

## **INDUSTRIAL SKILL DEVELOPMENT ALLOWANCE SCHEME TO NEW EMPLOYEES EMPLOYED IN INDUSTRIES IN H.P.**

### **A. Introduction:**

The Scheme of granting Industrial Skill Development Allowance to the new employees employed in industries in H.P. has been detailed in the Budget Speech of Hon'ble Chief Minister for the Financial Year 2018-19 which aims at providing allowance to such eligible persons for their on job Skill up gradation.

### **B. Objective:**

- a) This scheme intends to provide allowance to eligible Himachali youth for their on job skill up gradation by way of working in an Industry/Industrial Establishment.
- b) This in turn will enable such youth to develop their skill in employment and boost prospectives of better employment.

### **C. Details of the Scheme:**

#### **1. Short title & commencement:**

- a) This scheme may be called "The Himachal Pradesh Payment of Industrial Skill Development Allowance to New Employees Employed in Industries, 2018".
- b) This scheme will be implemented with effect from the date of issuance of the notification.
- c) The allowance shall be payable to eligible persons in the age group of 18 to below 36 years.

#### **2. Definitions:**

In this scheme, unless the context otherwise requires:

- a) 'Industry' means any Private Industrial Establishment in Himachal Pradesh registered under Section 2(m)(i) of the Factories Act, 1948, by the Department of Labour & Employment, Himachal Pradesh, which aims at enhancing the skill & employability of the applicant.
- b) 'Allowance' means Industrial Skill Development Allowance as defined in this scheme.
- c) 'Department' means the Department of Employment, Himachal Pradesh.
- d) 'Director' means the Director of Employment, Himachal Pradesh and includes any person to whom any or all the powers of Director may have been delegated by the Government.
- e) 'New/freshly employed applicant' means Himachali youth who is eligible under this Scheme; who is on the Live Register of the Employment Exchange of the State of Himachal Pradesh, as on the date of application and is freshly recruited in an

Industrial Establishment w.e.f. the date of notification of this Scheme or is apprentice trainee engaged by the industrial establishment or interns/part-time worker.

f) 'Apprentice' mean apprentice as defined under Apprenticeship Act, 1961.

g) 'Apprenticeship Training' means apprenticeship training as defined under Apprenticeship Act, 1961

h) 'Employment Exchange' means any Employment Exchange set up by the Himachal Pradesh Government.

i) 'Family' means joint family of all persons descended from common ancestor including adoption, who live, worship and mess together permanently as shown in the Pariwar Register of the Gram Panchyat/Ration Card in case Urban Area.

j) 'Form' means a form appended to this Scheme.

k) 'Government' means the Government of Himachal Pradesh in the Administrative Department.

l) 'Live Register' means the valid employment index cards of those persons who are registered in the Employment Exchanges of the State of Himachal Pradesh.

m) 'Officer incharge of the Employment Exchange' will include an Officer/Official to whom the powers of the officer incharge of the Employment Exchange under this Scheme may have been delegated by the Department.

n) 'Year' means the Financial Year starting on First April and ending on Thirty-First March of the following Year.

o) 'State' means the State of Himachal Pradesh.

### **3. Persons eligible:**

Subject to the provisions of this Scheme, all such apprentice & fresh recruits shall be eligible for the grant of Industrial Skill Development Allowance, who fulfils the following criteria:

- a) She/he should be freshly employed in any industry/industrial establishment or engaged as an apprentice trainee as defined under the Scheme or part-time worker.
- b) She/he should be a Bonafide Himachali.
- c) There will be no requirement of minimum educational qualification to be eligible under the Scheme (illiterate, 5<sup>th</sup> pass, 8<sup>th</sup> pass or any other qualification applicants are eligible).
- d) She/he should be registered in any Employment Exchange in Himachal Pradesh as on the date of application.
- e) She/he should be 18 years and above but below 36 years of age, as on the date of application.

- f) She/he should not have residential facility provided free of cost by the Employer.
- g) She/he should not be a dismissed Government employee.
- h) She/he should not be convicted of any offence resulting in imprisonment for a period of 48 hours or more.
- i) She/he should not have already availed Skill Development Allowance and Unemployment Allowance for 24 months. However in case she/he has availed Skill Development Allowance or Unemployment Allowance for below the period of 24 months, for the remaining months she/he will be entitled for allowance under this Scheme, subject to fulfilment of eligibility conditions.
- j) This benefit shall be given to every new/freshly employees, employed in Industries in HP, who are earning gross monthly salary/emoluments/stipend of less than or equal to Rs. 15000/- per month ( gross salary includes basic pay + all other emoluments, which are paid to the concerned employee/person on monthly basis except bonus or other annual incentives) .

#### **4. Persons not eligible:**

The following categories of persons shall not be eligible to receive Industrial Skill Development Allowance under this Scheme:

- a) A person who is not a Bonafide Himachali.
- b) A person who has not attained the age of 18 years and who has attained the age of 36 years.
- c) A person who has already availed Skill Development Allowance or Unemployment Allowance for 2 years (in a single Scheme or combined).
- d) An apprentice/employee/person who is already engaged/recruited in an Industrial Establishment before the date of notification of this Scheme (except part-time).
- e) Any person who does not fulfil any of the criteria given in Section 3.
- f). Should not be earning monthly gross salary/emoluments/stipend of more than Rs.15000 per month.

#### **5. Rate of Industrial Skill Development Allowance:**

Allowance shall be payable to each eligible applicant for a maximum period of two years; subject to fulfilling eligibility criteria & timely submission of attested copies of 5<sup>th</sup>/ 8<sup>th</sup>/matriculation marks sheet/certificate (in case of illiterate applicant birth certificate issued by the competent authority), to ascertain age & educational qualification and Affidavit as per form (iii), at the following rates:

a) For Physically Challenged person who have minimum 50% permanent disability recorded in her/his Employment Exchange record (X-I), @ Rs. 1500/- (Rs. One Thousand Five Hundred) per month.

b) For all other categories of Persons @ Rs. 1000/- (Rs. One Thousand) per month.

#### **6. Application for the allowance:**

a) Eligible applicant may make an application on his/her being eligible for the grant of Allowance along with documents mentioned in form-(i) and Certificate of Employment from the competent Officer/Authority of concerned Industrial Establishment as per form-(vi) appended in the Scheme, to that Employment Exchange in H.P., where his/her name is registered.

b) A duly completed application form may be sent by post or be delivered at that Employment Exchange in H.P., where his/her name is registered against a receipt - as per form (ii).

c) After the initial filing of claim in the prescribed form (i) every claimant to the Allowance shall be required to submit Affidavit- as per form(iii) in the subsequent month of March to the Employment Exchange where his/her name is registered.

#### **7. Processing of applications:**

a) The Employment Exchange will thoroughly scrutinize applications received under Section 7 and decide with regard to the admissibility of the Allowance to the applicant, within 45 days and in case the claim is inadmissible, suitable orders shall be issued under intimation to the applicant – as per form (iv).

b) If applicant is aggrieved by any decision intimated to her/him under sub-rule (a), she/he may file an appeal to the Director whose decision thereon shall be final.

#### **8. Power to sanction Allowance:**

The power to sanction Allowance shall vest in the Officer incharge of the concerned Regional/District Employment Exchange, who will also act as the Drawing and Disbursing Officer for the purpose of this Scheme.

a) Stoppage or recovery of the Allowance: - The authority empowered to sanction the Allowance may:

(i) Stop the payment of the Allowance to any recipient, if the said Allowance is no more payable due to any change in the circumstances in which the same was sanctioned;

(ii) Withdraw or withhold the payment of Allowance if at any stage, it is discovered that the Allowance was not admissible in the first instance and it was sanctioned by mistake or on false information or in disregard of any condition subject to which it could be sanctioned. The amount of Allowance already paid may also be recovered

without prejudice to any action, whether civil or criminal to which the recipient may be liable.

b) In the event of the death of the recipient the Allowance shall cease to be payable and if the recipient dies before receiving any payment, the amount not so disbursed, shall lapse to the Government.

**9. Restoration of the Allowance:**

The concerned Regional/District Employment Officer may restore the payment of Allowance to the original recipient if the payment of the Allowance was discontinued due to the removal of her/his name from the Live Register but her/his employment index card is brought on the Live Register of the Employment Exchange without loss of seniority, as per Departmental instructions.

**10. Remittance of Allowance:**

a) The Allowance shall be credited to the recipient by RTGS/NEFT/ECS through Banks as mentioned in Application Form, on monthly basis at the cost of the Government.

b) The Allowance shall be deposited directly into the bank account of the beneficiary.

**11. Accounting procedure:**

The following provisions shall regulate the accounting procedure in respect of the Allowance payable under this Scheme:

(a) On receipt of a fresh application in form (i) it shall be recorded in a receipt register (Form-iv) maintained specially for the purpose in each Employment Exchange. Each applicant shall be issued a receipt in form (ii) by the Employment Exchange indicating there in the receipt number of the application for all future correspondence.

(b) The Allowance shall become payable for the period commencing from the month of application (if eligible) till March of that Financial Year and thereafter on production of fresh Affidavit in March of that Year or till the applicant becomes ineligible, whichever is earlier.

(c) The Drawing and Disbursing Officer shall sign the RTGS/NEFT/ECS form and initial the entries in the office cash book.

**12. Allowance not enforceable through court of law:**

The Allowance under this Scheme shall not be enforceable through the Court of Law.

**13. Supervision:**

The Director shall have the power of supervision and control in respect of the Allowance payable under this Scheme and may from time to time issue directions for the smooth functioning of this Scheme.

**14. Power to amend the Scheme:**

The power to amend this Scheme shall vest in the Government.

**15. Displaying of Beneficiaries Detail:**

The details of the beneficiaries may be displayed on the Notice Board of the Employment Exchanges, on the Department's website and at any other suitable place, for the information of public at large.

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**Form –(i)**

For Office use:  
Application No. \_\_\_\_\_ Date: / /

Recent attested  
Passport Size  
Photograph

**Government of Himachal Pradesh  
Department of Labour & Employment**

**APPLICATION FOR INDUSTRIAL SKILL DEVELOPMENT ALLOWANCE**

(1) Applicant Name

(2) Father's Name

(3) Mother's Name

(4) Spouse's Name

(5) Sex Male  Female

(6) Date of Birth

(7) Age on the Date of Application  years

(8) Religion Hindu  Muslim  Sikh  Christian  Buddhist  Jain

(9) Category General  OBC  SC  ST

(10) Sub Category BPL  IRDP  Antodaya

(11) Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Tehsil

District

Pincode

Mobile No.

Email ID.....

(12) Name and Complete Address of Industrial Establishment-----  
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Tehsil

District

Pincode  Mobile No. of HR Manager

and Email -----

(13) Name of Employment Exchange where registered

(14) Registration No.  (15) Registration Date

(16) Educational Qualification (if any) 5<sup>th</sup>/ 8<sup>th</sup>/10<sup>th</sup> /higher..... :

Sr. No.	Name of Exam	Year of Passing	Board/University/Institute
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1.	5 <sup>th</sup> / 8 <sup>th</sup> /10 <sup>th</sup>		
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(17) Monthly Gross Salary Rs.-----

(Attach original copy of Monthly Salary Slip issued by the Employer).

(18) Aadhar No.

In case Aadhar No. has not been given, the Aadhar Application No.-



(19) Applicant's Bank Account Details:

Verified by Bank Branch (Mandatory)

Name of Bank	<input type="text"/>	Signature -----
Branch	-----	Designation -----
A/c No.	<input type="text"/>	Stamp
IFSC Code (Mandatory)	<input type="text"/>	

(20) Period for which Skill Development Allowance/Unemployment Allowance already availed (if any):  
w.e.f . .....to.....

I hereby certify that the above mentioned information is true & nothing has been concealed therein. I have read the conditions for eligibility for getting Industrial Skill Development Allowance, which are acceptable to me. I am aware that in case any of the above mentioned information is found incorrect, appropriate legal action can be taken against me.

Place:

Date:

**Applicant's Signature/Thumb impression  
with Name**

Note:-

- 1) Please ensure that all the columns of this application form are filled.
- 2) Attested copy of Employment Registration Card (X-10) is attached.
- 3) Original copy of Monthly Salary Slip issued by the Employer.
- 4) Self Certified Declaration declaring as per format prescribed by the Department (as per form –(iii) attached).
- 5) Attested copy of Bonafide Himachali Certificate is attached.
- 6) Bank details to be verified by concerned Bank Branch Officer with signature and stamp of Bank.
- 7) Filling up IFSC code of Bank Branch is Compulsory/Mandatory.
- 8) Attested copies of 5<sup>th</sup>/ 8<sup>th</sup> /10<sup>th</sup> certificate/ age certificate issued by competent authority to ascertain age and educational qualification is attached.
- 9) Original copy of employment certificate from the competent authority of Industrial Establishment as per form-(vi) is attached.



**Form- (ii)**

**Receipt**

Receipt No. (Application No.) ----- date -----

Application for Industrial Skill Development Allowance has been received from Mr./Mrs/Ms. ----

----- S/o, D/o, W/o Sh. ----- along with the following original/attested documents:

- 1) Application form in original.
- 2) Attested copy of Employment Registration Card (X-10).
- 3) Original copy of Monthly Salary Slip issued by the Employer.
- 4) Attested copy of Bonafide Himachali Certificate issued by Executive Magistrate.
- 5) Affidavit/Self certified Declaration as per form -(iii).
- 6) Attested copies of 5<sup>th</sup>/8<sup>th</sup>/10<sup>th</sup> /age certificate issued by competent authority to ascertain age and educational qualification.
- 7) Original copy of employment certificate from the competent authority of Industrial Establishment as per form-(vi).

Signature of Officer/Official  
of Employment Exchange  
Name-----  
Designation-----  
Date -----

**Affidavit / Self Certified Declaration**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

Resident of \_\_\_\_\_

Age \_\_\_\_\_ solemnly affirm and state that:

1. I am freshly employed/undergoing apprenticeship training/internship in M/S \_\_\_\_\_ at \_\_\_\_\_ w. e. f \_\_\_\_\_
2. I am a bonafide resident of H.P.
3. My monthly gross salary/emoluments/Stipend is Rs. \_\_\_\_\_
4. I have passed my \_\_\_\_\_ examination from \_\_\_\_\_ Board/University/Institution recognized by H.P. Govt.
5. I am registered with the Employment Exchange \_\_\_\_\_ Registration No. \_\_\_\_\_ from date \_\_\_\_\_ and my name is registered as on date.
6. I am in the age group of 18 year to below 36 years.
7. I am not a dismissed Government employee.
8. I have not been convicted of any offence resulting in imprisonment for a period of 48 hours or more.
9. I have not claimed Skill Development Allowance or Unemployment Allowance from any other Employment Exchange (incase the Skill Development Allowance or unemployment Allowance has been availed for 24 months then not eligible for this Allowance) or have claimed Skill Development Allowance or Unemployment Allowance for total period of .....months.
10. I have read all the eligibility conditions and I fulfill the same. The information given by me in the application for Industrial Skill Development Allowance is true.
11. I undertake to submit the Affidavit/ self certified declaration in the month of March to confirm my eligibility for the Industrial Skill Development Allowance for the next Financial Year (beginning April), failing which my Allowance will be stopped from April of that year.
12. That I am not availing the facility of cost-free residential accommodation from the employer/owner of Industrial Establishment.
13. That the above contents of this affidavit/self certified declarations are true to the best of my knowledge.

Deponent/Applicant.

**VERIFICATION**

I the above applicant do hereby further solemnly affirm and certify that all the facts given above from para 1 to 13 are true to the best of my knowledge and belief and nothing material has been concealed there in.

Verified/certified today on \_\_\_\_\_(date and year)  
at \_\_\_\_\_

Deponent/Applicant.

**Form (iv)**

**Government of Himachal Pradesh  
Department of Labour & Employment**

O/o -----

Dated: -----

To

-----  
-----  
----- (for address)  
Application No.-----

**Subject:- Regarding ineligibility of Industrial Skill Development Allowance.**

Madam /Sir,

Please refer to your application (no. mentioned above) for Industrial Skill Development Allowance. On the scrutiny of the application alongwith documents submitted by you, your claim for Industrial Skill Development Allowance is rejected herewith due to the following reason:

- (i) -----
- (ii) ----- (Please mention the grounds of rejection of the application).

Yours faithfully,

Signature of Officer/Official  
of Employment Exchange  
Name-----  
Designation-----  
Date -----

**Form -(v)****Government of Himachal Pradesh  
Department of Labour & Employment  
O/o-----**

Sr. No.	Application No.	Name & Address of the Applicant with Pin Code and Tel. No. & Mobile No.	Employment Exchange Regn. No.	Aadhar No. of the applicant (failing which Aadhar application number)	Saving Bank A/c No. along with name of Bank & branch address	IFSC code of the Bank Branch	If claim accepted, month & Year of beginning of Allowance & Training (with NCO Code)	Last month of disbursal of Allowance	In case claim rejected then date of intimation to the applicant. (as per form 'iv')

Signature of Officer/Official  
of Employment Exchange  
Name-----  
Designation-----  
Date -----

**Form-(vi).**

**Certificate of Employment from the Competent Officer/Authority of the Private Sector Industrial Establishment in context of Industrial Skill Development Allowance Scheme for eligible applicants freshly recruited/Apprentice Trainee in Industry/Industrial Establishments.**

**Name and Complete Address of the Industrial Establishment:**.....  
.....

Factory Licence / Establishment Registration No. (Issued by the Department of Labour & Employment, Himachal Pradesh under Factories Act, 1948) :  
.....

**Certificate**

It is certified that Shri/Smt/Kumari.....S/O W/O D/O.....has been recruited as a (designation) ..... ..../engaged as an Apprentice Trainee/intern in this Industrial Establishment w. e. f..... and is presently working in this establishment, on gross monthly salary/emoluments/stipend of Rs.\_\_\_\_\_ . In case, above mentioned applicant leave the job/training, the District Employment Officer .....(of concerned District Employment Exchange) will be informed by this Establishment within 5 days through email and registered letter .

Further it is also certified that no free of cost accommodation/residential facility has been provided to Shri/ Smt/ Kumari.....by the Management of the Industrial Establishment.

**Date and Place**.....

**Signature of the competent Authority**

**(Seal/Stamp of the Industrial Establishment)**