

Appendix XIII

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

1. Kanyashree Prakalpa is a Government of West Bengal Scheme that gives adolescent girls an annual scholarships of Rs. 750/- and a one-time grant of Rs. 25,000. While Kanyashree's Annual Scholarship of Rs. 750/- is for girls who are between the ages of 13 and 18 years, the one-time grant of Rs. 25,000/- is for girls who are between the ages of 18 and 19. However, Kanyashree is NOT for ALL girls. Both the annual scholarship and the one-time grant are only for those girls who fulfill all the following conditions: They must be:
 - a. Residents of West Bengal
 - b. Enrolled and regularly attending an educational institution¹
 - c. Unmarried AND
 - d. From families where the total income (income from the parents only) is not more than Rs. 1,20,000 per year. However, girls who are specially-abled (with a disability of 40% or more) or are living in a Home registered under the Juvenile Justice Act, 2000, or have lost both parents, may apply for Kanyashree even if their family's income is more than Rs. 1,20,000 per year.
2. Applying for Kanyashree Prakalpa's benefits.
 - a. An eligible girl should apply for the Annual Scholarship as soon as she turns 13 years of age and studying at class VIII or above and for the One-Time Grant as soon as she turns 18.
 - b. Application Forms for the Annual Scholarship (printed on light green paper) and for the One-Time Grant (printed on light blue paper) are available with educational institutions.
 - c. Fill up the application form, ensure that it is appropriately signed, attach photo-copies of all necessary certificates and hand these over to the Head Teacher of the educational institution. Also attach a photo-copy of the applicant's bank passbook – every applicant must have a bank account in her name.
 - d. Ensure that Acknowledgement receipt (on Page 3 of the application form) is completely filled in, signed and stamped by the head of the institution and returned to you. Using the Application Form Number mentioned on the Acknowledgement Receipt, you can know your kanyashree unique id and also track the progress of the application on the Kanyashree Portal (wbkanyashree.gov.in)

¹Girls will be eligible for Kanyashree's Annual Scholarship or the One-Time grant if they are studying in any one of the following:

- In Class VIII or above in a school, madrassah or equivalent open school course
- In a college or equivalent open university course
- A Vocational Training Centre, Technical Training Centre or Industrial Training Centre
- Girls enrolled in Sports Institutes may apply for the One-Time Grant. They cannot however, apply for the Annual Scholarship.

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

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

3. Making enquiries or lodging complaints:

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

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

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