

UNEMPLOYMENT ALLOWANCE SCHEME 2017

A. Introduction:

During the Budget Speech for the Financial Year 2017-18 Hon'ble Chief Minister, Himachal Pradesh was pleased to announce that "unemployed youth having 10+2 qualifications or above would be granted Unemployment Allowance at the rate of Rs. 1,000 per month by the Government of Himachal Pradesh. The disabled unemployed youth would be given Rs. 1,500 per month".

B. Objective:

This scheme intends to provide allowance to eligible educated unemployed youth of Himachal, to enable them to sustain themselves for a certain period.

C. Details of the Scheme:

1. Short title & commencement:

- a) This scheme may be called "Unemployment Allowance Scheme 2017".
- 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 20 to below 35 years.

2. Definitions:

In this scheme, unless the context otherwise requires:

- a) 'Allowance' means Unemployment Allowance as defined in this scheme.
- b) 'Department' means the Department of Labour & Employment, Himachal Pradesh.
- c) '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.
- d) 'Educated unemployed applicant' means a person who is minimum 10+2 Pass from a Board recognized by the Govt. of Himachal Pradesh, and is on the Live Register of the Employment Exchange of the State of Himachal Pradesh as on the date of application at least for 1 year and who applies under this Scheme for the grant of Unemployment Allowance, who has attained the age of 20 years and is below the age of 35 years on the date of such application and who remains on the Live Register.
- e) 'Employment Exchange' means any Employment Exchange set up by the Himachal Pradesh Government.
- f) '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 Panchayat/Ration Card in case Urban Area.
- g) 'Form' means a form appended to this Scheme.
- h) 'Government' means the Government of Himachal Pradesh in the Administrative Department.
- i) 'Income' means family income.
- j) 'Live Register' means the valid employment index cards of those persons who are registered in the Employment Exchanges of the State of Himachal Pradesh.
- k) '10+2' means a candidate who has passed the 10+2 examination or any examination held equivalent thereto, by Govt. of H.P.

l) '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.

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

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

3. Persons eligible:

Subject to the provisions of this Scheme, an educated unemployed applicant shall be eligible for the grant of Unemployment Allowance, who fulfills the following criteria:

a) She/he should be unemployed (should not be employed in Govt. sector nor in PSU or in private sector nor self employed) and should be a Bonafide Himachali.

b) She/he should have passed minimum 10+2 from any Board/University/Institution recognized by H.P. Govt.

c) She/he should be registered with any Employment Exchange in Himachal Pradesh as on the date of application since 1 year.

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 20 years and below 35 years of age, as on the date of application.

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

g) She/he should not be a dismissed Govt. 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 be a regular student pursuing any course.

j) She/he should not be availing Skill Development Allowance.

4. Persons not eligible:

The following categories of persons shall not be eligible to receive Unemployment 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 Unemployment Allowance is claimed.

c) A person who is not a Bonafide Himachali.

d) A person who is below 20 years and above the age of 35 years.

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

5. Rate of Unemployment 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 8th/matriculation marks sheet/certificate to ascertain age and educational qualification and Affidavit/Self Declaration 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.
- 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.
- c) After the initial filing of claim in the prescribed form 'A', every claimant to the Allowance shall be required to submit Affidavit/Self Declaration 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.
- c) Unemployment Allowance will be sanctioned to the applicant w.e.f. the month of application subject to her/his eligibility and the same will be disbursed in the subsequent month. The Unemployment Allowance for a month will be paid in the subsequent month on regular basis.

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 individual 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/self-certified declaration 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 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.

Form 'A'

Recent attested
Passport Size
Photograph

For Office use:

Application No. _____ Date: / /

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

APPLICATION FOR UNEMPLOYMENT 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 Hinduism Islam Sikhism Christianity Buddhism Jainism

(9) Category General OBC SC ST

(10) Sub Category IRDP BPL Antodaya PH XSM

(11) Permanent Address -----

Tehsil

District

Pin code

(12) Correspondence Address -----

Tehsil

District

Pincode

Mobile No.

Email -----

(13) Name of Employment Exchange where registered

(14) Registration No. (15) Registration

(16) Educational Qualification 8th /10th /12th/other qualifications:

| Sr. No. | Name of Exam | Year of Passing | Board/University/Institute |
|---------|--------------|-----------------|----------------------------|
|---------|--------------|-----------------|----------------------------|

- 1.
- 2.
- 3.

(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) Aadhar 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 bank.

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

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 Unemployment Allowance and I am eligible for the same. 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 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) 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 10th /12th /age certificate issued by competent authority to ascertain age and educational qualification is attached.
- 9) Attested copy of Aadhaar Card.

Receipt

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

Application for Unemployment Allowance has been received from Mr./Mrs/Ms. ----- S/o,D/o,
W/o Sh. ----- alongwith 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) Self Certified Declaration as per form 'C'.
- 6) Attested copies of 10th /12th age certificate issued by competent authority to ascertain age and educational qualification.
- 7) Attested copy of Aadhaar Card.

Signature of Officer/Official of Employment Exchange

Name-----

Designation-----

Date -----

Self Certified Declaration

I S/o, D/o, W/o Sh. 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 H.P.
4. I am not regular student pursuing any course.
5. I have passed my examination from Board/University/Institution recognized by H.P. Govt.
6. I am registered with the Employment Exchange Registration No. from date and my name is registered as on date.
7. My annual family income from all sources including that of spouse is less than Rs. 2.00 Lakhs (Rs. Two Lakhs).
8. I am in the age group of 20 to below 35 years.
9. I am not a dismissed Govt. employee.
10. I have not been convicted of any offence resulting in imprisonment for a period of 48 hours or more.
11. I have not claimed Skill Development Allowance and Unemployment Allowance from any other Employment Exchange.
12. I have read all the eligibility conditions and I fulfill the same. The information given by me in the application for Unemployment Allowance is true.
13. In case any eligibility criteria for receiving Unemployment Allowance (like increase in income, change in employment status, attaining the age of 35 years 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 Department.
14. I undertake to submit the self certified declaration in the month of March to confirm my eligibility for the Unemployment Allowance for the next Financial Year (beginning April), failing which my Allowance will be withdrawn from April of that year.
15. That the above contents of this self certified declaration are true to the best of my knowledge.

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 today on(date and year) at

Applicant.

Government of Himachal Pradesh
Department of Labour & Employment

O/o -----

Dated: -----

To

----- (for address)

Application No.-----

Subject:- Regarding ineligibility of Unemployment Allowance.

Madam /Sir,

Please refer to your application (no. mentioned above) for Unemployment Allowance. On the scrutiny of the application along with documents submitted by you, your claim for Unemployment 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. | Aadhar No. of the applicant (failing which Aadhar application number) | Saving Bank A/c No. alongwith name of Bank & branch address | IFSC code of the Bank Branch | If claim accepted, month & Year of beginning of Allowance | Last month of disbursal of Allowance | In case claim rejected then date of intimation to the applicant. (as per form 'D') | Qualification | Age | Category (SC/ST/OBC/BPL/I RDP) | Gender | Religion |
|---------|-----------------|---|-------------------------------|---|---|------------------------------|---|--------------------------------------|--|---------------|-----|--------------------------------|--------|----------|
| | | | | | | | | | | | | | | |

Signature of Officer/Official of Employment Exchange
Name

Designation

Date