

RUPASHREE PRAKALPA

Guidelines

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

Contents

1	Scheme Guidelines	2
1.1	About Rupashree Prakalpa	2
1.2	Definitions	2
1.3	Eligibility Criteria	2
1.4	Method of applying for the scheme	2
1.5	Method of disbursement	3
2	Operational Guidelines	4
2.1	Application Processing Cycle	4
2.1.1	On-demand availability of application forms	4
2.1.2	Submission of application forms and registration of the same	4
2.1.3	Verification of the Application and Enquiry Report	4
2.1.4	Sanction / Rejection of the application	4
2.1.5	Direct Bank Transfer for sanctioned applications through IFMS	5
2.2	Grievance Redressal	5
2.3	Monthly Reporting	5
2.4	Scheme Monitoring	5
3	Appendices	6
	Appendix I: Application Form	6
	Appendix II: Rupashree Register	6
	Appendix IIa: Rupashree Grievance Register	6
	Appendix III: Enquiry-cum-Sanction Form	7
	Appendix IV: Monthly MIS	8

1 Scheme Design

1.1 About Rupashree Prakalpa

1. In the State Budget for the financial year 2018-19 tabled on 31st January 2018, the Hon'ble Finance Minister, Government of West Bengal, announced a one-time financial grant of Rs. 25,000 for economically stressed families at the time of their adult daughters' marriages.
2. The grant, to be provided under the name of "Rupashree Prakalpa", is aimed at mitigating the difficulties that poor families face in bearing the expenditure of their daughters' marriages, for which they often have to borrow money at very high interest rates.
3. Rupashree Prakalpa will come into effect on 01 April, 2018 and will be applicable for all marriages effected from 01 April, 2018.
4. The scheme will be implemented in all districts of West Bengal.

1.2 Definitions

In this Scheme, unless the context otherwise requires:

- a) "Marriage" means and includes marital union between a sound male, not below the age of 21 (twenty one) years and a female, not below the age of 18 (eighteen) years both capable of giving free consent, solemnised by sacrament or any recognised ritual, custom and convention or as a result of free contract or by registration under the Special Marriage Act.

1.3 Eligibility Criteria

1. This scheme shall apply to any woman who proposes to be married if her application satisfies the following criteria:
 - a) The applicant has attained the age of 18 years
 - b) She is unmarried on the date of submitting her application.
 - c) The proposed marriage is her first marriage.
 - d) She was born in West Bengal OR she has been a resident of West Bengal for the last 5 years OR her parents are permanent residents of West Bengal.
 - e) Her family income is not greater than Rs. 1.50 lakhs per annum.
 - f) Her prospective groom has attained the age of 21 years.
 - g) She has an active bank account for which she is the sole account-holder. The bank account must be in a bank that has an IFS Code and an MICR code and transacts e-payments through NEFT.

1.4 Method of applying for the scheme

1. The Scheme's Application form will be available free-of-cost from the following offices:
 - a) Office of the Block Development Officer in case the applicant resides in a rural area

- b) Office of the Sub-Divisional Officer in case the applicant resides in Municipal area
 - c) Office of the Municipal Commissioner in case the applicant resides in a Municipal Corporation area
2. The following documents / certifications must be submitted along with the application form:
- a) Proof of applicant's age: Self-attested photo-copy of any one of the following: Birth Certificate / Voter ID card / PAN Card / Madhyamik Admit card / AADHAR card / Government recognized School Leaving Certificate
 - b) Never-married Status: Self-declaration
 - c) Family income: Self-declaration
 - d) Proof of Residence: Self-Declaration
 - e) Bank Account: Self-attested photo-copy of page of bank book which provides complete details of the account holder's name, account no., bank address, IFS Code and MICR No. and other details
 - f) Proof of proposed marriage: Any one of the following: Marriage Invitation Card / Notice for Registration of Marriage/ Self Declaration.
 - g) Proof of prospective groom's age: Photocopy of any one of the following: Birth Certificate / Voter ID card / PAN Card / Madhyamik Admit card / AADHAR card / Government recognized School Leaving Certificate
 - h) Coloured passport size photographs of the applicant and the prospective groom.
3. The completed Application Form, along with all other necessary documents and certifications must be submitted to the Office of the Block Development Officer, Office of the Sub-Divisional Officer or Office of the Commissioner of the Municipal Corporation under which the applicant's residence is located
- AND must be submitted not less than 30 days and not more than 60 days before the date of the proposed marriage.

1.5 Method of disbursement

1. The scheme's financial benefit will be paid by direct bank transfer to a bank account held singly in the name of the applicant.

2 Operational Guidelines

2.1 Application Processing Cycle

2.1.1 On-demand availability of application forms

Un-numbered Application forms (Appendix I) will be free of cost, and will be available at all Block, Sub-Divisional and Municipal Corporation Offices around the year. It can be downloaded from the website <http://www.wbcdwds.gov.in>

2.1.2 Submission of application forms and registration of the same

The applicant will submit the completed application form and all supporting documents to the Block, Sub-Divisional or Municipal Corporation Office under which her residence is located.

Every block / SDO/ Municipal Corporation Office will maintain a Rupashree Register (Appendix II), and the receiving officer will, upon receiving the application:

1. Generate an Application number (Format: 3-digit running serial number / Financial Year) in the Rupashree Register, and fill in all the sections marked 'for official use' on the Application Form
2. Conduct a primary scrutiny of the application form to verify that all the fields in the form are correctly filled in, and that all necessary documents are appropriately signed and attached.
3. If the application is complete in all respect and all the required documents are attached, the receiving officer will mark the entry in the Rupashree Register as "Accepted", and return a duly signed and stamped Acknowledgement Slip to the applicant.
4. If the application is not complete, or the documents are insufficient, the receiving officer will mark the entry in the Rupashree Register as "Returned". The receiving officer will mention the reason(s) for return on the Acknowledgement Slip, and return the duly signed and stamped acknowledgement slip to the applicant, along with the application form and supporting documents.

2.1.3 Verification of the Application and Enquiry Report

Each application will be assigned to an Enquiry Officer, who will conduct a field verification and submit an Enquiry Report in the format provided in Appendix III

1. In the case of rural areas, an Extension Officer of the BDO will be the Enquiry Officer, and will conduct the enquiry jointly with the Executive Assistant/Secretary of the respective Gram Panchayat where the applicant resides. They will jointly visit the residence of the applicant and enquire about the probable marriage for which the assistance is applied. They will talk to the local residents / neighbours and collect signature from five such persons supporting / disproving the applicant's claim.
2. If the applicant is a resident of a Municipality, similar enquiry will be done through two officers of sub-division and or Municipality under the supervision of SDO.
3. If the applicant is a resident of a Municipal Corporation, similar enquiry will be done through two officers of Municipal Corporation under the supervision of Commissioner.

2.1.4 Sanction / Rejection of the application

The Sanctioning officer (BDO/ SDO/Commissioner) shall sanction all applications that have been successfully verified, and reject those that have a negative report or are ineligible in the format provided in Appendix III

The applicant whose application is rejected will be informed about such rejection.

2.1.5 Direct Bank Transfer for sanctioned applications through IFMS

The Drawing and Disbursing Officer will, based on fund availability, transfer the sanctioned grant through IFMS to the bank account of the applicant. The Fund transfer must be executed at least five days before the date of proposed marriage.

2.2 Grievance Redressal

1. Applicants / beneficiaries may report a grievance by phone, online, or by a letter to their respect block, Sub-divisional or Municipal Corporation office.
2. Block, Sub-Division and Corporations shall ensure that proper record of the grievances lodged by beneficiaries are maintained in a Rupashree Grievance Register (Appendix II-a), and are addressed without delay.
3. To facilitate grievance handling, the districts shall:
 - a. Ensure that DPMU, block level, Corporations' and sub-divisional level nodal officers' phone numbers are displayed on the notice board of respective offices.
 - b. Ensure that all nodal officers adequately answer beneficiary queries and complaints.
 - c. Ensure that all nodal officers conduct regular meetings with staff concerned to ensure that grievances are regularly addressed at local levels.
 - d. Develop IEC material to clarify the enrollment, scrutiny, sanctioning and benefit 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.

2.3 Monthly Reporting

1. Each project management unit shall provide a monthly status report of physical and financial performance in the formats provided in Appendix IV

2.4 Scheme Monitoring

1. The scheme will be monitored at State, District and Sub-divisional levels for effective implementation.

3 Appendices

Appendix I: Application Form (attached herewith)

Appendix II: Rupashree Register

Column No.	Column Title
1	Application No
2	Receipt Date
3	Name of Applicant
4	Date of Birth of Applicant
5	Address (with G.P./ Ward)
6	Contact No.
7	Date of Proposed Marriage
8	Pre-scrutiny status: Accepted or Returned
9	Signature of the receiving officer
10	Assigned for enquiry to (name)
11	Assigned for enquiry on (date)
12	Date of submission of Enquiry Report
13	Signature of Enquiring officer
13	Sanction / Rejection Status
14	Sanction / Rejection Date
15	Disbursement Date

Appendix IIa: Rupashree Grievance Register

Column No.	Column Title
1	Serial No
2	Date
3	Name of Applicant
4	Address (with G.P./ Ward)
5	Contact No.
6	Application Form No. and date (if any)
7	Description of Complaint
8	Enquiry Date
10	Enquiry Remarks
11	Closure Date
12	Closure Remarks

Appendix III: Enquiry-cum-Sanction Form



RUPASHREE PRAKALPA
 Dept. of Women & Child Development & Social Welfare
 Government of West Bengal
 Enquiry & Sanction Form



Name of Applicant

Application No	Date Received	Enquiry Date
Place of Enquiry / G.P. Ward	Block / Municipality / Municipal Corpn.	District

With regard to the above-mentioned applicant, we have examined her application form, the documents submitted with it, and made detailed enquires to verify the claim of the applicant. During enquiry the following facts have been established:

1	The applicant is un-married	True	False	5	She is a resident of West Bengal	True	False
2	The proposed marriage is her first marriage	True	False	6	Her marriage is to be held on or about the date mentioned in her application	True	False
3	She has attained the age of 18 years	True	False				
4	Her family income is not more than Rs. 1.50 lakhs per year	True	False				

Remarks

Recommended for sanction	Yes	No

Witnesses: Name & Address

Contact No. and Signature

1		
2		
3		
4		
5		

Enquiry Officer 1

Enquiry Officer 2

Name

Designation

Signature & Seal

Date

Order

Sanctioned

Rejected

Date

Place

Name of Sanctioning Officer

Signature & Seal

Appendix IV: Monthly MIS

Rupashree Prakalpa Reporting for the Month of _____

Section A: Physical Performance Report

	No. of Applications				
	Assigned for Enquiry	Enquiry conducted	Sanctioned	Rejected	Disbursed
Opening Balance					
During the month					
Closing Balance					

Section B: Financial Performance Report

	GIA (Rs.)			Contingency (Rs.)		
	Allotted	Disbursed	Available	Allotted	Expended	Available
Opening Balance						
During the month						
Closing Balance						

Section C: Grievance Redressal Report

	No of Grievances		
	Registered	Enquiry Completed	Closed
Opening Balance			
During the month			
Closing Balance			

- Blocks, subdivisions (for municipalities) and Municipal Corporations to send their MIS to the District Magistrate on the first working day of each month.
- District Magistrates to send MIS to the Rupashree State Project Management Unit by the 5th working day of each month. MIS is to be sent in PDF (Signed by DM) as well as in Excel format.