

GUIDELINES FOR GRANT OF UNEMPLOYMENT ALLOWANCE AND SPECIAL JOB TO PERSONS WITH DISABILITIES

I. Scope:-

These guidelines shall be applicable to all categories of persons with disabilities suffering from not less than 40% of any one of the disabilities as defined under Section 2(i) of the Act.

II. Definitions:-

In these guidelines, unless the context otherwise requires.

- (a) "Act" means the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995:
- (b) "Allowance" means unemployment allowance granted under these guidelines.
- (c) "Appellate Authority" means the Department of Social Welfare & Tribal Affairs or any other officer appointed by the Department in this behalf.
- (d) "Disability" means any one of the disabilities as defined under Section 2(i) of the Act.
- (e) "Employment Exchange" means Special Employment Exchange for Persons with Disabilities Notification F. No. 10/1/99-EEL dated 19.01.2000 maintained by the Government for the collection and furnishing of information.
- (f) "Form" means a form appended to these guidelines.
- (g) "Sanctioning authority" means the Chairman of Village Dweep Panchayaths of respective islands.
- (h) "Unemployed Person" with disability means a persons suffering from not less than 40% of any one of the disabilities who could not secure a gainful employment on his own or through the Employment Exchange.

A. Unemployment Allowance**1. Quantum of allowance:-**

Subject to fulfillment of the eligibility conditions as laid down in rule 5 below the quantum of unemployment allowance shall be as follows.

Sl.No.	Qualification	Rate of Allowance
(a)	Up to Secondary School Leaving Certificate / Matriculation /Higher Secondary or equivalent	Rs. 500/- per month
(b)	Diploma holders in professional courses and Graduates in Science / Arts subject or equivalent	Rs. 800/- per month
(c)	Degree holders in professional courses, post graduates in Science / Arts, subjects / Professional courses / Research scholars in Science / Arts subjects or equivalent	Rs. 1000/- per month

2. Eligibility:

- 1) The applicant should have completed 18 years of age and not exceeded 40 years as on date of application.
- 2) The minimum degree of disability shall be 40%
- 3) The applicant shall produce a medical certificate certifying the disability from the designated Medical Board.
- 4) The applicant shall be a citizen of India and native of the Union Territory of Lakshadweep by virtue of birth.
- 5) The applicant should have registered his/her name with the Employment Exchange and should have been in the live register of the Employment Exchange for a minimum period of two years.
- 6) The applicant shall not be in receipt of any other regular monetary assistance under any other scheme of U T Administration/Government of India.

3. Tenure of the grant:-

- (1) Unemployment allowance once sanctioned will be tenable for a period of one year from the date of sanction or until the recipient gets an employment whichever is earlier. It is however subject to renewal if the recipient continues to remain unemployed beyond the period mentioned above. Such renewals can be done until the recipient attains the maximum age of 40 years.
- (2) The payment of unemployment allowance shall be discontinued to any person who has secured a gainful employment on his own or through the employment exchange.

Provided that nothing in this scheme shall preclude the sanctioning authority from reviewing at any time the case of any recipient under any changed circumstances arising subsequent to the sanctioning of unemployment allowance and from reducing or withdrawing the quantum of unemployment allowance.

Provided further that the recipient or his/her parent / guardian as the case may be shall be given an opportunity of being heard before the allowance is withdrawn or reduced.

- (3) If the grantee dies before receiving the allowance for any period the same shall lapse.

4. Making of the application:

- (1) The application for grant of unemployment allowance shall be made in Form 1 appended to these guidelines by the person with disability.
- (2) The application shall be completed in all respects and submitted concerned Village Dweep Panchayaths
- (3) The following certificates shall accompany the application, namely:-
 - (a) Residence Certificate from Sub Divisional Officers of Native Island.
 - (b) Attested copy of disability certificate issued by the Medical Board.
 - (c) Attested copy of certificate of educational/ technical qualification.
 - (d) Attested copy of transfer certificate issued by the Head of the educational/ technical institution where the applicant last studies.
 - (e) Attested copy of the Identity card issued by the Employment Exchange.
 - (f) An affidavit in Form II appended to these Rules in a non-judicial stamp paper to the value of Rs. 5/- duly countersigned by a Notary Public should be submitted with application form.

5. Method of selection and sanction:

- (1) On receipt of the application, the Chairpersons shall enquire or cause an enquiry to be conducted about the genuineness of the application and prepare a list of applicants with relevant details and forward the same to the Employment Exchange for verification and recommendation about the eligibility of the applicant for receiving the allowance.
- (2) On receipt of the required recommendation from the Employment Exchange, the Chairperson may sanction the allowance to the applicant according to his educational/technical qualification in Form I appended to these guidelines with effect from the first day of the month in which the Employment Exchange has recommended payment of allowance.

- (3) While sanctioning the allowance the seniority of the applicant with reference to the date of registration in the Employment Exchange shall be taken into account and preference shall be given to senior most persons in case all the applicants recommended by the Employment Exchange could not be sanctioned this allowance at a time for one reason or the other.
- (4) In the event of the applicant not satisfying any of the eligibility conditions prescribed under these guidelines, the Chairperson shall reject the application and inform the applicant accordingly.

6. Renewal of payment:

- (1) On the expiry of one year from the date of sanction, the applicant shall submit an application for renewal of the grant in Form IV appended to these guidelines along with fresh affidavit in form II.
- (2) On receipt of the application, the Director shall issue a fresh sanction for a further period of one year in Form III appended to these guidelines. Before, issuing the sanction, the Director shall ensure that the recipient continues to remain in the live register of the Employment Exchange.
- (3) This procedure of renewal shall be continued until the recipient gets a gainful employment either through the Employment Exchange or on his own or until the recipient attains the age of 40 years.

7. Mode of payment:

The mode of payment of the allowance shall be as decided by the Chairperson with the approval of local committee.

8. Change in the quantum of allowance:

- (1) If the grantee acquires higher qualification during the tenure of the grant of allowance, he /she will be eligible to receive a higher quantum of allowance corresponding to the qualification he has acquired as per the provision of guideline above from the month in which he registered such higher qualification.
- (2) For this, the grantee shall intimate the Director the higher qualification acquired by him in Form IV appended to these guidelines.
- (3) On receipt of the application, the Chairman, Village Dweep Panchayaths shall issue a fresh sanction enhancing the quantum of allowance corresponding to the qualification acquired by the grantee from the month in which he registered such higher qualification with the Employment Exchange in Form V appended to these guidelines.

- (4) If the grantee goes for any higher education or enters in to any other job, then he/she shall intimate the same to the concerned authority, otherwise the allowance will automatically lapsed from the date of his/her joining for the course.
- (5) Mode of recovery if any from ineligible candidates on account of employment/ getting other scholarships etc. & facts concealed by applicant.

9. Cancellation:

- (1) Notwithstanding anything contained in rules 6 the Chairperson may cancel the sanction issued for the grant of allowance and stop the payment at any state if it is found that it was sanctioned on mistaken grounds or on false information and recover the entire amount of allowance paid to the grantee from the date of initial payment till such cancellation.
- (2) Further, if it is found that the recipient has furnished false information for getting this allowance his/her registration in the Employment Exchange is liable to be cancelled.

10. Change of residence:

It shall be obligatory for a grantee to intimate any change of address to the Director. A beneficiary shifting to a place; outside the Union territory of Lakshadweep for a period exceeding three months shall not be eligible for payment of unemployment allowance. The order sanctioning the unemployment allowance shall be cancelled if the grantee is absent from the Union Territory of Lakshadweep for more than three months consecutively.

Provided that if the grantee returns to the Union territory of Lakshadweep at any time, and continues to reside in the Union territory of Lakshadweep, the Chairman, Village Dweep Panchayath may revive payment of allowance after due verification of the facts relevant to the continuance of payment of allowance and arrear of allowance shall also be paid in such cases subject to a maximum of three months.

11. Power of supervision:

The Director shall ensure that the provisions of this scheme are strictly complied with and is competent to issue instructions subject to which the unemployment allowance should be granted or continued and the grantee or his parent or guardian shall be bound by such instruction.

12. Appeal:

- (1) Any person aggrieved by any decision or order of the chairperson under this scheme may file an appeal to the Director, Social Welfare & Tribal Affairs.
- (2) The appeal under sub rule (1) above shall be filed within three months from the date of the order appealed against.

13. Interpretation and clarification:

In the actual implementation of the scheme, if any doubt arises in regard to interpretation of any of the provisions of the scheme or if any point requires clarification, the matter shall be referred to the Department of Social Welfare and the decision of the department shall be the final.

14. Review of the Scheme:

The working of the scheme shall be reviewed at regular intervals as may be decided by the Department of Social Welfare & Tribal Affairs.

B. Special Job

1. Implementing Agency:

The Village Dweep Panchayat in each Island would be the Agency for the implementation of the scheme.

2. Selection of the disabled persons:

- a) The disabled persons in each Islands may be selected by the Island Level Committee constituted vide notification No. 14/8/2006-SJEC/262 dated 18/9/2007 of Secretary (Welfare) (Copy enclosed). The Committee should identify special job according deformity/disability to use his skill and qualification for providing him gainful employment.
- b) The age group of the disabled persons shall be between age 18-60 years.
- c) The disabled person who is selected should have the capacity to do the work entrusted to them. Wages should be paid as per prescribed rate for different skill by Govt.
- d) Preference should be given to low-income group with prescribed educational qualification.

3. **Sanction/Release of Grant in Aid:**

The Village Dweep Panchayat will be given grant in aid to implement the scheme, by the Department of Social Welfare & Tribal Affairs, Kavaratti under plan scheme for which the VDPs has to submit an Utilization certificate and other required documents along with list of beneficiaries.

4. **Inspecting Authorities:**

The Department of Social welfare & Tribal Affairs may depute an Officer / Official to inspect the records and documents maintained by Village Dweep Panchayat.

The Chairpersons in the Islands shall maintain a register in this regard with concerned files and records, which should be produced to the Inspecting Officers during their inspection and proper utilization certificate, will be submitted. A separate Account and cash book should be maintained for the scheme.

Page 51

FORM I

APPLICATION FOR RENEWAL OF UNEMPLOYMENT ALLOWANCE

- 1) Name of the applicant :
- 2) Father's /Guardian's name :
- 3) Residential address :
- 4) Employment Exchange Regn. No. and NCO
code No. & Date :
(Attested copy of the Identity card should
be enclosed) :
- 5) Receipt of Scholarship if any :
- 6) If yes, mention details :
- 7) Date of expiry of Regn. in the Employment
Exchange :
- 8) Original sanction Number and date (Attested
copy should be enclosed) :
- 9) Whether there is any change in the information
furnished earlier ? If so, furnish the details :
- 10) Whether the affidavit in Form II has been
enclosed : Yes/No

N.B: Enclosed 2 recent passport size
Photographs and your sanction order.

Signature of the applicant

FORM - II

Specimen affidavit

(To be prepared in anon-judicial stamp paper to the value of Rs. 5/-)

AFFIDAVIT

I S/o, D/o
aged years residing at
..... do solemnly hereby affirm that

- i) I am an Indian National:
- ii) I am a resident of the Union Territory of Lakshadweep:
- iii) I am an un employed person with disability
- iv) I have not been placed in any gainful occupation:
- v) I am not in receipt of any assistance from the Department of Social Welfare or from any other Department of Central Government and State Government.
- vi) I have not suppressed any material information that makes me ineligible to receive unemployment allowance.
- vii) I undertake to repay the entire amount received by me in case it is found on a later date that the information furnished by me in false and incorrect.

Signature of the applicant

Signed this day of20
in my presence.

Signature of the Notary Public

Affix a recent
Passport size
Photograph

FORM – III

UNION TERRITORY OF LAKSHADWEEP
VILLAGE DWEET PANCHAYATH

Kavaratti dated:

ORDER

Sub:- Social Welfare – Disability Division – Payment of
unemployment allowance to disabled persons –
orders issued.

Ref:- His/Her application dated.....

In exercise of the powers conferred on the undersigned under Rule 8(2) of the Scheme of grant of unemployment allowance to persons with disabilities notified vide G.O. Ms. No.....dated of the Welfare Secretariat, Government of Sanction is hereby accorded for payment of unemployment allowance toS/o, D/oresiding atat the rate of Rs.....(Rupeesonly) per men sum, with effect from

2. The grant of allowance is subject to the following conditions:-

- a) The tenure of the grant is for a period of one year from the date of sanction or the grantee acquires an employment either through the Employment Exchange or on his own, whichever is earlier.
- b) It is however subject to renewal if the grantee remains unemployed beyond the period of one year until he/she attains the maximum age of 40 years.
- c) If the grantee leaves the Union territory of Lakshadweep for a period exceeding three months this sanction will be cancelled without any notice.
- d) This order will be liable to be cancelled if it is found that the beneficiary has suppressed any material information that makes him ineligible to receive this allowance or sanction has been accorded to mistaken grounds.
- e) Code number allotted to the beneficiary is

CHAIRPERSON
VILLAGE DWEET PANCHAYATH

To
The Individuals

FORM IV

APPLICATION FOR INTIMATION OF HIGHER QUALIFICATION

- 1) Name of the applicant :
- 2) Father's /Guardian's name :
- 3) Residential address :
- 4) Original sanction No. & date
(attested copy should be enclosed) :
- 5) Higher educational / technical
qualification acquired subsequent to
sanction of unemployment allowance
(attested copy of the certificates should
be enclosed) :
- 6) Date of registration in the Employment Exchange
with NCO Code No. & date Original sanction
Number and date (Attested copy of the Identity
Card should be enclosed) :
- 7) Any other details :

Signature of the applicant

FORM - V

UNION TERRITORY OF LAKSHADWEEP
DIRECTORATE OF SOCIAL WELFARE

Kavaratti dated:

ORDER

Sub:- Social Welfare – Disability Division – Payment of
unemployment allowance at enhanced rate – orders issued.

Ref:- 1) This Directorate's order No..... dated....
2) His application dated

In exercise of the powers conferred on the undersigned under Guideline of
the Scheme of grant of unemployment allowance to persons with disabilities
notified vide G.O. Ms. No.....dated of the Welfare
Secretariat, Government of U T Administration and in suppression of the order
first cited, sanction is hereby accorded for payment of unemployment allowance
toS/o, D/oresiding at
.....at the rate of Rs.....(Rupees
.....only) per men sum with effect from
.....to

2. All other conditions stipulated in the order first cited remain unaltered.

CHAIRPERSON
VILLAGE DWEEP PANCHAYATH

To

The Individuals