

# KANYASHREE PRAKALPA 2013

## IMPLEMENTATION GUIDELINES

Department of Women Development and Social Welfare

Government of West Bengal

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# 1 Introduction

## 1.1 Background

### 1.1.1 Child marriage a concern for West Bengal

1. Under the Prohibition of Child Marriage Act, 2006, the legal age of betrothal and marriage for girls is 18 years, and for boys is 21 years. In spite of several years of this Act being in existence, the early betrothal and marriage of children continues to be a norm in the West Bengal. According to the District Level Health Survey – 3, 2007-08 (DLHS -3, 2007-08), the state ranks fifth highest in the country when it comes to the prevalence of child marriage. It is vital to note that:
  - a. While all-India trends show that families are slowly delaying the betrothal and marriage of their girls, in West Bengal, almost every second girl is a child bride - over 54.7 % of the state's currently married women aged 20-24 were married before they reached the age of 18 (as compared to all-India figures of 43 %). Some of the states that have made significant progress in preventing child marriage are Maharashtra (40.4%), Odisha (37.5%), Gujarat (35.4%) and Tamil Nadu (24.4%). Some states that lag behind are Bihar (68.2%) and Jharkhand (55.7%).
  - b. The districts of Murshidabad, Malda, Birbhum, Purulia, Bankura, Dakshin Dinajpur, South 24 Parganas, Nadia and Cooch Behar are areas with the highest incidence of child marriage in the state.
  - c. While the figures show that child marriage is more prevalent in rural areas, statistics for Kolkata reveal that even in non-slum areas in the heart of the city, where families are wealthier and girls are likely to be better educated, more than a quarter of girls are married before they reach adulthood.
2. Significantly, child betrothal and marriage is completely gendered practice – and an overwhelmingly large percentage of girls are married at before reaching adulthood - and only a miniscule percentage of boys are subjected to the same fate.

### 1.1.2 Negative Impact of child marriage

1. **Child marriage and female school dropout:** Child marriage leads to girls dropping out of school, which further limit their scope of future development. In West Bengal, attendance of girls in school drops from 85% in the age-group 6-10 years to a mere 33% in the age group 15-17 years. (NFHS III, 2005-06) After the implementation *Sarva Shiksha Abhiyan* towards universalization of elementary education, significant progress has been noticed among girls, both in terms of enrolment and completion rate at the elementary level. However, the transition from elementary to secondary school levels remains a concern. While girls are often taken out of school to get married, in other cases, when girls do not do well in studies or are not academically inclined, marriage is seen as the only viable alternative for them. In fact, many girls who drop out of school are sent away by parents to earn their dowries by working as child labour, leaving them vulnerable to traffickers.

According to a study entitled 'Final Study Report on Restructuring of School Education System in West Bengal' by IIM Calcutta, the percentage of girls enrolment gradually falls at the secondary and higher secondary level. While at the elementary level the girls' enrolment is more compared to boys at the secondary level it is almost the same as that of the boys. But at the higher secondary level the Gender Parity Index is only 0.75. It is at this juncture, when children are between the age of 17 and 18 that most of the girls are compelled to leave school and parents start negotiating for their marriage.

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

Child marriages result in girls becoming mothers at an age when they are not out of childhood themselves - of all teenage girls aged 15 – 19 in West Bengal, **one-fourth** have already begun child-bearing, a percentage that is much higher than the national average (16%) and also higher than all other Indian states except Jharkhand.

3. **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 About Kanyashree Prakalpa**

1. In view of the above, the Department of Women Development and Social Welfare, West Bengal (DWSW) formulated the Kanyashree Prakalpa – a conditional cash transfer scheme with the aim of improving the status and well being of the girl child in West Bengal by incentivizing schooling of all teenage girls and delaying their marriages until the age of 18, the legal age of marriage. Kanyashree Prakalpa is a West Bengal Government sponsored scheme which will be implemented henceforth in all districts of the state.

## **1.3 Expected Benefits of the Scheme**

1. While a number of factors contribute towards girls dropping out of school, human rights research shows that the greatest obstacles to girls' education are child marriage, pregnancy and domestic chores, and that ensuring that girls stay in school is one of most effective protective measures against child marriage. Given that child marriage has a grossly negative impact on the lives of children, adolescents and young women, this scheme is expected to bring about measurable improved outcomes for the education, health (especially infant and maternal mortality) and empowerment of the state's girls, their children and immeasurable benefits for larger society.

## **1.4 Purpose of the Implementation Guidelines**

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

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

## 2 Key Provisions of the Scheme

### 2.1 Definitions

In this chapter of the Implementation Guidelines, unless the context otherwise requires, -

1. **“Enrolled in an Institution of Education or Training”** means
  - a. Enrolled in Classes VIII to XII in a school which is recognized by the government
  - b. Enrolled in Secondary and / or Higher Secondary Courses in an open school which is affiliated / accredited / recognized by the government
  - c. Enrolled in Classes VIII to XII in a Madrassah” which is affiliated / accredited / recognized by the government
  - d. Enrolled in a course in a Vocational Training Center or a Technical Training Institute which is affiliated / accredited / recognized by government
  - e. Enrolled a Sports training Institute which is affiliated / accredited / recognized by the government.
2. **“Enrolled in an Institution of Higher Education”** means enrolled in any form of education or learning after Class XII.
3. **“J. J. Home”** means any home that is registered under the Juvenile Justice (Care & Protection of Children) Act, 2000.

### 2.2 Aims and Objectives

1. Through conditional benefits, Kanyashree Prakalpa (hereinafter referred to as ‘The Scheme’) aims to reduce the prevalence of child marriage in West Bengal by increasing the enrollment of girls in secondary education or vocational / sports training, and simultaneously encouraging the delay of marriages of girls until they reach the age of 18. The specific objectives of the Scheme are to:
  - a. Incentivize through scholarships, the continuation of education of the girl child in Secondary and Higher Secondary classes , vocational training or sports training. To reduce drop outs, especially amongst girls from poor families, who are not covered by any other scholarship
  - b. Dis-incentivise child marriage of girls to ensure compliance with the legal provisions pertaining to the minimum age at marriage.

### 2.3 Scope of the Scheme

The Scheme will be applicable to the State of West Bengal only, and will be implemented in the entire state.

## 2.4 Scheme Benefits and Eligibility Criteria

### 2.4.1 Annual Scholarships

- The Scheme assures an annual scholarship of Rs. 500/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	Between 13 and 18 years of age	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities
			OR Certificate of age issued by the Head of Institution of Education or Training where the girl is enrolled
2.	Marital Status	Unmarried	Declaration by applicant's parent / guardian and attested by the Appropriate Certifying Authorities
3.	Education	Enrolled in classes VIII-XII in government recognised regular or equivalent open school or equivalent vocational/technical training course	Certificate of enrolment and attendance by Head of Institution of Education or Training
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities
		<i>Family income conditionality to be waived if one or more of the following is true:</i>	For Employed parents/guardians: copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities
		<i>a) girl is physically handicapped</i>	<i>For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities</i>
		<i>b) both parents are deceased</i>	<i>For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities</i>
	<i>c) The applicant's daughter / ward is already a recipient of the scholarship, and is applying for a renewal of the benefit.</i>	<i>For waiver in case of renewal: Declaration by parent / guardian and attested by the Appropriate Certifying Authorities</i>	

#### 2. Notes on eligibility criteria for Scholarship:

- All girls aged 13 but not yet turned 18 as on 1st April 2013
- Applications to for scholarships are to be signed by an eligible candidate's parents or guardian.

3. A fresh application form along with proof of eligibility (subject to the waivers mentioned above) is to be made for each year of scholarship.

## 2.4.2 One-Time Grant

1. The Scheme assures a One-Time Grant of Rs. 25,000/- to girls based on the following eligibility criteria:

Eligibility Criteria			Means of Verification
1.	Age	The girl has reached the age of 18	Copy of Birth Certificate issued by Municipal or Panchayat authorities and attested by the Appropriate Certifying Authorities
			OR Certificate of age issued by the Head of Institution of Education or Training or Institution of Higher Education where the girl is enrolled
2.	Marital Status	The girl was unmarried on attaining the age of 18	Declaration by applicant and attested by the Appropriate Certifying Authorities
3.	Occupation	Is enrolled in and regularly attending an Institution of Education or Training or a Institution of Higher Education  Or is an inmate in a J. J. Home	Certificate of enrolment and attendance by Head of Institution
4.	Family Income	Is less than or equal to Rs. 1,20,000/- per annum  <i>Family income conditionality to be waived if one or more of the following is true:</i>	For Self-employed parents / guardians: A declaration by the parents / guardian stating definite income from all sources, attested by the Appropriate Certifying Authorities  For Employed parents/guardians: Copy of Income certificate furnished by employer, attested by the Appropriate Certifying Authorities
		<i>a) girl is physically handicapped</i>	<i>For waiver in case the girl is physically handicapped: Copy of Certificate of Disability furnished by appropriate authority and attested by the Appropriate Certifying Authorities</i>
		<i>b) both parents are deceased</i>	<i>For waiver in case both parents of the girl are deceased: Declaration by guardian and attested by the Appropriate Certifying Authorities</i>
		<i>c) The applicant is an inmate in a J. J. Home</i>	<i>For waiver in case the applicant is an inmate in a J.J. Home : Statement by Superintendent of the Home</i>

2. **Notes** on one-time grant eligibility criteria

1. As the Scheme will commence from October 2013, only girls who turns 18 on or after 01 April 2013 will be considered as eligible to apply for the One-Time Grant.
2. Applications to for scholarships are to be signed by an eligible candidate.
3. Eligible applicants must apply for one-time grants after their 18<sup>th</sup> birthday and before they turn 19.

## **2.5 Special Notes on Eligibility Criteria and Means of Verification**

### **2.5.1 Self-Declarations of Eligibility**

1. Any undertakings or declarations given by the applicant / applicant's parent / guardian can be on ordinary paper countersigned by the appropriate certifying authority

### **2.5.2 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.
2. House Rent allowance received by the parents of a student shall be exempted from the computation of 'income' if the same has been permitted to be exempted for purpose of Income-Tax.

## **2.6 Appropriate Certifying Authorities**

1. Undertakings or declarations made by the applicant or applicant's parents/guardians may be certified by any of the following:
  - a. 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
  - b. Member of Parliament, Member of Legislature of the area of residence of the applicant
  - c. Counsellor of ward of municipal areas, Gram Panchayat Pradhan of the area of residence of the applicant

## **2.7 Payment Mode**

1. The Scholarship or One-Time grant will be paid to the beneficiaries by way of fund transfer through a bank account only.
2. Having a bank account in the applicant's name is not a pre-requisite at the time of applying for either of the Scheme's benefits. Once an application is approved, the applicant will be helped in opening and operating a bank account by the banking partner).
3. It is proposed that any Scheduled Bank as per the Second Schedule of Reserve bank of India Act may be the banking partner (to be decided by Department of Finance).

## 3 Management of Scheme

### 3.1 Management Structures

#### 3.1.1 State, District, Block and Kolkata Municipal level Steering and Monitoring Committees

1. State, district, Kolkata municipality and block level Steering and Monitoring Committees shall be established to steward the Scheme in their respective areas. For the District of Darjeeling, there will be two District Steering and Monitoring Committees, one for Gorkhaland Territorial Authority and the other for non-GTA areas. (See Appendix 1 for composition of Steering and Monitoring Committees)
2. These committees shall, at their respective levels:
  - a. Review, monitor and advise on all matters relating to the implementation of the Scheme, including reviewing progress, and strengthening coordination and convergence between and within concerned departments.
  - b. Will consider the bottlenecks faced during the implementation of the Scheme and suggest modifications required for improving implementation.
  - c. Will meet periodically (quarterly at state level and monthly at district and 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.

#### 3.1.2 Project Management Units

1. The Scheme will be implemented by Project Management Units, with one unit at the State level, and one in each district in West Bengal. The District-level Project Management teams will function under the supervision of the State Project Management Unit.
2. **State Project Management Unit (SPMU)**
  - a. The SPMU will be established under the Department of Women Development and Social Welfare, and be headed by a State Project Manager (Kanyashree) assisted by a Deputy Project Manager (Kanyashree) and an Accounts officer recruited on deputation or contractual basis.

To manage the project at the state level, a Programme Management Consultant (a management agency) would be hired for the initial period of 1 year. Under the guidance of Secretary, Child Development and Women Development & Social Welfare, the agency would be responsible for overall management of the IT component (maintenance of the Web portal and MIS) as well as implementation of communication and capacity building strategy for the scheme. The agency would also support the SPMU in hiring implementing agencies.
  - b. They will be assisted by two accountants-cum-data managers employed on a contractual basis, and who must be proficient in common office applications, especially word processing, spreadsheets, presentation and accounting software.
  - c. All new appointments will be made for 3 years on probation basis.
  - d. The SPMU shall be responsible for:
    - i. Coordination and management of the scheme at state level
    - ii. Overseeing the performance of the DPMU
    - iii. Maintaining all records, MIS and reporting mechanisms at state level
    - iv. Periodic reporting to the State Steering Committee

- v. Members of State Project Management Unit will conduct a 5% sample verification of all sanctioned scholarship/One-time grant applications from all districts
3. It is proposed that the SPMU can be subsequently registered under West Bengal Societies Act to ensure resource mobilization from corporate donors under Social Corporate Responsibility and the contributors will be granted exemption under Section 80G of I.T. Act.
4. **District Project Management Unit (DPMU)**
    - a. In all districts, with the exception of Kolkata, the DPMU shall be established under the office of the District Magistrate. In Kolkata, the DPMU will be established under the office of Commissioner, Social Welfare. For the district of Darjeeling, there will be two district project management units, one for GTA and the other for non GTA areas. The former will be establish under the office of Principal Secretary GTA and the latter under the office of District Magistrate, Darjeeling .
    - b. There will be one Project Manager on deputation or contractual basis and one Accountant employed on a contractual basis for each such Project Management Unit, in addition to at least two accounts cum data managers on contractual basis.
    - c. All new appointments will be made for 3 years on probation basis.
    - d. The Project Management Units shall, in their district, be responsible for:
      - i. Coordination and management of the scheme in the district
      - ii. Maintaining all records, MIS and reporting mechanisms at district level
      - iii. Periodic reporting to the State Level Project Management Units and to the District level steering committees

### 3.1.3 Partner Bank

1. A partner bank will be selected to manage the funds of the Scheme. The bank may be any Scheduled Bank as per the Second Schedule of Reserve bank of India Act, and will be responsible for managing the funds of the scheme, including disbursements to beneficiaries, maintaining the financial accounting systems, FMIS of the Scheme and regularly submit the statements and reporting on a regular basis to DPMU and SPMU.
2. The bank will also assist beneficiaries in opening / operating bank accounts to receive their entitlements.
3. The implementation will be through lead bank system at state, district and block level.

### 3.2 Fund management

1. The funds for the Scheme will be met from the Budget provision for the Department of Women Development and Social Welfare.
2. 3% of fund budgeted for the Scheme will be reserved for Project Management and Publicity costs. Of this, one-third will be allocated at the State Project Management Unit level, and the balance two-thirds will be allocated at the district level.
3. The budget provision for scholarships will be made on the basis of expected number of beneficiaries between the ages of 13 and 18 and enrolled in Institutions of Education or Training as defined in Chapter 2 of this document
4. The budget provision for one-time grant will be made on the basis of expected number of beneficiaries who have turned 18 and are enrolled in Institutions of Education or Training, Institutions of Higher Education or J. J. Homes defined in Chapter 2 of this document

### 3.3 Interdepartmental convergence

The implementation of the Scheme requires coordination close convergence with the following departments:

Department	Convergence
<b>a. The Department of Women Development and Social Welfare</b>	Nodal department for management and implementation of Scheme
<b>b. Department of School Education</b>	To promote the Scheme and distribute application forms through its offices and through schools, jointly developing IEC materials and strategy and using own IEC funds
<b>c. Department of Panchayat and Rural Development</b>	To promote the Scheme and distribute application forms through its offices and MSKS
<b>d. Department of Municipal Affairs</b>	To promote the Scheme and distribute application forms through its offices
<b>e. Department of Technical Education and Training</b>	To promote the Scheme and distribute application forms through its offices
<b>f. Department of Health and family Welfare</b>	To promote the Scheme and distribute application forms through its offices, jointly developing IEC materials and strategy and using own IEC funds
<b>g. Department of Information and Cultural Affairs</b>	To ensure publicity through mass media and campaigns
<b>h. Department of Finance</b>	To provide financial governance guidance and support, ensure bank accounts for minor girls under the guardianship of mothers/female guardians
<b>i. Lead State and District Banks</b>	To facilitate opening of no-frill accounts with zero-balance for minor girls between the ages of 13 and 19 who want to apply for the schemes benefits
<b>j. Administrative Training Institutes</b>	To ensure that the training curriculum includes training on the Scheme
<b>k. Department of Information Technology</b>	To develop a common portal of all data on scholarships and to support SMS based mechanism for grievance redressal
<b>l. Departments of Backward Classes Welfare, Panchayat &amp; Rural development, Minority Welfare and Mass Education</b>	To create a common online scholarship hub and sharing information on enrollment and number of beneficiaries receiving scholarships/financial assistance under any central/state government scheme
<b>m. Department of Sports and Youth Services</b>	To supply Information about recognized/affiliated sports organisations

### 3.4 Grievance Mechanisms

1. Women's Grievance Cell operating under the Department of Women Development & Social Welfare at District-level will also serve as grievance cell for Kanyashree Prakalpa.
2. A helpline will be set up for the scheme under the cell.

## 4 Scheme Implementation Mechanisms

### 4.1 Publicity of the Scheme & Identification of Beneficiaries

1. Publicity of the Scheme will be arranged by the Department of Information & Culture through various mass-media like print and electronic media, street plays, folk theatre and others.
2. Publicity will also be done by harnessing platforms of existing self help groups through inter-personal communication. The AWW, ANM, ASHA workers and school teachers will also publicize the Scheme through their daily work.
3. Publicity of the scheme may also be linked to any government-recognized child marriage prevention interventions in the state. In addition, local bodies (Panchayats and Municipalities) will conduct targeted interventions to identify and enroll eligible beneficiaries in their respective areas.

### 4.2 Capacity Building of concerned officials and functionaries

1. The Administrative Training Institutes and State Institute of Panchayat & Rural Development will include the scheme in their training curriculum.
2. In addition, the information regarding the scheme and its implementation will be made a part of regular training programmes of ASHAs and ANMs (under NRHM), AWWs (under ICDS) and teachers (under SSA).

### 4.3 Availability of applications forms

- a. Application forms for the Scheme and forms for opening up of the bank accounts will be available free-of-cost primarily at the secondary/higher secondary schools to avoid misuse. However they will also be available online in a downloadable format and from following institutions on demand:
- b. Local government offices – gram panchayat, municipalities and borough offices, head office of KMC
- c. Offices of Commissioner of Social Welfare and District Social Welfare Officer
- d. Sub-divisional Offices
- e. Block Development Offices
- f. Office of Block Medical Officer of Health /Primary Health Centers
- g. With ANMs/AWCs/ASHAs

### 4.4 Submission of applications

1. All Institutions of Education and Training defined under Chapter 2 of this document in any area will be deemed as Application Offices.
2. In addition: the following offices will also receive completed applications along with documents certifying eligibility:

Residents of:	Application Offices
i. Rural areas under the West Bengal Panchayat Act, 1973	Block Development Offices of the concerned block/ Office of District Social Welfare officer
ii. Urban areas / notified areas covered under the West Bengal Municipal Act, 1993	Municipality/Sub-divisional Offices/ Office of District Social Welfare officer
iii. Urban areas covered under the Kolkata Municipal Corporation Act, 1980	Borough Offices and head office of Kolkata Municipal Corporation/ Office of Commissioner, Social Welfare

3. Submission of applications for the Scholarship benefit and the one-time grant are open through the year. Provisions will be made for filling up applications online also. The hard copy of the digitalized form may be submitted along with documents certifying eligibility to any one of the following Application Offices:

#### **4.5 Scrutiny and Verification of applications**

1. The schools and all other Application Offices mentioned above will forward all applications to offices of BDOs (rural areas), SDOs (urban/municipal areas) and Commissioner, Social Welfare (Kolkata Municipal Corporation).
2. Each scrutiny office at block and sub-division level will be supported by two data assistants recruited on contractual basis. The recruitment will be for 3 years on probation basis.
3. The offices of BDOs (rural areas), SDOs (urban/municipal areas) and Director, Social Welfare (Kolkata) will each appoint an officer to undertake scrutiny of the applications. The officers will carry out scrutiny of documents and will recommend for approval or reject application based on eligibility criteria within one month of receiving the applications.
4. List of recommended and rejected applications with comments will be forwarded to Sanctioning Officer
5. Random physical verification may be under taken by District Programme Officer-ICDS, CDPOs or any other officer appointed by the District Magistrate, Principal Secretary GTA or Director Social Welfare, Government of West Bengal.

#### **4.6 Sanctioning of applications**

1. The following officials will be designated Sanctioning Officers:
  - a. In all districts barring Kolkata, the District Magistrate will be the Sanctioning Officer;
  - b. In Kolkata, the Commissioner, Social Welfare Department shall be the Sanctioning Officer.
  - c. For GTA, the Principal Secretary, GTA will be the sanctioning officer.
2. The above-mentioned Sanctioning Officers may authorize any other competent Officer to discharge the function of Sanctioning Officer of the Scheme in their respective districts.
3. Within one month of receiving the scrutinised applications, the Sanctioning Officer issue sanctions orders that authorize the partner bank to transfer the sanctioned amount to the bank account of the approved beneficiaries. The partner bank shall perform the necessary fund transfers to beneficiaries within a week of receiving the sanction orders.

#### **4.7 Informing beneficiaries / rejected applicants**

1. A list of sanctioned and rejected applications will be displayed up at Anganwari Centers, schools, Institutions, Panchayats, Offices of BDO, SDO, Municipality, Borough Offices, KMC head office, Commissioner, Social Welfare and will also be available online in a downloadable format.

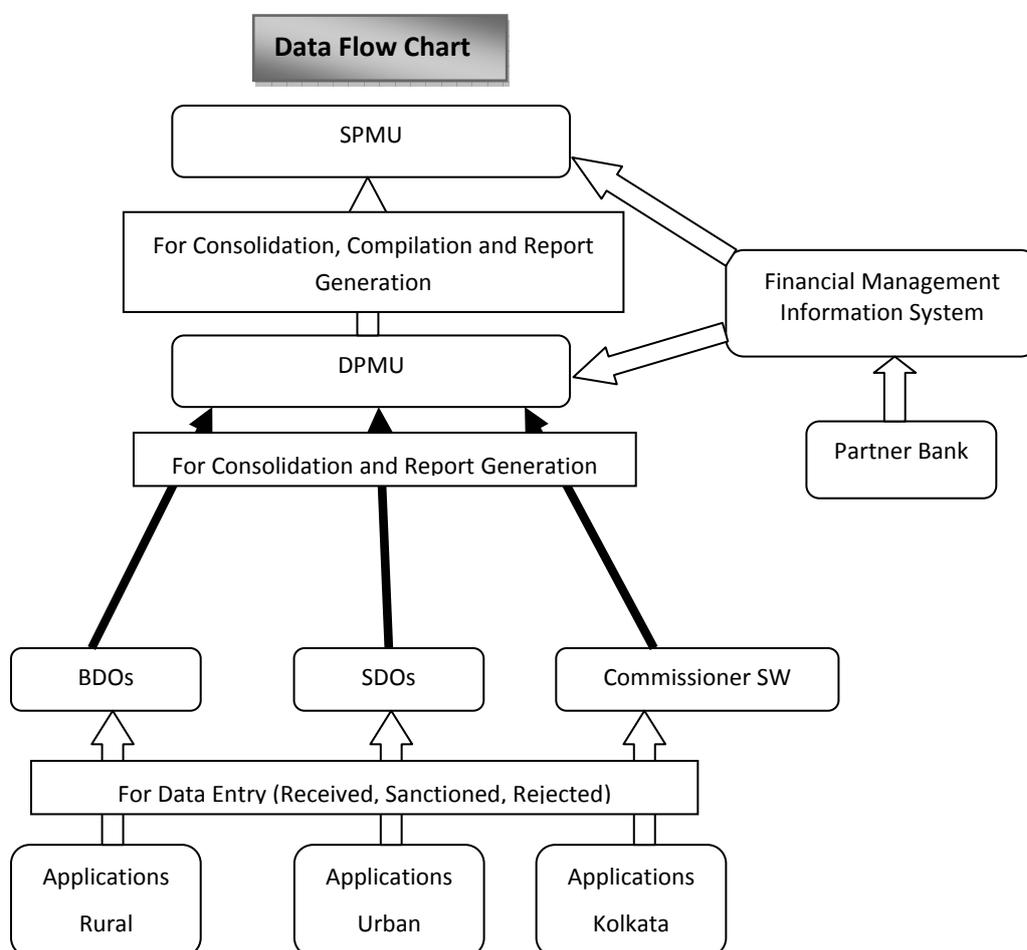
#### **4.8 Applications for Renewal of Scholarships**

The procedures for applications of renewal scholarships will be the same as for new applications; barring submission of income certificate. All other certifications for eligibility will have to be provided by the applicant and scrutinized and verified as directed above.

## 5 Record-keeping, MIS and reporting mechanisms

### 5.1 Overview

1. All registers and other record-keeping formats will be maintained electronically, and be designed to ensure that key monitoring indicators of scheme coverage, financial disbursements and management / implementation performance can be easily elicited on a regular basis.
2. All primary data entry (of applications received, sanctioned and rejected) will be undertaken at the level of BDOs (Rural Areas), SDOs (Urban Areas) and Director, Social Welfare (Kolkata) . The data from rural and urban areas will be compiled at district level by the data manager at DPMU. Subsequently, all districts data will be consolidated and compiled at SPMU.
3. All sanctioned and rejected application forms will be retained for sample verifications in offices of BDOs (rural areas), SDOs (urban areas) and Director, Social Welfare (Kolkata) for at least one financial year.
4. The Partner Bank will maintain account of all financial statements and FMIS.



### 5.2 Registers

1. Offices of BDOs, SDOs and Commissioner, Social Welfare will maintain a registers of applications received, scrutinised, approved or rejected
2. Each office of Sanctioning Officer will maintain a registers of received, verified and approved or rejected applications

3. Periodically, each DPMU will collate the registers of application offices and Sanctioning Offices into a district-wise register of applicants/beneficiaries.
4. Periodically, the SPMU will collate the registers of each DPMU into a state-wise register of applicants/beneficiaries.
5. The partner bank will maintain registers of sanctioned applications and disbursements made.

### **5.3 Reporting and Monitoring**

1. The partner bank will provide monthly statements of disbursements under the scheme and consolidated reports from financial MIS to the DPMU and SPMU
2. Each DPMU will provide a monthly statements relating to Scheme coverage, expenditure and other administrative matters to the District Steering and Monitoring Committees and to the SPMU.
3. The DPMU and SPMUs will periodically prepare monitoring reports on key performance indicators.
4. The SPMU will collate all monthly statements and reports from all sources into a comprehensive statement for the State Steering and Monitoring Committees.
5. Continuous Concurrent Evaluation of the scheme is proposed by involvement of external independent agencies to ensure that the desired outcomes are being achieved.

## Appendix 1: Composition of Steering & Monitoring Committees

### 5.4 State Level Steering & Monitoring Committee

Official	Position
Finance Minister, Government of West Bengal	Chairperson
Chief Secretary, Government of West Bengal	Member
Secretary, Department of Women Development & Social Welfare	Convener, Member
Secretary, Department of School Education	Member
Secretary, Department of Health and Family Welfare	
Secretary, Department Panchayat and Rural Development	Member
Secretary, Department of Minority Affairs and Madarsa Education	Member
Secretary, Department of Mass Education	Member
Secretary, Sports and Youth Services	Member
Secretary, Department of Finance	Member
Secretary, Department of Technical Education & Training	Member
Secretary, Department of Information & Cultural Affairs	Member
Secretary, Department of Municipal Affairs	Member
Secretary, Department of Backward Class Welfare	Member
State Project Director, Sarva Shiksha Abhiyan	Member
Chief of Field Office , Unicef Office for West Bengal	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member

### 5.5 Kolkata District Steering & Monitoring Committee

Official	Position
Mayor, Kolkata Municipal Corporation	Chairperson
Commissioner, Social Welfare	Convener, Member
Commissioner, Kolkata Municipal Corporation	Member
Commissioner for the Persons with Disabilities	Member
State Project Officer – Sarva Shiksha Abhiyan	Member
Commissioner of School Education	Member
District Collector, Kolkata	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
Nodal Officer (Asst Director) Minority Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Member



## 5.6 District Steering & Monitoring Committee (apart from Kolkata) including non-GTA Darjeeling

Official	Position
District Magistrate	Chairperson
District Social Welfare Officer	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Officer for Minority Welfares or Officer in-charge of Minority Affairs	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
District Officer for Information & Cultural Affairs	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

## 5.7 Gorkhaland Territorial Authority (GTA) Steering & Monitoring Committee

Principal Secretary, GTA	Chairperson
ADM in-charge of Social Welfare Officer, Darjeeling	Convener, Member
All Sub-Divisional Officers	Member
District Project Officer, Sarva Shiksha Mission	Member
District Inspector of Schools (Secondary)	Member
District Programme Officer, ICDS	Member
District Panchayat and Rural Development Officer	Member
Chief Medical Officer of Health	Member
Chairperson, Municipality	Member
Representatives of prominent Non-government organisations (to be decided by State Government)	Members

## 5.8 Block Steering & Monitoring Committee

Block Development Officer	Chairperson
Block Welfare Officer	Convener, Member
Sub-Inspector of School	Member
Block Medical Officer of Health	Member
CDPO (ICDS)	Member
Asst. Inspector of Schools (Secondary)/ Sub-inspector of Schools	Member

## Appendix 2: Management Organogram

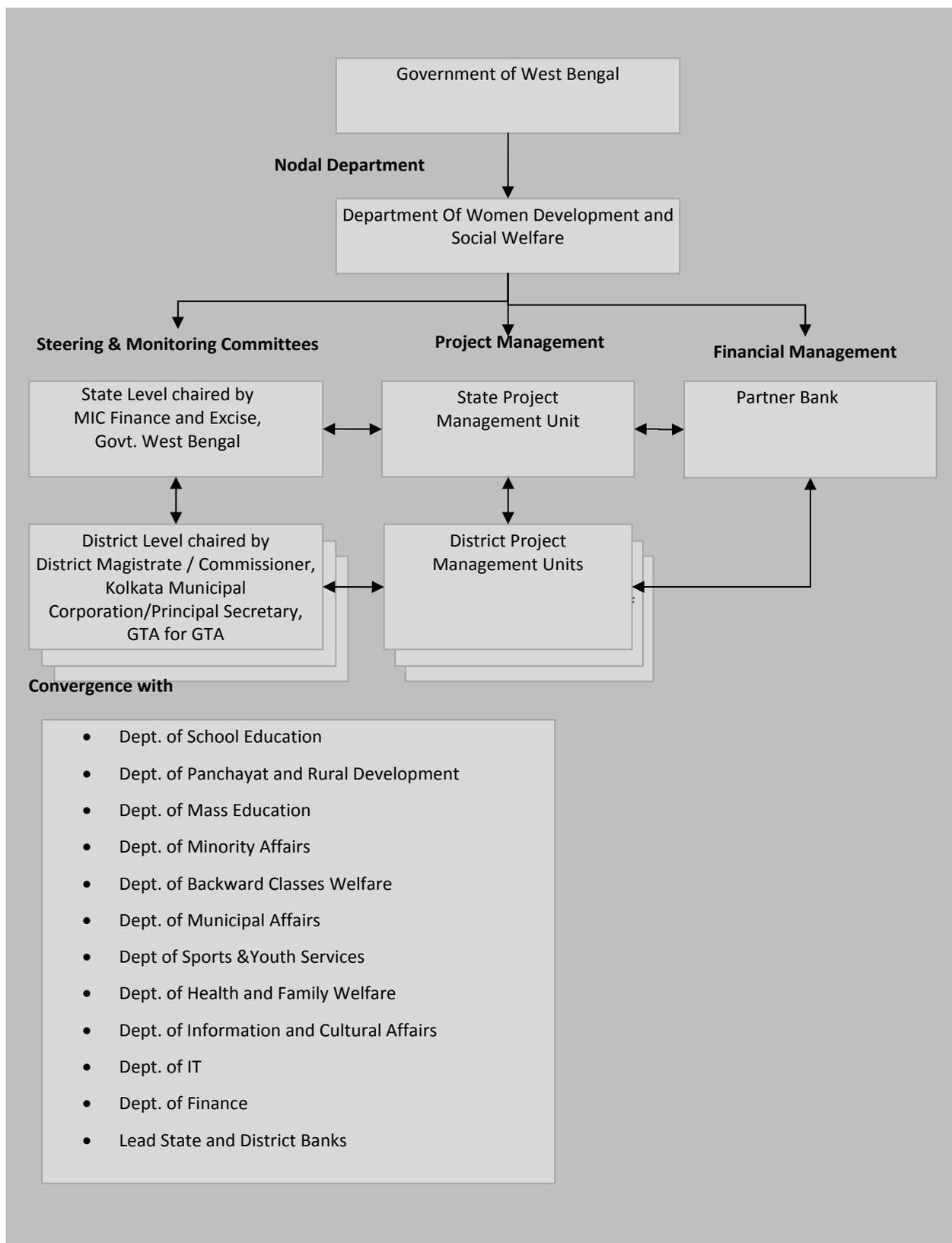


FIGURE 1: KANYASHREE MANAGEMENT STRUCTURES

## Appendix 3: Application Process Flow

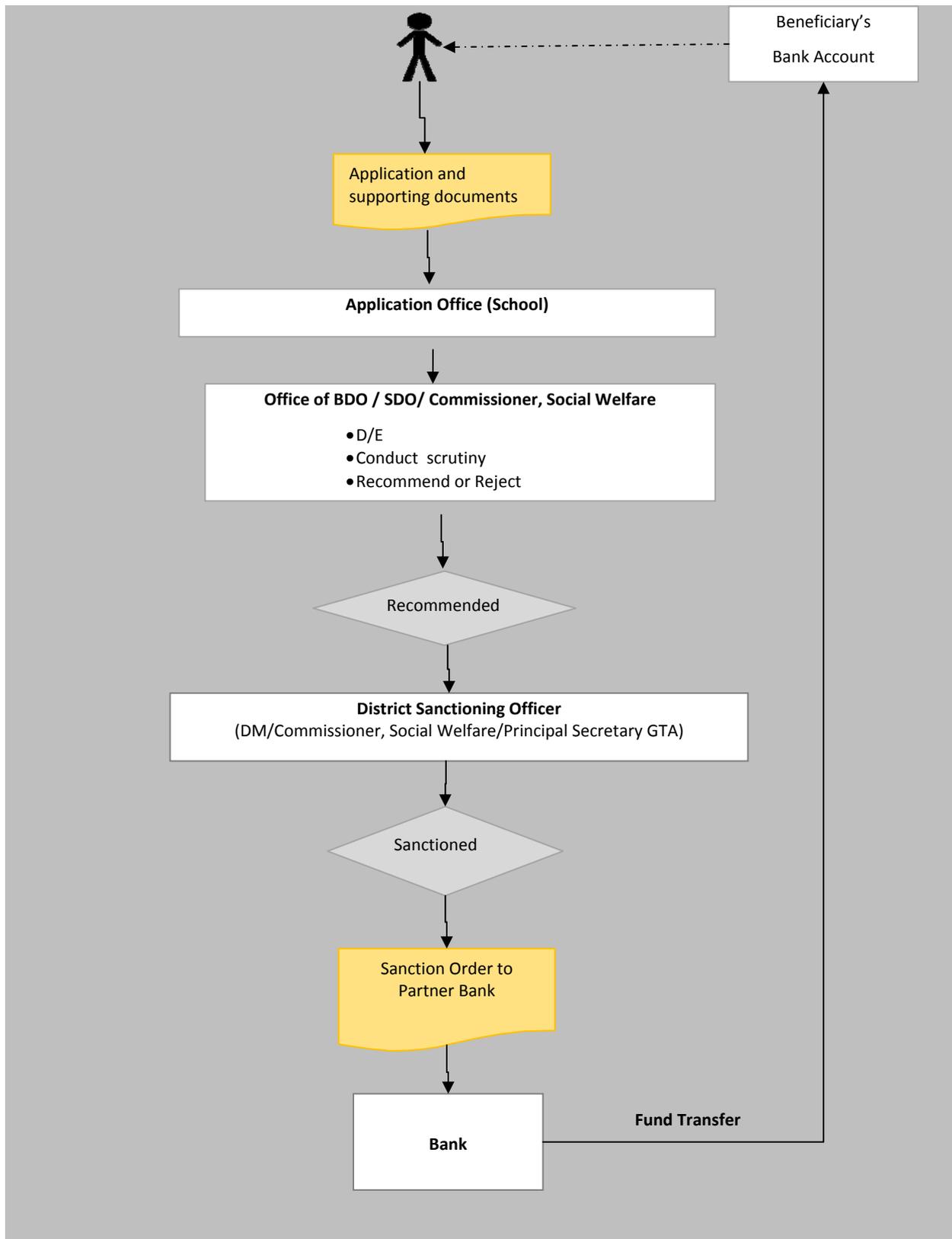


FIGURE 2: KANYASHREE APPLICATION PROCESS FLOW

