

SOP for Kanyashree Prakalpa in connection with “Duare Sarkar” campaign

Department of Women and Child Development and Social Welfare, GoWB

How to set up the help desk:

The help desk for Kanyashree Prakalpa will have :

- Desk top/Lap top with dongle for tracking grievances online
- Sufficient number of sample forms of Kanyashree will be printed and will be available on desk.
- IEC materials on KP are to be printed and displayed surrounding the area
- A slip with the list of all documents required for enrolment under Kanyashree will be printed and will be available on desk for handing out
- Stationery

Which services will be provided from the Kanyashree help desk:

1. For one who needs Kanyashree Prakalpa related information, general information will be provided
2. For one who needs to apply for Kanyashree benefit, her basic information will be collected and her enrollment will be facilitated
3. For one who has any Kanyashree related grievance, her Kanyashree ID will be tracked from the Kanyashree portal www.wbkanyashree.gov.in and grievance will be sorted

HR Mapping

- Data Managers of Kanyashree Prakalpa can sit at the desk. They should be supported by Block Level extension Officers/ Staffs.
- District Magistrate will deploy senior officers to supervise the camps.

Scheme Guidelines at a glance

Kanyashree Prakalpa is flagship programme of the State Government which was introduced in October 2013 by the Hon’ble Chief Minister, West Bengal.

Who can be a beneficiary? :

Any girl who is

- Unmarried and
- Age is between 13 to 19 years of age and
- A resident of West Bengal and
- Studying in any institution recognized by our state and

- Has a bank account in her name.

What are the benefits?

The scheme has two components:

- 1) Annual Incentive (K1) - Unmarried girls studying in class VIII or above or aged between 13 to 18 years are eligible for K1 and will get Rs 1000 annually.
- 2) One time benefit (K2) - Unmarried girls studying in class VIII or above and aged between 18 to 19 years are eligible for K2 and will get Rs 25000 as a one time grant.

Eligible girls have to apply for this benefit from their school/college.

Required supporting documents:

- a. Photo-copy of Voter ID Card of parent / legal guardian
- b. Photo-copy of Birth Certificate issued by the appropriate authority
- c. Declaration of marital status of applicant (to be made by the parent / legal guardian if the applicant is under 18 years of age, and by applicant herself, if she is over age 18).
- d. Photocopy of page of Bank Passbook which provides bank account holders details
- e. Photo copy of Certificate of Disability issued by the appropriate authority stating that the applicant has 40% or more disability, if the applicant has attained 13 years in age but has not reached Class VIII .
- f. Coloured passport size photographs of the applicant preferably in white background

The form will be available from respective institution (Schools/Colleges).

After sanction, benefit directly will go to the bank account of the beneficiary.

For more information see Kanyashree portal www.wbkanyashree.gov.in

At present Kanyashree Year 2019-20 and 2020-21 is ongoing.

For Kanyashree year 2019-20, girls will be eligible for K1 if she was born between 1st April'2002 to 31st March'2007 and will be eligible for K2, if she was born between 1st April'2001 to 31st March'2002.

For Kanyashree year 2020-21, girls will be eligible for K1 if she was born between 1st April'2003 to 31st March'2008 and will be eligible for K2, if she was born between 1st April'2002 to 31st March'2003.

The previous Kanyashree years are closed now.

Operational Procedure/Roles :

For the HR at the desk:

4. For one who needs Kanyashree Prakashya related information general information can be provided verbally and Kanyashree IEC can be handed out
5. For one who needs to apply for Kanyashree benefit, basic information, like her name, age, institution, contact number will be taken and she will be assured that her enrollment in Kanyashree Prakashya will be facilitated. Simultaneously the respective institution will be contacted to ensure her benefit.
6. For one who has any Kanyashree payment related or other grievance, Kanyashree 20 digit unique ID will be collected and status will be searched from the Kanyashree portal www.wbkanyashree.gov.in

Role of the Camp Organisers:

- Setting up of desk with all the infrastructural facilities
- Mapping of the HR
- Train the HR on the scheme guidelines