202021000489436



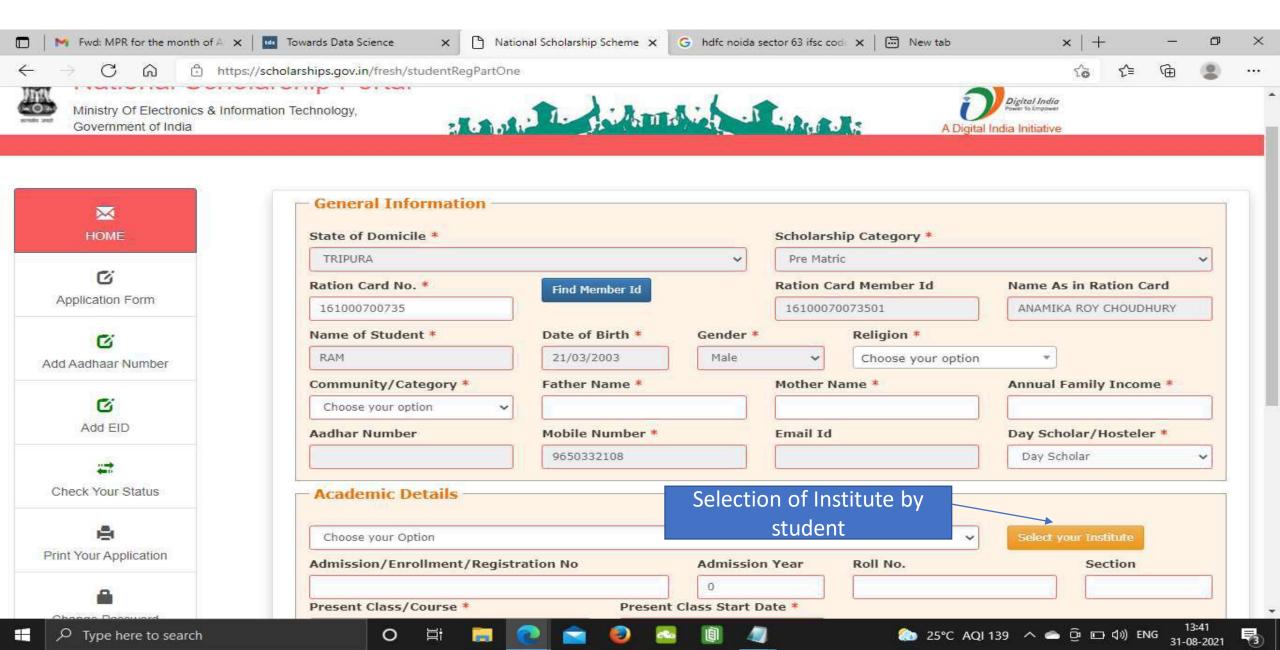




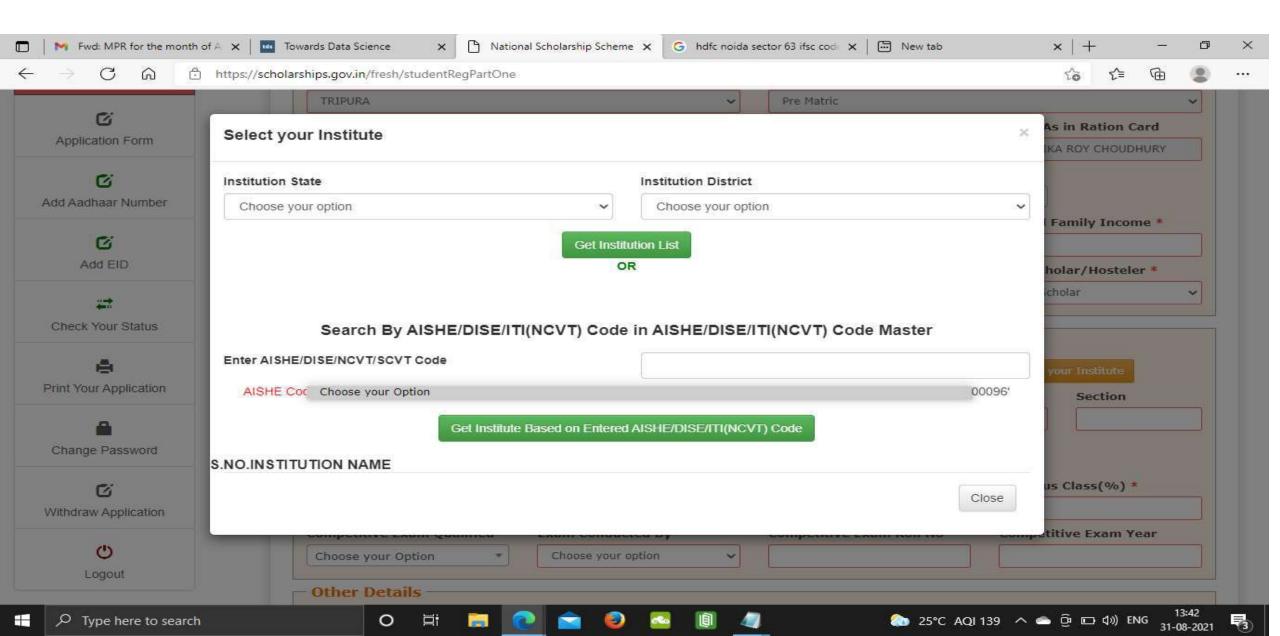
Application Form Of Student



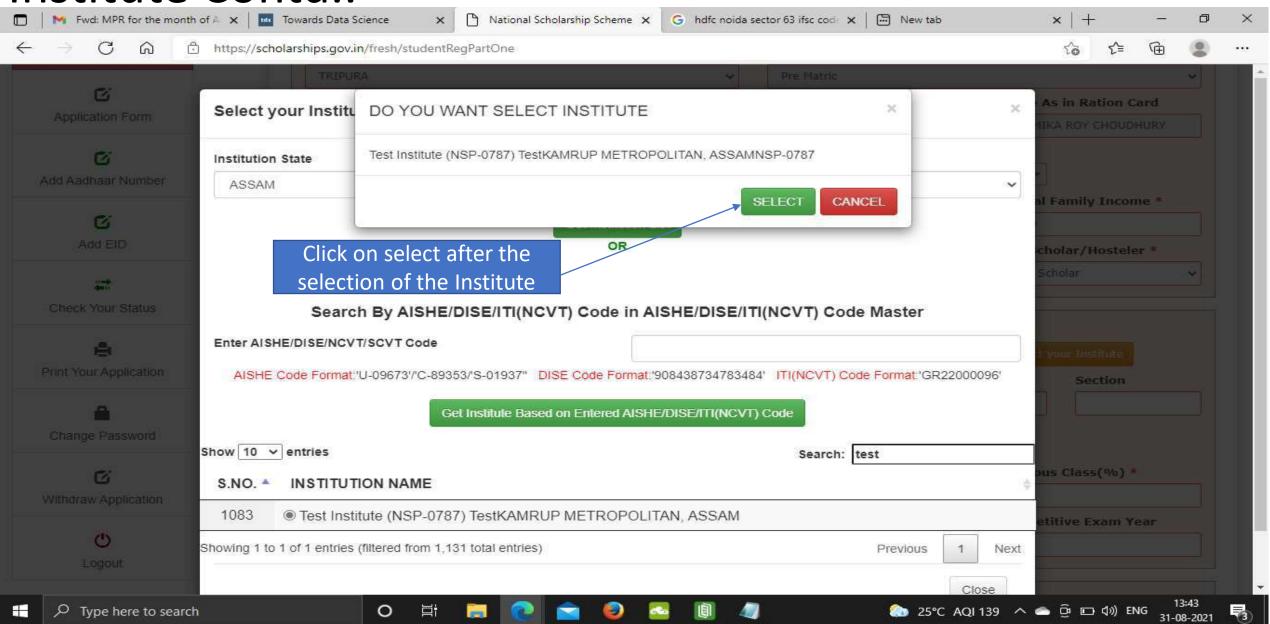
General Information and Selection Of Institute Contd...



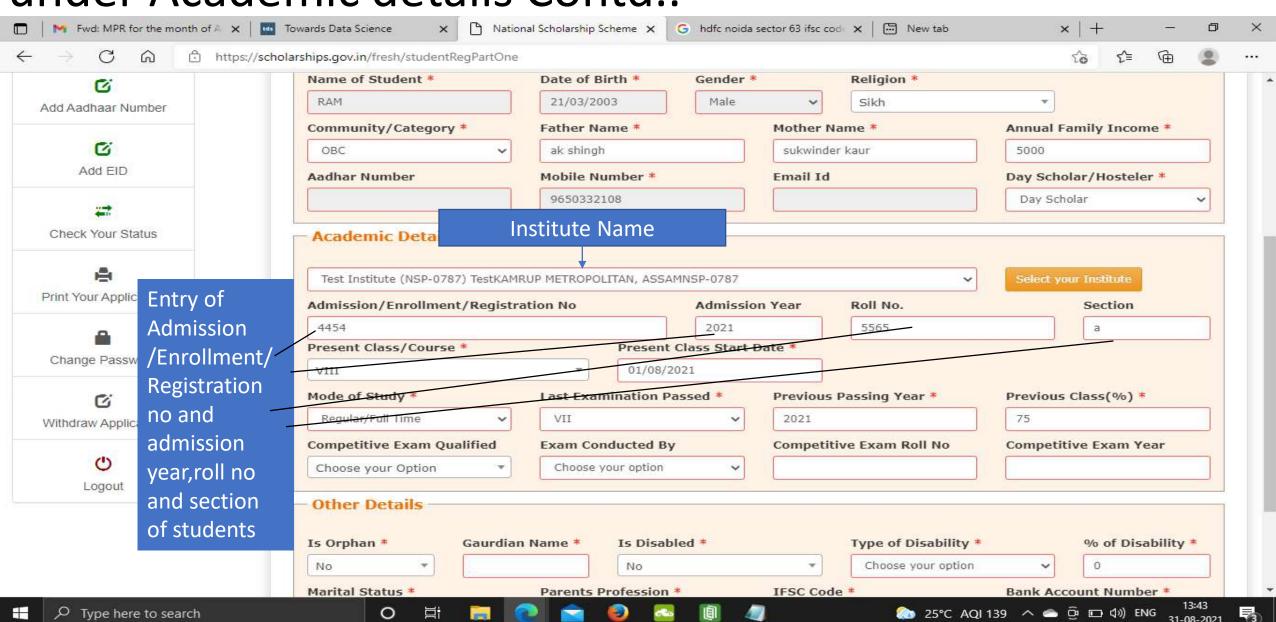
Institute Selection By The Student Contd..



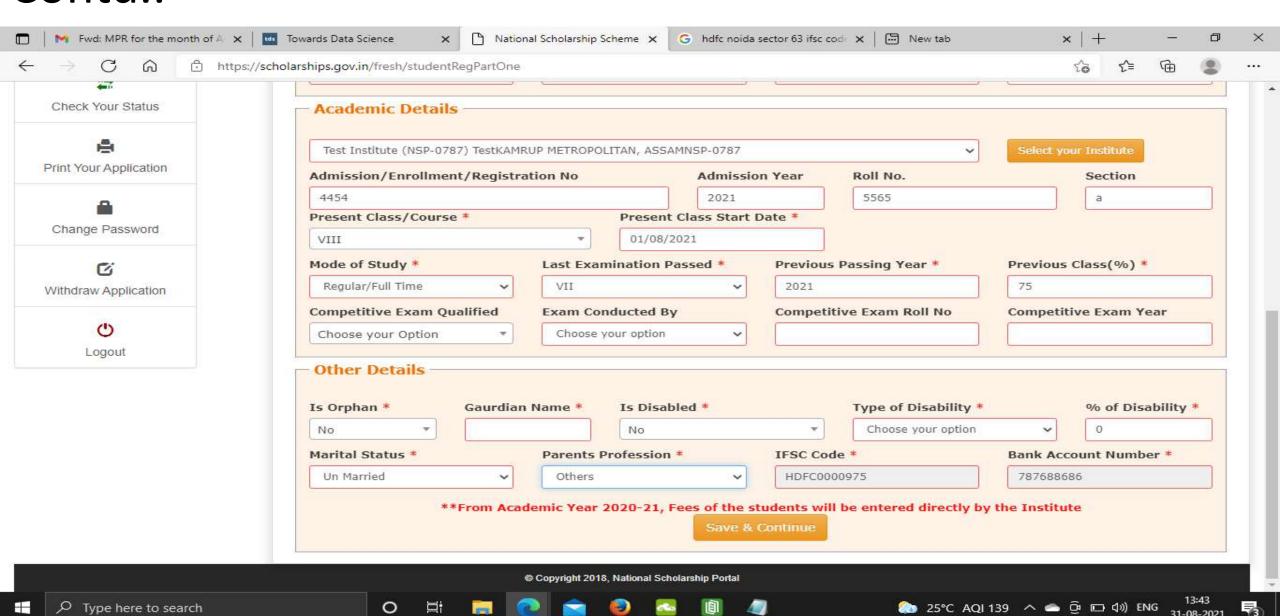
Click on select according to the selection of the Institute Contd..



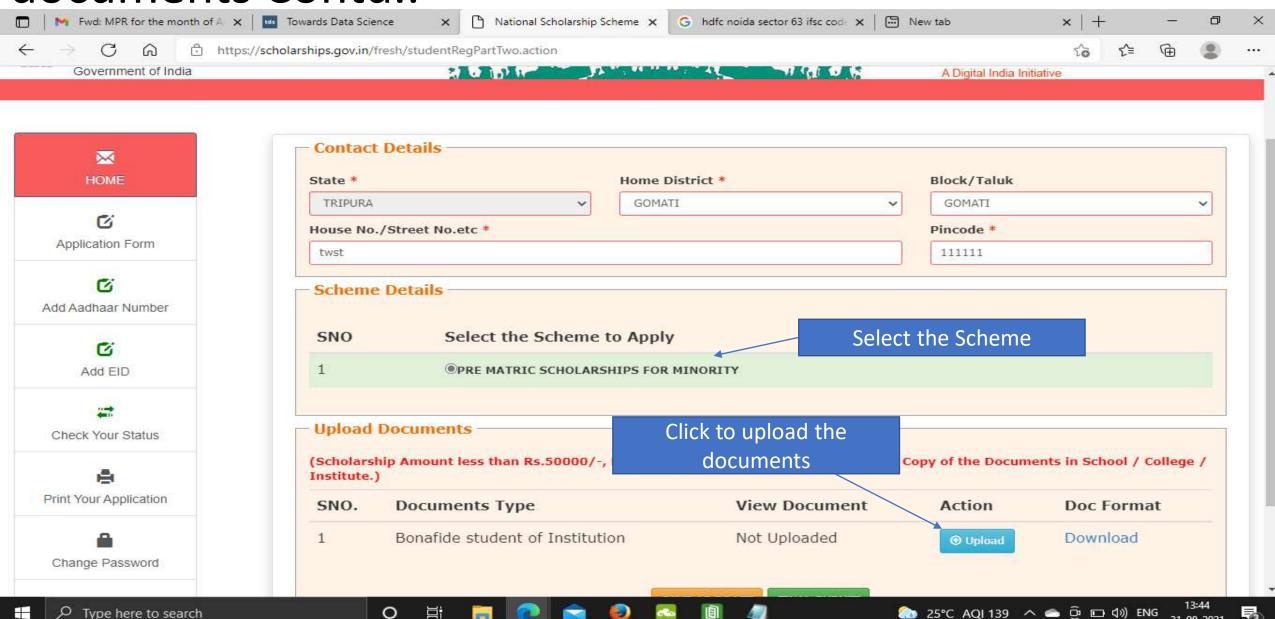
After selecting, the Institute name will come under Academic details Contd..



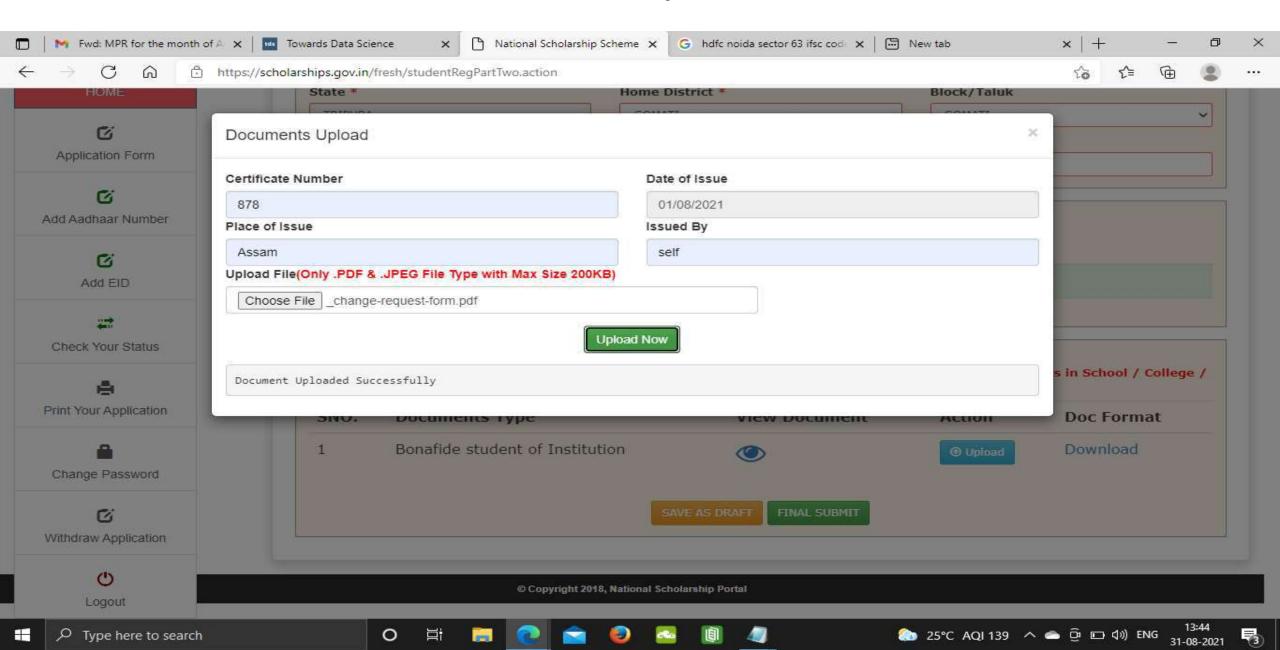
Fill Other Details and Click Save and Continue Contd..



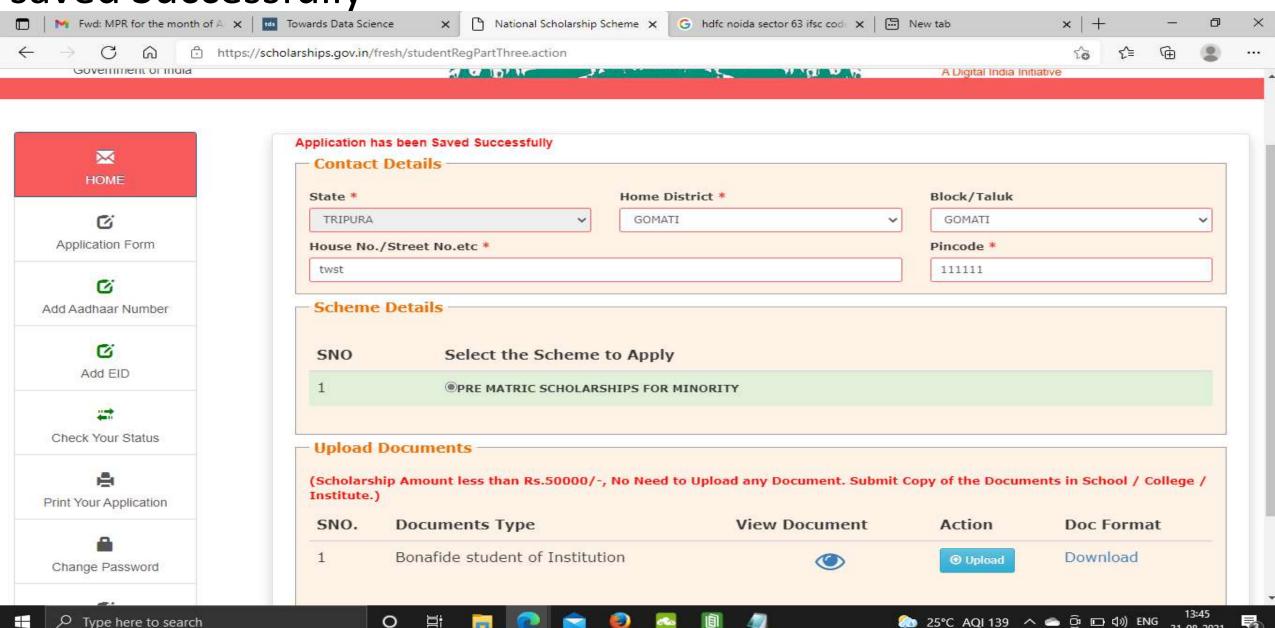
Student has to select the Scheme Details and upload the documents Contd..



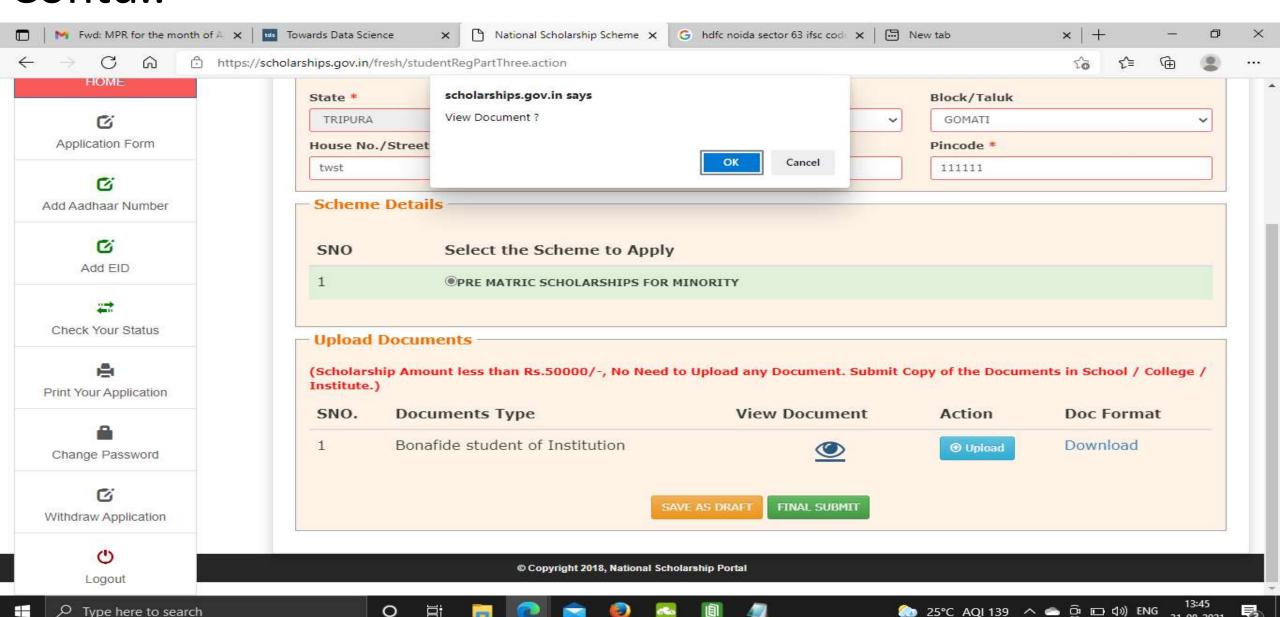
Fill the information and click upload now Contd..



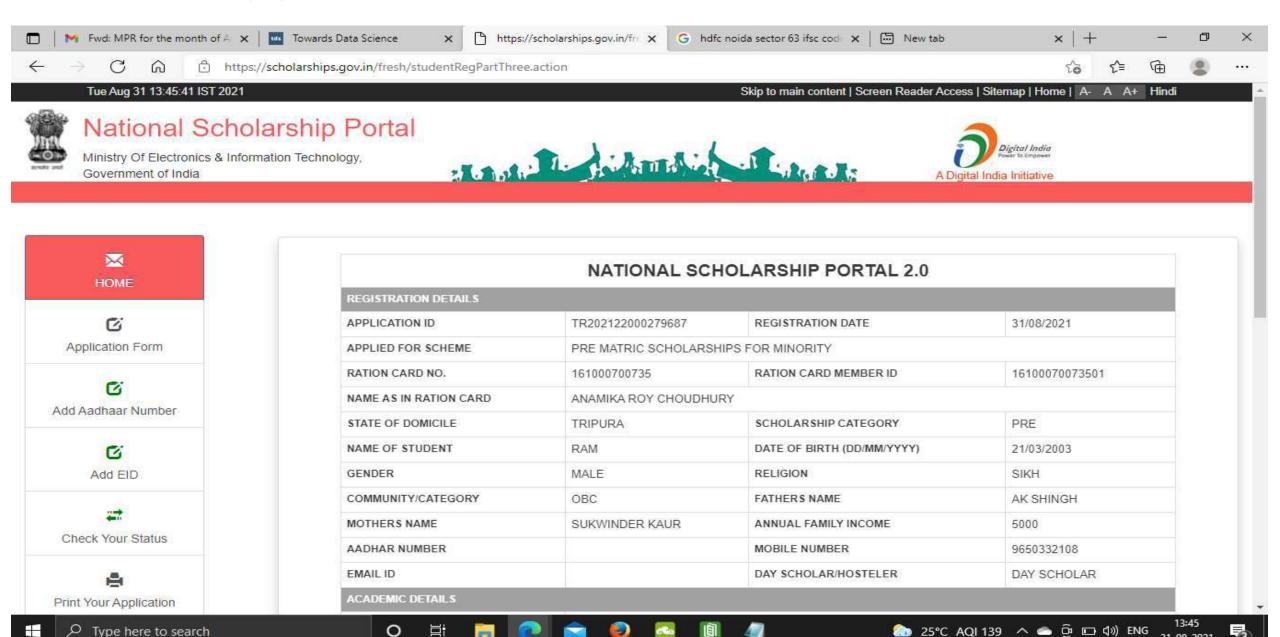
Next Slide will display the message that Application has been saved Successfully



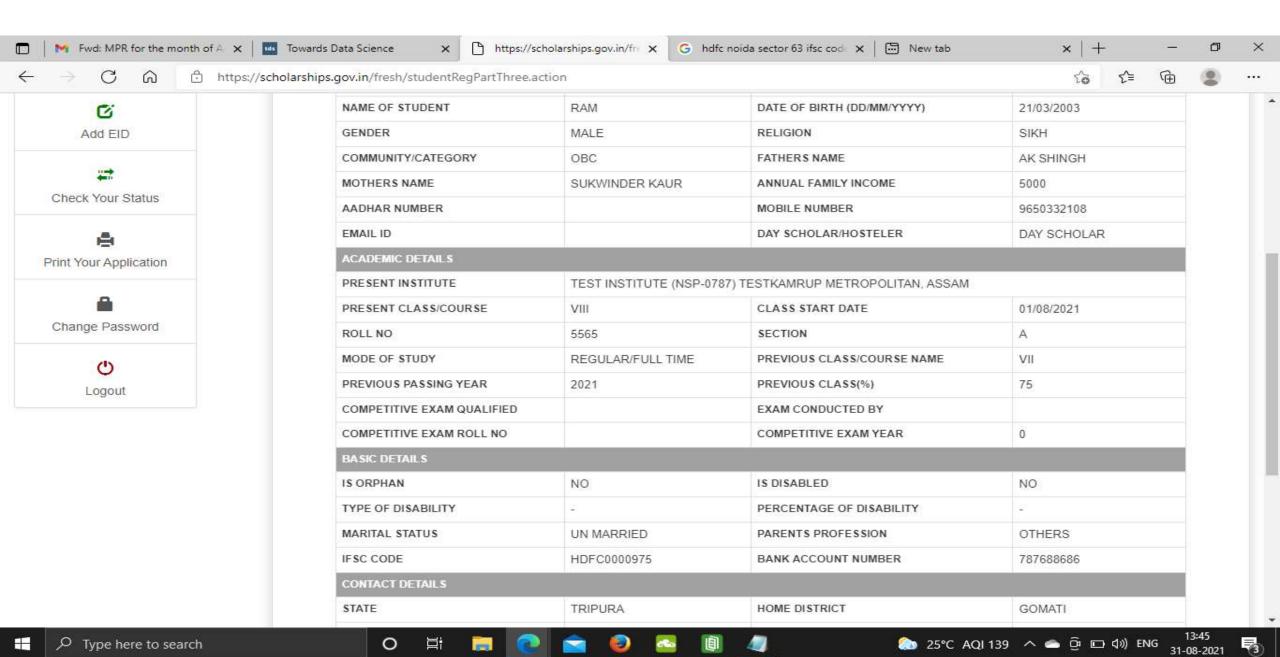
Click on Final Submit and view the document Contd..



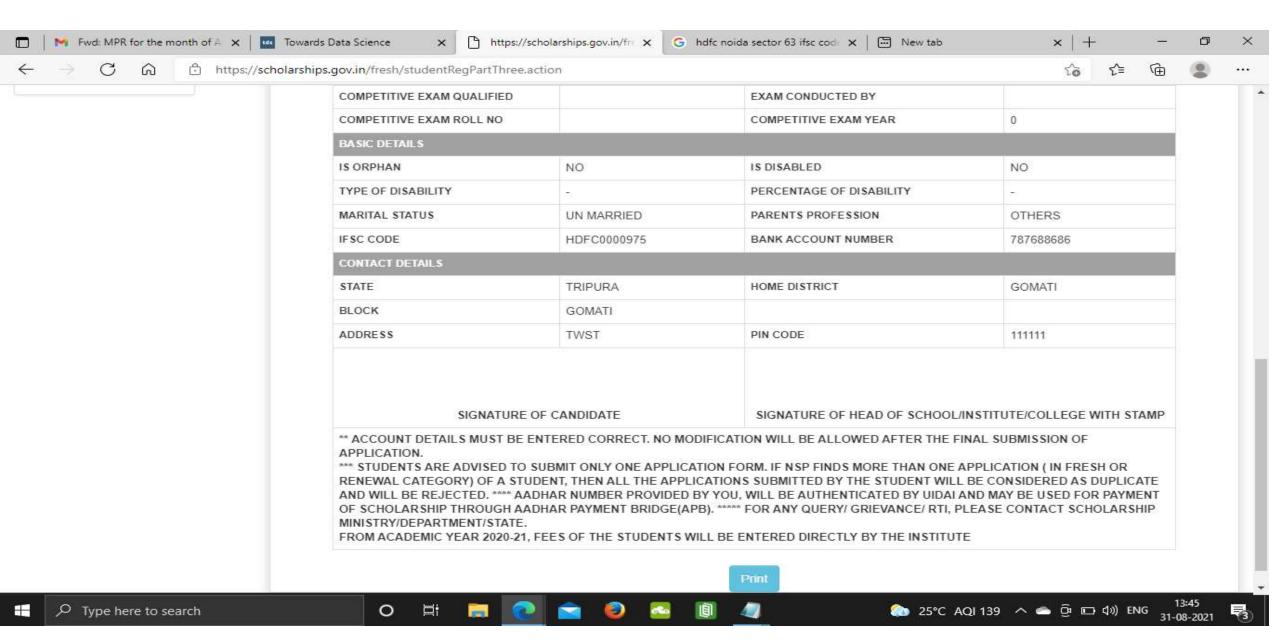
Student Application Form Details Contd..



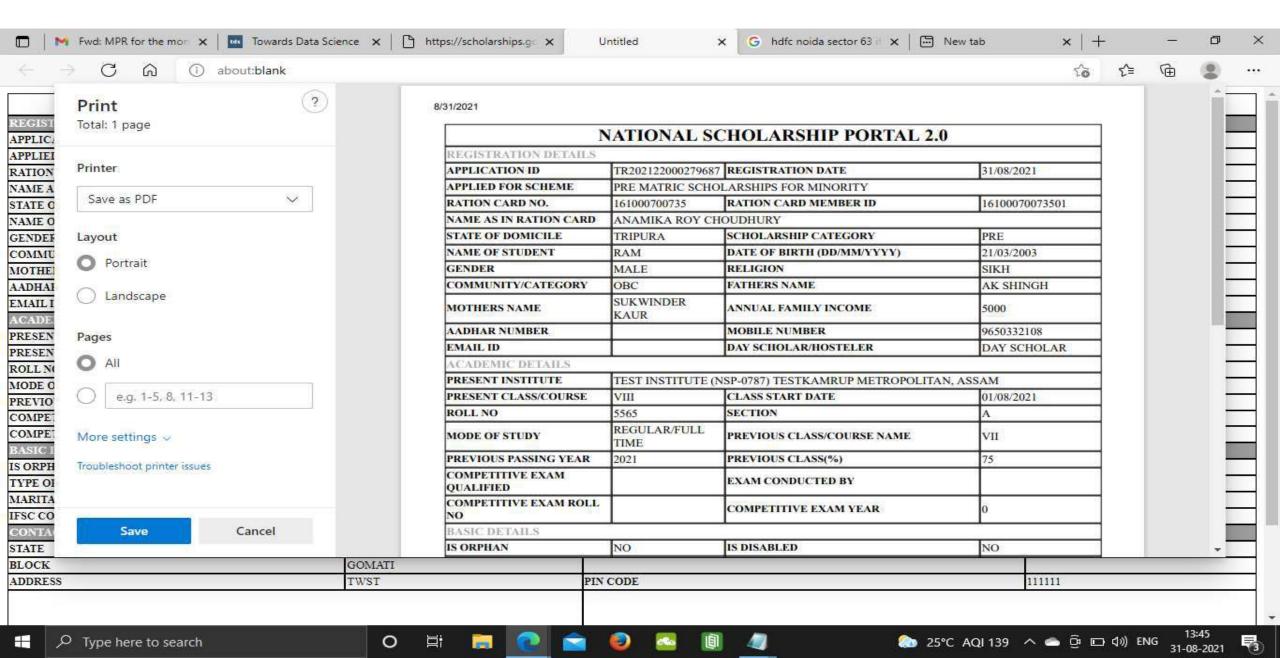
Contd..



Click on print option for taking out the print



Click on save to take out the Print Of the Form



Before Login Institute Search for Institute

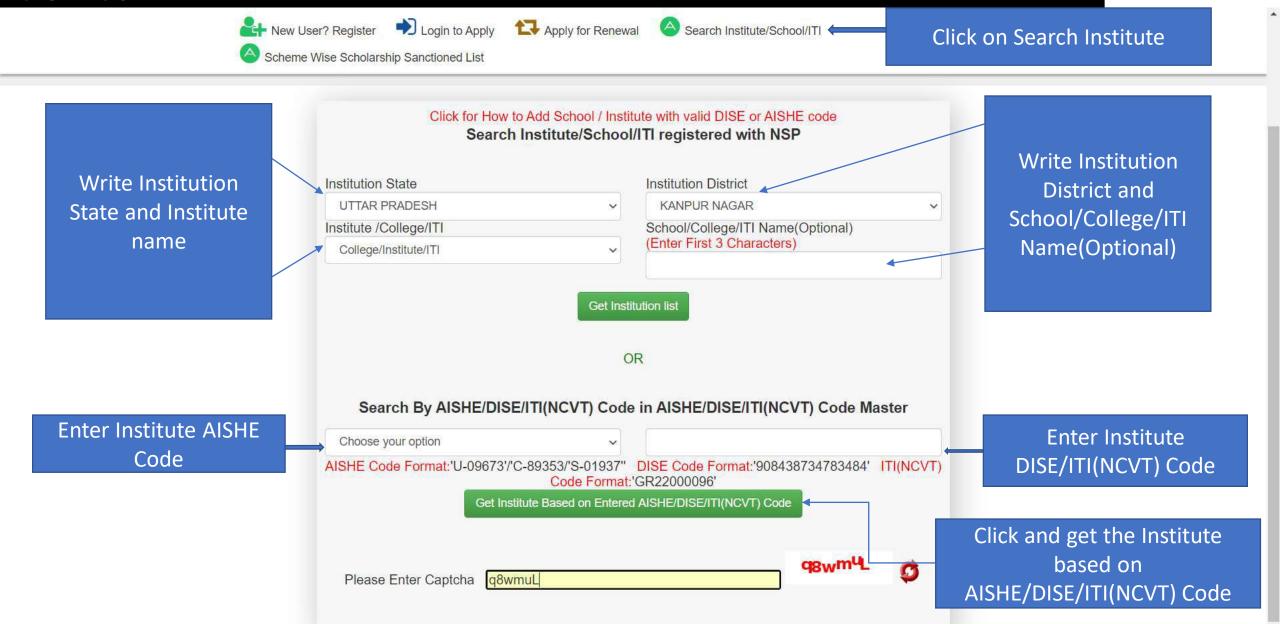
1 Standard Operating Procedures for NSP



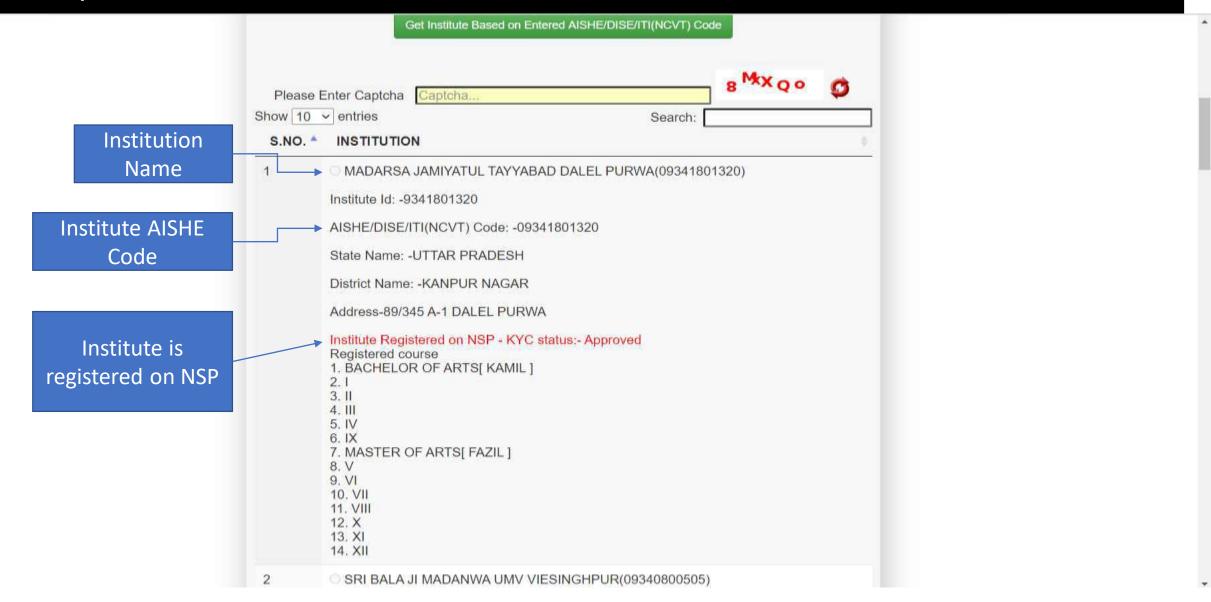
To Search Institute there are two options, either of one can be selected



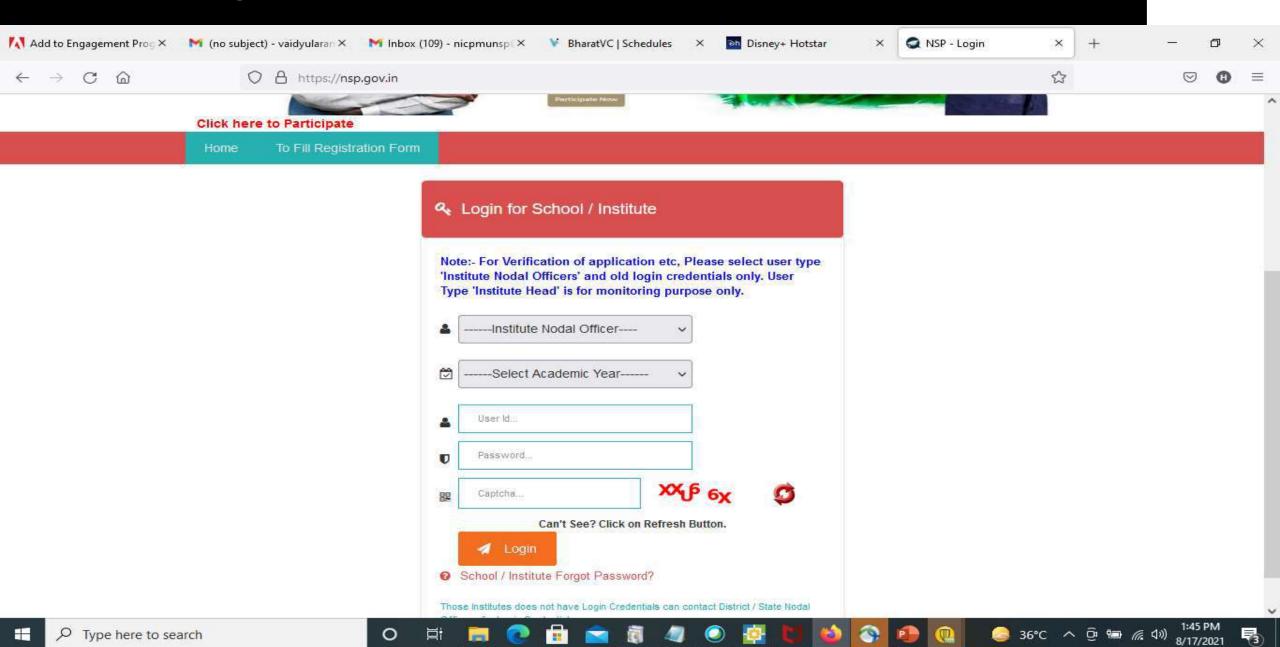
Contd..



After entering AISHE Code of the Institute, Institution will appear (Contd..)



Institute Login For INO

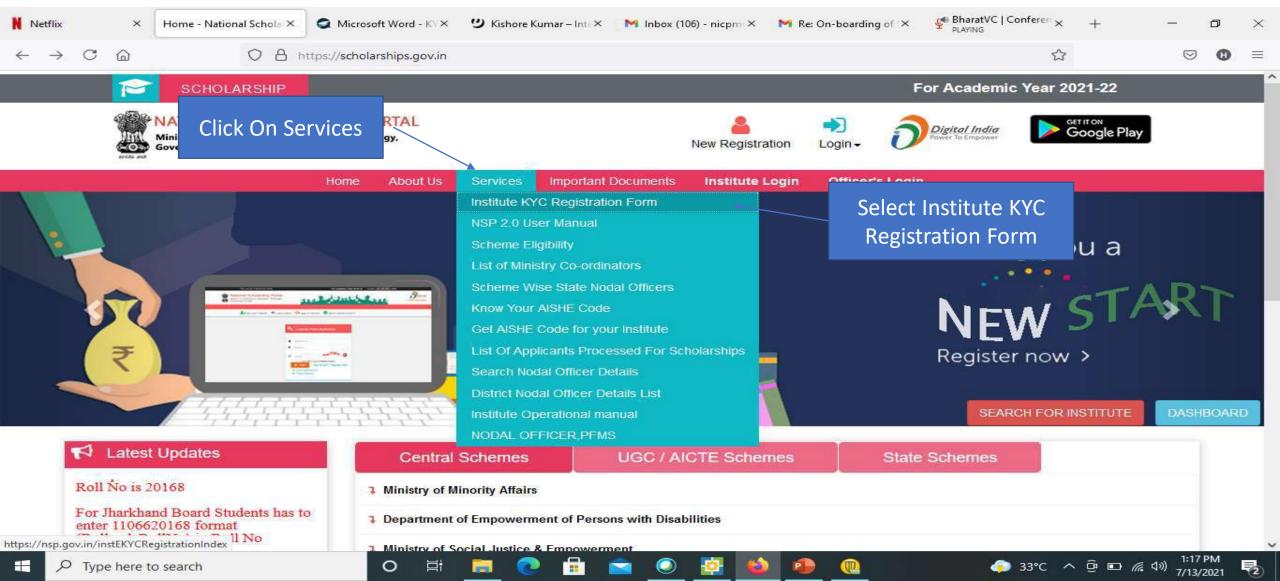


After login, Institute have to fill KYC registration form

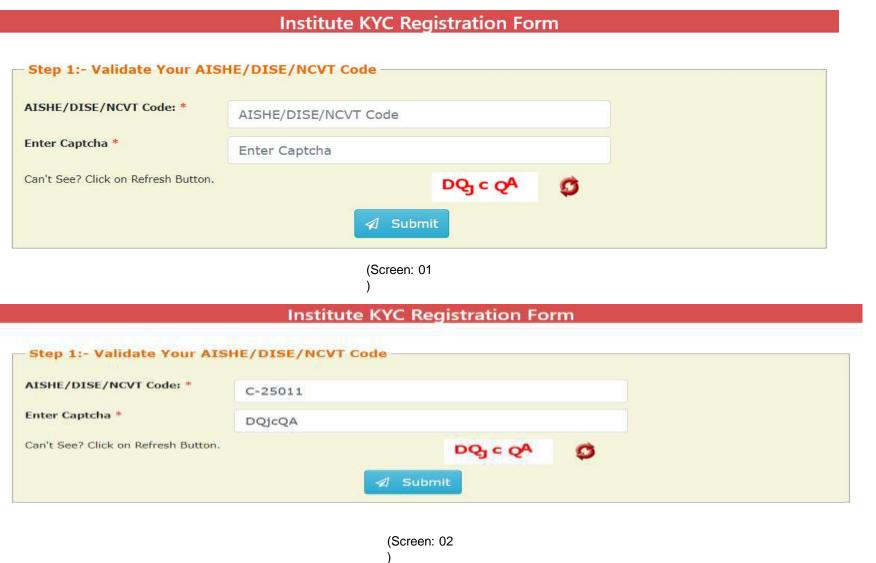
Steps to fill Institute KYC Registration Form for Academic Year (AY 2020-21)

- To fill Institute KYC Registration Form on NSP, Institute must have a valid AISHE / DISE / NCVT / SCVT Code.
- Institute Nodal Officer (INO), who are assigned the responsibility for on-line verification of applications on NSP, should fill Institute KYC Registration form on NSP.
- INOs are advised to keep both Institute Head's Aadhaar details and his Aadhaar details, before applying for Institute KYC Registration as NSP will be verifying these from UIDAI server during the process.

- The link to apply for Institute KYC Registration is available under SERVICES section on the NSP (https://scholarships.gov.in).
- Utmost care should be taken while filling up KYC Registration Form as it cannot be modified after submission.



- Step 1: To find out availability of AISHE / DISE / NCVT / SCVT Code on NSP for KYC Registration
- On clicking "Fill Institute KYC Registration Form" under SERVICES section on the portal, (Screen 01) shown below will appear. To find out availability of institute's AISHE / DISE / NCVT Code for KYC Registration, enter AISHE / DISE / NCVT Code & captcha and click on "Submit" button as shown in (Screen 02).



• If entered AISHE / DISE / NCVT/SCVT Code is already registered & functional on NSP, (Screen - 03) will appear. (Contd..)

Institute KYC Registration Form

Step 1:- Validate Your AIS	HE/DISE/NCVT Code
1:- Institute having DISE/AISHE/NCV	T code:- C-25011 already functional on NSP
	HE/NCVT code:- C-25011 go to Search Institute option available on the NSP Portal. If entered code actually t / State Nodal Officer for further assistance
3:- In case you have entered C-2501	1 code by mistake, try again with correct DISE/AISHE/NCVT code
AISHE/DISE/NCVT Code: *	C-25011
Enter Captcha *	1wskBV
Can't See? Click on Refresh Button.	r×1 ¹ K _×
	✓ Submit
	(Screen: 03

If entered AISHE / DISE / NCVT/SCVT Code is not available on NSP, (Screen - 04) will appear (Contd..)

Institute KYC Registration Form Step 1:- Validate Your AISHE/DISE/NCVT Code Error: Please Enter Valid DISE/AISHE/NCVT code. AISHE/DISE/NCVT Code: * C-2501111 Enter Captcha * rx11Kx Can't See? Click on Refresh Button. XB DoV A

(Screen: 04)

• If entered AISHE / DISE / NCVT/SCVT Code is available on NSP, (Screen - 05) will appear. Necessary instructions are displayed on the (Screen – 05) to proceed further. (Contd..)



Below KYC Form(s) are already submitted for the entered DISE/AISHE/NCVT code. If you want to submit new KYC Form please proceed by clicking on 'Continue with Aadhar Verification' button

Sr. #	DISE/AISHE/NCVT Code	Institute KYC Registration Form Id (Date of Submission)	Institute Name/District/State	Institute Nodal Officer Name	Designation of Institute Nodal Officer	KYC Form Status	Action
1	NSP-0787	AS202122533197 (16/06/2021)	Test Institute / KAMRUP METROPOLITAN /ASSAM	Lal Singh Kushwaha	Institute Nodal Officer	KYC Form submitted by INO	Print
2	NSP-0787	AS202122533152 (19/05/2021)	Test Institute / KAMRUP METROPOLITAN /ASSAM	Sanjay Kumar Agnihotri	Institute Nodal Officer	KYC Form submitted by INO	Print
3	NSP-0787	AS202122533143 (17/05/2021)	Test Institute / KAMRUP METROPOLITAN /ASSAM	Mayank Pratap Singh	Institute Nodal Officer	KYC Form submitted by INO	Print

Step 2:- INO's AADHAAR details verification from UIDAI

On clicking "Continue with Aadhar verification" button on (Screen - 05), screen (Screen - 06) shown below will appear. This will prompt INO to enter her / his AADHAAR details. On clicking "Submit" button, NSP will send the details to UIDAI for verification. Please note all five parameters entered in (Screen – 06) will be verified from UIDAI.

- INO is advised to carefully enter below information, as mentioned in her/his Aadhaar card. In case verification fails with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date of Birth from UIDAI (ie rest four parameters will be matched).
- Once INO's information gets verified from UIDAI (Screen 07) will appear.

Please be noted that without verification from UIDAI, NSP will not proceed further.

Step 2. Lines Institute	e Nodal Officer's Details for Aadhar Au	arent cadon	
Aadhar Number: *			
Name as In Aadhar:	Lal Singh Kushwaha		
Date of Birth: *	05/06/1970		
Genders *	Male	160	
Mobile Number: *	94518769		

Step 3:- Institute's Head AADHAAR details verification from UIDAI

After successful verification of INO's Aadhaar details, NSP will prompt INO to enter Institute Head's detail for verification from UIDAI.

- Information should be carefully entered, as mentioned in Head's Aadhaar card. In case verification fails
 with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date
 of Birth from UIDAI (ie rest four parameters will be matched).
- Once information gets verified from UIDAI, Screen 08 will appear.
- Please be noted that without verification from UIDAI, NSP will not proceed further.



Step 4:- Upload INO's identity proof and other details of the institute

After successful verification of INO's and Head's AADHAAR information, Screen – 08 as shown below will appear. This screen will show information captured in Step 1 to 3 in non-editable mode and some details in editable fields.

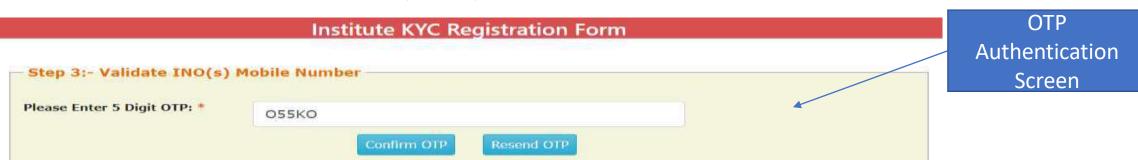
- INO is required to verify the information in editable fields and modify/enter correct details in those fields and click on "Submit" button to generate KYC Registration form for the institute. Please refer Screen 08 shown below.
- Before generating KYC Registration form, NSP will prompt INO to do the OTP authentication. OTP will be sent on the mobile number provided by INO in Step 3.
- OTP authentication screen is shown at Screen 09 for reference.

	etween 50kb to 200kb File Size allowed)	Id/Driving License etc., of Institute's Nodal Officer fo
Select File*	Choose File 1619233517519-convert	ed.pdf
Institute Name: *	Test Institute	
Institute Address: *	Kamrup Aasam	
State: *	ASSAM	
District: *	KAMRUP METROPOLITAN	
Affiliated Board/University: *	Test University	
Institute Nature: *	Private Trust	
Fotal student strength in the Institute: *	950	
JRL of Institute's Website(If	test.co.in	

Contd..

lame as In Aadhar: *	Lal Singh Kushwaha		
Date of Birth: *	05/06/1970		
iender: *	Male		
tobile Number: *	9451876		
Pesignation: *	INO of Institute with Aadhar		
Official Mail Id: *	test@gmail.com		
Other Contact Number:	950488		
	Details of Head of Institute		
he Aadhar , Name as in Aad lid not match with DoB avail	thar , Gender and Mobile Number has been verified from UIDAL However	r Date of Birth shown	below
	thar , Gender and Mobile Number has been verified from UIDAL However	or Date of Birth shown	ticlove
lid not match with DoB avail	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL	r Date of Birth shown	below
lid not match with DoB avail ladhar: *	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL.	r Date of Birth shown	below
lid not match with DoB avail ladhar: * lame as In Aadhar: *	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL. Barrier Barrier	r Date of Birth shown	below
lid not match with DoB avail ladhar: * lame as In Aadhar: * Date of Birth: *	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL. Lab Singh Kushwaha 05/06/1975	r Date of Birth shown	below
lid not match with DoB avail ladhar: " lame as In Aadhar: " Date of Birth: " Jender: "	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL Lal Singh Kushwaha 05/06/1975 Male	r Date of Birth shown	below
id not match with DoB avail ladhar: " lame as In Aadhar: " Date of Birth; " Jender: " Mobile Number: "	thar , Gender and Mobile Number has been verified from UIDAL However lable on UIDAL Lal Singh Kushwaha OS/06/1975 Male 9451876	r Date of Birth shown	below

(Screen - 08)



(Screen -

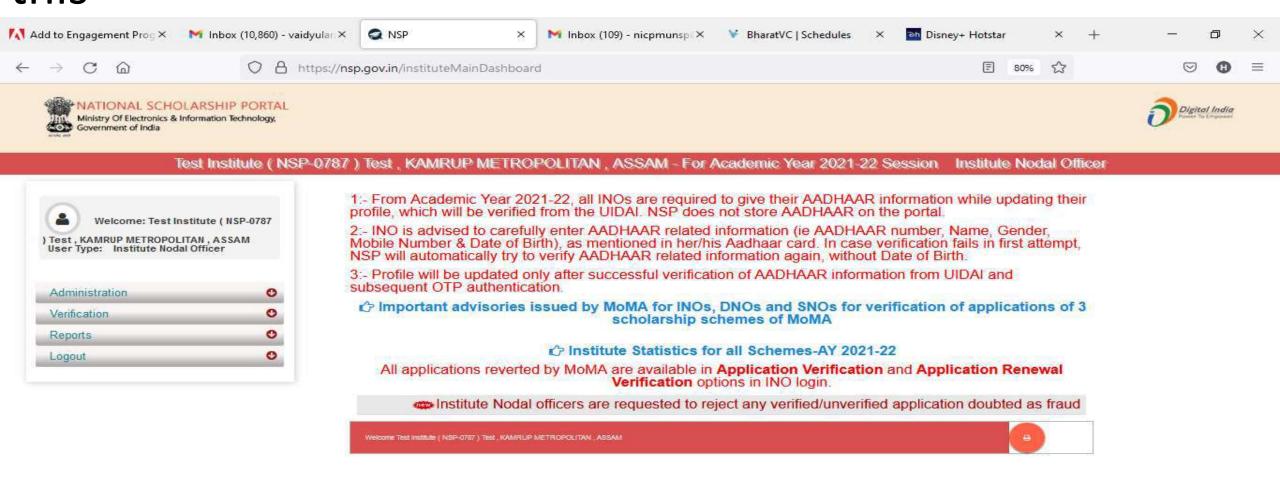
Contd..

Once OTP authentication is done successfully below screen will appear. It will show KYC Form Registration number generated by NSP. INO is advised to submit duly signed KYC Registration Form to the concerned District Nodal Officer (DNO) / State Nodal Officer (SNO) / Ministry Nodal Officer (MNO), after affixing latest PP size photograph.

- INO will received User ID and Password in registered mobile number post approval of KYC Registration form by DNO/SNO/MNO. Institute Head will also receive an intimation message in this regard.
- In case more than one KYC Registration forms are submitted for a particular AISHE / DISE / NCVT / SCVT code, only one form will be approved. Once a form is approved by DNO/SNO/MNO, other forms submitted by any other INO from that institute will be rejected automatically on NSP.
- Please note that KYC Registration forms cannot be modified in any circumstances.

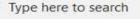
Institute KYC Registration Form Step 4:- KYC Form is successfully submitted. Please contact DNO/SNO for approval Your Institute KYC Registration Form Number : AS202122533197. Back to Home Print

After INO Institute Login the screen will display like this







































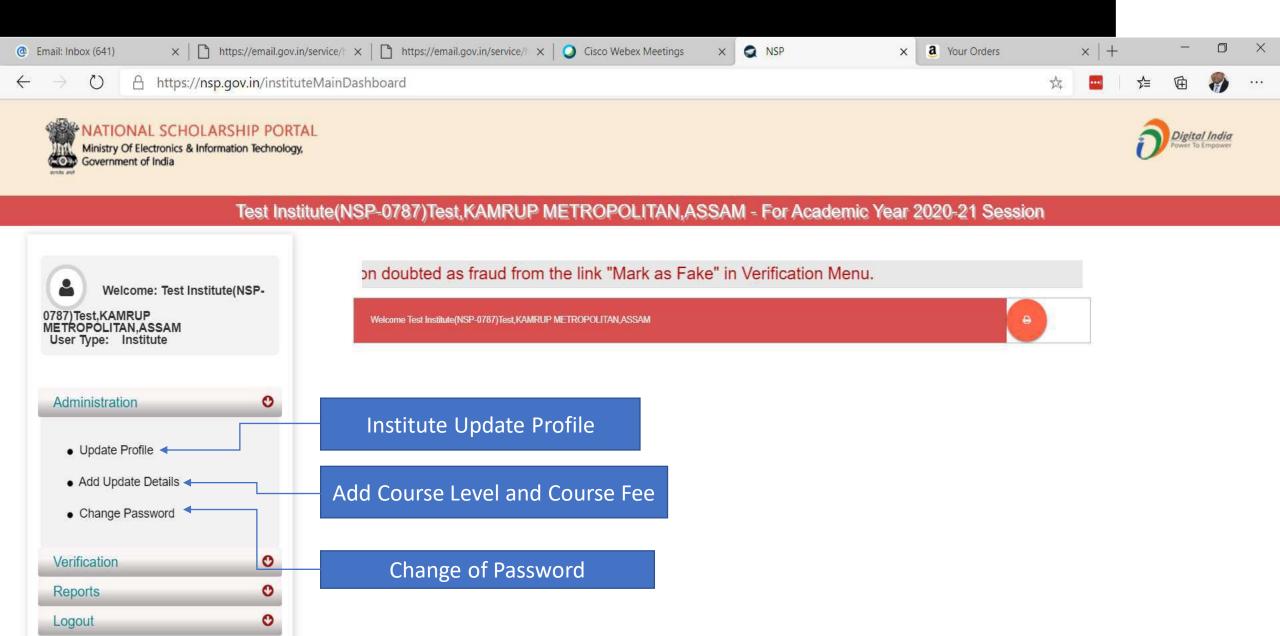




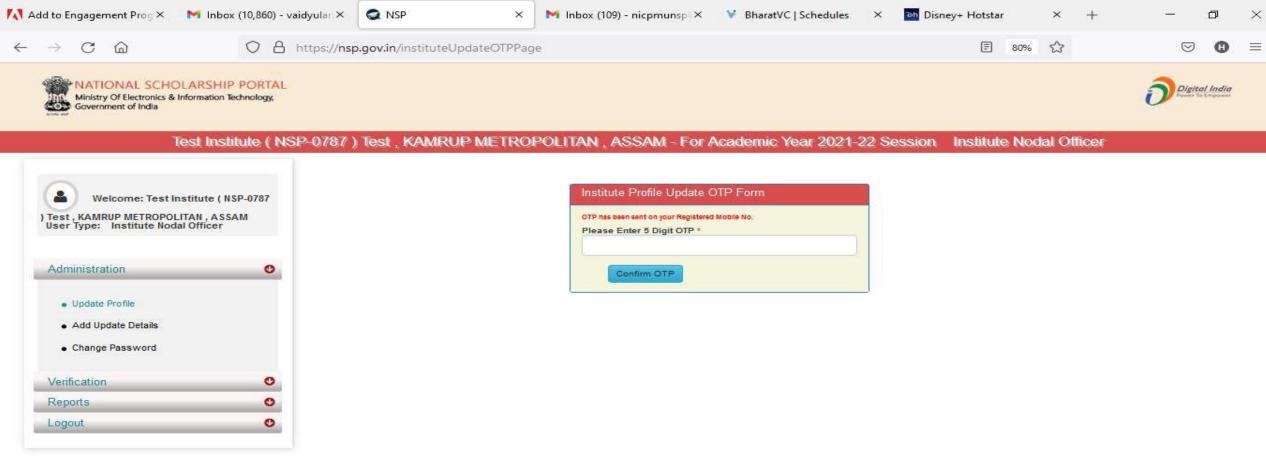




Administration



Click on update profile under Administration panel, OTP will receive to registered mobile number























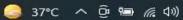








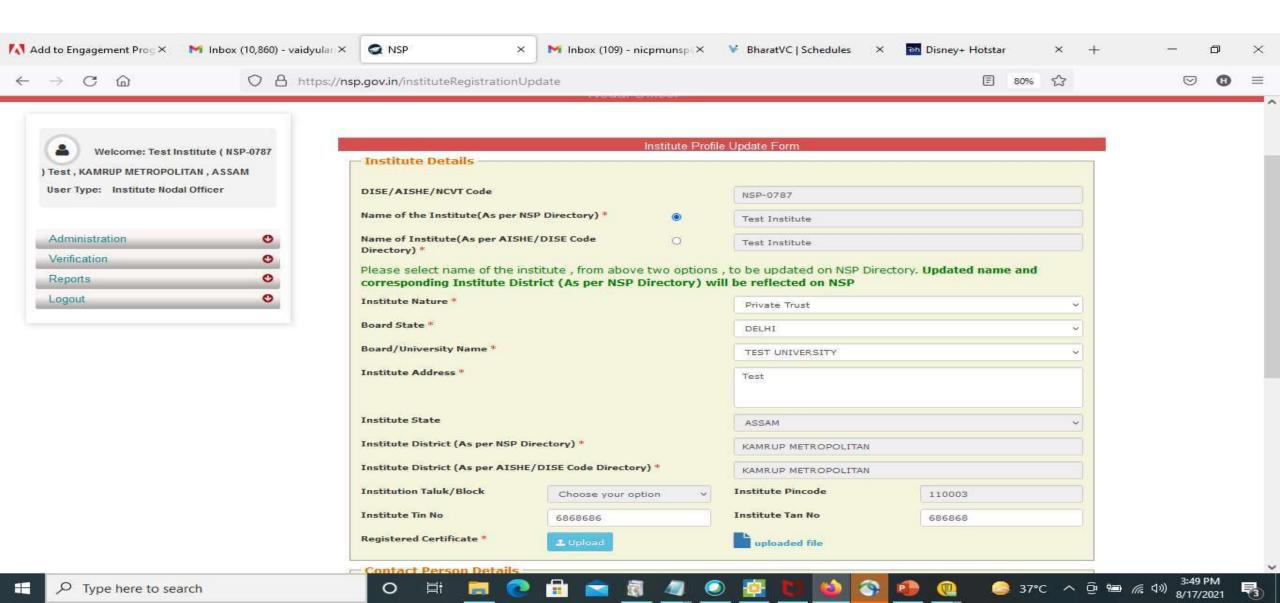


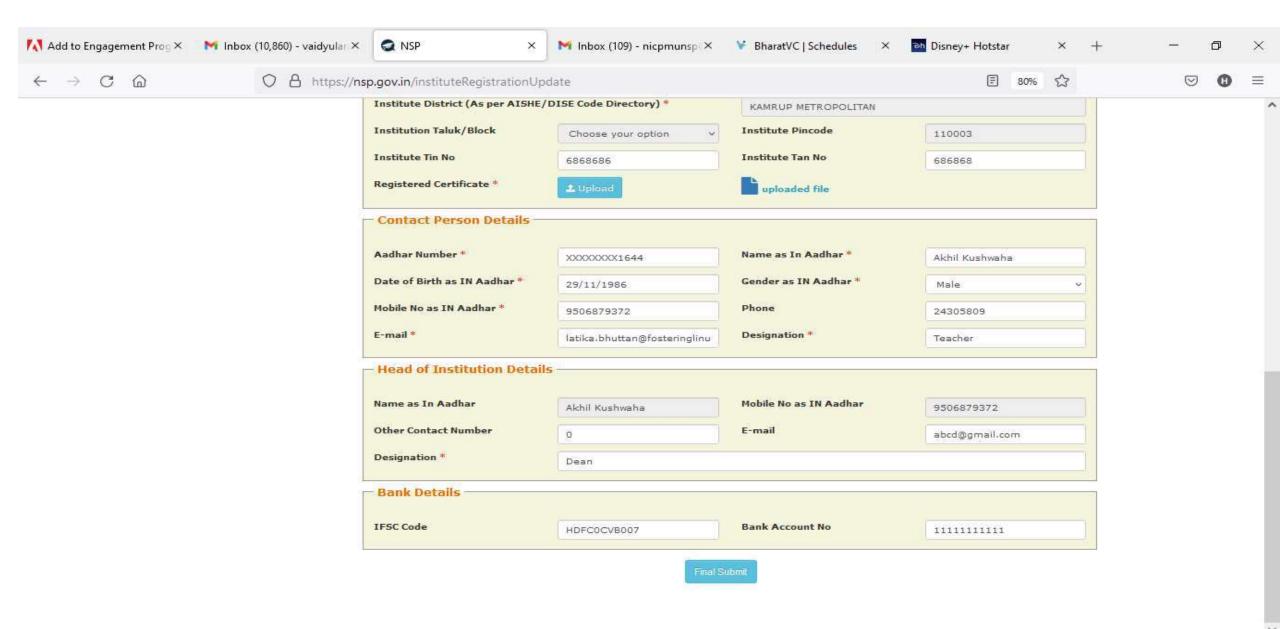




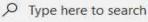


Institute Profile Update Form



































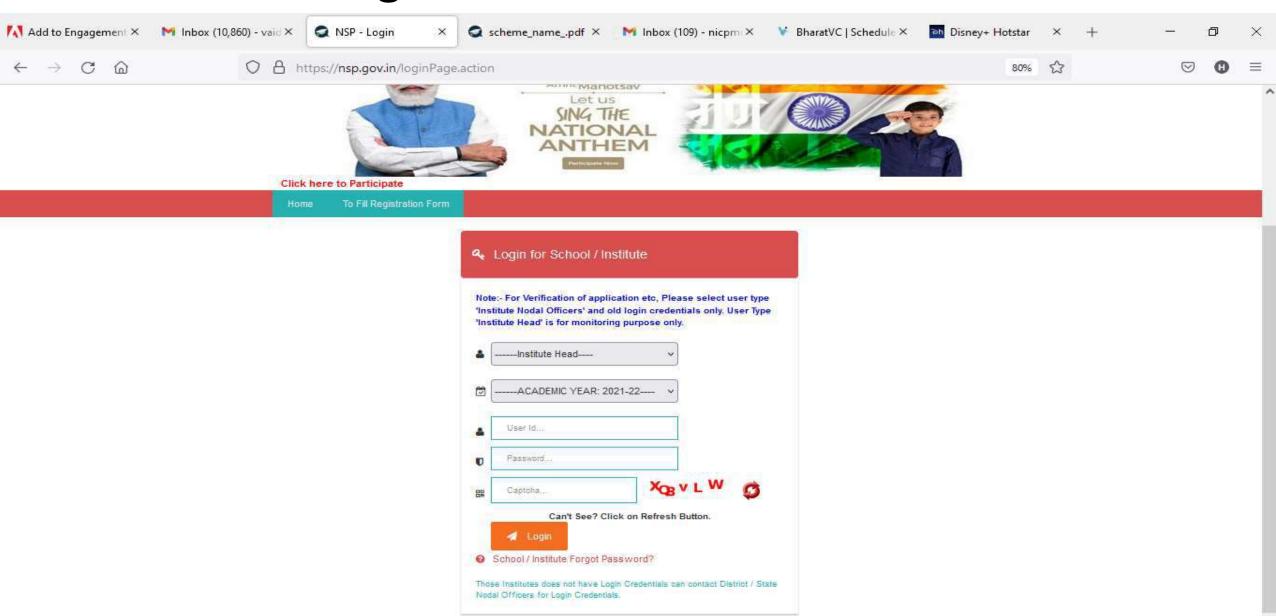






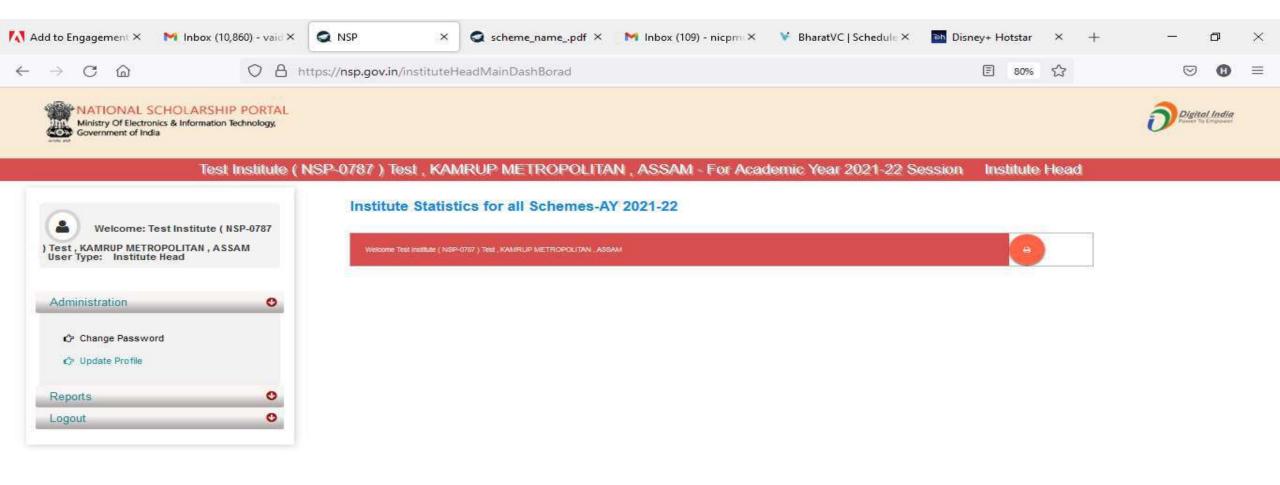
Institute Head Login

Type here to search



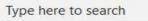
(37°C ヘ (3) □ (6 (4)) 8/17/2021

Click on update profile under Administration panel





































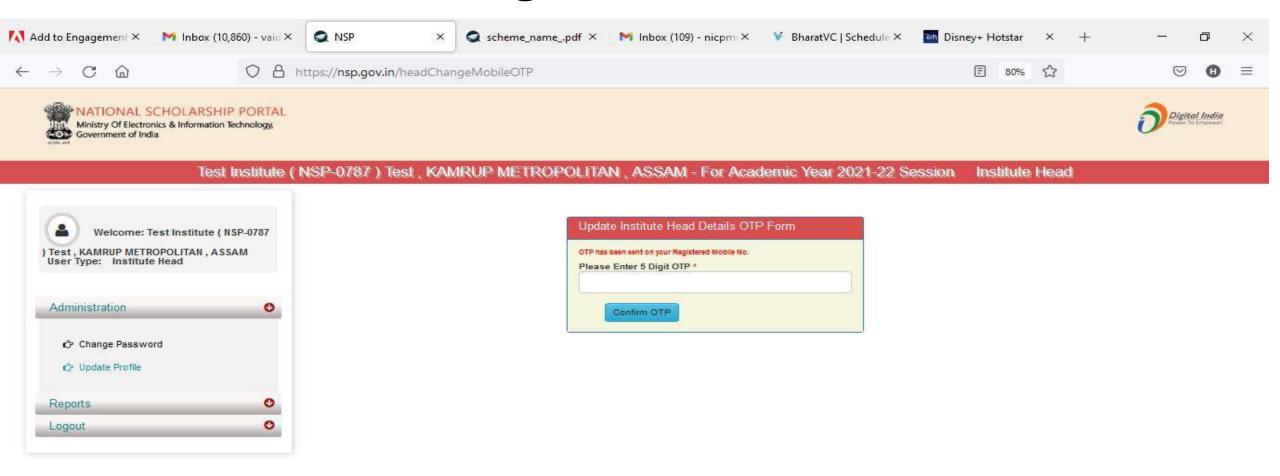




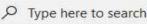




OTP will receive to registered mobile number

































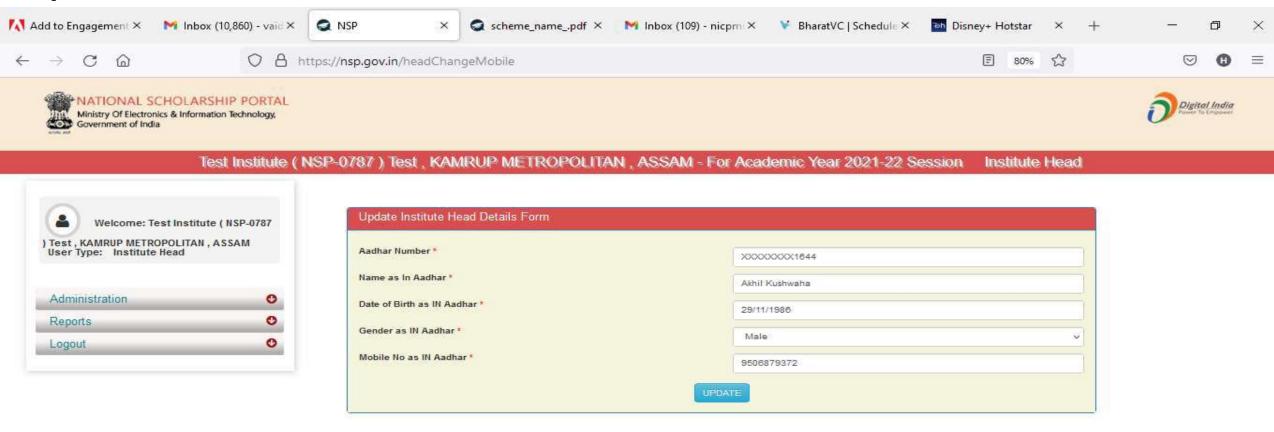








Update Aadhaar Details Of Institute Head

































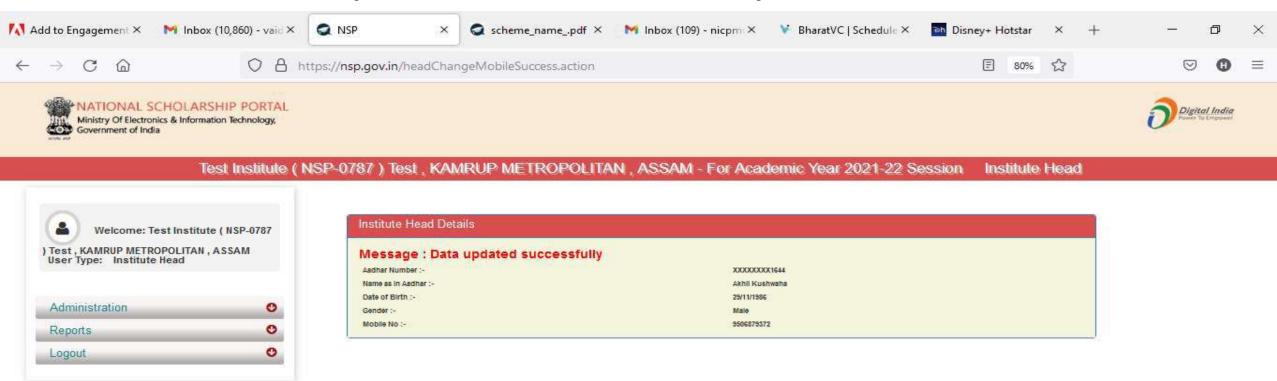








Aadhaar Data Updated Successfully Of Institute Head









































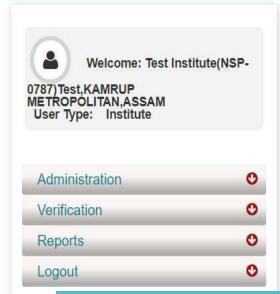


Administration: Add and Update Details By Institute(Contd..)





Test Institute(NSP-0787)Test,KAMRUP METROPOLITAN,ASSAM - For Academic Year 2020-21 Session



Add and Update Course Level

Add Annual Course Fee

Add and Update Course

Update Annual Course Fee



Administration: Offered Course Level



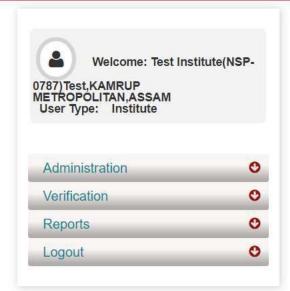


Offered Course Level (Contd..)





Test Institute(NSP-0787)Test,KAMRUP METROPOLITAN,ASSAM - For Academic Year 2020-21 Session





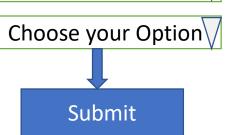




Administration: Offered Course (Contd..)

Course Level: Choose your Option

Course:



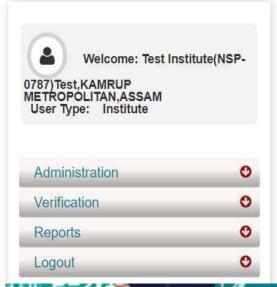


Offered Course (Contd..)

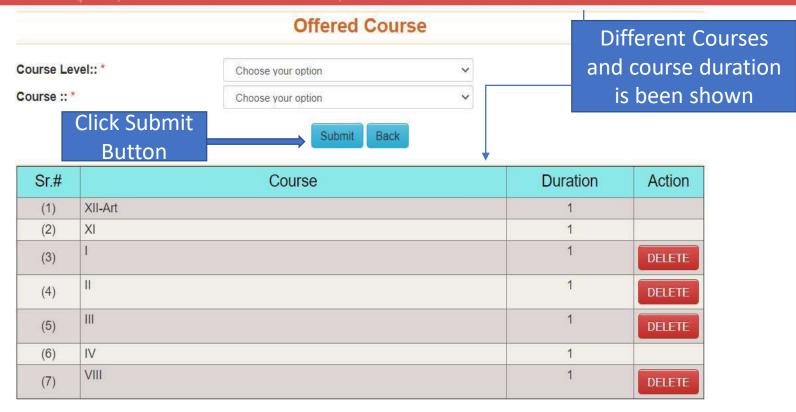




Test Institute(NSP-0787)Test,KAMRUP METROPOLITAN,ASSAM - For Academic Year 2020-21 Session







Administration: Annual Course Fee and Fee is selected according to the selection of the course (Contd..)





Test Institute(NSP-0787)Test,KAMRUP METROPOLITAN,ASSAM - For Academic Year 2020-21 Session

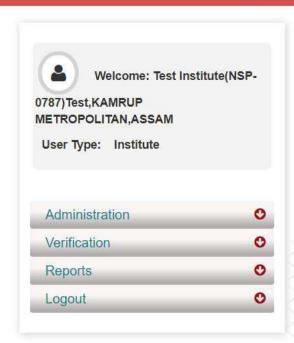


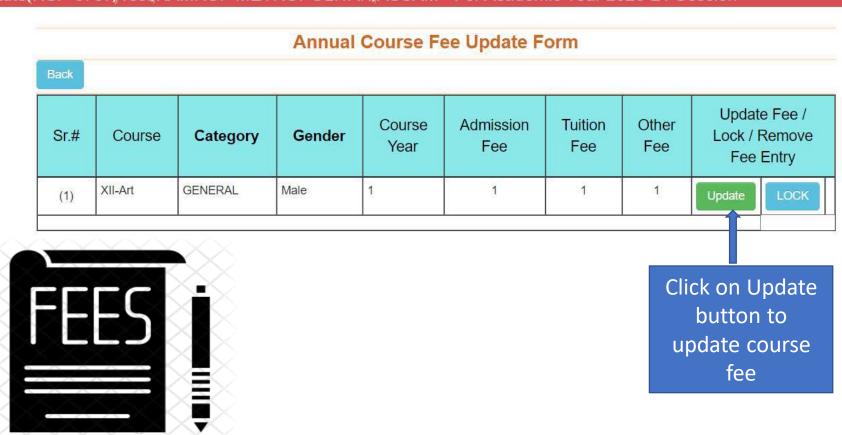
Administration: Annual Course Fee Update Form (Contd..)





Test Institute(NSP-0787)Test, KAMRUP METROPOLITAN, ASSAM - For Academic Year 2020-21 Session



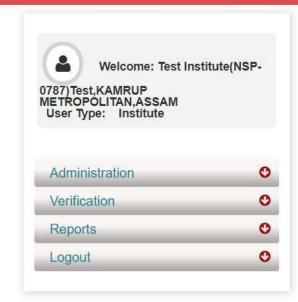


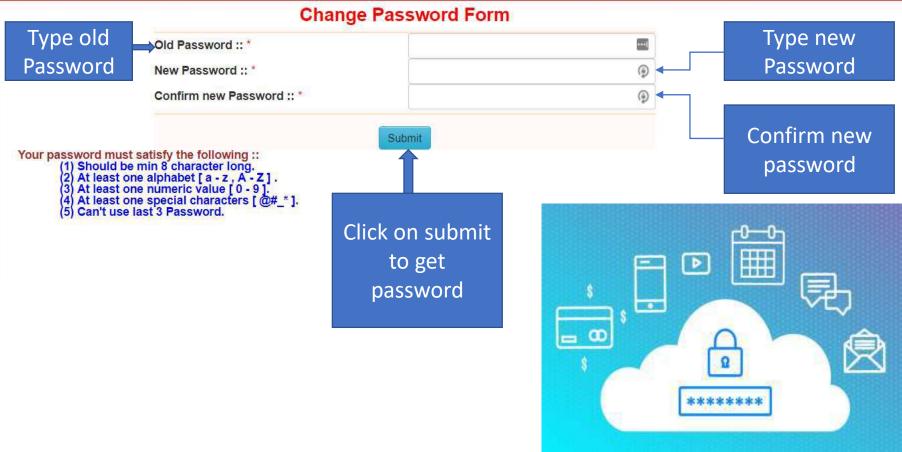
Administration: Change of Password Form



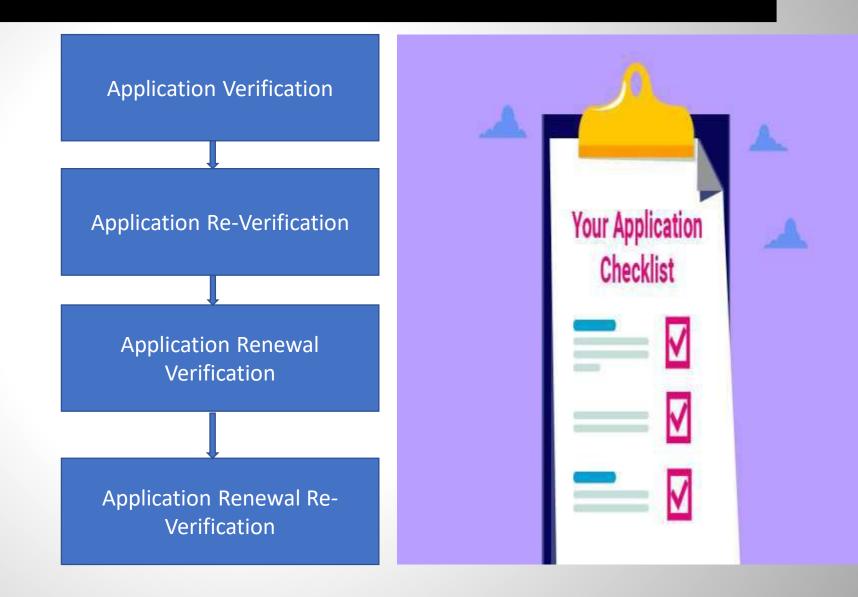


Test Institute(NSP-0787)Test, KAMRUP METROPOLITAN, ASSAM - For Academic Year 2020-21 Session

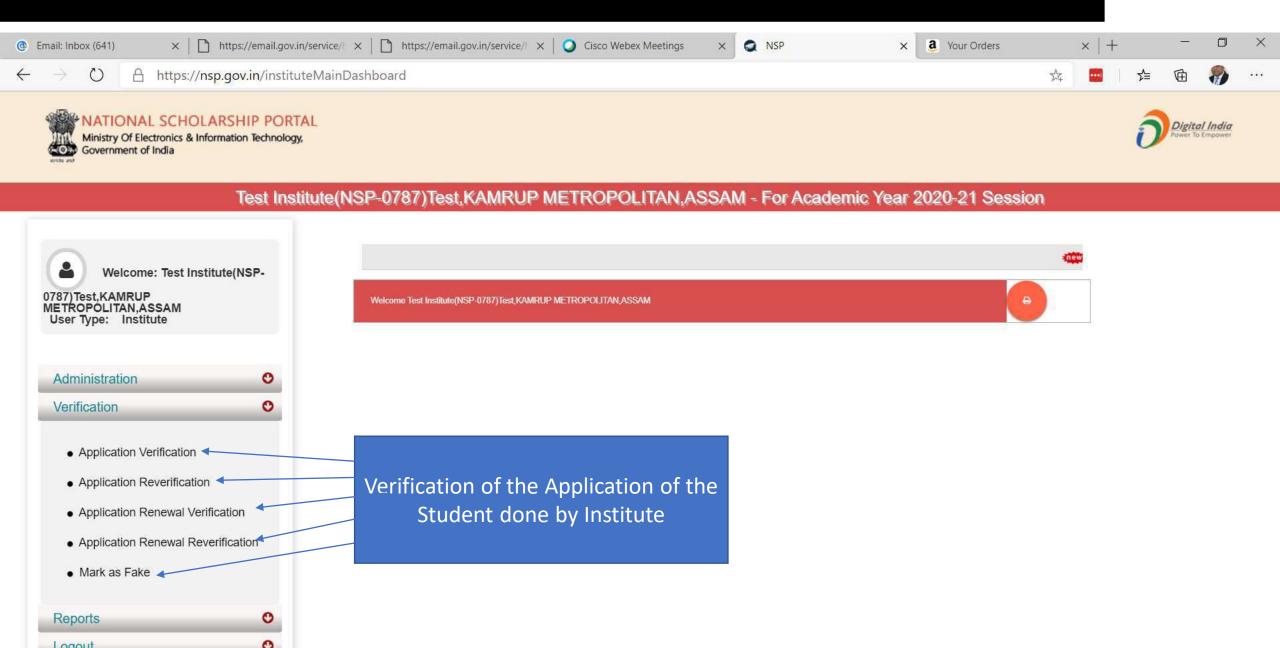




Second One: Verification Of The Application By Institute



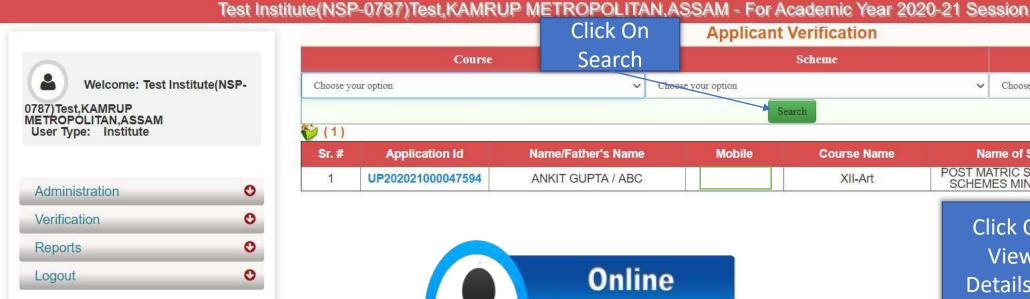
Institute will verify the application of the student (Contd..)

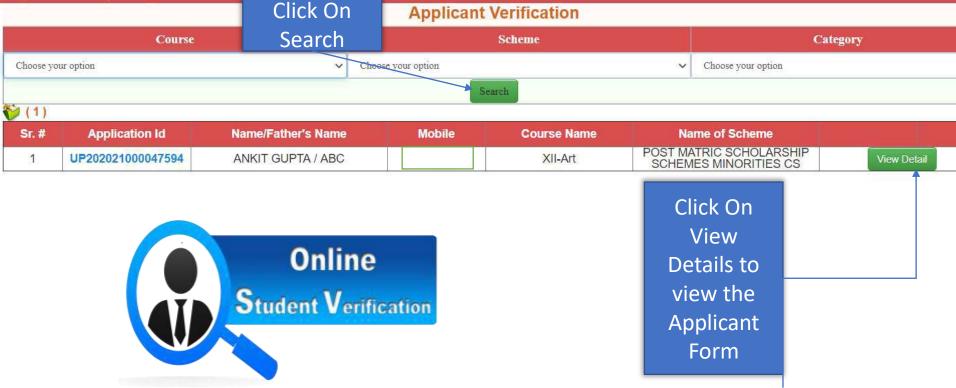


Applicant Verification Of The Student (Contd..)







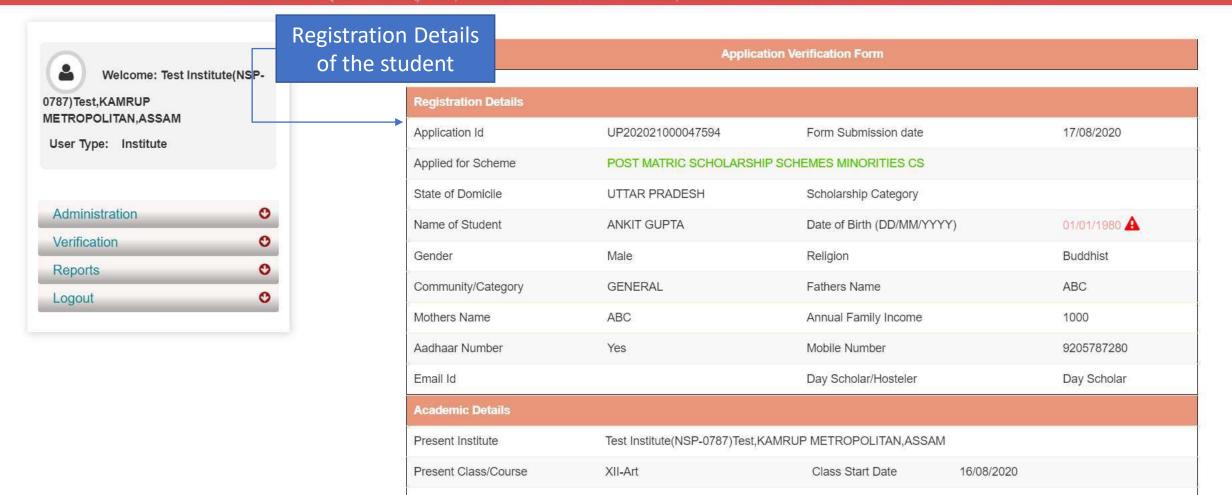


Application Verification Form Of The Student (Contd..)





Test Institute(NSP-0787)Test,KAMRUP METROPOLITAN,ASSAM - For Academic Year 2020-21 Session



Contd..

Academic Details of the student

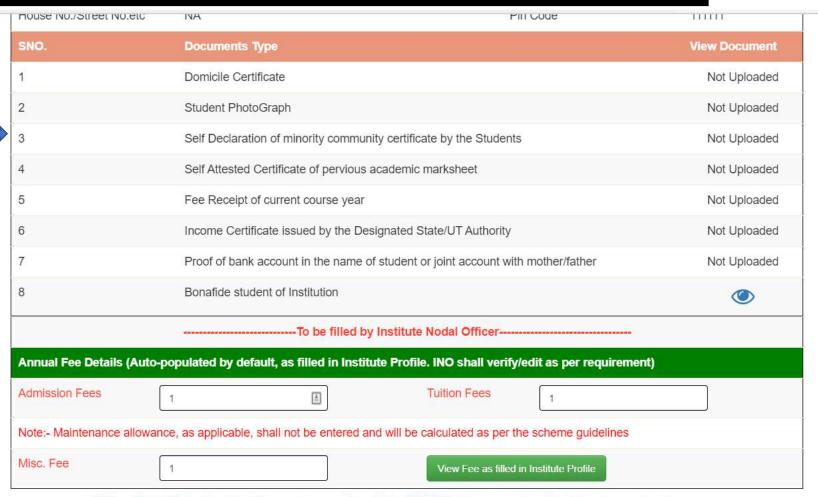
Basic Details of the student

Contact Details of the student

8							
Academic Details							
Present Institute		Test Institute(N	SP-0787)Test,KAMRUF	METROPOL	ITAN,ASSAM		
Present Class/Course		XII-Art		Class Start	Date	16/08/2020	
Present Year		1		Mode of Stu	ıdy	Regular/Full Time	
Previous Board/Univers	ity Name	ALIGARH MUS	LIM UNIVERSITY BOA	ARD			
Previous Class/Course	Name	HSC/Intermedia	ate [12th]/Equivalent	Previous Pa	assing Year	2020	
Previous Class(%)		99		10th Class I	Roll No.	1234	
10th Class Passing Yea	r	2018		10th Class I	Board Name	ALIGARH MUSLIM UI	NIVERSITY BOARD
12th Class Roll No.		1234		12th Class I	Passing Year	2020	
12t Class Board Name		ALIGARH MUS	LIM UNIVERSITY BOA	ARD			
Basic Details							
Is Orphan	NO		Is Disabled		YES		
Type of Disability	Acid Atta	ack Victim	Percentage of Disab	ility	90		
Marital Status	Married		Parents Profession		Aam Aadmi E	Beema Yojana (AABY) Ir	sured
IFSC Code	SBINxx	xxx73	Bank Account Numb	er	xxxxxxxx925		
Contact Details							
State	UT	TAR PRADESH			District		GHAZIABAD
Block	Gh	aziabad					
House No./Street No.etc	c NA				Pin Code)	111111
SNO.	Do	cuments Type					View Document

Contd...

Documents Uploaded by student



^{**} For Total Scholarship Amount more than Rs. 50000/- document uploading is required.

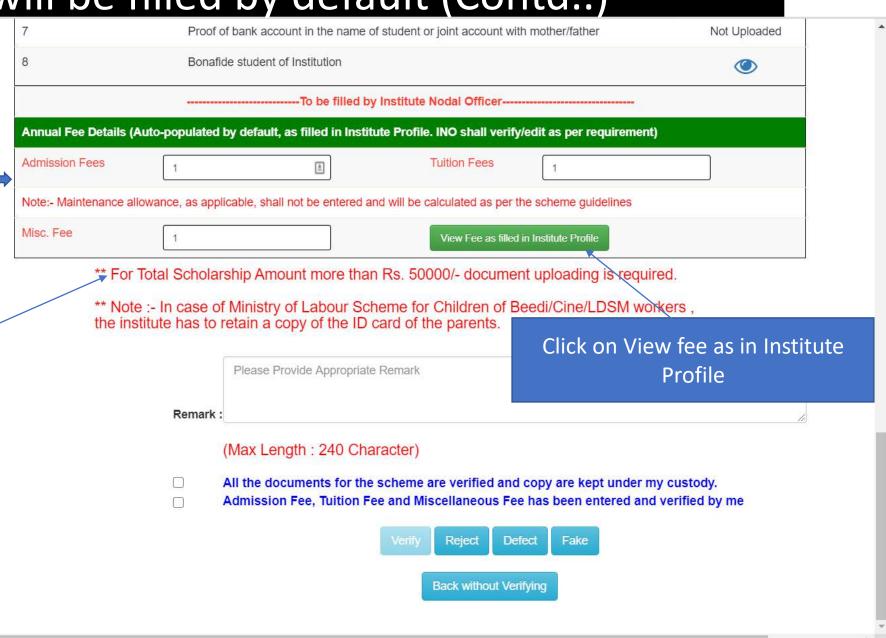
Please Provide Appropriate Remark

^{**} Note :- In case of Ministry of Labour Scheme for Children of Beedi/Cine/LDSM workers , the institute has to retain a copy of the ID card of the parents.

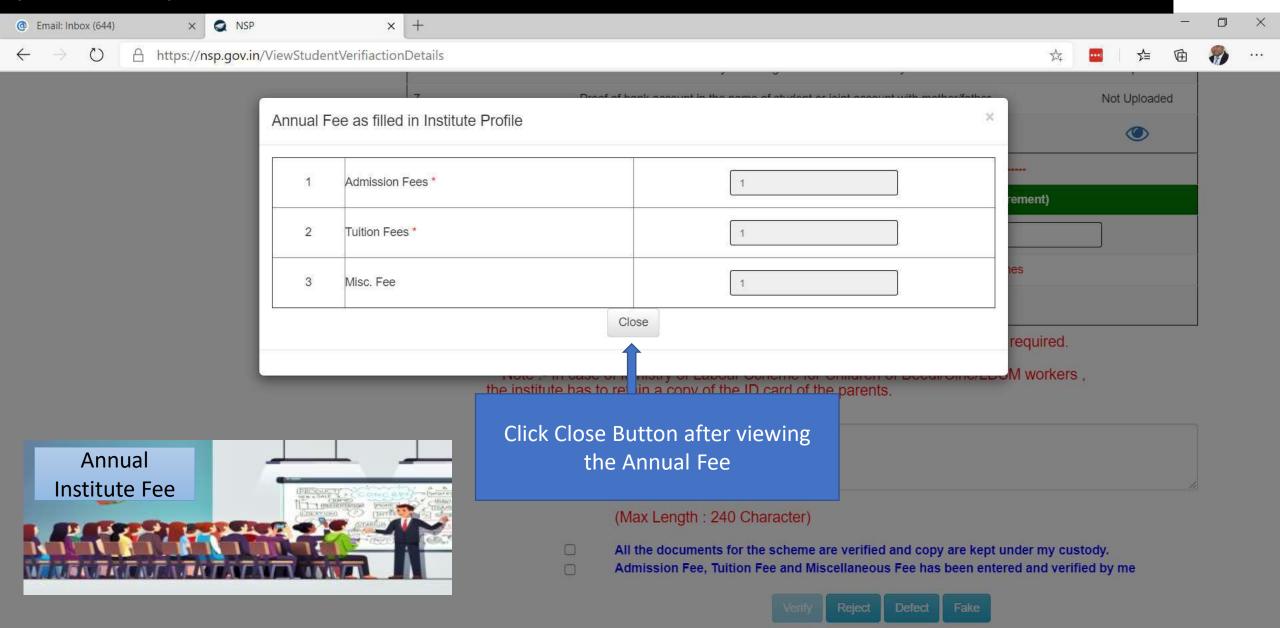
Annual Fee Details will be filled by default (Contd..)

Annual Fee will be fill by default as filled in Institute profile

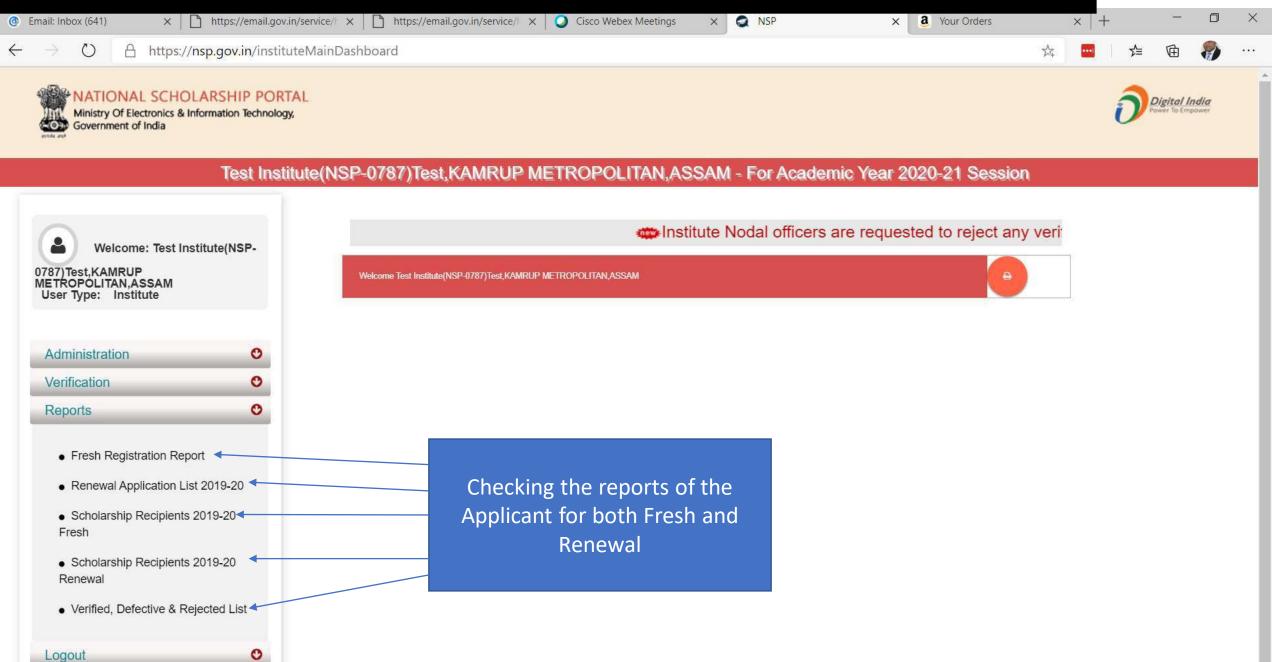
NOTE: Documents to be uploaded when total scholarship amount is more than Rs 50,000/-



Annual Fee As Filled In Institute Profile will display like this (Contd..)



Third One is: Reports Of The Applicants

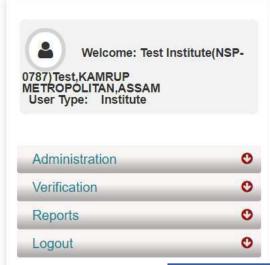


Report Gallery of Fresh and Renewal Applicants (Contd..)





Test Institute(NSP-0787)Test, KAMRUP METROPOLITAN, ASSAM - For Academic Year 2020-21 Session











Verified Application List (Fresh) (Contd..)





Test Institute(NSP-0787)Test, KAMRUP METROPOLITAN, ASSAM - For Academic Year 2020-21 Session



Verified Application List (Fresh)

Sr. #	Application Id	Name / Father's Name	Mobile	Course Name	Name of Scheme	Current Application Status
1	UP202021000047594	ANKIT GUPTA / ABC		XII-Art	POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS	Application Under Process for Verification with District Nodal Officer

Showing 1 to 1 of 1 entries

PDF



Current Application Status is under process for verification with District Nodal Officer

Search:

District Login



SCHOLARSHIP

For Academic Year 2020-21

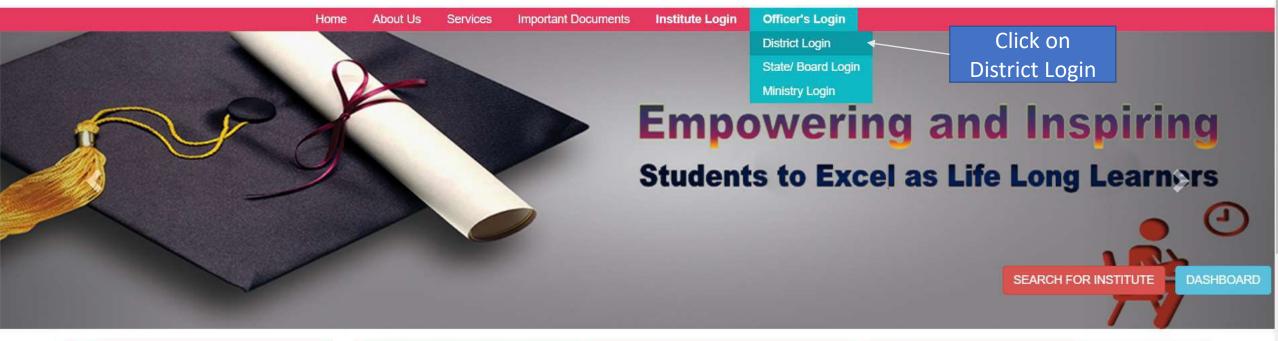








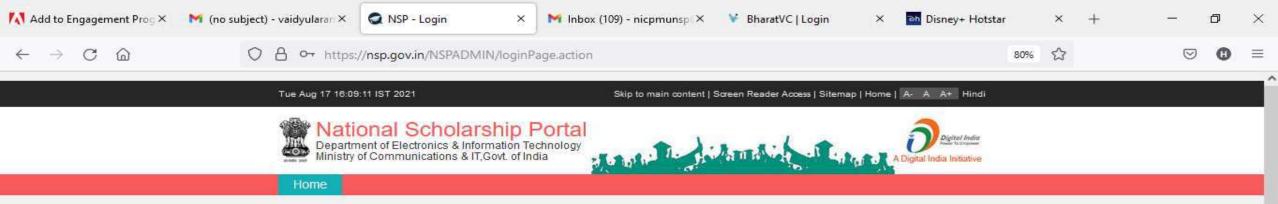


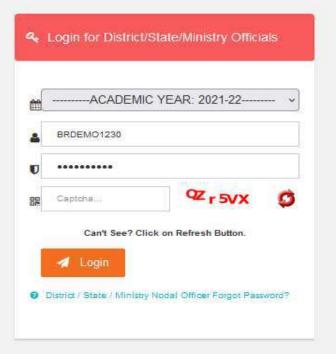




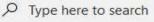
Central Schemes	UGC / AICTE Schemes	State Schemes
Ministry of Minority Affairs		
Department of Empowerment of Person	s with Disabilities	
Ministry of Social Justice & Empowerm	ent	
Ministry of Labour & Employment		

District Login









































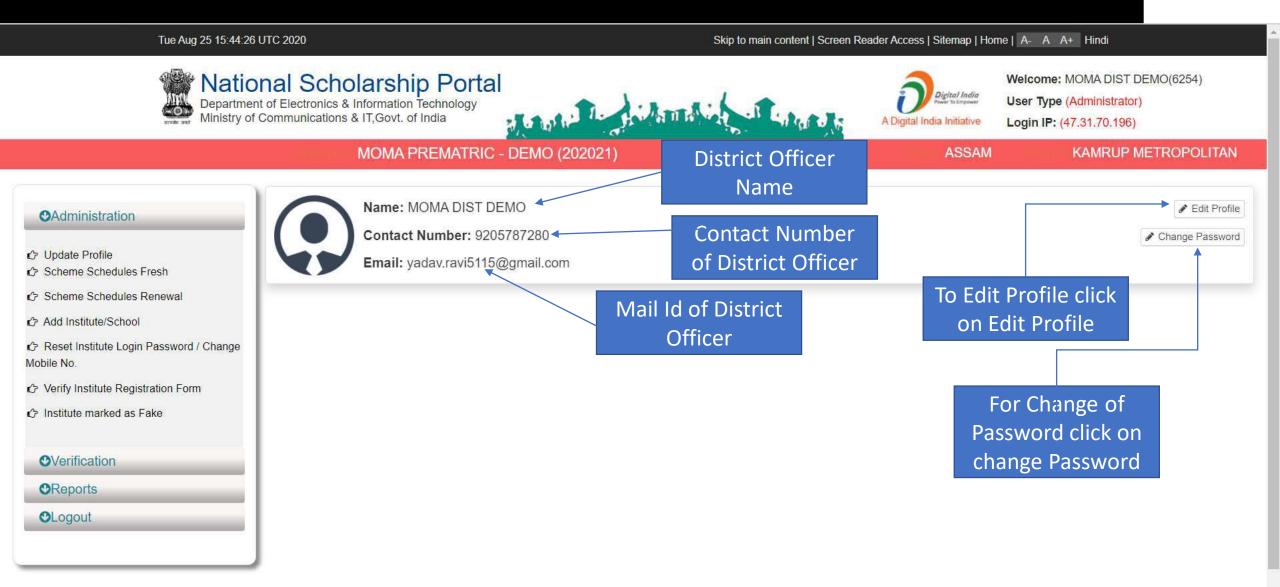




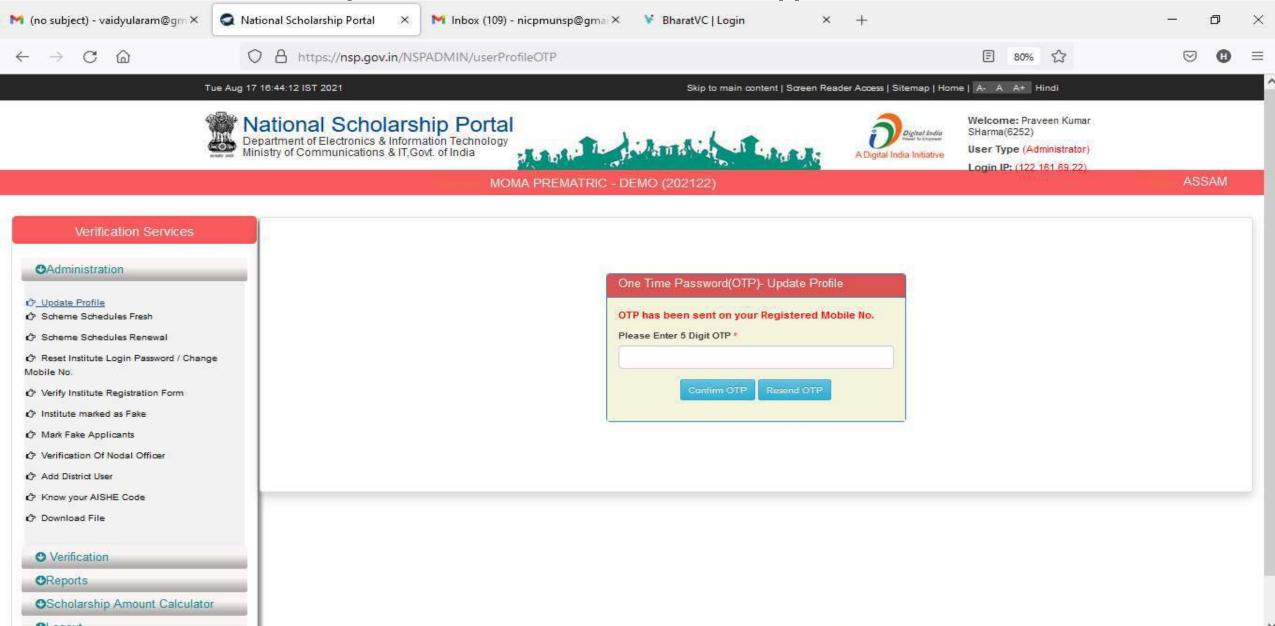




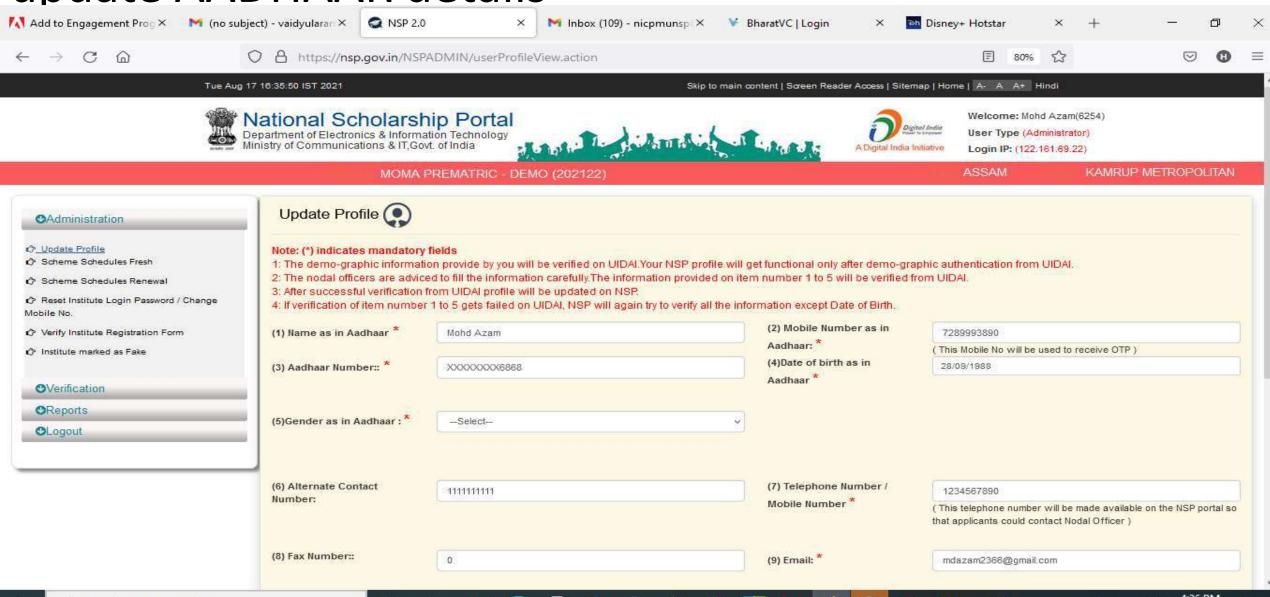
District Officer Login (Contd..)



Click on update profile under Administration panel to update AADHAAR details, OTP will receive to registered mobile number



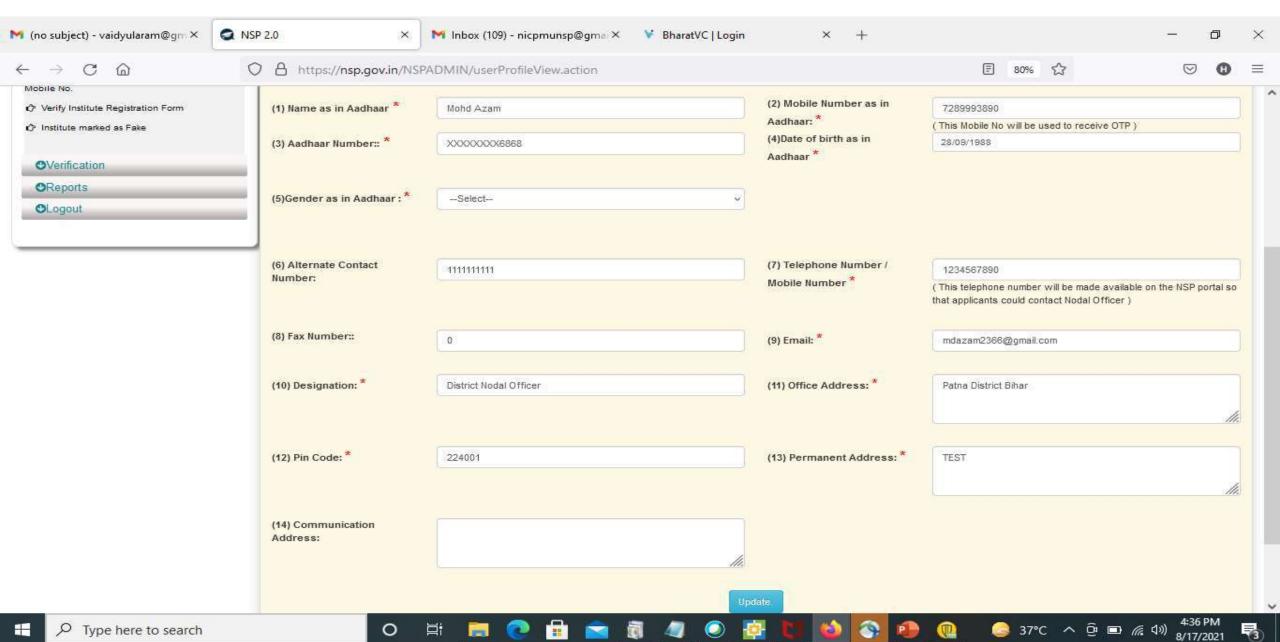
Click on update profile under Administration panel to update AADHAAR details



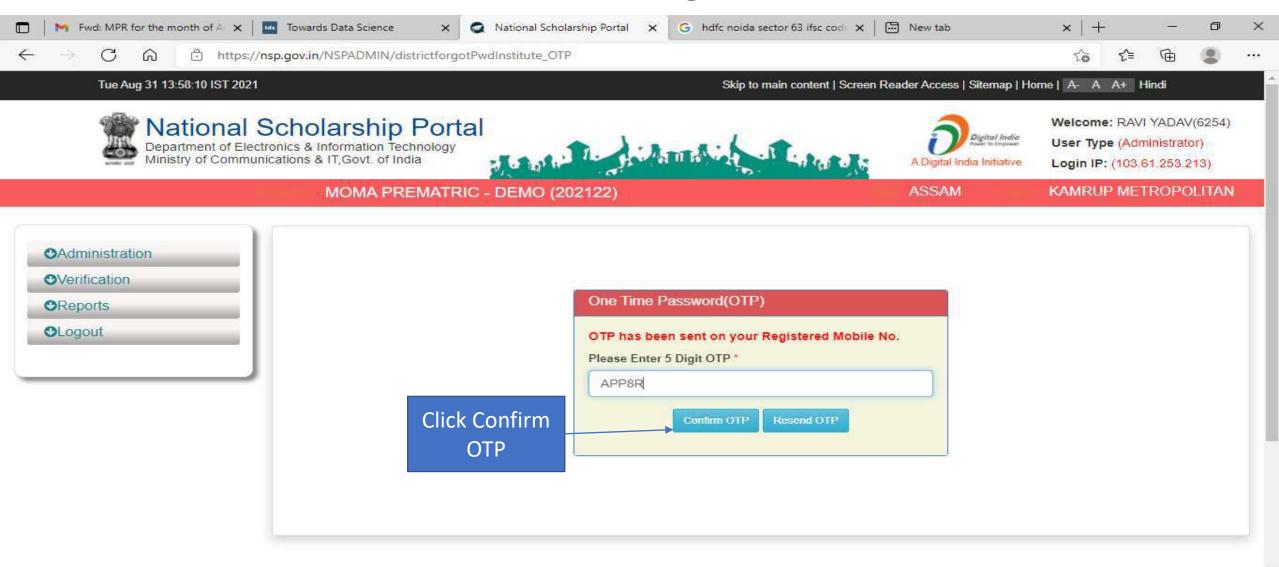
Type here to search

<u>○ 37°</u>C ∧ ᡚ **□** / (40)

Click Update after updating the profile



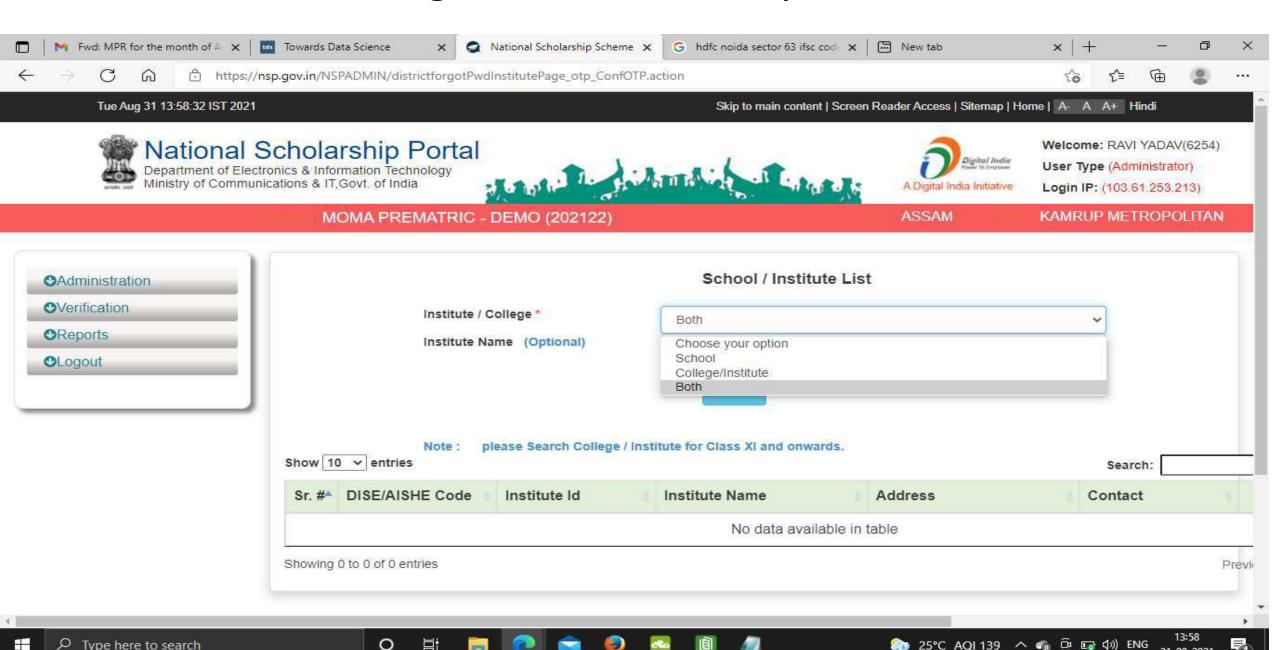
Under Administration Click the Option Reset Institute Login Password, then OTP will send to registered mobile number



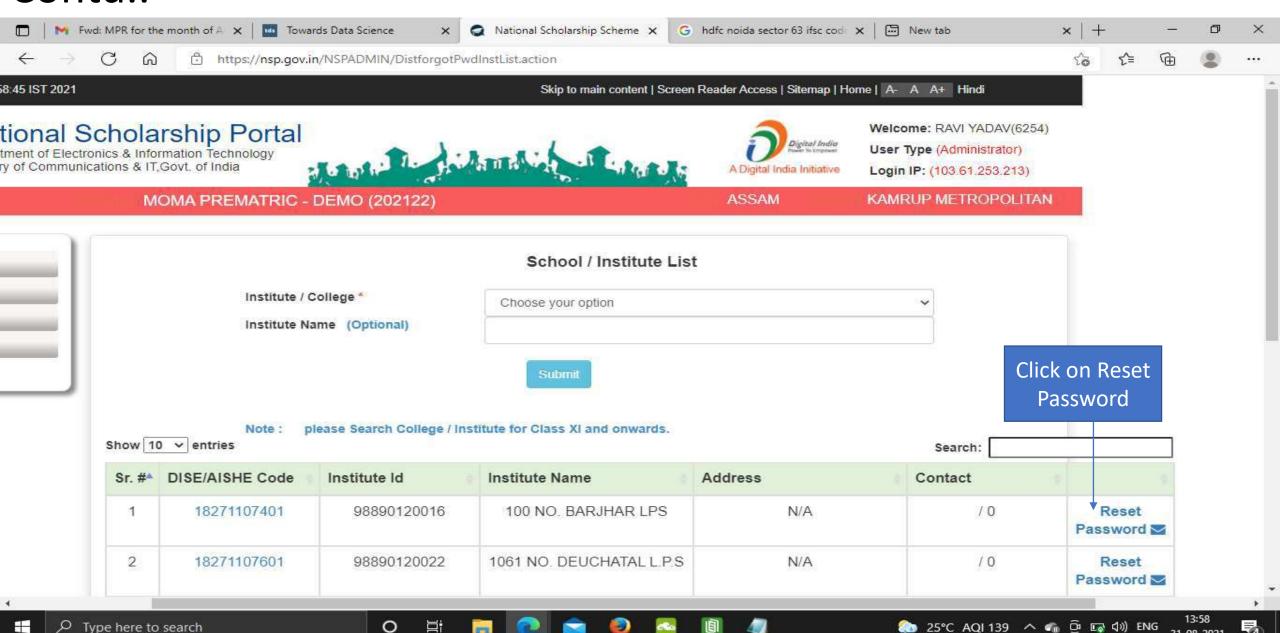
Type here to search

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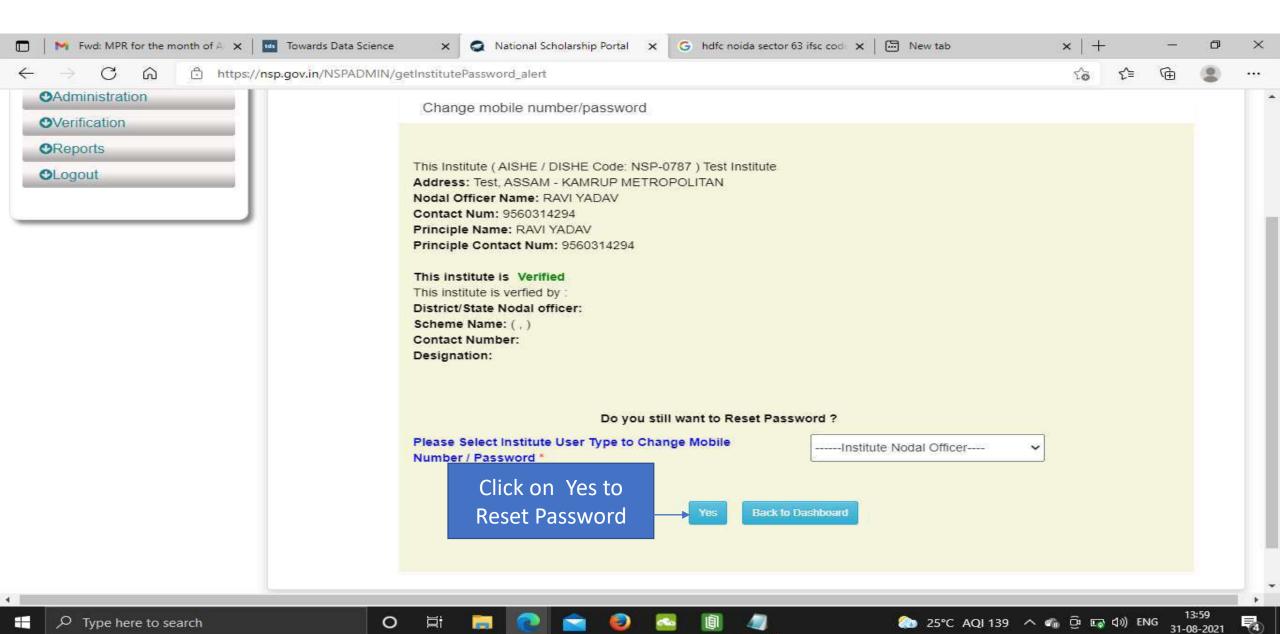
Select Institute/ College name for reset password Contd..



Click on Reset Password after selecting the Institute name Contd..



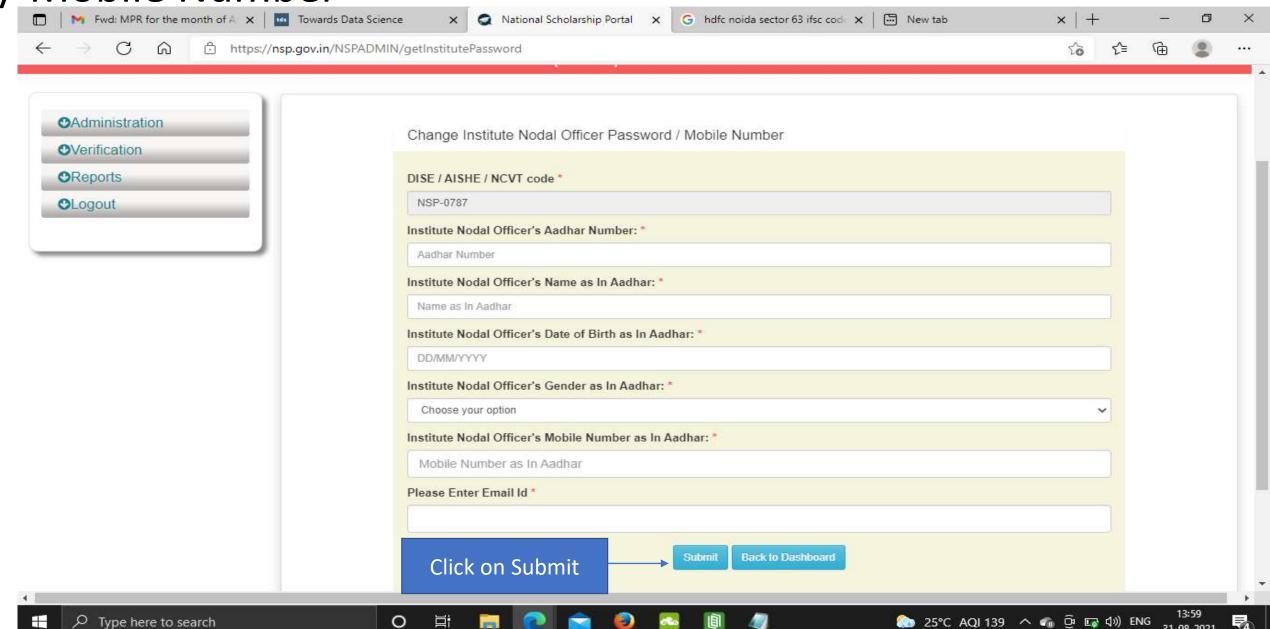
Click Yes to Reset Password Contd..



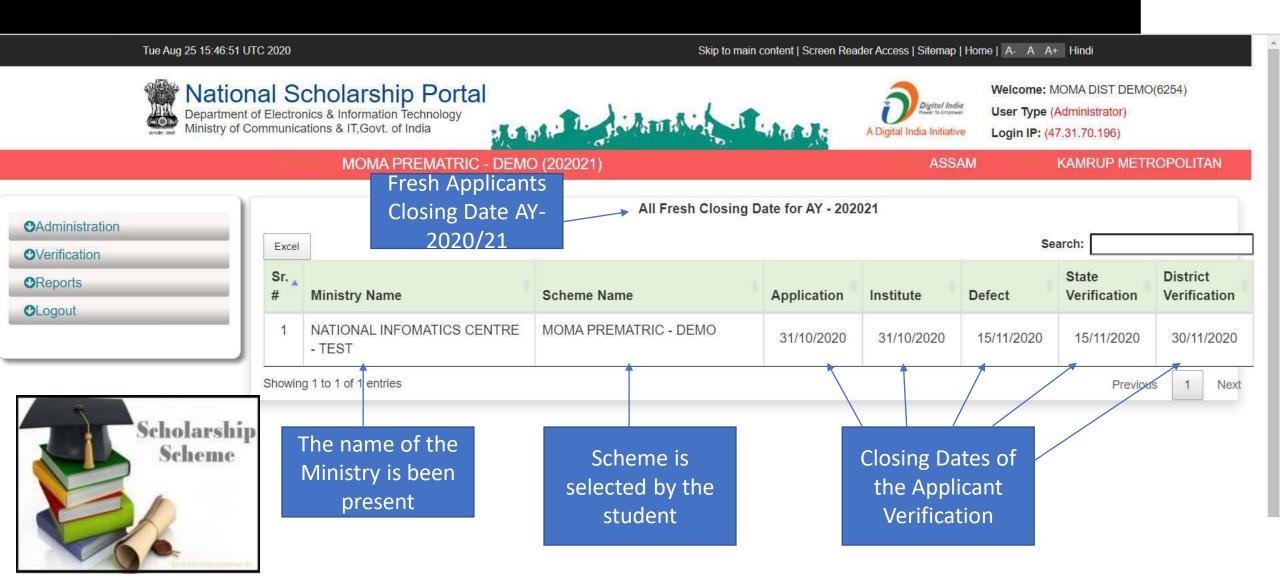
Click Submit after changing the Institute Nodal Officer Password

/ Mobile Number

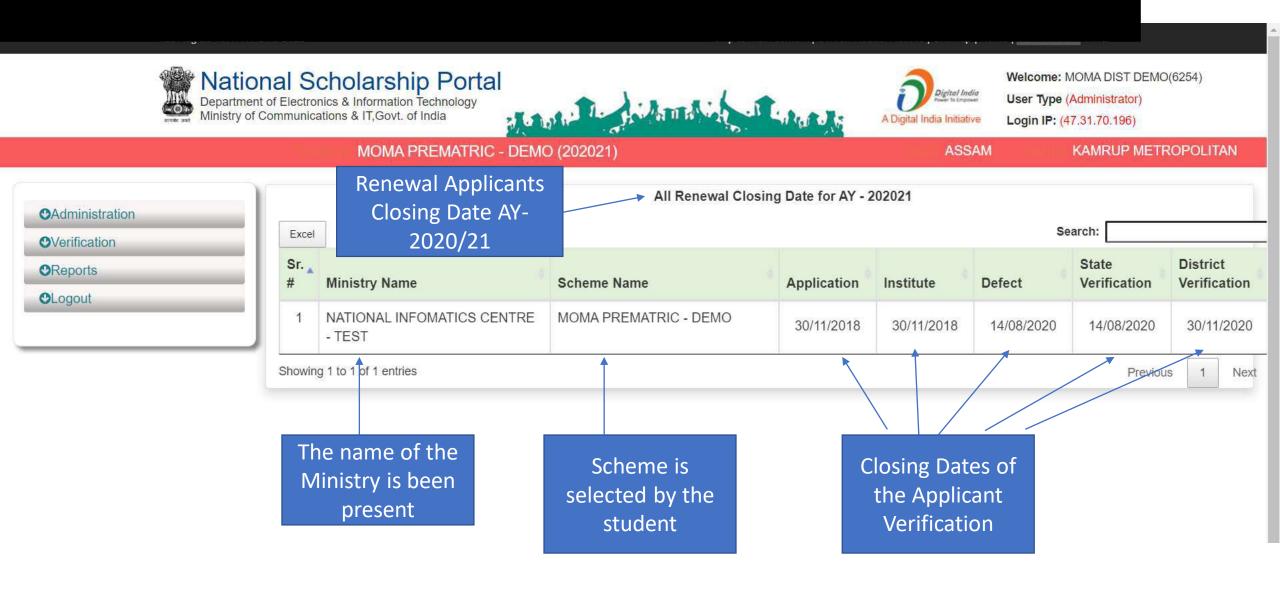
| Magnetic | New MPR for the month of A x | Institute | Nodal Officer Password | New tab | Ne



All Fresh Application Closing Date (Contd..)

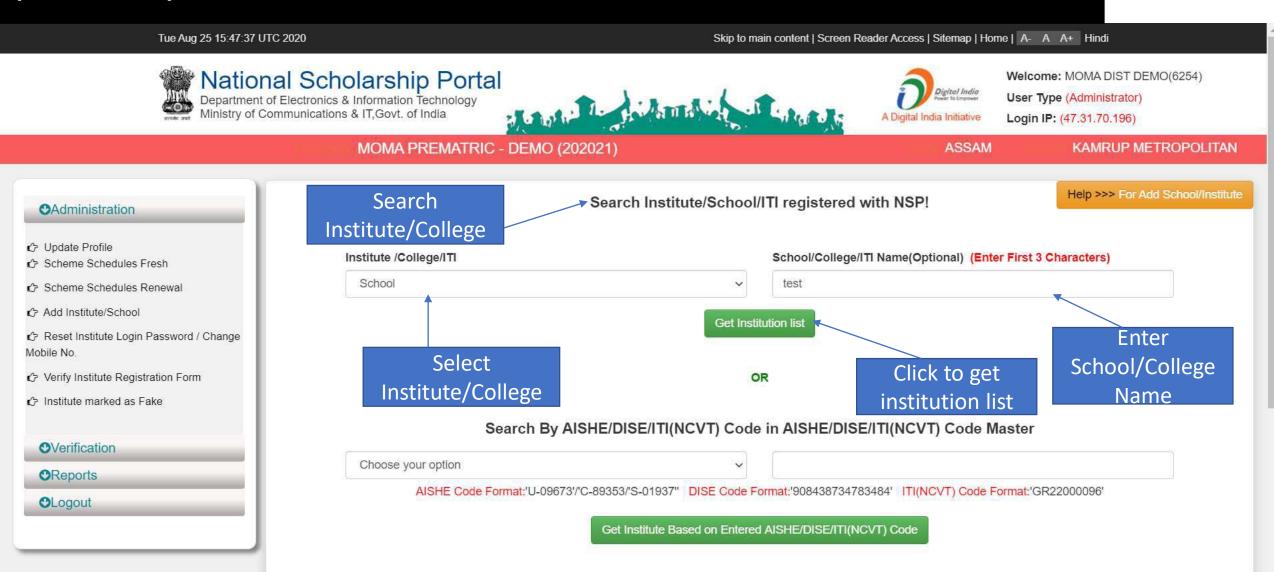


All Renewal Application Closing Date (Contd..)

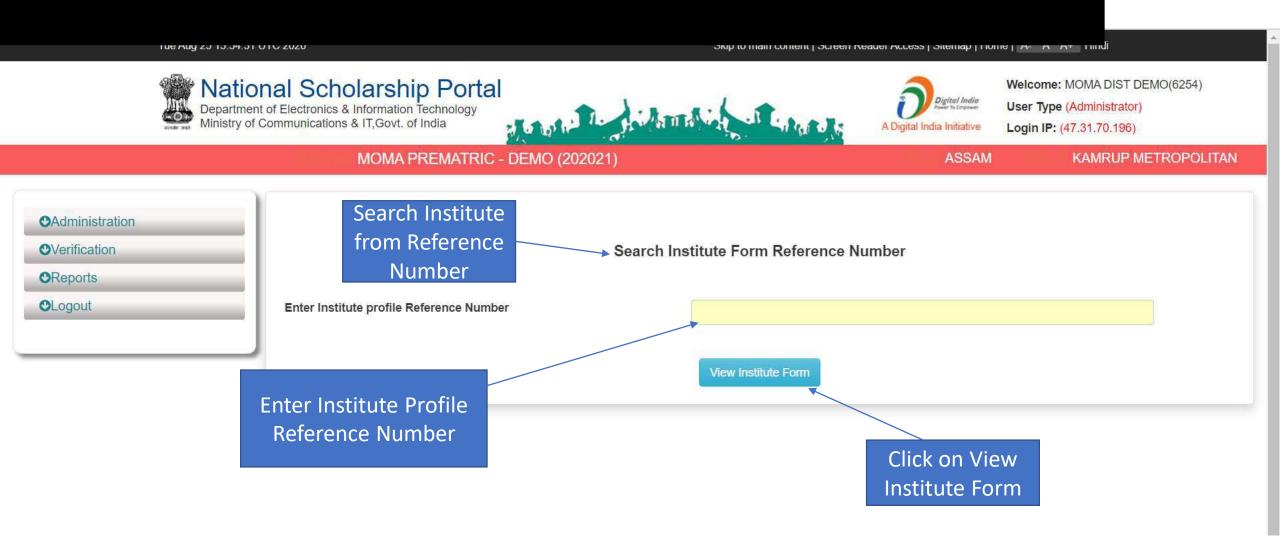


Add/Search Institute / School Registered with NSP (Contd..)

Show 10 v entries



Institute can be search from Reference Number







Welcome: MOMA DIST DEMO(6254)

User Type (Administrator) Login IP: (47.31.70.196)

MOMA PREMATRIC - DEMO (202021)

ASSAM

KAMRUP METROPOLITAN

OAdministration

OVerification

OReports

- Active Institute Details
- Fresh Registration Report
- Fresh Registration Report
- Pending Application at Institute Level
- Registered Institute
- Unverified Application Report (Fresh)
- Unverified Application Report (Renewal)
- Renewal List Update
- Pending Application at Institute Level
- KYC (Institute Registration Form) Status
- ☐ Institute Registration KYC Form Status



Name: MOMA DIST DEMO

Contact Number: 9205787280

Email: yadav.ravi5115@gmail.com



- Renewal List Update
- Pending Application at Institute Level
- ★ Know your AISHE Code
- KYC (Institute Registration Form) Status
- Consolidation Of Institute KYC Status
- Application Tracking
- List of Applicants Paid
- List of Applicants not Paid
- Category-Wise Demand Report
- Renewal List Update
- Renewal applications pending for verification at district / state level
- ♦ Verified/Rejected/Defected Application List
- Fee Calculated Data Fresh
- Fee Calculated Data Renewal











Welcome: MOMA DIST DEMO(6254)

User Type (Administrator)

Login IP: (47.31.70.196)

MOMA PREMATRIC - DEMO (202021)

ASSAM

KAMRUP METROPOLITAN



District Wise Consolidation Of Institute KYC Status

State Name : ASSAM

District Name: KAMRUP METROPOLITAN

Excel

Search:

Sr.No	District Name	Total Registered Institute	Total Applied For KYC	Total Approved KYC
1	KAMRUP METROPOLITAN	1365	169	169

Showing 1 to 1 of 1 entries

Previous

Next

Show more information

View List

By Default (Application Id,Applicant Name,DOB,Gender,Category Name,Father Name,Religion,Institute District,Course Name) will be shown.You may also select fields from below mentioned list...

Bank Bank Account No Branch IFSC Code Account Holder Type Aadhar No Mobile No Permanent Address Email ID Applicant District	Pre Post Matric Mode of Study Is Minority Disability Flag Disability Type Disability Percentage	Is Hosteller Annual Family Income Marital Status Parent Occupation Class Start Date	Admission Fee Tuition Fee Miscellaneous Fee(LumpSump) Entitled Fee Amount(Calculated By NSP) Entitled Lumpsump Amount(Calculated By NSP) Pay Amount Centre Share Pay Amount State Share	Current University Current Institution Current Course Year Current Course Xth University Xth Institution Xth Course Year Xth Percentage Xth RollNo	Previous University Previous Institution Previous Course Year Previous % Competitive Exam Name Competitive Exam Year Competitive Exam State Competitive Exam RollNo
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False

False

True

NA

arch													
Scheme Name and Id	Scheme Type State & Central	Scholarship Incentive	Opening Date Closing Date	Renewal Opening Date Renewal Closing Date	Institute Veri Closing Date	Ministry Officer Veri Closing Date	State Nodal Officer Veri Closing Date	District Nodal Officer Veri Closing Date	DBT Code Beneficiary Type	PFMS Scheme Code	PFMS Purpose Code	Beneficiary Status Payment Status	Cours Group Done Fee Logic
ry Name- NA	TIONAL IN	FOMATICS CE	NTRE - TES	Т									
Officer - MC	MA DIST D	ЕМО											
ct No 9205	787280												
	Scheme Name and d ry Name- NA Officer - MO	Scheme Type Scheme Name and State & Central Ty Name- NATIONAL IN	Scheme Type Scheme Name and State & Scholarship Central Incentive Ty Name- NATIONAL INFOMATICS CE Officer - MOMA DIST DEMO	Scheme Type Scheme Name and State & Scholarship Closing Incentive Type Scheme Name and State & Scholarship Closing Incentive Type Type Scheme Name and State & Scholarship Closing Incentive Type Type Scheme Name and State & Scholarship Closing Incentive Type Type Scheme Name and State & Scholarship Closing Incentive Type Type Scheme Name and State & Scholarship Closing Incentive Type Type Scheme Name and State & Scholarship Closing Incentive Type Type Type Scheme Name and State & Scholarship Incentive Type Type	Scheme Type Scheme Name and State & Scholarship Closing Date Central Incentive Cofficer - MOMA DIST DEMO Renewal Opening Date Renewal Closing Date Renewal Closing Date Renewal Closing Date Renewal Closing Date	Scheme Type Scheme Name and State & Scholarship Closing Closing Date Central Incentive Opening Date Institute Renewal Veri Closing Closing Closing Date Type Renewal Veri Closing Closing Date Type Officer - MOMA DIST DEMO	Scheme Type Scheme Name and State & Scholarship d Central Incentive Opening Date Closing Closing Closing Date Name - NATIONAL INFOMATICS CENTRE - TEST Officer - MOMA DIST DEMO	Scheme Type Date Date Date Date Date Date Date Dat	Scheme Type Date Date Date Name and Central Incentive Date Date Date Date Date Date Date Dat	Scheme Type Date Date Date Name and Central Incentive Date Date Date Date Date Date Date Dat	Scheme Type Date Date Date Name and Central Incentive Date Date Date Date Date Date Date Dat	Scheme Type Opening Date Date Date Nodal Opening Date Nodal Opening Date Nodal Opening Date Nodal Officer Offic	Scheme Type Opening Date Date Nodal Noda

MOMA

DEMO(2050)

Pre

Central Sector

PREMATRIC Mtaric

Scholorship

16/08/2020

31/10/2020

15/11/2020 30/06/2020 30/11/2020 30/11/2020



National Scholarship Portal stands to distribute of the sale Department of Electronics & Information Technology

Ministry of Communications & IT, Govt. of India



Welcome: MOMA DIST DEMO(6254)

User Type (Administrator)

Login IP: (47.31.70.196)

Back

State Nodal Officer Details **Scheme Configuration** Details

Scholarship Amount Details

Document Required

Application Status

Benificiary Code Status

Payment Status

Verification Flow

Course Fee Groups

EXCEL

HOME BACK

Scheme Wise State Nodal Officer Details

Search..

S. State Name No.

Nodal Officer Name

Contact No.

Email Id

Designation

Fresh Veri. Closing Date

Renewal Veri. Closing Date

Agency Id

Agency Name

Ministry - NATIONAL INFOMATICS CENTRE - TEST

Scheme - MOMA PREMATRIC - DEMO

ASSAM

moma state demo test

9205787280

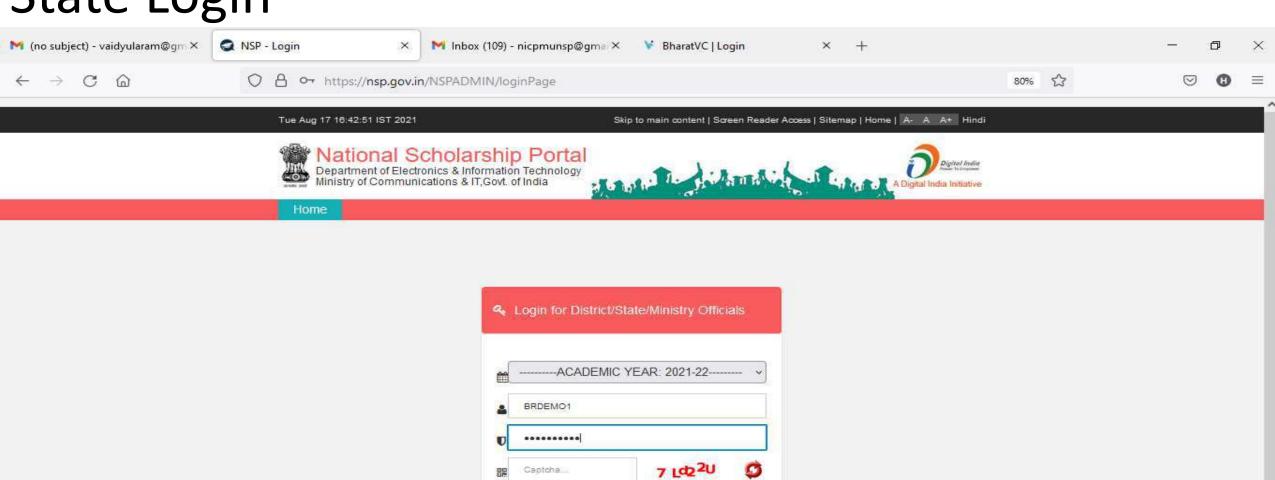
yadav.ravi5115@gmail.com

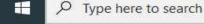
state nodal officer

30/11/2020

30/11/2020

State Login













Login



Can't See? Click on Refresh Button.

District / State / Ministry Nodal Officer Forgot Password?

















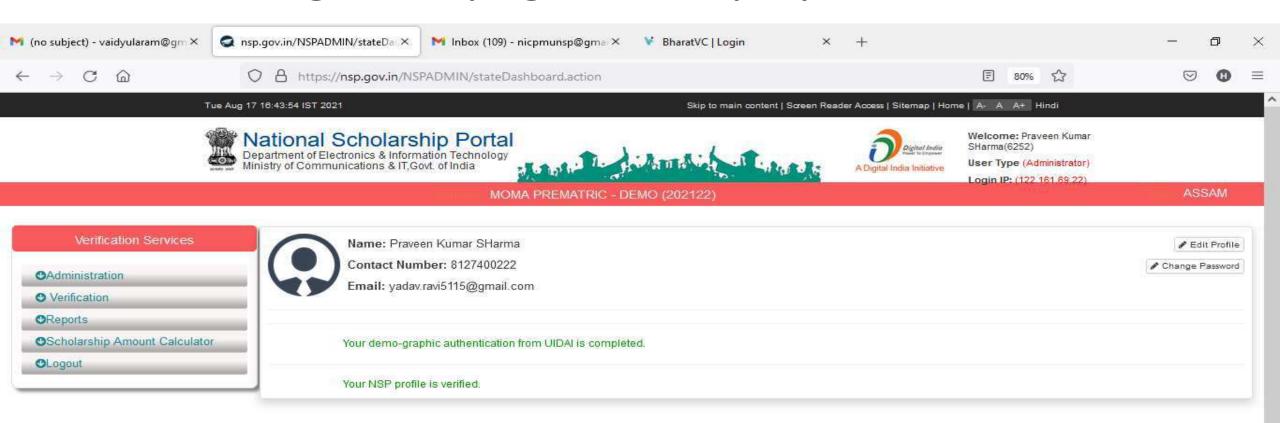








After State Login the page will display like this





































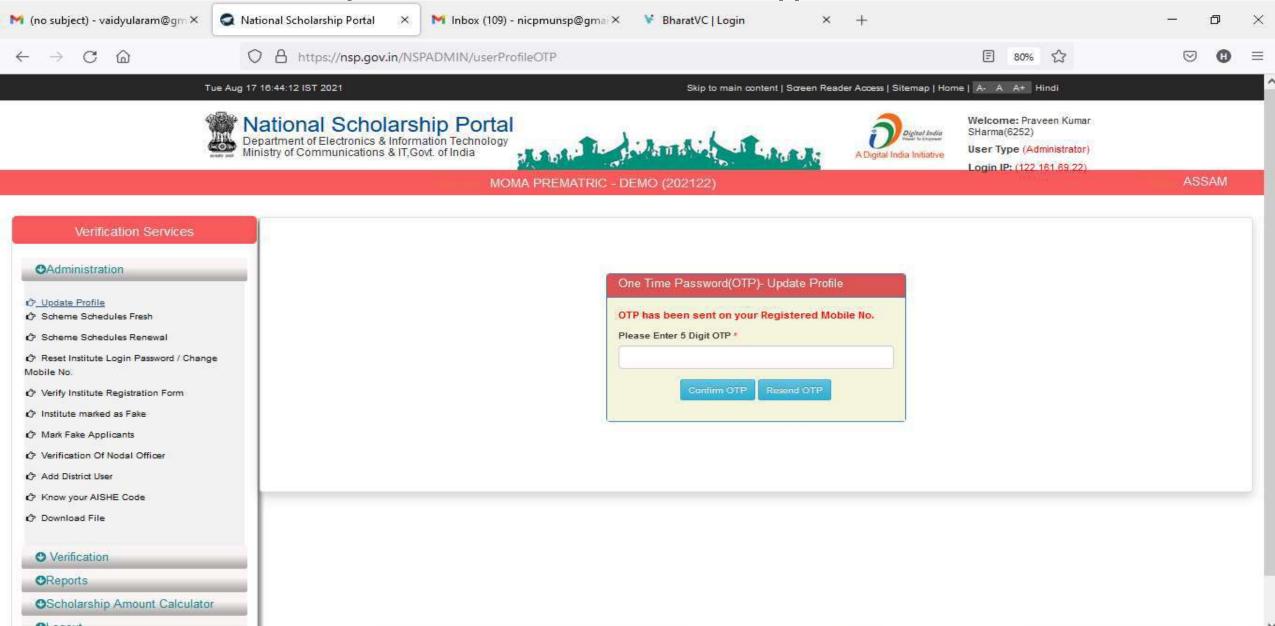




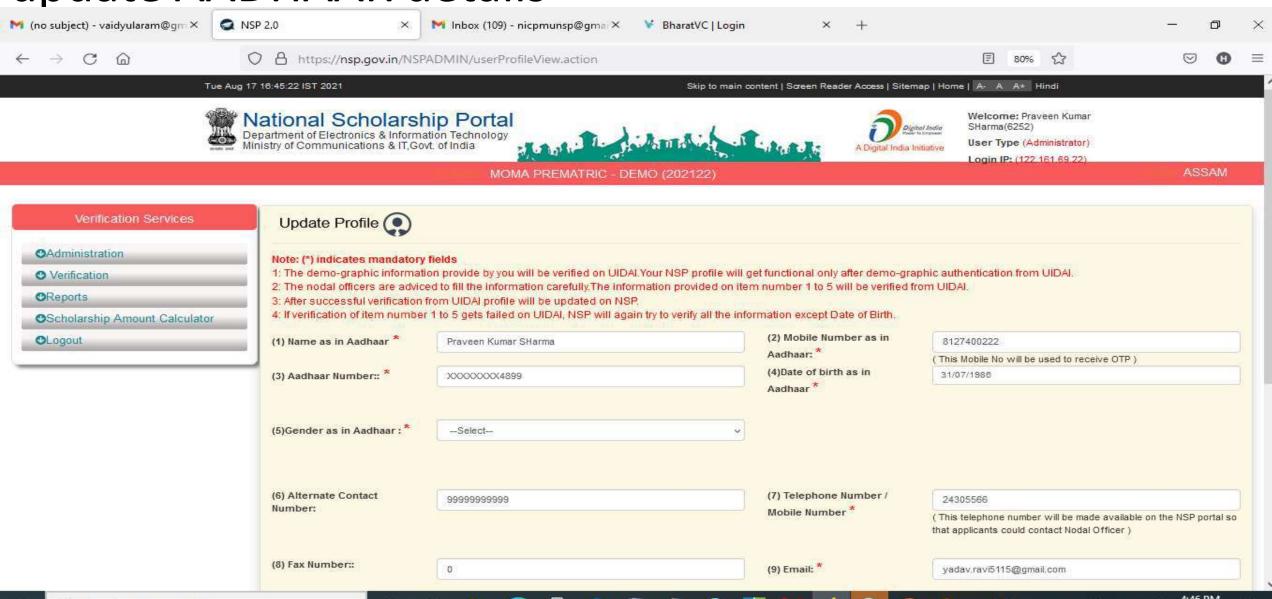




Click on update profile under Administration panel to update AADHAAR details, OTP will receive to registered mobile number

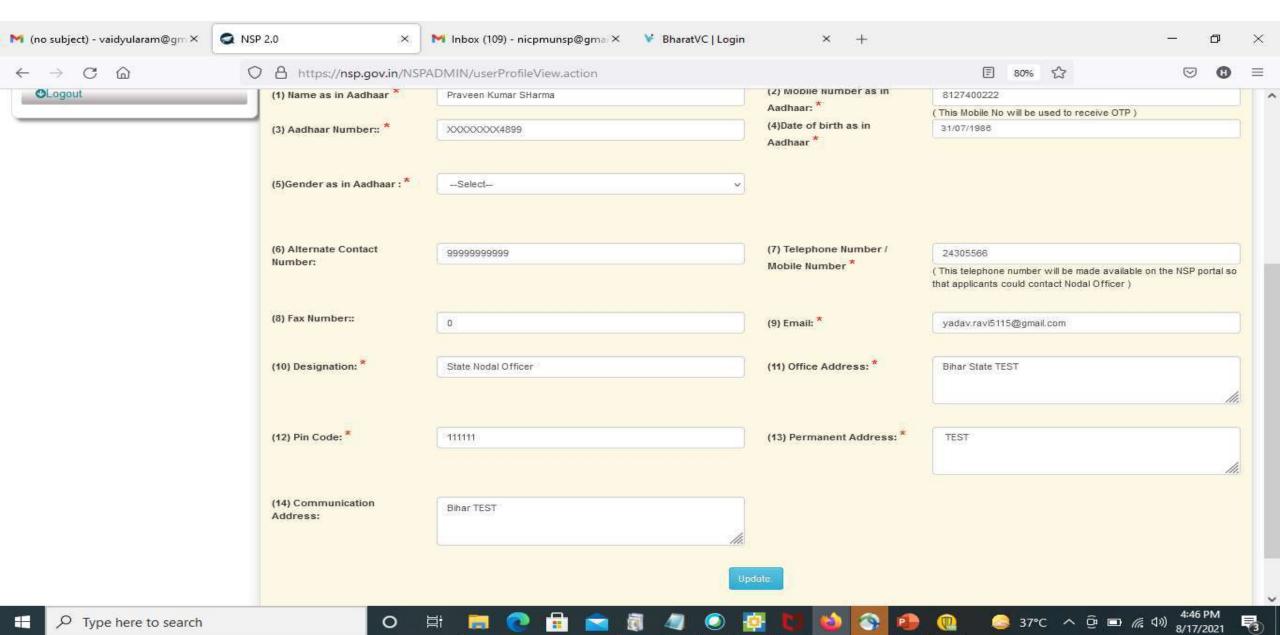


Click on update profile under Administration panel to update AADHAAR details

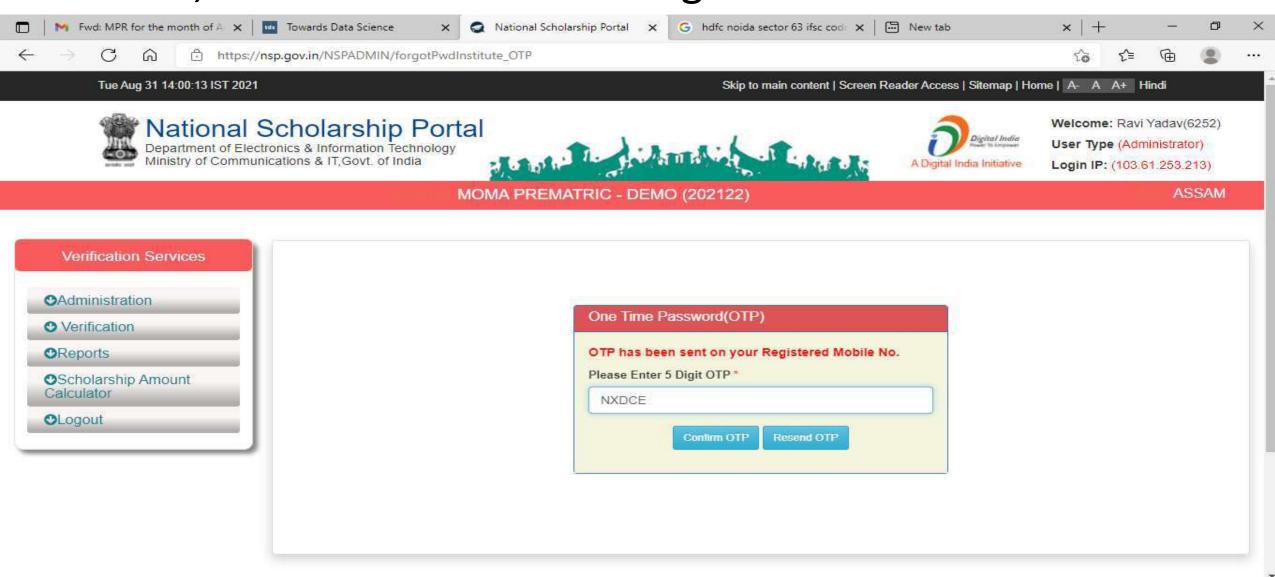


Type here to search

Click Update after updating the profile



Under Administration Click the Option Reset Institute Login Password, then OTP will send to registered mobile number



Type here to search

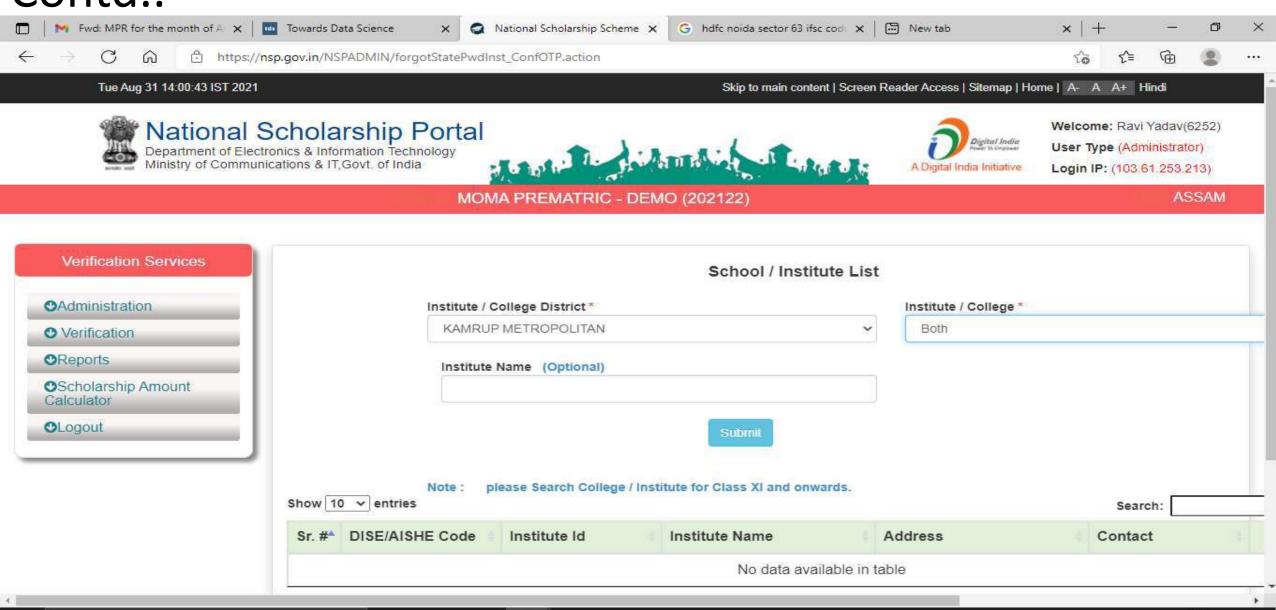
0

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Select Institute/ College name for reset password Contd..

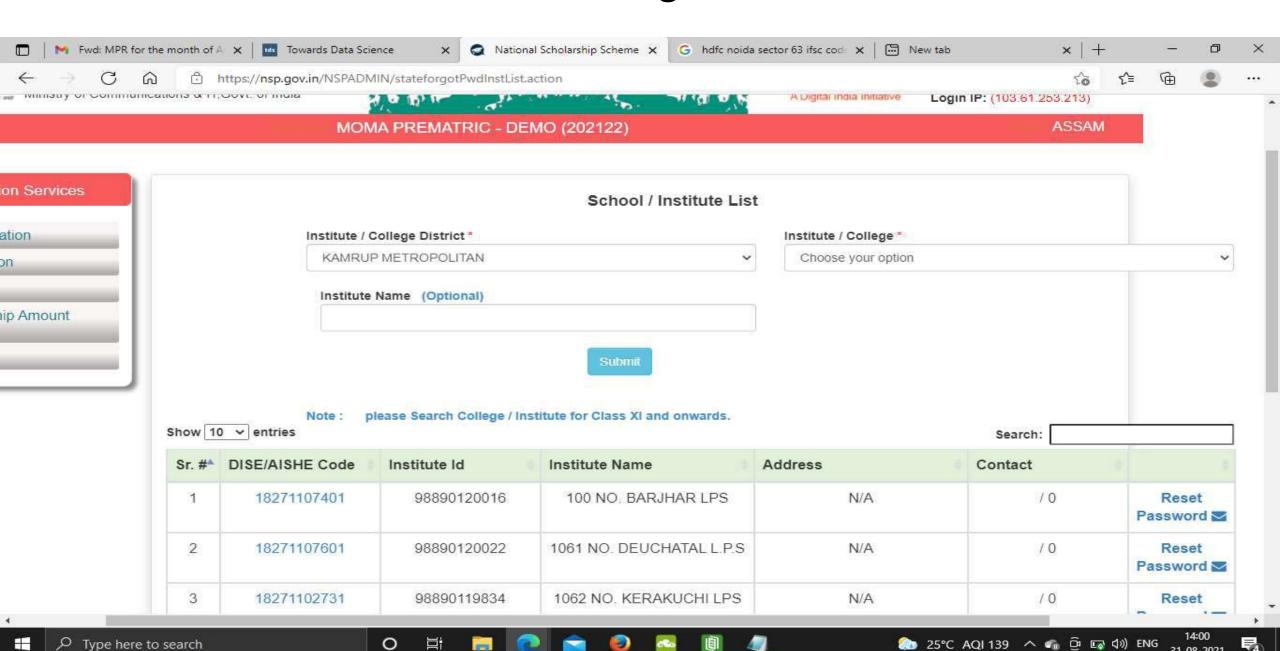
Type here to search

0

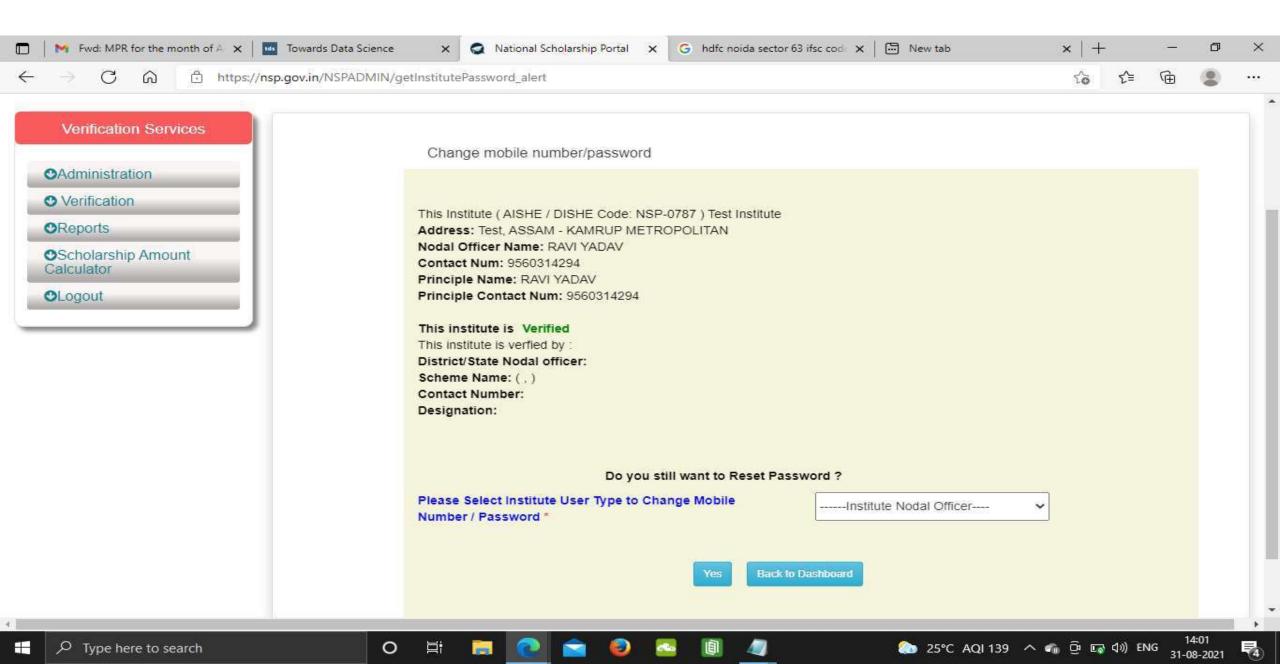


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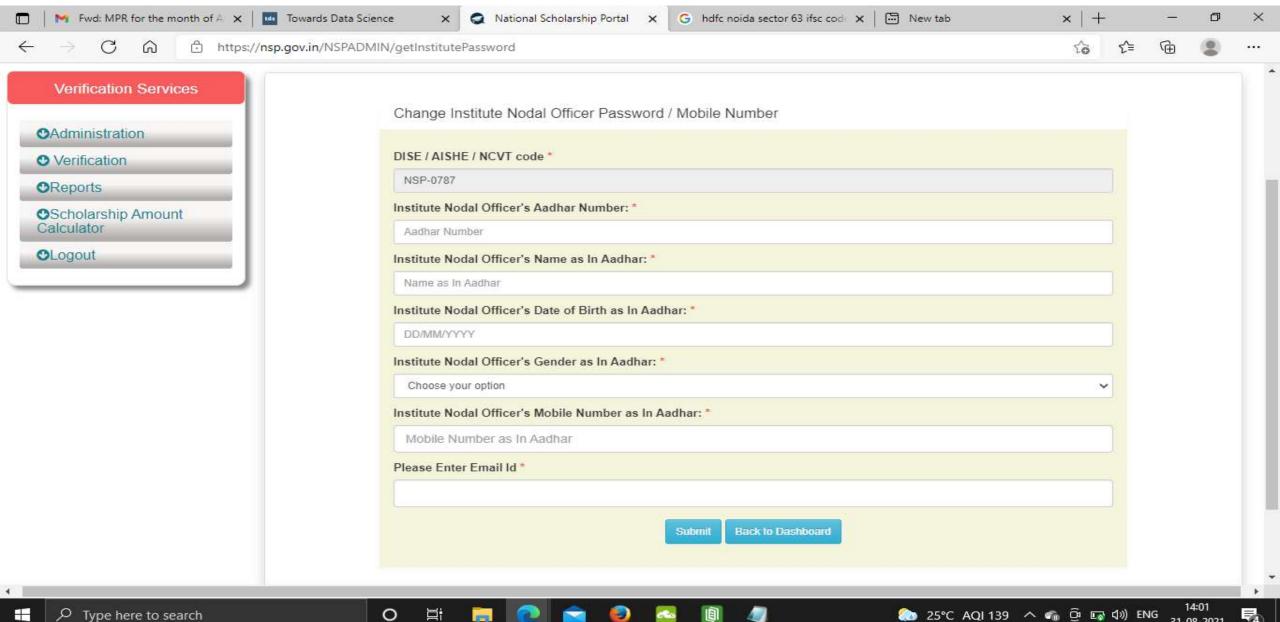
Click on Reset Password after selecting the Institute name Contd..



Click Yes to Reset Password Contd..



Click Submit after changing the Institute Nodal Officer Password / Mobile Number





TEST(6252)

User Type (Administrator)

Login IP: (47.31.70.196)

ASSAM

MOMA PREMATRIC - DEMO (202021)

Verification Services

OAdministration

- ☼ Update Profile
- Duplicate Institute Merge
- Scheme Schedules Fresh
- Add Institute/School
- ♠ Reset Institute Login Password / Change Mobile No.
- Institute marked as Fake
- Propert Token For Fake Applicants
- Mark Fake Applicants
- Re-Initiate Payments
- Add District User
- Know your AISHE Code
- Download File





Name: MOMA STATE DEMO TEST

Contact Number: 9205787280

Email: yadav.ravi5115@gmail.com







Welcome: MOMA STATE DEMO

TEST(6252)

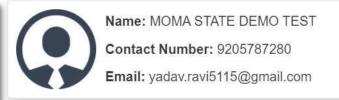
User Type (Administrator)

Login IP: (47,31,70,196)

MOMA PREMATRIC - DEMO (202021)

ASSAM

Verification Services **O**Administration Verification Quick Verification-Fresh Re-Verification-Fresh Quick Verification-Fresh Incentive Re-Verify Incentive Scheme-Fresh Quick Verification-Renewal ▶ Re-Verification-Renewal Mark as Fake-Fresh Mark as Fake-Renewal **O**Reports **O**Logout





Verification Services

- **O**Administration
- Verification
- **O**Reports
- Active Institute Details
- Scheme Wise List of Active Institutes
- List Based On Selected Criteria
- ♦ Verification log Details
- KYC (Institute Registration Form) Status
- Registered Institute
- Consolidation Of Institute KYC Status
- Token Wise Report-Renewal
- Roll Search in Board Merit
- Application Verification History
- Fresh Registration Report
- ☆ Renewal Registration Report
- Fresh Verification History
- ♠ Renewal Verification History
- Renewal List Update



Name: MOMA STATE DEMO TEST

Contact Number: 9205787280

Email: yadav.ravi5115@gmail.com



Roll Search in Board Merit

Application Verification History

Renewal Registration Report

Fresh Verification History

Renewal Verification History

Renewal List Update

List of Applicants paid

List of Applicants not paid

Pending Application at Institute Level

Unverified Application Report (Fresh)

Unverified Application Report (Renewal)

Aadhar Verified Application

Application Tracking

List of Applications verified by Institutes

Bank Credit Failed

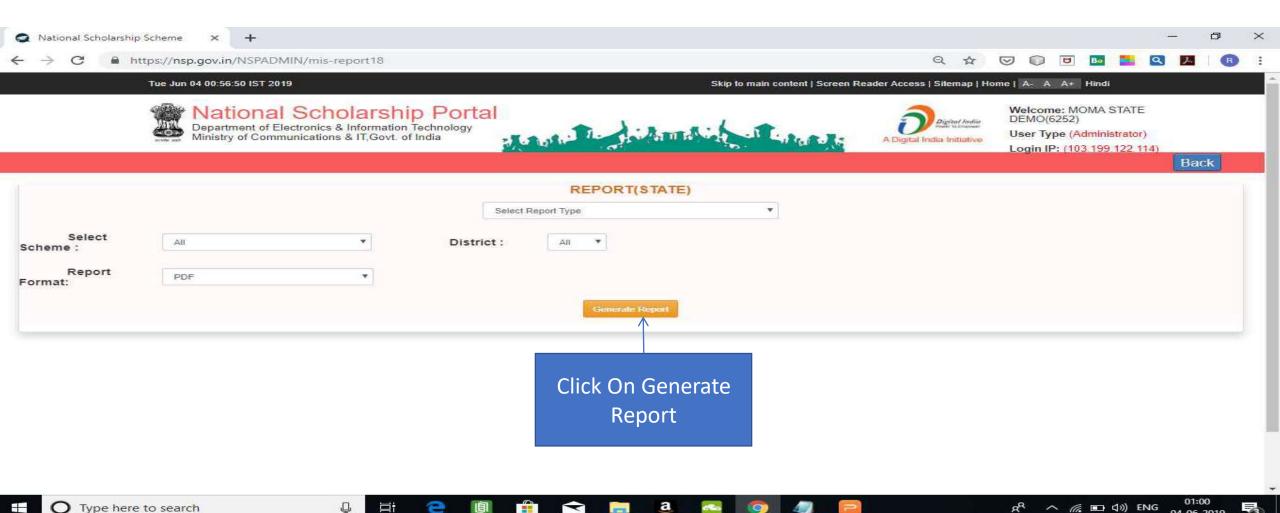
Fee Calculated Data Fresh

Fee Calculated Data Renewal

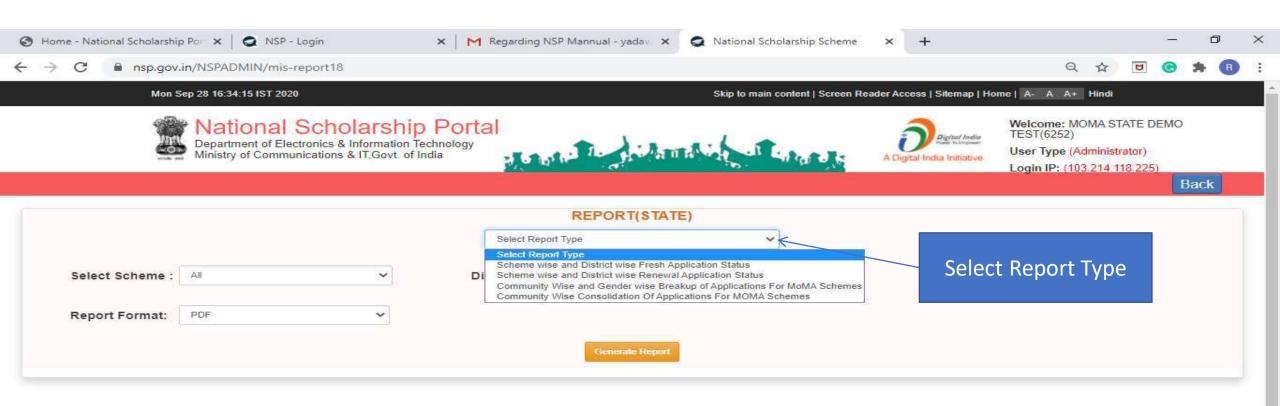
OLogout

Statistics Report of State

Statistics Report of State



Contd...























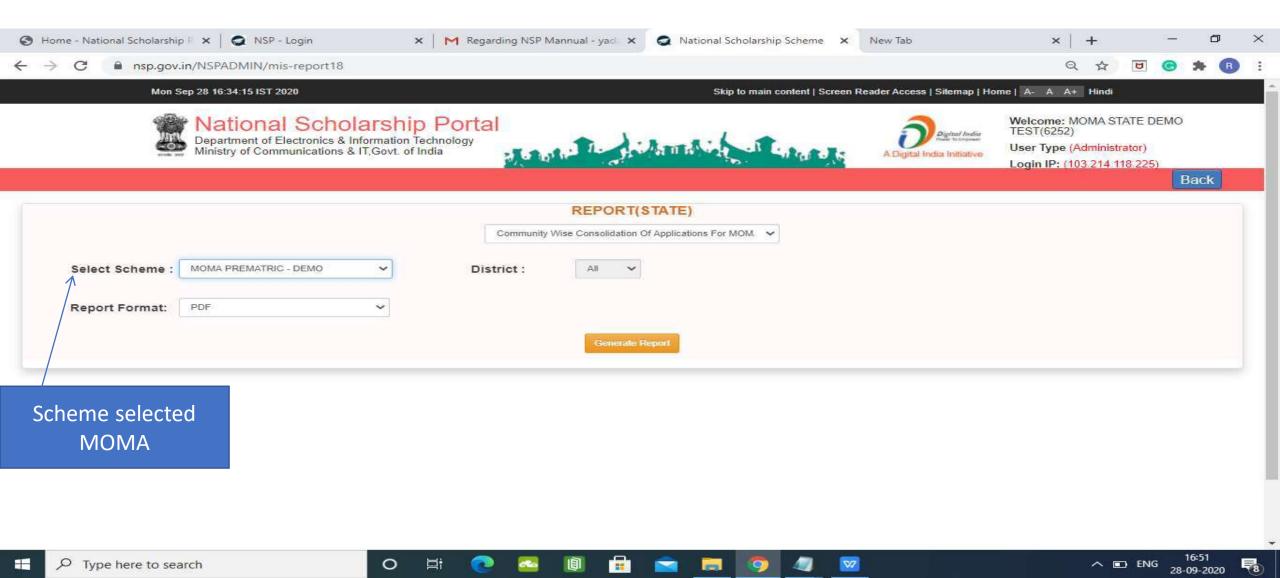




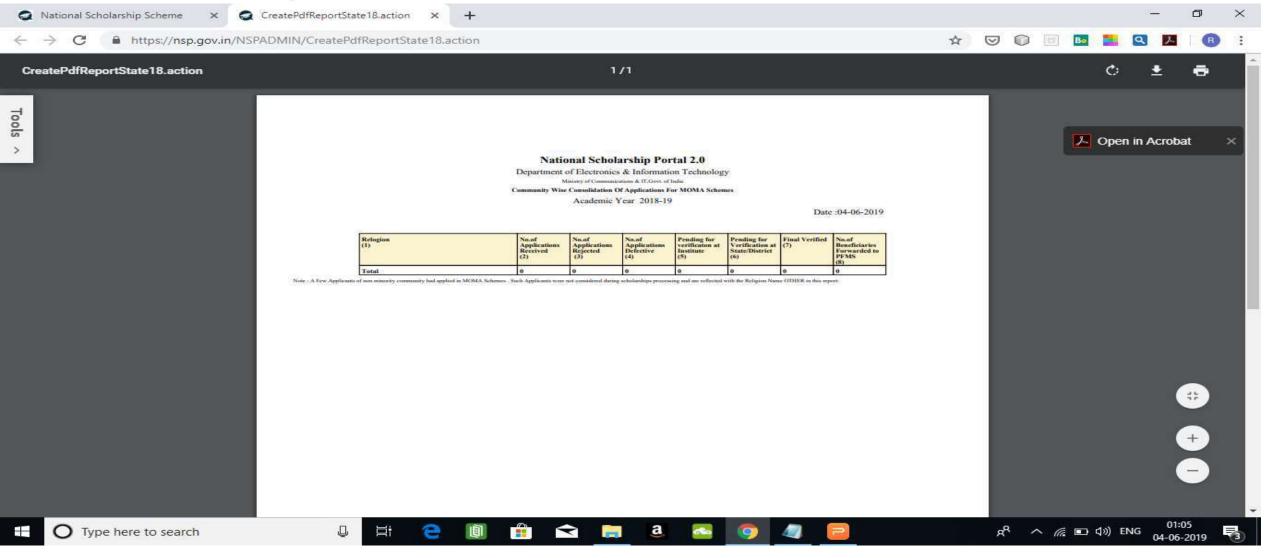




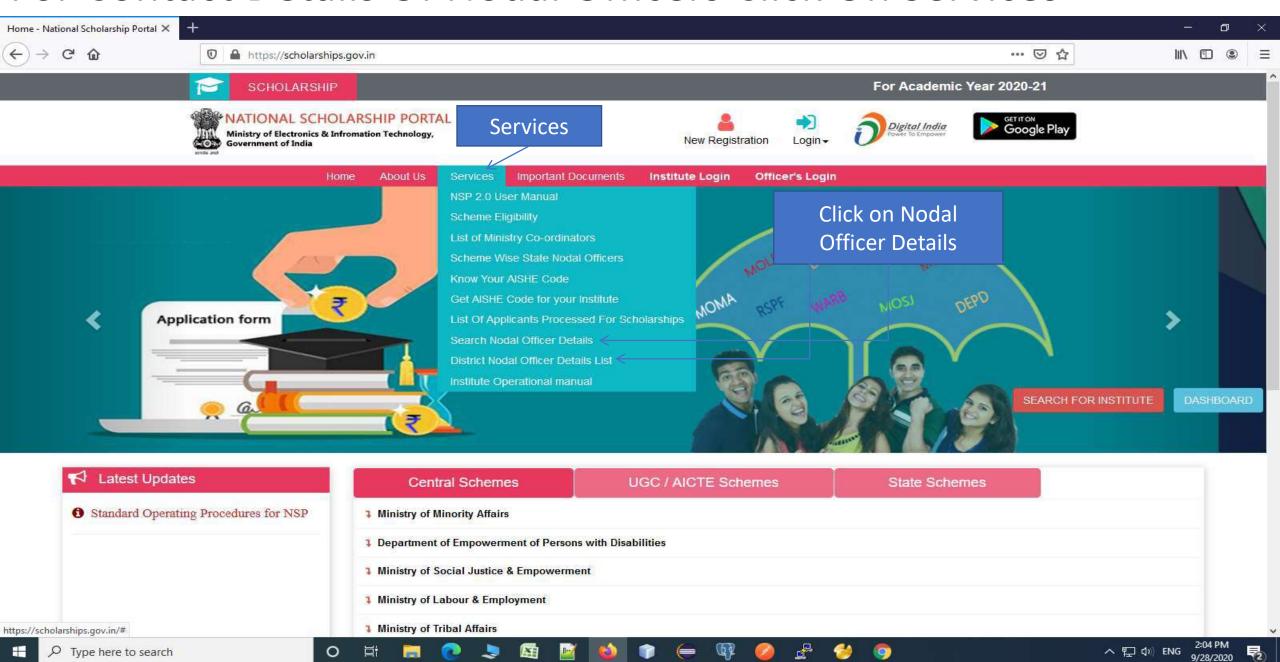
Contd..



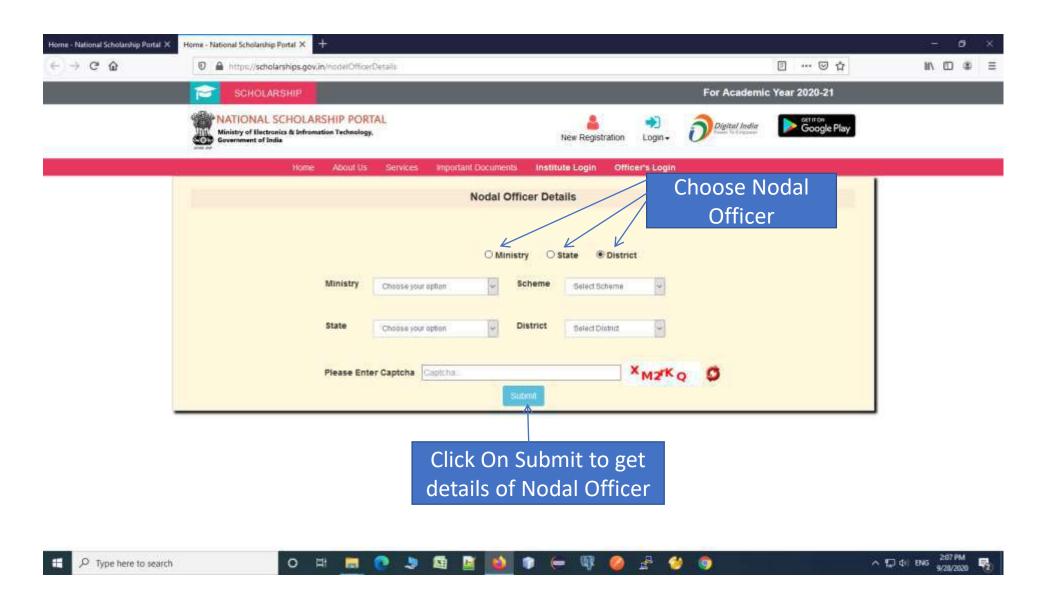
Statistic Report Of MOMA Scheme Pdf



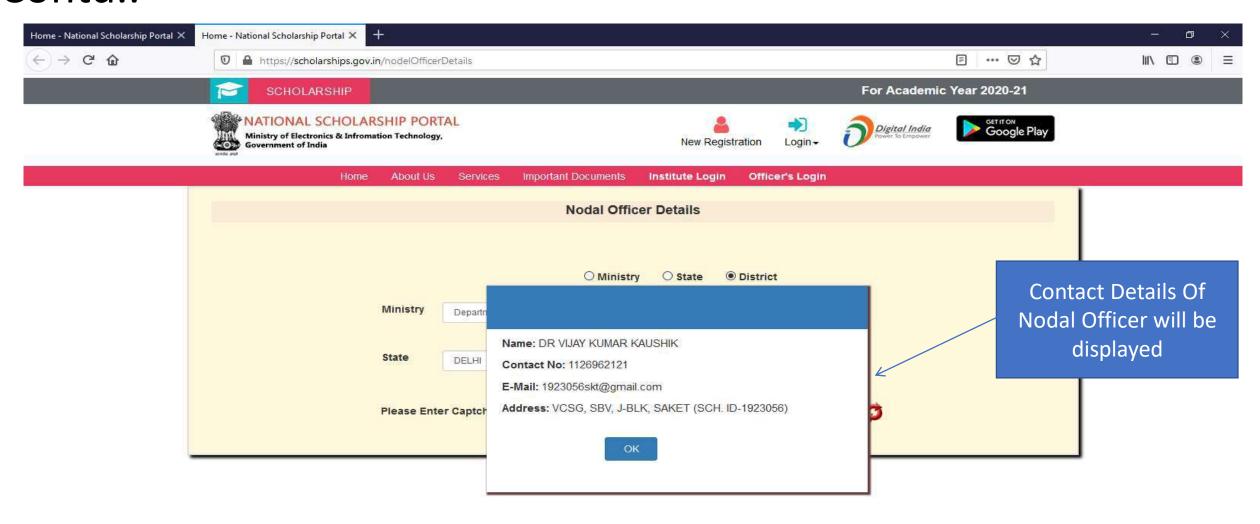
For Contact Details Of Nodal Officers Click On Services



Nodal Officer Details(Contd..)



Contd..





















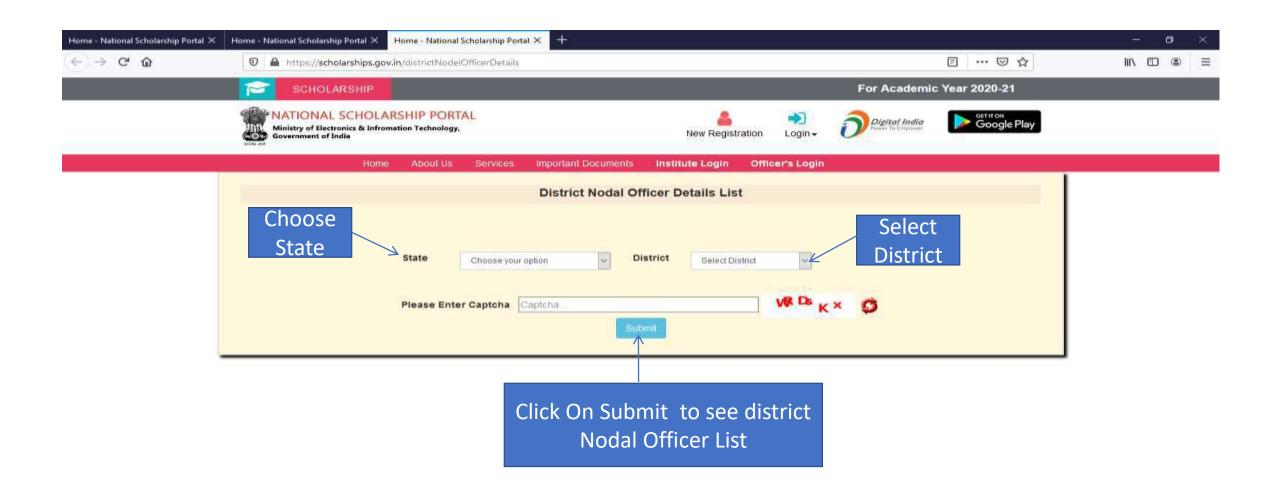


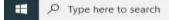






District Nodal Officer Details List



















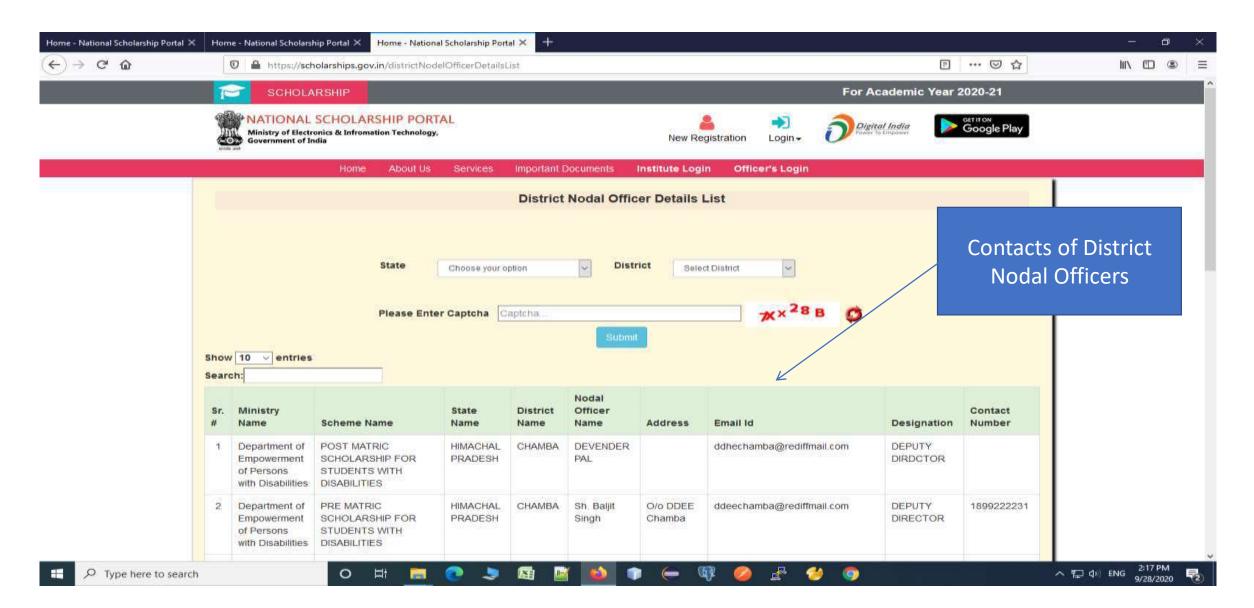




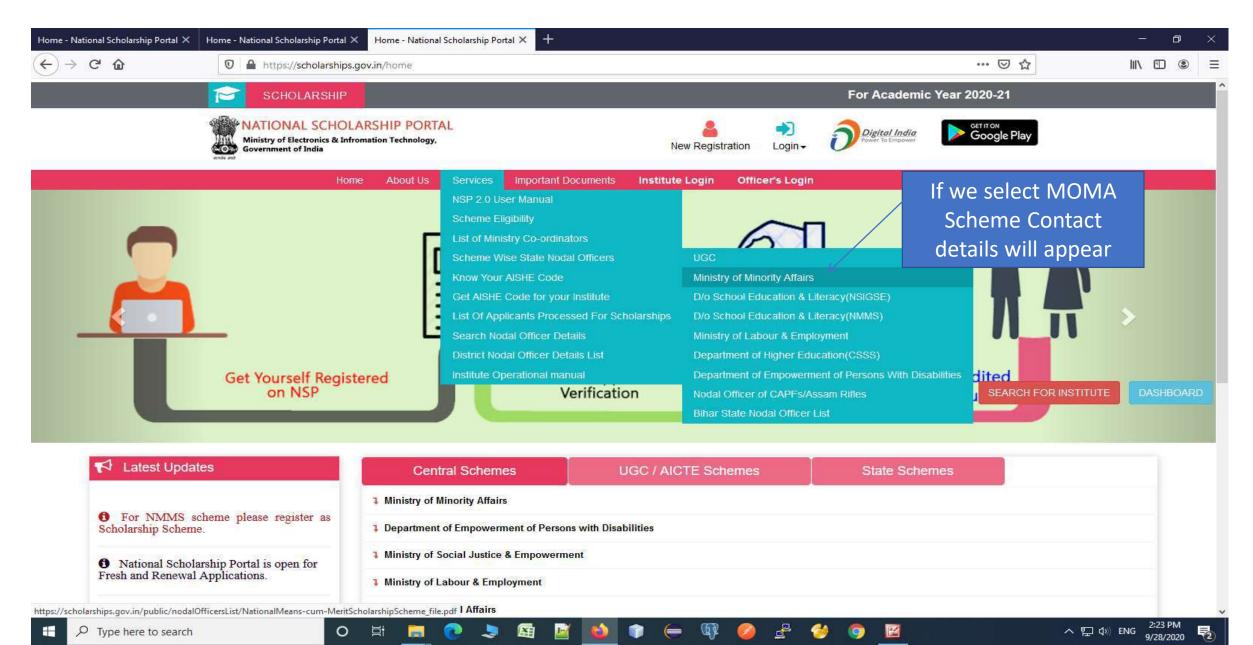




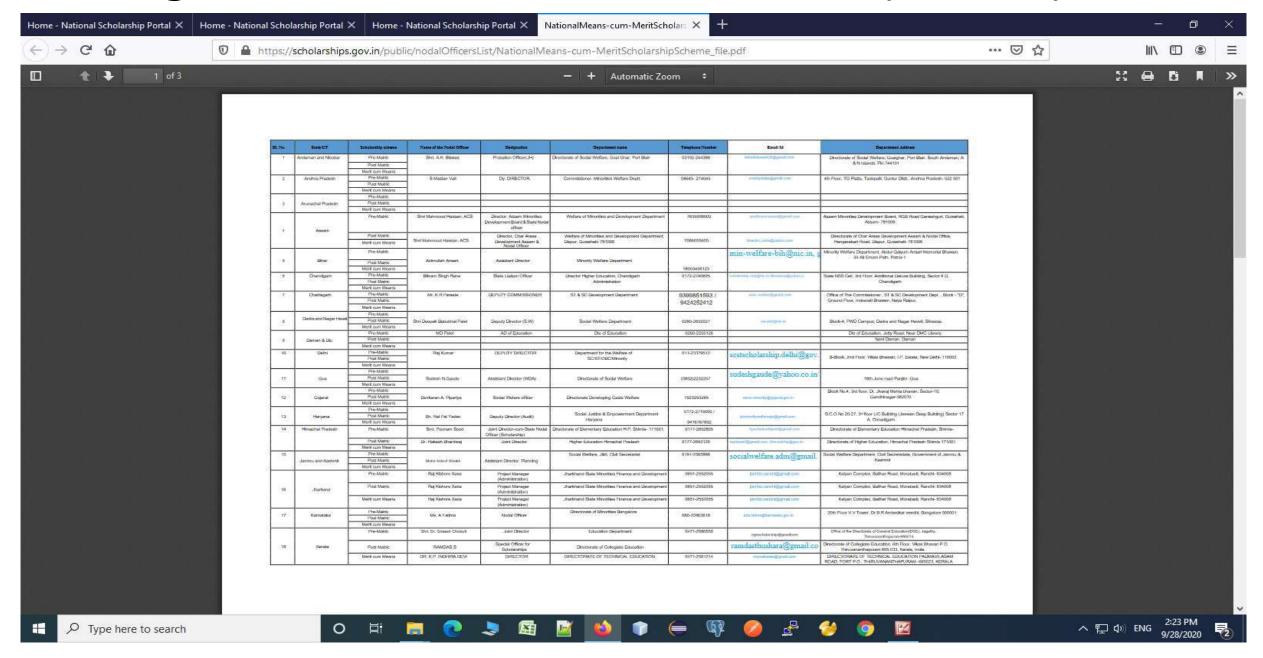
Contact List Of District Nodal Officers (Contd..)



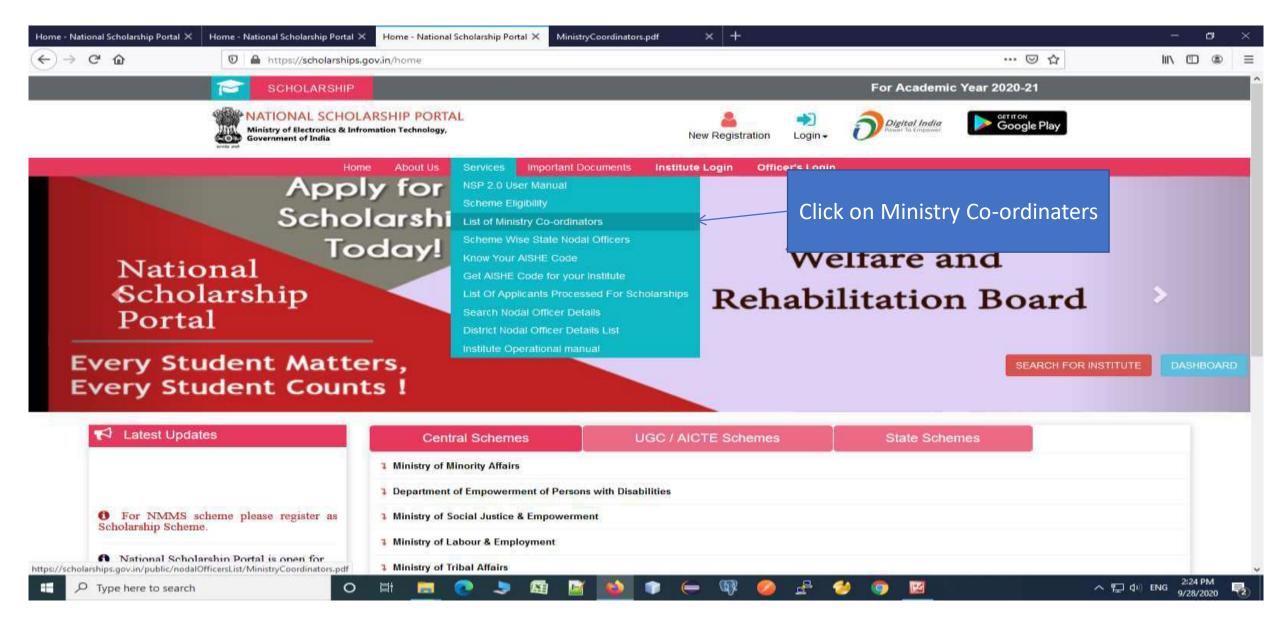
Scheme Wise State Nodal Officers



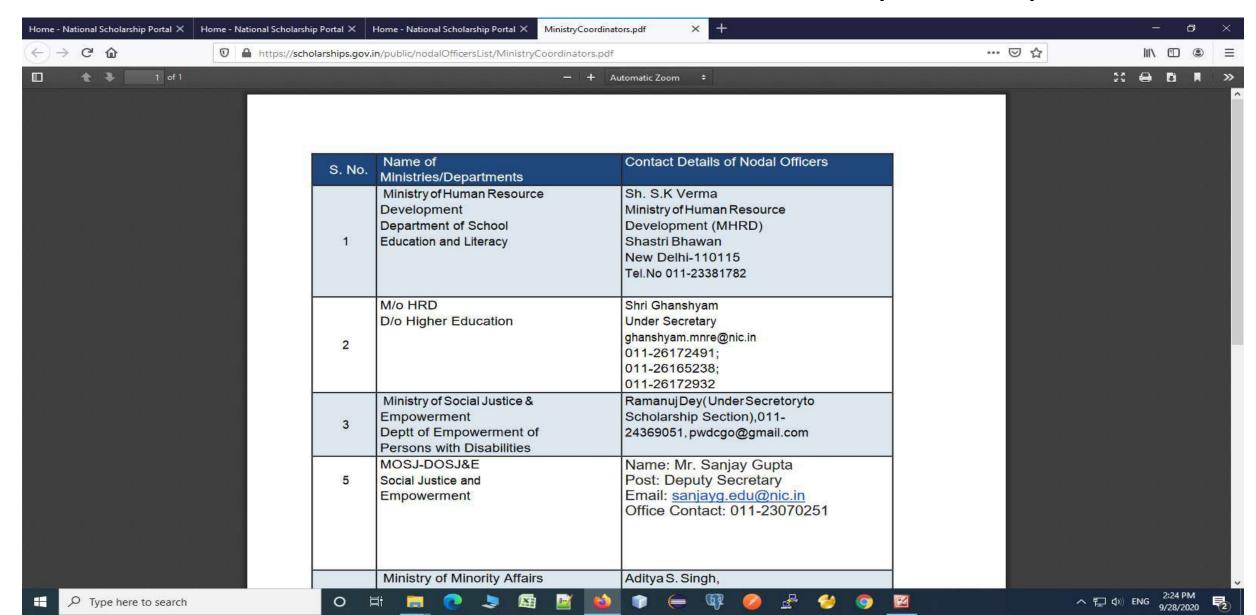
Showing MOMA Scheme Contact Details(Contd..)



Contact Details Of Ministry Co-ordinaters



Contact List Of Ministries Nodal Officers(Contd..)



THANK YQU



GUIDELINES

POST MATRIC SCHOLARSHIPS TO THE STUDENTS BELONGING TO SCHEDULED CASTES FOR STUDIES IN INDIA

(2020-2021 to 2025-26)

GOVERNMENT OF INDIA

MINISTRY OF SOCIAL JUSTICE &

EMPOWERMENT

Department of Social Justice & Empowerment

(March, 2021)

SCHEME OF POST MATRIC SCHOLARSHIPS
TO THE STUDENTS BELONGING TO SCHEDULED CASTES FOR

STUDIES IN INDIA (PMS-SC) (With effect from 2020-2021)

1. Objective

1.1 The objective of the scheme is to appreciably increase the Gross Enrolment Ratio of SC students in higher education with a focus on those from the poorest households, by providing financial assistance at post-matriculation or postsecondary stage to enable them to complete their education.

2. Scope

- 2.1 These scholarships are available for studies in India only and the awardees are selected by the State Government/Union Territory to which the applicant actually belongs (i.e. the State/UT in which permanently settled or domiciled, as per the terms of domicile decided by the State).
- **2.2** This is applicable to all the students who are currently beneficiaries of the scheme as well as fresh admissions.

3. Definitions

- a) "Group 1: Degree and Post Graduate level professional courses" shall mean: all Professional courses in Medicine, Engineering, Technology, Planning, Architecture, Design, Fashion Technology, Agriculture, Veterinary & Allied Sciences, Management, Business Finance /Administration, Computer Science/ Applications (ii) Post Graduate Diploma courses in various branches of Management & Medicine(iii) C.A./I.C.W.A./C.S./I.C.F.A. etc. (iv) M.Phil., Ph.D. and Post-Doctoral Programmes (D.Lit., D.Sc. etc.) of Group I, Group II and Group III courses.(v) L.L.B, Integrated L.L.B, L.L.M
- b) "Group 2: Other Professional Courses leading to Degree, Diploma, Certificate" shall mean all Professional Courses leading to Degree, M Ed. / M. Pharma., Diploma, Certificate in areas like Pharmacy (B Pharma.), Nursing(B Nursing), BFS, other paramedical branches like rehabilitation, diagnostics etc., Mass Communication, Hotel Management & Catering, Travel/Tourism/Hospitality Management, Interior Decoration, Nutrition& Dietetics, Commercial Art, Financial Services (e.g. Banking, Insurance, Taxation etc.) for which entrance qualification is minimum Sr. Secondary (10+2) and

Vocational stream, ITI courses and Polytechnic where entrance qualification is Class XII or above.

- c) "Group 3: Graduate and Post Graduate course" shall mean: courses not covered under Group 1& Group 2 e.g. B.A / B.Sc. / B.Com etc. M.A/ M. Sc./ M.Com etc.
- d) "Group 4: All post-matriculation (Post Class X level) non-degree courses" shall mean: All post-matriculation level non-degree courses for which entrance qualification is High School (Class X), e.g. Senior secondary certificate (class XI and XII); both general and vocational stream, ITI courses, 3 year diploma courses in Polytechnics, etc.

Note: The list of courses in various groups is indicative and States/UTs may add courses as per laid down standard in the State/UT.

- e) "Compulsory non-refundable fees" shall mean: fee payable for enrolment/registration, tuition, games, Union, Library, Magazine, Medical Examination and such other fees compulsorily payable by the scholar to the institution or University/ Board, but does not include Refundable deposits like caution money, security deposit will, however, be excluded.
- f) "Demand" for a year indicates the total fund requirement for release of scholarship to all eligible students under the scheme as per the entitlements for that particular year.
- g) "Freeship Card" shall mean: A card issued by the State Govt./UT Administration that entitles a student eligible for scholarship under this Scheme, to take admission in an institution, without pre-payment of tuition fee and hostel fee.

4. Eligibility of Educational Institutions

- **4.1** Only such educational Institutions which maintain the laid down academic standards shall be covered under the scheme. The following conditions regarding the courses offered, performance of the institution, Aadhaar based attendance system are also required to be adhered to by the Institutions/Universities/Colleges in order to be eligible under the scheme:
- i. Only Institutions/Colleges with the 'AISHE Code'/UDISE' Code' shall be eligible for the scholarship scheme. Based on the AISHE/UDISE-Code of the institution, all details of the institution such as - registration, affiliation and accreditation, courses being offered and number of seats approved for each course - will be pulled from the AISHE/UDISE server on to the scholarship portal automatically.

- All participating higher education institutions shall get NAAC/NBA accreditation before 2024, for continuation in the scheme from 2025-26 onwards.
- iii. The scholarship benefits shall be linked with Aadhaar based attendance system. Therefore, the college/institution will maintain Aadhaar based attendance on a daily basis and will submit attendance details on the portal.
- iv. The institutions will submit half-yearly self-audited reports to the State Governments in a prescribed format which shall be separately issued.
- v. The institutions should be willing to honour the FREESHIP CARD issued by the State/District Authority through the scholarship portal and admit the student without insisting on pre-payment of the college/tuition fee or hostel fee. This would be paid by the student on release of the scholarship amount by the Government as per the provisions of this scheme. In this regard, the State Governments will coordinate with the institutions located in their respective States.
- **4.2** Scholarships will be given for the study of all recognized post-matriculation or post-secondary courses (Intermediate/Senior Secondary, Diploma, long-term Vocational Training Certificate, Graduate, Post Graduate courses etc.) pursued in recognized Institutions/ Universities/ Colleges falling in any of the following 9 categories:
 - i. Institutions of National Importance;
 - Central University/ State University/ Autonomous colleges recognized by UGC and Universities /Colleges recognized under section 2(f) of UGC Act;
 - iii. Deemed Universities;
 - All Private Universities recognized by State/Centre;
 - Private Professional Institutions affiliated to a recognized Central/State University and covered by a Fee Fixation Committee as mandated by Supreme Court;
 - vi. Recognized schools/colleges for Classes XI and class XII;
 - vii. Diploma granting Institutions as recognized by State/UT Governments;
 - viii. Vocational Training Institutes affiliated to National Council of Vocational Training (NCVT);
 - ix. Institutions affiliated/ approved by the appropriate bodies like NMC/AICTE etc. or any regulatory body established by State/UT/Centre.

Provided that where a particular number of seats for a particular course have been recognized / authorized by the concerned regulatory authority, the scholarships shall be restricted to those numbers and courses.

5. Conditions of Eligibility of Students

- 5.1 The scholarships are open to Nationals of India only.
- **5.2** Only those candidates who belong to Scheduled Castes so specified in relation to the State/Union Territory to which the applicant actually belongs /domiciled as determined by the State/UT and who have passed the Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education will be eligible.
- 5.3 Scholarships will be paid to the students whose parents'/guardians' income from all sources does not exceed Rs. 2,50,000/- (Rupees Two lakh Fifty thousand only) during the last Financial Year. Income certificate is required to be taken once only i.e. at the time of admission only to courses which are continuing for more than one year. The income certificate shall be issued by the Authority as decided by the State Government.
- 5.4 The ceiling on age limit for admission as regular student in different classes should be decided by concerned Institutions.
- **5.5** Candidates who, after passing one stage of education are studying in the same stage of education in a different subject e.g. Intermediate Science after Intermediate Arts or B.Com after B.A. or M.A in one subject after M.A in other subjects will not be eligible.
- 5.6 Students, who pursue their studies through correspondence/online courses, are also eligible. The term correspondence includes distant and continuous education for courses in Central/ State Universities only. Non-refundable fees shall be paid and no academic allowance will be paid.
- **5.7** All the children of any parent/guardian will be entitled to receive benefits of the scheme.
- 5.8 A scholarship holder under this scheme will not hold any other scholarship/stipend. If awarded any other scholarship/stipend, the student can exercise his/her option for either of the two scholarships/stipends, whichever is more beneficial to him/her, and should inform the awarding authority through the Head of the Institution about the option made. No scholarship will be paid to the students under this scheme from the date he/she accepts another scholarship/stipend. The student can however, accept free lodging or a grant or ad-hoc monetary help from the State Government or any other source for the purchase of

books, equipment or for meeting the expenses on board and lodging in addition to the scholarship amount paid under this scheme.

- **5.9** All seats filled through arbitrary and non-transparent processes (including management quota, NRI quota, spot admissions etc.) without following the merit criteria as decided by the State Government are not eligible for these scholarships. The fees claimed against management quota seats, spot admission seat in any Institution /University will not be reimbursed. In case of any contradiction on the classification of seats or non-clarity on the classification of seats in the State/UT, the following criteria may be followed:
 - i) If there is no arbitrariness/ discretion in the admission process and the fee for the course is fixed by the Fee Fixation/Fee Rationalization committee set up by the competent authority, the said seats may not be considered as the Management Quota Seats. However, the State Governments may satisfy themselves of the following before release of scholarships:
 - i. That the applicants claiming the scholarship have been admitted through a transparent process which involved calling of applications through advertisements, preparation of ranks, selection of candidates on merit list, and publication of selection list and others as deemed fit by the State Government;
 - That the fees for courses are duly approved by the Fee Fixation/Fee Rationalization Committee set up by the competent authority.
- **5.10** Students shall be encouraged to have Aadhaar linked Bank accounts to facilitate payments through the Aadhaar Payment Bridge.

6. Role of the State Governments

6.1 Although many SC students have availed benefits under this scheme and have occupied high positions in the society, still the Gross Enrolment Ratio (GER) of SCs in higher education (23.0%) lags behind the national average (27.0%). It is the endeavour of the Government to raise the GER of SCs in higher education from 23.0 % to the national average in the next five years. Similarly, the GER in Senior Secondary education of SCs has to increase from the current 56% to the national average in the next five years. Towards this end, special focus of the implementing agencies is required to achieve the goal.

- 6.2 All the SC students with annual income of up to Rs 2.50 lakh per annum would be eligible under the scheme. However, the State Government will additionally make special efforts to identify the poorest households from various sources and enroll the eligible students under the scheme in a mission mode. Further, these students would be monitored on regular basis so that they continue with their studies. Such students shall include (i) students from SC households with three or more deprivations as per SECC-2011 (ii) students from SC households where one or both the parents are illiterate and (iii) the students who have passed 10th standard from a State Government/ Municipality/Local Body school. In this regard, States/UTs will launch special campaigns to identify and cover such students.
- 6.3 States/UTs may adopt methodology suitable to the local conditions for identification of such students e.g. SC majority districts/blocks/villages may be taken first for identification of poorest students or students leaving class 10thor 12th class may be tracked in association with the education department or data emanating from other Central/State schemes indicating the dropouts rates or other sources as deemed fit. Every State Government shall undertake a campaign every year in March/April to identify such students and mentor them to enrol and avail scholarships. Such students will be helped for identification of courses also as per their skills.
- 6.4 Awareness drive shall be undertaken by the State Governments/UTs about the scheme through the Gram Panchayats Notice Boards, school committees, and discussions in the parent-teacher association meetings and other public awareness measures, in order to extend its coverage and also minimize any misuse by unscrupulous elements.
- 6.5 The States are required to take up identification of the students for fresh enrolment by taking up systematic drive covering all the higher secondary schools and encouraging the pupils who have dropped out after Class 12th to come back to higher education.
- 6.6 It is essential that the fresh enrolments to the extent possible are made in the courses which are having employment potential. For this purpose, the State may do an exercise in consultation with the Higher Education Department of the State Government, and the State Skill Mission for identifying courses which would improve the employment potential of the students. It is strongly advised that fresh enrolment may be made in these courses. Such skill courses should be long term courses with periodicity of at least 1 year and conducted by the institutions as per Para 4 of the scheme guidelines.
- 6.7. State Government will ensure that the beneficiary, at the time of admission, applies for the scholarship also. In this regard, the State Government may open facilitation centers

or nominate a nodal officer in the educational institutions so that the entry into the student database for renewals and fresh admissions can be done in a stipulated timeframe.

- 6.8 The State Governments shall put in place a scholarship portal that has all features as prescribed in para 13 of these guidelines and share the data on a real-time basis with the Central portal.
- 6.9 The State/Central Government shall have robust monitoring systems, including field inspections, social audits, data analytics etc. so that timely payments are made to eligible beneficiaries.
- 6.10 States/UTs shall ensure that Fee Rationalization/Fixation Committees are set up for all courses.

7. Components of the Scholarship

- 7.1 The scholarship includes the following components for the complete duration of the course:-
 - Compulsory non-refundable fees including tuition fee, as fixed by the Fee Fixation/Rationalization Committee of the State Government
 - ii. Academic allowance

Category of courses	Yearly (in Rs)	
Category of Courses	Hostellers	Day Scholars
Group 1: Degree and Post Graduate level professional courses	13500	7000
Group 2: Other Professional Courses leading to Degree, Diploma, Certificate	9500	6500
Group 3: Graduate and Post Graduate courses not covered under Group I & Group II	6000	3000
Group 4: All post-matriculation (Post Class X level) non-degree courses	4000	2500

- Note 1. Ten percent extra allowances shall be provided for Divyang students.
- Note 2. Students pursuing C.A. /I.C.W.A. /C.S. /I.C.F.A. shall be treated as day scholars for the purpose of academic allowance. Students studying through correspondence/online courses shall not be eligible for academic allowance.
- Note 3. The academic allowance as above shall be applicable from the year 2021-22. For the year 2020-21 the allowances as applicable under the earlier guidelines shall apply.

- 7.3 The Academic Allowance will be linked with the Consumer Price Index Number for Industrial workers. The Annual increment will be applicable w.e.f. April of each year and will be based on Index for the period January-December of the preceding year. The first revision would be applicable w.e.f. April, 2022 and in this regard Department will issue separate orders on Annual basis.
- 7.4 The State Governments may, if they so decide, top up the academic allowance from their own resources.

8. Freeship Card and process for issue

- 8.1 All eligible students shall be entitled to take admission in the institutions without prepayment of tuition fees and hostel fees as per the Scheme Guidelines. To enable this, a FREESHIP CARD will be issued by the State Government to the eligible students, as per procedure detailed below. This Freeship card shall make the student eligible to study in the institution without pre-payment of the fees, and on the condition that as and when amount is released to the student's account, the institution would be intimated to collect the same from the student.
- 8.2 The student shall, well before the expected date of admission, register for issuance of a Freeship Card on the respective scholarship portal giving the details like the Aadhaar number, the name of the course in which he/she wants to take admission (e.g. MBBS, B.Sc., Class XI etc.) and an undertaking that the institution's charges would be paid within 7 working days from the date of receipt of the scholarship amount in his/her account. For the purpose of registration of Freeship Card, the portals shall remain open throughout the year.
- 8.3 The verification of the income, caste and merit details should be automatically done from the databases which are linked online for instant verification. The process should be entirely paperless. Until the above system is brought into effect, the documents may be scanned and uploaded which include: passport size photograph, copy of each of the certificates for diploma, degree etc. in respect of all examinations passed, Caste certificate duly signed by the authorized officer, valid Income certificate issued by the competent authority as prescribed by the State Govt. etc.
- 8.4 After the registration on the Portal, if the student is found eligible, all States/UTs will complete the verification process within 30 days from the receipt of the registration request from the students and issue the Freeship Card through the IT portal, mentioning the course

for which application is made so that the eligible students are not denied admissions due to delay in depositing tuition fees. It should be possible for the student to download the Free Ship Card from the portal itself. Once complete digitization of all the required certificates is done, such Freeship Card shall be automatically generated immediately on registration, if the student is found eligible.

- 8.5 The Freeship Card shall contain the details given in Annexure-1, and shall be digitally signed. For the purpose of admission, the Freeship card will remain valid for period of one year from the date of issue.
- 8.6 If a student wants to change his/her course before taking admission in an institution, he can do so by logging on IT portal and a fresh Freeship Card shall be issued automatically for all eligible students.
- 8.7 In case of renewal students, there shall be no need for fresh registration for the Freeship card and a card once issued to him/her shall be valid for the entire duration of the course.

9. Application for Scholarship and Verification

- 9.1 **Application-on-the-day-of-admission**: The institutions shall ensure that all students admitted to their institution and having Freeship Cards issued as detailed in para 8 of these Guidelines, apply on the IT portal for the scholarship **on the same day as the date of admission into the institution.**
- 9.2 On the day of admission itself, the institution shall verify on the scholarship portal that the student has taken admission in the institution with the same course as mentioned on the Free ship card and is now a bonafide student of the institution.
- 9.3. In case of renewal students, the student shall be auto-renewed based on the attendance and confirmation from the institution of the student having been promoted to the next class and having joined back the same course as hosteller/day scholar, as the case may be.

10. Funding Pattern of the Scheme

10.1 There will be a 60: 40 sharing ratio between the Centre and States (90:10 in case of North Eastern States) of the average demand for the scheme for three year period 2017-18 to 2019-20 (to be considered as the base period), with a 5% overall annual increase each

year in the Central assistance for all States put together in absolute terms w.r.t. base period. The above shall be applicable from 2020-21 onwards and the scheme will be continued upto the financial year 2025-26.

- 10.2 Thus, for the purpose of determining the demand for the year 2020-21, the average demand of 2017-18 to 2019-20, or the actual demand for 2020-21, whichever is lesser, will be considered for each State/UT. For subsequent years i.e. 2021-22 & onwards, the Central assistance for all States put together will be limited by a 5% annual increase over the average demand for the scheme for the base period of 2017-18 to 2019-20, which shall be ensured by the Project Appraisal Committee (PAC) while appraising the States' Annual Action Plans. The Ministry will have the flexibility of adjusting the allocation of funds between the States subject to the total allocation approved, without disrupting the 60:40 sharing ratio between the Centre and the States.
- 10.3 If the total fund requirement is over and above the annual 5% limit, the central share will be limited to that and the additional requirement of funds, if any, shall be met by the State Governments from their own resources.
- 10.3. All the State Governments and Union Territory Administrations implementing the scheme will maintain the data of all the beneficiaries on their online portal and will distinctly mention the amount of scholarship under various components as mentioned in the Scheme.

11. Payment Mechanism

- 11.1 The entire scholarship amount both from the State and Central Government including the tuition fees, academic allowance and any other admissible allowance will be paid directly into the account of the students **ONLY through DBT** preferably through an Aadhaar Based Payment System (Aadhaar Payment Bridge) from 2021-22. The States shall preferably release the payments through PFMS System so that the accounts of the students are not required to be validated again.
- 11.2 Starting from 2021-22, the Central share in the scheme would also be released on DBT mode directly into the bank accounts of the students, after ensuring that the concerned State Government has released their share.
- 11.3 All the States/UTs/Centre would adhere to the following timelines for processing of the applications and release of scholarship amounts:

- The scholarship portals would remain open throughout the year so that all eligible students can register for the Freeship Card and apply for the scholarships.
- Disbursal of scholarships for all applications (fresh/renewals) shall be made in one instalment as per the following schedule:

Dates of receiving of	Date by which State share	Date by which Central share (60%;
applications	(40%; 10% in case of NE	90% in case of NE States) should
	States) should be released	be released
From 1 st April to 31 st July	15 th August	30 th August
From 1 st August to 30 th November	30 th December	26 th January
From 1 st December to 31 st January*	28 th February	15 th March
From 1 st February to 31 st March*	With 75 days of application	Within 90 days of application

^{*}Portal shall remain open only for submission of applications for scholarships for courses where admission is after November.

- 11.4 There shall be no delays in payment of the scholarships. For this purpose the State shall ensure that their installments are disbursed to the students by the timelines defined in previous para so that the Central share can also be released in time.
- 11.5 The Ministry of Social Justice vide notification number 428 dated Feb,16,2017 has notified Aadhaar as identity document under Section 7 of Aadhaar Act 2016 for all Scholarship Schemes w.e.f. 16th February 2017.
- 11.6 The authentication through Aadhaar would be compulsory at the time of renewals, if not provided earlier at the time of admission.

12. Duration and Renewal of Awards

- 12.1 The award once made will be payable up to the completion of the course subject to satisfactory academic performance and attendance of 75% in every academic year. The attendance will be verified through Aadhaar based attendance System.
- 12.2 If a scholar is unable to appear in the annual examination owing to illness, the award may be renewed subject to production of medical certificate from prescribed authority and acceptance of the same by institution /college.
- 12.3 If, according to the Regulations of a University/Institution, a student is promoted to the next higher class even though he/she may not have actually passed in lower class and is

required to take examination of the junior class again after sometime, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship. Further, in case a student fails in any class and then again joins the same class as a regular student, he/she will be eligible for scholarship for one additional year or the actual period, .whichever is lower.

13. IT Framework

- 13.1. The scheme shall be run on an online platform with robust cyber security measures that would assure transparency, accountability, efficiency, and timely delivery of the assistance without any delays. The National Scholarship Portal (NSP) would be suitably modified for this purpose.
- 13.2. If any State is already a running online portal that fulfils all the laid down parameters, they can continue with it, but share the data on real-time basis to the National Scholarship Portal or any other portal as specified by the Department of Social Justice & Empowerment in due course through instructions for enabling constant monitoring. Therefore, all States/UTs implementing the scheme will migrate to online processing of disbursal of scholarships, where not already done. The scholarship portal should mandatorily have the following features:
 - a) The IT portal shall be integrated with the AISHE/UDISE portal for pulling the data about the institution in which the student has taken admission.
 - b) At the time of registration for Freeship Card, every student should provide an Aadhaar ID/Aadhaar EID and other alternative form of ID as per this Ministry's notification no. 428 dated 16.02.2017 which will enable elimination of duplication and false claims. The Aadhaar authentication is mandatory in case of renewals, if not provided at the time of admission. The Aadhaar number entered by the students should go through demo-auth on real-time basis before allowing entry into the registration portal.
 - c) The States shall undertake fool-proof verification of the eligibility, caste status, Aadhaar identification and bank account details on the online portal.
 - d) There shall be no upload of any documents or any certificates into the system. All data should be auto-verified by linking databases through digilocker or any such

- mechanism, such as (i) school boards' results, including the CBSE/ICSE along with the certificates maintained by them; (ii) database of income certificates, domicile and caste certificates issued by State/District Administration and (iii) databases maintained by the Universities and Colleges, using Aadhaar number as the link.
- e) All verification process of the students should be done using the above authenticated databases automatically using the digital process with little or no manual intervention. There should be no system of verification by the institutions or even the district level officers. Till such time such a system is put in place, the manual verification shall be completed within 30 days from the date of application, with a provision for 'presumed approval' if the same is not completed within 30 days.
- f) A suitable system will be put in place for taking Aadhaar based attendance system which is non-intrusive and automatic. Till such a system is finalized by the Central Govt., the institution shall upload the attendance of the scholarship holder every month in the Attendance module that would be developed in the IT system.
- g) There shall be no system of calling for the bank account details of the students and authenticating it. All payments should preferably go through Aadhaar Based Payment System (APB – Aadhaar Payment Bridge) after checking the Aadhaar number with the NPCI mapper.
- h) The renewals should be automatic based on promotion to the next class and having the required attendance, subject to confirmation of the student having joined back the same course as hosteller/day scholar, as the case may be. There should not be any requirement for the student to apply for renewals.
- A performance module to monitor the progress of student as well as performance of the institution should be suitably designed and incorporated.
- j) Apart from this, the States shall maintain a complete database of the beneficiaries under various other scholarship schemes to ensure de-duplication of the beneficiaries.
- k) The portal shall incorporate an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.
- There shall be a provision indicating the students of the poorest households, as per the parameters provided under the Scheme, selected for scholarship.
- m) The portal will make arrangements so that the students, once declared blacklisted, may not be able to apply for scholarship again.

14. Annual Action Plan

- 14.1 Every participating State/UT, on or before 28th February of the preceding year, will prepare a State level Annual Plan for the PMS-SC scheme. In case the State has any other initiative on similar lines to PMS-SC, this may be mentioned separately in the Action Plan. The Action Plan should give clearly the targets, eligibility, proposed coverage separately for poorest households, processes for identification, identification of courses having employment potential, systems for monitoring etc.
- 14.2 The Department will constitute an Project Appraisal Committee to appraise and approve the Annual Action Plans. These plans would be appraised at the Centre and the outlay for each State would be finalized before 15th April, of every year as per the annual increase indicated under the funding pattern. The constitution of the committee will be informed through separate instructions.

15. Performance of the States/UTs

- 15.1 The performance of the States/UTs would be measured annually on certain parameters like (i) payments as per the given time schedule (ii) coverage from the poorest households (iii) academic outcomes of the scholarship-holders (iv) Implementation of Aadhaar based attendance (v) Digitization of various certificates required for determining eligibility etc.
- 15.2. The States/UTs would be ranked on the above parameters and top performing States will be awarded. The details in this regard will be prepared after consultations, and will be shared through instructions in due course.

Announcement of the Scheme by States/UTs

16.1 All the State Governments/UT Administrations will announce starting from April, the details of the Scheme and invite applications by issuing an advertisement in the leading newspapers of the State and through their respective websites/ Scholarship portals and other modes of media. The applicant should submit the completed application to the prescribed authority on the portal specified for this purpose before the last date prescribed for receipt of applications.

17. Process of Registration and Application for the student

- 17.1 The student shall, well before the expected date of admission, register on the online on scholarship portal for issue of a Freeship Card as detailed in Para 8.2 of these Guidelines.
- 17.2 On admission to the institution to a course mentioned in the Freeship Card, the student shall apply, on the day of the admission itself, for scholarship, giving details of the Freeship card and the course and institution admitted to.
- 17.3 Students continuing their courses for which they have already been sanctioned scholarship in the previous year, i.e. renewal students, shall, be automatically renewed for scholarship as detailed in para 8.7.

18. Evaluation/Social Audit and follow up action

- 18.1. There shall be thorough evaluation of the outcomes of the scheme in regular intervals to ascertain the effectiveness of scheme implementation and for tracking the progress of the students. This may include conduct of social audits once a year, annual third-party evaluation, and half-yearly self-audited reports from each institution.
- 18.2. The social audits are to be conducted by the Social Audit Units of the State Governments formed by the Ministry of Rural Development, Govt. of India duly meeting the cost from the administrative cost of the scheme.
- 18.3. The State Government shall also set up a robust monitoring mechanism for monitoring the academic progress of the students enrolled to the scheme.
- 18.4. The students who are found to be lagging behind should be provided remedial coaching so that their academic outcome shall not be less than the average academic outcomes. The State Action Plan should contain clear provisions for this.
- 18.5. In order to ensure proper accountability, physical verifications at various levels viz. Block/District/State levels shall be done by the States/UTs covering at least 10% of the institutions/students, chosen randomly through an algorithm. All private institutions offering courses at the level of graduation or above shall, however, be mandatorily inspected annually.

19. Administrative Charges

- 19.1. The administrative cost for administration, monitoring and evaluation shall be limited to 1% of the annual outlay.
- 19.2. Each State/UT shall project the requirement of funds for undertaking the monitoring of the implementation, in its Annual Action Plan. In case, funds are required for Book,

these may be indicated under the Administrative charges. This would be considered by the PAC, ensuring that the total outflow on this count does not exceed 1% of the annual outlay. 19.3. The PAC shall give first priority in approving administrative charges for development of IT infrastructure, setting up of Technical Support Group cum Project Monitoring Unit at the Central/State level and social audits.

20. Mechanism for redressal of grievances

- 20.1. There shall be an online grievance redressal mechanism linking all the authorities responsible for implementation on the scholarship portal.
- 20.2. The student shall be able to lodge a grievance either through the portal or by a mobile app.
- 20.3. Every institution shall have a Grievance Redressal Officer (GRO) who is responsible for entertaining the grievances and resolving them by following up with the appropriate authority.
- 20.4. The non-resolution of the grievance at the institution level in a given time frame shall automatically be escalated to the district and later to the State level for resolution.

21. Other Conditions for the Award

- 21.1. If a student is found to have obtained a scholarship by false statements, his/ her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered, at the discretion of the concerned State Government. The student concerned will be blacklisted and debarred for scholarship in any scheme forever.
- 21.2. A scholarship awarded may be cancelled if the scholar changes the subject of the course of study for which the scholarship was originally awarded or changes the institution of study, without prior approval of the State Government. The Head of the Institution shall report such cases to the State which will stop payment of the scholarship money. The amount already paid may also be recovered at the discretion of the State Government.
- 21.3. A scholar is liable to refund the scholarship amount at the discretion of the State Government, if during the course of the year, the studies for which the scholarship has been awarded, is discontinued by him/her.
- 21.4. The provisions of this scheme can be changed at any time at the discretion of the Government of India.

Annexure-I

The following important parameters should be contained in the FREE SHIP CARD

Name of the Student
Student's ID on the portal
Fathers' Name-
Aadhaar Card Number-
Caste
Date of Birth
Annual Family income
Domicile State-
Address of the Student
Course (in which admission is sought)-
Duration of Course-
Class (presently studying)-
Class (Last class previously studied)-
Major provisions of the scheme
Student's undertaking to reimburse the amount to institution within 7 days after receipt of scholarship



Department of Women Development and Social Welfare Government of West Bengal



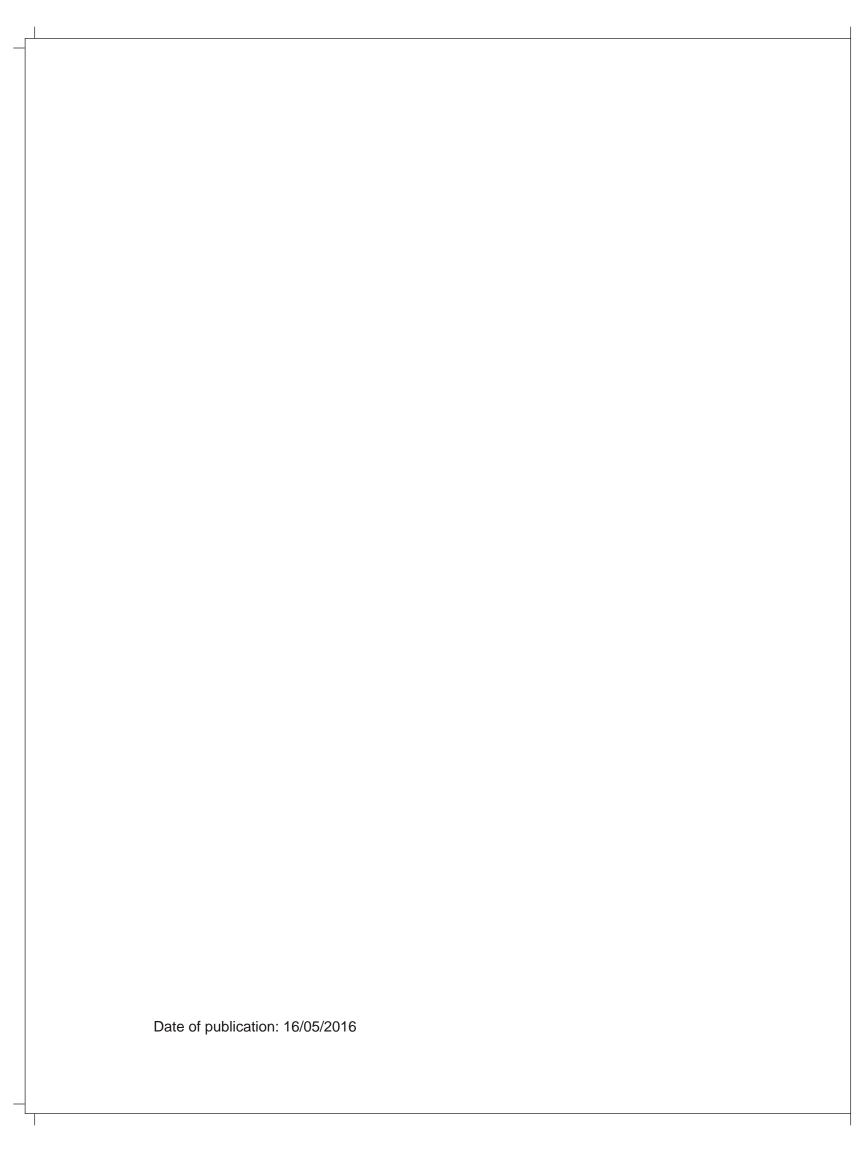
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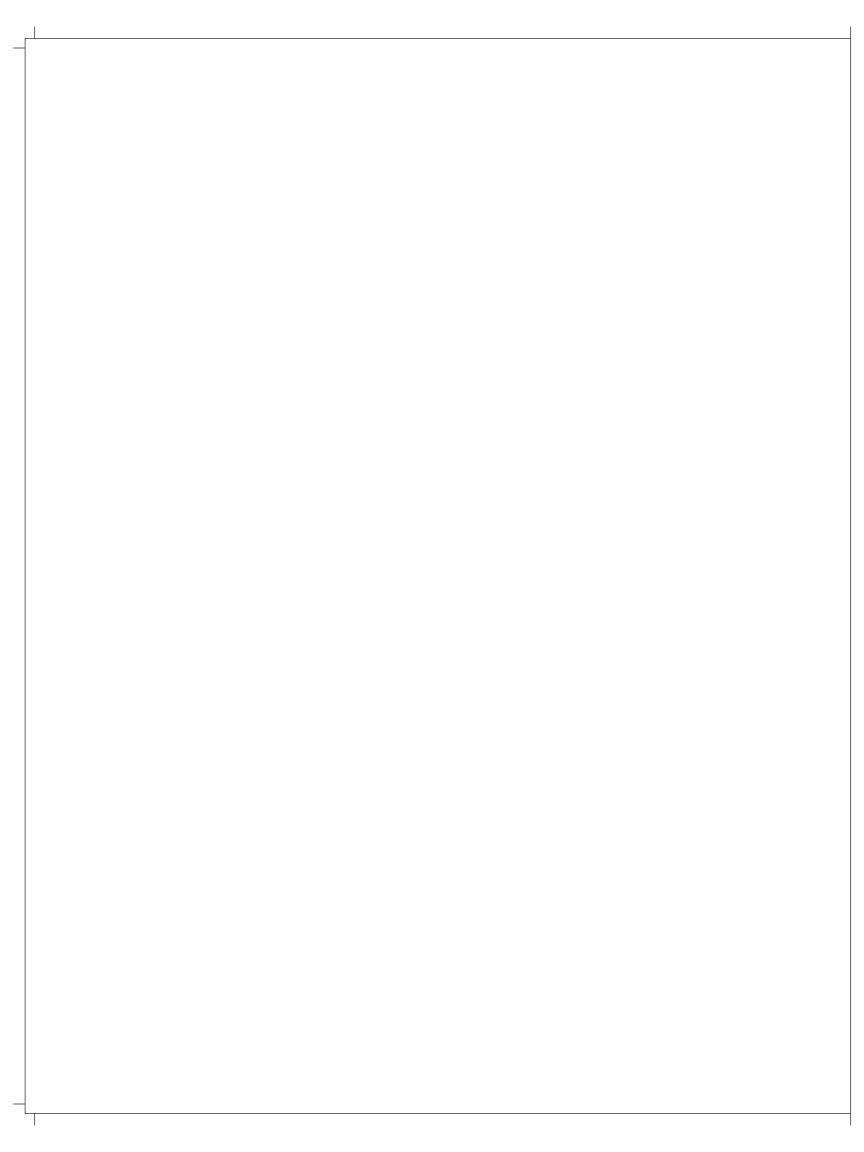


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ABBREVIATIONS

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

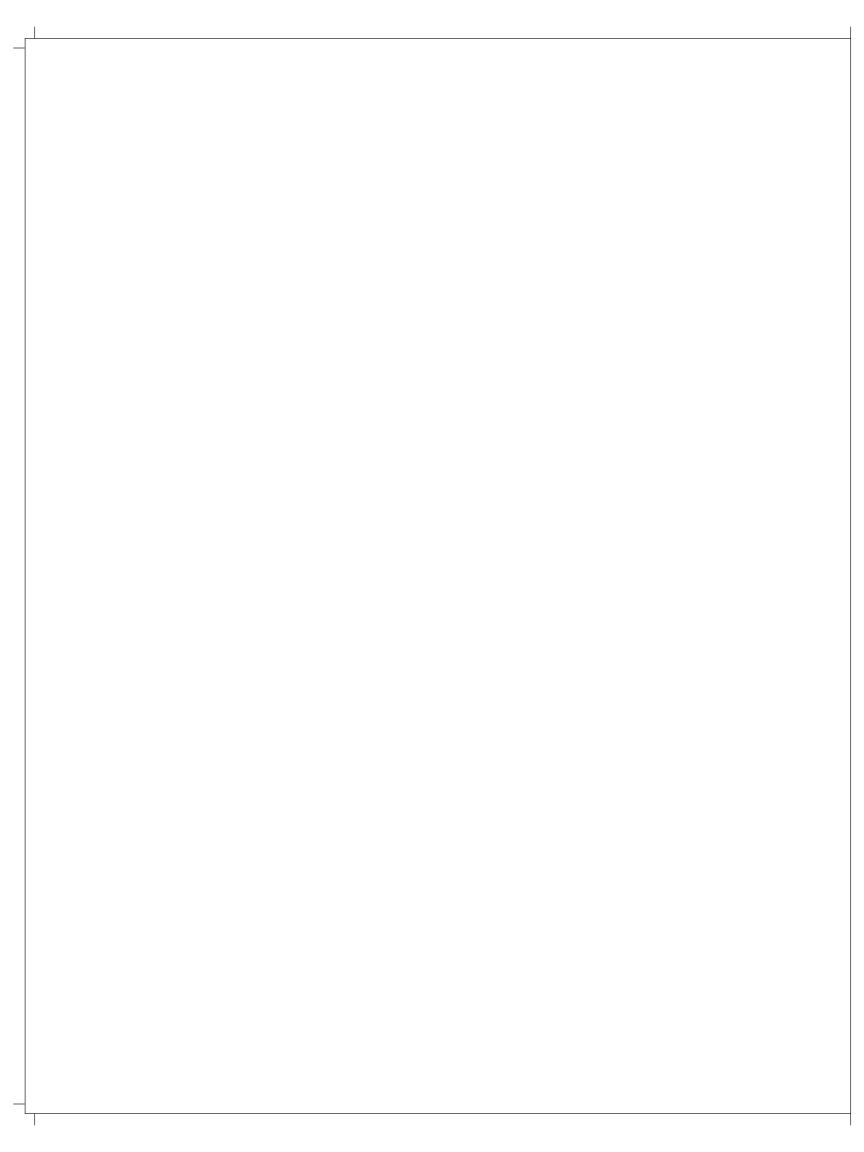
K2 One-Time Grant component of Kanyashree Prakalpa for girls

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 Introduction



1 SCHEMERATIONALE

1.1 Child marriage - a concern for West Bengal

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

- According to DLHS -3, 2007-08, the state ranked fifth highest in the country when it came to the
 prevalence of child marriage, with almost every second girl a child bride (54.7%). Although
 more pervasive in rural areas, statistics revealed than even in non-slum areas of Kolkata, more
 than a quarter of girls are married before they reach adulthood.
- According to DLHS-4 2012-13, the percentage of girls aged 18 years currently getting married before 18 years was 32.1% (36.3% in rural areas, and 21.3% in urban areas). Bankura, Murshidabad, Purba Midnapore, Bardhaman, Birbhum, Dakshin Dinajpur, Cooch Behar, Nadia and Purulia were identified as the districts with the highest incidence of child marriage in the state.
- According to the Census 2011, the percentage of women married below the age of 18 is almost 40.24% of its 27.45 million ever-married women, as compared to the national average of 30.21%
- As per Rapid Survey On Children (2013-2014), 44.47% of women aged 20-24 were married before age 18.

1.1.1 Negative Impact of child marriage

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

1.1.2 Child marriage and female school dropout

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

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

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

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

1.1.3 Child and maternal ill-health and mortality

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

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

1.1.4 Child marriage and trafficking

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

1.2 Challenges in child marriage prevention

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

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

1.3 Scheme Design

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

1.3.1 Conditional Cash Transfers

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

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

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

Features of Conditional Cash Transfers

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

- Incentivizing them to continue in education for a longer period of time, and complete secondary, higher secondary, higher education, or equivalent in technical, vocational or sports streams, thereby giving them a better footing in both the economic and social spheres.
- Disincentivising marriage till at least the age of 18, the legal age of marriage, thereby reducing the risks of early pregnancies, associated risks of maternal and child mortality, and other debilitating health conditions, including those of malnutrition.
- The Scheme lays the foundation for the financial inclusion of girls by mandating that its financial benefits are paid into bank accounts where the Kanyashree beneficiary herself is the account holder.

1.3.2 Communication Strategy

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

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

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

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

- The cultural-environmental level where, through institutional and mass media, society at large
 is informed of the negative impact of child marriage, the law against child marriage, the options
 offered by Kanyashree Prakalpa and the objectives of the Scheme.
- Inter-personal social influence level, where families, peer groups, community and other immediate social networks that support the education of young girls with the long-term objective of their economic independence, rather than perpetuate the expectation of early marriage for them.
- Intra-Personal Influences create a sense of self, personal capacity and well-being in adolescent girls

1.3.3 Kanyashree Plus

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

- 1. Reintegration of out-of-school girls into education through non-formal education or bridge education and livelihoods support
- 2. Career counseling and coaching to girls enrolled in Kanyashree starting at age 16
- 3. Life skills education (consisting of rights education, soft skills development, health and nutrition and financial literacy) delivered to girls
- 4. Facilitate each Kanyashree beneficiary's access to tertiary education and employment/ business services, enabled by performance-based contracts with qualified providers
- 5. Conduct outreach and public education activities to parents, caregivers and young men to generate support of young women's socio-economic empowerment

1.4 Coverage

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

Section II

Implementation & Monitoring

Mechanisms

2 CONVERGENCE OF DEPARTMENTS

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

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

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

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

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

3 PROJECT MANAGEMENT UNITS

3.1 State Project Management Unit (SPMU)

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

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

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

The SPMU will be responsible for:

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

- 14. Documenting progress, district initiatives and lessons learnt through a range of communication platforms.
- 15. Ensuring dissemination of all publications created by the programme to ensure cross-district learning and programme improvement.
- 16. Developing an annual media plan in close consultation with all DPMUs of the state.

3.2 District Project Management Unit (DPMU)

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

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

- 1. District Project Manager
- 2. Accountant
- 3. Two Accountants-cum-data managers

District Project Management Units shall be responsible for:

- 1. Implementation of the Scheme in the district, including issuing need-based directives and ensuring that all directives from the SPMU are complied with.
- 2. Developing district-level annual plans including implementation plans, capacity building plans, Annual Programme Implementation Plans (APIPs) and Calendar of Events.
- 3. Ensuring that the district's annual targets cover all possible eligible girls, and ensuring that all eligible girls have timely access to the scheme.
- 4. Managing the supply-chain of application forms and other Kanyashree material in the district.
- 5. Compiling and reviewing reports from blocks / sub-divisions, maintaining a district level MIS.
- 6. Updating the Kanyashree Portal in the Monthly District Monitoring Format.
- 7. Maintaining close liaison with Sub-division / Block level functionaries through regular telephonic or video conferences and field visits.
- 8. Liaising with district's lead bank to ensure that fund transfers to beneficiaries are effectively managed and reconciled.
- 9. Management of the programme's funds, including reconciling fund utilization statements from banks, and providing fund utilization statements to the SPMU.
- 10. Reporting periodically to the District Steering & Monitoring Committee and to the SPMU.
- 11. Document progress, district initiatives and lessons learnt and update the SPMU with publications. in every quarter of the year.

- 12. Ensuring that all grievances are recorded using the Online Grievance Redessal Mechanism, and are satisfactorily resolved in a time-bound manner under intimation to the aggrieved party.
- 13. Ensuring a sanitised database of beneficiaries by regular checking and removal of duplicate entries.
- 14. Ensure tracking of drop-out cases, institution-wise investigation into the reasons for drop-out, and conducting campaigns to create awareness and bringing them back into mainstream education by counseling their key influencers, including parents, peer groups and communities.
- 15. Ensure tracking of application forms distributed serial number-wise to educational institutions, and ensuring that they are filled up and uploaded in time.
- 16. Ensure accountability through random physical visits and field verifications (a minimum of 5% of field verification to be done at each level).

3.3 Sub-divisional/Block-level Project Management

Sub-divisional / Block Development Officers shall be the nodal persons for the Scheme in their block / sub-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:

- 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.
- Ensuring that the institution participates in the various Kanyashree programmes in the district, and conducts regular advocacy and behavour change programmes as laid out in the Kanyashree Communication Strategy.
- 10. Escalating cases of bank failure complaints to DPMUs in time.
- 11. Ensuring that the HOI, as designated officers maintain the stipulated time limit for rendering services as per order under WBRPSA (See Appendix 8).

4 STEERING & MONITORING COMMITTEES

4.1 Role of Steering and Monitoring Committees at all levels

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

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

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

- 1. Provide strategic guidance into the programme strategy and implementation of the Scheme.
- 2. Promote convergence between stakeholders to ensure coordination in service delivery of the scheme's benefits, and creation of linkages and partnerships that will directly or indirectly promote positive outcomes for Kanyashree beneficiaries.
- 3. Review and monitor on all matters relating to the implementation of the Scheme.
- 4. Consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.

4.2 Members of State-level Steering and Monitoring Committee

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

4.3 Members of District-level Steering & Monitoring Committees

4.3.1 All Districts

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

4.3.2 Kolkata

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

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

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

4.3.4 Block Steering & Monitoring Committee

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

5 SINGLE-WINDOW SERVICE DELIVERY THROUGH EDUCATIONAL INSTITUTIONS

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

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

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

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

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

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

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

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

6 E-GOVERNANCE (G2C) THROUGH KANYASHREE ONLINE

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

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

Kanyashree Online 3.0: Key Features

Accessible, single-window Service Delivery (G2C)

Educational Institutions - single-window delivery mechanism:

- Application Forms
 - □ Preprinted application forms (Bi-lingual) are available with schools and other institutions for first-time applicants to Kanyashree Prakalpa (See Appendix 1 & 2 for K1 and K2 forms respectively)
 - □ Portal generated application forms will be provided to girls who are upgrading from the Annual Scholarship to the One-Time Grant
 - Once a girl is accepted in the Annual Scholarship scheme, renewal of her scholarship in subsequent years will be automated through a bulkrenewal process conducted by the HOI of the educational institution
- · Certifications
 - ☐ Fresh applicants to Kanyashree, both K1 and K2, as well as girls who are upgrading from K1 to K2 will need to provide certificates for each eligibility criteria
 - At the time of renewal of scholarships, girls do not need to provide birth certificates or income certificates. HOIs are responsible however, for exercising due diligence on the marital status of the applicants before processing their renewals
- Girls are supported by the institutional staff in filling up application forms, collecting and collating supporting documents and in opening of bank accounts

Simplified eligibility criteria:

- · Eligibility criteria have been kept to a minimum
- Certification by local competent authorities

Simplified banking:

- Simplified single page account opening forms (See Appendix 3), zero balance bank accounts
- Account opening camps held in educational institutions and neighboring areas
- Benefits disbursed through Direct Bank Transfer (DBT)

Kanyashree Online 3.0: Key Features (Contd.)

Cost-effective, Centralized, Real-time data management (G2C)

Service Delivery Processes

- Data-entry and primary validation at institutional level, with alternative facilities at CLRC, Sub-divisional/Block level
- Scrutiny and validation (checking of duplication etc), at sub-divisional / block level
- Sanctioning at district level
- Direct bank transfer

Need-based real-time reporting

- Institutional level: Tracking of progress of application of institution
- Sub-divisional / block and District level MIS for daily management, scrutiny and sanctioning
- Monthly update of District Monitoring Format
- State level MIS for strategic management and monitoring

Multiple Communication channels between service provider and citizen (G2C)

Beneficiary updated at each step of the process:

- Receives SMS alerts on registration / renewal, sanction and fund transfer
- Receives unique Form ID and Kanyashree ID and can track her application online

Beneficiary Queries and grievances are handled at:

- Mainly at Institutional level by Head of Institution (HOI) / teachers, with escalation to higher levels if necessary
- Nodal officers names and contact details (phone and email) are available online
- At state level queries are handled through dedicated email (support.kanyashree@nic.in) and Help Desk (+91 9007462088) manned by the SPMU, NIC and other state officials
- Online grievance redressal mechanism available (wbkanyashree.gov.in), with SMS alerts

Citizen's charter documentation:

- Implementation Guidelines
- Stipulated time of service provision in accordance with the WBRPSA. (See Appendix 8)

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

Section III

Conditional Cash Transfers

7 CONDITIONAL CASH TRANSFER BENEFITS

7.1 Annual Scholarships (K1)

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

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

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

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

7.2 One-Time Grant (K2)

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

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		• •
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

EI	igibility 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	a) If the applicant has special needs (disability 40% or more),	Certificate of Disability furnished by appropriate authority
waived if one or more of the	b) both parents are deceased	Declaration by guardian, certificate by by a Competent Authorities
following is true:		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
- 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 Sc	holarship	One-Ti	me Grant
	First time beneficiary	Renewal	First time beneficiary	Upgrade from K1 to K2
Birth Certificate issued by municipal or panchayat authorities	Yes	No	Yes	Yes

If an applicant to the Annual Scholarship does not have a birth certificate, her application may be accepted and her age certified from records available with the educational institution; however her scholarship may not be renewed in the subsequent year unless she submits a birth certificate in the interim.

No applications for One-Time Grant will be allowed without a birth certificate issued by municipal / panchayat authorities.

· · · · · · · · · · · · · · · · · · ·				
Marital Status statement	Yes	Yes	Yes	Yes
Income Certificate	Yes	No	Yes	Yes
Income Certificate is not to be sub	mitted if applicar	t 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	Block Officers / Dls & Sls of	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	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).
applicants		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 <u>free-of-cost</u> 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.
- ii. In cases where educational institutions upload applications using their own facilities, a fixed amount will be paid for each document scanned and form uploaded. (See Appendix 9)

8.4 Processing at educational institution level

8.4.1 Uploading of application forms at educational institution level

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

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

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

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

8.4.3 Online Transfer of beneficiaries from one institution to another

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

8.5 Processing of applications at block and district levels

Activity	Responsibility	Guidelines
Verification & Scrutiny of applications	Block level	The designated officer shall check the details of the applicant on the e-portal with the scanned certifications and ensure they match. Applications shall also be verified to ensure that no duplicate applications / fraudulent applications pass the verification process.
		K1 Scrutiny: The designated officer shall scrutinize every form and ensure that at least 5% of the first-time applicants for the Annual Scholarship are physically verified. Selection of applications shall be randomized.
		K2 Scrutiny: The designated officer shall ensure that every application for the one-time grant is scrutinized, and physical verification conducted through a home visit using the Physical Verification Form (see Appendix 4).
		All applications that pass the verification and / or scrutiny process will be forwarded to DPMU for sanctioning.
		For rejected applications, the reason of rejection must be mentioned and action taken accordingly.
Sanctioning of applications	District Sanctioning Officer	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.
		For cases of duplicate sanction, sanitization should be done within a week.
Disbursement of Funds to beneficiaries	Lead Bank of District	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.

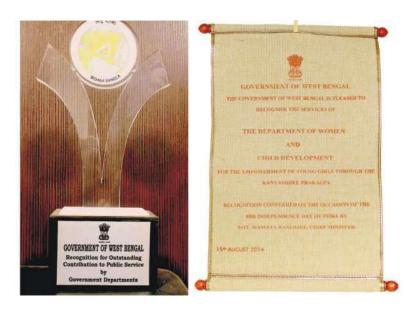
8.6 Online tracking of status of application

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.

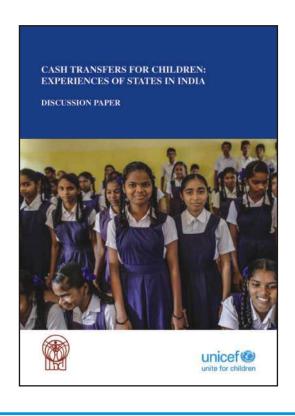
Geneva, 4 May 2016

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)

Year : 2015-16 **Government of West Bengal** Department of Women Development and Social Welfare Application Form for Kanyashree Prakalpa: For Annual Scholarship (K-1) photograph [To be filled up in English Block letters only] of the applicant School/Institution Name* ডাইস কোড/সমতুল্য কোড 1 9 DISE Code/Equivalent Code: (Not for open school) (মুক্ত বিদ্যালয়ের জন্য প্রযোজ্য নয়) প্রতিষ্ঠানের ধরণ/Type of Institution : িসাধারণ বিদ্যালয়/Formal School 🗌 মুক্ত বিদ্যালয়/বিশ্ববিদ্যালয়/Open School/University 🗋 মাদ্রাসা/Madrasah ৹ কলেজ □ আই.টি.আই □ পলিটেকনিক □ বৃত্তিমূলক শিক্ষা কেন্দ্ৰ LT.L Polytechnic Vocational Training Centre সরকারী 🗌 সরকারী সাহায্যপ্রাপ্ত 🔲 ব্যক্তিগত 🔲 অন্যান্য প্রতিষ্ঠানের প্রকৃতি: Nature of Institution: Govt. Aided Private Others 🗌 নবম 🔲 দশম 🔲 প্রথম বর্ষ 🔲 দ্বিতীয় বর্ষ 🔲 অন্যান্য অন্ত্রম 🗌 একাদশ 🔲 দ্বাদশ মান/Standard* : VIII IX Χ ΧI XII 1st Year 2nd Year Other প্রতিষ্ঠানের ঠিকানা : নং/No.: রাস্তা/পথ /Road/Street : ডাকঘর /Post Office : থানা Police Station : ব্লক/পৌরসভা /Block/Municipality জেলা /District : পিন কোড/Pin: অন্তর্ভুক্তি/Affiliated To* : আবেদনকারীর প্রাথমিক বিবরণ/Applicant's Basic Details : আবেদন কারীর নাম : Applicant's Name* জন্ম তারিখ DOB*(dd/mm/yyyy) Father's Name* : 11. মাতার নাম : Mother's Name*: 12 পিতা-মাতা উভয়েই মত: Both Father & Mother Deceased* : ি হ্যা/Yes ি না/ No 13. আইনি অভিভাবকের নাম : Legal Guardian's Name : 14. অভিভাবকের সঙ্গে সম্পর্ক 15. আবেদনের পরিচায়ক সংখ্যা : (২০ অক্ষরে) Application ID [20 digits] [ID will be generated while entering this application in e-portal, i.e., 16. আবেদনকারীর বৈবাহিক স্থিতি : অবিবাহিত UN-MARRIED Applicant's Martial Status: 17. প্রতিবন্ধী : যদি হাাঁ হয়, শতকরা প্রতিবন্ধকতা (প্রতিবন্ধী শংসাপত্র আনুযায়ী) 🗌 হাঁi/Yes 🔲 না/ No 🏻 If yes, percentage of Disability : (as per disability certificate) Differently Abled : 🔲 সাধারণ / General 🔲 তপশিলী জাতি/SC 🔲 তপশিলী উপজাতি /ST 🔲 অন্যান্য অনগ্রসর শ্রেণী / OBC 18. জাতি /Caste* ্র অন্যান্য/Other ি হিন্দু/Hinduism ি ইসলাম/Islam ি বৌদ্ধ/Buddhism ি শিখ/Sikhism ি খ্রিষ্টান/Christianity 19. ধর্ম /Religion*: ☐ অন্যান্য/Other ্র্যা/Yes না/ No. হাাঁ হলে, আধার নং : 20. আধার কার্ড / AADHAR Card : If yes, AADHAR No. : 21. অভিভাবকের ভোটার পরিচিতিকার্ড নং / Guardian's Voter ID Card No. 22. পরিবারের বার্ষিক আয়/Annual Family Income*: Rs.

23. বর্গমন বিবাহকা : Present Address* : Present Address* : বর্গমন হৈ তে গৃহহ বাদা বর্গমের : ব্রুলি বুলি বুলি বুলি বুলি বুলি বুলি বুলি ব	Ā	মাবেদনকারীর যোগাযোগের	বিবর	রণ/#	Aρμ	olic	an	t's	Сс	nt	act	De	tai	ls :																	
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Road/Street : ডাক্যর : Post Office : থানা : Police Station : রুক/পৌরসভা : Block/Municipality : ডোলা : District : পিন কোড : Pin : ব্যান্থের বিশ্বদ বিবরণ / Bank Details : 25. ব্যান্থের নাম/Bank Name* : 27. শাখার নাম / Branch Name* : 28. শাখার ঠিকানা /Branch Address*: 29. এ্যাকাউণ্ট নম্বর/Account No*: 30. আই.এফ.এস. কোড/IFS Code*: বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল/Supporting Documents Enclosed 31. নিথি সংযোজিত হল [যেটি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :* অবিবাহিত শংসাপত্র/Unmarried Certificate পারিবারিক আরের শংসাপত্র/Family Income Certificate বয়স প্রমাণের শংসাপত্র/Age proof Certificate ব্যাক্ এফাউন্টের নিথিপত্র/Bank Account Documents তিরিথ অবিবাহিত মংসাপত্র/Parents' Deceased Certificate ব্যাক্ক একাউন্টের নিথিপত্র/Bank Account Documents				Ш		<u> </u>	_		<u> </u>	<u> </u>	1_																				
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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			ss*: [
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31. নথি সংযোজিত হল [যেটি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :* অবিবাহিত শংসাপত্র/Unmarried Certificate	30.	আই.এফ.এস. কোড/IFS Code*:	: [
31. নথি সংযোজিত হল [যেটি প্রযোজ্য] / Enclosed Documents [Check whichever applicable] :* অবিবাহিত শংসাপত্র/Unmarried Certificate	ৰক্তব্যের সমর্থনে প্রমাণপত্র সংযোজিত হল/Supporting Documents Enclosed																														
Date :/ Candidate's Signature	31.	নথি সংযোজিত হল [যেটি প্রযোজ্য অবিবাহিত শংসাপত্র/Unmari বয়স প্রমাণের শংসাপত্র/Age পিতা-মাতার মৃত্যুর শংসাপত্র, তারিখ] / E ried (pro /Par	nclo Certi of C ents	sed ifica ertif	Do- ite ficat	cun Ee [nent] পা	s [C রিবা প্রতিব	he রিক বন্ধীর	ck w আনে	/hich য়র শ সাপত্র	neve ংসাগ i/Ce	er a ভি/F ertifi	pplicam cate	illy I e of টুর ন আ	ncor Disa থিপড বেদন	me (abilit a/Ba কারী	ty ank র স্ব	Acc াক্ষর	our :			mei	nts						

১ াপতা মাতা ও আহান আভভাবকের ঘোষণা /Parent's /	/ Legal Guardian's Declaration :
	, 💶 ব্রুলা করেন জারনে ও 🗕 তভারে র:।।।। /মাতা/আইনি অভিভাবক। এই বৃত্তি পাবার জন্য আমি তার পক্ষে আবেদন করছি।
	mentioned in this application and apply for this scholarship on her behalf.
অভ্যান্ত নাম নাম নি নিমালেনালোলোডারা বুল্লান্তর বিধানাল কর্মান কর্মান্ত করা করিব ক্লিক গ্লামান করিছি যে সে অবিবাহিত এবং আমার বার্ষিক গ	
also declare that she is un-married and my gross family inc	
also declare that she is un-married and my gross family inc	come is Rs. 1,20,000/- or less per annum.
হারিখ :	
Date ://	পিতা/মাতা/আইনি অভিভাবকের স্বাক্ষর /বাম হাতের বৃদ্ধাঙ্গুলের ছাপ Signature/left thumb impression of parent/legal guardian
a. প্রতিষ্ঠানের প্রধানের শংসাপত্র /Certification by Head	
মামি, প্রতিষ্ঠানের প্রধান, এতদ্বারা ঘোষণা করছি যে,	
পতা/আইনি অভিভাবক	। সে এই স্কুলের ছাত্রী। এই প্রতিষ্ঠানের নথি অনু
গ্রার্থীর জন্মের তারিখ/এবং সে নির্য় <u>া</u>	। সে এই স্কুলের ছাত্রী। এই প্রতিষ্ঠানের নথি অনু মিতশ্রেণীতে/কোর্সে উপস্থিত থাকে।
, HOI hereby certify that	
	is a student of this Institution.As per this institution
	she is regularly attending in Class/Course
মামি এতদ্বারা ঘোষণা করছি যে	এর পিতামাতা উভয়েই আ
এবং তার সমর্থনে প্রমাণপত্র দাখিল করা হল।	
hereby declare that the parents of	a
deceased and supporting documents have been give	en.
গরিখ :	
Date://	Signature of Head of the Institution with Office sea
C.ু জে জে হোমের সুপারিন্টেন্ডেন্টের শংসাপুত্র/Certificat	
মামি জে জে হোমের সুপারিনটেনডেন্ট ঘোষণা করছি যে <u> </u>	, পিতা/আ
মভিভাবক।	সে এই জে জে হোমে বসবাস করিতেছে এবং সে অবিবাহিত।
, Superintendent of JJ Home hereby declare that _	daught
ward of unmarried.	is presently residing in JJ Home and she
গরিখ :	অফিসের সীল সহ জে.জে. হোমের সুপারিন্টেডেন্টের স্বাক্ষর
Date :/	Signature of Superintendent of JJ Home with office Se
D. উপযুক্ত কতৃপক্ষের শংসাপত্র /Certification of Appropr	
o. উপযুক্ত কতৃপক্ষের শংসাপত্র /Certification of Appropr আমি এতদ্বারা শংসাপত্র দিচ্ছি যে	, পিতা/আইনি অভিভা
মামি এতদ্বারা শংসাপত্র দিচ্ছি যে,	, পিতা/আইনি অভিভা
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, , hereby certify that	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । daughter/ward of residing at
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, , hereby certify that, শ্রার্থী অবিবাহিত The candidate is Un-married 🏻 হাা/পু	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।daughter/ward of residing at
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, , hereby certify that	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।daughter/ward of residing at
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আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that রাধী অবিবাহিত The candidate is Un-married ত্রা/প্র পতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা ব The gross annual income of her parents / guardians is	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।daughter/ward of residing at es না/ No বা তার কম s less than or equal to Rs. 1,20,000/
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that শ্রার্থী অবিবাহিত The candidate is Un-married হার্থী অবিবাহিত The candidate is Un-married হার্থী অবিবাহিত The grosa মোট বার্ষিক আয় ১,২০,০০০ টাকা ব The gross annual income of her parents / guardians is বাংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী প্রতিবন্ধকতা যুক্ত।	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that রাধী অবিবাহিত The candidate is Un-married ত্রা/প্র পতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা ব The gross annual income of her parents / guardians is	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । daughter/ward of residing at es না/ No বা তার কম s less than or equal to Rs. 1,20,000/ হাঁ//yes না/ No
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, all আবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । daughter/ward of residing at es না/ No বা তার কম s less than or equal to Rs. 1,20,000/ হাঁ।/Yes না/ No
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that শ্রার্থী অবিবাহিত The candidate is Un-married হার্থী অবিবাহিত The candidate is Un-married হার্থী অবিবাহিত The grosa মোট বার্ষিক আয় ১,২০,০০০ টাকা ব The gross annual income of her parents / guardians is বাংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী প্রতিবন্ধকতা যুক্ত।	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । এই ঠিকানায় বাস করে । residing at es
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, all আবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, all বী অবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । বা ঠিকানায় বাস করে ।
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, all বী অবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । daughter/ward of residing at es না/ No বা তার কম s less than or equal to Rs. 1,20,000/ আঁ/Yes না/ No ertificate না/ No Signature of Appropriate Certifying Authority with Official Seal
আামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, all বী অবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । বা ঠিকানায় বাস করে ।
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that zার্থী অবিবাহিত The candidate is Un-married □ ঠা/γ৫ পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাকা ব The gross annual income of her parents / guardians is খংসাপত্র অনুযায়ী প্রার্থী ৪০% এর বেশী প্রতিবন্ধকতা যুক্ত। □ The Candidate is more than 40% disabled as per Co তারিখ : Date ://	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that শ্রার্থী অবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে । বাস করে ।
আমি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, hereby certify that, শৈষ্ঠী অবিবাহিত The candidate is Un-married	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
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সামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, hereby certify that, hereby certify that, and the proof of the candidate is Un-married হা/পূর্ব করিবাহিত The candidate is Un-married হা/পূর্ব আরু হা/পূর্ব	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
মামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, hereby certified, hereby certified	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।
সামি এতদ্বারা শংসাপত্র দিচ্ছি যে, hereby certify that, hereby certify that, hereby certify that, and the proof of the candidate is Un-married হা/পূর্ব করিবাহিত The candidate is Un-married হা/পূর্ব আরু হা/পূর্ব	, পিতা/আইনি অভিভা এই ঠিকানায় বাস করে ।

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 /সমতল্য 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) সমন্ত সমর্থিত প্রমাণপত্র, ছবি, আবেদনপত্রের সঙ্গে অবশাই দিতে হবে। (All supporting documents, photo must be provided with the Application
- h) সমস্ত তথ্য ক্ষেত্রগুলি অবশ্যই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় যেগুলিতে প্রযোজ্য নয় লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
- i) যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (√) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (x) দিতে হবে। (Boxes should be marked with a check (√) when applicable and a cross (x) when not applicable).
- j) Eligibility Criteria : মনোনীত হইবার যোগ্যতা :
- i) মেয়েটির বয়স ১৩ থেকে ১৮ বৎসরের মধ্যে হতে হবে (The girls should be of age 13 years to 18 years)
- ii) মেয়েটিকে অবশ্যই অবিবাহিত হতে হবে। (Martial Status : The applicant must be unmarried.)
- iii) আবেদনকারীকে অবশ্যই নিম্নলিখিত শিক্ষাকেন্দ্রের সহিত যুক্ত থাকিতে ইইবে। (The applicant must be enrolled in one of the following educational institution.)
 - 1) বিদ্যালয়, মাদ্যাসা অথবা তৎসমতুল মুক্ত বিদ্যালয়ের শিক্ষাক্রমে অউম 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.

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

- iv) আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিথিলযোগ্য, যদি / The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if
 - 1) আবেদনকারীর মা ও বাবা দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home.

দ্রস্টব্য : 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 সংক্রাস্ত 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 প্রদন্ত বেতন সংক্রান্ত শংসাপত্র, অথবা নিজের ঘোষণাপত্র, যথাযথ কর্তৃপক্ষের দেওয়া শংসাপত্র।/Income Certification : Salary certificate furnished by employer or Self-Declaration. Certification by appropriate authorities.
- l) প্রয়োজনীয় হলে অতিরিক্ত শংসাপত্র : /Additional Certificates (as applicable)
- i) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতা যুক্ত হলে যথাযথ কর্তৃপক্ষের কাছ থেকে প্রতিবন্ধকতার শংসাপত্র নিতে হবে। / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
- ii) যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কাছ থেকে বাসিন্দা সংক্রান্ত শংসাপত্র নিতেহবে।/ Certificate of residence by Superintendent of J.J. Home (If applicant is currently reisdent of a J.J. Home)
- iii) যদি পিতাও মাতা উভয়েই মৃত হন, পিতাও 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' শ্রেণীভূক্ত আধিকারীক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মরত আছেন। Group-A Officer of State Government or the Government of India who is either posted in the area, or is a resident of the area of residence of the applicant.
- II) আবেদনকারীর এলাকার বিধায়ক অথবা সাংসদ। / Member of Parliament, Member of Legislature of the area of residence of the applicant.
- III) আবেদনকারীর এলাকা পৌরসভায় হলে কাউন্সিলার, গ্রাম পঞ্চায়েত হলে প্রধান।/ Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Appendix II

Application Form for One-Time Grant (K2)

Yea	ar : 2015-16		Go	vei	nr	nei	nt (of \	W	es	t B	er	nga	al							,	Se	ria	l No). I	⟨2	
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	School/Institution Name* :									\perp		\perp										丄	\perp		\perp		
2.	ডাইস/সমতুল্য কোড	1 9																									
	DISE Code/Equivalent Code:																										
	(Not for open school) (মুক্ত																										
	বিদ্যালয়ের জন্য প্রযোজ্য নয়)																										
3.	প্রতিষ্ঠানের ধরণ :	🗌 সাধার	াণ বিদ	ঢালয						উ	ন্মুক্ত বি	বদ্যা	লয়/	'বিশ্ব	বিদ্যা	লয়] .	মাদ্রাস	না						
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4.	প্রতিষ্ঠানের প্রকৃতি :	🏻 সরক						L			রকারী			গাপ্ত						ব্যক্তি							
	Nature of Institution :	Go	vt	,		_			_	G	ovt.		_			_				Priv	ate			_	_		
5.	মান / Standard	🔲 অষ্টম		নব	ম	∐ ī	শেম	I	Ш	এক	াদশ	Į		দ্বাদশ	İ		প্রথ	াম ব	ৰ্য		দ্বিতী	ोश व	বৰ্ষ	L	_ ত	ন্যান	J
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6.	প্রতিষ্ঠানের ঠিকানা/Address of Inst	itutions^:	_			_	_	_	_		_	_		_	_	_	_	_		_	_	_	_	_	_	_	_
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	রাস্তা/রাজপথ/Road/Street :																										
	ডাকঘর/Post Office :		Т	Т		П	T	Т	T		П	П		П		П	П	П		П	П	\neg		П	\neg	Т	╕
	থানা / Police Station :	+	÷	÷	H	H	⇉	寸	╡	_	H	╡	=	\exists	=	H		H		Н	\dashv	=	=	\dashv	╡	寸	╡
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	ব্লক /মিউনিসিপালিটি :																										
	Block/Municipality :																										_
	জেলা/District :																										
	পিন কোড/Pin :		Т	Т	Т	٦																					
7.	অন্তর্ভুক্তি/Affiliated To* :	H	╈	+	$\dot{\vdash}$	_	_	\neg	_	_	_	\neg	\neg		_		_	-	_		_	\neg	_	\neg	-	_	\neg
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	আবেদনকারীর প্রাথমিক বিবরণ / Ap	plicant's	Basi	ic D	etai	s:																					
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8.	আবেদন কারীর নাম :		প্রথ	ম (F	ırst	<u> </u>	_	1	_	_	۱ ا ا	۹) (IVIIC	ldle)	 	-	\vdash		П	-	_	পদ †		_ast)	+	_	7
^	Applicant's Name* : জন্ম তারিখ :	Щ	<u> </u>	ᆣ	Щ		Ļ]	L		Ш					<u> </u>	Ш		Ц			上		Ш	_		_
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10.	Father's Name* :		এব-	ম (F	1 1	_	_	1		_	.	140	(IVIII	ddle	·)		Н		П	-	_	1	17 (1	-ası) İ İ	-	_	7
11	মাতার নাম :	шш	প্রথা	<u>।</u> ज (F	irst)			J	Ш	L	щ	TRIT	/Mi	ddle	<u>,,</u>		Ш		Ш			প্রাদ	<u> </u> রি /।	ast)	_		L
11.	Mother's Name* :		971	1	li St		\top	1	П	Т	щ	1	1	dule	1		П		П	\neg	Т	Ť	1 (1	1 1	\forall	Т	7
12	পিতা-মাতা উভয়েই মত :	шш			ш			1	ш						_	_	ш		ш			_	-		_		_
12.	Both Father & Mother Deceased	/\চঁহ ি. *	' 29	Г] ਜਾ	/ No																					
10	আইনি অভিভাবকের নাম :	~,,										51947	/N 4	iddle	۵١							ohi	G /I	_ast)			
13.	Legal Guardian's Name :		Ť	^{ধ্} ম ('' †	_	1	П			170	T	luul	7	П	П		П	\neg	_	Ť	17 (1	-asi,	+	\top	1
14	অভিভাবকের সঙ্গে সম্পর্ক :		_	_	Н	\dashv	_	1	4	_	\dashv	_	_	_	_	_	느		Ц	_	_	_	_	4	_	+	
17.	Relationship with Guardian :											\perp															
	Telationship with Guardian .		_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_		_					\neg
15.	আবেদনের পরিচায়ক সংখ্যা : (২০ অক্ষরে) 📖																									
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16	আবেদনকারীর বৈবাহিক স্থিতি :	অবিবাহিত																				_					_
10.	Applicant's Martial Status :	UN-MARI	RIED																								
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17.	প্রতিবন্ধী :		_	-							করা গ														L		╛
	Differently Abled :	∐ হাা/Ye			না/						centa	_				-								,			
18.	জাতি /Caste*	🗌 সাধারণ	/ Ge	ener	al l		তপশি	ोनी उ	জাতি	/S	С		তৎ	শশি লী	ो উ	পজাণি	ত /:	ST		অন	होना उ	ঘনগু	াসর	শ্ৰেণী	/ C	вс	
		🗌 অন্যান	/O#	oro																							
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19.	ধৰ্ম /Religion* :	∐ হিন্দু/H	indu	ism	Ш	ইসল	ম/I:	slan	n L		বৌদ্ধ	/Bu	ıddl	hism	ıL	<u> </u>	খ/ গ	Sikhi	sm	L] খ্রিষ	গ্রান/	'Chi	ristia	nity	1	
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20.	আধার কার্ড / AADHAR Card :	□ হাা/Ye	s L	_ ¬	1/ N	0.)/	L	_	_	Ш	L	\perp		\perp	┙	Ш			\Box
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21.	অভিভাবকের ভোটার পরিচিতিকার্ড নং /	Guardian'	s Vot	er II) Ca	ard N	o.	L		L					\perp												
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	আবেদনকারীর যোগাযোগের বিব	রণ/Applicant's Contact Details :
23.	বর্তমান ঠিকানা / Present Address* বর্তমানে জে জে গৃহে বাস করিতেছে :	
	বতমানে জে জে গুহে বাস কারতেছে : Currently Residing at JJ Home : হাঁ৷ হলে/If Yes জেলা :	□ ∜II/ Ies □ ¶I/ NO
	ভোগা : 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.		: 🔲 বৰ্তমান 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 N	lo.*:
L	ব্যাক্ষের বিশদ বিবরণ / Bank Deta	ills:
26.		
27.	শাখার নাম / Branch Name*: শাখার ঠিকানা /Branch Address*:	
29.		
	আই.এফ.এস. কোড/IFS Code*:	
Г	বক্তব্যের সমর্থনে প্রমাণপত্র সংযোজি	ত হল/Supporting Documents Enclosed
21		inclosed Documents [Check whichever applicable] :
31.	414 4/(411919 54 [(410 a(419)]) E	আবিবাহিত শংসাপত্ৰ/Unmarried Certificate
		বয়স প্রমাণের শংসাপত্র/Age proof Certificate
		ি পিতা-মাতার মৃত্যুর শংসাপত্র/Parents' Deceased Certificate
		্রাঙ্ক এ্যকাউন্টের নথিপত্র/Bank Account Documents
	তারিখ	আবেদনকারীর স্বাক্ষর :
	Date :/	/Candidate's Signature

. প্রার্থীর ঘোষণা /Candidate's Declaration :	
আমি ঘোষণা করছি যে এই আবেদনপত্রে বর্ণিত প্রার্থী আমি এবং উ	উপরে উল্লিখিত বর্ণনাগুলি সত্য। আমার পারিবারিক আয় বার্ষিক ১,২০,০০০ টাকা বা তার কম।
I declare that I am the candidate mentioned in thi	is application and that the statements made above are true. I also declare that my famil
income is 1,20,000/- or less per annum.	
তারিখ :	প্রার্থীর স্বাক্ষর :
Date ://	Signature of candidate :
. প্রতিষ্ঠানের প্রধানের শংসাপত্র /Certification by He আমি, প্রতিষ্ঠানের প্রধান, এতদ্ধারা শংসাপত্র দিচ্ছি যে,	
পিতা	এই প্রতিষ্ঠানের ছাত্রী।
এই প্রতিষ্ঠানের নথি অনুযায়ী প্রার্থীর জন্মের তারিখ	।
I, HOI hereby certify that	Daughte
Ward of	is a student of this Institution. As per this institution's record, her DOB is
/ and she is regular	rly attending in Class/Course
তারিখ :	অফিনের শীল সহ প্রতিষ্ঠানের প্রধানের স্বাক্ষর
Date ://	Signature of Head of the Institution with Office seal
	ation by Complete deat of 11 House
 জে জে হোমের সুপারিনটেনডেন্টের শংসাপত্র/Certific আমি জে জে হোমের সুপারিনটেনডেন্ট ঘোষণা করছি যে 	
	। 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 সুপারিন্টেডেন্টের স্বাক্ষর Signature of Superintendent of JJ Home with office Seal
. উপযুক্ত কড়পক্ষের শংসাপত্র /Certification of App	
ଆଧାର ପ୍ରଥମ୍ମ କ୍ୟୁମ୍ୟ ନାମ୍ପ (ଏ	Shet/entitle and and a
	, পিতা/আইনি অভিভাক এই ঠিকানায বাস কৰে ।
	, পিতা/আইনি অভিভাব , এই ঠিকানায় বাস করে। daughter/ward of residing at
I, hereby certify that	, এই ঠিকানায় বাস করে। daughter/ward of residing at
I, hereby certify that প্রার্থী অবিবাহিত The candidate is Un-married 🏻	, এই ঠিকানায় বাস করে ।
I, hereby certify that প্রার্থী অবিবাহিত The candidate is Un-married পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাক	
I, hereby certify that প্রার্থী অবিবাহিত The candidate is Un-married পিতা-মাতার/অভিভাবকের মোট বার্ষিক আয় ১,২০,০০০ টাক The gross annual income of her parents / guard	, এই ঠিকানায় বাস করে ।
I, hereby certify that	
I, hereby certify that	ু daughter/ward of residing at হাঁ।/Yes
I, hereby certify that	
I, hereby certify that	্ৰই ঠিকানায় বাস করে । daughter/ward of
I, hereby certify that	্ৰই ঠিকানায় বাস করে । daughter/ward of
I, hereby certify that	
I, hereby certify that	
I, hereby certify that	

[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	1	/	
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 অবশাই দিতে হবে। (All supporting documents, photo must be provided with the Application Form).
- h) সমস্ত তথ্য ক্ষেত্রগুলি অবশাই পূরণ করতে হবে। যে সমস্ত ক্ষেত্রগুলি প্রার্থীর জন্য প্রযোজ্য নয় যেগুলিতে **প্রযোজ্য নয়** লিখতে হবে। (All information fields MUST be filled in. Where fields are not applicable to the candidate, these should be marked as Not Applicable).
- i) যে ক্ষেত্রগুলি প্রযোজ্য সেখানে (√) দিতে হবে যেখানে প্রযোজ্য নয় সেখানে (x) দিতে হবে। (Boxes should be marked with a check (√) when applicable and a cross (x) when not applicable).
- j) মনোনীত হইবার যোগ্যতা /Eligibility Criteria :
- i) আবেদনকারীর বয়স অবশ্যই ১৮ থেকে ১৯ এর মধ্যে হতে হবে/The applicant must be between 18 and 19 years of age.
- ii) বৈবাহিক অবস্থান : আবেদনকারী অবশ্যই অবিবাহিত ৷/ Martial Status : The applicant must be unmarried.
- iii) আবেদনকারীকে অবশ্যই নিম্নলিখিত যে কোন একটি শিক্ষা প্রশিক্ষণ কেন্দ্রের নথিভুক্ত হতে হবে।/ The applicant must be enrolled in one of the following educational institutions.)
 - 1) অষ্ট্রম শ্রেণী ও তার বেশী বিদ্যালয়, মাদ্রাসা অথবা সমতুল্য উন্মুক্ত বিদ্যালয় / In Class VIII and above in a school, madrasah or equivalent open school course.
 - 2) কলেজ অথবা তৎসমতুল মুক্ত বিদ্যালয় শিক্ষাক্রমে পাঠরত / College or equivalent open University course.
 - 3) বৃত্তিমূলক/কারিগরী/শিল্প সংক্রান্ত প্রশিক্ষণ পাঠক্রমে পাঠরত/Vocational / technical / industrial training centre.
 - 4) ক্রীড়া প্রশিক্ষণ কেন্দ্র/Sports Training Institute.

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

- iv) আবেদনকারীর পারিবারিক বার্ষিক আয় ১,২০,০০০/- টাকার বেশী হবে না। এই শর্তটি শিথিলযোগ্য, যদি / The applicant's household income should not be more than Rs. 1,20,000/- per annum. The condition is waived if
- 1) আবেদনকারীর মা ও বাবা দুজনেই মারা গিয়েছে /the applicant has lost both parents or 2) আবেদনকারী ৪০% বা তার বেশী প্রতিবন্ধকতাযুক্ত/the applicant has special needs (with disability 40% or more) or 3) আবেদনকারী বর্তমানে জে.জে. হোমের বাসিন্দা হন/is currently residing in a J.J. Home. জন্তব্য : অন্য সূত্র তথা সরকারী প্রকল্পে বৃত্তিপ্রাপকরাও কন্যাশ্রী প্রকল্পের আবেদন করতে পারবেন।

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

- k) যোগ্যতা সংক্রাস্ত শংসাপত্র /Certification of eligibility :
 - i) বয়স : শুধুমাত্র পঞ্চায়েত/পৌরসভা কর্তৃক প্রদন্ত জন্ম শংসাপত্র। যদি আবেদনকারী বর্তমানে জে. জে. হোমে বাস করেন, সেক্ষেত্রে তার বয়সের প্রমাণপত্র শিক্ষাপ্রতিষ্ঠানের প্রধান দেবেন। / Age : Birth Certificate issued by appropriate Panchayat/Municipal authorities only. If the applicant is currently resident of a J.J.
 - Home and does not have a birth certificate, age may be certified by the Head of Educational Institution.
 ii) শিক্ষা প্রতিষ্ঠানে অন্তর্ভুক্তিকরণ। শিক্ষা প্রতিষ্ঠানের প্রধান শংসাপত্র দেবেন। / Enrollment in educational Institution : Declaration by Head of Institution.
 - iii) আয়ের শংসাপত্র : নিয়োগকারী কর্তৃক প্রদন্ত 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 কর্তৃপক্ষ (যদি আবেদনকারী সম্পূর্ণ বা ৪০ শতাংশের বেশি প্রতিবন্ধকতাযুক্ত হন) / Certificate of Disability furnished by appropriate authority (if applicant is specially-abled with 40% or more disability)
- ii) যদি আবেদনকারী বর্তমানে জে.জে. হোমে বাস করেন, জে.জে. হোমের অধীক্ষকের কছ থেকে বাদিদা সংক্রান্তশংসাপত্র নিতে হবে।/ Certificate of residence by Superintendent of J.J. Home (If applicant is currently resident of a J.J. Home)
- iii) পিতা-মাতার মৃত্যুর প্রমাণপত্র (যদি পিতা-মাতা উভয়েই মৃত হন)/ Death Certificate of mother and father (if both parents are deceased)
- m) যথাযথ শংসাপত্র প্রদানকারী কর্তৃপক্ষ/Appropriate Certifying Authority :
- i) রাজ্য সরকার অথবা কেন্দ্রীয় সরকারের 'ক' শ্রেণীভুক্ত আধিকারীক যিনি আবেদনকারীর এলাকার বাসিন্দা অথবা ঐ এলাকায় কর্মবত 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 কাউপিলার, গ্রাম পঞ্চায়েত হলে প্রধান। / Councilor of ward of the municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant.

Appendix III

Simplified One-page Bank Account Opening Form



ALLAHABAD BANK

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

(if Available) Name in full (in capital letters) Father's Name (in capital letters) Mother's Name in capital letters)		8			100	50-						,	
UID No. (if Available) Name in full (in capital letters) Father's Name (in capital letters) Mother's Name (in capital letters) Address					Custo	omer ID		15					
Mame in full (in capital letters) Father's Name (in capital letters) Mother's Name (in capital letters)						(Copy of	fthe	Aadhar	card to be en	iclosed)		
Father's Name (in capital letters) Mother's Name (in capital letters)										-			
Mother's Name (in capital letters)													
5300													
		Villa	ne .	-	T	landal/Teh	sit	25011					-
			Office		-	District							_
8	38	State	2		Pi	in ode			Mobi No.	le '			-
Sex FEMALE Age			Dat	e of Birt		DD /	MM / Y	YYY	100000	/ /	/	/	C Sharedon
Education	20	T	Belongs to	ОВС	BC	SC	ST	П	Gen	Religion /	Minority		- 8
Qualification									to the				
Annual Income of Fami	ily Rs.		96	0/11/19/19/19	I	3PL Card	No.	T		(E)	,		
etails of Nomination													
SB A/c. No.				nd Addi			Relation	nship	Age	Date of Birth of the nominee (in case of minor	Person author amount in the death during	event of m	eive the
	\neg									, case or manor	January Williams	J. N. J. N.	
										F			
nousand only) at any poin ear. I am aware and assur ne KYC norms of the Bank,	rms and re that it of time e the Ba , I accep	d cond the base and ank that,	ditions applic alances in all the turnover at whenever n	able to our acc in the ac ny accou Bank is	this account count coun int ex- entitle	s put toge t will not / ceeds the ed at its dis	d also I a ther will is not lik above m scretion I	gree not kely t entic	to the ter / is not l to exceed oned finant ccept or re	rms and cond ikely to excee Rs. I Lakh (R ncial limit we lect this appli	litions as n ed Rs. 50,0 upees one will compl	nay be i 000/- (R lakh or	n force s. Fift ly) in a
housand only) at any poin ear. I am aware and assur he KYC norms of the Bank, ny reason whatsoever. dec Photo To be attested by Gram Paradhan/	rms and re that it of time e the Ba , I accep	the base and ank that, at the i	ditions applic alances in all the turnover at whenever n	able to our acc in the ac ny accor Bank is provided	this account count coun int ex- entitle	ccount and s put toge t will not / ceeds the ed at its dis	d also I a ther will is not lik above m scretion I	gree not kely t entic	to the ter / is not I to exceed oned final cept or re m is true a	rms and cond ikely to excee Rs. I Lakh (R ncial limit we lect this appli	litions as n ed Rs. 50,0 upees one will compl cation with	nay be i 000/- (R lakh or	n force s. Fift ly) in a
nousand only) at any poin ear, I am aware and assur ne KYC norms of the Bank, ny reason whatsoever. dec Photo To be attested by Gram Paradhan/ Head Master of the School	erms and re that it of time e the Ba , I accep clare tha	the base and ank that that the i	ditions applic alances in all the turnover at whenever n information p	able to our acc in the ac ny accou Bank is- provided	this account count coun int ex- entitle	ccount and s put toge t will not / ceeds the ed at its dis	d also I a ther will is not lik above m scretion I	gree not kely t entic	to the ter / is not I to exceed oned final cept or re m is true a	rms and conditively to excee Rs. I Lakh (in the condition of the condition of the condition of the condition of the correct.	litions as n ed Rs. 50,0 upees one will compl cation with	nay be i 000/- (R lakh or	n force s. Fift ly) in a
housand only) at any poin ear. I am aware and assur he KYC norms of the Bank, ny reason whatsoever. dec Photo To be attested by Gram Paradhan/ Head Master of the School	erms and re that at of time the Ba, I accept clare that	the base and ank that that the i	ditions applic alances in all the turnover at whenever n information p	able to our acc in the ac ny accou Bank is- provided	this account count coun int ex- entitle	ccount and s put toge t will not / ceeds the ed at its dis	d also I a ther will is not lik above m scretion I	gree not kely t entic	to the ter / is not I to exceed oned final cept or re m is true a	rms and condikely to excerning to excerning the condition of the condition	litions as n ed Rs. 50,0 upees one will compl cation with	nay be i 000/- (R lakh or	n force s. Fift ly) in a
housand only) at any poin ear. I am aware and assur he KYC norms of the Bank, ny reason whatsoever. dec Photo To be attested by Gram Paradhan/ Head Master of the School	erms and re that at of time the Ba, I accept clare that	the base and ank that that the i	ditions applic alances in all the turnover at whenever n information p	able to our acc in the ac ny accou Bank is- provided	this account count coun int ex- entitle	ccount and s put toge t will not / ceeds the ed at its dis	d also I a ther will is not lik above m scretion I	gree not kely t entic	to the ter / is not I to exceed oned final ccept or re m is true a	rms and condikely to excerning to excerning the condition of the condition	litions as n ed Rs. 50,0 upees one will compl cation with	nay be i 000/- (R lakh or	n force s. Fift ly) in a

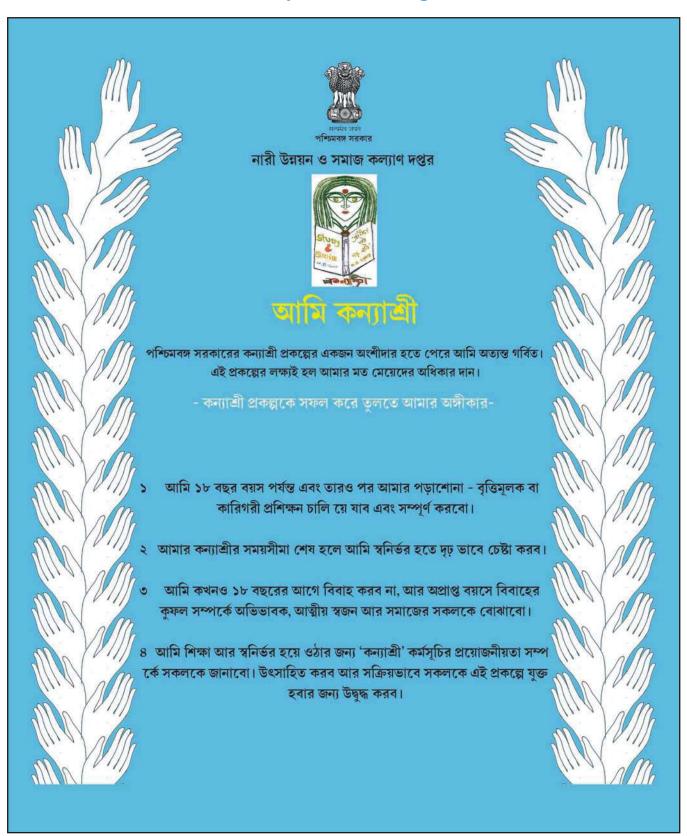
Appendix IV

Physical Verification Form

Physical Verification Form for Kanyashree Prakalpa Application ID : 19112300410130000023 Applicant Name: **MRITTIKA BALLAV** Fathers' Name : **RAM KRISHNA BALLAV MANDIRA BALLAV** Mothers' Name : Guardians' Name: **MANDIRA BALLAV BARASAT GIRLS HIGH SCHOOL** Institution Name: **SCHOOL** Institution Type : Class/ Grade : STATION ROAD BIRA, PS - ASHOKENAGAR, PO - BIRA BALLAV PARA, Address NORTH TWENTY FOUR PARGANA Pin: 743234 State: West Bengal House: Own Rented Kancha Type of House: Pacca Vehicle: Cycle ☐ Bike Car Tractor 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_ Govt. Service Non-Govt. Service Artisan Profession of Mother: Housewife ☐ Self Employed ☐ Other If Other, Please specify the Profession_ **Number of Family Members Declaration:** After verification of all the assets and liabilities, this is stated that i) The monthly income of the family of the applicant is ☐ 1,000/- to 5,000/- ☐ 5,000/- to 10,000/- ☐ 10,000/- to 15,000/- ☐ 15,000/- & Above ii) The Applicant is Married Unmarried The applicant is Recommended Not Recommended Name: Designation: (Signature with Seal)

Appendix V

Kanyashree Pledge



Appendix VI

Kanyashree Identity Card



Appendix VII





Government of West Bengal

BENEVALANDER SALASSER
Child Development and Women Development & Social Welfare Department

Kanyashree Prakalpa

To Whom It May Concern





Block BASIRHAT MUNICIPALITY, Subdivision BARRACKPORE, District NORTH

and Bank account No. 34041838102, IFSC Code SBIN0000024,

TWENTY FOUR PARGANA,

D/o SANJIT DAS, Residing at BARASAT BARASAT,

This is to certify that Smt. PAYEL DAS,

has availed of the Kanyashree Scheme of the Government of West Bengal. The Government

of West Bengal wishes her success in her future endeavours and economic empowerment.

District Magistrate



Appendix VIII

Screenshot of District Monitoring Format (Kanyashree Online 3.0)

Consolidated report on Annual Scholarship (K1) Sanctioned No. Of Applicant Received Annual Percentage Enrolled Sanctioned (H) Sanctioned Sanctio		f the DPM	XXXX	XXXXXXXX	X								
New Renewal Total New Renewal Total								Submit					
New Renewal Total New Renewal Total					holarship ((K1)							
New Renewal Total New Renewal Total New Renewal Total New Renewal Total New Renewal Total New Renewal Total Total Renewal Total Total Renewal Total Total Total Total Total Total Renewal Total Tota	Ar (FV)			Forolle	d	1	Sanctione	uď	No. Of Ap	oplicant Received Ar	nnual	Perc	entage
Consolidated report on One time Grant (K2)	. (11)	(A)	New			New		Total		(H)		Enrolled	Sanctioned
Description Description	001E		(B)	(C)	(D=B+C)	(E)	(F)	(G=E+F)			_	(D*100/A)	(G*100/A)
Transfer Report Average Time Taken In Forwarding By School A(B) **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Forwarding By DPMU A(2015-2016) **Description of Application *B= Average Time Taken In Power Bank A/C No Found K1 **Year Time Taken In Forwarding By School A(B) **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **Duplicate Entry Report **Year Time Taken In Forwarding By School A(B) **A= Total No. Of Application *B= Average Time Taken In Days **Duplicate Entry Report **Year (FY) No Of Application Where Duplicate Serial No Found K1 **X2 **A= Total No. Of Application Where Duplicate Serial No Found K1 **X2 **A= Total No Of Application Where Duplicate Serial No Found K1 **Year (FY) No Of Application Where Duplicate Serial No Found K1 **Year (FY) Total No Of Application No Of Physical Verification Done (K1 & K2) **Year (FY) Total No Of Application No Of Physical Verification Done Total No Of Application No Of Physical Verification Done (K1 & K2) **Year (FY) Total No Of Application No Of Physical Verification Done (K1 & K2) **Year (FY) Total No Of Application No Of Physical Verification Done (K1 & K2) **Year (FY) Total No Of Application No Of Physical Verification Done (K1 & K2)		160000	1619	99248	100867	4	52486	52490			6	3.04	32.81
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(b) (C) (D=B+C) (E) (F) (G=E+F) (D*100/A) (G*100/A) (G*1	r (FY)			Enrolled			Sanctioned	i	No. Of A		ne Time	Per	rcentage
Annual Scholarship (K1) **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **Defined Time Taken In Forwarding By BDO/SDO A(B) **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **Defined Time Taken In Finalizing By DPMU A(B) **A= Total No. Of Application *B= Average Time Taken In Days **Defined Time Taken In Finalizing By DPMU A(B) **A= Total No. Of Application *B= Average Time Taken In Days **Defined Time Taken In Finalizing By DPMU A(B) **A= Total No. Of Application *B= Average Time Taken In Days **Defined Time Taken In Finalizing By DPMU A(B) **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Average Time Taken In Days **A= Total No. Of Application *B= Ave													Sanctioned (G*100/A)
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7. Bank Failure Statistics and Re-disbursement figures	Year Year (F'	Time of Rep Time 6 0.66 Time taken I Time 6 2.65 Coate Entr Y) 6 95 Intage of C Y) To	Report for No No No No No No No No No No No No No	or One time Gr or One time Gr or Of Application K1	*A= 7 rant (K2) ing By Scho *A= 7 on Where Du cal Verifica	Total N ol A(B) Total N uplicate 70	4.66 (5882) o. Of Application Time Ta 1.87 (4241) o. Of Application K2 Pone (K1 & K (K1)	ken In Forw ion *B= Ave ion *B= Ave und	erage Time erage Time N 22	Taken In Days BDO/SDO A(B) Taken In Days Of Application Wh	1.59 (524 Time Ta 10.8 (5)	ken In Finalizi	ing By DPMU A(B) C No Found K2
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1.8. I	Linkages / facilities provided to						W- Of Bfirst-i
SAB	LA beneficiaries linked to Kanyashree	Туре					No. Of Beneficiaries
KP g	rirls availing of JEXPO, VOCLET and IT I	dmission subsidies	5				
KP g	rirls enrolled in Advanced Skill Develop	ment Schemes				ſ	
KP g	rirls availing Vocational Development s	chemes					1
KP g	rirls availing training facilities / concess	ions of Technical E	ducational Dept				
1000000						100	
	OMMUNICATION PLAN ROL Communication materials create				atter		
1	Material			Distributed To:			Hyper Link (If Available)
2							
3							
4							
5							
	Communication Events: (During				Barrier and		W- 04 P
1	Event Type	Im	plemented By		Participants		No. Of Persons Addressed
2						_	
3							
4							
5		1				_	
							<u> </u>
2.3. N	No. of Materials Distributed to E	eneficiaries (D)			Nos.
1	ID Cards						
2	Bangles						
3	Cycles						
4	Any Others (Please Mentioned)						
	No. of Kanyashree Groups (Club	s/ Sanghas/ Ba	hinis/ SHG etc)	(During the Mon	ith)		Maritan Company Co.
1	Type Of Groups		No	Of Girls Enrolled		F	Activities
2							
3							
4							
5							
3. Gr	ievance Report						
176	Total No. Of Grievance	Registered	21	No. Of Pending	Replie 155	d Sa 49	ntisfied Not Satisfied
270					4.5.5	0.79-70	
4. Fu	and Utilization						
	Year	Funds	s Received		unds Utilized		Balance
5. HI	R indicators						
Dist	Level trict Project Management Unit	Sanc	tioned Post		In Position		Vacant
10.00	ck unit						
6. Ca	apacity building Initiatives for th	e Month		Daeticicante			No. Of Payen Toring
1	Training Module			Participants			No. Of Person Trained
2							
3							
4							
5							
				SUBMIT			
			U				

Appendix IX

Stipulated time of service provision in accordance with the WBRPSA

Appendix VIII

Registered No. WB/SC-320

No. 279 (1)





Gazette

Extraordinary
Published by Authority

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. 4210-SW/7283-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:—

SI		Designated	Stipulated	Appellate	Officer	- Reviewing C	Officer
No.	Services	Officer	Time Limit	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 work in g Days	D.S.W.O.	60 working Days	Commissioner (Disability)	1 Month
6	E.R. Grant to Handicapped (Kolkata)	Orthoist, O/o the Commissioner of Disability	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
7.	Identity Cards for Persons with Disabilities (Urban)	D.S.W.O.	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
8.	Identity Cards for Persons with Disabilities (Rural)	CDPO	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month
9.	Identity Cards for Persons with Disabilities (Kolkata)	Orthoist, O/o the Commissioner of Disability	180 working Days	Asstt. Commissioner (Disability)	60 working Days	Commissioner (Disability)	1 Month

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

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

Appendix X

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

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

No. 562 -TET (Poly)/10M-101/2014

Dated: 29th August, 2014

ORDER

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

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

- (a) The West Bengal State Council of Technical Education shall grant 50% waiver in the cost of "Admission Form" for JEXPO, VOCLET and Registration Fee of the students of Government, Government Sponsored and self-financed Polytechnics.
- (b) The West Bengal State Council for Vocational Training shall grant 50% waiver in the cost of "Admission Form" for ITI Entrance Examination and Registration Fee of the students of Government and private ITI.
- (c) The West Bengal State Council of Technical Education and the West Bengal State Council for Vocational Training shall grant 50% waiver in respect of counseling fee for Polytechnic and ITI respectively.
- (d) The West Bengal State Council of Vocational Education & Training shall grant 50% waiver in Registration Fee for Kanyashree enrollees under going training in Vocational Training Centers - both at VIII+ and Higher Secondary (Vocational) level. 30% of seats in the Advanced Vocational Training Centers shall be reserved for girls enrolled under Kanyashree Scheme and further 20% for other eligible women candidates.
- (e) A priority of up to 30% in admission to all vocational training programs in Vocational Training Centers both at VIII+ and Higher Secondary (Vocational) level and training program under Community Development Through Polytechnic Scheme will be given to the Kanyashree enrollees.
- (f) Priority for accommodation in women's hostels of Government Polytechnics will be given to the Kanyashree enrollees. 29/08/14 All concerned are being informed accordingly.

No. 562 /1(9)-TET (Poly)/10M-101/2014

Copy forwarded for information and necessary action to:-

- Sri PC Sarkar, Joint Secretary, TE&T Department The Director of Technical Education & Training, West Bengal.
- The Director of Vocational Education & Training, West Bengal.

The Director of Industrial Training, West Bengal.

- The Secretary, West Bengal State Council of Technical Education.
- The Secretary, West Bengal State Council of Vocational Education & Training
- The Secretary, West Bengal State Council for Vocation Training
- Sr PS to the Principal Secretary, TE&T Department
- PS to Honorable Minister-in-Charge; TE&T Department

Joint Secretary to the Govt of W.B.

Joint Secretary to the Govt of W.B.

Dated: 29th August, 2014

Dated: 29th August, 2014

No562 /2-TET (Poly)/10M-101/2014 1. Copy forwarded for information to the Secretary, Women & Child Welfare and Social Welfare Department, Govt of W B.

> -23/08/14 Joint Secretary to the Govt of W.B.

Appendix XI

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



Government of West Bengal

Department of Women & Child Development and Social Welfare.

Bikash Bhaban, North Block, 10th Floor, Salt Lake, Kol-91.

ORDER

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

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

All concerned may be informed accordingly.

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:

- 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,10 th Floor , Salt Lake City, Kolkata - 700 091
No. 74 /SWCD/16
Dated, 19.02.2:

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

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

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

Sub: Security issues related to Kanyashree Prakalpa

Sir/Madam,

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

- 1. User Ids and Passwords to the Kanyashree Portal are critical to the security of the portal, and it is essential that:
 - User Ids and passwords should only be known to authorized persons at each level i.e., educational
 institutions and key administrative officers working directly with Kanyashree Prakalpa.
 - b. The secrecy of a password is sacrosanct and should not be shared under any circumstances.
 - Persons with User Ids should change their passwords regularly and should follow the security norm for forming passwords.
- 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.
- 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.

n ours raillium,

Secretary

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

Date: February 19th 2016

Copy forwarded for information and necessary action to:

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

Secretary

Tel :(+91 33) 2334 1563, Fax :(+91 33) 2334 1918 , email : secdsw@gmail.com www.wbcdwdsw.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 subdivisional (urban area) office.
 - c. Every district also has a Kanyashree Nodal Officer you will find a list of all Kanyashree Nodal officers at wbkanyasrhee.gov.in.
 - d. The Kanyashree Portal also has a section called "Online Grievance Redressal. You may log onto the portal and create an online complaint.

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

Appendix XIV

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



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

No. 3270 - SW 3W - 37/2013

Dated, Kolkata, the 8th October'2013

NOTIPICATION

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. !(ans) 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	DPMII	20 (I for each DPMU)	Regular Service / Deputation/Contract
5	Accountant	DPMU	20 (1 for each DPMU)	Contract
б	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,

Ros Lini Sew Secretary to the Government of West Bengal

No. 3270/1(37) - 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:

Secretary, CD Deptt. and WD& SW Deptt., GoWB : Chairperson
 Joint Secretary (Kanyashree Prakalpa) : Member-convenor

3. Director / Commissioner of Social Welfare : Member
 4. Representative of NIC, WB : Member

Selection Committee of DPMU, Kolkata:

Director / Commissioner of Social Welfare : Chairperson
 State Project Manager (Kanayshree Prakalpa) : Member

3. Deputy / Assistant Director of Social Welfare : Member-convenor

4. Representative of NIC, WB : Member

Selection Committee for DPMU:

District Magistrate : Chairperson
 Additional District Magistrate (Social Welfare) : Member-convenor

Nodal Officer (Kanyashree Prakalpa) : Member
 District Social Welfare Officer : Member
 District Informatics Officer, NIC, WB : Member

By order of the Governor,

Sd/- Roshni Sen

Secretary to the Government of West Bengal

No. 513/1(6) - SW

Dated, Kolkata, 3rd February'2016

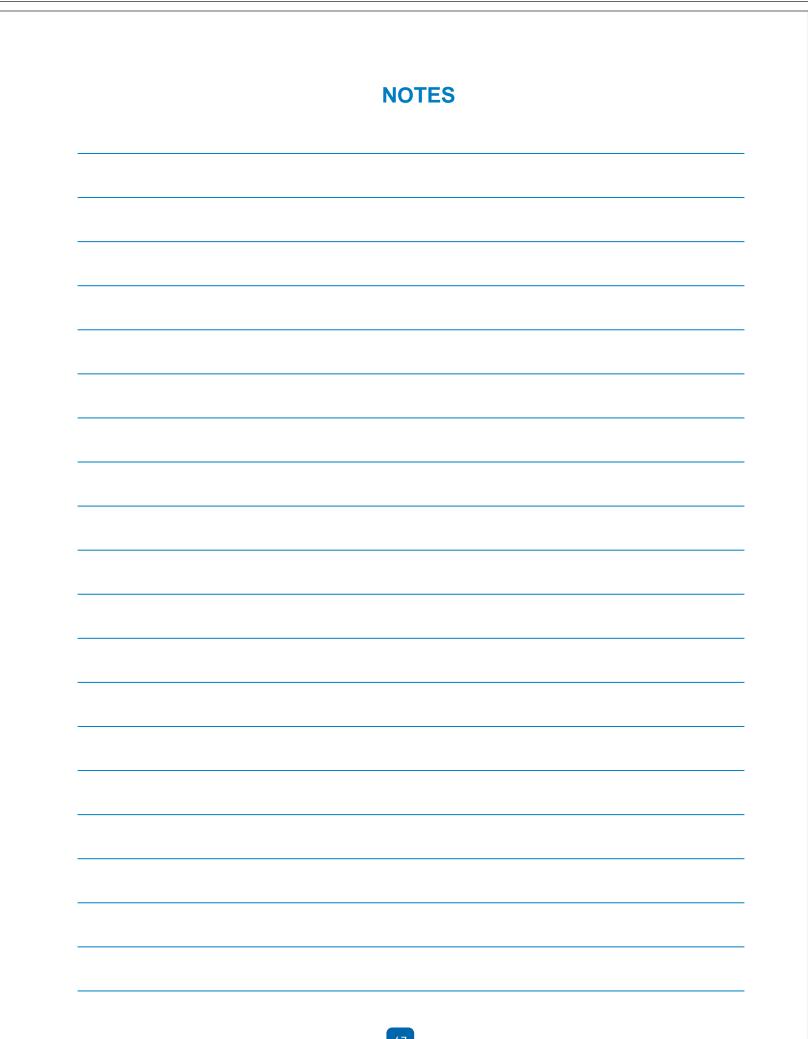
Copy forwarded for information & necessary action to :

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

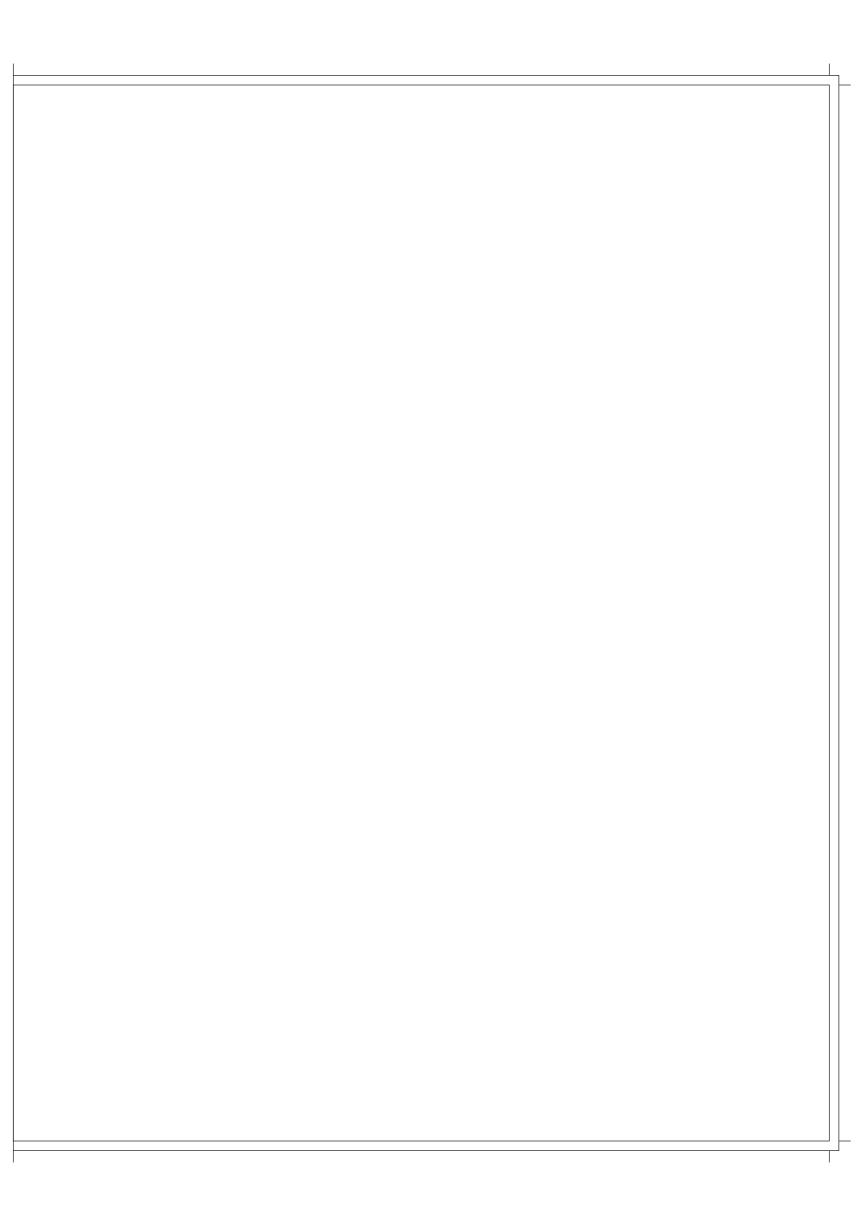
P.T.O.

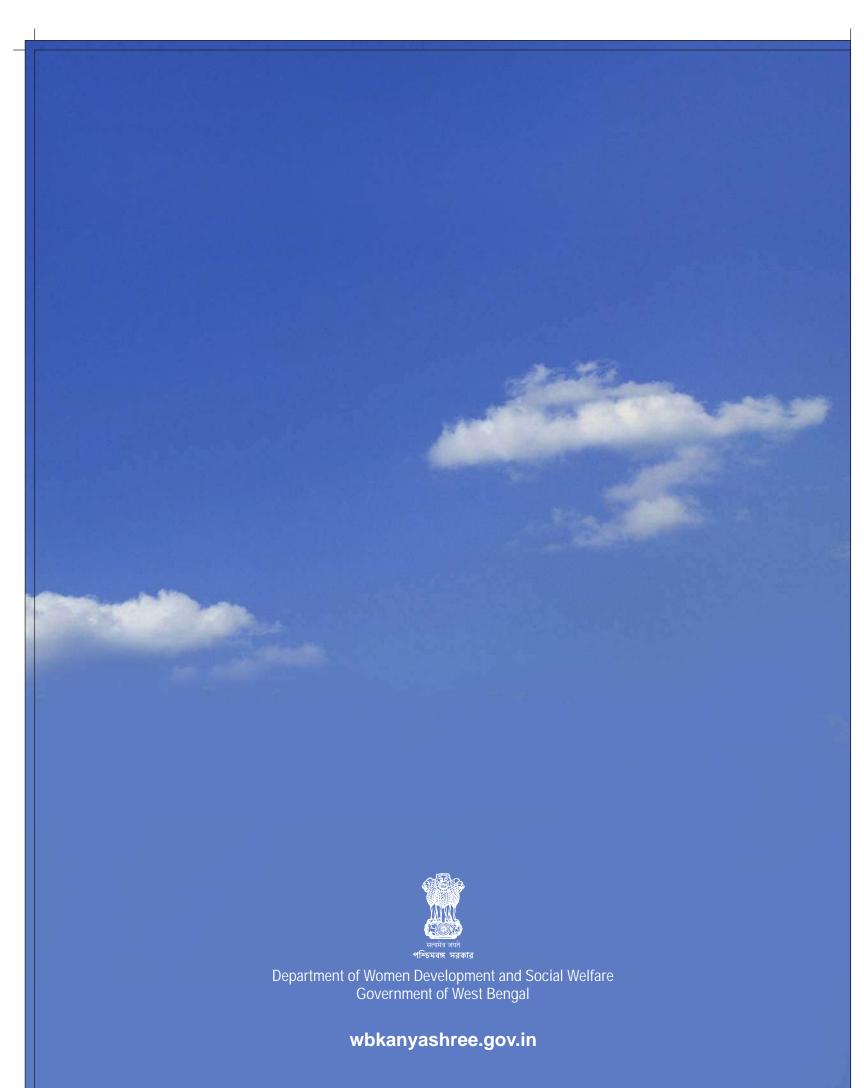
- Commissioner, Social Welfare, GoWB, Juvenile Court Building, Sector I, Salt Lake, Kolkata - 64
- The District Magistrate, Darjeeling/ Jalpaiguri /CoochBehar/Uttar Dinajpur /Dakshin Dinajpur /Malda/ Murshidabad/Nadia/Birbhum/Bardhaman /North 24Pgs/South 24 Pgs/Howrah/Hooghly/Purba Medinipur/Paschim Medinipur/ Bankura/Purulia/Alipurduar
- 4. P.S. to MoS(IC), CD Department and WD&SW Deptt., Government of West Bengal
- 5. Sr. P.S. to Secretary, WCD&SW Deptt., Government of West Bengal
- 6. DDG & SIO, NIC, Vidyut Bhaban, Salt Lake, Kolkata 91. He/She is requested to send the names of the representative to this Department as early as possible.

Joint Secretary



NOTES	





(6)	Swami Vivekananda Merit-cum-Means Scholarship (V4.0) Government of West Bengal	
(https://	/svmcm.wbhed.gov.in/)	

Administrator Login (https://svmcm.wbhed.gov.in/page/admin_login.php) | Screen Reader (https://svmcm.wbhed.gov.in/page/screen_reader.php)

A- (https://svmcm.wbhed.gov.in/page/about.php#)
A (https://svmcm.wbhed.gov.in/page/about.php#)
A+ (https://svmcm.wbhed.gov.in/page/about.php#)

Home (Https://Svmcm.Wbhed.Gov.ln/)

. Chemi (Https://Svmcm.Wbhed.Gov.In/Page/About.Php)

Applicant Login

Registration

How To Apply (Https://Svmcm.Wbhed.Gov.In/Page/Application_procedure.Php) About Us (Guidelines)

ds C

Contacts (Https://Svmcm.Wbhcd.Gov.In/Page/Contacts.Php)

Weblinks

WB State Emergency Relief Fund (Https://Svmem.Wbhed.Gov.In/Page/Wb_state_emergency_relief_fund.Php)

With a view to assisting the meritorious students belonging to economically backward families in the State of West Bengal to pursue higher studies, the Government of West Bengal introduces this scheme of giving scholarships at different levels of higher studies, at educational institutions based in West Bengal. The Swami Vivekananda Merit Cum Means Scholarship Scheme has been thoroughly revamped in the year 2016 to cover more number of students as well as to enhance the scholarship amounts significantly...

Scope

- The scheme benefits studying in regular mode of Class XI and XII, and at under Graduate level in Science/Arts/Commerce, Engineering, Medical and Technical / Professional courses. Post Graduate level students pursuing Science/Arts/Commerce & Technical/Management. These scholarships will be sanctioned to deserving students on merit-cum-means criteria.
- Students should pass in the year 2023 or 2021 (unable to get admission in the year 2022 or 2021 due to unavoidable reason and taking admission in the year of advertisement) with at least (a)60%(75% for 2020 passout candidates) marks in aggregate in the last qualifying examination from West Bengal Board of Secondary Education/West Bengal Council for Higher Secondary Education/Madrasa Education for Higher Secondary level or Under Graduate level Scholarship (b) 60%(75% for 2020 passout candidates) marks in aggregate in diploma course from Institutes approved by AICTE and affiliated to WBSCT&VE&SD for Under Graduate level Scholarship (in 2nd year Engineering/Technology/Pharmacy courses through Lateral Entry) or affiliated by State Medical Faculty for Under Graduate level Scholarship (General Education) /55% marks in Graduate Courses from any State University or AICTE approved Institute of West Bengal for Post Graduate Level Scholarship (Engineering/Technology/Pharmacy).
- Students pursuing M.Phil courses and Doctoral courses (NON-NET JUNIOR RESEARCH FELLOW and NET-LECTURERSHIP) from State-aided Institutions will come under the purview of this Scholarship Scheme.
- Girls Students pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme as Kanyashree(K3) applicants.
- The upper ceiling for family income has been fixed at Rs.2,50,000/- per annum.
 - As the payment will be made by direct beneficiary transfer only, furnishing of Bank details of the applicant, i.e. A/C No., Bank Name, IFS Code of Bank is mandatory.
- There will be no need to submit hard copy of the application.
- Candidates opting for these scholarships and found eligible, will not be allowed to enjoy any other governmental (central/state) scholarship or stipend for the same course/stage of study. However, one time grants or assistances received from any source, or free or partly-free studentship allowed by the host institutions will not debar the students from availing of the benefits of this scheme.

ALLOCATION AND RATE OF SCHOLARSHIP

The basic allocation and rates will be as under:

DIRECTORATE	COURSE	Eligibility Criteria	SCHOLARSHIP RATE PER MONTH (RS.)
	UG (ARTS)	At least 60% marks in Last Qualifying Exam	1000/-
	UG(COMMERCE)	At least 60% marks in Last Qualifying Exam	1000/-
	UG (SCIENCE)	At least 60% marks in Last Qualifying Exam	1500/-
	UG (OTHER PROFESSIONAL COURSES, UGC APPROVED)	At least 60% marks in Last Qualifying Exam	1500/-
	PG (ARTS)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2000/-
DPI	PG (COMMERCE)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2000/-
	PG (SCIENCE)	At least 53% marks for SVMCM and 45% for Kanyashree(K3 applicants in Last Qualifying Exam	2500/-
	PG (OTHER PROFESSIONAL COURSES, UGC APPROVED)	At least 53% marks in Last Qualifying Exam	2500/-
	NON NET M.PHIL./NON NET PH.D.	Date of Enrolment/Date of Registration not before 01.04,2017	5000/- / 8000/- Respective
	HS	At least 60% marks in Last Qualifying Exam	1000/-
DSE	D.EL.Ed	At least 60% marks in Last Qualifying Exam(Minimum Qualification H.S)	1000/-
		UG: 1. 60% 2. 60% in Diploma Course from	
DTE	UG (ENGG.), PG (ENGG.) AND OTHER PROFESSIONAL COURSES (AICTE APPROVED)	WBSCT&VE&SD for lateral entry scheme. PG: 55% in Graduation from any State University/AICTE approved institute institute in West Bengal	5000/-
DTE&T	POLYTECHNIC (DIPLOMA COURSES)	At least 60% marks in Last Qualifying Exam	1500/-
DME	UG (MEDICAL-DEGREE) AND DIPLOMA COURSES	At least 60% marks in Last Qualifying Exam	5000/- AND 1500/- RESPECTIVELY

MEANS JUDGING CRITERIA

The total family income for the prospective scholars will be not more than Rs. 2,50,000/- per annum.

Any deliberate falsification in the Income documents discovered at any stage will be considered as a grievous offence and may invite serious disciplinary actions leading to (i) compulsory and immediate refund of the amount of scholarship already enjoyed by the scholar, (ii) complete forfeiture of his/her right to apply for any governmental scholarship in future and (iii) may also attract penal provisions of other relevant laws for the time being in force.

MERIT JUDGING CRITERIA

Candidates whose family income is not more than Rs. 2,50,000/- per annum will be judged according to their academic merit in the under noted manner.

For HS - level:

The minimum qualifying marks for being considered for award of scholarships will be 60% in aggregate, in Madhyamik Pariksha, and the total marks obtained in the Madhyamik Parkisha excluding pass marks in the additional subject, if any, will be the sole criterion for consideration. Candidates from outside the West Bengal Board of Secondary Education will not be eligible to apply for this scholarship.

For Diploma Courses (Polytechnic under DTE&T) - level:

Students who are enrolled after passing-out in Secondary (M.P.) Examination or its equivalent as stated above in 2022 for first year Diploma (Polytechnic) courses [H.S. Examination or its Equivalent for Diploma in 1) Pharmacy, 2) Modern Office Practice & Management and 3) 3-D Animations & Graphics of 2 year duration | and after passing-out H.S./ equivalent Examination or IT1 2 years for 2nd year Diploma (Polytechnic) courses on lateral entry basis, will be eligible to apply. Candidates must obtain at least 60% marks in aggregate in the qualifying examination [excluding the marks secured in the optional elective subject, if any].

The Diploma (Polytechnic) courses of the State have to be approved by All India Council for Technical Education (AICTE) / Pharmacy Council of India (PCI) / Council of Architecture (CoA) and affiliated to West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD), a Statutory Body under the Department of Technical Education, Training & Skill Development, Government of West Bengal.

For UG - level

The minimum qualifying marks for being considered for award of scholarships will be 60% in aggregate, in the H.S. Examination conducted by the W.B. Council of H.S. Education/Madrasha Siksha Parishad. For the UG (Arts), UG (Commerce), UG (Science) separate merit lists will be prepared.

For PG - level:

Candidates should be graduates securing at least 53% marks in the Honours subject at the graduation level. The marks obtained in Honours subject will be the only deciding criterion academically for award of the PG-level scholarships. Kanyashree recipients (K-2) (married/unmarried) pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme. There is no need to submit Income Certificate and Income Affidavit in respect of Kanyashree students applying for K-3 scholarship under Swami Vivekananda Merit—cum—Means Scholarship Scheme.

For PG - level:

Candidates should be graduates securing at least 53% marks in the Honours subject at the graduation level. The marks obtained in Honours subject will be the only deciding criterion academically for award of the PG-level scholarships. Kanyashree recipients (K-2) (married/unmarried) pursuing Post Graduate courses in Science, Arts and Commerce stream from Universities of this State after obtaining Under Graduate Degree with 45% marks in aggregate from Institutions of this State will come under the aegis of this Scholarship Scheme. There is no need to submit Income Certificate and Income Affidavit in respect of Kanyashree students applying for K-3 scholarship under Swami Vivekananda Merit—cum—Means Scholarship Scheme.

For Research Level:

The financial assistance will be admissible to those non-NET candidates and NET-LS candidates registered as full time M.Phil. or Ph.D. research scholars as on 01/04/2017 or on a date thereafter, with effect from 01/04/2017 and (subject to the overall time limit of two years for M.Phil. and four years for Ph.D.) up till the day of submission of the Dissertation and no further. Further, NET-LS scholars shall stop receiving the assistance from the day they are appointed as teachers and it shall be their duty to inform the University authorities of the same, and the same shall be informed forthwith to this Department.

APPLICATION AND SANCTION PROCEDURES

Candidates for different categories will submit their applications online in the scholarship portal and applications i.r.o scholarship cases would be arranged in descending order (on the basis of marks obtained in the qualifying examination apart from income/means criteria), and scholarship would be sanctioned as per the availability of fund and strictly on the basis of the merit list, fund may be transferred to the beneficiaries account if the documents are in order.

For failed transaction of scholarship money, the last date of correction at respective Directorate end is 30th June of each year for the previous financial year failed transaction as per IFMS norms.

RENEWAL OF SCHOLARSHIP

For renewal of scholarship, application must be submitted online to the concerned scholarship sanctioning authority within one month from the date of his/her admission in the next higher class due to promotion by passing in the first attempt (In case of Semester mode-All Semester Examinations need to be cleared in the first attempt). Renewal cases (concentrated only at a particular level of study) will be sanctioned subject to good academic performance (Minimum 60% marks should be obtained from Higher Secondary Level to Undergraduate Level(combining both semester) at the promotional examination) and 50% marks (combining both semester) at Post Graduate Level.

DIRECTIONS FOR RENEWAL OF SVMCM SCHOLARSHIP OF GENERAL DEGREE/POST GRADUATE DEGREE STUDENTS UNDER DIRECTORATE OF PUBLIC INSTRUCTIONS:

1st Renewal: Submission of SEM 1 and SEM 2 Marksheet required

2nd Renewal: Submission of SEM 3 and SEM 4 Marksheet required

DIRECTIONS FOR RENEWAL OF SVMCM SCHOLARSHIP OF MBBS STUDENTS

1st Renewal: With submission of 1st MBBS marksheet

2nd Renewal: 2nd Prof MBBS marksheet will need to be furnished for the 2nd renewal in the following year.

3rd And Final Renewal: 3rd Prof Part 1 MBBS marksheet will need to be furnished for the 3rd and final renewal in the following year.

SUPPORT FOR SVMCM

helpdesk.svmcin-wb@gov.in

+1800-102-8014

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LOKEPARA MAHAVIDYALAYA

Affiliated to the University of Burdwan

ESTD.- 2010

VILL.- LOKEPARA . P.O.- KULIARA . DIST.- BIRBHUM . PIN- 731218

Principal / Secretary		
Ref. No	-	Date

Extract of the resolution of the Students Welfare Committee

Meeting No. 1

date 10.01.2023

President of this meeting - Dr. Mrinal Kanti Das Name of the Members present:

- 1. Dr. Mrinal Kanti Das
- 2. Seema Ahmed(Convener)
- 3. Dr. panchali Mukherjee
- 4. Roshni Dey
- 5. Tapasi Sarkar
- 6. Bapan Mahara
- 7. Pramila Mandal

Agendum: It was reported that applications were invited from the existing and financially weaker students for financial assistance from Student Aid Fund to meet up their tuition fees. After verifying the documents submitted by the students and considering their financial positions, a list of students was prepared for distribution of Student Aid Fund. The Principal be requested to take necessary steps in this connection.

Sd/-Dr. Mrinal kanti Das Principal Lokepara Mahavidyalaya