

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



**GUIDELINES**

**FOR**

**Voluntary Service Allowance  
Scheme**

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

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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 1<sup>st</sup>, 2010 as per the following gradation:-

- (i) Rs.500/- per month in favour of each eligible person who has passed the matriculation examination but not 10+2 examination;
- (ii) Rs.550/- per month in favour of each eligible person who has passed 10+2 examination;
- (iii) Rs.600/- per month 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.750/- per month 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.900/- per month in favour of eligible graduates.

- (vi) Rs.1100/- per month in favour of eligible post-graduates and engineering and medical graduates and equivalent levels in the field of computer science, technology and education.

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) are registered with the District Employment and Counselling Centres as on December, 5, 2009;
- (iii) are members of and dependent upon families having an annual income (from all sources) not exceeding Rs.50,000/- and/or having not more than 10 kanals of irrigated agricultural land/20 kanals of un-irrigated agricultural land. Waste land and non-agricultural land shall not be included in the calculation. While calculating family income, one kanal of irrigated land shall be deemed as equal to Rs. 5000/= annually. Similarly one kanal of un-irrigated land shall be deemed as equal to Rs. 2500/= annually. As an illustration, if the family income from sources other than land is Rs. 25000/= and the family possesses three kanals of irrigated land and four kanals of un-irrigated land , the income shall be calculated as follows:

**“Family Income= Rs. 25000/- (from sources other than land) + Rs. 15000/- (income from 03 kanals of irrigated land @ Rs. 5000/- per kanal) + Rs. 10000/- (income from 04 kanals of un-irrigated land @ Rs. 2500/- per kanal) = Rs. 50,000/-”**

- 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.
- 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 Director Employment shall open a saving official bank account in J&K bank branch Civil Secretariat subject to the general or any special restrictions imposed by the Planning &Development Department and Finance Department. Similarly the Deputy Directors Employment shall also open saving bank accounts in the main branches of the JK bank at the respective district headquarters. After the funds are allotted in the annual budget, the Director Employment shall arrange to draw in advance the amount and keep it in his official Account. He shall sanction the funds to the districts, in proportion to the requirement. He shall for the quarter, through a single sanction order, authorize the branch Manager of the bank to transfer the money into the Accounts of the respective Dy. Directors electronically. Any interest earned on the deposits shall be communicated to the Administrative Department / Director Employment for adjustment with the subsequent allotment of funds.

6.2 The Dy. Directors shall be the sanctioning authority for each individual in the district or the Assistant Director where no Deputy Director is in position. They shall also through a single sanction order, for the month, authorize the Manager of the respective branches of the bank to transfer the amount to each individual account of the beneficiary to the extent shown against each in the sanction order. Under no circumstances shall the Deputy Director/Asstt. Director pay cash to any eligible person. The Branch Managers shall also furnish a certificate to the DECC to the effect that the requisite amount has been credited into the individual accounts.

6.3 At the end of every six months period, the candidate should produce an undertaking that he/she still falls within the eligible criteria for grant of the VSA. At the end of every financial year, all the certificates issued by Tehsildars/other officers shall have to be renewed. Till the renewed certificates are produced, the VSA should be kept on hold and sanctioned only after these are produced by the beneficiary.

## 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.
- 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.

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### 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			<b>Not to be included in the calculation</b>
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 of Birth	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		

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

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

