

## **SKILL DEVELOPMENT ALLOWANCE SCHEME 2013**

### **A. Introduction:**

The Scheme of granting Skill Development Allowance to the unemployed youth has been detailed in the Budget Speech of Hon'ble Chief Minister for the Financial Year 2013-14 which aims at providing allowance to educated unemployed persons for their Skill upgradation.

### **B. Objective:**

- a) This scheme intends to provide allowance to eligible educated unemployed Himachali youth for their skill upgradation.
- b) This in turn will enable such youth to develop their skill which in turn will enable them to take up employment or self-employment in the Sector of their choice, since this scheme empowers the youth to choose the Sector in which they would like to develop their skill, at the training institute of their choice.

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

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

- a) This scheme may be called "The Himachal Pradesh Payment of Skill Development Allowance to Educated Unemployed Persons Scheme, 2013".
- 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 16 to below 36 years.

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

In this scheme, unless the context otherwise requires:

- a) 'Skill Development Training' means any Training which aims at enhancing the skill & employability of the applicant.
- b) 'Allowance' means 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) 'Educated unemployed applicant' means a person who is minimum 8<sup>th</sup> Pass from a Board recognized by the Govt. of Himachal Pradesh, who is on the Live Register of the Employment Exchange of the State of Himachal Pradesh as on the date of application and who applies under this Scheme for the grant of Skill Development Allowance, who has attained the age of 16 years but has not attained the age of 36 years on the date of such application and who remains on the Live Register. There will be no requirement of minimum qualification for admissibility of allowance under the Scheme when applicant wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.
- f) 'Employment Exchange' means any Employment Exchange set up by the Himachal Pradesh Government.
- g) '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.
- h) 'Form' means a form appended to this Scheme.
- i) 'Government' means the Government of Himachal Pradesh in the Administrative Department.
- j) 'Income' means family income.

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

l) '8<sup>th</sup>' means a candidate who has passed the 8<sup>th</sup> examination or any examination held equivalent thereto, by Govt. of H.P.

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 educated unemployed applicants shall be eligible for the grant of Skill Development Allowance, who fulfill the following criteria:

a) She/He should be unemployed (i.e. neither employed in Govt. sector nor in private sector nor self employed) and should be a Bonafide Himachali.

b) She/He should have passed minimum 8<sup>th</sup> from any Board/University/Institution recognized by H.P. Govt. There will be no requirement of minimum qualification for admissibility of allowance under the Scheme when applicant wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.

c) She/He should be registered with any Employment Exchange in Himachal Pradesh as on the date of application.

d) Her/His annual family income for the Financial Year immediately preceding date of application, from all sources including that of spouse should be less than Rs. 2.00 Lakh (Rs. Two Lakhs).

e) She/He should be above 16years and below 36 years of age and in case of widow less than 45 years of age as on the date of application.

f) She/He should not be self-employed.

g) The employment under MGNREGA will not be counted as employment.

h) She/He should not be a dismissed Govt. employee.

i) She/He should not be convicted of any offence resulting in imprisonment for a period of 48 hours or more.

j) She/he should be enrolled in a skill development training.

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

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

a) State/Central Government employees and also those of the Public Sector Undertakings, Local Bodies and Quasi-Government Institutions who have been dismissed from service and persons who have been imprisoned for 48 hours or more.

b) A person who had any income of his own or whose family income from all sources was Rs. 2.00 lakh (Rs. Two Lakh) or more during the year immediately preceding the date of application and also the period for which Skill Development Allowance is claimed.

c) A person who is not a Bonafide Himachali.

d) A person who has not attained the age of 16 years and who has attained the age of 36 years and in case of widow who has attained the age of 45 years.

e) Any person who does not fulfill any of the criteria given in Section 3.

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

Allowance shall be payable to each educated unemployed applicant for a maximum period of two years; subject to fulfilling eligibility criteria & timely submission of attested copies of 8<sup>th</sup>/matriculation marks sheet/certificate to ascertain age and educational qualification and Affidavit as per form 'C', 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) An educated unemployed applicant may make an application on his/her being eligible for the grant of Allowance along with documents mentioned in form 'A' to that Employment Exchange in H.P., where his/her name is registered or the Employment Exchange in H.P., in whose jurisdiction the applicant is obtaining training.
- 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 or be delivered at the Employment Exchange in H.P., in whose jurisdiction the applicant is obtaining training against a receipt, as per form 'B'.
- c) After the initial filing of claim in the prescribed form 'A', every claimant to the Allowance shall be required to submit Affidavit, as per form 'C', 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 'D'.
- 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:**

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. This would be on bank accounts which are verified by Aadhaar number by the bank.

**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 'A' it shall be recorded in a receipt register (Form 'E') maintained specially for the purpose in each Employment Exchange. Each applicant shall be issued a receipt in form 'B' 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. He/she shall highlight the Aadhaar verified bank account against the name of beneficiary.

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

Recent attested  
Passport Size  
Photograph

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

**APPLICATION FOR 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 IRDP  BPL  Antodaya  PH  XSM

(11) Permanent Address -----  
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Tehsil

District

Pincode

(12) Correspondence Address -----  
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Tehsil

District

Pincode

Mobile No.

Email -----

(13) Name of Employment Exchange where registered:

(14) Registration No.  (15) Registration Date

(16) Educational Qualification 8<sup>th</sup>/10<sup>th</sup>:

Sr. No.	Name of Exam	Year of Passing	Board/University/Institute
1.	8 <sup>th</sup> /10 <sup>th</sup>		

(17) Annual Family income of applicant Rs.-----

(Attach attested copy of income certificate issued within 6 months of date of application for the Allowance, by Executive Magistrate).

(18) Aadhaar No.  (Aadhaar Number along with its copy is necessary for authentication) No registration shall be done without opening up of verified Bank Account in Nationalized banks.

(19) Applicant's Bank Account Details: (Mandatory) Verified by the concerned Nationalized Bank/ Branch that the Bank Account of applicant is linked with Aadhaar Number.

Signature -----

Name of Bank

Designation -----

Branch -----

Stamp

A/c No.

IFSC Code (Mandatory)

I hereby certify that the above mentioned information is true & nothing has been concealed therein. I have read the conditions for eligibility for getting 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) Attested copy of valid family income certificate issued by Executive Magistrate (issued not before 6 months of date of application for the Allowance) is attached. Further, the income certificate required to be issued by the Competent Authority under the Scheme will specially state that the applicant is not employed in Government, its Agencies, Public Sector Undertaking, Bodies etc.
- 4) Self Certified Declaration declaring that she/he is unemployed as per format prescribed by the Department (as per form 'C' attached).
- 5) Attested copy of Bonafide Himachali Certificate is attached.
- 6) Attested copy of enrollment or admission certificate in skill development training is attached.
- 7) Bank details to be verified by concerned Bank Branch Officer with signature and stamp of Bank.
- 8) Filling up IFSC code of Bank Branch is Compulsory/Mandatory.
- 9) Attested copies of 8<sup>th</sup> /10<sup>th</sup> / age certificate issued by competent authority to ascertain age and educational qualification is attached. There will be no requirement of minimum qualification for admissibility of allowance under the Scheme when applicant wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.
- 10) Attested copy of certificate from the competent authority about being a widow.
- 11) Attested copy of Aadhaar Card.

**Form 'B'**

**Receipt**

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

Application for 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) Attested copy of family income certificate issued by Executive Magistrate.
- 4) Attested copy of Bonafide Himachali Certificate issued by Executive Magistrate.
- 5) Affidavit/Self certified Declaration as per form 'C'.
- 6) Attested copy of Enrollment certificate/admission certificate.
- 7) Attested copies of 8<sup>th</sup>/10<sup>th</sup> /age certificate issued by competent authority to ascertain age and educational qualification. There will be no requirement of minimum qualification for admissibility of allowance under the Scheme when applicant wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.
- 8) Attested copy of certificate from the competent authority about being a widow, in case of a widow.
- 9) Attested copy of Aadhaar Card.

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 not employed under the Government/its agencies, public sector undertakings/bodies/boards/corporations etc.
2. I am neither employed in private sector nor self employed.
3. I am a bonafide resident of Himachal Pradesh.
4. I have passed my \_\_\_\_\_ examination from \_\_\_\_\_ Board/University/Institution recognized by Himachal Pradesh Government (Sr.No.4 not to be included in self certified declaration for applicant who wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.)
5. I am registered with the Employment Exchange \_\_\_\_\_ Registration No. \_\_\_\_\_ from date \_\_\_\_\_ and my name is registered as on date.
6. My annual family income from all sources including that of spouse is less than ` 2.00 Lakhs ( Rupees Two Lakhs).
7. I am in the age group of 16 to below 36 years and below 45 years (in case of widowed women).
8. I am not a dismissed Government employee.
9. I have not been convicted of any offence resulting in imprisonment for a period of 48 hours or more.
10. I have not claimed Skill Development Allowance from any other Employment Exchange.
11. I have read all the eligibility conditions and I fulfill the same. The information given by me in the application for Skill Development Allowance is true.
12. In case any eligibility criteria for receiving Skill Development Allowance (like increase in income, change in employment status, attaining age of 36 years and incase of widow women attaining the age of 45 years/remarriage etc.) changes which renders me ineligible, then I shall inform the Employment Exchange and the concerned bank branch within 7 days. I further undertake to refund the whole amount received by me with interest for any period for which I am found ineligible, as decided by the Government.
13. I undertake to submit the Affidavit/ self certified declaration in the month of March to confirm my eligibility for the Skill Development Allowance for the next Financial Year (beginning April), failing which my Allowance will be withdrawn from April of that year.
14. am enrolled in \_\_\_\_\_ Training in \_\_\_\_\_ Institution in \_\_\_\_\_ (Location) which is for a period of \_\_\_\_\_
15. 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 15 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.**



**Affidavit/ Self Certified Declaration (in case of Minor)**

I \_\_\_\_\_ S/o, D/O, W/O Sh. \_\_\_\_\_

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

1. My son/daughter/ward, Miss/Mr. \_\_\_\_\_ is not employed under the Government/its Agencies, Public Sector Undertakings/Bodies/Boards/Corporations etc.
2. My son/daughter/ward is neither employed in Private Sector nor self employed.
3. My son/daughter/ward is a bonafide resident of Himachal Pradesh.
4. My son/daughter/ward has passed \_\_\_\_\_ examination from \_\_\_\_\_ Board/University/Institution recognized by Himachal Pradesh Governmnt (Sr.No.-4 not to be included in self certified declaration for applicant who wants to pursue training in Sectors such as masonry, carpentry, blacksmithy or plumbing etc.)
5. My son/daughter/ward is registered with the Employment Exchange \_\_\_\_\_ Registration No. \_\_\_\_\_ from date \_\_\_\_\_ and his/her name is registered as on date.
6. My annual family income from all sources including that of spouse is less than ` 2.00 Lakhs ( Rs. Two Lakhs).
7. My son/daughter/ward is in the age group of 16 to below 36 years.
8. My son/daughter/ward is not a dismissed Government employee.
9. My son/daughter/ward has not been convicted of any offence resulting in imprisonment for a period of 48 hours or more.
10. My son/daughter/ward has not claimed Skill Development Allowance from any other Employment Exchange.
11. I have read all the eligibility conditions and my son/daughter/ward fulfils the same. The information given by my son/daughter/ward in the application for Skill Development Allowance is true.
12. In case any eligibility criteria for receiving Skill Development Allowance (like increase in income, change in employment status, attaining age of 36 years etc.) changes which renders my son/daughter/ward ineligible, then I shall inform the Employment Exchange and the concerned bank branch within 7 days. I further undertake to refund the whole amount received by my son/daughter/ward with interest for any period for which my son/daughter/ward is found ineligible, as decided by the Government.
13. I undertake to submit the affidavit/self certified declaration in the month of March to confirm my son's/daughter's/ward's eligibility for the Skill Development Allowance for the next Financial Year (beginning April), failing which my son's/daughter's/ward's Allowance will be withdrawn from April of that Year.
14. My son/daughter/ward is enrolled in \_\_\_\_\_ Training in \_\_\_\_\_ Institution in \_\_\_\_\_ (location) which is for a period of \_\_\_\_\_.
15. That the above contents of Affidavit/Self Certified Declaration are true to the best of my knowledge.

**Deponent/Applicant.****VERIFICATION**

I the above deponent do hereby further solemnly affirm and certify that all the facts given above from para 1 to 15 are true to the best of my knowledge and belief and nothing material has been concealed therein.

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

**Deponent/Applicant.**

**Form 'D'**  
**Government of Himachal Pradesh**  
**Department of Labour & Employment**

O/o -----

Dated: -----

To

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----- (for address)

Application No.-----

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

Madam /Sir,

Please refer to your application (no. mentioned above) for Skill Development Allowance. On the scrutiny of the application along with documents submitted by you, your claim for 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 'E'**

**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.	Aadhaar No. of the applicant	Saving Bank A/c No. of Nationalized 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 'D')

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