

**GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF LABOUR AND EMPLOYMENT**



GUIDELINES

FOR

**Voluntary Service Allowance
Scheme**

CONTENTS

S. No	Chapter	Page No.
1	Introduction:	3
2	Rates of Voluntary Service Allowance	3-4
3	Eligibility	4-5
4	Identification of beneficiary	5
5	Registration as a beneficiary	6-7
6	Voluntary Service	7-8
7	Annexure -I &II	9
8	Annexure III (Affidavit)	10
9	Annexure -IV	11
10	Annexure -V	12-14

Sub: Guidelines for implementation of Voluntary Services Allowance (VSA) Scheme.

1. Introduction:

1.1 The State Government has issued a Policy Document on Employment titled *"Sher-e-Kashmir Employment and Welfare Programme for the Youth (SKEWPY)"*. This policy is a step towards focused and coordinated response to the challenge of unemployment. Announcement of providing Voluntary Services Allowance (VSA) has been thought of for such of the youth as have crossed the age of 28 years and have yet to settle themselves in life. VSA shall be paid in lieu of certain services which the eligible persons shall be called upon to render.

2. Rates of Voluntary Services Allowance (VSA):

2.1 VSA will be paid, on a monthly basis, through the concerned District Employment and Counselling Centres, on a non-cash basis (through bank) with effect from April 1st, 2010 as per the following gradation:-

- (i) Rs.600/- per month¹ in favour of each eligible person who has passed the matriculation examination but not 10+2 examination;
- (ii) Rs.650/- per month¹ in favour of each eligible person who has passed 10+2 examination;
- (iii) Rs.700/- per month¹ in favour of each eligible persons who has passed 10+2 examination and possesses additional skill based qualifications such as ITI/and other equivalent qualification;
- (iv) Rs.850/- per month¹ in case of each eligible person having passed 10+2 examination and who has additional professional qualification equivalent to a three year diploma from a recognized polytechnic institution;
- (v) Rs.1000/- per month¹ in favour of eligible graduates.
- (vi) Rs.1200/- per month¹ in favour of eligible post-graduates and engineering and medical graduates and equivalent levels in the field of computer science, technology and education.

1. Increase of Rs. 100,for all categories vide Govt. Order No. 97-L&E of 2010 Dated: 18-08-2010.

2.2 An additional amount of Rs.50/- per month shall be admissible in favour of women in all the above categories.

2.3 VSA will be admissible only for a maximum period of three years or till the person gets employed or attain the age of 37 years, whichever is earlier.

3. Eligibility:

3.1 VSA will be paid to all unemployed educated permanent residents of the state, who”:

- (i) have educational qualification of matriculation and above as on March 31, 2010;
- (ii) have registered themselves with the respective District Employment and Counselling Centres by 05-12-2009 or after this date;¹
- (iii) are members of and dependent upon families having an annual income (from all sources) not exceeding Rs.1.5 lacs.²
- (iv) have attained age of 26 years as on 1st January of the year in which he/she applies.³

3.2 Only such youth as fulfill the age and educational criteria, but have not been able to pursue further education, shall be entitled to the allowance. The students/trainees/apprentices and the self employed shall not be eligible for VSA.

3.3 Such persons as get engaged in self employment activities/initiatives during the period they are in receipt of the allowance, shall continue to receive the same as sustenance support for a period of one year from the date loan/seed capital is disbursed to the person by the bank or Jammu & Kashmir Entrepreneur Development Institute, as the case may be, as hand holding.

1. Para 3.1 (ii) recast vide Government Order No. 51-L&E of 2011 Dated: 05-08-2011.
2. Deletion of norm of family land and modification of family income sanctioned vide Govt. Order No. 97-L&E of 2010 dated: 18-08-2010.
3. Para 3.1 (iv) added vide Government Order No. 51-L&E of 2011 Dated: 05-08-2011.

3.4 No person is entitled to receive VSA if his/her spouse is employed in the government or the private sector.

3.5 Dismissed government employees shall not be entitled to VSA.

4. Identification of beneficiary.

4.1 The DECC shall draw out a provisional list of the prospective eligible candidates for grant of VSA from the Live Register maintained at the District Employment & Counselling Centre.

4.2 An intimation shall be sent to the candidates to present themselves in the DECC on the date fixed by the office for scrutiny of the original documents related to educational qualifications, date of birth and permanent residence certificate. Besides, the candidates shall also produce the certificates forming Annexure I and II and an affidavit forming Annexure III to these guidelines.

4.3 After being satisfied as to the veracity of the declarations made in the form of certificates and the affidavit as stated in para 4.2 and ascertaining the genuineness of the person, the DECC shall ask the beneficiary to open a bank account in any branch of the Jammu and Kashmir bank preferably having Electronic Transfer Facility and shall intimate the same to the DECC.

5. Registration as a beneficiary:

5.1 The DECC shall maintain a VSA Register in the format forming Annexure-IV to these guidelines. The entries of the eligible beneficiaries in the register shall be maintained Tehsil wise. Every District /Tehsil shall be allotted a specific gender based code which shall be prefixed to the Registration Number allotted to each VSA recipient. In all future correspondences, the eligible candidate should quote the code number. The specific codes for all the districts alongwith its Tehsil- specific codes are given in Annexure-V to these guidelines.

6. Mode of disbursement of VSA:

6.1 the deputy Director Employment/assistant Director Employment where there is no Deputy Director shall prepare, every month, a list of beneficiaries with the amount of VSA payable in each case in accordance with the guidelines of the VSA Scheme for drawal of the requisite amount on a WDD Bill enclosing also with the bill an advice to the Treasury Officer/Manager JK Bank branch concerned for crediting the amount to the bank accounts of the individual beneficiaries, the particulars whereof are to be given in the Advice against each beneficiary.¹

6.2 At the completion of one year from the date of registration of the candidate, all certificates issued by Tehsildar/other officers shall have to be renewed. Till the renewal certificates are produced, the Voluntary Service Allowance (VSA) should be kept on hold and shall be sanctioned only after these are produced by the beneficiary.²

7. Voluntary service:

7.1 Each beneficiary is required to render 12 hours of voluntary service during a week subject to the availability of work.

7.2 The Dy. Director shall forward Tehsil-wise final list of the eligible beneficiaries to DCs and Tehsildars of each District. The Dy. Commissioner of the district shall, in consultation with the district heads of the offices, draw out a Tehsil wise schedule of the voluntary services to be performed by the VSA recipients which may include rendering assistance in surveys, health & hygiene programmes, community development programmes, tasks related to Panchayats, social forestry, flood protection, relief during natural disasters, Information Communication & Education activities etc.

1. Paras 6.1 and 6.2 replaced and deemed to have always been replaced by corrigendum to Govt. Order No. 27-L&E of 2010 Dated 24-02-2010 vide No. L&E/Plan/45/CEPDF Dated: 26-05-2010.

2. Para 6.3 substituted vide Government Order No. 69-L&E of 2011 Dated: 16-09-2011. It has been re-numbered as para 6.2 above.

- 7.3 The Dy. Commissioner shall prepare Tehsil wise requirement of the voluntary services in consultation with the district officers and furnish the same to the Tehsildars. The Schedule, as far as possible, may be drawn in a manner to ensure that each beneficiary renders 12 hours of voluntary service in a week.
- 7.4 The Tehsildars shall be responsible for deployment of the work force from among the beneficiaries for the tasks already specified. A monthly report of the work hours spent and tasks performed by each person drafted by the Tehsildar shall be sent to the Dy. Commissioner and Dy. Director Employment. The report shall indicate the name of the beneficiary, his code number, the work hours allotted to him and the work hours actually rendered by him. In case of emergencies the limit of 12 hour service during a week shall not apply, and can be exceeded.
- 7.5 The work hours shall be calculated on quarterly basis on the basis of the monthly reports of the Tehsildar.
- 7.6 Refusal of any beneficiary to render the service allotted to him by the Tehsildar shall render him ineligible for the VSA. Wherever such cases are noticed, the concerned Tehsildar shall send a report to the Dy. Director Employment. The Dy. Director shall immediately stop further payment to him.
- 7.7 In case a beneficiary fails to respond to the call of the Tehsildar within two days, a report shall be sent to the Dy. Director. The eligibility of the beneficiary shall be suspended and notified to the beneficiary. If the beneficiary proves to the satisfaction of the Tehsildar that he could not respond due to circumstances beyond his control, a report shall be sent by the Tehsildar to the Dy. Director Employment with his recommendations. In case the Tehsildar is not satisfied with the reasons put forth by the beneficiary, he shall recommend to the Dy. Director Employment to stop the VSA.

Annexure-I

A certificate from Tehsildar in the following format:

"This is to certify that Sh./Smt_____ S/o/D/o Shri_____ R/o _____ Tehsil_____ District_____ is not employed in any government / private service or self employed. It is also certified that his/her spouse is not employed either in government or private sector.

It is further certified that the annual income of the family of which the abovementioned person is a member is as indicated below:

S. No	Source of income	Area (in Kanals)	Annual Income	Remarks
1	2	3	4	5
1	Irrigated/orchard			(To be calculated @Rs.5000/per kanal)
2	Un-irrigated land			(To be calculated @Rs.2500/per kanal)
3	Waste land/ non-agricultural land			Not to be included in the calculation
4	Income from other sources			(Source to be specified)
5	Total			

**Sd/-
Tehsildar-----
District-----**

Annexure II

Certificates separately from the Deputy Director Employment, General Manager, DIC and Project Officer, DRDA that the said person has not been granted any loan for self employment.

"This is to certify that Sh. /Smt_____ S/o/D/o Shri_____ R/o _____ Tehsil_____ District_____ has not been granted any loan under any self employment scheme.

Dated: - -

Sd/-----

Annexure III

An affidavit to the effect that the applicant is willing to perform any voluntary service as and when called upon by the District Administration to do so as under:

Affidavit

**I -----son/daughter of-----R/O-----
----- registered with DECC----- District under code No.
----- , do hereby solemnly declare on oath as under that :**

1. undertake to render any Voluntary Service (VS) for which I may be called upon by the District Employment & Counselling Centre (DECC) / Tehsildar.
2. am not currently studying in any educational institution in the state or outside the state.
3. have not taken any loan other than the educational loan from any Government Department, Corporation or Commercial Bank for setting up a self employment unit,
4. have not received training for any technical skill, diploma or certificate course from any department or organization of the government which specifically required me to set up a self employment unit after completion of the training,

OR

have received training in ----- centre during the year -----
for ----- months under a programme run by -----
-- department and I have not been in a position to set up my own self
employed unit so for,

5. My saving bank A/C no. is ----- opened in -----
branch of----- bank.
6. am fully aware and conscious of the fact that any part of the statement made by me , if found to be untrue, shall make me liable to refund the entire amount of VSA received by me as also render liable for such other action as may be warranted under Law.

PLACE

DATED: - -

Sd/-----

Deponent

Verification: - Verified that the averments made in this affidavit are true and correct to the best of my knowledge and nothing has been concealed therein.

Deponent

Annexure –IV

S. No	Photograph	Name	Parentage	Permanent address	Address for correspondence	Qualifications alongwith dates of results declared		
1.	2.	3.	4.	5.	6.	7.		
						Exam. passed	Year of passing	Name of board/ Univ.

Date Birth	of	Entitlement	Code No.	Bank A/c No.
8.		9.	10.	11.

Annexure- V

Code for Male: **A**

Code for Female: **B**

Name of the District	Code allotted	Name of the Tehsil	Code Allotted	Number Allotted in the Live register	Final Code
Srinagar	01	Srinagar (N)	023	xxxxx	A01023xxxxx
		Srinagar (S)	024		
Ganderbal	02	Ganderbal	025		
		Lar	026		
		Kangan	027		
Budgam	03	Budgam	028		
		Chadoora	029		
		Beerwa	030		
		Chararisharief	031		
		Khansahib	032		
		Khag	033		
Anantnag	04	Anantnag	034		
		Kokernag	035		
		Bijbehara	036		
		Pahalgam	037		
		Dooru	038		
		Shangus	039		
Kulgam	05	Kulgam	040		
		Devsar	041		
		D.H.Pora	042		
Pulwama	06	Pulwama	043		
		Tral	044		
		Awantipora	045		
		Pampore	046		
Shopian	07	Shopian	047		
Baramulla	08	Baramulla	048		
		Pattan	049		
		Tangmarg	050		
		Uri	051		
		Boniyar	052		
		Sopore	053		
		Rafiabad	054		
Bandipora	09	Bandipora	055		

		Sonawari	056		
		Gurez	057		
Kupwara	10	Kupwara	058		
		Handwara	059		
		Karnah	060		
Kargil	11	Kargil	061		
		Zanskar	062		
Leh	12	Leh	063		
Jammu	13	Jammu	064		
		Akhnoor	065		
		R.S.Pora	066		
		Bishna	067		
Samba	14	Samba	068		
Kathua	15	Kathua	069		
		Billawar	070		
		Basooli	071		
		Bani	072		
		Hiranagar	073		
Udhampur	16	Udhampur	074		
		Ramnagar	075		
		Chenani	076		
		Majalta	077		
Reasi	17	Reasi	078		
		G.G. Garh	079		
Doda	18	Doda	080		
		Baderwah	081		
		Bhalesa	082		
		Thathri	083		
Kishtwar	19	Kishtwar	084		
		Marwah	085		
		Padder	086		
		Chatroo	087		
Ramban	20	Ramban	088		
		Banihal	089		
Rajouri	21	Rajouri	090		
		Thanamandi	091		

		Nowshera	092		
		Sunderbani	093		
		Budhal	094		
		Kalakote	095		
		Darhal	096		
Poonch	22	Poonch	097		
		Surankote	098		
		Mendhar	099		
		Mandi	100		